

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

BOARD OF EDUCATION
SPECIAL MEETING NOTICE

DATE: October 18, 2016
TIME: 7:30 P.M.
PLACE: Sarah Noble Intermediate School – Library Media Center

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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. Winner in the 2016 CHET Dream Big! Competition: SNIS student Chayten Prashant
- B. NMPS Stars of the Month: Darcy Campbell, Jane Danish, Danette Lambiase, Judy Larkin, Kerry Schur, and Michael Tremmel

3. PUBLIC COMMENT

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

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

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
 - 1. Regular Meeting Minutes September 13, 2016

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. COMMITTEE AND LIAISON REPORTS

- A. Facilities Sub-Committee – Mr. Coppola
- B. Operations Sub-Committee – Mrs. Faulenbach
- C. Policy Sub-Committee – Mr. Schemm
- D. Committee on Learning – Mr. Dahl
- E. EdAdvance – Mr. Coppola
- F. Connecticut Boards of Education (CABE) – Mr. Coppola

G. Negotiations Committee – Mrs. Faulenbach

H. Magnet School – Mr. Schemm

10. DISCUSSION AND POSSIBLE ACTION

A. New Milford Substance Abuse Prevention Council Survey Request

B. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 18, 2016

C. Monthly Reports

1. Budget Position dated 9/30/16
2. Purchase Resolution: D-691
3. Request for Budget Transfers

D. Grant Approvals

1. Bilingual Education Grant – ED 229
2. District Consolidated Grant
3. Title III Grant

E. Activity Stipend Requests

1. Schaghticoke Middle School
2. Sarah Noble Intermediate School

F. Policies for Approval

1. 1700 Possession of Firearms on School Property Prohibited
2. 4112.5 Criminal History Inquiries and Employment Reference Checks
3. 4121 Substitute Teachers
4. 5131.6 Students – Drugs, Alcohol and Tobacco

G. Policies for First Review

1. 5124 Reporting to Parents/Guardians – Report Cards
2. 9320 Meetings of the Board

H. Textbook Approvals

I. Capital Reserve Request

11. ITEMS FOR INFORMATION AND DISCUSSION

A. Field Trip Report

B. Legal Contract

C. JPS/East Street

12. EXECUTIVE SESSION (Anticipated)

A. Discussion and possible action on proposed collective bargaining agreement between the New Milford Board of Education and New Milford School Administrators Association.

13. DISCUSSION AND POSSIBLE ACTION

A. Approval of successor collective bargaining agreement between the New Milford Board of Education and New Milford School Administrators Association.

14. ADJOURN

ITEMS OF INFORMATION

Policy Sub-Committee Minutes – September 20, 2016
Committee on Learning Minutes – September 20, 2016
Facilities Sub-Committee Minutes – October 4, 2016
Operations Sub-Committee Minutes – October 4, 2016

Policy Sub-Committee Special Meeting (Date change only) October 25, 2016 – 6:45 p.m. Lillis Administration Building, Room 2	Board of Education Meeting November 8, 2016 – 7:30 p.m. Sarah Noble Intermediate School, LMC
Committee on Learning Special Meeting (Date change only) October 25, 2016 – 7:30 p.m. Lillis Administration Building, Room 2	Policy Sub-Committee Meeting November 15, 2016 – 6:45 p.m. Lillis Administration Building, Room 2
Facilities Sub-Committee Meeting November 1, 2016 – 6:45 p.m. Lillis Administration Building, Room 2	Committee on Learning Meeting November 15, 2016 – 7:30 p.m. Lillis Administration Building, Room 2
Operations Sub-Committee Meeting November 1, 2016 – 7:30 p.m. Lillis Administration Building, Room 2	

**New Milford Board of Education
 Regular Meeting Minutes
 September 13, 2016
 Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Bill Dahl, Vice Chairman Mrs. Angela Chastain Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm
Absent:	Mr. David A. Lawson Mr. Dave Littlefield

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NEW MILFORD, CT

Also Present:	Mr. Joshua Smith, Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Anthony Giovannone, Director of Fiscal Services and Operations Ms. Roberta Pratt, Director of Technology Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Facilities Manager Ms. Kendall Stewart, Student Representative
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1. A.	Call to Order Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2. A.	Recognition Teacher of the Year for 2017 – Mrs. Roxanne Kraft <ul style="list-style-type: none"> • Mr. Dahl noted that the most exciting thing the Board does is recognize the Teacher of the Year and he invited Mrs. Roxanne Kraft to come up to be recognized. • Mr. Smith said not only was Mrs. Kraft Teacher of the Year but she is also the first to be recognized under the new “Staff Member of the Month” award program and was therefore granted use of a new car for the 	Recognition A. Teacher of the Year for 2017 – Mrs. Roxanne Kraft

	<p>month thanks to Ingersoll Automotive. He also said from here on in there will be a staff appreciation page on the website where the public can nominate a teacher or other staff member for appreciation. Six members will be chosen each month. They will each be given a star lapel recognition pin and one will be randomly chosen to drive the courtesy car for one month.</p> <p>The meeting recessed at 7:33 p.m. for a short reception and reconvened at 7:40 p.m.</p>	
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Sarah Herring of New Milford and a teacher at Schaghticoke Middle School requested that the Board of Education consider updating the cooling system at Northville, Hill and Plain and Schaghticoke schools. She noted in particular at Schaghticoke when it was converted into classrooms versus the old quad system the thought was that the outside classrooms would have windows to help with ventilation. However, she noted that this system is not working as it is often extremely hot in the outside classrooms and students complain of going from hot rooms to cool rooms. She asked the Board to consider allocating funding during the upcoming budget cycle for the air-conditioning. • Greg Mullen of New Milford asked the Board to seriously think about the proposed John Pettibone move. He said the Mayor said it would not cost the Board anything for the move but it would cost something to the taxpayers. He said when John Pettibone School closed the idea was to have savings in the budget but instead programs have been expanding. He said governments should be getting smaller not bigger. 	<p>Public Comment</p>
<p>4.</p>	<p>PTO Report</p> <ul style="list-style-type: none"> • Kathleen Lewis, PTO president, said all the 	<p>PTO Report</p>

	<p>schools hosted a Welcome Back event for staff members and the K-5 schools also sponsored Welcome Back events for students.</p> <ul style="list-style-type: none"> • Student pictures are scheduled in the next month as well as some fundraisers taking place to help build funds for the upcoming school year and scholarship programs. • NES will be doing a cookbook where staff and students can submit their favorite recipes during the month of September. The cookbook will be available for the holidays. • The Grad Party will be having a fall “Junk In the Trunk” on October 2nd and will also have the PTO Discount Cards for sale. • PTO is sponsoring the Maureen Haas Cross Country meet on October 15th. All grades can participate either as a runner or volunteer. • The new PTO website is up and running and is packed with information. Parents and staff will be able to find PTO meetings, dates and minutes, important event dates and times, PTO board member contact information as well as documents that the organization distributes. Spirit Days will also be listed which are coordinated for the K-8 grades and are the first Friday of every month. October is School Color Day. • Sarah Noble's PTO was honored with an Honorable Mention from <i>PTO Today</i> as Parent Group for the Year. 	
<p>5.</p>	<p>Student Representatives’ Report</p> <ul style="list-style-type: none"> • Senior portraits were done over the summer for those who were able, other seniors could wait until this fall. • Underclassmen photos are going on now. • There was a turf field celebration and fall sports rally recently at the high school. • The senior aerial photo will be done September 14th. • The first Activity Day of the year will be Thursday which helps get students more 	<p>Student Representatives’ Report</p>

	<p>involved with the clubs and sports.</p> <ul style="list-style-type: none"> • The Homecoming Dance will be September 17th with the idea of getting everybody pumped to start Homecoming week. • Spirit Week starts September 19th with a variety of theme days; teachers dress up too. • The Homecoming football game will be Friday that week and so far the team is 1-0. • Saturday is the Band Home Show with 13 bands participating including the University of New Haven. • September 22nd is the Open House at NMHS and the 28th is Financial Aid Night. • College visits are ongoing and students can sign up using the Naviance program. 	
<p>6.</p> <p>A.</p>	<p>Approval of Minutes</p> <p>Approval of the following Board of Education Meeting Minutes</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 14, 2016 2. Special Meeting Minutes June 22, 2016 3. Special Meeting Minutes August 8, 2016 <p>Mrs. Faulenbach moved to approve the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 14, 2016 2. Special Meeting Minutes June 22, 2016 3. Special Meeting Minutes August 8, 2016 <p>At the request of Mrs. McInerney, the minutes were addressed separately and Mrs. Faulenbach withdrew her motion.</p> <p>Mr. McCauley moved to approve the Regular Meeting Minutes of June 14, 2016, seconded by Mrs. Faulenbach and passed 5-0-2.</p> <p>Aye: Mrs. Faulenbach, Mr. Schemm, Mr. Dahl,</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 14, 2016 2. Special Meeting Minutes June 22, 2016 3. Special Meeting Minutes August 8, 2016 <p>Motion made to approve the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes June 14, 2016, 2. Special Meeting Minutes June 22, 2016, 3. Special Meeting Minutes August 8, 2016 <p>Motion withdrawn.</p> <p>Motion made and passed to approve the Regular Meeting Minutes of June 14, 2016.</p>

	<p>Mr. McCauley, Mr. Coppola Abstain: Mrs. Chastain, Mrs. McInerney</p> <p>Mr. Coppola moved to approve the Special Meeting Minutes of June 22, 2016, seconded by Mrs. McInerney and passed unanimously.</p> <p>Mrs. Faulenbach moved to approve the Special Meeting Minutes of August 8, 2016, seconded by Mrs. Chastain and passed 6-0-1.</p> <p>Aye: Mrs. Faulenbach, Mrs. Chastain, Mrs. McInerney, Mr. Dahl, Mr. McCauley, Mr. Coppola Abstain: Mr. Schemm</p>	<p>Motion made and passed unanimously to approve the Special Meeting Minutes of June 22, 2016.</p> <p>Motion made and passed to approve the Special Meeting Minutes of August 8, 2016.</p>
<p>7.</p>	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Mr. Smith said the beginning of school was very successful with two days of professional learning and the convocation for staff. • The Facilities crew did a great job getting the schools up and running and the turf field project was completed on time and under budget. • Curriculum night is this week in all schools. • Mr. Smith thanked Ingersoll Automotive for their donation of a courtesy car to be used by one recognized staff member each month. 	<p>Superintendent's Report</p>
<p>8.</p>	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mr. Dahl reported that David Lawson, Board Chair, had a family emergency so was not in attendance this evening. • Mr. Dahl said the Annual Report of the Board of Education has been distributed and a copy has been sent to the town. 	<p>Board Chairman's Report</p>
<p>9.</p> <p>A.</p>	<p>Committee and Liaison Reports</p> <p>Facilities Sub-Committee – Mr. Coppola</p> <ul style="list-style-type: none"> • Mr. Coppola said he had invited Mayor 	<p>Committee and Liaison Reports</p> <p>A. Facilities Sub-Committee</p>

	<p>Gronbach to come to the Facilities Sub-Committee to report on the John Pettibone proposal. He said the Mayor said the Board could design its own space and the town-side would pay for the project. They could select the area of JPS they want to occupy, though that seemed to have been determined. The Mayor accepted the idea of a project manager and more importantly that there be a flexible time frame. The Board does need to release the Lillis Building per the Board attorney. Any expenses associated with the move will be borne by the town. The security will have to be unique for the Board side. Mr. Coppola noted people forget the great deal of work it was to move out of JPS. He also apologized to Dr. JeanAnn Paddyfote because when she originally moved her office to East Street it took years to get a wall up between her and her secretary so he understood the hesitation about another move.</p> <ul style="list-style-type: none"> • Mr. Coppola said Mr. Munrett and his crew did a phenomenal job to get the schools ready for this year, including the completed catwalk at SNIS. <p>B. Operations Sub-Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said most of the items on the Operations Sub-Committee agenda are on tonight's agenda for action. She said there is a revised Exhibit A. She said there would be no action on the end of year balance as the town must go through the audit first and then a request can be made to put the money into the capital reserve. Also, the agenda for October will include the capital reserve request of about \$430,000. The legal contract for the Board will be on the October Operations agenda as well. <p>C. Policy Sub-Committee – Mr. Schemm</p> <ul style="list-style-type: none"> • Mr. Schemm said there had been no meeting 	<p>B. Operations Sub-Committee</p> <p>C. Policy Sub-Committee</p>
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	<p>since the last Board meeting but at next week's meeting they will be discussing the Superintendent's evaluation and statutory requirements for some policies.</p> <p>D. Committee on Learning – Mr. Dahl</p> <ul style="list-style-type: none"> • Mr. Dahl said his committee had not met since the last Board meeting but at Tuesday's meeting they would be discussing the testing data and the literacy coaching model. <p>E. Education Connection – Mr. Coppola</p> <ul style="list-style-type: none"> • Mr. Coppola said the group has changed its name to EdAdvance as Education Connection was being used by another company as Education Connection had not copyrighted the name prior. The building in Danbury purchased from Wooster School will now be named after the prior director, Danuta Thibodeau. There will be a dedication ceremony on October 1st. He said the EdAdvance budget is difficult due to the state budget issues. <p>F. Connecticut Boards of Education (CABE) – Mr. Coppola</p> <ul style="list-style-type: none"> • Mr. Coppola said the CABE Convention will be in November and there will be many workshops for Board members. There is also a legal issues workshop which Mr. Coppola will attend. He will be the representative for the Board at the CABE Legislative Action Committee and wanted Board members to give him any issues they have so he can get it on the agenda. • Mr. Dahl asked if CABE was going to do anything about the funding ruling and Mr. Coppola said the ruling was not clearly defined. 	<p>D. Committee on Learning</p> <p>E. Education Connection</p> <p>F. Connecticut Boards of Education (CABE)</p>
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	<p>G. Negotiations Committee – Mrs. Faulenbach</p> <ul style="list-style-type: none"> Mrs. Faulenbach thanked the rest of the committee consisting of Mr. McCauley, Mr. Dahl, and Mr. Schemm; as well as the administrators for all the time they have put in on the contract negotiating. She said there is a contract for approval on the agenda tonight and the paras and administrators are ongoing. <p>H. Magnet School – Mr. Schemm</p> <ul style="list-style-type: none"> Mr. Schemm said there has not been a meeting yet. 	<p>G. Negotiations Committee</p> <p>H. Magnet School</p>
<p>10.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 13, 2016</p> <p>Mr. Coppola moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 13, 2016, seconded by Mr. Schemm.</p> <ul style="list-style-type: none"> Mrs. Faulenbach asked Ms. Baldelli to comment on Exhibit A. Ms. Baldelli said the revisions included additions of teachers, paras and a secretary who is retiring from Central Office as well athletic appointments and a corrected salary in line 50. Mr. Coppola reminded the Board that this vote confirms the date that these staff were hired. Even though he disagreed with the Board not having meetings in the summer and giving up their authority during that time, these appointees still need validation of the dates hired. 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 13, 2016</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 13, 2016</p>

- Mrs. McInerney asked what happened if the Board did not approve these appointments. Ms. Baldelli said the Board voted to allow the Superintendent to hire employees in July and August.
- Mrs. Faulenbach agreed saying that the Board makes a formal motion in June to turn over to the Superintendent the hiring authority in July and August otherwise they are brought to the Board for approval.
- Mr. Schemm noted that 13 of the 19 people leaving were taking positions elsewhere and he asked if we are retaining teachers. He also asked if we knew what the turnover savings was at this point given the previously estimated number of \$100,000 in savings.
- Mr. Giovannone said he does not have the information in the system tonight because he was asked for non-certified only, but could get that number at a later time.
- Mr. Smith said there are some positions still open so we are experiencing cost savings there.

Motion passed unanimously.

B. Monthly Reports

1. Budget Position dated 8/31/16
2. Purchase Resolutions: D-688, D-689, D-690
3. Request for Budget Transfers

Mr. McCauley moved to approve monthly reports: Budget Position dated August 31, 2016; Purchase Resolutions D-688, D-689, D-690; and Request for Budget Transfers, seconded by Mrs. McInerney.

- Mrs. Faulenbach thanked the Operations Subcommittee for the dialogue over the action items presented. She also thanked the administration for taking the requests and getting the information needed and noted that the budget reports are still a work in progress.

B. Monthly Reports

1. Budget Position dated 8/31/16
2. Purchase Resolution: D-688, D-689, D-690
3. Request for Budget Transfers

Motion made and passed unanimously to approve monthly reports: Budget Position dated August 31, 2016, Purchase Resolution D-688, D-689, D-690, Request for Budget Transfers.

- Mr. Smith asked Mr. Giovannone to hand out the sheet with the new account numbers on calling it the "cheat sheet" of account codes for MUNIS.
- Mr. Coppola thanked the administration for creating this sheet which will be very helpful.
- Mr. Schemm asked if this could be made public and Mr. Giovannone said yes, we will add it to the district website too.
- Mr. Giovannone noted that a lot of inquiries come from the secretaries and administration in regards to budget revisions and this document will help everyone to know where to look for budget line items.
- Mr. Smith said the health insurance payment to the town shows in line 52810 and the pension shows in line 52300.
- Mr. Coppola asked about the substitute line and thought that there was one area for substitutes for professional development and one for the sick time.
- Mr. Smith said the substitute line includes substitutes for all types of absences except for Title II grant covered professional learning.
- Mr. Smith said if the grant is funding professional development it also funds the substitutes needed. He said the \$850,000 substitute line does not include long-term or professional development rather it is altogether.
- Ms. Baldelli said the \$850,000 substitute line includes personal days, illnesses, professional days, jury duty, etc.
- Mr. Coppola said that the \$850,000 line is due to contractual items and not just a fringe benefit.
- Mr. Giovannone said they could look at a full quarter of numbers and then discuss how to break down the substitute line if necessary.
- Mrs. Faulenbach asked what year we were in for the MUNIS payment.
- Mrs. Faulenbach asked about the insurance payment of \$316,000 and Mr. Giovannone

<p>said it was in line 52824 for CIRMA and also in line 52900.</p> <ul style="list-style-type: none"> • Mr. Giovannone said in answer to the question about the sewer charges, they were in line 54412 - \$20,000 for use charges at three different locations and 58100 which is the assessment for the high school with three more years to go. <p>Motion passed unanimously.</p> <p>C. Grant 1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation</p> <p>Mrs. McInerney moved to approve the Pre-K / Kindergarten Transition Initiative Grant from the CT Community Foundation in the amount of \$4,389.00, seconded by Mr. Coppola and passed unanimously.</p> <p>D. Tuition Rates for 2016-2017</p> <p>Mr. McCauley moved to approve the Tuition Rates for 2016-2017 as follows: New Milford High School: \$13,387.85 Schaghticoke Middle School: \$11,133.71 Sarah Noble Intermediate School and Elementary Schools: \$11,144.19, seconded by Mrs. Faulenbach.</p> <ul style="list-style-type: none"> • Mr. Coppola asked how many students are on tuition and Mr. Smith said there are two and they are the children of staff members which means they pay half the tuition. • Mr. Schemm asked about Sherman and Mr. Smith said that it is a separate negotiated agreement. • Mr. Schemm asked for the enrollment number effective October 1st and Mr. Smith said prior to doing the budget he hopes to have more detailed data on classroom sizes and program 	<p>C. Grant 1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation</p> <p>Motion made and passed unanimously to approve the Pre-K / Kindergarten Transition Initiative Grant from the CT Community Foundation in the amount of \$4,389.00</p> <p>D. Tuition Rates for 2016-2017</p> <p>Motion made and passed unanimously to approve the Tuition Rates for 2016-2017 as follows: New Milford High School: \$13,387.85 Schaghticoke Middle School: \$11,133.71 Sarah Noble Intermediate School and Elementary Schools: \$11,144.19.</p>
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	<p>numbers, etc.</p> <p>The motion passed unanimously.</p> <p>E. Authorization for Signatory on School District Accounts – Exhibit B</p> <p>Mr. Coppola moved to approve Authorization of Signatory on School District Accounts – Exhibit B, seconded by Mrs. Faulenbach and passed unanimously.</p> <p>F. Textbook Approvals</p> <p>Mrs. McInerney moved to approve the following textbooks: <u>12 Years a Slave – Grades 11-12; D’Accord! Langue et Culture – Grades 9-12,</u> seconded by Mrs. Faulenbach and passed unanimously.</p> <p>G. New Milford High School Graduation Date 2017</p> <p>Mr. McCauley moved to approve the New Milford High School Graduation Date for 2017 for Saturday, June 24, 2017 at 2:00 p.m., seconded by Mrs. Chastain</p> <ul style="list-style-type: none"> • Mr. Schemm noted this was a highly coveted date and it was good to lock it down early. • Mrs. Chastain asked that Board members have reserved parking. • Mrs. McInerney asked about the number of snow days and Mr. Smith said there are seven currently but if necessary they could back out more from spring break. <p>The motion passed unanimously.</p> <p>H. Turf Field Usage Fees</p> <p>Mr. Coppola moved to approve the New Milford High School Turf Field Usage Fee for lights at</p>	<p>E. Authorization for Signatory on School District Accounts – Exhibit B</p> <p>Motion made and passed unanimously to approve Authorization of Signatory on School District Accounts – Exhibit B</p> <p>F. Textbook Approvals</p> <p>Motion made and passed unanimously to approve the following textbooks: <u>12 Years a Slave – Grades 11-12; D’Accord! Langue et Culture – Grades 9-12.</u></p> <p>G. New Milford High School Graduation Date 2017</p> <p>Motion made and passed unanimously to approve the New Milford High School Graduation Date for 2017 for Saturday, June 24, 2017 at 2:00 p.m.</p> <p>H. Turf Field Usage Fees</p> <p>Motion made and passed unanimously to approve the New</p>
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\$15.51 per hour, seconded by Mrs. Chastain.

- Mr. Coppola noted the lights add to the cost of field use and therefore the charge was being passed onto the users.
- Mr. Smith said there was a formula used including the kilowatt hours and the billing rate, though the district is locked in on the electrical rate.
- Mr. Schemm asked if there was a lighting fee prior and Mr. Smith said the fields were not used at night by outside groups before.
- Mrs. Faulenbach said a conversation will need to happen about recouping the cost of the new facility and asked where the revenue would be going. Mr. Smith said the fee on the lights will cover electricity. He said there is a \$5 per user fee charged to groups to go towards funding improvements in the future. He said the fields will likely need to be replaced in 10 years and while this \$5 fee won't cover the total it will contribute.
- Mrs. Chastain asked how that would be charged and Mr. Smith said it would not come from students but rather youth leagues, for instance.
- Mrs. McInerney asked if the town had set up the account yet and Mr. Smith said he didn't believe it was set up yet but it didn't need to be until later in the year. The Board could hold the funds until June's fiscal closing if needed.
- Mrs. Faulenbach said this was a community project and the community should plan now for its replacement.

The motion passed unanimously.

I. Appointment of Medical Advisor

Mc. McCauley moved to appoint Dr. Evan R. Hack to the position of School District Medical Advisor, seconded by Mrs. Chastain and passed unanimously.

Milford High School Turf Field Usage Fee for lights at \$15.51 per hour.

I. Appointment of Medical Advisor

Motion made and passed unanimously to appoint Dr. Evan R. Hack to the position of School District

		Medical Advisor.
11.	Items for Information and Discussion	Items for Information and Discussion
A.	Field Trip Report <ul style="list-style-type: none"> • Mr. Coppola invited everyone to join him at the Band Home Show on September 24th. He also asked about the trip to Germany and how it would be monitored for safety and at what point the district might say go or no go. Mr. Smith said the parents are advised to purchase insurance for the trip because the district does monitor the potential for trouble right up to the time of departure. He said these are students of the world and so they need to understand the issues that they might run into in the world. 	A. Field Trip Report
B.	Textbook Previews <ul style="list-style-type: none"> • Ms. DiCorpo said the books are in her office for preview. • Mr. Schemm asked if it was possible to get the cost per book and the number to be ordered included on future reports. 	B. Textbook Previews
C.	October Meeting Dates <ul style="list-style-type: none"> • Mr. Smith said there is no school on October 11th as it is part of a longer Columbus Day break for the district than usual. With the agreement of the Board chair and sub-committee chairs, the Board meeting will be moved to October 18th and the Policy and Committee on Learning meetings to October 25th. They will be posted as special meetings because of the change in date. 	C. October Meeting Dates
D.	JPS/East Street <ul style="list-style-type: none"> • Mr. Coppola said he wanted to get answers to questions about the potential administrative offices move to JPS. • Mrs. Chastain said she did not feel the same 	D. JPS/East Street

way that Mr. Coppola felt about the answers as presented by the Mayor.

- Mrs. Faulenbach appreciated that this item was on the agenda for discussion and felt the Board members needed to see cost figures, etc. She said the Town Council discussed this at their meeting on Monday and Mayor Gronbach had a drawing with the wings identified with the numbers of employees per department. She said the fall time frame seems to be off the table. This is the Board of Education's decision to make. She did think the expenses needed to be considered as a whole including the boiler and any other future expenditures. She also felt the two buildings should be compared.
- Mrs. McInerney said she did tour JPS recently but was concerned with the Lillis Building's lack of ADA compliance. She said there appears to be a lot of work needed in JPS including data drops, electricity and the building will need more than a coat of paint. She said a schematic should be drawn with walls where we want them and bathroom upgrades noted.
- Mr. Smith said the yellow file folder distributed to the Board members with projected costs for improvements to Lillis and JPS was not an exhaustive list but rather some documents presented for proposed repairs compiled in past years.
- Mrs. Chastain said she was not opposed to moving but was concerned about any black mold due to a flooding issue in JPS and the asbestos. She said everyone needs to work together who will be going into the building.
- Mr. McCauley said it is embarrassing that East Street is not ADA compliant and suggested the Board look into the cost of making it ADA compliant if they decide to stay there.
- Mr. Dahl said he believes JPS would be a great community school and noted that no one has sat down with the Central Office

	<p>administrators about what they want to do.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted the Mayor seemed to be taking a softer approach at the Council meeting last night. She said the Board should look at what it would cost to stay at East Street as well as explore the JPS option. • Mr. Schemm said for years the Board couldn't leave because of the IT infrastructure. Now this can be explored and so it should be looked at but the time frame should slow down a bit to have this conversation. • Mr. Coppola wanted to know what the Board needed from Mr. Smith and Mr. Munrett regarding a move. • Mrs. Chastain asked if an engineering firm needed to be hired to really look at moving walls and making needed and wanted renovations. • Mrs. Faulenbach noted the numbers range up to \$13 million for renovations as per documents in the yellow folder. • Mrs. Chastain said the Board needs an office befitting the largest employer in town that is responsible for the education of the town's children. • Mr. Smith said Mr. Munrett and Ms. Pratt will spend two days next week with blueprints and tape measures to scope out walls to move, A/C units needed, data drops, electrical, etc. • Mrs. Faulenbach said she is not going to approve the moving of one box until all these details are worked out. 	
<p>12.</p> <p>A.</p>	<p>Executive Session (Anticipated)</p> <p>Discussion and possible action on proposed collective bargaining agreement between the New Milford Board of Education and Teamsters, Local 677 - Food and Nutrition Services Employees</p> <p>Mrs. Faulenbach moved that the Board enter into</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion and possible action on proposed collective bargaining agreement between the New Milford Board of Education and Teamsters, Local 677 - Food and Nutrition Services Employees</p> <p>Motion made and passed</p>

	<p>executive session in order to discuss the proposed collective bargaining agreement between the New Milford Board of Education and Teamsters, Local 677 - Food and Nutrition Services Employees and invite into the session Mr. Joshua Smith, seconded by Mr. McCauley and passed unanimously.</p> <p>The Board and Mr. Smith entered Executive Session at 9:44 p.m. The Board returned to Public Session at 10:14 p.m.</p>	<p>unanimously that the Board enter into executive session in order to discuss the proposed collective bargaining agreement between the New Milford Board of Education and Teamsters, Local 677 - Food and Nutrition Services Employees and invite into the session Mr. Joshua Smith.</p>
13.	<p>Discussion and Possible Action</p> <p>A. Approval of successor collective bargaining agreement between the New Milford Board of Education and the Teamster's Local 677 – Food and Nutrition Services Employees</p> <p>Mrs. Faulenbach moved to approve the successor collective bargaining agreement between the New Milford Board of Education and the Teamster's Local 677 – Food and Nutrition Services Employees as discussed in executive session and to further move that the Board delegate to the Chairperson of the Board the authority to execute said agreement on behalf of the Board, seconded by Mr. McCauley and passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Approval of successor collective bargaining agreement between the New Milford Board of Education and the Teamster's Local 677 – Food and Nutrition Services Employees</p> <p>Motion made and passed unanimously to approve the successor collective bargaining agreement between the New Milford Board of Education and the Teamster's Local 677 – Food and Nutrition Services Employees as discussed in executive session and to further move that the Board delegate to the Chairperson of the Board the authority to execute said agreement on behalf of the Board.</p>
14.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 10:15 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn at 10:15 p.m.</p>

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach

Secretary

New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
October 18, 2016
** As of October 14, 2016

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mrs. Monique Gil-Rogers**, English Teacher, Schaghticoke Middle School

Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Monique Gil-Rogers** as an English Teacher at Schaghticoke Middle School effective January 1, 2017.

Retirement

2. ****Mrs. Maureen Lavoie**, Special Education Teacher, Schaghticoke Middle School

Move that the Board of Education approve the resignation of **Mrs. Maureen Lavoie** as a Special Education Teacher at Schaghticoke Middle School effective October 5, 2016.

Personal Reasons

b. NON-RENEWALS

1. None

2. CERTIFIED STAFF

b. APPOINTMENTS

1. **Ms. Tania Maggiolo**, Speech Language Pathologist, Northville Elementary School

Move that the Board of Education appoint **Ms. Tania Maggiolo** as a Speech Language Pathologist at Northville Elementary School effective October 19, 2016.
2016-2017 Salary: \$80,667 (step 13I), pro-rated to start date

Education History:
BA: Muhlenberg College
Major: Psychology
MA: NYU – Polytechnic Institute of New York University
Major: Speech Language Pathology & Audio

Work Experience:
12 yrs. New York

Replacing: C. Scott

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. **Ms. Anastasia Damalas**, Paraeducator, Hill and Plain School

Move that the Board of Education approve the resignation of **Ms. Anastasia Damalas** as a Paraeducator at Hill and Plain School effective September 30, 2016.

Took job elsewhere

2. **Mrs. Mary Warren**, Paraeducator, Schaghticoke Middle School
Move that the Board of Education approve the resignation of **Mrs. Mary Warren** as a Paraeducator at Schaghticoke Middle School effective October 14, 2016.

Personal Reasons

4. **NON-CERTIFIED STAFF**
b. **APPOINTMENTS**

1. **Ms. Kaitlyn Gantert**, Paraeducator, Sarah Noble Intermediate School
Move that the Board of Education appoint **Ms. Kaitlyn Gantert** as a Paraeducator at Sarah Noble Intermediate School effective October 19, 2016.

\$13.04 per hour - Hire Rate
\$13.38 per hour -- Job Rate
(after completion of probationary period)

Replacing: M. Douglas

2. **Mrs. Keri Loth**, Library Clerk, Hill and Plain School
Move that the Board of Education appoint **Mrs. Keri Loth** as a Library Clerk at Hill and Plain School effective October 19, 2016.

\$16.20 per hour
7 hours per day, School Year

Replacing: C. Boland

5. **ADULT EDUCATION STAFF**
a. **RESIGNATIONS**

1. None

6. **ADULT EDUCATION STAFF**
b. **APPOINTMENTS**

1. None

7. **BAND STAFF**
a. **RESIGNATIONS**

1. ****Ms. Gina Carrozza**, Music/Visual Tech for Marching Band, New Milford High School
Move that the Board of Education approve the resignation of **Ms. Gina Carrozza** as Music/Visual Tech for Marching Band at New Milford High School effective September 29, 2016.
2. ****Mr. Zachary Whitlock**, Visual Tech for Marching Band, New Milford High School
Move that the Board of Education approve the resignation of **Mr. Zachary Whitlock** as Visual Tech for Marching Band at New Milford High School effective September 29, 2016.

To take a different position

To take a different position

8. BAND STAFF

b. APPOINTMENTS

- | | |
|---|--|
| <p>1. **Ms. Gina Carrozza, Visual Tech for Marching Band, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Gina Carrozza as Visual Tech for Marching Band at New Milford High School effective October 19, 2016.</p> | <p>2016-17 Stipend: \$1,419.00

Replacing: Z. Whitlock</p> |
| <p>2. **Ms. Breanna Vanak, Music/Visual Tech for Marching Band, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Breanna Vanak as Music/Visual Tech for Marching Band at New Milford High School effective October 19, 2016.</p> | <p>2016-17 Stipend: \$947.00

Replacing: G. Carrozza</p> |
| <p>3. **Mr. Zachary Whitlock, Visual Caption Head for Marching Band, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Zachary Whitlock as Visual Caption Head for Marching Band at New Milford High School effective October 19, 2016.</p> | <p>2016-17 Stipend: \$1,895.00

Replacing: B. Zhou</p> |

9. COACHING STAFF

a. RESIGNATIONS

- | | |
|---|-------------------------|
| <p>1. Mr. Douglas Hook, Assistant Ice Hockey Coach, New Milford High School
<u>Move</u> that the Board of Education approve the resignation of Mr. Douglas Hook as Assistant Ice Hockey Coach at New Milford High School effective August 31, 2016.</p> | <p>Personal Reasons</p> |
|---|-------------------------|

10. COACHING STAFF

b. APPOINTMENTS

- | | |
|--|--|
| <p>1. Mrs. Daniella Brooks, Grades 3-5 Boys' and Girls' PE - Cooperative Games Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mrs. Daniella Brooks as Grades 3-5 Boys' and Girls' PE - Cooperative Games Coach at Sarah Noble Intermediate School effective November 28, 2016.</p> | <p>2016-2017 Stipend: \$1,895.00

Current Staff Member</p> |
| <p>2. Mrs. Daniella Brooks, Grade 3 Boys' and Girls' Kickball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mrs. Daniella Brooks as Grade 3 Boys' and Girls' Kickball Coach at Sarah Noble Intermediate School effective January 9, 2017.</p> | <p>2016-2017 Stipend: \$1,895.00

Current Staff Member</p> |

- | | |
|--|---|
| <p>3. Mrs. Daniella Brooks, Grade 4 Boys' and Girls' Baseball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mrs. Daniella Brooks as Grade 4 Boys' and Girls' Baseball Coach at Sarah Noble Intermediate School effective April 17, 2017.</p> | <p>2016-2017 Stipend: \$1,895.00
Current Staff Member</p> |
| <p>4. Ms. Deirdre Burke, Grades 3-5 Boys' and Girls' PE – Cooperative Games Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Ms. Deirdre Burke as Grades 3-5 Boys' and Girls' PE - Cooperative Games Coach at Sarah Noble Intermediate School effective November 28, 2016.</p> | <p>2016-2017 Stipend: \$1,895.00
Current Staff Member</p> |
| <p>5. Mr. Emmett Cole, Grade 5 Boys' and Girls' Basketball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mr. Emmett Cole as Grade 5 Boys' and Girls' Basketball Coach at Sarah Noble Intermediate School effective October 24, 2016.</p> | <p>2016-2017 Stipend: \$1,895.00
Current Staff Member</p> |
| <p>6. Mr. Emmett Cole, Grade 3 Boys' and Girls' Kickball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mr. Emmett Cole as Grade 3 Boys' and Girls' Kickball Coach at Sarah Noble Intermediate School effective January 9, 2017.</p> | <p>2016-2017 Stipend: \$1,895.00
Current Staff Member</p> |
| <p>7. Mr. David Mumma, Grade 5 Boys' and Girls' Basketball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mr. David Mumma as Grade 5 Boys' and Girls' Basketball Coach at Sarah Noble Intermediate School effective October 24, 2016.</p> | <p>2016-2017 Stipend: \$1,895.00
Current Staff Member</p> |
| <p>8. Mr. David Mumma, Grade 5 Boys' and Girls' Baseball Coach, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education appoint Mr. David Mumma as Grade 5 Boys' and Girls' Baseball Coach at Sarah Noble Intermediate School effective April 17, 2017.</p> | <p>2016-2017 Stipend: \$1,895.00
Current Staff Member</p> |

11. LEAVES OF ABSENCE

1. **None**

10. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
OPERATIONS WEB PAGE UNDER OCTOBER 4, 2016**

- A. New Milford Substance Abuse Prevention Council Survey Request
- C. Monthly Reports
 - 1. Budget Position dated 9/30/16
 - 2. Purchase Resolution: D-691
 - 3. Request for Budget Transfers
- D. Grant Approvals
 - 1. Bilingual Education Grant – ED 229
 - 2. District Consolidated Grant
 - 3. Title III Grant
- E. Activity Stipend Requests
 - 1. Schaghticoke Middle School
 - 2. Sarah Noble Intermediate School
- I. Capital Reserve Request

11. ITEMS FOR INFORMATION AND DISCUSSION

**THE FOLLOWING ITEM CAN BE FOUND ON THE FACILITIES
WEB PAGE UNDER OCTOBER 4, 2016**

- C. JPS/East Street: Potential Move of Administrative Offices

Community Relations

Possession of Firearms on School Property Prohibited

The New Milford Board of Education prohibits all persons who are in possession of a firearm from entering school property, *except those persons specifically authorized to do so by state or federal law and in accordance with the provisions of this policy*. This prohibition includes individuals who are otherwise in lawful possession of an unloaded firearm and traversing school property for the purpose of gaining access to lands open to hunting or other lawful purposes. The prohibition does not apply to police officers on duty, or qualified school resource officers who are authorized by the Board to carry a weapon in furtherance of their duties *or state motor vehicle inspectors while engaged in performance of their official duties*.

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section 10-233a.

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder.

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty.

53a-3 Definitions.

53a-217b Possession of a weapon on school grounds. Class D felony.

Public Act 16-55: An Act Concerning Recommendations by the Department of Motor Vehicles Regarding Hazardous Materials, Car Dealers, Electronic Registration, Student Transportation Vehicle Operators, Diversion Programs, Motor Vehicle Inspectors and Minor Revisions to the Motor Vehicle Statutes

Policy adopted:

May 7, 2001

NEW MILFORD PUBLIC SCHOOLS

Policy revised:

May 13, 2014

New Milford, Connecticut

FOR APPROVAL

4112.5(a)

4212.5(a)

Personnel – Certified/Non-Certified

Criminal History Inquiries and, Employment Reference Checks and Disclosure of Employee Information to Prospective Employers

I. Background Checks

The New Milford Public School System requires all applicants for employment to state whether he or she has ever been convicted of a crime or whether criminal charges are pending against him or her at the time of application, *to submit to a records check of the Department of Children and Families (“DCF”) child abuse and neglect registry and to submit to satisfactory state and national criminal history records checks within thirty days from their date of employment. Additionally, applicants for positions involving direct student contact must provide the Board with information, authorizations and releases allowing the Board to investigate an applicant’s abuse, neglect or sexual misconduct history prior to hire.*

A. Criminal History Checks

When stating whether they have ever been convicted of a crime or whether criminal charges are pending against him or her at the time of application applicants must disclose convictions and charges inside or outside the State of Connecticut. Applicants must specify the relevant jurisdiction, approximate date, location and nature of each conviction or charge.

Applicants must also state if they are enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education pursuant to C.G.S. §54-56g, and, if so, identify the jurisdiction in which such program is pending and provide an explanation of the nature of such program.

Applicants are not required to disclose the existence of criminal charges or convictions if the records have been erased and the school system will not refuse employment to an applicant because he or she had a prior arrest, criminal charge or conviction, the records of which were erased. Specifically, applicants will not be required to disclose the existence of any arrests, criminal charges or convictions that have been erased pursuant to Connecticut General Statutes §§ 46b-146, 54-76o, or 54-142a which includes erasure of (a) a finding of delinquency or that a child was a member of a family with services, (b) an adjudication as a youthful offender, (c) a criminal charge that has been dismissed or nulled, (d) a criminal charge for which the applicant had been found not guilty, and (e) a conviction for which the applicant received an absolute pardon.

4112.5(b)

4212.5(b)

Personnel – Certified/Non-Certified

All ~~employees~~ *applicants* are required to submit to satisfactory state and national criminal history records checks within thirty days from their date of employment. This requirement applies to workers who are placed within a school under a public assistance employment program, who are employed by a provider of supplemental service pursuant to the No Child Left Behind Act or who are in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate where such workers perform services involving direct student contact. ~~In addition, at the discretion of the Superintendent, this requirement may apply to a person employed as a teacher for a noncredit adult class or adult education activity who is not required to hold a teaching certificate.~~ Such checks will include fingerprinting or any other method of positive identification required by the State Police Bureau of Identification and the Federal Bureau of Investigation and will be at the expense of the employee. Fingerprinting and submission to state and national records checks does not apply to students employed by the school district where the student attends school.

A copy of any notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Department of Education or a person employed by a provider of supplemental services shall be sent to the State Board of Education.

Criminal history records checks notifying the school system of a conviction previously not disclosed by the employee or a conviction that is related to the employee's fitness for the job are grounds for termination of employment. When a certified employee's contract of employment is terminated for such reason, the termination will be conducted in accordance with the statutory provisions governing certified-employee terminations found in section 10-151 of the Connecticut General Statutes. When a non-certified employee is dismissed for such reason, the employee will be notified of the reason *for dismissal*. ~~and provided the opportunity to file with the New Milford Board of Education an answer to the conviction. This answer must be in writing. A copy of the notice of criminal conviction, the employee's answer and the notice of dismissal will be retained by the Board and treated as confidential personnel information to the extent permitted by law.~~

B. Abuse, Neglect or Sexual Misconduct Inquiries

In addition to criminal background investigations, the school system performs employment reference checks before hiring applicants. *The Board shall not offer employment to an applicant for a position, including any position which is contracted for, if such applicant would have direct student contact without first performing the activities described in this section.*

4112.5(c)
4212.5(c)

Personnel – Certified/Non-Certified

1. ***List of Prior School Employers:*** At the outset of the application process the Board shall require applicants for positions having direct student contact to provide the Board with a list of the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator or if such employment otherwise caused the applicant to have contact with children.
2. ***Contact Authorization:*** In addition to providing the Board with a list of current and prior school employers, applicants for positions having direct student contact must also provide the Board with written authorization that consents to and authorizes the disclosure of certain information by the employers identified in the list of school employers described above. Such authorization must authorize the identified employers to provide the Board with the following information:
 - a. The dates of employment of the applicant;
 - b. A statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency or municipal police department or which has been substantiated;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

4112.5(d)
4212.5(d)

Personnel – Certified/Non-Certified

(iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct.

3. *State Department of Education Authorization:* *Additionally, applicants for positions having direct student contact must provide the Board with written authorization that consents to and authorizes disclosure by the State Department of Education (“SDE”) of information and related records concerning:*
 - a. *The applicant’s eligibility status for employment for a position requiring a certificate, authorization or permit issued by the State Board of Education;*
 - b. *Whether the SDE has knowledge that a finding of abuse or neglect or of sexual molestation has been substantiated by DCF against the applicant and any information concerning such a finding; and*
 - c. *Whether the SDE has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.*
4. *Release:* *Applicants for positions having direct student contact must further provide the Board with written authorization that releases the employers identified in the applicant’s current and former employer list as described above and the SDE from liability that may arise from such disclosure or release of records pursuant to the preceding paragraphs.*

4112.5(e)
4212.5(e)

Personnel – Certified/Non-Certified

5. **Written Statement Concerning Abuse or Neglect or Sexual Misconduct:** *Finally applicants for positions having direct student contact must provide the Board with a written statement of whether he or she:*
 - a. *Has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;*
 - b. *Has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Section 17a-101g of the Connecticut General Statutes of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or*
 - c. *Has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the SDE or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the SDE of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;*
6. **Prior Employer Contact:** *Board personnel shall conduct a review of the employment history of the applicant by making a good faith effort to contact those employers listed by the applicant as required above. Such review shall be conducted using a form developed by the SDE. Such review may be conducted by Board personnel either telephonically or through written communication. A good faith effort requires that Board personnel make at least three telephonic requests of listed prior employers on three separate days.*

4112.5(f)
4212.5(f)

Personnel – Certified/Non-Certified

7. **State Department of Education Contact:** *Board personnel shall request that the SDE provide the Board with information concerning:*
 - a. *The eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit issued by the State Board of Education;*
 - b. *Whether the SDE has knowledge that a finding has been substantiated by DCF of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding; and*
 - c. *Whether the SDE has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.*

The Board shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator or who resigned from such employment if such person has been convicted of a violation of Connecticut General Statutes section 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. State Department of Education Notification

Should the Board receive information that an applicant for a position with the Board or an employee of the Board has been disciplined for a finding of abuse or neglect or sexual misconduct it shall notify the SDE of such information.

~~Prior to offering an employment position to any person, the Superintendent or designee shall make a documented good faith effort to contact previous employers of the prospective employee in order to obtain information and recommendations which may be relevant to the person's fitness for employment. Any false or missing information with respect to previous employment may result in rejection of the applicant and render the applicant ineligible for future consideration. Any falsehoods discovered after hire may subject the employee to termination of employment.~~

4112.5(g)
4212.5(g)

Personnel – Certified/Non-Certified

III. Temporary Employment Pending Background Check Inquiry

- A. The Board may employ or contract with an applicant on a temporary basis for a period not to exceed ninety days, pending the Board's review of requested information as described above, provided that:**
- 1. The applicant has provided the Board with all requested information, authorizations and releases;**
 - 2. The Board has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the Board; and**
 - 3. The applicant affirms that the applicant is not disqualified from employment with the Board.**

IV. Board Responses to Background Check Inquiries

- A. Background Check Inquiries From Local and Regional Boards of Education, Charter and Magnet Schools**

The Board authorizes and directs its human resources personnel to provide the following information concerning a current or former Board employee to representatives of a local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator if such information is requested pursuant to a pre-employment background check inquiry:

- 1. Dates of employment;**
- 2. Positions held with the Board;**
- 3. Salary or rate of pay;**
- 4. A statement as to whether the Board has knowledge that the current or former employee:**
 - (a) has been the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency or municipal police department or which has been substantiated;**

4112.5(h)
4212.5(h)

Personnel – Certified/Non-Certified

- (b) *has been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct;*
 - (c) *has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct;*
- 5. *Any other information that the Board has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.*

B. Background Check Inquiries From Contractors

The Board authorizes and directs its human resources personnel to provide any information the Board has concerning whether there was a finding of abuse or neglect or sexual misconduct against a current or former Board employee to representatives of a contractor that places applicants in positions involving direct student contact if such information is requested pursuant to a pre-employment background check inquiry conducted by the contractor.

V. Substitute Teachers

A. Criminal History Checks

Substitute teachers may satisfy the requirement for state and national criminal history investigations by submitting to the Board the results of state and national criminal history records checks completed within the year prior to employment with the Board. The Board considers substitute teachers to be continuously employed for purposes of criminal history records check requirements as long as the Board employs him or her at least one day of each school year. Notwithstanding their continuous employment, all substitute teachers must submit to state and national criminal history record checks at least once every five years.

B. Abuse, Neglect or Sexual Misconduct Inquiries

The Board shall not offer employment to a person as a substitute teacher unless such person and the Board have complied with the abuse, neglect and sexual misconduct investigation requirements set forth in Section I, B of this policy. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board

4112.5(i)
4212.5(i)

Personnel – Certified/Non-Certified

shall only hire persons as substitute teachers who are listed on such list. Such person shall remain on such list as long as such person is continuously employed by the Board and as long as the Board does not have any knowledge as to why a person should be removed from such list.

VI. Prohibitions on Employment

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

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

Legal References: Connecticut General Statutes:

29-17a. Criminal history records checks. Procedure. Fees
31-51i Erased Criminal Records
10-221d Criminal History Records Check
10-222c Hiring Policy

~~Public Act 15-205, An Act Protecting School Children~~
***Public Act 16-67, An Act Concerning the Disclosure of Certain
Education Personnel Records, Criminal Penalties for Threatening in
Educational Settings and the Exclusion of a Minor's Name from
Summary Process Complaints***

Policy adopted: December 9, 2003
Policy revised: October 18, 2005
Policy revised: June 14, 2011
Policy revised: October 13, 2015

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Personnel -- Certified

Substitute Teachers

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher. Substitute teachers shall be required to ~~have~~ **hold** a valid bachelor's degree, except as otherwise permitted by the *Commissioner of the State Department of Education for good cause shown upon the request of the Superintendent.*

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent.

Unless otherwise provided by contract or required by law, rates of compensation for substitute teachers will be set by the Board of Education and fringe benefits shall not be provided.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

The Board shall not offer employment to a person as a substitute teacher unless such person and the Board have complied with the abuse, neglect and sexual misconduct investigation requirements set forth in Board policy # 4112.5.

The Superintendent of Schools shall develop and maintain a list of approved substitute teachers. The Superintendent is authorized to approve substitute teachers based upon candidates' qualifications, including but not limited to, education, job-related experience, oral and written communication skills, specialized expertise and references, ***and satisfactory background check examination results.*** The list of approved substitute teachers shall be provided to the Board of Education annually and as amended from time to time throughout the year.

Legal References: Connecticut General Statutes
 10-145 Certificate necessary to employment. Forfeiture for noncompliance.
 Substitute teachers
 10-183v Reemployment of teachers.
Public Act 16-67, An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints

Policy adopted: December 9, 2003
 Policy revised: October 18, 2005
 Policy revised: June 14, 2011
 Policy revised: May 8, 2012
 Policy revised: February 10, 2015

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

5131.6(a)

Students

Drugs, Alcohol and Tobacco

The Board of Education is committed to maintaining a drug and alcohol free environment for students in the school district. It is the policy of the Board of Education to take positive action through instruction, counseling, parental involvement, medical referral and law enforcement referral, as appropriate, in handling incidents involving the possession, distribution, sale or use of drugs, alcohol and other substances that affect behavior.

In keeping with this policy, the *unauthorized* use, possession, sale or distribution of drugs, controlled substances, drug paraphernalia or alcoholic beverages, including the unauthorized use or possession, or the sale or distribution of a prescription drug, is prohibited on school premises or at any school sponsored activity. Students who violate this policy are subject to disciplinary measures including suspension and expulsion. In addition, the student's parents will be contacted and referrals will be made to the appropriate treatment agency and/or law enforcement agency. Students should also be aware that they are subject to mandatory expulsion proceedings if they engage in the sale or distribution of a controlled substance regardless of whether such conduct occurred on or off school grounds.

The personal privacy rights of students shall be protected as provided by law. Students are on notice that school properties, including lockers and desks, may be searched when there are reasonable grounds to suspect that the search will produce evidence that the student has violated school rules.

Students will be notified annually of the requirements of this policy and potential disciplinary sanctions through the student handbook or other appropriate means of notification.

Smoke Free Environment

There shall be no smoking or any other unauthorized use of tobacco by students in any school building or school vehicle at any time, or on any school grounds during the school day or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, field trip, extracurricular event, or school related activity such as a work-study program. For the purpose of this policy, the term "smoking" includes the use of vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit. Students who violate this policy are subject to discipline.

Students

Drugs, Alcohol and Tobacco

Definitions

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

1. "Controlled Substance" is a drug, substance, or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to section 21a-243 of the Connecticut General Statutes.
2. "Drug" is any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to section 21a-243 of the Connecticut General Statutes, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs.
3. "Drug Paraphernalia" is any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing into the human body, any controlled substance. This includes, but is not limited to objects used, intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with screens, permanent screens, hashish heads or punctured metal bowls; water pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips: meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; miniature cocaine spoons, and cocaine vials; chamber pipes; carburetor pipes; electric pipes; air-driven pipes; chillums; bongs or ice pipes or chillers.
4. "Professional Communication" is any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the latter's employment.
5. "Professional Employee" means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school.

Students

Drugs, Alcohol and Tobacco

Disclosure or Discovery of Drug/Alcohol Problem

In this policy, it is the intent of the Board of Education to differentiate between voluntary and involuntary disclosure or of a student's substance abuse problem.

1. Voluntary Disclosure

If a student voluntarily tells a professional employee during a professional communication information concerning the student's alcohol or drug abuse, the following guidelines shall apply:

- (a) The professional employee may, but is not required, to disclose any information acquired through a professional communication with a student when such information concerns alcohol or drug abuse or any alcoholic or drug problem of such student. The professional employee may elect to disclose such information when the employee has a good faith belief that such disclosure is necessary or appropriate, including but not limited to safeguarding the health and well-being of the student. In no event is the professional employee required to do so.
- (b) The professional employee should make every effort to guide the student to obtain the kind of help he/she needs. A staff member may, without disclosing the name of the student, obtain advice and information on the resources available to students and refer the student to such resources.
- (c) If a professional employee obtains physical evidence from a student indicating that a crime has been or is being committed by the student, such employee shall be required to turn such evidence over to school administrators or law enforcement officials within two school days after receipt of such physical evidence. In no such case shall the employee be required to disclose the name of the student from whom he obtained such evidence.
- (d) Any physical evidence surrendered to a school administration pursuant to this section shall be turned over by such school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency within three school days after receipt of such physical evidence, for its proper disposition.
- (e) No parent or legal guardian shall be entitled to information concerning drug and alcohol abuse that is considered to be a privileged communication between a student and a professional employee.
- (f) If a student consents to the disclosure of his/her alcohol or drug abuse problem, or if the professional employee deems disclosure to be necessary to safeguard the health and well-being of the student, such employee will make a report to the student's guidance counselor or Department of Student Services mental health professional and the building Principal.

Students

Drugs, Alcohol and Tobacco

Disclosure or Discovery of Drug/Alcohol Problem (continued)

- (g) The guidance counselor or Department of Student Services mental health professional will, upon confirmation of an alcohol or drug abuse problem by a student under the age of eighteen hold a conference with the parent. Corrective plans will be developed with the cooperation and consent of the parents and student. The parents will be given a written copy of the conference minutes and recommendations for corrective plans.
- (h) Copies of the conference minutes will be kept in the guidance counselor or Department of Student Services worker's professional file. The counselor or Department of Student Services mental health professional will maintain contact with the student and his/her family regarding the problem.
- (i) The building principal will be informed of all activity relative to assisting the student to solve his/her alcohol or drug abuse problem.

2. Involuntary Disclosure

When a professional employee obtains information related to a student who, on or off school grounds or at a school sponsored activity, is under the influence of or possesses, uses, dispenses, distributes or sells a controlled substance, drug paraphernalia, or alcohol from a source other than the student's confidential disclosure, such information is considered to have been disclosed involuntarily and the following guidelines apply:

- (a) The employee will report the information immediately to the building principal.
- (b) Any physical evidence in the form of alcohol or drugs obtained from a student must be turned over to the building principal immediately. Because the discovery of the student's drug or alcohol problem was made without the voluntary disclosure of the student, the professional employee must disclose the name of the student from whom evidence was obtained.
- (c) Any physical evidence surrendered to a school ~~administration~~ **administrator** pursuant to this section shall be turned over by such school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency within three school days after receipt of such physical evidence, for its proper disposition.
- (d) Students found in possession and/or use of a drug, controlled substance, or alcoholic beverage in school or on school property are subject to arrest. In the event that a student is to be arrested, the building principal or his/her designee will attempt to contact the parent prior to calling the police and inform them of the potential arrest.

Students

Drugs, Alcohol and Tobacco

Disclosure or Discovery of Drug/Alcohol Problem (continued)

- (e) Students found to have been in possession and/or use of a drug, controlled substance or alcoholic beverage in school are required to meet with the building principal or his/her designee along with the student's parents or guardian, guidance counselor, Department of Student Services mental health professional and school nurse. Corrective plans will be recommended with written notification to the parents. Arrangements for further follow-up will be made. The counselor or Department of Social Services mental health professional will maintain contact with the student and his/her parents regarding the problem.

The preceding provisions of this section shall not apply in instances where a professional employee learns of a student's lawful use of medical marijuana pursuant to their status as a qualifying medical marijuana patient under state law. Medical marijuana usage is prohibited on school grounds during school sponsored activities and on school buses.

Use of Alcohol Detection Devices

1. Introduction

In order to promote a safe environment for our students at school and on school buses and for students and their guests at school sponsored and/or Board-authorized activities and events, the school administration is authorized to employ the use of both "passive" and/or active alcohol detection devices.

The Superintendent shall develop a process and timeline to reasonably ensure reliability of the screening instrument used according to manufacturer's guidelines, appropriate training of administrators and designated personnel, and student privacy during the taking of the sample and security of the sample once obtained. Results of any breathalyzer testing will be maintained in a confidential manner, to the extent practicable.

If the Principal and/or other administrator or any law enforcement officer has reasonable suspicion that a student or a guest is under the influence of alcohol, then the trained administrator or law enforcement officer may employ the use of an alcohol detection device.

2. Definitions

- a. Reasonable suspicion shall include, but not be limited to, any of the following:
- Observed use or possession of alcohol; or
 - Odor of an alcoholic beverage or the presence of an alcohol container; or
 - Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes or otherwise impaired motor functions; or

Students**Drugs, Alcohol and Tobacco****Use of Alcohol Detection Devices (continued)**

- Marked change in personal behavior not attributable to other factors; or
 - Behavior that is risky, aggressive or disruptive; or
 - Involvement in or contribution to, an accident where the use of alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
- b. A passive alcohol sensor device is a non-invasive high-speed breath alcohol-screening instrument which can be used as a “sniffer” for overt or covert alcohol detection. This device may be used to sample a student’s breath in order to detect alcohol use. An active breathalyzer test is administered when the result of a passive alcohol sensor screening is positive.
- c. A guest is any person who is accompanying a student to a school-sponsored or Board-authorized activity or event. When a guest is a parent/guardian of the student and there is a reasonable basis to believe that the parent/guardian’s condition could jeopardize the safety of the student, police shall be notified and shall administer the alcohol screening when the police deem that such screening is warranted.

3. Screening Procedures

When an administrator has reasonable suspicion that a student or guest is under the influence of alcohol at school, on a school bus or a school-sponsored event, the student or guest shall be given a passive alcohol sensor screening. If the student or guest fails the passive assessment, he/she will be given a fifteen minute wait period after which the passive screening will be re-administered. If screening results are negative, no action shall be taken. However, if the student or guest tests positive, he/she will be given an active breathalyzer test. If the student declines to take the screening, when reasonable suspicion exists, or if such screening proves positive he/she shall be subject to appropriate disciplinary action as set out in the Board’s disciplinary policies.

4. Prior Notification

It is the responsibility of the school administration to provide prior notice of the use of alcohol detection devices to the attendees of Board authorized events. Prior notice will include, but is not limited to, notification in the student/parent-guardian handbook, notification at school-wide assemblies, notification on event specific advertisements and/or tickets, and notification on guest permission forms.

Students

Drugs, Alcohol and Tobacco

Use of Alcohol Detection Devices (continued)

5. Refusal to Screen

Students and/or their guests who refuse to submit to alcohol detection screening at events where prior notice has been given will not be permitted to attend the Board authorized activity. No refunds will be provided to these students or their guests. Parents/Guardians of these students will be contacted and informed of their refusal to screen. Students will be subject to disciplinary action consistent with Board policies and regulations.

6. Testing Positive

Students and/or their guests who test positive for consumption of alcoholic and/or intoxicating beverages will not be allowed to attend the Board-authorized activity. Students will be subject to disciplinary action consistent with Board policies and regulations. Parents/Guardians will be called to pick the student up from school or from the school-sponsored event.

7. Maintenance of Screening Devices and Training

All devices used to screen students shall be checked for accuracy and for full calibration at least as frequently as recommended by the manufacturer. Designated school personnel and/or the school resource officer(s) shall be trained in the use of such devices.

Consequences for the Possession, Use, Sale or Distribution of Drugs, Controlled Substances or Alcohol

1. Any student found to *have engaged in the unauthorized* use, possession, ~~sell~~ *sale*, ~~distribute~~ *distribution* or ~~aid in the~~ procurement of drugs, controlled substances, drug paraphernalia or alcohol either on or off school grounds or at a school sponsored function is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
2. Students who are expelled for violating this policy may be referred to appropriate counseling and rehabilitation agencies. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
3. Law enforcement officials will be contacted by the building principal in cases where a student is found to have distributed or sold drugs, controlled substances or alcohol on school property or at a school sponsored activity. In all cases of emergency or of clear danger, the schools will cooperate with local law enforcement officials.

Students

Drugs, Alcohol and Tobacco

Emergencies

1. If an emergency situation results from a student's drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or guardian will be notified.
2. If the student is in need of immediate medical attention, the student will be transported to an area hospital.
3. If immediate medical attention is not necessary, the parent or guardian will be asked to take the student home.
4. The building principal will be immediately notified when an emergency involving a student's use of drugs or alcohol arises. The school nurse will advise the principal of the severity of the emergency. Written records of the incident will be kept in the principal's confidential file.
5. In the event that a student is hospitalized for alcohol, drug or substance abuse related problems, school personnel will consult with the student's medical and/or psychiatric advisers, his/her parents or guardian and, if feasible, the student to determine an appropriate plan of action. The Board of Education will assume only legitimate educational costs.

Drug Free Awareness Program

The Superintendent of Schools shall direct a drug free awareness program for students regarding the following topics:

1. Dangers of drug abuse;
2. Board of Education policy of maintaining drug free schools;
3. Availability of drug counseling and rehabilitation programs;
4. Penalties for violating the drug and alcohol policy in school.

Instruction

1. The program of instruction in the schools shall include the subject matter of substance abuse prevention.
2. Annually, the teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco and drugs on health, character and personality development wherever appropriate in the health education program and other such contexts which touch upon the subject.
3. The professional staff shall become more aware of substance abuse issues among students and learn to recognize and address the symptoms of such problems.

Students

Drugs, Alcohol and Tobacco

Instruction (continued)

4. The administration may make use of in-service training sessions for both certified and non-certified staff in order to achieve the goals of this policy.

Legal Reference: Connecticut General Statutes

§ 10-15b Access of parent or guardian to student's records.

§ 10-16b Prescribed courses of study

§ 10-19 Teaching about alcohol, nicotine or tobacco, drugs and AIDS

§ 10-154 Professional communications between teacher or nurse and student.

§ 10-221(d) Boards of Education to prescribe rules, policies and procedures

§ 10-233d Expulsion of students

§ 19a-342 Smoking prohibited in public buildings

§ 21a-240 Definitions

§ 21a-243 Regulations re: schedules of controlled substances

§ 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing.

§ 21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person.

§ 31-40q Smoking in the workplace.

§ 58-198 Smoking in motor buses, railroad cars and school buses

Public Act 16-23: An Act concerning th Palliative Use of Marijuana

20 U.S.C.A. § 7101 *et seq.*, Safe and Drug-Free Schools and Communities Act

Policy adopted:	June 12, 2001	NEW MILFORD PUBLIC SCHOOLS
Policy revised:	June 12, 2007	New Milford, Connecticut
Policy revised:	April 8, 2008	
Policy revised:	October 14, 2014	

Students

Reporting to Parents/Guardians - Report Cards

It is the belief of the Board that communication between school and home is vital to the growth and education of each student. A good rule of thumb is that parents should be kept informed enough so that they are not surprised by any grade reported on the report card.

Parent-Teacher Communication

Recognizing its responsibility to keep parents/guardians informed of student welfare and progress in school, it is the policy of the New Milford Board of Education to maintain an accurate and effective system of reporting that will adequately communicate a student's level of achievement.

The Superintendent of Schools is authorized to develop and implement procedures to encourage parent-teacher communication. These procedures shall require at least two flexible parent-teacher conferences for each school year. In addition, such procedures may include school newsletters, required regular contact with all parents, additional flexible parent-teacher conferences, drop-in hours for parents, home visits and the use of technology such as student/parent database communication systems, email, or ~~homework hotlines~~ **Parent Portal** to allow parents to check on their children's assignments and students to get assistance if needed.

The Superintendent of Schools shall be responsible for the establishment and maintenance of the District's reporting system, as approved by the Board.

Standards

1. The reporting system shall be appropriate to grade level and curriculum content.
2. The reporting system shall include regularly scheduled written reports, such as report cards and progress reports, as well as parent-teacher conferences and any other means of communication **such as Parent Portal** that may be deemed necessary and effective. The school calendar shall include the dates that report cards will be issued and parent-teacher conferences held. Parent-teacher conferences shall be scheduled at such times to ensure the greatest participation by parents/guardians.
3. The reporting system shall be clear and easily understandable.
4. Teachers shall maintain the standard to notify parents/guardians regarding a student's performance whenever such notification would serve the best interest of the student (ex: when a student is in danger of failing or when there is a significant drop in grade or class, performance).
5. Individual results of standardized tests shall be available to parents/guardians.

Students

Reporting to Parents/Guardians - Report Cards

6. If parents are separated or divorced, both have equal rights to be informed of their child's progress unless there is an order from the court to the contrary. Non-custodial parents shall receive written reports and conference notifications upon a written request to the School Principal.

Legal Reference: Connecticut General Statutes

10-15b - Access of parent or guardian to student's records

46b-56 Access to records of minor children by non-custodial parent

10-221(f) – Board of Education to prescribe rules, policies and procedures

Policy adopted: June 12, 2001
Policy revised: June 12, 2007
Policy revised: March 12, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Meetings of the Board

The Board of Education is a legal body which exists only when its members are assembled in official session. It is the responsibility of the Board to publicly convene for the purpose of conducting official business as required.

It is the policy of the Board to hold a regular meeting on the ~~second~~ *third* Tuesday of each month. The Board shall also, when need dictates, conduct special meetings as called by the Board Chairperson, or upon request of three Board members. An agenda, prepared in accordance with the standards set forth in this policy, shall be publicly posted at least twenty-four hours prior to the time a meeting of the Board is to convene.

Official transactions of the Board shall ordinarily be conducted at the regular meeting. A special meeting, which has been called for a specific purpose, shall only address the specific order of business for which the meeting has been called.

1. So that the Board may be well prepared for meetings, all members shall receive the written agenda, as well as supporting information for items to be considered, at least two business days before a meeting of the Board.
2. The Board shall meet in executive session as needed, in accordance with the circumstances prescribed by the Freedom of Information Act.
3. All meetings of the Board are open to the public. An "Opportunity For The Public To Be Heard" shall be scheduled at every meeting.
4. The agenda of all meetings shall be prepared by the Superintendent in consultation with the Board Chairperson. Board members may also request items for inclusion on the agenda. Every effort should be made to prepare an agenda that will not require a meeting to extend more than three hours.
5. The following guidelines should be followed when listing agenda items; however, when necessary and reasonable, the Board may change the order of business on an agenda so that those items of particular interest to the public in attendance may be considered early in the meeting.
 - a. Recommended motions, including approval of minutes
 - b. Items for Discussion - reports, schedules, communications, etc.

(cf. 9323 – Construction/Posting of Agenda and 9325.2 – Order of Business)

Bylaws of the Board

Meetings of the Board (continued)

6. All actions of the Board shall be recorded as the Board Minutes and kept on file as the permanent official record of the Board meeting proceedings.
7. A majority of the Board members (five) shall constitute a quorum for the transaction of business. (cf. 9325.1 – Quorum)
8. “Robert’s Rules of Order, Revised” shall govern the proceedings of the Board except when in conflict with the Board Bylaws.
9. A meeting of the Board may be canceled by the agreement of a majority of the Board.
10. A listing of the regular meetings of the Board of Education shall be posted with the Town Clerk no later than January 31 of each year.

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public.

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 7, 2005
Bylaw revised by the Board: November 14, 2006
Bylaw revised by the Board: June 12, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut



NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent

50 East Street
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643

TO: Joshua Smith, Superintendent
FROM: Ms. Alisha DiCorpo, Assistant Superintendent *AD*
DATE: October 4, 2016
RE: Textbook Approvals – Grades 9&10, Grade 10 and Grade 12

The textbooks listed below have been on review by the Board of Education. I ask that you recommend adoption of these books by the Board at the October meeting

Zaitoun by Dave Eggers (Vintage Books) – Grades 9-10

This text is supplemental to the English I and II curriculum in that it is a literary non-fiction text. Zaitoun is a non-fictional story about a Syrian immigrant who is living in New Orleans during the time of Hurricane Katrina. He is falsely arrested and wrongly imprisoned for being a terrorist.

Copies Needed: 60

Book Cost: \$15.95

Total Cost: \$1101.00 (including shipping)

Nectar in a Sieve by Kamala Markandaya (New American Library) Grade 10

This book will help the English Department's efforts to incorporate more world literature throughout the curriculum. This is a story of a poor woman in India and her struggles to survive during changing times/circumstances.

Copies Needed: 75

Book Cost: \$6.95

Total Cost: \$599.44 (including shipping)

The River Between by Ngũgĩ Wa Thiong'o (William Heineman Publishers) Grade 10

This book will also help in the English department's efforts to incorporate more world literature into the curriculum. This book is set in Kenya, and is the story of clashing cultures and changing times during white settlement.

Copies Needed: 75

Book Cost: \$15.00

Total Cost: \$1294.00 (includes shipping)

Looking At Movies: An Introduction to Film: By Richard Barsam & Dave Monahan (W.W. Norton Co.) Grade 12

This textbook is for the Literature Media Studies which examines the process of print to film. This text provides organization of film elements for film analysis. The text is engaging and is widely adopted for film analysis courses. The text provides students with terms and tools to become perceptive viewers and become more informed about the process and production of film (as text).

Copies Needed: 30

Book Cost: \$80.00

Total Cost: \$2760.00 (includes shipping)

APPROVED FIELD TRIPS October 2016

<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
SMS	7	10/07/16	Friday	50	2	CT Audobon Milford Point	2	0.00
NMHS	11-12	10/15/16	Saturday	8	1	Yale University: Physics Olympics	0	0.00
HPS	2	10/17/16	Monday	136	10	Ridgefield Playhouse: "Dog Loves Books"	0	5.00
NES	2	10/17/16	Monday	93	7	Ridgefield Playhouse: "Dog Loves Books"	0	5.00
SMS	7	Numerous	Numerous	25	1	Project Tree: White Memorial 10/17	1	0.00
						Indian Rock Nature Center 11/1/2016		
						Audobon @ Bend of the River: 4/21/2017		
						Dinosaur State Park: 5/12/2017		
NMHS	11-12	10/27/16	Thursday	16	1	Holy Trinity Orthodox Church: Russian Studies Class	1	15.00
NMHS	9-12	11/4/2016	Friday	10	1	Southern CT State University: Accounting Careers Worksh	1	47.50
NMHS	11-12	11/9/2016	Wednesday	20	1	Bantam Courthouse	1	12.00
NMHS	9-12	11/11/16	Friday	130	1	NYC Veterans Day Parade	0	20.00
NMHS	11-12	11/18/2016	Friday	25	2	Brighton Beach-Russian Studies	2	48.00
NMHS	11-12	12/7/2016	Wednesday	22	1	Bantam Courthouse	1	12.00
SMS	8	6/1/2017	Thursday	335	25	Lake Compounce	1	50.41 (Before PTO Grant)

**New Milford Board of Education
 Policy Sub-Committee Minutes
 September 20, 2016
 Lillis Administration Building, Room 2**

Present: Mr. J.T. Schemm, Chairperson
 Mrs. Wendy Faulenbach
 Mr. Dave Littlefield
 Mrs. Tammy McInerney

Also Present: Mr. Joshua Smith, Superintendent
 Ms. Alisha DiCorpo, Assistant Superintendent
 Ms. Ellamae Baldelli, Director of Human Resources
 Ms. Roberta Pratt, Director of Technology
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

RECEIVED
 TOWN CLERK
 2016 SEP 22 P 12:06
 CT
 NEW MILFORD, CT

1.	<p>Call to Order The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Schemm.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • Bill Dahl said he was aware that the committee would be discussing changing the regular meetings of the Board from the second Tuesday of the month to the third Tuesday of the month and asked them to consider the third Thursday instead. He thinks having the meeting later in the work week will be helpful to administrators and Board members alike. • Karen Rivero, a New Milford resident and teacher at SNIS, asked what the status was on the BYOD policy. She had an issue last week with a parent texting a child during MAP testing. • Mr. Schemm said the committee could not respond to any questions asked during public comment but he did say the topic was not on tonight's agenda. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Policy/Bylaw for Review and Recommendation to the Board for Approval:</p>	<p>Discussion and Possible Action</p> <p>A. Policy/Bylaw for Review and Recommendation to the Board for Approval:</p>

<p>1. 5124 Reporting to Parents/Guardians – Report Cards</p> <ul style="list-style-type: none">• Mr. Smith said there are two minor changes recommended. The homework hotline is no longer in existence so the reference is being removed. Reference to the parent portal is being added.• Mrs. Faulenbach asked if this policy is in the student handbook and if it is how are students notified of the change since they have already received their handbook.• Mr. Smith said the policy is in Appendix A. The revision is placed online and if it is substantive an email regarding the change is sent.• Mr. Schemm asked if the parent portal name is generic or specific to the current software and Mr. Smith said it is a generic term.• Mrs. McInerney asked if the parent portal works over the intranet and Mr. Smith said no, it is internet based but password protected. <p>Mr. Littlefield moved to bring Policy 5124 Reporting to Parents/Guardians – Report Cards to the full Board for first review.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p> <p>2. 9320 Meetings of the Board</p> <ul style="list-style-type: none">• Mr. Schemm said this revision suggests moving the regular Board of Education meeting from the second Tuesday of the month to the third Tuesday.• Mrs. Faulenbach asked why the request for the change. Mr. Smith said it is driven by the reporting cycle. For example, the Operations packet is often prepped prior to the end of the month so reports that are based on “month end” are not complete. He said a second driver is that Policy and COL meetings often have	<p>1. 5124 Reporting to Parents/Guardians – Report Cards</p> <p>Motion made and passed unanimously to bring Policy 5124 Reporting to Parents/Guardians – Report Cards to the full Board for first review.</p> <p>2. 9320 Meetings of the Board</p>
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action items which then sit a month before going to the BOE since the regular meeting is currently the week before. Mr. Smith said if the change is approved it will be his recommendation to move Policy and COL to the first Tuesday of the month, Facilities and Operations to the second Tuesday of the month and the BOE to the third Tuesday of the month, allowing for a full cycle of discussion and action.

- Mrs. McInerney asked when the change would go into effect and Mr. Smith said we are required to set regular meeting dates for the year with the town in January so ideally by then. If we miss that opportunity, we would have to wait until the following January or change all meetings to special.
- Mr. Schemm said he likes the idea of stacking the sub-committees up front. Mrs. McInerney agreed it made sense.
- Mr. Schemm said this leads into the larger discussion that has been ongoing about scheduling summer meetings.
- Mrs. Faulenbach said she doesn't mind adjusting the dates to get information from the sub-committees to the Board but said she favored Tuesday as that day has a long historical past practice town-wide and other meetings have taken that into consideration.
- Mrs. Faulenbach asked for clarification to the language in #4 regarding Board members requesting the addition of an agenda item. She suggested saying that it would be added if at least three members made the request.
- Mr. Littlefield suggested that language was already in another policy and Mr. Smith suggested it might be in 9323 Construction/Posting of Agenda which is referenced at the bottom.
- Mrs. Faulenbach said she was not sure #9 regarding needing agreement of the majority to cancel a meeting of the Board was necessary. She thought it might be a burden administratively and suggested that it be at the

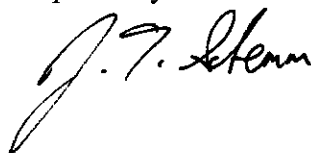
	<p>discretion of the chair with superintendent input.</p> <ul style="list-style-type: none">• Mr. Schemm disagreed because he said it could possibly give a chair too much power to cancel a meeting in order to block or stall a topic. <p>Mr. Littlefield moved to bring Policy 9320 Meetings of the Board to the full Board for first review.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Motion passed unanimously.</p> <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <ul style="list-style-type: none">• Mr. Smith said this group of revisions are all dictated by state statute changes. <p>1. 1700 Possession of Firearms on School Property Prohibited</p> <ul style="list-style-type: none">• Mr. Littlefield asked why a motor vehicle inspector would come on school grounds. Mr. Smith said he was not aware of any reason but this was to address it should it ever occur. <p>2. 4112.5 Criminal History Inquiries and Employment Reference Checks</p> <ul style="list-style-type: none">• Mr. Smith said this statute change was made with good intentions, trying to help school districts address issues where a potential employee may have had an issue in a previous district but resigned before action was taken. He distributed a form that is used to request the past five years of employment history. It is a significant time and paperwork increase for Human Resources.• Mrs. McInerney asked about the case of an employee dropping a former employer off the resume to prevent discovery. Mr. Smith said HR usually picks up that type of discrepancy.	<p>Motion made and passed unanimously to bring Policy 9320 Meetings of the Board to the full Board for first review.</p> <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <p>1. 1700 Possession of Firearms on School Property Prohibited</p> <p>2. 4112.5 Criminal History Inquiries and Employment Reference Checks</p>
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	<ul style="list-style-type: none"> • Mr. Littlefield asked when the background request is made and Mr. Smith said it is simultaneously within the hiring process. <p>3. 4121 Substitute Teachers</p> <ul style="list-style-type: none"> • Mr. Schemm said this policy revision is the same as the previous one, but as it relates to substitute teachers. <p>4. 5131.6 Students – Drugs, Alcohol and Tobacco</p> <ul style="list-style-type: none"> • Mr. Smith said this revision addresses the medical marijuana legalization. • Mrs. McInerney asked if use is still prohibited on school grounds and Mr. Smith said that is correct. <p>Mrs. McInerney moved to bring Policies 1700 Possession of Firearms on School Property Prohibited, 4112.5 Criminal History Inquiries and Employment Reference Checks, 4121 Substitute Teachers and 5131.6 Students – Drugs, Alcohol and Tobacco to the full Board for approval.</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p>	<p>3. 4121 Substitute Teachers</p> <p>4. 5131.6 Students – Drugs, Alcohol and Tobacco</p> <p>Motion made and passed unanimously to bring Policies 1700 Possession of Firearms on School Property Prohibited, 4112.5 Criminal History Inquiries and Employment Reference Checks, 4121 Substitute Teachers and 5131.6 Students – Drugs, Alcohol and Tobacco to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Discussion</p> <p>Policies for Discussion:</p> <p>1. 2400 Evaluation of the Superintendent</p> <ul style="list-style-type: none"> • Mr. Schemm said this is one of the big purviews of the Board and involves goal setting. • Mr. Smith said he brought this policy up for discussion to start a conversation. The “meat” of the evaluation is actually in the regulation which the Board does not approve. He said the work of the superintendent should be based on Board goals for the district and these Board 	<p>Discussion</p> <p>A. Policies for Discussion:</p> <p>1. 2400 Evaluation of the Superintendent</p>

	<p>goals should be determined prior to budget. The superintendent self-evaluation is due in February so that leaves a short window for implementation and evaluation. He distributed a handout for thought going forward which details the process for a district improvement plan.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said she wanted this topic on the agenda as well. She said Board goals are one piece. She said the current evaluation rubric was developed by an Ad-Hoc Committee.• Mr. Schemm said he thinks the current rubric pales in comparison to other evaluation documents since it is basically a checklist.• Mr. Littlefield agreed saying that the Board had been talking for a few years now about being dissatisfied with the document as it is now.• Mr. Schemm said in his report at the Board meeting he will suggest an ad-hoc committee for the rubric and the general need for goal setting. <p>2. 5114 Removal / Suspension / Expulsion</p> <p>3. 5144 Discipline</p> <ul style="list-style-type: none">• Mr. Smith said these two policies are on for discussion due to the same topic. The statute is changing in 2017 regarding homebound instruction. The requirement will increase from two hours to five hours five days a week. It will be very difficult to find tutors and content to fill that much time.• Mrs. McInerney said the cost will rise as well.• Mr. Smith said the Board has been talking for a while about the need for a more formal alternative education program in district and this legislation may be the impetus. Either way there will be budget implications.• Mrs. McInerney asked when the change goes into effect; Mr. Smith said September 2017.	<p>2. 5114 Removal / Suspension / Expulsion</p> <p>3. 5144 Discipline</p>
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<p>5.</p> <p>A.</p>	<p>Items of Information</p> <p>Regulation Revisions:</p> <p>1. 2400 Superintendent Evaluation Process</p> <ul style="list-style-type: none"> Mr. Schemm said this had already been discussed earlier in the evening in conjunction with the policy. <p>2. 5125 Student Education Records</p> <ul style="list-style-type: none"> Mr. Schemm said this is a very irksome change for school districts. Mr. Smith said the act has many ramifications for districts and is creating a tremendous amount of work. Mrs. Faulenbach said she wanted to clarify previous discussion regarding construction of the agenda. She had looked at the policy referenced and the reference to three members is for calling a special meeting not adding an agenda item so she is still interested in seeing this included in the discussion for policy 9320. 	<p>Items of Information</p> <p>A. Regulation Revisions:</p> <p>1. 2400 Superintendent Evaluation Process</p> <p>2. 5125 Student Education Records</p>
<p>6.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
<p>7.</p>	<p>Adjourn</p> <p>Mr. Littlefield moved to adjourn the meeting at 7:30 p.m. seconded by Mrs. McInerney and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.</p>

Respectfully submitted:



J.T. Schemm, Chairperson
 Policy Sub-Committee

**New Milford Board of Education
 Committee on Learning Minutes
 September 20, 2016
 Lillis Administration Building, Room 2**

Present: Mr. William R. Dahl, Chairperson
 Mr. Dave Littlefield
 Mr. Brian McCauley
 Mrs. Tammy McInerney

Also Present: Mr. Joshua Smith, Superintendent of Schools
 Ms. Alisha DiCorpo, Assistant Superintendent of Schools
 Ms. Roberta Pratt, Director of Technology
 Mr. Michael Clyne, Data Coach
 Ms. Karen Brenneke, Literacy Coach

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 NEW MILFORD, CT

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:35 p.m. by Mr. Dahl who welcomed new Assistant Superintendent Alisha DiCorpo.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Items of Information</p> <p>A. 2016 Assessment Update</p> <ul style="list-style-type: none"> • Ms. DiCorpo and Data Coach Michael Clyne presented 2016 assessment results, illustrating district strengths and where effort is needed. • In summary of Smarter Balanced Assessment (SBAC) testing for Math, Ms. DiCorpo and Mr. Clyne reported that the district is beginning to see the positive effect of the new math program at all levels; more total number of students are meeting goal with 287 less exams taken; climbing in District Reference Group (DRG) ranks; all subgroups saw improvements; cohort improvements in 5 of the 6 grades; averaged 43rd percentile statewide up from the 31st last year. On the SBAC reading exam, there were slight increases overall from last year; 	<p>Items of Information</p> <p>A. 2016 Assessment Update</p>

cohort improvements in 5th and 7th grade; and averaged 31st percentile statewide, 31st last year as well.

- In summary of CMT/CAPT, the district exceeded state averages at all three grade levels assessed; there were two students who achieved perfect scores, one in grade 5 and one in grade 10; the number of exceeds (level 5) students in grade 5 increased by 62%, up from 37 last year to 60 this year; grade 5 had the highest goal rate since 2012, and outpaced the state average; over 33% of the 10th graders exceeded (level 5); as a district we had 234 students exceed (level 5) between the three grade levels.
- The SAT was used as the new assessment tool in grade 11 with all students taking. This was the first year of the current version, so there is no trend. In summary, students overall averaged a score of 1077, with about 50% of the students above the 50th percentile; we outperformed state averages in both reading and math; ranked in the 58th percentile statewide for a composite score; of the 61 students who scored at a 1200 or higher, 50 (82%) took AP courses; of the 127 students who scored from a 1190-1000 only 30 (24%) took AP courses.
- In summary of NWEA MAP testing, growth was seen even when students did not make it to the goal threshold; data correlates to weaknesses in curriculum; the information supports our known areas for growth and the changes we have instituted; looking at student growth through multiple data points is helping teachers better meet the instructional needs of students; testing results are allowing the district to make predictive models of student success due to correlation of normed percentiles and achievement on other assessments.
- In summary of Advanced Placement (AP) testing results, statewide participation rate rose by 2%, in New Milford it rose by 19%.

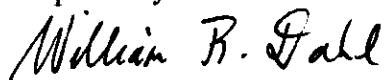
Over the past five years, Connecticut participation has risen by 19% and New Milford has risen by 72%; we had our highest participation rate to date and the highest number of exams passed; we continued to attain an 81% passing rate, even as the number of exams taken increased from 401 to 504 and number of students participating increased from 233 to 267; the sophomore and junior classes had new highs in test participation and last year's seniors had higher participation and pass rates than any previous graduating class. AP testing results are having a positive effect on New Milford's college readiness score.

- Mr. Smith said the district paid 50% of the cost of each AP test last year and fully funded the PSAT.
- Mr. Littlefield asked to see PSAT results.
- Mrs. McNerney asked if additional funding was given in cases of hardship and Mr. Smith said yes, as tied into Free and Reduced eligibility.
- Mr. Smith said previous to last year only one Free and Reduced eligible student took an AP class; last year 13 Free and Reduced eligible students passed AP tests.
- Mrs. McNerney asked if any student could sign up for an AP class and Mr. Smith said yes, if they wished.
- Ms. DiCorpo said going forward the district will focus on improvement initiatives such as: the addition of more AP courses in various content areas; creating additional pathways of access in mathematics in grades 6-8 so more students have access to algebra in grade 8; having professional learning dedicated to the creation of rigorous summative assessments in each content area; aligning curriculum 6-12; implementing units of study in science aligned with new science standards with a focus on inquiry; possibly expanding PLTW to incorporate all

	<p>grades K-8; continued implementation of Connected Math and Investigations Math programs, piloting Columbia Teachers College Reading and Writing Units of Study; continued instructional coaching in ELA and Mathematics; summer enrichment program; continued creation of common assessments and curriculum aligned to standards; professional development tied to teacher needs.</p> <ul style="list-style-type: none">• Mr. Dahl asked if summer school helped students and Mr. Clyne said for the majority (95%) yes. There was a 5% increase seen in math and a 6% increase seen in reading; no summer slide.• Ms. DiCorpo said administrators and co-teachers are being utilized for additional teacher support.• Mr. Dahl asked if co-teachers are able to plan for how they work together as it can be a delicate “dance routine”. Ms. DiCorpo said she can say for certain there is extra planning time at SMS presently, but would look into how SNIS manages the partnership.• Ms. DiCorpo said they are looking at absenteeism and its effect on student testing results as part of the analysis. <p>B. Teacher College Pilot Presentation</p> <ul style="list-style-type: none">• Ms. Karen Brenneke, Literacy Coach, discussed assessment results and their use in pinpointing specific holes seen in student work. She said the district is piloting Columbia Teachers College Reading and Writing Units of Study. The units are showing results we want so the pilot is expanding. She distributed a handout “Learning Progression for Opinion Writing” as an example. The handout illustrates what steps a student needs to have shown to prove that they are writing at a certain grade level. It is a useful tool for teachers, parents and	<p>B. Teacher College Pilot Presentation</p>
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	<p>students.</p> <ul style="list-style-type: none"> • Mr. Dahl said it was a comprehensive checklist of a sort but that it appeared to be a lot of work for the teacher. Ms. Brenneke said it is work, but it is also provides very precise feedback so it is very helpful to both student and teacher and very useful when conferencing with students and parents. • Ms. Brenneke said the program is creating a common language in the district over all grade levels for the first time regarding writing. • Mrs. McInerney said it was a very powerful document for parents too as it ties into standard based report cards and conference discussions. She said she would find it very helpful as a parent. • Mr. Smith said conferences are scheduled later in the year this year to assist development as well. • Mr. Dahl said it was great to see the data all connecting. • Mr. Littlefield said he thought the district needed to work to figure out how best to get data presentations such as these out to parents and the community at large. • Mr. Smith said they are working on capturing instructional video clips as part of the process. 	
<p>4.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>5.</p>	<p>Adjourn Mrs. McInerney moved to adjourn the meeting at 9:25 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 9:25 p.m.</p>

Respectfully submitted:



William R. Dahl, Chairperson
 Committee on Learning

**New Milford Board of Education
Facilities Sub-Committee Minutes
October 4, 2016
Lillis Administration Building—Room 2**

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2016 OCT -6 P 12: 52

NEW MILFORD, CT

Present: Mr. Robert Coppola, Chairperson
Mrs. Angela C. Chastain
Mr. Bill Dahl (at 6:49 p.m.)
Mr. David A. Lawson

Also Present: Mr. Joshua Smith, Superintendent
Ms. Alisha DiCorpo, Assistant Superintendent
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Mr. Kevin Munrett, Facilities Manager
Mr. Nestor Aparicio, Assistant Facilities Manager
Ms. Roberta Pratt, Director of Technology
Ms. Ellamae Baldelli, Director of Human Resources
Mrs. Laura Olson, Director of Pupil Personnel and Special Services

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. Coppola.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <ul style="list-style-type: none"> • Mr. Coppola said he would not be at the October Board meeting, which was changed to October 18th, since he had a previous commitment. He asked committee members to give the Facilities report in his place at the meeting. <p>A. JPS/East Street</p> <ul style="list-style-type: none"> • Mr. Coppola said the mayor had asked the Board to tell him what they would need if they moved to the JPS site and this is the start of the process. He met with Mr. Smith and Mr. Munrett today in preparation for tonight's meeting and they have a handout for discussion. • Mr. Smith said he, Mr. Munrett and Ms. Pratt had reviewed blueprints provided by the town 	<p>Discussion and Possible Action</p> <p>A. JPS/East Street</p>

Lillis Administration Building—Room 2

and done a physical walkthrough of the building. He said he wanted to emphasize that the handout is a very initial draft and presented to start the conversation only. Cost estimates are based on past projects and general construction norms, not the result of actual contractor specifications. Systemic repairs to the overall facility including but not limited to roof, heating, plumbing, driveway access etc. are not included in the scope of the document. It also does not include estimated costs for expensive items such as demolition, abatement, moving costs and other items. A map with suggestions for wall additions and removals and entrance ways is also included. Estimated costs provided are just a beginning to the overall cost of the project.

- Mr. Coppola said they had told the Mayor they would come up with a plan and this is the start of having that discussion as a Board. He said when he toured the property he noted tile damage that may now require asbestos abatement. He suggested that they would need to look to a general contractor for true estimates of costs.
- Mrs. Chastain noted that current student occupants at East Street were not referenced in the plan. Mr. Smith said he does not know if student occupancy of the JPS building would be allowed by zoning. He said he has begun looking at possible alternatives perhaps in conjunction with an alternative education program. Mrs. Chastain asked how that would impact expelled students. Mr. Smith said there are lots of variables not factored in to this initial handout.
- Mrs. Chastain asked if the cost of moving phones was included and Mr. Smith said it was not. She asked about movement of data lines and Mr. Smith said it is his understanding that the town will be adding more than one fiber line into the building and we would demarc from one of those into closets.

Mr. Lawson moved to bring the JPS/East Street planning document to the full Board for discussion.

Motion made and passed to bring the JPS/East Street

<p>Motion seconded by Mr. Dahl.</p> <p>Motion passed 3-1. Aye: Mr. Coppola, Mr. Dahl, Mr. Lawson No: Mrs. Chastain</p> <ul style="list-style-type: none">• Mrs. Chastain said she did not support sending the document forward for discussion because it is so incomplete. Costs represent a drop in the bucket for the entire project and she could not in good conscience push it forward without knowing true costs.• Mr. Coppola said that is why it is for discussion only.• Mr. Coppola asked if the committee wanted discussion of East Street disposition added to the next month's agenda.• Mr. Lawson said he did not see a reason for it at this time.• Mrs. Chastain said she did need to see discussion on East Street as she is not ready to recommend a move yet. She said the Board needs to look at everything including what it would cost to bring East Street up to code regarding handicap accessibility and other items.• Mr. Coppola said the Board had received a yellow folder with historical background for many of these items already. He said he would request East Street be on next month's agenda in case discussion was warranted.• Mr. Smith reiterated that the handout is not a comprehensive list by any means. Much of the work needed to be done at the JPS property is not under the Board's control any longer since the building was turned over to the town. The Board would simply be a tenant in the building should they move there. He said this was as far as they could go in planning without bringing in outside help and asked if the Board wanted to consider the cost to do that.• Mr. Coppola suggested that be brought up during discussion at the Board meeting.	<p>planning document to the full Board for discussion.</p>
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<p>4.</p> <p>A.</p> <p>B.</p>	<p>Items of Information</p> <p>Overtime</p> <ul style="list-style-type: none"> • Mr. Munrett said overtime comparisons are provided as an fyi here as a recommendation will be made at the Operations meeting to move a portion of the funds to other line items. • Mr. Dahl asked if the savings were due to having one less building this year. Mr. Smith said last year’s budget included some money for the JPS move. With Munis, they are also getting more specific with allocation of funds, tying them to specific buildings. He said they were keeping a healthy amount in the account for the upcoming winter. • Mrs. Chastain asked what was the rationale for doing the transfer now when winter costs are not known and Mr. Smith said cleaning supply lines are very thin due to work done over the summer and could use a transfer of funds. He said transfers are considered throughout the year as needed. Mrs. Chastain said she would prefer to make the adjustment after the winter season. <p>Air Conditioning at SMS</p> <ul style="list-style-type: none"> • Mr. Coppola said this topic came up in public participation at the last Board meeting so he suggested putting it on the agenda. He said he became aware that it is a topic for the elementary schools as well since they have very limited air conditioning. • Mr. Munrett said a/c units were added with end of year funds to cool the SMS server rooms and data closets. He said he has started a discussion with Air Temp regarding updating ducted units and assessing needs at SMS but has not considered the elementary schools for discussion yet. He said money will be a factor going forward. • Mrs. Chastain suggested it would have been good to have this discussion prior to doing the roof work. 	<p>Items of Information</p> <p>Overtime</p> <p>Air Conditioning at SMS</p>
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<p>C. SMS Roof</p> <ul style="list-style-type: none"> • Mr. Munrett said the project is nearing completion with only edge work and site cleanup remaining. He said the project should be totally completed by the end of the month, weather permitting. <p>D. NMHS Chiller</p> <ul style="list-style-type: none"> • Mr. Munrett said the chiller was installed yesterday and is being tied into the mechanical systems now. This is a two-week process and testing can only take place if the temperatures are to a certain level outside. He said they may have to wait until spring for final testing. He said there is good news in that they anticipate a \$15,000 energy credit reimbursement. • Mr. Lawson asked where the reimbursement is coming from and Mr. Munrett said Eversource, as part of their green initiative. • Mr. Coppola reminded the committee that the JPS/East Street discussion would continue at the October Board meeting. 		<p>C. SMS Roof</p> <p>D. NMHS Chiller</p>
<p>5. Public Comment</p> <ul style="list-style-type: none"> • There was none. 		<p>Public Comment</p>
<p>6. Adjourn</p> <p>Mr. Dahl moved to adjourn the meeting at 7:23 p.m., seconded by Mrs. Chastain and passed unanimously.</p>		<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:23 p.m.</p>

Respectfully submitted:



Robert Coppola, Chairperson
 Facilities Sub-Committee

**New Milford Board of Education
 Operations Sub-Committee Minutes
 October 4, 2016
 Lillis Administration Building—Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. Robert Coppola
 Mr. Brian McCauley
 Mr. J.T. Schemm

Also Present: Mr. Joshua Smith, Superintendent
 Ms. Alisha DiCorpo, Assistant Superintendent
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Ms. Roberta Pratt, Director of Technology
 Mr. Kevin Munrett, Facilities Manager

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 2016 OCT -6 P 12:52

NEW MILFORD, CT

1.	<p>Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <ul style="list-style-type: none"> • With the committee's consensus, Mrs. Faulenbach moved Item 3.G. to the beginning of the meeting to accommodate guests. <p>G. New Milford Substance Abuse Prevention Council Survey Request</p> <ul style="list-style-type: none"> • Mrs. Faulenbach referenced the memo provided by Mr. Smith. Mr. Smith said he was approached by the Youth Agency and New Milford Substance Abuse Prevention Council regarding this survey, which he distributed to committee members. He is well aware of the historical background in New Milford regarding survey administration and the sensitive nature of some questions. This survey is not to that degree, is administered by several 	<p>Discussion and Possible Action</p> <p>G. New Milford Substance Abuse Prevention Council Survey Request</p>

districts around us and has an opt-out piece.

- Lindsey Marr, Co-Chair of the New Milford Substance Abuse Prevention Council, said the survey is designed to provide assessment data and measure strengths and weaknesses to build future programs.
- Mrs. Faulenbach said she is also aware of sensitivity regarding past surveys and asked if parents can review the questions ahead of time and how they opt-out.
- Allison Fulton, Executive Director of the Housatonic Valley Coalition Against Substance Abuse (HVCASA), said this survey is widely used across the state and as such has an established protocol. It is taken online and takes approximately 30-40 minutes. In our area, Brookfield has given it four times so far, Danbury three times, Region 1 since 2007 and New Fairfield just started giving it. She said it captures data about drugs and alcohol use but also pinpoints positive things that may be working. There is an opt-out template provided for parents to use. Copies of the survey are typically posted ahead of time on the district's website, in schools, and/or at the public library.
- Mr. Coppola said he is skittish about this idea due to the negative past experience with surveys. He said the survey mentions 5th grade and he is uncomfortable surveying students that young.
- Ms. Marr said the plan in New Milford is to give the survey to grades 8, 10 and 12 only.
- Mr. Schemm asked if our students had ever been surveyed regarding substance abuse before. Mr. Smith said only as part of the larger survey given in 2003/04.
- Mr. Schemm said he is in favor of this survey and thinks it will provide good data to use. While sensitive to issues that may arise from giving a survey, he thinks the district should not be twice shy. He said he would rather apologize for being pro-active anytime.
- Mr. McCauley asked for clarification of the

	<p>issue with past surveys. Mrs. Faulenbach said the previous survey had questions of a very sensitive nature and may not have been properly vetted, leading to problems. She was pleased to be able to have a collaborative discussion regarding this survey and to be able to see the questions that will be asked. Reminding the Board that they are responsible for what is distributed to students, she recommended sending this to the Board for further discussion.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked about the timeframe for the opt-out and Ms. Fulton said it is typically offered 4 to 6 weeks prior to the survey. A community forum to answer questions is often held at the same time. <p>Mr. McCauley moved to bring the New Milford Substance Abuse Prevention Council Survey Request to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed 3-0-1.</p> <p>Aye: Mrs. Faulenbach, Mr. McCauley, Mr. Schemm Abstain: Mr. Coppola</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Ms. Baldelli said she expects to have a revision prior to the Board meeting. • Mrs. Faulenbach asked how we are doing with staffing and Ms. Baldelli said good at the moment. • Mr. Coppola asked if the teacher retirement listed for January was a result of the state requiring 37 ½ years for full benefits. Ms. Baldelli said she did not think that was the case here. <p>Mr. Coppola moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations</p>	<p>Motion made and passed to bring the New Milford Substance Abuse Prevention Council Survey Request to the full Board for discussion and possible action.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Motion made and passed unanimously to bring Exhibit A:</p>
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<p>and Leaves of Absence to the full Board for approval. Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 9/30/162. Purchase Resolution D-6913. Request for Budget Transfers <ul style="list-style-type: none">• Mr. Smith said this is a continuation of the new format presented last month. Mrs. Faulenbach said she found it very helpful.• Mrs. Faulenbach asked about the benefit breakout. Mr. Giovannone said pension, disability etc. are paid in one installment up front. Health insurance is paid monthly.• Mr. Smith said this has started a new conversation about encumbering and paying known amounts upfront, since about 85% of the budget is spoken for. This would more clearly show the approximately 15% left to the district to work with.• Mr. Coppola asked for clarification that in line 53010 legal services \$170,000 is for the legal firm. Mr. Smith said this is the retainer which is paid like a pre-purchased debit card. Mr. Coppola asked if we are billed additional if we exceed the \$170,000 and Mr. Smith said yes.• Mr. Coppola asked what the additional \$1950 is for and Mr. Smith said this covers other attorneys that are used for example at expulsion hearings when the Board attorneys would be in conflict of interest.• Mrs. Faulenbach asked if she is correct that we are over in the sewer line and Mr. Giovannone said we are.• Mr. Schemm asked about the \$803,042 balance in the health insurance line and Mr. Smith said it is for other insurance not paid to the town including insurance for custodians, maintainers and food services.	<p>Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none">1. Budget Position dated 9/30/162. Purchase Resolution D-6913. Request for Budget Transfers
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Lillis Administration Building—Room 2

- Mr. Coppola said he was aware of a recent FOIA request regarding legal expenses and asked if he could see the information as well. Mr. Smith said it is available in his office.
- Mrs. Faulenbach asked about the oil line being at 100%. Mr. Giovannone said that is the encumbrance and would be adjusted with actual use.
- Mrs. Faulenbach asked that a header be added to the revenue page to more obviously identify it as such. Mr. Giovannone said that is an easy fix.
- Mr. Schemm asked about the Smartboards listed on the purchase resolution and Mr. Smith said they are part of the refresh cycle. Ms. Pratt estimated that the price listed will be to purchase four.
- Mr. Giovannone said the transfer request from overtime to supplies that was discussed at Facilities is noted on the transfer request sheet. Mrs. Faulenbach asked if there was concern about doing the transfer early on before winter has started. Mr. Smith said this is a conservative request and is facilitated by the fact that we are now budgeting and tracking by building.
- Mr. Coppola asked if there was a possibility to add money back in if needed and Mr. Smith said there is.
- Mrs. Faulenbach asked what the district's financial liability is for Munis and where it shows in the budget framework. Mr. Giovannone said he would get that information by the next Board meeting.
- Mr. Schemm asked if there is any anticipated cost savings by identifying building by building supplies. Mr. Smith said not per se but budgeting should be more precise in future. We should also be able to see trends over time versus unusual one-time expenses.

Mr. McCauley moved to bring the monthly reports:

Motion made and passed

<p>Budget Position dated 9/30/16, Purchase Resolution D-691 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>C. Grants</p> <ul style="list-style-type: none">Ms. DiCorpo said these are all entitlement grants; we just need to tell the state our plans for allocating the funds. <ol style="list-style-type: none">Bilingual Education Grant – ED 229<ul style="list-style-type: none">Ms. DiCorpo said overall this grant is down approximately \$700 from last year. It applies to two schools, HPS and SNIS. Funds will be used to supplement tutors, the ELL coordinator, professional development and student services.Mr. Schemm asked why NES was not covered and Ms. DiCorpo said the school has to have over 20 eligible students. Mr. Smith said he believed NES has 18. At the high school, students tend to have aged out of the program.District Consolidated Grant<ul style="list-style-type: none">Mr. Coppola asked which schools were Title 1 schools.Ms. DiCorpo said this grant is based on a school's total enrollment versus free and reduced lunch percentage and applies to HPS, SNIS and SMS. It will supplement professional development and some salaries.Title III Grant<ul style="list-style-type: none">There were no questions. <p>Mr. Coppola moved to bring the Bilingual Education Grant – ED 229, District Consolidated Grant, and Title</p>	<p>unanimously to bring the monthly reports: Budget Position dated 9/30/16, Purchase Resolution D-691, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Grants</p> <ol style="list-style-type: none">Bilingual Education Grant – ED 229District Consolidated GrantTitle III Grant <p>Motion made and passed unanimously to bring the Bilingual</p>
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<p>III Grant to the full Board for approval. Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>D. Activity Stipend Requests</p> <ol style="list-style-type: none">1. Schaghticoke Middle School2. Sarah Noble Intermediate School <ul style="list-style-type: none">• Mrs. Faulenbach referenced the memos provided. She asked for clarification that there is no financial impact to the changes and Ms. Baldelli said that is correct, other clubs are discontinued for a cost neutral outcome. If principals want additions beyond that they can request consideration during the budget process.• Mr. Smith said principals review clubs and activities each year and make recommendations for changes and additions based on interest. This is the case this year with these clubs.• Mr. McCauley said he was disappointed to see student government leaving SNIS. Mr. Smith said this is participation driven and that Mrs. Bilko will be shifting student engagement in other directions for this age group.• Mr. Coppola suggested student government interest may have changed due to the realignment of grades and that 3rd graders may not have sufficient interest. He said he would be interested in Mrs. Bilko's ideas.• Ms. Baldelli said discontinued clubs are not removed from the contract so they can be added in the future if interest returns.• Mr. Coppola asked about the Rubric's Club and Mr. Smith said the 1980's cube is making a comeback with this generation. <p>Mr. Schemm moved to bring the Activity Stipend Requests for Schaghticoke Middle School and Sarah Noble Intermediate School to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p>	<p>Education Grant – ED 229, District Consolidated Grant, and Title III Grant to the full Board for approval.</p> <p>D. Activity Stipend Requests</p> <ol style="list-style-type: none">1. Schaghticoke Middle School2. Sarah Noble Intermediate School <p>Motion made and passed unanimously to bring the Activity Stipend Requests for Schaghticoke Middle School and Sarah Noble Intermediate School to the full Board for approval.</p>
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	<p>item on the agenda. The committee has had previous discussions about the history of our legal contracts and finances.</p> <ul style="list-style-type: none"> • Mr. Coppola asked how long the district has used the current firm. It was agreed that there have been changes in lawyers and several mergers but in some form for at least 20 years. • Mr. Smith said an Ad Hoc Committee did a formal review with presentations in 2009 and the Board did a paper review of RFPs in 2012 with the current firm retained each time. • Mrs. Faulenbach said Board policy has no specific requirement to bid legal counsel just that one be appointed. • Mr. Coppola said since the process hasn't taken place during his tenure he lacks a clear picture of what benefits the firm offers in comparison to others. He said he was also disappointed with the firm's service this year specifically regarding the FOIA complaint and superintendent's appointment. He feels they failed the Board. • Mrs. Faulenbach asked if Mr. Coppola wants to look at other firms. She said she has no problem with discussion going forward. • Mr. McCauley said he would like to see more discussion at the Board level. • Mr. Schemm said a cost breakdown had been provided last year. He asked if we knew what other districts used for legal counsel and what their costs are. <p>Mr. Schemm moved to bring the Legal Contract to the full Board for discussion.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Legal Contract to the full Board for discussion.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Update on Administrator Negotiations</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the negotiations 	<p>Items of Information</p> <p>A. Update on Administrator Negotiations</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
October 4, 2016
Lillis Administration Building—Room 2**

	Mr. Giovannone handed out an update to the historical end of year balance sheet, which was corrected to reflect the audited year-end balance of \$237,262 for 2014/15.	
5.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
6.	Adjourn Mr. Schemm moved to adjourn the meeting at 9:04 p.m. seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 9:04 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee