

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

BOARD OF EDUCATION
MEETING NOTICE

DATE: June 16, 2020
TIME: 7:30 P.M.
PLACE: By Zoom Virtual Meeting

Join Zoom Meeting

<https://zoom.us/j/92505617040?pwd=b0hpMHdqL0ZEBUdZazAzNEh6dWdQQOT09>

Meeting ID: 925 0561 7040

Password: 561848

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TOWN CLERK
2020 JUN 12 A 10:25

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
2. 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.

3. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
 - 1. Regular Meeting Minutes May 19, 2020

4. SUPERINTENDENT'S REPORT

- A. Recognition of Food and Nutrition Services Director Sandra Sullivan

5. BOARD CHAIRMAN'S REPORT

6. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated June 16, 2020
- B. Monthly Reports
 - 1. Budget Position dated May 31, 2020
 - 2. Purchase Resolution: D-735
 - 3. Request for Budget Transfers

- C. Bid Awards
 - 1. Food and Nutrition Services – Milk
 - 2. Food and Nutrition Services – Frozen Dessert
 - 3. Boiler Cleaning
 - 4. Septic Cleaning
 - 5. School Based Student Care Workers
 - 6. Substitute Recruitment and Retention Services
 - 7. Copier Services
- D. Grant Approval
 - 1. Adult Education PEP Grant
- E. Policy for Approval
 - 1. 5117 School Attendance Areas
- F. Policy for First Review
 - 1. 6141.321-4118.4-4218.4 Responsible Use of Technology, Social Media, District Network Systems
- G. Approval of the Following Curricula
 - 1. AP Art History
 - 2. AP Literature and Composition
 - 3. Civics
 - 4. Developmental Guidance Grade K
 - 5. Developmental Guidance Grade 1
 - 6. Developmental Guidance Grade 2
 - 7. German IV CP
 - 8. German IV Honors
 - 9. Global Studies CP
 - 10. Global Studies Honors
 - 11. Integrated Science CP
 - 12. Integrated Science Honors
 - 13. Introductory Algebra I
 - 14. Introduction to Psychology
 - 15. Introduction to Woodworking
 - 16. Spanish IV CP
 - 17. Spanish IV Honors
- H. Recommendation and Approval for Designee of Superintendent of Schools
- I. Authorization for the Superintendent to accept resignations and make appointments from June 17, 2020 through September 15, 2020
- J. Authorization for the Superintendent to purchase budgeted instructional materials and other supplies, equipment and services from June 17, 2020 through September 15, 2020
- K. Year End Balance – 18/19 & 19/20
- L. AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process
- M. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Systems Analyst, Account Data Specialist, Network Administrator, Accounting Manager, Facilities Director, Assistant Facilities Director, Administrative Assistant to the Superintendent, Adult Education Facilitator, Board Certified Behavior Analyst, District Courier and Lab Assistant.
(Executive session anticipated.)

N. Discussion and possible approval of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Systems Analyst, Account Data Specialist, Network Administrator, Accounting Manager, Facilities Director, Assistant Facilities Director, Administrative Assistant to the Superintendent, Adult Education Facilitator, Board Certified Behavior Analyst, District Courier and Lab Assistant

O. Adjustments to the 2020-21 Board of Education Adopted Budget

7. ITEMS FOR INFORMATION AND DISCUSSION

A. Annual Emergency Preparedness Report

B. Annual Wellness Report

C. Annual Report of the John J. McCarthy Observatory

8. ADJOURN

ITEMS OF INFORMATION

Policy Sub-Committee Minutes – June 2, 2020

Committee on Learning Minutes – June 2, 2020

Facilities Sub-Committee Minutes – June 9, 2020

Operations Sub-Committee Minutes – June 9, 2020

**New Milford Board of Education
Regular Meeting Minutes
May 19, 2020
By Zoom Virtual Meeting**

Present:	Mrs. Angela C. Chastain Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
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Also Present:	Dr. Kerry Parker, Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Ms. Ellamae Baldelli, Director of Human Resources Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Director of Facilities Mr. Brandon Rush, Director of Technology
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1.	Call to Order The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. by Mrs. Chastain, via Zoom Virtual Meeting.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Mrs. Chastain said anyone wishing to speak in public comment should use the Zoom hand raise feature to be unmuted. She explained where to find the feature on the screen. Jeff Winters said it has been two years since the high school roof was damaged in the storm and nothing has been done. He understands the project was ceded to the Town but they have failed the project so far. He is hoping the Board will take action on the project. Dennis Duffany spoke on behalf of the Grad Party. He said the Grad Party has been a community staple for over 20 years and this year it will not happen. They are working on multiple projects to make this year's graduation ceremony 	Public Comment <div style="text-align: right;"> RECEIVED TOWN CLERK <i>THP</i> 2020 MAY 20 P 2:47 </div>

NEW MILFORD, CT

	<p>special. Due to the pandemic, many of their fundraisers did not take place. He asked if Class of 2020 student activity funds and/or graduation operating budget funds could be accessed by the Grad Party.</p>	
3.	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes April 28, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes April 28, 2020, seconded by Mrs. Monaghan.</p> <p>The motion passed unanimously.</p> <p>1. Special Meeting Minutes May 7, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes May 7, 2020, seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes April 28, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes April 28, 2020.</p> <p>1. Special Meeting Minutes May 7, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes May 7, 2020.</p>
4.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> Dr. Parker said the district is excited to partner with the New Milford Public Library to offer distribution of several hundred books for students of all ages. Distribution will take place at SNIS. She thanked Mrs. Monaghan for all her work to oversee this project, and all Board members for their support throughout this crisis. <p>A. Technology Update</p> <ul style="list-style-type: none"> Mr. Rush thanked the Board and his Technology team for all their support over the past year. Besides day to day operations, he said his primary focus this past year was on security, 	<p>Superintendent's Report</p> <p>A. Technology Update</p>

regarding password security and a reset schedule; cybersecurity awareness discussions; and a phishing campaign for training purposes. For student security, he said a process has been established to request and vet digital resources. All staff are now on Gmail. New interactive boards have been vetted. Promethean boards have been chosen for future purchases. They provide a better picture and less maintenance than current boards.

- Mr. Rush provided COVID-19 technology statistics regarding the number of students at the middle school and high school who had reported a need for wifi and/or a device. He said over 830 Chromebooks had been distributed to students and staff.
- He said looking towards the future, it is important to develop a District Technology Plan to provide structure and direction for future decisions. His goal is to provide an improved Help Desk for both staff and family support. Security will be a continuing focus. The digital highway continues to grow so expansion of wireless capacity and Internet throughput will be important. In the future, the district will begin to equip teachers with laptops instead of desktops, for greater flexibility and use. There will continue to be emphasis on digital movement such as video conferencing, online instruction, cloud based applications and electronic file management and signatures.
- He is expecting to bring a recommendation for a new Student Information System to the Board in July.
- Mr. Rush said he would like to start the conversation regarding 1:1 for staff and students. This will require time and planning. He estimates as of now student cost would be approximately \$300,000 and staff \$200,000.
- Mrs. McInerney asked about the status of SMS student email access as she thought they were supposed to be live now. Mr. Rush said he had worked with Dr. Longo on set up and he would inquire about roll out.
- Mrs. McInerney asked about the status of portal access for SMS students. Mr. Rush said he was

not aware of this request and that he would follow up with Dr. Longo.

- Mrs. Rella asked what the plan was for Chromebook returns. Mr. Rush said he was still mulling options but would finalize within a few weeks.
- Mrs. Rella asked how many Chromebooks were in the district's inventory. Mr. Rush said at last count 3521, which includes retiring devices.
- Mrs. Faulenbach said she thinks it is critical to have a Technology Plan. She asked if the tech support includes any live chat assistance. Mr. Rush said not at this time, but they try to respond to requests within the same day.
- Mrs. Monaghan asked what was done to help students without wifi. Mr. Rush said the district purchased hot spots and distributed as requested.
- Mrs. McInerney asked if there is any consideration into charging a rental fee for Chromebooks if a student wished to keep one when schools open. Mr. Rush said he had not explored that option as of yet.
- Mrs. Chastain suggested caution with rentals, since if the student doesn't have a device to begin with, it may be because they can't afford one. She is in favor of some responsibility for damage.
- Mrs. Faulenbach urged the district to stay on top of applications for any type of funding or reimbursement for technology offered as a result of the pandemic.
- Mrs. Chastain asked what the status is of the new district website. Mr. Rush said he is in contact with the vendor and hoping to go live mid-June.

B. Facilities Update

- Mr. Munrett said he would like to focus on the impact of COVID-19. He said the Facilities department has maintained a level of cleanliness that we can all be proud of. The disinfectants used have been proven to eliminate COVID-19. All hand sanitizers are greater than 70% alcohol. The district has already used electrostatic sprayers for two years. The supply chain for

B. Facilities Update

needed items had gone uninterrupted due to the fact that they monitor it monthly.

- When schools closed in March, Mr. Munrett said they began deep cleaning and sanitizing. The staff has provided food bank assistance. They have worked on cost savings by shutting down lighting and boilers to the bare minimum. The energy efficiency audit has begun and is ahead of schedule. They perform regular building checks.
- Moving forward, he anticipates needs for more signage and visual reminders, increased hand sanitizers, safety measures and precautions including touchless components and possible shift adjustments for cleaning. Additional concerns include logistical challenges, the need for social distancing, increased training for staff, and increased supply costs.
- Mr. McCauley asked about the current state of the high school roof. Mr. Munrett said they monitor it periodically and have a crew examine it after every wind/rain event.
- Mrs. McInerney asked for examples of touchless components. Mr. Munrett said door operators, hand sanitizers, paper towel dispensers.
- Mrs. McInerney said she was looking at the chat feature of the meeting and a member of the public was asking about any plan to hire additional Facilities staff when schools reopen.
- Mrs. Chastain reminded all present that the chat feature is not part of meeting discussion. While the Board meeting is public, it is not a public meeting. There is public comment offered but any questions outside of that should be asked as a follow up to the Board after the meeting.
- Mrs. Rella suggested the district limit student movement on return to cut down on contact and multiple use and move teachers between classrooms instead.
- Mrs. Chastain said they continue to meet with the Town regarding the high school roof. While the project is not moving as quickly as the Board had hoped it would, it is moving forward. Dr. Parker said she is in the process of forming a committee charged with "Envisioning the 20-21 School Year". She will keep the Board and community updated as they go forward.

5.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mrs. Chastain said Board members have been transitioned to Gmail and they should let the Technology department know if they need any assistance. • She said they continue to meet with the Town regarding budgetary items for this year and next; planning is not going on in a vacuum. • Mrs. Chastain said she attended a meeting last Friday regarding the Class of 2020 graduation. She said it is a great plan and while it is not perfect, it will be something the graduates will never forget. She said she feels for parents and graduates, as do all Board members, but they are trying to make the best of the situation. The graduates will be celebrated! 	Board Chairman's Report
6.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 19, 2020</p> <p>Mrs. Nabozny moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of May 19, 2020, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated April 30, 2020 2. Purchase Resolution: D-734 3. Request for Budget Transfers <p>Mrs. Rella moved to approve monthly reports: Budget Position dated April 30, 2020; Purchase Resolution D-734; and Request for Budget Transfers, seconded by Mrs. Monaghan.</p> <p>The motion passed unanimously.</p> <p>C. Grant Approval</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 19, 2020</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of May 19, 2020.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated April 30, 2020 2. Purchase Resolution: D-734 3. Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports: Budget Position dated April 30, 2020; Purchase Resolution: D-734; and Request for Budget Transfers.</p> <p>C. Grant Approval</p>

	<p>1. IDEA Grant</p> <p>Mrs. Rella moved to approve the IDEA Section 611 grant in the amount of \$893,595 and the IDEA Section 619 grant in the amount of \$33,519, seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p> <p>D. Policies for Approval</p> <ol style="list-style-type: none"> 1. 5117 School Attendance Areas 2. 5118.1 Homeless Students <p>Mrs. McInerney moved to approve Policies 5117 School Attendance Areas and 5118.1 Homeless Students, as presented, seconded by Mrs. Nabozny.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked that policy 5117 be sent back to the Policy Subcommittee to add a waiver for children of teachers who teach in a different attendance area from where they live. She said the policy could then be brought back to the June Board meeting. The Board members supported the request. <p>Mrs. McInerney withdrew her motion. Mrs. Nabozny withdrew her second.</p> <p>Mrs. Nabozny moved to approve Policy 5118.1 Homeless Students, as presented, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p>	<p>1. IDEA Grant</p> <p>Motion made and passed unanimously to approve the IDEA Section 611 grant in the amount of \$893,595 and the IDEA Section 619 grant in the amount of \$33,519.</p> <p>D. Policies for Approval</p> <ol style="list-style-type: none"> 1. 5117 School Attendance Areas 2. 5118.1 Homeless Students <p>Motion made to approve Policies 5117 School Attendance Areas and 5118.1 Homeless Students, as presented.</p> <p>Motion was withdrawn.</p> <p>Motion made and passed unanimously to approve Policy 5118.1 Homeless Students, as presented.</p>
7.	<p>Items For Information And Discussion</p> <p>A. Copier Services</p> <ul style="list-style-type: none"> • Mr. Rush said he had brought a recommendation to the Operations meeting to choose Ricoh as the vendor for copier services with a five year contract. In committee, it was discussed that with 	<p>Items For Information And Discussion</p> <p>A. Copier Services</p>

	<p>these uncertain times, other contract options should be explored.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the committee was confident with the vendor but wanted more time to frame questions regarding any contract. The intent is to finalize discussion in June. 	
B.	<p>East Street Greenhouse</p> <ul style="list-style-type: none"> • Mr. Munrett said this item was discussed at Facilities subcommittee. Mr. Quaranto, of the non-profit Helping Hands for Heros, is offering to repurpose and renovate the East Street greenhouse to grow vegetables for the needy. • Mrs. Faulenbach said this topic is for discussion only. She encouraged the district to continue to work with Mr. Quaranto regarding expectations and said the Board was very appreciative of his generous offer. 	B. East Street Greenhouse
C.	<p>NMPS Distance Learning Grading Plan</p> <ul style="list-style-type: none"> • Dr. Parker said the Grading Plan was distributed a few weeks ago. It is designed most importantly as a “no harm” policy. • Ms. DiCorpo said they worked with each level, looked at other districts, and state guidelines to develop the Plan, which each principal then took back to the faculty to work on internal structures for things like incompletes. At the K-5 level, the focus is on positive comments over the whole year’s work and growth. The middle school/high school includes grading choice by course, either on Pass/Fail or numerical. Students electing numerical choice, have a deadline of June 5 at SMS and June 8 at NMHS. • Mr. Failla said this was a massive undertaking by the team and he said the Plan is very detailed and well thought out. • Mrs. McInerney said she is excited with the choice element of the Plan. She reiterated that it is important that the Portal be up to date by the deadlines. • Mrs. Monaghan echoed Mr. Failla, saying the Plan was an incredible amount of work. She is 	C. NMPS Distance Learning Grading Plan

	<p>most impressed with its fairness, equity and options.</p> <ul style="list-style-type: none"> • Mrs. Rella said she agrees that it is very fair and makes a lot of sense. • Ms. DiCorpo said she is grateful to work regionally with other districts for discussion on topics such as these. • Mrs. Chastain said that seems to be a recurring theme and she expects the collaboration to continue. 	
D.	NMHS Graduation of the Class of 2020	D. NMHS Graduation of the Class of 2020
	<ul style="list-style-type: none"> • Dr. Parker said a letter went out to parents and the Board from Mr. Shugrue detailing the graduation plan. She said it will be a powerful coming together of the whole community. She has spoken to the Mayor, Economic Development Director and local restaurants and they are all embracing our seniors. 	
E.	Update on 2019-2020 Budget	E. Update on 2019-2020 Budget
F.	Update on 2020-2021 Budget	F. Update on 2020-2021 Budget
	<ul style="list-style-type: none"> • Mrs. Faulenbach these topics were discussed at Operations subcommittee and the minutes reflect the diverse conversations. There are lots of moving parts, with savings in some lines and expenditures in others, due to COVID-19. The Board is collaborating with the Town as we move towards close of year. • Mrs. McInerney asked when the Board would have a better idea of year end. Mr. Giovannone said he should have a projection for June Operations but cautioned that the audit window may be extended due to the pandemic. He said the Board will know the final 20-21 budget by the June Operations meeting. • Mrs. Faulenbach said with things changing on a daily basis there are no year end projects under consideration at this time. She said the Town will set the 20-21 budget on June 2. • Mrs. Chastain said public comment on the budget is scheduled for June 1; there will be no public comment on June 2 when the Town 	

	<p>deliberates. She said they are meeting weekly with the Mayor to continue conversation. So many things are in flux still.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said there are many decisions to come regarding any year end balance. Can it be used towards next fiscal year and should it be? Answers will impact future budgets. The Board must be careful not to put out changing numbers that they can't defend.• Mrs. Rella asked about the Grad Party requests made during public comment. She said they want to make graduation special but need funds. She asked for the total of the student activity account, as well as operating funds for graduation.• Mrs. Chastain said we will need to figure out what new costs will be incurred with the new way graduation is being done and include that as part of the discussion regarding any funds that may or may not be available. She said the June Operations meeting is the next opportunity for that discussion.	
8.	<p>Adjourn</p> <p>Mrs. Monaghan moved to adjourn the meeting at 9:02 p.m., seconded by Mrs. Rella and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn at 9:02 p.m.</p>

Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education

June 16, 2020

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

- 1. Mr. Michael Abraham**, Social Studies Teacher at New Milford High School
Move that the Board of Education approve the resignation, due to retirement, of **Mr. Michael Abraham** as Social Studies Teacher at New Milford High School effective June 30, 2020.
- 2. Ms. Linda Cervone**, Math Teacher, New Milford High School
Move that the Board of Education approve the resignation of **Ms. Linda Cervone** as Math Teacher at New Milford High School effective June 16, 2020.
- 3. Dr. Kathleen DelMonico**, English Teacher at New Milford High School
Move that the Board of Education approve the resignation, due to retirement, of **Dr. Kathleen DelMonico** as English Teacher at New Milford High School effective July 31, 2020.
- 4. Mrs. Denise Kemmerer**, Math Teacher, Schaghticoke Middle School
Move that the Board of Education approve the resignation of **Mrs. Denise Kemmerer** as Math Teacher at Schaghticoke Middle School effective May 27, 2020.

Retirement

Took position elsewhere

Retirement

Personal Reasons

2. CERTIFIED STAFF

b. NON-RENEWALS

- 1. None**

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Ms. Taylor Anderek**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Ms. Taylor Anderek** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$54,638 (Step 1F)

2. **Ms. Laura Nadriczny**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Ms. Laura Nadriczny** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$54,638 (Step 1F)

3. **Mr. Joseph Perlman**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Mr. Joseph Perlman** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$94,705 (Step 15I)

4. **Mr. Joseph Perlman**, Math Department Chair, New Milford High School

Move that the Board of Education appoint **Mr. Joseph Perlman** as Math Department Chair at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Stipend – \$4,299

5. **Mr. Corey Stevens**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Mr. Corey Stevens** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$61,896 (Step 6F)

Education History:

BS: Sacred Heart University

Major: Math

MA: Sacred Heart University

Major: Secondary Education

Work Experience:

Student Teacher – Newtown HS

Replacing: L. Cervone

Education History:

BA: WCSU

Major: Math

MA: UConn

Major: Secondary Math Education

Work Experience:

Student Teacher – Newtown HS

Replacing: K. Sroka

Education History:

BA: Iona College

Major: Math

MA: CUNY, Queens College

Major: Math & Secondary Youth Services

Work Experience:

20 Yrs. Rye Neck, NY

Replacing: R. Fitzsimmons

Education History:

BA: Iona College

Major: Math

MA: CUNY, Queens College

Major: Math & Secondary Youth Services

Work Experience:

20 Yrs. Rye Neck, NY

Replacing: R. Fitzsimmons

Education History:

BS: University of South Carolina

Major: Sport & Entertainment Mgmt.

MA: University of South Carolina

Major: Secondary Math

Work Experience:

5 Yrs. South Carolina

Replacing: J. Wrenn

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. **Mrs. Janet Roache**, Secretary to Assistant Principal, Northville Elementary School
Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Janet Roache** as Secretary to Assistant Principal at Northville Elementary School effective June 30, 2020.

Retirement

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. None

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. None

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. None

13. COACHING STAFF

b. APPOINTMENTS

1. None

14. LEAVES OF ABSENCE

1. **Mrs. Katherine Sheikh**, Elementary Teacher, Sarah Noble Intermediate School

Move that the Board of Education approve an unpaid leave of absence for **Mrs. Katherine Sheikh** for the 2020-2021 school year.

Unpaid Leave of Absence



SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,786,342	-1,360	28,784,982	28,513,189	325,041	-53,248	100.18%
100'S	SALARIES - NON CERTIFIED	9,334,085	0	9,334,085	8,506,397	374,211	453,478	95.14%
200'S	BENEFITS	11,327,946	0	11,327,946	10,211,521	1,014,478	101,947	99.10%
300'S	PROFESSIONAL SERVICES	4,087,606	25,119	4,112,726	3,214,250	621,725	276,751	93.27%
400'S	PROPERTY SERVICES	969,278	-3,411	965,867	677,058	165,539	123,270	87.24%
500'S	OTHER SERVICES	7,628,684	-43,813	7,584,871	5,820,798	658,573	825,755	85.42%
600'S	SUPPLIES	2,626,716	-3,302	2,623,414	1,868,747	516,478	238,189	90.92%
700'S	CAPITAL	84,047	27,243	111,290	49,233	35,488	26,569	76.13%
800'S	DUES AND FEES	88,621	-476	88,145	84,178	45	3,922	95.55%
900'S	REVENUE	-892,633	0	-892,633	-875,551	0	-17,082	98.09%
GRAND TOTAL		64,040,692	0	64,040,692	58,069,819	3,711,577	1,979,550	96.47%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	565,784	0	565,784	416,232	0	149,552	73.57%
51201	SALARIES - NON CERT - PARA EDUCATOR	2,009,328	0	2,009,328	1,936,432	72,896	0	100.00%
51202	SALARIES - NON CERT - SUBSTITUTES	854,478	0	854,478	820,589	0	33,889	96.03%
51210	SALARIES - NON CERT - SECRETARY	1,888,333	0	1,888,333	1,784,734	103,599	0	100.00%
51225	SALARIES - NON CERT - TUTORS	300,695	0	300,695	250,705	0	49,990	83.38%
51240	SALARIES - NON CERT - CUSTODIAL	1,891,646	0	1,891,646	1,651,772	121,239	118,635	93.73%
51250	SALARIES - NON CERT - MAINTENANCE	920,746	0	920,746	780,834	49,537	90,375	90.18%
51285	SALARIES - NON CERT - TECHNOLOGY	457,410	0	457,410	437,934	8,440	11,037	97.59%
51336	SALARIES - NON CERT - NURSES	445,665	0	445,665	427,165	18,500	0	100.00%
TOTAL		9,334,085	0	9,334,085	8,506,397	374,211	453,478	95.14%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,931	-26,339	612,592	536,038	0	76,554	87.50%
52201	BENEFITS - MEDICARE	534,567	0	534,567	516,476	0	18,091	96.62%
52300	BENEFITS - PENSION	840,836	860	841,696	841,696	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	25,479	40,479	40,479	0	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,572,329	0	8,572,329	7,638,228	934,101	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	94,242	30,758	0	100.00%
52830	BENEFITS - LIFE INSURANCE	121,000	0	121,000	96,530	24,470	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	480,283	0	480,283	447,833	25,148	7,302	98.48%
TOTAL		11,327,946	0	11,327,946	10,211,521	1,014,478	101,947	99.10%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,786,342	-1,360	28,784,982	28,513,189	325,041	-53,248	100.18%
51200	NON-CERTIFIED SALARIES	9,334,085	0	9,334,085	8,506,397	374,211	453,478	95.14%
52000	BENEFITS	11,327,946	0	11,327,946	10,211,521	1,014,478	101,947	99.10%
53010	LEGAL SERVICES	213,500	0	213,500	242,101	0	-28,601	113.40%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	44,016	0	30,984	58.69%
53200	PROFESSIONAL SERVICES	2,020,502	-55,520	1,964,982	1,379,321	424,589	161,072	91.80%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	19,667	0	10,833	64.48%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	3,638	0	6,862	34.64%
53220	IN SERVICE	118,560	-14,803	103,757	59,657	10,000	34,100	67.13%
53230	PUPIL SERVICES	931,976	97,360	1,029,336	937,140	65,874	26,322	97.44%
53300	OTHER PROF/ TECH SERVICES	65,215	-3,518	61,697	42,314	676	18,707	69.68%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	260,690	1,600	262,290	202,047	54,564	5,680	97.83%
53530	SECURITY SERVICES	206,163	0	206,163	140,141	66,022	0	100.00%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	99,210	0	10,790	90.19%
54101	CONTRACTUAL TRASH PICK UP	92,995	0	92,995	59,640	17,310	16,046	82.75%
54301	REPAIRS & MAINTENANCE	455,243	0	455,243	339,545	99,407	16,291	96.42%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,203	0	1,297	48.11%
54303	GROUPS MAINTENANCE	14,028	0	14,028	7,106	2,094	4,828	65.58%
54310	GENERAL REPAIRS	48,446	-4,046	44,400	21,148	8,301	14,951	66.33%
54320	TECHNOLOGY RELATED REPAIRS	36,430	0	36,430	18,314	1,385	16,731	54.07%
54411	WATER	68,195	0	68,195	48,375	19,820	0	100.00%
54412	SEWER	22,900	0	22,900	22,025	184	691	96.98%
54420	LEASE/RENTAL EQUIP/VEH	228,541	635	229,176	159,702	17,039	52,435	77.12%
55100	PUPIL TRANSPORTATION - OTHER	106,250	0	106,250	76,268	0	29,982	71.78%
55101	PUPIL TRANS - FIELD TRIP	23,000	-2,813	20,187	19,686	0	501	97.52%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,560,865	0	4,560,865	3,841,107	313,670	406,088	91.10%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	279,746	0	279,746	0	0	0	0.00%
55300	COMMUNICATIONS	48,668	0	48,668	40,773	7,895	0	100.00%
55301	POSTAGE	35,531	0	35,531	21,125	14,406	0	100.00%
55302	TELEPHONE	77,145	0	77,145	77,145	0	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	5,000	0	5,000	3,151	798	1,051	78.97%
55505	PRINTING	51,372	0	51,372	34,101	3,785	13,486	73.75%
55600	TUITION	35,000	0	35,000	1,300	950	32,750	6.43%
55610	TUITION TO IN STATE DIST	796,641	-41,000	755,641	540,272	68,777	146,592	80.60%
55630	TUITION TO PRIVATE SOURCES	1,540,697	0	1,540,697	1,144,770	241,695	154,232	89.99%
55800	TRAVEL	51,269	0	51,269	21,100	6,597	23,572	54.02%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,242	-635	167,607	111,327	10,066	46,213	72.43%
56110	INSTRUCTIONAL SUPPLIES	415,078	2,207	417,285	291,246	12,496	113,542	72.79%
56120	ADMIN SUPPLIES	28,397	0	28,397	16,385	1,580	10,431	63.27%
56210	NATURAL GAS	194,960	0	194,960	157,603	37,357	0	100.00%
56220	ELECTRICITY	964,971	0	964,971	730,146	234,825	1	100.00%
56230	PROPANE	4,500	0	4,500	1,818	1,062	1,620	63.99%
56240	OIL	205,437	0	205,437	141,263	64,174	0	100.00%
56260	GASOLINE	33,246	0	33,246	9,375	15,119	8,752	73.68%
56290	FACILITIES SUPPLIES	308,111	0	308,111	213,012	73,902	21,197	93.12%
56291	MAINTENANCE COMPONENTS	15,000	0	15,000	14,650	43	307	97.95%
56292	UNIFORMS/ CONTRACTUAL	14,200	0	14,200	12,411	230	1,559	89.02%
56293	GROUNDKEEPING SUPPLIES	22,750	0	22,750	5,835	11,209	5,706	74.92%
56410	TEXTBOOKS	60,228	245	60,473	60,473	0	0	100.00%
56411	CONSUMABLE TEXTS	55,481	-5,040	50,440	10,691	35,298	4,451	91.17%
56420	LIBRARY BOOKS	58,696	520	59,216	42,698	12,261	4,258	92.81%
56430	PERIODICALS	19,157	-475	18,682	16,262	860	1,560	91.65%
56460	WORKBOOKS	13,916	0	13,916	13,904	0	12	99.92%
56500	SUPPLIES - TECH RELATED	44,346	-124	44,222	19,646	5,996	18,580	57.99%
57340	COMPUTERS/TECH HARDWARE	14,100	0	14,100	9,853	32	4,214	70.11%
57345	INSTRUCTIONAL EQUIPMENT	8,140	0	8,140	2,788	649	4,703	42.23%
57400	GENERAL EQUIPMENT	49,683	27,243	76,926	33,082	34,807	9,037	88.25%
57500	FURNITURE AND FIXTURES	12,124	0	12,124	3,510	0	8,614	28.95%
58100	DUES & FEES	88,621	-476	88,145	84,178	45	3,922	95.55%
EXPENDITURE TOTAL		64,933,325	0	64,933,325	58,945,370	3,711,577	1,996,632	96.49%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-533,633	0	-533,633	-700,575	0	166,942	131.28%
43105	MEDICAID REIMBURSEMENT	-51,000	0	-51,000	-37,443	0	-13,557	73.42%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-22,826	0	-32,174	41.50%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-17,247	0	-10,704	61.70%
44800	REGULAR ED TUITION	-104,725	0	-104,725	-43,000	0	-61,725	41.06%
44822	SPECIAL ED TUITION	-18,200	0	-18,200	0	0	-18,200	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-23,500	0	-1,900	92.52%
44861	PARKING PERMIT FEES	-64,824	0	-64,824	-30,961	0	-33,863	47.76%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	0	0	-10,000	0.00%
REVENUE TOTAL		-892,633	0	-892,633	-875,551	0	-17,082	98.09%

GRAND TOTAL	64,040,692	0	64,040,692	58,069,819	3,711,577	1,979,550	96.47%
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 5/31/20	549,385

<u>BOE Turf Field Replacement Acct #43020000-10130</u>	
CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S & BANNER SALES</u>	10,225
Total as of 5/31/20	110,225



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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	SPED	SPEECH EXPRESS, LLC	2019-2020 TUITION PER MEDIATION AGREEMENT	\$ 51,000.00	55630
GRANT - IDEA	SPED	INTEGRATED PEDIATRICS THERAPIES, LLC	PRE-K GRANT PORTION OF OT/PT SERVICES FOR 19-20	\$ 7,731.00	53230
GENERAL	FACILITIES	STEWART & STEVENSON POWER PRODUCTS, LLC	REPAIRS TO SNIS BACK UP GENERATOR	\$ 6,168.70	54301
GRANT - PERKINS	NMHS	DRONE SYSTEM TECHNOLOGIES, LLC	DRONE WITH ACCESSORIES AND CURRICULUM PACKAGE FOR BOTH PILOT CERTIFICATION AND S.T.E.M. INSTRUCTION	\$ 5,792.90	56110
GRANT - PERKINS	NMHS	VEX ROBOTICS INC.	8 CLASSROOM STARTER KITS AND 2 ADVANCED SENSOR KITS FOR ROBOTICS	\$ 5,528.96	56110

GRANT EXPENDITURES ARE PRESENTED IN BOLD AND ITALICIZED FONT IN THE ABOVE LISTING



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
JUNE 2020 MEETING

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

NONE AT THIS TIME

Informational Within Major Object Code	DETAIL			FROM (-)		TO (+)			
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
	FAC-1	URGENT REPAIRS TO THE SNIS BACK UP GENERATOR USING AVAILABLE MONEY ORIGINALLY ALLOCATED BUT UNSPENT TO DATE FOR <u>HPS</u> REPAIRS AND MAINTENANCE	\$3,000.00	HPS	BFA26243 FACILITIES	54301 REPAIRS AND MAINTENANCE	SNIS	BFF26243 FACILITIES	54301 REPAIRS AND MAINTENANCE
		URGENT REPAIRS TO THE SNIS BACK UP GENERATOR USING AVAILABLE MONEY ORIGINALLY ALLOCATED BUT UNSPENT TO DATE FOR <u>NES</u> REPAIRS AND MAINTENANCE	\$3,000.00	NES	BFB26243 FACILITIES	54301 REPAIRS AND MAINTENANCE			

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Anthony J. Giovannone, Director of Fiscal Services & Operations

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 18, 2020

Re: Milk Bid

Due to the current business climate and uncertain schedules for future feeding, it is my recommendation to roll the current milk contract over to the 2020-2021 school year. Wade's Dairy has provided New Milford Public Schools with excellent service and product during the school year and our transition to emergency COVID-19 feeding. They have agreed to a slight increase of seven tenths of a cent per half pint. It is crucial we have a dependable company to provide the necessary products to meet the USDA meal pattern.

NEW MILFORD PUBLIC SCHOOLS

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Sandra Sullivan, RD, CD-N
Director

To: Anthony J. Giovannone, Director of Fiscal Services & Operations

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 18, 2020

Re: Frozen Dessert Bid

Due to the current business climate and uncertainty of future feeding schedules, it is my recommendation to roll the current frozen dessert bid over to the 2020-2021 school year. The New England Ice Cream Company has serviced New Milford well with product availability and has agreed to hold all current prices for next school year.



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

Bid Award: E-1920-051240
Operations Sub-Committee: 6/9/20

TO: Dr. Kerry Parker, Superintendent
FROM: Anthony Giovannone, Director of Fiscal Services and Operations
Date: June 2, 2020
RE: Bid Award E-1920-051240 – Boiler Cleaning & Service

The bid packet for the **Boiler Cleaning & Service** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday May 13, 2020. The bid close date was on Thursday May 23, 2019.

On that date, three (3) vendors submitted bids for the project:

- Bidder #1 – PENN MARR BOILER CLEANING \$12,950.00
- Bidder #2 – MULVANEY MECHANICAL \$19,282.40
- Bidder #3 – PERFECTEMP INC. \$35,050.00

We are recommending to the Board that they award this bid to Penn Marr Boiler Cleaning for services in 20/21. In addition to being the lower bidder, Penn Marr Boiler Cleaning is a well-established vendor with a proven track record of quality work, responsiveness as well as excellent customer service. Penn Marr Boiler Cleaning is the vendor of record for the current year and this is the vendor that has provided this service for the district over the past 5 years.

This item will appear on the first Purchase Resolution of the 2020/2021 fiscal year in July 2020, in order to generate a purchase order to the vendor. We will be glad to discuss this at the Facilities and Operations meetings on June 9, 2020 to answer any and all questions regarding this decision.

Sincerely,

Kevin Munrett
Director of Facilities

Anthony J. Giovannone
Director of Fiscal Services and Operations



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

Bid Award: E-1920-051230
Operations Sub-Committee: 6/9/20

TO: Dr. Kerry Parker, Superintendent
FROM: Anthony Giovannone, Director of Fiscal Services and Operations
Date: June 2, 2020
RE: Bid Award E-1920-051230 – Septic Cleaning & Service

The bid packet for **Septic Cleaning & Service** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday May 13, 2020. The bid close date was on Friday May 29, 2020.

On that date, one (1) vendors submitted bids for the project:

- Bidder #1 – NEW MILFORD SEPTIC \$13,710.00

We are recommending to the Board that they award this bid to New Milford Septic for services in 20/21. Despite being the sole bidder, New Milford Septic is a well-established vendor with a proven track record of quality work, responsiveness, as well as excellent customer service. They are also the vendor that is currently performing this service for the district for the past 5 years. It is also worth noting, the vendor has held the same price point as last year.

This item will appear on the first Purchase Resolution of the 2020/21 fiscal year in July 2020, in order to generate a purchase order to the vendor. We will be glad to discuss this at the Facilities and Operations meetings on June 7, 2020 to answer any and all questions regarding this decision.

Sincerely,

Kevin Munrett
Director of Facilities

Anthony J. Giovannone
Director of Fiscal Services and Operations



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

Operations Subcommittee

June 2020

Bid Awards 3C-5

TO: Kerry Parker, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: June 8, 2020
RE: Bid Award #E-1920-051250 - School Based Student Care Workers

On Friday, May 29, 2020 at 2p.m., the bids to provide the district with Student Care Workers were opened. There were two (2) vendors that submitted pricing at that time and the fees for their services are summarized on page #2 of this memo.

Of the two (2) bids received the Director of Pupil Personnel & Special Services and I both suggest that the bid be awarded to Ed Advance for the following reason(s):

- Ed Advance (formerly Education Connection) has been providing service to our school district for over 15+ years. They provide quality recruitment and staffing and their pricing was the lowest of the two.
- Ed Advance offers flexible options for our employees (medical, dental) as well as a pay range so that the NM school district can set the hourly rate based on experience and education annually.
- Ed Advance worked with us during the recent closure to preserve the staff allocated to us in order to use them during distance learning only for actual hours worked on a discounted basis.

I will be glad to discuss this at the Operations Sub-Committee meeting on June 9, 2020 along with Laura Olson, the Director of Pupil Personnel & Special Services, to answer any and all questions regarding these services.

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



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

Operations Subcommittee

June 2020

Bid Awards 3C-5

Delta-T Group Pricing Response Form

	2020-2021	2021-2022	2022-2023
Hourly Rate for SCW	Option #1 \$22.75 per hour High School Diploma/GED Option #2 \$26.75 per hour AA degree or BT in training	Option #1 \$23.21 per hour High School Diploma/GED Option #2 \$27.29 per hour AA degree or BT in training	Option #1 \$23.67 per hour High School Diploma/GED Option #2 \$27.84 per hour AA degree or BT in training

Ed Advance Pricing Response Form

	2020-2021	2021-2022	2022-2023
Hourly Rate for SCW	<div>\$14.66-22.42 per hour</div>	<div>\$14.96-22.87 per hour*</div>	<div>\$15.25-23.32 per hour*</div>
	* Actual hourly rate and any COLA to be determined by New Milford Public Schools. This proposal reflects a 1.9% COLA in each year.		



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

Operations Subcommittee

June 2020

Bid Awards 3C-6

TO: Kerry Parker, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: June 8, 2020
RE: Bid Award #E-1920-051220 - Substitute Recruitment and Retention Services

On Friday, May 29, 2020 at 2p.m., the bids to provide the district with Substitute Recruitment and Retention Services were opened. There were three (3) vendors that submitted pricing at that time and the fees for their services can be found on pages #2, #3 and #4 of this memo. Those three (3) companies were as follows:

- EDUStaff
- Effective School Solutions
- Precision Human Resource Solutions

Of the three (3) bids received, the Director of Human Resources and I both suggest that the bid be awarded to Effective School Solutions for the following reason(s):

- Effective School Solutions has been providing quality recruitment and staffing services to our school district since outsourcing this service in 2016 with a dedicated, on-site, Regional Manager.
- Effective School Solutions recruitment efforts have proven effective, with a pool of more than 175 active and 30 building-based substitutes for our school district.
- Effective School Solutions, while more expensive than the other 2 proposals received is our current vendor for these services and not knowing the extent that we would deploy substitutes in the following school year, it is prudent to stay the course and continue with this vendor.
- If the district was to select a vendor other than our current vendor (Effective School Solutions) the district would have to undertake additional work assisting with a migration to that new vendor's absenteeism management software that we may not utilize in the following school year.

I will be glad to discuss this at the Operations Sub-Committee meeting on June 9, 2020 along with Ellamae Baldelli, the Director of Human Resources, to answer any and all questions regarding these services.

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



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

Operations Subcommittee

June 2020

Bid Awards 3C-6

EDUStaff Pricing Response Form

Position	Pay Rate 2020/2021	Bill Rate 2020/2021	Pay Rate 2021/2022	Bill Rate 2021/2022	Pay Rate 2022/2023	Bill Rate 2022/2023
Full Day Substitute Teacher	\$90.00	31%	\$94.25	31%	\$101.50	31%
Half Day Substitute Teacher	\$51.00	31%	\$55.25	31%	\$59.50	31%
Full Day Teacher Building Substitute	\$90.00	31%	\$94.25	31%	\$101.50	31%
Half Day Teacher Building Substitute	\$51.00	31%	\$55.25	31%	\$59.50	31%
Full Day Long Term Substitute Teacher (Days 1-20)	\$90.00	31%	\$94.24	31%	\$101.50	31%
Full Day Long Term Substitute Teacher (Days 21-40)	\$115.00	31%	\$115.00	31%	\$115.00	31%
Half Day Long Term Substitute Teacher (Days 1-20)	\$51.00	31%	\$55.25	31%	\$59.50	31%
Half Day Long Term Substitute Teacher (Days 21-40)	\$57.50	31%	\$57.50	31%	\$59.50	31%
Full Day Substitute Tutor	\$90.00	31%	\$94.25	31%	\$101.50	31%
Half Day Substitute Tutor	\$51.00	31%	\$55.25	31%	\$59.50	31%
Full Day Substitute Para Educator	\$84.00	31%	\$91.00	31%	\$98.00	31%
Half Day Substitute Para Educator	\$51.00	31%	\$55.25	31%	\$59.50	31%
Full Day Para Educator Building Substitute	\$84.00	31%	\$91.00	31%	\$98.00	31%
Half Day Para Educator Building Substitute	\$51.00	31%	\$55.25	31%	\$59.50	31%
Substitute Bus/Van Rider (Hourly)	\$12.00	38%	\$13.00	38%	\$14.00	38%
Substitute Custodian (Hourly)	\$12.00	37%	\$13.00	37%	\$14.00	37%
Substitute Food Service (Hourly)	\$12.00	33%	\$13.00	33%	\$14.00	33%
Substitute Nurse (Hourly)	\$22.14	34%	\$22.11	34%	\$22.14	34%
Substitute Secretary (Hourly)	\$12.00	31%	\$13.00	31%	\$14.00	31%



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

Operations Subcommittee

June 2020

Bid Awards 3C-6

Effective School Solutions Pricing Response Form

Position	Pay Rate 2020/2021	Bill Rate 2020/2021	Pay Rate 2021/2022	Bill Rate 2021/2022	Pay Rate 2022/2023	Bill Rate 2022/2023
Full Day Substitute Teacher	\$90.00	\$119.61	\$94.25	\$125.26	\$101.50	\$134.89
Half Day Substitute Teacher	\$51.00	\$67.78	\$55.25	\$73.43	\$59.50	\$79.08
Full Day Teacher Building Substitute	\$90.00	\$119.61	\$94.25	\$125.26	\$101.50	\$134.89
Half Day Teacher Building Substitute	\$51.00	\$67.78	\$55.25	\$73.43	\$59.50	\$79.08
Full Day Long Term Substitute Teacher (Days 1-20)	\$90.00	\$119.61	\$94.24	\$125.26	\$101.50	\$134.89
Full Day Long Term Substitute Teacher (Days 21-40)	\$115.00	\$152.84	\$115.00	\$152.84	\$115.00	\$152.84
Half Day Long Term Substitute Teacher (Days 1-20)	\$51.00	\$67.78	\$55.25	\$73.43	\$59.50	\$79.08
Half Day Long Term Substitute Teacher (Days 21-40)	\$57.50	\$76.42	\$57.50	\$76.42	\$59.50	\$79.08
Full Day Substitute Tutor	\$90.00	\$119.61	\$94.25	\$125.26	\$101.50	\$134.89
Half Day Substitute Tutor	\$51.00	\$67.78	\$55.25	\$73.43	\$59.50	\$79.08
Full Day Substitute Para Educator	\$84.00	\$111.64	\$91.00	\$120.94	\$98.00	\$130.24
Half Day Substitute Para Educator	\$51.00	\$67.68	\$55.25	\$73.43	\$59.50	\$79.08
Full Day Para Educator Building Substitute	\$84.00	\$111.64	\$91.00	\$120.94	\$98.00	\$130.24
Half Day Para Educator Building Substitute	\$51.00	\$67.78	\$55.25	\$73.43	\$59.50	\$79.08
Substitute Bus/Van Rider (Hourly)	\$12.00	\$15.95	\$13.00	\$17.28	\$14.00	\$18.61
Substitute Custodian (Hourly)	\$12.00	\$15.95	\$13.00	\$17.28	\$14.00	\$18.61
Substitute Food Service (Hourly)	\$12.00	\$15.95	\$13.00	\$17.28	\$14.00	\$18.61
Substitute Nurse (Hourly)	\$22.14	\$29.42	\$22.11	\$29.42	\$22.14	\$29.42
Substitute Secretary (Hourly)	\$12.00	\$15.95	\$13.00	\$17.28	\$14.00	\$18.61



Precision Human Resource Solutions Pricing Response Form

Position	Pay Rate 2020/2021	Bill Rate 2020/2021	Pay Rate 2021/2022	Bill Rate 2021/2022	Pay Rate 2022/2023	Bill Rate 2022/2023
Full Day Substitute Teacher	\$90.00	\$115.20	\$94.25	\$120.64	\$101.50	\$129.92
Half Day Substitute Teacher	\$51.00	\$65.28	\$55.25	\$70.72	\$59.50	\$76.16
Full Day Teacher Building Substitute	\$90.00	\$115.20	\$94.25	\$120.64	\$101.50	\$129.92
Half Day Teacher Building Substitute	\$51.00	\$65.28	\$55.25	\$70.72	\$59.50	\$76.16
Full Day Long Term Substitute Teacher (Days 1-20)	\$90.00	\$115.20	\$94.24	\$120.64	\$101.50	\$129.92
Full Day Long Term Substitute Teacher (Days 21-40)	\$115.00	\$147.20	\$115.00	\$147.20	\$115.00	\$147.20
Half Day Long Term Substitute Teacher (Days 1-20)	\$51.00	\$65.28	\$55.25	\$70.72	\$59.50	\$76.16
Half Day Long Term Substitute Teacher (Days 21-40)	\$57.50	\$73.20	\$57.50	\$73.20	\$59.50	\$76.16
Full Day Substitute Tutor	\$90.00	\$115.20	\$94.25	\$120.64	\$101.50	\$129.92
Half Day Substitute Tutor	\$51.00	\$65.28	\$55.25	\$70.72	\$59.50	\$76.16
Full Day Substitute Para Educator	\$84.00	\$107.52	\$91.00	\$116.48	\$98.00	\$125.44
Half Day Substitute Para Educator	\$51.00	\$65.28	\$55.25	\$70.72	\$59.50	\$76.16
Full Day Para Educator Building Substitute	\$84.00	\$107.52	\$91.00	\$116.48	\$98.00	\$125.44
Half Day Para Educator Building Substitute	\$51.00	\$65.28	\$55.25	\$70.72	\$59.50	\$76.16
Substitute Bus/Van Rider (Hourly)	\$12.00	\$15.84	\$13.00	\$17.16	\$14.00	\$18.48
Substitute Custodian (Hourly)	\$12.00	\$15.84	\$13.00	\$17.16	\$14.00	\$18.48
Substitute Food Service (Hourly)	\$12.00	\$15.84	\$13.00	\$17.16	\$14.00	\$18.48
Substitute Nurse (Hourly)	\$22.14	\$29.22	\$22.11	\$29.22	\$22.14	\$29.22
Substitute Secretary (Hourly)	\$12.00	\$15.84	\$13.00	\$17.16	\$14.00	\$18.48



3D-1
Operations Sub-Committee
June 2020

TO: New Milford Board of Education members
FROM: Brandon Rush, Director of Technology
Date: June 4, 2020
RE: Bid Award E-1920-103119 – Digital Copiers

Per the Board's request, attached is a list of options presented by Ricoh for continued support and renewal options of our copier fleet. Our Ricoh account manager, Brianne Papahristou, will speak on these options and answer questions during the June 2020 Operations Sub-Committee meeting.

Sincerely,
Brandon Rush
Director of Technology

New Milford Public Schools

UPDATED FOR CLARITY 6/12/20

Current Situation

Current lease payment: \$3324.23

Service: \$5,214.37 (Includes 1,158,750 impressions per month)

Total Costs per month: \$ 8,538.60

Option # 1-Do Nothing

Continue in month to month until you are ready to upgrade and keep owned machines until school is back in session. New Milford Public Schools will continue to pay \$8,538.60 per month.

Pricing from the RFP for new equipment is guaranteed for the next 90 days. Ricoh will have to revisit the pricing in 90 days due to COVID-19 affecting all businesses.

Option #2-Upgrade Group 1 and 2 with Papercut in August

RICOH	60 Month lease	36 Month lease
Group 1	\$ 2,977.92	\$ 4,125.27
Group 2	\$ 1,013.05	\$ 1,404.15
Papercut w Maintenance	\$ 738.71	\$ 1,116.38
Total per month	\$ 4,729.68	\$ 6,645.80

Overall Savings -(this is based on school being out of session and not utilizing any copies/prints at this time)

60 Months: \$ 3808.92 per month! (Service payment, plus the difference between the lease payments)

36 Months: \$ 1892.80 per month! (Service payment, plus the difference between the lease payments)

Or without Papercut : Papercut can be added on later if need be

RICOH	60 Month lease	36 Month lease
Group 1	\$ 2,977.92	\$ 4,125.27
Group 2	\$ 1,013.05	\$ 1,404.15
Total Per month	\$ 3,990.97	\$ 5,529.42

Overall Savings—(this is based on school being out of session and not utilizing any copies/prints at this time)

60 Months: \$ 4,547.63 per month! (Service payment, plus the difference between the lease payments)

36 Months: \$ 3009.18 per month! (Service payment, plus the difference between the lease payments)

Utilize the 90 day deferral to put off payment for 90 days.

-Standard lease option to sign and take delivery now, without making the first payment for 3 months.

- For a limited time, the 3% lease rate increase is being waived for new Deferred Leases!
Customer payment will be the same as standard lease.
- 3 months added to end of term
 - i.e., 60-month lease becomes 63-month lease

Option # 3 -Term renewal or Refinance

Term renewal/lease extension-Minimum term is 8 Months-lower lease payment to \$3124.78

Savings of \$ 199.45 per month x 8 months=\$1196.70

Or

Refinance for 12 Months-minimum is 12 months -lower lease payment to \$2326.96

Savings of \$ 997.27 per month x 12 months=\$ 11,967.24

Service will stay the same.

Option # 4 -Upgrade Group 1 only- at this time

Upgrade only leased machines and all of Group 1 in August. This would be a total of 26 machines.

RICOH	60 Month lease	36 Month lease
Group 1	\$ 2,977.92	\$ 4,125.27

Service: All impressions billed at .004 b/w and .04 color, therefore if they are not used than there will be no charge.

Savings of \$5,214.37 per month on service. Since the machines will not be utilized until school is back in session.

Keep owned machines (Group 2) until there is a known date for school to be back in session. There will be no costs associated with these machines if they are not being used.

Overall Savings- (this is based on school being out of session and not utilizing any copies/prints at this time)

60 Months: \$ 5,557.68 per month! (Service payment, plus the difference between the lease payments)

36 Months: \$ 4,413.33 per month! (Service payment, plus the difference between the lease payments)

Utilize the 90 day deferral to put off payment for 90 days.

-Standard lease option to sign and take delivery now, without making the first payment for 3 months.

- For a limited time, the 3% lease rate increase is being waived for new Deferred Leases! Customer payment will be the same as standard lease.
- 3 months added to end of term
 - i.e., 60-month lease becomes 63-month lease

Option #5 Renewal Extension with Reduced Payment:

25% current payment reduction with new order-lower current lease payment by \$831.06 per month.

Month to Month lease will be extended up to 6 months, with a 25% payment reduction, in return for a new equipment order.

- Buy now, take delivery later, while benefitting from a payment reduction on the existing lease
- Standard terms for new lease
- Take delivery anytime during extension period
- New lease starts upon delivery

For example: Sign paperwork in July-take delivery any time from then until January.

Savings of \$ 4,986. 36 over 6 months. You can decide on a shorter term once we know more about when school will be back in session.

Service will stay the same for those 6 months (\$5,214.37 per month).

Suggestions:

Do not upgrade MP5054 at Schaghticoke Middle school in Rubys office -lease is up 2021. We can revisit this in 2021. I did not include this machine in my options. It is listed in Group 2 on the RFP.



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

TO: Dr. Kerry Parker
FROM: Alisha DiCorpo
DATE: May 20, 2020
RE: Adult Education PEP (Program Enhancement Projects) Grant

This grant is a fourth year continuation created in response to the Workforce Innovation and Opportunity Act (*WIOA*) of 2014, Title II, *Adult Education and Family Literacy Act (AEFLA)*, Public Law 113-128 (hereinafter referred to as the "Act").

The overarching goal of WIOA and the Act is to:

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

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

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

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

This year we are requesting \$78,000. (\$40,000 for Workforce Readiness and \$38,000 for ELA and Integrated English Literacy and Civics Education.)

FOR APPROVAL

*MAY 29, 2020 COMMENTARY: New language adding waiver eligibility for the children of New Milford resident teachers who teach outside of their designated school attendance area is shown in **green and bold type**. Prior proposed revisions to the policy are all shown in **red type**.*

PRIOR COMMENTARY: This policy had its second review by the full Board on April 28, 2020. Per request, legal counsel reviewed the policy following the meeting for any impact by COVID-19 guidelines and states that the suggested changes to the policy previously recommended should stay as is. The subject matter addressed has not been impacted by any of the Governor's executive orders or any other state or federal law so there is no need to change anything from a legal perspective. Also on April 28, the Board discussed adding a "grandfathering clause". At Policy subcommittee on May 5, 2020, the committee reviewed Version 1 (unchanged) and Version 2 (with grandfathering clause added) and moved to bring Version 2 back to the full Board for approval.

Version 2 incorporates the idea of a "grandfathering clause" for students who are presently attending a district school outside of their assigned school attendance area. If desired, legal counsel suggests adding it as a grounds for possible waiver rather than as a separate grandfathering clause. This way the administration could potentially deny an existing student from attending a school outside of their attendance area if they felt that was appropriate; otherwise, it would be automatic. This approach provides some discretion.

5117(a)

Students

School Attendance Areas

The New Milford Board of Education shall establish school attendance areas to facilitate educational programming, to ensure equity and balance, and to use existing facilities with optimal effectiveness and efficiency. Students shall attend the school(s) designated in their school attendance area unless a waiver is granted by an authorized administrator pursuant to the terms of this policy.

Designation of School Attendance Areas

The Board of Education shall designate school attendance areas to facilitate educational programs and to use existing facilities to maximize effectiveness and efficiencies. The Superintendent shall propose school attendance areas to the Board in accordance with the following criteria:

1. Safety of students;
2. Student educational needs;
3. Educational programs housed in school facilities;
4. Optimum use of existing facilities;
5. Student and municipal residential patterns;
6. Ages of students served;
7. Racial/ethnic balance as required by state law.

Students

School Attendance Areas

Once designated by the Board, school attendance areas may only be changed by subsequent Board action.

Waivers -- Attendance Outside of Assigned Area

Parents or guardians who desire requesting that their children may attend a school other than the one assigned to their school attendance area in the area in which they are living must file a statement to this effect on a form provided by the school or central office. may request a school attendance area waiver from the Superintendent or his or her designee. Such waivers must be requested by parents or guardians on an annual basis.

In general, permission or refusal will be based on whether or not approval or denial of a waiver request shall be based on the following considerations:

1. Documented educational needs of the student;
2. ~~There is~~ Available room within the grade and/or school which the parent/guardian has requested;
3. Parent/guardian commitment to furnish transportation to and from the desired school of attendance; ~~will be responsible for transportation.~~
4. Whether the request is justified by good and sufficient (educational or medical) reason. Supportive data such as recommendations from professional sources must be provided by the parent(s) or guardian(s);
5. Whether the student was attending school outside their designated school attendance area during the 2019-20 school year;
6. Whether the student is the child of a New Milford resident teacher who teaches in the desired school of attendance.

Waiver requests shall not be based on the following factors:

1. Previous attendance by the student at the desired school of attendance except in the case of mid-year changes in school attendance area and for students attending school outside of their designated school attendance area during the 2019-20 school year and except where otherwise stated herein;
2. School attendance of brothers, sisters or friends;
3. Place or time of employment of parent/guardian;
4. School start or end time preference;
5. Personal convenience of family or student (i.e. to facilitate day-care or after-school arrangements);

Students

School Attendance Areas

6. Athletic team preference;
7. Preferred school, program, or staff;
8. Availability of space in the preferred school as sole reason.

No request shall be granted if it would result in an overcrowded classroom or program, would cause a racial/ethnic imbalance as defined by state law or would require the District to hire additional staff.

Revocation of Waiver

An out-of-attendance area student must remain in good standing at his or her non-designated school or the privilege of out-of-area attendance shall be revoked by the Superintendent or his or her designee. In order to remain in good standing the out-of-attendance area student must:

1. Not be subject to discipline for inappropriate conduct as set forth in Board policy;
2. Remain in good academic standing;
3. Not have a record of excessive absenteeism;
4. Not be habitually tardy.

~~Such permission, if granted, shall be in keeping with the guidelines established under the accompanying guidelines to this policy. (cf. 5117—School Attendance Areas)~~

~~Once a student enters grade nine and thereafter if he/she is granted an out of area transfer request that results in a change of school, the same athletics restrictions shall apply as in the change in high school district residency policy (cf. 6145.2—Interscholastic Athletics)~~

~~The Planning and Placement Team, of which the parent of a special education student is a part, is responsible for determining on at least an annual basis what constitutes an appropriate placement in the least restrictive environment for the student. Therefore, parents of students who are receiving special education services must raise any requests with respect to school placement with the Planning and Placement Team.~~

Mid-year Transfers and Requests to Remain in a Previously Designated Attendance Area

Any student who begins an academic year within their designated attendance area school but who then moves to another school attendance area within the District (i.e. family moves within Town, change in parent custody, etc.) may be allowed to finish the school year in their initially assigned school provided that there is space permitting. In such circumstances, the parents/guardians of such student must submit a school attendance area waiver request in accordance with this policy. Should such request be granted, the District shall not be responsible for transportation to and from the non-designated school attendance area school.

Students

School Attendance Areas

Parental Disagreement Regarding Waiver Requests

In most cases school attendance waiver request forms shall be signed by all parents or guardians who have legally-designated educational decision-making authority regarding the student. Consent from parents without educational decision-making authority regarding the student shall not be required for school attendance waiver requests made by parents or guardians with sole educational decision-making authority.

Where a school attendance area waiver request is made by only one parent and both parents share educational decision making authority, the Superintendent or his or her designee shall attempt to contact the student's other parent or guardian to determine if that parent or guardian consents to the waiver request. School attendance area waiver requests shall only be considered where all parents/guardians with educational decision-making authority consent to the request. Where such consent is denied or cannot be determined the waiver request shall not be considered.

Racial Imbalance

As required by state law, on an annual basis the Board submits data to the State Board of Education regarding the total number of students and teachers of racial minorities and the total number of students eligible for free or reduced-price lunches in each of the District's schools. As set forth above, school attendance area waiver requests may be denied in the event that the Superintendent or his or her designee determines that granting a waiver may cause a District's school to be "racially imbalanced" as that term is defined under state law. Pursuant to Conn. Gen. Stat. § 10-226b a "racial imbalance" is defined as a condition in which the proportion of students of racial minorities in all grades of a public school substantially exceeds or substantially falls short of the proportion of such public school pupils in all of the same grades as the school district.

Homeless Students

Homeless students who secure temporary housing outside of their previously designated school attendance area may remain enrolled in their school of origin in accordance with federal law.

Legal Reference: Connecticut General Statutes
 10-76d Duties and powers of boards of education to provide special education programs and service
 10-221(b) Boards of education to prescribe rules.
 10-226a Documentation of pupils and teachers of racial minorities and pupils eligible for free or reduced price lunches
 10-226b Existence of racial imbalance
 United States Code
 20 U.S.C. §1412(a)(5)
 20 U.S.C. §1414(e)
 42 U.S.C. §11301 et seq. McKinney-Vento Homeless Assistance Act

Policy adopted: June 12, 2001

Policy revised: June 12, 2007

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: The new Appendix C is a proposed form agreement for the District to use in connection with its distribution of technology devices (Chromebooks, wifi hotspots, power-cords, etc.) to students for home and school use. The intent of this agreement is to make clear to parents/guardians and students that such technology devices are District property on loan to the student. In this draft of this proposed agreement, parents/guardians (and students) are required to acknowledge that they will be financially responsible for repairs and replacement technology devices for intentional and unintentional acts.

This issue raises a number of thorny legal (and other) questions. What happens if a student accidentally drops their Chromebook? Is the district really going to require a parent/guardian to pay for a replacement? What if a parent/guardian refuses to pay for accidental or even intentional damage altogether or refuses to sign any agreement? Is the District prepared to deny a student a Chromebook in such circumstances? Can a student access District-provided educational resources without a Chromebook? What about now in the era of COVID-19 distance learning? What if the family is of limited economic means? Should there be a special income-based exception? If so, the parameters should probably be delineated in Board policy otherwise administrators will be required to make difficult case-by-case determinations and it will be almost impossible to maintain consistency. The revised language in the policy says parents/guardians “may” be charged for a replacement, but legal counsel would recommend stronger language if that is how the Board wants to go.

Under Connecticut law there is no legal entitlement to District-provided technology for a student’s home use. Conn. Gen. Stat. § 10-228 provides that students are entitled to free textbooks and other learning supplies and materials but “subject to such rules and regulations as to their care and use as the board of education provides.” Moreover, Conn. Gen. Stat. § 10-221(c) says that boards of education may charge pupils for damaged educational materials and may impose sanctions such as withholding grades, transcripts, etc. until payment is made.

While these statutes are on the books there is no case law interpreting them and it is unclear how these statutes would be interpreted in a COVID-19 distance learning world. If lessons, assignments, messages from a student’s teacher, etc. are all hosted on a Google Classrooms platform and the only realistic way to access such information remotely is with a Chromebook then a student’s Connecticut constitutional right to a free, public school education may be implicated if the student is denied a Chromebook.

The changes to the policy itself and other appendices, in addition to the newly proposed Appendix C, are largely clean-up.

6141.321(a)
4118.4/4218.4

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

Overview

The New Milford Public Schools Board of Education provides students, staff and community members with access to a large variety of technology and network resources which provide multiple opportunities to enhance learning within the school district network and on the Internet. Communication within the school district, the community and global entities are encouraged as part of 21st century skills. All learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. However, all users must exercise appropriate and responsible use of District technology and information systems. Users include anyone authorized by the administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The District technology infrastructure is defined as all technology related resources, including but not limited to; software, hardware, cabling and connections that provide access to resources, including the Internet internet. ~~District devices as well as personal devices are subject to the guidelines when using the district network or representing the district in communications.~~ District-owned technology devices must be used in accordance with this policy and its accompanying administrative regulations at all times. Personal devices must be used in accordance with this policy and its accompanying administrative regulations whenever the user is accessing the District's network or representing the District in communications. The District maintains content filtering devices and software programs that control access to internal network or internet resources and meet the Federal federal standards established in the Children's Internet Protection Act. (CIPA) Such technology protection measure measures shall be in operation during any use of computers or other electronic devices with Internet internet access. However, it is recognized that this measure these measures alone is are no guarantee that users will not be able to find Internet internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of Internet internet resources lies with the user.

Digital Citizen

~~Definition: "Self-monitored participation that reflects conscious interdependence with all (visible and less visible) community members."~~

A responsible digital citizen is one who:

- A. Respects one's self:
 - a. Users will select online names and logins that are appropriate and will consider the information and images that are posted online to ensure appropriateness. Users will not share login and password information.

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

- B. Respects others:
 - a. Users will refrain from using District network systems and social media to bully, tease, or harass other people. Users will communicate in a professional respectful manor with anyone engaged.
- C. Protects one's self and others:
 - a. Users will follow protocols that will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- D. Respects authorship:
 - a. Users will properly reference or cite work, websites, books, media, etc., used in any student work.

Responsible Use

Responsible use of the District's technology resources is expected to be ethical, respectful, and academically honest. Digital storage on ~~district~~ District servers or on the cloud as well as technology devices used for any purpose will be treated as extensions of the District's technology. The Superintendent, or his or her designee, may review files and communications including electronic mail to ensure that users are using the system in accordance with District policy and/or applicable legal requirements. Users should not have any expectation of privacy in files stored electronically. Electronic files, data and communications stored or disseminated through the District's technology may be subject to disclosure pursuant to the Freedom of Information Act.

Users may not access the District's internal networks or District maintained internet resources without prior written authorization and are expected to comply with the following rules of network etiquette and citizenship, including but not limited to:

- A. Use of the New Milford Public Schools network, technology devices, the student and parent portal, and social media must be consistent with the District's educational objectives and curriculum.
- B. Transmission or storage of material, information, data or files in violation of any local, Federal federal, or State state law is prohibited.
- C. Intentional or unintentional use of District resources to access or process, proxy sites, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications or explicit text or files or files dangerous to the integrity of the network is strictly prohibited.

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

- D. Cyberbullying is prohibited at all times, whether in ~~district~~ **District** or out of ~~district~~ **District**, on any device using any connection.
- E. Software, applications, and media may not be installed, downloaded or uploaded without having an approved Software Form from the Building Principal, Assistant Superintendent and Director of Technology.
- F. Use of the District network for **personal** commercial activities, product advertisement, religious or political campaigning, lobbying, or **unapproved** solicitation ~~of non-district material~~ is prohibited.
- G. Accessing unauthorized chat rooms or instant messaging using the District's network is prohibited.
- H. Bypassing the District's content filter is strictly prohibited.
- I. Users may not share their passwords and are expected to maintain their passwords privately and securely.
- J. Users shall not vandalize, **or intentionally or unintentionally** damage, disable, ~~intentionally~~ disrupt or degrade the District's technology systems or network and may be held personally and financially responsible for malicious or intentional damage or interruptions to network service, software, data, user accounts, hardware, and/or any other unauthorized use.
- K. Files stored on District-managed or cloud networks are the property of the District and may be inspected at any time.
- L. Materials published electronically must be for educational **or District** purposes. Administrators may monitor these materials to ensure compliance with content standards.
- M. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the District's network. All material not belonging to the District must be scanned for viruses prior to being placed onto the District's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, memory sticks or perpetual media (e.g., DVD, CD) transferred from these computers to the District's network must be scanned for viruses.
- N. Users shall not "hack into," "snoop," monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data.
- O. Users shall not violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Instruction

Responsible Use of Technology, Social Media, and District Network Systems

- P. Users shall not plagiarize (to take material created by others and presenting it as if it were one's own) or cheat (to deceive by trickery, mislead or fool).
- Q. Users shall not **maliciously** send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information.

Procedures for Use

- A. Students shall receive education about the following:
 - a. Safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
 - b. The dangers inherent in online disclosure of personally identifiable information; and
 - c. The consequences of unauthorized access including but not limited to hacking, cyber-bullying, and other unlawful or inappropriate activities online.
- B. All student users and their parents/guardians ~~are~~ **shall be** required to sign a written agreement annually, or at the time of enrollment, to abide by the terms and conditions of this policy and any administrative procedures and guidelines. If the agreement is not signed, District network privileges will not be given.
- C. **All student users and their parents/guardians shall be required to sign a written agreement setting forth rules for the use of loaned District technology devices (i.e. Chromebooks) and conditions for reimbursement for lost or damaged devices prior to being loaned a District technology device or devices.**
- D. Students shall not (1) access or use another person's account without written permission; (2) share their password with anyone else or engage in activities that would reveal anyone's password; (3) allow others to access a computer that the user is logged on to; or (4) ever sign in, or attempt to sign in, as another person.

Violations and Sanctions

Accessing the ~~Internet~~ **internet** or District network **and utilizing District technology devices** is a privilege, not a right. Inappropriate use and violation of this or any other Board policy may result in cancellation of all network access **and disciplinary and/or legal action**. Inappropriate material is defined as any material or use that is inconsistent with the goals, objectives, and policies of the educational mission of the District. Any user can be denied access temporarily or permanently if

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Responsible Use of Technology, Social Media, and District Network Systems

the school or District administrator determines that a user has used the ~~Internet~~ **internet** or District network in an inappropriate or unacceptable manner. ~~Students may also be disciplined or subject to other legal action.~~

No Expectation of Privacy

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

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

Use of Computer Resources by School Personnel

The computer resources are the property of the District and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by an individual school employee for personal communications is permitted when the use does not interfere with the employee's or other user's job responsibilities, performance of the computer resources, or operation of the District. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third party gain or

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Responsible Use of Technology, Social Media, and District Network Systems

profit, or for entertainment, is strictly prohibited. Solicitation of non-District events or functions for any purpose, other than to support a community service drive officially sponsored by the District, will not be tolerated. Employees are reminded that this limited, occasional personal use must comply with this policy, and all other policies, regulations and practices of the District. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the District.

Policy Violations

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

Board Liability

The Board makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the Internet internet access it is providing.

The Board is not responsible, and shall not be liable, for:

- A. Damage resulting from unauthorized or inappropriate District network or social media activity;
- B. Use of information obtained via the Internet internet, including any damages a user may incur including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors;
- C. The accuracy or quality of information obtained through the Internet internet;
- D. Unfiltered content that may be viewed or downloaded on District equipment that has been provided to individuals for use outside District property;
- E. Issues or damage caused by the connection of personal devices to the District's network or improper use of the District's network or equipment; or
- F. Personally owned devices that are damaged, lost, or stolen.

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Responsible Use of Technology, Social Media, and District Network Systems

Notice of Policy

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

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

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

Legal References:

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

47 U.S.C. 254 Universal Service

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

Conn. Gen. Stat. § 31-48d -- Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

Conn. Gen. Stat. § 10-221 – Boards of education to prescribe rules, policies and procedures.

Conn. Gen. Stat. § 10-228 – Free textbooks, supplies, material and equipment.

Policy adopted:	February 12, 2013	NEW MILFORD PUBLIC SCHOOLS
Policy revised:	July 18, 2017	New Milford, Connecticut

Responsible Use Policy Agreement

New Milford Public Schools

What is the Responsible Use Policy Agreement?

The Responsible Use Policy – **Board Policy # 6141.321** -- was adopted by New Milford Public Schools Board of Education in 2017. The Responsible Use Policy (RUP) outlines the Board's specific expectations for students' use of the school system's electronic information resources, including the school system's **technology devices**, computer networks and the ~~Internet~~ **internet**.

The RUP requires the ~~preparation~~ **execution** of the Responsible Use Policy Agreement which one parent (or legal guardian) and all students in grades first through twelve are required to sign and return to school before the student will be allowed to access and use these resources. By reading and signing this Agreement, you are giving your permission for your child to use these resources, and you are stating that you understand and will explain to your child what the Agreement means. Students in grades first through twelve are required to sign the Agreement to indicate that they understand the RUP and the Agreement and agree to abide by them.

New technologies have greatly expanded the amount and type of information available to students and teachers. In addition to our large collection of print media in the school libraries, each school has access to a large array of electronic information systems via electronic periodicals and encyclopedias and the ~~Internet~~ **internet**. However, access to so much information brings new responsibilities to use the resources and information responsibly and ethically. Below you will find a summary of the guidelines for accessing and using all the information obtained through these technologies. We teach a simple and straightforward version of the following guidelines starting in grade K, and we add more complex dimensions as students' progress through the school system.

Student Consent Form

As a user of the New Milford Public Schools' electronic information resources, **technology devices** and computer networks, I have read, understand and will abide by the Responsible Use Agreement which implements the Responsible Use Policy. I understand that my signature and the signature of one of my parents or legal guardians are preconditions to my accessing and using the District's electronic information resources. I also specifically agree to the following:

1. I will use digital technology resources only for educational and research purposes that are consistent with the educational objectives of my teachers and the Board of Education.

2. I will use digital resources in a responsible, ethical and legal manner at all times. I will not intentionally do anything to another users' work on the resources.
3. I will not plagiarize. I will give appropriate citations to an author or resource as the source of information I find.
4. I will use digital technology resources as directed by a teacher or staff member.
5. I will be considerate of other users and data privacy when using District resources. I will be polite and use appropriate language at all times. My log-in and password will be kept private and not shared with other users.
6. I will send and receive electronic mail (email) appropriately for educational purposes. I will report any inappropriate email messages or any misuses of email immediately.
7. I will not give out any personal information regarding myself or anyone else in the district while using email.
8. I will never intentionally damage, degrade or disrupt the electronic information resources, including computer services or computer equipment. I will not tamper with computer hardware or software, vandalize or change data in any way, intentionally introduce computer viruses, attempt to gain access to restricted or unauthorized networks or network services or violate copyright laws. I understand that such activity may be a crime.
9. I will handle District technology devices (i.e. Chromebooks, power-cords, tablets, etc.) with the utmost care and attentiveness. I understand that such devices are the District's property.
10. I will use the District's various student classroom, grading and other online portals for educational requirements only and will use appropriate language at all times.
11. If I do not follow the rules outlined in this Agreement and in the Responsible Use Policy, I know that I may lose my privilege to use the District's electronic information resources. I also know that I may be disciplined for not following the rules and that my parents/guardians and I may have to pay for any damage to technology devices or other electronic equipment that I cause because of my intentional or unintentional misuse of these resources.
12. I am aware that some violations of the Responsible Use Policy may also be violations of local, state and federal laws and regulations and that I may be prosecuted for violating those laws.

Student Name: _____

Signed: _____ Date: _____

(Student)

Parent/Guardian Consent Form
Responsible Use Policy Agreement
New Milford Public Schools

I give the New Milford Board of Education permission to allow my child to access and use the ~~District's~~ electronic information resources **including technology devices** ~~in the schools~~ for educational purposes. I understand that when using a resource such as the ~~Internet~~ **internet**, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with complete certainty what information a user may locate. I understand that the District will use filtering programs, access controls and active supervision of students and will make all reasonable efforts to protect students from any misuses or abuses as a result of their use of the District's electronic information resources.

My child and I have read the Board's Responsible Use Policy and this Responsible Use Policy Agreement for grades one through twelve, and we have discussed the Policy and this Agreement. I understand that my child, in addition, will receive several lessons from the school librarian and classroom teacher about the Responsible Use Policy and the Responsible Use Policy Agreement.

I understand, and **have** explained to my child, that he or she may lose his or her privilege to use these resources ~~at school~~ and may be disciplined if he or she does not follow all of the rules outlined in the Responsible Use Policy and the Responsible Use Policy Agreement. I understand that my child and I may be held liable for costs incurred by my child's ~~deliberate~~ violation of the Policy **and/or Agreement including any intentional or unintentional damage to District technology devices such as Chromebooks.**

Student Name: _____

Signed: _____ Date: _____
(Parent or Guardian)

Parent/Guardian Printed Name: _____

I give permission to allow school personnel to ~~record audios~~, take photos, ~~or~~ **and audio or video recordings** ~~videos~~ of my child. These images or recordings, as well as student work, may be published in various locations, including ~~the school or the district~~ **District websites** ~~website~~. I am aware that the ~~District~~ **District** has no control over any subsequent use or publication of the images, recordings, or student work so published. I am also aware that third parties, such as media or other parents/guardians, may take images of my child in school or at school events, and in those instances, the ~~District~~ **District** has no control over the use of those images once they are published.

Signed: _____ Date: _____
(Parent or Guardian)

New Milford Public Schools
Technology Devices Loan Agreement

The New Milford Board of Education believes that all learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. To this end, the Board is proud to offer students access to individually-assigned technology devices for academic purposes. Technology devices, such as Chromebooks, internet hotspot devices, tablets, power-cords, etc., may be used at school and at home consistent with the terms and conditions of this Agreement, the Board's Responsible Use Policy – Board Policy # 6141.321 – and the District's administrative regulations and procedures.

Access to District technology devices is a privilege and not a right. Accordingly, the Administration reserves the right to revoke a student's District technology device loan privileges if the terms of this Agreement and/or Board policies are not fully complied with.

By accepting possession of New Milford Public Schools' technology devices students agree to be bound by the following requirements, and parents/guardians agree to be financially responsible for the cost of repair or replacement of District technology devices in the event that their child's assigned technology device is lost, stolen or damaged whether intentionally or unintentionally.

SECURITY

1. I will know where my assigned technology devices are at all times.
2. I will never leave my assigned technology devices unattended.
3. I will secure my assigned technology devices when I am participating in PE by putting them in my locker or other secure location, unless instructed to bring a device to PE class by the teacher.
4. I will never loan my assigned technology devices to anyone.
5. I will, at all times, keep myself safe and will use my assigned technology devices only in areas where I can keep myself and my technology devices safe.

(Student and Parent/Guardian initial here) _____

CARE

6. I understand that certain technology devices may include a protective case that is to remain on the device at all times. This case may not be removed or replaced.
7. I will protect screens from scratches.
8. I will keep food and beverages away from my assigned technology devices since they may cause damage to them.

9. I will not mark, draw, write or place unapproved stickers on technology devices or their cases.
10. I will not disassemble or attempt any repairs on any part of any of my assigned technology devices since doing so may void a device's warranty.
11. If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.
12. In the case of theft or vandalism, I will file a police report and notify school administration within 24 hours or as soon as possible thereafter.

(Student and Parent/Guardian initial here) _____

USAGE

13. I will follow the New Milford Board of Education's Responsible Use Policy (RUP) for use of NMPS' computers and network systems.
14. I will not reformat my assigned technology devices, tamper with their security settings, or change their operating systems.
15. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
16. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned technology devices.

(Student and Parent/Guardian initial here) _____

RESPONSIBILITY

17. I understand that my assigned technology devices are subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that these technology devices remain the property of NMPS.
18. I agree to return my assigned technology devices, related accessories and device cases in good working condition (with the exception of normal wear and tear) immediately upon request by NMPS.
19. I will return my assigned technology devices to my school administrator (or designee) upon request. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return my assigned technology devices and accessories on the date of termination to the school's administrator.

(Student and Parent/Guardian initial here) _____

I have read and agree to comply with these requirements and all New Milford Board of Education policies and regulations including the Board's Responsible Use Policy and accompanying administrative regulations. I agree to accept financial responsibility for damage to or loss of the technology devices indicated below while assigned to my child. I understand that this means that if one of my child's assigned technology devices is lost, damaged or stolen, I will be responsible for repair or replacement costs. In the event this occurs I will remit payment to the District as directed by the administration. I further understand that if a technology device is damaged or returned the timeliness of a replacement will be based on current NMPS' replacement inventory.

Print Student Name (Last, First):_____

Student Signature:_____ Date:_____

Print Parent (Guardian) Name:_____

Parent (Guardian) Signature:_____ Date:_____

Student School:_____

Assigned Device # 1:_____

Assigned Device # 2:_____

Assigned Device # 3:_____

Assigned Device # 4:_____

[YEARLY TECHNOLOGY REPLACEMENT COST SCHEDULE
TO BE INSERTED AND UPDATED AS NECESSARY]

**NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION**

**EMPLOYEE ACKNOWLEDGMENT
REGARDING
COMPUTER AND INTERNET USE**

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

Signature: _____ Date: _____

Print: _____

**NEW MILFORD PUBLIC SCHOOLS
BOARD OF EDUCATION**

NOTICE REGARDING ELECTRONIC MONITORING
of School District Personnel and Guest Users

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

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

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

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

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

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

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

**USER ACKNOWLEDGMENT
REGARDING
COMPUTER AND INTERNET USE**

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

Signature: _____ Date: _____

Print: _____



Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process Informed by the Centers for Disease Control and Prevention Guidelines

The New Milford Public School District advocates for equitable access for all students to the highest quality public education and develops and supports school system leaders, a mission that promotes and values an inclusive, safe and innovative quality public education system that ensures all students can succeed regardless of their zip code, the color of their skin, their native language, their gender/gender identity, their immigration status, their religion, or their social standing.

The New Milford Public School District maintains that the COVID-19 pandemic has highlighted the importance of our public school system and the need for a consistent, coherent, actionable and fully resourced plan to support every public school district reopening during the 2020-21 academic year; and

The New Milford Public School District contends that the reopening of schools should be a local or regional decision informed by applicable health, safety and disinfecting recommendations articulated by the Centers for Disease Control and Prevention, as well as state and local health agencies; and

The New Milford Public School District asserts that each school district should be permitted to determine the timing and scheduling configuration of its schools using health data and benchmarks related to COVID-19 specific to its geographic location and communities; and

The New Milford Public School District contends that the COVID-19 crisis has revealed the urgency of integrating strategies and processes to promote students' health, social and emotional learning, and well-being as essential components of their academic growth, development, and achievement; and

The New Milford Public School District advocates for policies and practices that foster equity in opportunities and outcomes, particularly by addressing the unique needs of persistently underserved children and special needs children; and

The New Milford Public School District supports efforts to address students' learning loss as a result of the COVID-19 pandemic with the recognition that the uneven delivery of teaching and learning in an online environment leaves 12 million students unable to access remote



learning at home during the COVID-19 pandemic and highlights the need for students' equitable access to broadband connectivity, internet and devices necessary for virtual learning; and

The New Milford Public School District supports creating stable, equitable, predictable and adequate funding for schools based on federal, state and local revenues that will support school districts during this major transition, including but not limited to staffing, professional development, health services, personal protective equipment, building and bus disinfecting, food services, transportation and elements associated with social distancing.

WHEREAS investing in public education is crucial to ensuring the future growth and stability of our economy and our country's global competitiveness and translates into more students graduating and contributing to our 21st century society ready to fill current and future jobs; and

WHEREAS a robust federal investment in education during this period of national crisis is essential to ensuring equity and excellence for all learners in our public schools; and

WHEREAS without equitable access to quality public education, the gross disparities in health care and technology access evidenced in many communities during the COVID-19 crisis shall be exacerbated, including increased academic gaps along racial and socio-economic lines and a continued divide between the educated and uneducated corresponding to the debilitating divide between the rich and the poor and the strong and the weak; and

WHEREAS the existence of a strong, effective system of free public education for all children is essential to a thriving democratic system of government and our nation's economic well-being, taking into account the unanticipated funding, safety, disinfecting, food service and nutrition, transportation, and technology implications for the public school system generated by the COVID-19 crisis; and

WHEREAS public schools provide students with diverse, culturally relevant and inclusive educational opportunities to ensure their academic progress, a holistic approach to education is essential, including, but not limited to students' academic development and progress, health and wellness, physical growth and development, and social-emotional needs; and

WHEREAS schools serve as a lifeline for children who can't access health services outside of school and are uniquely positioned to help children and youth acquire life-long, health-



promoting knowledge, skills and behaviors — priorities compounded by the COVID-19 crisis and related school closings; and

WHEREAS investment in public education as an essential service is a top priority, it is imperative that recovery-based federal funding be distributed in a clear, coherent and equitable manner that reinforces the mission and goals of public education, providing critical support to schools and the neediest students they serve,

BE IT RESOLVED that these statements exemplify the importance of ensuring that public schools and districts are safe to reopen and are equipped with the staff, resources, technology, space, policies and protocols required for the health, safety and well-being of all students and staff informed by actionable criteria articulated by the Centers for Disease Control and Prevention; therefore

The nation's public school superintendents call on federal, state and local lawmakers to prioritize support for ensuring equitable and adequate funding and policy to support the reopening of our nation's public schools premised on empowering local education leaders to formulate, implement and lead plans to open school districts and transition into the coming academic year;

The New Milford Public School District along with AASA, The School Superintendents Association, advocates for federal, state and local policy and related funding committed to supporting COVID-19-related health, safety and disinfecting requirements in all school districts and buildings to educate the whole child (including health and physical development, social and emotional well-being, and academic achievement); provide support for academic and non-academic resources (including equitable access to internet connectivity and equipment required for distance learning); and expand access to support services, including counseling, health and nutrition, and mental health supports;

The New Milford Public School District supports current proposed funding for broadband access currently under consideration in the U.S. House of Representatives and Senate;

The New Milford Public School District affirms its commitment to these values and priorities and will be steadfast in its efforts to protect students and their families, public schools and our communities from any policies that would undermine the safe reopening of schools throughout the United States;

The New Milford Public School District joins AASA, The School Superintendents Association to affirm the work of AASA's state affiliates in their effort to support local



school superintendents in a smooth transition to reopening public schools for the 2020-21 school year in a manner informed by applicable and actionable CDC, state and local health agency guidance, and prioritizing the health and safety of students and staff; and

THEREFORE, the New Milford Public School District urges Congress to ensure federal resources related to future recovery funding include clear support for the values and priorities articulated in this resolution with funding allocated equitably, providing increased levels of support for needier communities and districts.

This the 16th day of June, 2020.

[SIGNATURE]

Kerry L. Parker, Ed. D.
Superintendent

[SIGNATURE]

Angela Chastain
Chair, New Milford Board of Education



As 2019/2020 winds down and we look to an uncertain future, what funding sources does the Board of Education expect to have use of outside of the Final 2020/2021 General Fund Budget?

Fiscal Year End Surplus from 2019/2020 – during a normal year the Board of Education averages approximately \$365,000 or roughly 0.5% remaining unspent at fiscal year-end. This year due to many circumstances revolving around the COVID-19 closure, the projected fiscal year-end balance for 2019/2020 is estimated to be approximately **\$1,473,000**. Use of this funding in 2020/2021 will require an agreed upon process with the Town, Board of Education and our auditors to earmark these funds for future use from which to draw upon, as supplemental appropriations. The breakout of the **projected** fiscal year-end balance for 2019/2020 by Major Object Code (MOC) is captured below:

MAJOR OBJECT CODE	AMOUNT
SALARY	250,000
BENEFITS	300,000
PROFESSIONAL SERVICES	150,000
PROPERTY SERVICES	116,000
OTHER SERVICES	430,000
SUPPLIES	200,000
CAPITAL	15,000
DUES & FEES	4,000
EXPENSE TOTAL	1,465,000
REVENUE TOTAL	8,000
GRAND TOTAL	1,473,000

CARES Act Funding – the estimated funding that New Milford Public Schools expects is **\$300,856**. In the State of Connecticut this funding was allocated on the same basis as the Title I grant funding. An application will be required and the Connecticut State Department of Education (CSDE) is expected to finalize and distribute the application in mid-June for the Board of Education to complete. Funding, once provided, will come directly to the Board of Education.

FEMA Grant – the estimated funding that New Milford Public Schools expects is **\$TBD**. This funding is linked specifically to anticipated but unfunded, COVID-19 related expenses. The preliminary application was worked on by both the Town & the Board of Education with submission handled by the Grant Writer for the Town. Any expense that qualifies will then be reimbursed at a 75% rate. Reimbursement, once provided, will go directly to the Town and the Board of Education will have to work with our auditors to properly adjust any Board of Education expense for which a reimbursement is provided.



What kind of expenses may the Board of Education face that are not provided for in the General Fund 2020/2021 Budget?

The chart below attempts to identify potential expenses that are currently unfunded by the Board of Education's 2020/2021 general fund budget. Any amount shown is estimated at this time. **This is by no means a complete list and is subject to change.**

CATEGORY	DESCRIPTION	ESTIMATED AMOUNT
PPE Gear & Monitoring	Student masks (3896 students, 3 per day, 181 days @ \$0.06 per)	\$126,932
	Thermometer Devices for Building Entrances (11 units @ \$2,749 each)	\$30,239
	Staff masks (637 employees, 1 per day, 181 days @ \$0.06 per)*	\$6,918
	Infrared, No-Contact Forehead Thermometer's (20 units @ \$50 each)	\$1,000
	Other (N95 Masks, Gloves, Face Shields, Gowns)	TBD
Facilities & Buildings	Touchless Bathroom Renovations - 5 schools plus C.O. (faucets, flushometers, dispensers, hand sanitizers, water fountains, batteries)	\$334,795
	Electrostatic Back Pack Sprayers (9 units @ \$1,800 each)	\$16,200
	Plexi-Glass Partitions (48 units @ \$240 each)	\$11,520
	UV Sanitizers (26 units @ \$290 each)	\$7,540
	Additional Cleaning Products - to meet protocols	TBD
	Signage & Decals - to provide visual queues for social distancing guidelines	TBD
	Additional Space - to carve out dedicated Nurse space to hold ill students/staff	TBD
	Additional Space - to spread out classrooms for social distancing guidelines	TBD
	Ventilation Upgrades - to be in compliance with guidelines	TBD
Instructional Technology & Supplies	1:1 Chromebooks for students	\$300,337
	1:1 Chromebooks or laptops for staff	\$207,951
	Individual student classroom supplies - removal of communal supplies	\$104,000
	Computer accessories for 1:1 student and staff deployment of devices	\$51,359
	App purchases for devices that will no longer be offered for free as they are now	\$40,000
	Teacher Supplies for Distance Learning (360 staff at \$100 each)	\$36,000
	Webcams / Microphones for staff	\$32,100
	Professional Learning for Teachers	\$25,000
	Headphones for students	\$13,309
	Internet Hotspots for students	\$10,800
	Software Licensing - student social emotional support	\$6,000
	Software Licensing - potential offering of virtual courses	TBD
Technology	Google Voice Phone Numbers	\$129,600
	Upgraded District Internet Connection	\$8,400
Staffing	Additional Teaching Staff - to be in compliance with social distancing guidelines	TBD
	Additional Student Support Staffing - Guidance, Psychologists, Interventionists, etc.	TBD
	Additional Cleaning Staff - to meet protocols	TBD
	Additional Stipends - Head Teachers Kindergarten through 2nd Grade	TBD
	Additional Stipends - Technology Integration Specialists	TBD
	Additional Stipends - staff use of home internet	TBD
Transportation	Busing - additional runs/buses to be in compliance with social distancing guidelines	TBD
	Bus Monitors - to enforce social distancing guidelines	TBD
Loss of Revenue	General Fund - PreK Tuition, Medicaid, Athletic Gate Receipts, Building Use Fees	TBD
	School Lunch Fund - Food Services	TBD
ESTIMATED TOTAL (WITHOUT TBD'S)		\$1,500,000

We are providing the above chart to demonstrate that once the Connecticut State Department of Education (CSDE) issues their formal re-opening guidelines, there is the real potential that our unfunded costs will far exceed the funding sources and amounts noted on page #1.



What were the steps of the Board of Education 2020/2021 General Fund Budget and how do they fit in with past budgets over the last 10 years?

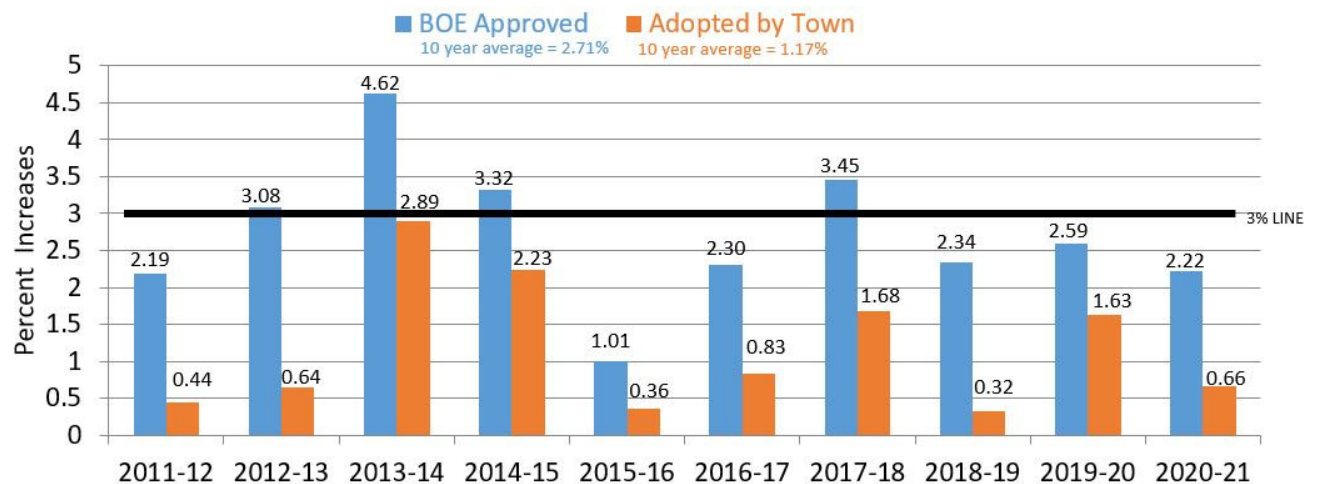
The dates of these steps were as follows:

- The 2020/2021 Superintendent's Proposed Budget was presented on 1/21/20.
- The 2020/2021 Board Adopted Budget was approved on 1/29/20.
- The 2020/2021 Final Budget amount was approved by Town Council on 6/1/20 (not by voter referendum as per Governor Lamont's Executive Order No. 7HH dated 5/1/20).

The amounts and percentages of those steps are as follows:

2020/2021	Superintendent Proposed	Board Adopted	Final
\$ Amount	65,843,593	65,464,776	64,464,776
\$ Change	1,802,901	1,424,084	424,084
% Change	2.82%	2.22%	0.66%
Required changes to meet final budget:		-1,000,000	

The 10-year history of budget increases, updated with the 2020/2021 data, is shown below:





What are the Superintendent's recommended reductions to the Board of Education 2020/2021 General Fund Budget in order to meet the referendum number, without the use of any alternate funding sources outlined on page #1, in light of all the funding demands we may experience outlined on page #2?

The list below is not in order of recommendation importance or dollar amount, rather by Major Object Code.

MOC	TYPE	DESCRIPTION	AMOUNT
STAFFING	ADMINISTRATOR	REDUCTION OF 0.2 FTE - ASSISTANT PRINCIPAL - NES & HPS	-\$27,041
	PARAEDUCATOR	REDUCTION OF 3.0 FTE - CURRENT VACANCIES OF WHICH 1.50 FTE ARE NEW IN 20/21	-\$66,000
	SECRETARY	REDUCTION OF 3.0 FTE - SECRETARY TO ASSISTANT PRINCIPAL - SNIS / SMS / NMHS	-\$110,919
		REDUCTION OF 3.0 FTE - LIBRARY CLERK - NES & HPS / SNIS / SMS	-\$82,731
	TEACHER	REDUCTION OF 1.0 FTE - PRACTICAL ARTS - SMS	-\$92,906
	NON BARGAINING	REDUCTION OF 0.49 FTE - LAB ASSISTANT - NMHS	-\$11,053
		REDUCTION OF 0.41 FTE - DISTRICT COURIER - DISTRICT	-\$16,226
BENEFITS	DISTRICT WIDE	HEALTH INSURANCE SAVINGS BASED ON REVISED ACTUARIAL FORECAST FOR 20/21.	-\$376,000
		ESTIMATED ADDITIONAL HEALTH INSURANCE SAVINGS - ASSOCIATED WITH ALL FTE REDUCTIONS ABOVE THAT ARE ENTITLED TO PARTICIPATE IN OUR HEALTH INSURANCE PLAN (BASED ON EMPLOYER CONTRIBUTION TO AN INDIVIDUAL HEALTH PLAN THAT DIFFERS BY UNION).	-\$93,932
PROFESSIONAL SERVICES	DISTRICT WIDE	STUDENT INFORMATION SYSTEM - THE BOARD ADOPTED BUDGET FUNDS THE IMPLEMENTATION FEES AT 100% IN 20/21 AND BASED OFF CURRENT IMPLEMENTATION TIMELINE ONLY 50% OF IMPLEMENTATION COSTS WILL BE INCURRED BEFORE JUNE 30, 2021.	-\$25,000
		FINGERPRINTING OF VOLUNTEERS - VOLUNTEERS IN OUR BUILDINGS MAY NOT BE COMPATIBLE WITH FINAL GUIDELINES. IF WE DID ALLOW VOLUNTEERS AT SOME POINT DURING 20/21, WITH THIS CUT, VOLUNTEERS WOULD NEED TO ABSORB THE FEES ASSOCIATED WITH THEIR FINGERPRINTING.	-\$21,600
		STRATEGIC PLAN - PORTRAIT OF THE GRADUATE AND NEASC STRATEGIC PLANNING.	-\$17,500
		COPIER HOLD - EXTENDING CURRENT MONTH TO MONTH AGREEMENT AND NOT AWARDED A 3 OR 5 YEAR CONTRACT WITH UPGRADED MACHINES.	-\$13,000
CAPITAL	DISTRICT WIDE	SMALL EQUIPMENT AS WELL AS FURNITURE - THE REDUCED AMOUNT OF \$46,092 WOULD MANIFEST ON A FORTHCOMING WITHDRAW REQUEST FROM CAPITAL RESERVE TO BUY SAID ITEMS. THE AMOUNT LEFT IN THE 20/21 OPERATING BUDGET FOR THIS MOC IS SPED RELATED ONLY IN ORDER TO CAPTURE EXCESS COST.	-\$46,092
TOTAL			-\$1,000,000



Office of Facilities
50 East Street
New Milford, Connecticut 06776

Item: 4A

Operations Sub-Committee: 6/9/20

TO: Dr. Kerry Parker, Superintendent
FROM: Kevin Munrett, Director of Facilities
Date: June 3, 2020
RE: Annual Emergency Preparedness Report 2019-2020

BOE Policy 3516.3 stipulates that the Superintendent of Schools shall "provide an annual report to the Board of Education summarizing the district's activities regarding school security and safety". It is the purpose of this document to review the past year.

Below is a list of security related activities that took place during the year. It is provided as a summary and does not include all activities but rather is offered to provide a view of the breadth and scope of activities covered:

Activities within the Schools

1. Fire Drills & Lockdowns at each school.
2. Visitor registration system in use at each school.
3. Continued support of School Resource officers as well as Security Monitors.
4. Safety committee meetings at the individual school building level as well as District Wide Committee.

Collaboration with the Town of New Milford

1. Collaboration with Police Force.
2. Visits from Canine Patrol.
3. Walkthrough of schools with the Town-Wide Emergency Planning Committee including first responders.

New Milford Board of Education District Wide Activities

1. Continued participation in the statewide CIRMA Risk Management Advisory Committee securing Cyber Risk coverage under our existing CIRMA policy in conjunction with the Town of New Milford.
2. Continued internet infrastructure and with appropriate server storage and backup.
3. Continued security enhancements to camera and card reader systems.
4. Implementation of on-line training resources for staff.

Sincerely,
Kevin Munrett
Director of Facilities

NEW MILFORD PUBLIC SCHOOLS
Office for Student Affairs
50 EAST STREET
NEW MILFORD, CONNECTICUT 06776
(860) 354-2654 FAX (860) 210-2682



Laura M. Olson
Director of Special Services and Pupil Personnel

TO: Dr. Kerry Parker, Superintendent
FROM: Laura Olson, Director of Pupil Personnel and Special Services, Anne Bilko, SNIS Principal, and Jane Danish, SNIS Guidance Counselor
DATE: June 4, 2020
SUBJECT: **Annual Wellness Report**

The Wellness Committee had four scheduled meetings for the 2019-2020 school year. Our membership includes NMPS administrators, teachers, nurses, related service staff, New Milford Youth Agency members, BOE members, parents, and the community. Due to the COVID-19 pandemic and subsequent school closure, the third and fourth meetings were not held.

Accomplishments for 2019-2020

- The committee started the October 2019 meeting with a presentation on mindfulness, followed by a hands-on demonstration by Mrs. Bilko.
- The Wellness Committee reviewed the NMPS August 23, 2019 PD which included: mindfulness, the Choose Love Curriculum, Copper Beach, and psychiatrist Dr. David Aversa's presentation on trauma and behavioral diagnoses.
- Mrs. Angie Chastain, BOE Chairperson and founder of Camella's Cupboard, shared accomplishments on the daily food distribution during the past summer, fundraising opportunities, and access to the website for more information.
- Vaping: Christine Benson, health teacher at NMHS, presented to the committee about the dangers of vaping. Parents As Partners subsequently offered parents, students and the community a seminar on the dangers of vaping.
- At the February 13, 2020 meeting, the committee began work on updating the Wellness Policy. The CSDE is requiring a triennial assessment of all district Wellness policies throughout CT. The completed triennial assessment was originally due on June 26, 2020, but due to the school closure the CSDE has extended the due date to June 30, 2021. Committee work began by assessing our current Wellness Policy in the areas of: Nutrition Education, Standards for USDA Child Nutrition Programs and Meals, Nutrition Standards for Competitive and Other Foods and Beverages, Physical Education Activity, Wellness Promotion and Marketing, and Implementation, Evaluation and Communication.

Goals for 2020-2021

- To work closely with school staff, administration, and other members of the community to address the implications of the COVID-19 and school reopening plan.
- To complete the Wellness Policy Triennial Evaluation and begin work on targeted areas for policy improvement.
- Support NMPS efforts to enhance/improve the mental health needs of the students, staff and families negatively affected by the pandemic.

John J. McCarthy Observatory



Mrs. Angela C. Chastain
Chairman, New Milford Board of Education
50 East Street
New Milford, CT 06776

June 6, 2020

Dear Mrs. Chastain,

As we move through our 20th year of successful operation, I am proud to deliver the John J. McCarthy Observatory Corporation's 2019-2020 Annual Operations Report, per the Memorandum of Understanding between our organizations dated April 26, 2005.

Even though we closed the facility to the public in early March due to the Covid-19 pandemic, we have been able to have successes, with visits, technology advancements, and new initiatives in space science and in garden ecology science. The team has made much progress this year in our mission, as we continue to build our skills, add fine volunteers, enrich our technology for education, and broaden our public outreach. Much of what we had planned for the year is being accomplished, with adaptation to the restrictions the pandemic mandated. We are now in our 134th year of partnership with the Board of Education as a certified 501(C)(3) non-profit corporation, and we continue our focus on improving what we accomplish in exciting students to science.

Highlights for engagement with New Milford students included orientation visits to the observatory for all 400 incoming freshman, so now all four classes in NMHS have received a full orientation to the observatory. We had to cancel our popular scheduled "Bugarama" event in the elementary schools due to the pandemic—very disappointing to all.

The best news is that we have made major strides on two exciting science initiatives: expanding and upgrading the technology to capture meteor trails in our region, and Galileo's Garden is again undergoing a major change, altering our planning to evolve to true New England native plants that are much more suited to attract native pollinators. We are now in the middle of this project and altering our whole garden plan to have meadow features and a much more diverse kind of New England plantings to attract the whole food chain for pollinators.

Things are progressing well, and our volunteer staff, including skilled gardeners, keeps getting more robust. We are now engaged in new ways to serve student and the community in better ways in a post-pandemic world. Ideas are flowing. We thank you for renewing our Memorandum of Understanding for another year. We don't know when will reopen, and how things will be managed, but we know we will be able to work things out through our partnership with your team.

Sincerely,

Robert E. Lambert
Treasurer - John J. McCarthy Observatory Corporation

Introduction

Even with the continued disappointing shutdown, now three months long and extending, we have been able to make much progress on key projects in our 20th year of service to the region. Major activities to highlight for the year 2019-2020 are:

- A challenging repair on the control systems for the main 16" telescope happened in the fall of its 19th year. We had our first system failure, and had no choice but to completely dismantle the entire telescope stack, spread it out on the observing deck, and troubleshoot. It was discovered that a motion sensor had failed. We ordered a replacement and spares, and mother board brain surgery ensued. When reassembled the system worked perfectly, and it has behaved better ever since than it did when we first tested in 2000. These systems come with no parts explosions, no circuit diagrams, and very few replacement parts, so it was exciting to know that we are able to troubleshoot and repair so effectively. Let's hope it continues to behave!
- Huge progress on our prototyping of a meteor detection system. We are determined to be the initial site the first meteor tracking system in New England. We have something that really works, built by our team! We have initial interest from another well-run facility! We have high confidence now that we can make this happen. It won't be easy, but serious technical barriers have been knocked down. Some details below.
- A fun celebration of the 50th anniversary of the Apollo II lunar landing on July 20, with some excellent displays for whole families to enjoy and learn from.
- A whole new approach has been mapped out and underway for a major revision to Galileo's Garden; adapting it to current thinking of what it requires to be a true "native" pollinator habitat. New science demands that what is grown must have a long native heritage to work effectively and support the whole food chain required for a viable pollinator-attracting site. A new thrust is happening. It is starting as an experimental garden with a "mini-meadow" in the area north of the observatory building, and also new plantings in much of the rest of the garden. We expect much-improved pollinator visits with this approach, in quantity and variety, and great teaching opportunities.

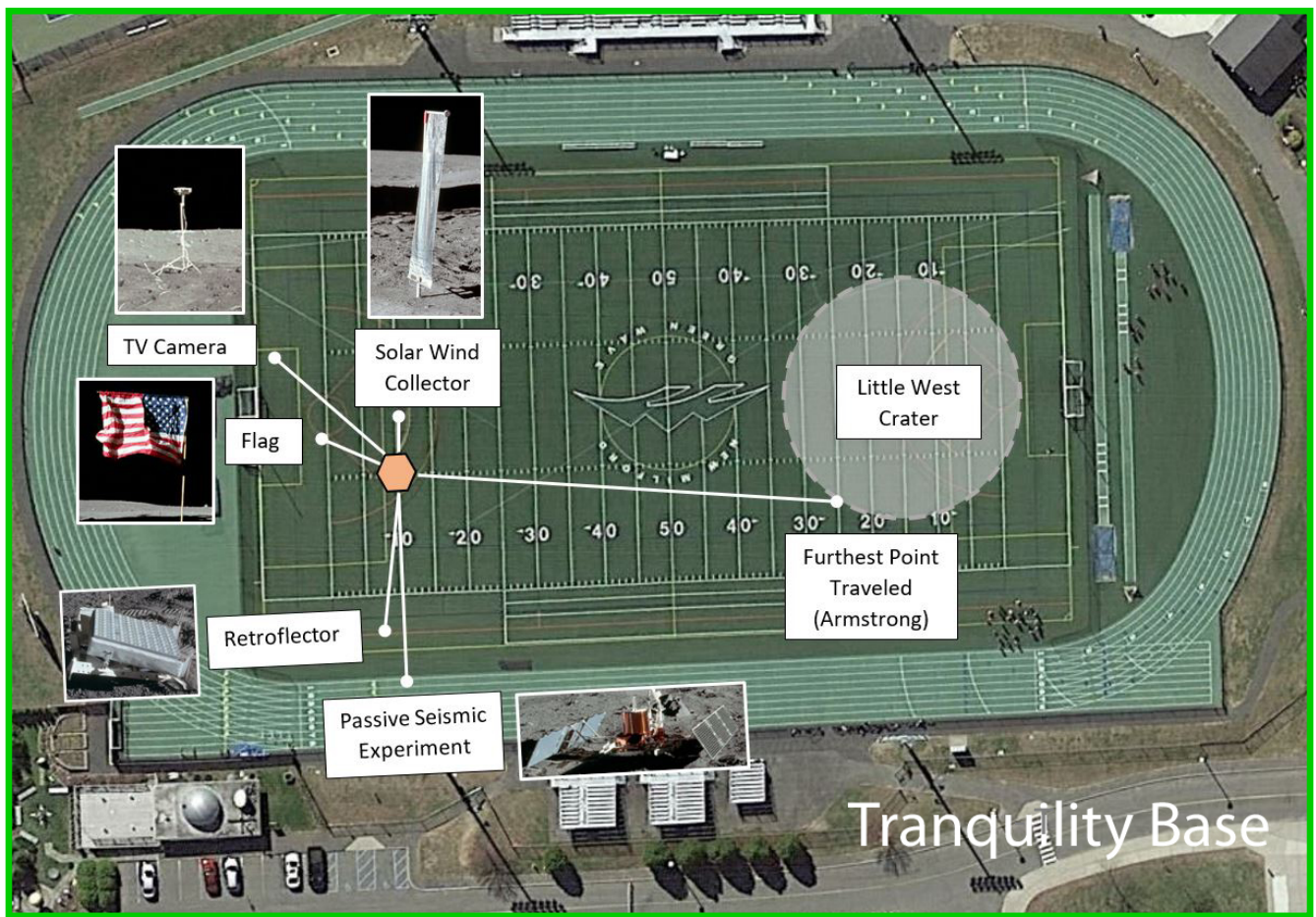
Celebrating the Apollo II 50th Anniversary.

We celebrated the great accomplishment of July 20th, 1969, when the Apollo 11 mission placed a lander on the lunar surface, and Neil Armstrong and Buzz Aldrin stepped out of the lunar lander and started human exploration of another celestial object

On the very hot evening of Saturday, July 20th, we had a number of fine Apollo exhibits for the public:

- On the football field, we arranged a reenactment of Tranquility Base, where Apollo 11 landed in the Sea of Tranquility. We fashioned the Eagle lander, and science instruments and the flag in their proper positions relative to the Eagle. We explained the instruments and the wandering paths of the astronauts. None of us had ever seen this in true scale before. It was excellent
- Making a true-dimensioned chalk outline of the Saturn V rocket in the parking lot – over 360 feet long. Children were encouraged to do chalk drawings on the rocket profile.
- Displaying our collection of lunar meteorites with our fine microscope in front of the facility. Mayor Bass got to see real lunar rocks under a high-powered microscope, as did many others. Young students were the most interested.
- On July 13th, our Second Saturday Stars event featured an amazing talk by one of our volunteers, retired engineer Peter Gagne of Brookfield, who had engineered the downward facing radar on all the Apollo landing modules. He is a treasure trove of Apollo lore.
- raffling off many bits of memorabilia

The celebration was attended by a number of people who had vivid memories of that momentous event, and we had a fine time swapping stories about the whole Apollo program and what it meant in that era. The team much enjoyed the planning and the event, as did our friends who endured the heat to celebrate with us.



True scale layout of the entire Tranquility Base



Saturn V rocket -Longer than the parking lot!

The Meteor Tracking Project

We have had major breakthroughs in our long-term project to capture meteors with an “AllSky” widefield camera, and gather detailed data on all of the object characteristics as it plummets through the atmosphere. We have used various cameras and software in the past several years, helping us get up the learning curve in this very complex field. After many invention attempts, we now have achieved a very robust technology level of camera, control systems and analysis software that can perform the whole process of meteor trail capture, analysis and orbit calculation. The capture and analyze phases have now had six months of successful tuning, with some spectacular “fireball” captures across our region. On clear nights, we capture and map 3 to 5 events within a 150+ mile radius. This is thrilling!

The software suite was purchased from a small supplier in Japan. Our research found that it is the only commercially available package that offers the complete functionality that we require. We linked it to the custom camera and control system, invented by one of our fine volunteers. The system immediately proved to be many times more sensitive than previous systems tested, and much richer in function. We are now in early discussion with another site in the region to be the next member of a network, and they would be fine partners if the details can be worked out. When the additional site is operational, we can begin calculation of meteor orbits using data from two sites about 50 kilometers apart. Having that capability will give us the head start required to begin forming the very first New England fireball tracking network, which will be of great interest to NASA. They have networks deployed in a number of US locations, but nothing in New England. Our objective is to remedy that, after our many attempts over the years to entice NASA to deploy here have come to no avail. With two sites operational, we will have the technology needed to approach a fine University to be site #3. When the two-site system is operational, we hope to teach students what this is all about, and attract student volunteers to help operate the network and have the basis for fine independent study projects.. It is a great STEM environment involving math and science in a real-world research environment.

The volunteer that invented the first camera/controller is well along in inventing a second one with more function and a much wider field of view. We know it will be amazing! The plans for this version will be shared with other sites that have interest, and together with competent partners we hope improvements in technology will keep us innovating.

Together with our continuing efforts in asteroid identification and deeper study of the meteorite collection, we can continue our journey in what we call the “three-legged stool” of solar system science: asteroid tracking, meteor discovery, and meteorite science.

Galileo' Garden: Major changes are in the works!

The observatory garden was magnificent in 2019, after a major redesign and addition of many new perennials that are known pollinator attractors. The garden was healthy and flowers were abundant throughout the growing season. It was a testament to using only earth-friendly products for the entire garden, without exception. We had serious spider mite issue on two large bushes, but eliminated them with regular spraying with eco-friendly treatments. No harmful chemicals of any sort are ever used in Galileo's Garden. Those two beautiful Wiegela plants are perfect this spring.

With all the new plantings, we expected more butterflies and birds than we attracted, leading us to rethink our strategy and do more research. What we discovered, and is the new wave in pollinator garden science, is that plantings must be from regional heritage lineage – seeds from the early days as far back as the settlers are important. From the bottom of the pollinator food chain to the top it does its best by far if it consists of the right combination of plantings and have them sourced from the region the garden is in.

Coming Soon

A Native Plant "Pollinator Habitat"

**A mini-meadow of New England
Heritage Plants**

**Attracting and feeding butterflies,
bees and birds**

**A teaching garden for proper
ecological practices**

Given that wisdom, we are developing an experimental habitat out of the area north of the observatory building. We call it a "mini-meadow", as it is a wildflower meadow, not a "pretty flowers" garden, although we know it will be attractive. To populate this meadow, we ordered 150 specimens of 7 pollinator plants from an organization in New England that is growing these NE heritage plants, and we went to Wethersfield and bought many heritage plant seeds.

We started the seeds in our homes, and repaired and revamped the greenhouse at Hill & Plain, where several hundred seedlings are now growing. The best of those and many of the 150 plants will be in the garden this month. We stripped out the sod, tilled the area, and brought in 8 yards of good topsoil. We are making a water feature out of two of the giant granite disks we own, and a granite bench out of two others. Then we will add a stone walkway, and a watering system then keep the plantings properly watered

We intend for this to be a teaching site, and a source of native seeds for as many students, families, garden clubs, etc. as we can get interested. It will evolve, and the rest of our garden will also have things added in years to come that work in the mini-meadow for

pollinator attraction. We hope all of you will wander over and see our progress in this unique adventure. We have been able to do all this with strict adherence to social distancing, and mask use. Our main measure of success in year one will be the number of monarchs! Note: Monarchs may be added soon to the Endangered Species list



Facilities team is a great help!



The Garden Is Now a Registered Pollinator Pathway Site



**New Milford Board of Education
Policy Sub-Committee Minutes
June 2, 2020
By Zoom Virtual Meeting**

RECEIVED
TOWN CLERK
2/17/20
2020 JUN -4 P 12:35

NEW MILFORD, CT

Present: Mrs. Angela C. Chastain, Chairperson
Mrs. Wendy Faulenbach
Mrs. Tammy McInerney
Mrs. Cynthia Nabozny

Also Present: Dr. Kerry Parker, Superintendent of Schools
Ms. Alisha DiCorpo, Assistant Superintendent of Schools
Mr. Brandon Rush, Director of Technology

1.	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 Mrs. Chastain, via Zoom Virtual Meeting.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action A. Policies for Review: 1. 5117 School Attendance Areas • Mrs. Chastain said the policy had additional changes. • Dr. Parker said teachers had emailed the Board to request consideration of a waiver for their children so that they could attend out of area in the school at which the parent taught. • Mrs. Chastain asked if teachers who live out of district receive a discount on tuition for their children if they attend in district. Ms. DiCorpo said they do. • Mrs. Faulenbach asked about the appeal process. Mrs. Chastain said it is described on page 5117(d). Ms. DiCorpo said the appeal to the superintendent and/or BOE was discussed previously but not specified in the policy because it was viewed as implicit.	Discussion and Possible Action A. Policies for Review: 1. 5117 School Attendance Areas

	<ul style="list-style-type: none"> • Mrs. Faulenbach said she thought the teacher waiver was the right thing to do. • Ms. DiCorpo said the waiver is a one year agreement and the grandfathering clause could be two years depending on grade. • Mrs. McNerney said the spirit of the policy is to stop overuse of out of area requests while protecting the children who are already in place from undue angst. She asked how the waiver affects that. • Ms. DiCorpo said it lets them monitor the children for factors such as attendance and tardiness. She said the emphasis is to do what is right for the children. • Mrs. Chastain asked if parents sign an agreement as part of the waiver. Ms. DiCorpo said it is in the regulation piece. • Dr. Parker said, in her opinion, it is important that if a child starts at a school it should be assumed that the child finishes there to prevent angst in the child. • Ms. DiCorpo asked for clarification as to whether teachers would be required to sign the waiver as well. • Mrs. Chastain said she thought that was fine; the perk is in allowing the placement, but they should be accountable like any other parent. • Mrs. Faulenbach agreed saying the perk gets the foot in the door but they need to follow the same standard then. • Mrs. McNerney asked about numbers. Ms. DiCorpo said there are 14 possible candidates. • Mrs. Chastain noted that there is a small impact overall then. <p>Mrs. McNerney moved to bring Policy 5117 School Attendance Areas to the Board for approval, seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p> <p>2. 6141.321-4118.4-4218.4 Responsible Use of Technology, Social Media, and District Network</p>	<p>Motion made and passed unanimously to bring Policy 5117 School Attendance Areas to the Board for approval.</p> <p>2. 6141.321-4118.4-4218.4 Responsible Use of</p>
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	<p>Systems</p> <ul style="list-style-type: none"> • Dr. Parker said this continues conversation from last month. There have been lots of back and forth with legal since then regarding policy updates and possible agreements. • Mr. Rush said they are considering technology as a more general category and focusing on unintentional damage as well. • Mrs. Faulenbach suggested the policy's language mirror other policies and speak to parents "and guardians" where appropriate. Mr. Rush said he would make that change. • Mrs. McInerney said it is a difficult topic since there are many scenarios. She asked how damaged textbooks are handled and suggested any forms should mirror that for consistency. She is concerned too with parents perhaps opting out versus signing and then having the student deprived of what they need for their education. • Mrs. Faulenbach agreed it is a tough balance. While it is important to have expectations, she thinks it will be challenging to enforce. • Dr. Parker said it is a necessary conversation, especially with the projected blending nature of the fall. • Mrs. Chastain said maybe just the fact of signing the agreement that states you may be held liable will create awareness and cut down on issues. • Mrs. Nabozny cited the signing out of expensive band instruments as an example. Parents have strong conversations with their children about potential liability. • Mr. Rush said there will be an annual cost sheet included. Ms. DiCorpo asked if it will include repair costs as well. Mr. Rush said it will break down components but there are very few times repair will be possible. He said he has begun investigating parent insurance policies as well. • Dr. Parker said legal counsel felt strongly that the revisions to the policy had to come first and 	<p>Technology, Social Media, and District Network Systems</p>
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	<p>that they would drive the rest of the conversation. She said it is important to educate our students in the proper use of the equipment as well.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she thought the policy and attachments were very thorough and provide a good start to the conversation. She said parents are required to report damage within 24 hours. If that is the case, it is important to specify to them how that is done. Mr. Rush said he is looking to incorporate that into a help desk portal. • Mrs. Chastain asked if there is a way to sell old Chromebooks to families at a reduced cost to help recoup district costs. Mr. Rush said they are stretching end life as is and most are beyond the update stage. <p>Mrs. Faulenbach moved to bring Policy 6141.321-4118.4-4218.4 Responsible Use of Technology, Social Media, and District Network Systems to the Board for first review, seconded by Mrs. McInerney.</p> <p>The motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Policy 6141.321-4118.4-4218.4 Responsible Use of Technology, Social Media, and District Network Systems to the Board for first review.</p>
4.	<p>Items for Information and Discussion</p> <p>A. Regulation:</p> <p>1. 5117 School Attendance Areas</p> <ul style="list-style-type: none"> • Mrs. Chastain said this has already been discussed this evening. She asked if anyone had additional comments to make. There were none. 	<p>Items for Information and Discussion</p> <p>A. Regulation:</p> <p>1. 5117 School Attendance Areas</p>
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
6.	<p>Adjourn</p>	<p>Adjourn</p>

**New Milford Board of Education
Policy Sub-Committee Minutes
June 2, 2020
By Zoom Virtual Meeting**

Page 5

	Mrs. Faulenbach moved to adjourn the meeting at 7:32 p.m. seconded by Mrs. Nabozny and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 7:32 p.m.
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Respectfully submitted:



Angela C. Chastain, Chairperson
Policy Sub-Committee

**New Milford Board of Education
Committee on Learning Minutes
June 2, 2020
By Zoom Virtual Meeting**

RECEIVED
TOWN CLERK
2020 JUN -4 P 12:35

NEW MILFORD, CT

Present: Mr. Joseph Failla, Chairperson
Mr. Brian McCauley
Mrs. Tammy McInerney
Mrs. Cynthia Nabozny

Also Present: Dr. Kerry Parker, Superintendent of Schools
Ms. Alisha DiCorpo, Assistant Superintendent of Schools
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mrs. Cortni Muir, Instructional Coach
Ms. Betsy Stewart, Instructional Coach

1.	Call to Order The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:34 p.m. by Mr. Failla, via Zoom Virtual Meeting. Mr. Failla encouraged Board committees to finish their meetings promptly so that members of the public who are waiting for the next meeting to start are not inconvenienced.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action A. Review and Approval of Curricula 1. AP Art History 2. AP Literature and Composition 3. Civics 4. Developmental Guidance Grade K 5. Developmental Guidance Grade 1 6. Developmental Guidance Grade 2 7. German IV CP 8. German IV Honors 9. Global Studies CP 10. Global Studies Honors 11. Integrated Science CP 12. Integrated Science Honors 13. Introductory Algebra I 14. Introduction to Psychology	Discussion and Possible Action A. Review and Approval of Curricula 1. AP Art History 2. AP Literature and Composition 3. Civics 4. Developmental Guidance Grade K 5. Developmental Guidance Grade 1 6. Developmental Guidance Grade 2 7. German IV CP 8. German IV Honors 9. Global Studies CP 10. Global Studies Honors 11. Integrated Science CP 12. Integrated Science Honors 13. Introductory Algebra I

<p>15. Introduction to Woodworking 16. Spanish IV CP 17. Spanish IV Honors</p> <ul style="list-style-type: none"> • Mr. Failla said he would list each curriculum in order by name so that committee members would have a chance to ask questions and make comments. • Ms. DiCorpo gave credit to all the curriculum writers for these revisions which all follow the same format, align to state standards and provide real world applications. • Mr. Failla said he was pleased with the detail of the Civics curriculum. • Mrs. McInerney said she was pleased to see the Developmental Guidance K through 2 follow the same pattern, aligned with age and understanding. Ms. DiCorpo said they are very similar and build on each other slightly to reflect topics that are fitting for the grade level. They all cover social emotional learning as well as academic career development, in an age appropriate way. • For German IV CP and Honors, Mrs. McInerney said she was pleased to see the same themes, with Honors level more intense and going deeper into content. Ms. DiCorpo said they also align with AP themes. • Mr. Failla said he was fascinated with the diversity of focus in Global Studies. • Regarding Woodworking, Mr. Failla said he was glad to see this skill set course offered as these types of skills and trades are often lost at the high school level. Ms. DiCorpo said the follow up course, Projects Unlimited, is due to be revised next year. • Mrs. McInerney asked about sections and student access. Ms. DiCorpo said there are usually two full sections and students typically can enroll. • Mrs. McInerney asked about course access in general and if preference is given to students who have expressed interest in a specific 	<p>14. Introduction to Psychology 15. Introduction to Woodworking 16. Spanish IV CP 17. Spanish IV Honors</p>
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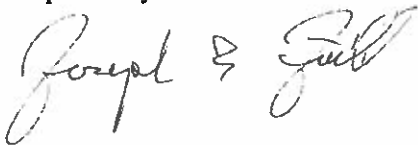
	<p>career path. Ms. DiCorpo said those conversations happen at the Guidance level so she couldn't speak directly to that. She does know that if a student does not get first choice of a class, the student meets with the counselor to discuss alternatives.</p> <p>Mrs. Nabozny moved to bring the following curricula to the full Board for approval:</p> <ol style="list-style-type: none"> 1. AP Art History 2. AP Literature and Composition 3. Civics 4. Developmental Guidance Grade K 5. Developmental Guidance Grade 1 6. Developmental Guidance Grade 2 7. German IV CP 8. German IV Honors 9. Global Studies CP 10. Global Studies Honors 11. Integrated Science CP 12. Integrated Science Honors 13. Introductory Algebra I 14. Introduction to Psychology 15. Introduction to Woodworking 16. Spanish IV CP 17. Spanish IV Honors <p>Seconded by Mr. McCauley and passed unanimously.</p>	<p>Motion made and passed unanimously to bring the following curricula to the full Board for approval:</p> <ol style="list-style-type: none"> 1. AP Art History 2. AP Literature and Composition 3. Civics 4. Developmental Guidance Grade K 5. Developmental Guidance Grade 1 6. Developmental Guidance Grade 2 7. German IV CP 8. German IV Honors 9. Global Studies CP 10. Global Studies Honors 11. Integrated Science CP 12. Integrated Science Honors 13. Introductory Algebra I 14. Introduction to Psychology 15. Introduction to Woodworking 16. Spanish IV CP 17. Spanish IV Honors
4.	<p>Discussion</p> <p>A. Extended School Year (ESY) Program</p> <ul style="list-style-type: none"> • Mrs. Olson said they have spent a great deal of time in planning, looking at guidelines and looking at health and safety of all. The program's format will be different this year. It will consist of live, synchronous interactions and learning by teachers and support staff to over 230 students. • Mr. Failla gave credit to staff for their work in this unique environment. • Mrs. McInerney said she was happy to see the 	<p>Discussion</p> <p>A. Extended School Year (ESY) Program</p>

	<p>parent training letter too as that is also important. She is delighted with the interactive nature of the student program.</p>	
	<p>B. Summer Bridge Program</p> <ul style="list-style-type: none"> Ms. DiCorpo said the program will be offered this year to all incoming students in grades 3-5 through a Virtual Summer Bridge website. Lessons will be posted beginning June 15th for parents to access in English Language Arts and Mathematics, with 6 lessons per content area per grade (12 total). The ELA curriculum is based off of progressions within ELA Reading Curriculum and the Math is grounded in standards and math practices. There is an answer key for each lesson too. Mr. McCauley asked if there was any way to track who accesses the program. Mr. Failla asked if there was a way to track how far students progress through the program. Ms. DiCorpo said she thought a counter could be added to the website but that is all. Mrs. McInerney said she liked the self pacing aspect. Mr. McCauley asked if all 3-5 students will be keeping Chromebooks for the summer. Mr. Rush said the plan is still to collect them, with parents completing a form if they wish to keep them. Ms. DiCorpo said Mrs. Muir and Ms. Stewart will speak about summer math and reading, representing all the instructional coaches who contributed. Both programs provide fun learning adventures for families that can be done anytime that do not involve screen time and that support students at all reading levels and with books of high interest. Reading and Math activities are grounded in choice. 	<p>B. Summer Bridge Program</p>
	<p>C. K-8 Summer Math</p> <ul style="list-style-type: none"> Mrs. Muir said the program is modeled after last year's successful summer Math Passport 	<p>C. K-8 Summer Math</p>

	<p>program. There is a daily calendar of activities which starts July 1. It incorporates information about local businesses for a community tie in and principals' names for a school connection. Activities are grounded in major works of the grades they are leaving and based on real world connections of cooking or game playing for example. Every student grades k through 8 will get a calendar.</p> <ul style="list-style-type: none">• Mr. Failla thanked the coaches for their creativity and effort with this program and said it was also a testament to teachers and administrators.	
D. K-12 Summer Reading	<ul style="list-style-type: none">• Ms. Stewart said the district will utilize Scholastic's Read-A-Palooza program. Students will be able to create an avatar, unlock adventure levels, have access to full books and live events. There are plenty of off screen offerings too. K-2 will do a Literacy Bingo, 3-5 will follow a Summer Reading Choice Board and 6-8 will do Reading Tic Tac Toe. All grades 6-8 students will receive the same grade level book, thanks to the SMS PTO.• Ms. DiCorpo said the New Milford Public Library, in conjunction with New Milford CAN, are providing a SEL picture book and bookmark to all K-2 students through a grant. She thanked them for their collaboration.• Mr. Failla again thanked the group for their creativity and effort and said he appreciated the emphasis on getting out of the house and away from the screen.• Ms. DiCorpo said the high school Library Media Specialist formed a committee, including students, to help determine reading choices there. Mr. Rush is also working with the NMPL to link the district's Follett system with Axis 360 which is offered by the library. Students would be able to borrow any book in the school or library collection at no cost, even	D. K-12 Summer Reading

	without a library card, something which is crucial during the pandemic. She thanked Mr. Rush for his help with the technology aspect and said they would publicize once it is ready to go.	
5.	Public Comment <ul style="list-style-type: none">• Mr. Failla said Town Council passed the budget as adopted by the Board of Finance, which was better than anticipated and appreciated. He said they will continue efforts and support of teachers, administrators, and coaches.• Ms. Stewart thanked Dr. Longo for his help with book distributions.• Dr. Parker said she appreciates the leadership of Mrs. Olson and Ms. DiCorpo, as well as all administrators, as they seek to develop a whole new way to “do school”.	Public Comment
6.	Adjourn <p>Mr. McCauley moved to adjourn the meeting at 8:30 p.m., seconded by Mrs. McInerney and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 8:30 p.m.</p>

Respectfully submitted:



Joseph Failla, Chairperson
Committee on Learning

**New Milford Board of Education
Facilities Sub-Committee Minutes
June 9, 2020
By Zoom Virtual Meeting**

RECEIVED
TOWN CLERK

2020 JUN 11 A 10:30

NEW MILFORD, CT

Present: Mr. Brian McCauley, Chairperson
Mr. Pete Helmus
Mrs. Eileen P. Monaghan
Mrs. Olga I. Rella

Also Present: Dr. Kerry Parker, Superintendent
Mr. Kevin Munrett, Facilities Director
Mr. Nestor Aparicio, Assistant Facilities Director
Mr. Anthony Giovannone, Director of Operations and Fiscal Services
Ms. Alisha DiCorpo, Assistant Superintendent
Mr. Brandon Rush, Technology Director
Mrs. Laura Olson, Director of Pupil Personnel and Special Services

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley, via Zoom Virtual Meeting. Mr. McCauley said the meeting was being recorded.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Jeff Winter said he remains concerned about the high school roof project and progress of the grant work. He thinks it is critical that the Board take control. 	Public Comment
3.	Items for Information and Discussion A. NV5 Update <ul style="list-style-type: none"> Mr. Munrett said they are plugging away at the audit and making great progress in the review of buildings. The goal is to have contracts ready for October/November and boots on the ground in January. Mrs. Monaghan asked who will decide on projects. Mr. Munrett said the contract is with the Town but there is also an MOU with the Board to share in any savings. He will continue to update the Board through the Facilities Subcommittee and full Board as necessary. 	Items for Information and Discussion A. NV5 Update

<p>B. SNIS Elevator</p> <ul style="list-style-type: none"> Mr. Munrett said there have been long lead times for orders for this project but they hope to get going in the next week or so. It will be completed this summer. <p>C. SNIS Air Conditioner - Cafeteria</p> <ul style="list-style-type: none"> Mr. Munrett said the deadline for delivery of the rooftop unit is June 22; then it is a two to three day process. Mrs. Monaghan asked how many units have been replaced so far. Mr. Munrett said he can check, but he thinks it is four or five out of thirteen total. Mrs. Monaghan asked about the condition of the other units. Mr. Munrett said they are all the same age, about twenty years old. He said they have been referred to NV5, along with the SNIS chiller, for project consideration. <p>D. NMHS Tennis Courts</p> <ul style="list-style-type: none"> Mr. Munrett said this item ties in with Item E, the update on capital projects. As previously discussed, the tennis court bid came in significantly higher than budgeted so no action has been taken. He recommends going forward to the Town with a request to use Waste Management funds. Mrs. Monaghan asked if the Town was receptive. Mr. Munrett said they have a call with the Town tomorrow, and will bring it up then. Mr. McCauley said they will keep the Board informed. <p>E. Update on 2019-20 Capital Projects</p> <ul style="list-style-type: none"> Mrs. Rella asked about the high school gym floors. Mr. Munrett said that was tabled last month. He is confident that the Facilities staff 	<p>B. SNIS Elevator</p> <p>C. SNIS Air Conditioner - Cafeteria</p> <p>D. NMHS Tennis Courts</p> <p>E. Update on 2019-20 Capital Projects</p>
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	<p>can do this internally this year to get by.</p> <ul style="list-style-type: none"> • Mr. Helmus asked to see an overall report of all capital projects for full assessment. Mr. Munrett said the Facilities Five Year Capital Plan is updated annually and shared with the Board and he can provide that. • Mr. Giovannone said the item shared tonight is the status of approved capital reserve projects for 2019-20. Any additional projects from the full Five Year Capital Plan would need to be approved by the Board and Town. • Mrs. Rella asked if the tiles in front of the high school gym had been replaced. Mr. Munrett said they have been and that it was an extensive repair. 	
F. Municipal Building Committee (MBC) Projects	<ul style="list-style-type: none"> • Mr. Munrett said the MBC met last week. He said there is no action yet on the HPS and NES roofs. The MBC wants to wait six months before considering those. He said the architect is working on plans for the high school roof. Mr. Munrett said a roofer periodically checks the roof for water tightness in the meantime. • Mr. McCauley asked if the MBC had recommended a standing seam metal roof. Mr. Munrett said they did and that was in line with the Board's preference when they discussed the project. • Mr. Munrett said that he and Jack Healy interviewed four engineering firms regarding the SNIS oil tank and are awaiting their recommendations. • Mrs. Monaghan asked how big the current tank is. Mr. Munrett said it is a 10,000 gallon underground tank. He said the consensus of the engineering firms is that the tank should be above ground with size to be determined still. He said it will probably be a lot smaller as there is not a huge demand for oil, since the building is mostly natural gas. • Mrs. Rella expressed concern about the status of 	F. Municipal Building Committee (MBC) Projects

**New Milford Board of Education
Facilities Sub-Committee Minutes
June 9, 2020
By Zoom Virtual Meeting**

Page 4

	<p>the roof project.</p> <ul style="list-style-type: none">• Dr. Parker said it is out of Board control; the process lies with the MBC. We are guests invited to the process, to supply information as requested, and lend voices for discussion.	
4.	<p>Public Comment</p> <ul style="list-style-type: none">• Jeff Winter said he wanted to reiterate his dissatisfaction with the MBC's handling of the roof project.	<p>Public Comment</p>
5.	<p>Adjourn</p> <p>Mrs. Monaghan moved to adjourn the meeting at 7:14 p.m., seconded by Mrs. Rella and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:14 p.m.</p>

Respectfully submitted:



Brian McCauley, Chairperson
Facilities Sub-Committee

**New Milford Board of Education
Operations Sub-Committee Minutes
June 9, 2020
By Zoom Virtual Meeting**

RECEIVED
TOWN CLERK

2020 JUN 11 A 10:30

NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Pete Helmus
Mrs. Eileen P. Monaghan
Mrs. Olga I. Rella

Also Present: Dr. Kerry Parker, 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
Mr. Kevin Munrett, Facilities Director
Mr. Brandon Rush, Director of Technology

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach, via Zoom Virtual Meeting.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> Mrs. Faulenbach noted there was a large audience to the meeting. She asked people to raise a hand to be called on to speak. She gently reminded participants of the three minute maximum and requested they stick to it in order to provide an opportunity for all to comment. Kim Foss, SMS Science teacher, asked the Board to be creative in finding solutions. She asked that they not look at faculty and administrators for savings. Kim Lavalley spoke as President of the New Milford Educational Secretaries Association (NMESA). She said the proposed cuts are daunting to the Association. These positions are instrumental in supporting teachers, administrators, students and families. Their tasks are varied and invaluable. The work will still be there even with the cuts so who will do it. Kathleen Lewis spoke as Vice President of the NMESA. She said the Association includes the secretaries, library clerks and computer techs. 	<p>Public Comment</p>

	<p>She said the positions provide valuable support and questioned cutting that when anxiety is so high for students and parents.</p> <ul style="list-style-type: none"> • Amy Photopoulos said she was pleased to see the district planning to provide PPE gear for students and staff but asked why students would get three and staff only one per day. She wondered if furniture would need to be added with social distancing requirements. She wondered if more nurses would need to be hired for thermoscans. She appreciates the need to cut \$1 million and realizes there are choices to be made. She agrees with the fingerprinting cut, is disappointed to see strategic planning cut once again, recommends against staffing cuts, and suggested cuts to sports since they may be challenging in the fall, or use of Pay to Play as a revenue source. • Roseann Petruso thanked staff for all their efforts with distance learning and planning for next year. She opposes the proposed staff cuts, they are critical for school support, especially regarding special education scheduling. She suggested looking to sports instead, based on CDC guidelines, and/or Pay to Play. • Mary Lavoie, SNIS Library Media Specialist, said the library clerks are true assets to students and teachers and provide many varied duties. 	
3.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Mrs. Monaghan asked for clarification regarding Mr. Perlman's position. Ms. Baldelli said he is being hired to teach three Math courses at the high school and serve as the Mathematics Department Chair as well. • Mrs. Monaghan noted that all the new hires on page 2 are for Math. Ms. Baldelli said it is a shortage area so they worked hard to get people on board. • Mrs. Faulenbach asked if there would be a 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<p>revised Exhibit A and Ms. Baldelli said she did not think so at this time.</p> <p>Mrs. Monaghan moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated May 31, 2020 2. Purchase Resolution D-735 3. Request for Budget Transfers <ul style="list-style-type: none"> Mrs. Faulenbach said these reports are reviewed every month. She asked Mr. Giovannone if he wished to highlight any areas. Mr. Giovannone said the certified salaries on page 1 capture the last paycheck for teachers for end of year. Page 4 reflects the second excess cost payment. That item came in overbudget, which is good because budget is short in other revenue areas. Mrs. Faulenbach noted that capital reserve is unchanged. Mr. Giovannone noted that grant funds are shown in bold and italic on the purchase resolution. The Facilities repairs to the SNIS generator require a transfer and that shows on the Request for Budget Transfers. <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position May 31, 2020, Purchase Resolution D-735 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p>C. Bid Awards</p>	<p>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated May 31, 2020 2. Purchase Resolution D-735 3. Request for Budget Transfers <p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated May 31, 2020, Purchase Resolution D-735, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Bid Awards</p>
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<p>1. Food and Nutrition Services – Milk</p> <p>Mr. Helmus moved to bring the bid award for Milk to Wade's Dairy to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>2. Food and Nutrition Services – Frozen Dessert</p> <p>Mrs. Rella moved to bring the bid award for Frozen Dessert to New England Ice Cream Company to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>3. Boiler Cleaning</p> <p>Mrs. Rella moved to bring the bid award for Boiler Cleaning to Penn Marr Boiler Cleaning to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>4. Septic Cleaning</p> <p>Mrs. Monaghan moved to bring the bid award for Septic Cleaning to New Milford Septic to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p>5. School Based Student Care Workers</p> <ul style="list-style-type: none"> • Mrs. Rella asked if the current student care workers through EdAdvance have been paid 	<p>1. Food and Nutrition Services – Milk</p> <p>Motion made and passed unanimously to bring the bid award for Milk to Wade's Dairy to the full Board for approval.</p> <p>2. Food and Nutrition Services – Frozen Dessert</p> <p>Motion made and passed unanimously to bring the bid award for Frozen Dessert to New England Ice Cream Company to the full Board for approval.</p> <p>3. Boiler Cleaning</p> <p>Motion made and passed unanimously to bring the bid award for Boiler Cleaning to Penn Marr Boiler Cleaning to the full Board for approval.</p> <p>4. Septic Cleaning</p> <p>Motion made and passed unanimously to bring the bid award for Septic Cleaning to New Milford Septic to the full Board for approval.</p> <p>5. School Based Student Care Workers</p>
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	<p>during distance learning. Mrs. Olson said they are working up to seven hours per day on learning modules for Master Teacher, and in live learning formats for special education students.</p> <ul style="list-style-type: none"> • Mrs. Rella asked about paraeducators and their work load. Mrs. Olson said they are doing similar work to the student care workers. <p>Mrs. Monaghan moved to bring the bid award for School Based Student Care Workers for three years to EdAdvance to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p> <p>6. Substitute Recruitment and Retention Services</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted that Effective School Solutions was more costly, but said that the lowest bid does not always provide the best overall fit. <p>Mrs. Rella moved to bring the bid award for Substitute Recruitment and Retention Services for three years to Effective School Solutions to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>7. Copier Services</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this was back from the Board for discussion of options. She said the Ricoh representative is in the meeting and she asked if there is an overall recommendation. • Brianne, the Ricoh representative, said she recommends option #4, which would upgrade group 1 machines and also provide some savings. • Mr. Giovannone said the second #4, which 	<p>Motion made and passed unanimously to bring the bid award for School Based Student Care Workers for three years to EdAdvance to the full Board for approval.</p> <p>6. Substitute Recruitment and Retention Services</p> <p>Motion made and passed unanimously to bring the bid award for Substitute Recruitment and Retention Services for three years to Effective School Solutions to the full Board for approval.</p> <p>7. Copier Services</p>
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	<p>should be labeled #5, aligns with the budget reduction of \$13,000 recommended in Item 3F. If the first option #4 is chosen, the budget reduction would only be \$5,000.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach acknowledged the uncertainties brought about by the pandemic but said she also recognizes the need to move forward with this item. • Mr. Helmus asked that the paperwork be cleaned up to more accurately reflect the different options for the full Board to discuss. • Mrs. Faulenbach agreed that no action is needed at this time for this topic, but it will be moved to the Board for further discussion and possible action. 	
D. Grant	1. Adult Education PEP Grant	D. Grant
	<ul style="list-style-type: none"> • Ms. DiCorpo said this grant is for \$78,000, in support of workforce readiness, ELA, and Integrated English Literacy and Civics Education. • Mrs. Monaghan asked if the grant is affected by distance learning and if Adult Ed has been participating. Ms. DiCorpo said Adult Ed has participated in distance learning and must continue to do so, if needed, for the grant. They did provide the district's Distance Learning Plan as part of the grant. <p>Mrs. Rella moved to bring the Adult Education PEP Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	1. Adult Education PEP Grant
E. AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process	<ul style="list-style-type: none"> • Dr. Parker said the national School Superintendents Association is asking for support of this resolution regarding the need for 	Motion made and passed unanimously to bring the Adult Education PEP Grant to the full Board for approval.
		E. AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process

	<p>federal, state, and local funding to reopen schools safely. CARES Act funding is already being delayed. The plan is to bring the resolution to Congress.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked for confirmation that this is for collaboration purposes only and Dr. Parker said that is the case. <p>Mrs. Rella moved to bring the AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	
<p>F. Recommended Adjustments to the 2020-21 Budget</p>	<ul style="list-style-type: none">• Mrs. Faulenbach said these recommendations are suggestions only, and we are not voting on them this evening. They are provided for public discussion by the Board prior to next week's Board meeting. She said it is important to have a week to digest before the final cuts are determined by the Board.• Mrs. Rella said she was opposed to the secretarial reductions. All the tasks will still have to get done, including the special education support.• Dr. Parker said the first page of the document shows anticipated savings at year end, estimated at \$1.4 million. She thought it was critical to provide the anticipated expenses for fall opening on page 2 while we wait for guidelines from the state. These are estimated at between \$1.5 and \$2 million. She said it was her responsibility to come up with a \$1 million cut for the Board to consider. Dr. Parker said that was extremely difficult based on the very lean budget originally presented. With students significantly impacted by school closings, she thought it was crucial to stay away from student programs and supports as much as possible. They reviewed jobs and roles and the best way to reutilize the people we have while	<p>Motion made and passed unanimously to bring the AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process to the full Board for approval.</p> <p>F. Recommended Adjustments to the 2020-21 Budget</p>

trying to be strategic in reductions.

- Mrs. Rella said she thinks secretaries are crucial to servicing, the cut will affect parents.
- Mrs. Faulenbach said the recommendations are a starting point and ultimately the decision rests with the Board. It is difficult to come to an agreement by all for a \$1 million decrease. This is a template to start with; all Board members will have a vote.
- Mr. Giovannone said he thought it was important to look at the overall context leading to the recommendations. That's why all four pages are provided.
- Mrs. Faulenbach said there is another piece missing. Last night, the Town Council was asked to allow the 2018-19 and 2019-20 end of year balances to go into a COVID-19 account to be used by the BOE for related expenses. She apologized to subcommittee and Board members for not letting the Board know ahead of time that this would be considered by the Town Council at their meeting. She said discussion about end of year balances, and the many buckets they might be needed for, had taken place over the last few months at subcommittees and Board meetings and the end goal was to create options prior to next Tuesday's Board meeting. Ultimately, timing became an issue, as this needed to be acted on prior to the upcoming Board meeting, but she agreed the Board should have been notified. She said it was her understanding that the motion was made and passed at Town Council to create the COVID-19 account. This account will allow 18/19 and 19/20 end of year balances to be deposited and drawn on by the Board, and she is appreciative of that.
- Mrs. Monaghan asked who the CARES money will go to. Mr. Giovannone said it will go to the BOE as a separate grant fund. He said the application has already been delayed twice.
- Mrs. Faulenbach said it will take some time to receive that funding, so it will not provide immediate relief. The Board waited almost two

	<p>years for the security grant money, as an example.</p> <ul style="list-style-type: none"> • Mrs. Monaghan said she sent Board members her ideas for savings, which focus on afterschool activities and sports at SNIS and SMS. She will bring it up next Tuesday. • Mr. Helmus said the chart on page 2, which shows historical budgets, does not include per pupil spending which he feels goes up in spite of lower budget increases. Mr. Giovannone said he could provide that information. • Mr. Giovannone said the recommended adjustments include two items regarding the Health Insurance line. One is based off of savings as a result of recommended staff cuts. If those cuts do not happen, this would need to tie in. • Mrs. Faulenbach said that was a good point for Board members to remember when making any suggestions; look at the potential impact to other budget lines. She also recommended Board members reach out to administration prior to the Board meeting for specific cost saving figures or budgetary questions. <p>Mr. Helmus moved to bring the Recommended Adjustments to the 2020-21 Budget to the full Board for discussion.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Recommended Adjustments to the 2020-21 Budget to the full Board for discussion.</p>
4.	<p>Items of Information</p> <p>A. Annual Emergency Preparedness Report</p> <ul style="list-style-type: none"> • Mrs. Monaghan asked if everything noted on the report happened even with the closure and Mr. Munrett said it did. Mrs. Monaghan said that was very impressive. <p>B. Annual Wellness Report</p>	<p>Items of Information</p> <p>A. Annual Emergency Preparedness Report</p> <p>B. Annual Wellness Report</p>

	<ul style="list-style-type: none"> Mrs. Olson said the committee will have a lot of work next year. They were beginning the triennial evaluation of the wellness policy when schools closed and that will continue. She said the committee will likely have additional focuses to consider in the fall. 	
C.	Annual Report of the John J. McCarthy Observatory <ul style="list-style-type: none"> Mrs. Faulenbach said the Observatory is a jewel of the community and the volunteers do great things. She recommended everyone visit when they reopen. 	C. Annual Report of the John J. McCarthy Observatory
D.	Excess Cost Payment 2 of 2 for 2019-20 <ul style="list-style-type: none"> Mr. Giovannone said this was captured in the budget position but it is such a volatile revenue item that they always report out separately on it. She commended the Special Education department for tracking the needed information. 	D. Excess Cost Payment 2 of 2 for 2019-20
E.	Update on 2019-20 Capital Projects <ul style="list-style-type: none"> Mrs. Faulenbach said this item was discussed at Facilities as well. Mr. Giovannone said they are not recommending any new projects for year end. This report updates previously approved projects. Mrs. Faulenbach asked where the \$56,000 not spent shows now. Mr. Giovannone said it is in a separate capital reserve account with individual projects identified. You can transfer within these projects, but cannot add new projects. Mr. Helmus asked if these are all the projects. Mr. Giovannone said no, they are only projects that were approved from capital reserve in 2019-20. There are other projects listed on the Five Year Capital Plan. Mrs. Faulenbach said the Five Year Capital 	E. Update on 2019-20 Capital Projects

	Plan is a fluid document and sometimes projects get shifted from year to year due to need or lack of funding.	
5.	Public Comment <ul style="list-style-type: none">• Mrs. Faulenbach asked participants to adhere to the three minute guidelines.• Megan Byrd said the secretaries are the life blood of the schools and thinks no staff should be cut as all hands on deck will be needed. She asked the Board to consider cuts to sports or at least Pay to Play. She said while she appreciates the Town Council action, which is needed, she questions the process and lack of public comment. She asked that the public also see any alternatives suggested by the Board prior to Tuesday's meeting.• Roseann Petruso thanked the committee for the background information provided and for its transparency, as well as for its active engagement in the meeting. She hopes they will get creative before Tuesday for the lowest impact to positions.• Kim Foss suggested the Board investigate all funding sources that may be available.• Mrs. Faulenbach said they appreciate everyone's comments and ideas.	Public Comment
6.	Adjourn <p>Mrs. Monaghan moved to adjourn the meeting at 9:26 p.m. seconded by Mr. Helmus and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 9:26 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee