

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

BOARD OF EDUCATION  
MEETING NOTICE

DATE: October 8, 2013  
TIME: 7:30 P.M.  
PLACE: Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

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

1. CALL TO ORDER

A. Pledge of Allegiance

2. RECOGNITION

A. 2010-2013 Danbury-Area Elementary STEM Instructional Coaching Academy (DESICA)  
Graduates: Carrie Allen, Carol Allison, Susan Brofford, Cynthia Cotter, Megan Schoonmaker

3. PUBLIC COMMENT

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

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
1. Regular Meeting September 10, 2013
  2. Special Meeting September 24, 2013

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. COMMITTEE REPORTS

- A. Facilities Sub-Committee – Mrs. Celli Rigdon  
B. Operations Sub-Committee - Mr. McSherry  
C. Policy Sub-Committee – Mrs. Faulenbach  
D. Committee on Learning - Mr. Lawson  
E. Education Connection – Mrs. Celli Rigdon  
F. Connecticut Boards of Education (CABE) - Mrs. Faulenbach  
G. Negotiations Committee - Mrs. Faulenbach

GEORGE C. DUCKREE  
TOWN CLERK

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NEW MILFORD, CT

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## **10. DISCUSSION AND POSSIBLE ACTION**

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 8, 2013
- B. Monthly Reports
  - 1. Purchase Resolution D-658
  - 2. Budget Position as of September 30, 2013
  - 3. Request for Budget Transfers
- C. Gifts & Donations
  - 1. PTO – Exhibit B
  - 2. Goldring Family Foundation – Exhibit C
- D. Grant Approvals
  - 1. District Consolidated Grant
  - 2. Title III Grant
- E. Approval of the Following Curricula
  - 1. Grade 7 Art
  - 2. History through Film
- F. Policies for Approval
  - 1. 3160 Budget and Transfer of Funds
  - 2. 5000 Equal Employment Opportunity
  - 3. 5113 Truancy
  - 4. 6142.1 Exemption from Instruction
  - 5. 6142.2 Student Nutrition and Physical Activity (Student Wellness)
  - 6. 6146 Graduation Requirements
  - 7. 6200 Adult Education
- G. Policy for First Review
  - 1. 3541 Transportation Services
- H. Textbook Approvals for Grade 9
- I. Request for Additional Teacher
- J. Update on Adult Education

## **11. ITEMS FOR INFORMATION AND DISCUSSION**

- A. Field Trip Report
- B. Substitute Rates

## **12. ADJOURN**

### **ITEMS OF INFORMATION**

Policy Sub-Committee Minutes – September 17, 2013  
Committee on Learning Minutes – September 17, 2013  
Facilities Sub-Committee Minutes – October 1, 2013  
Operations Sub-Committee Minutes – October 1, 2013

Policy Sub-Committee Meeting October 15, 2013 – 6:45 p.m. Lillis Administration Building, Room 2	Board of Education Meeting November 12, 2013 – 7:30 p.m. Sarah Noble Intermediate School, LMC
Committee on Learning October 15, 2013 – 7:30 p.m. Lillis Administration Building, Room 2	Policy Sub-Committee Meeting November 19, 2013 – 6:45 p.m. Lillis Administration Building, Room 2
Facilities Sub-Committee Meeting November 5, 2013 – 6:45 p.m. Lillis Administration Building, Room 2	Committee on Learning November 19, 2013 – 7:30 p.m. Lillis Administration Building, Room 2
Operations Sub-Committee Meeting November 5, 2013 – 7:30 p.m. Lillis Administration Building, Room 2	

New Milford Board of Education  
 Regular Meeting Minutes  
 September 10, 2013  
 Sarah Noble Intermediate School Library Media Center

CLERK  
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 2013 SEP 13  
 NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mrs. Angela C. Chastain Mr. David A. Lawson Mr. Thomas McSherry Mr. David R. Shaffer Mrs. Daniele Shook Mr. John W. Spatola Mr. William Wellman
Absent:	Mrs. Lynette Celli Rigdon

Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools Mr. Joshua Smith, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Gregg Miller, Director of Fiscal Services Mr. John Calhoun, Facilities Manager Mrs. Roberta Pratt, Director of Technology Mrs. Laura Olson, Director of Pupil Personnel and Special Services  Ms. Tess Harkin, Student Representative
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1.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b> The meeting of the New Milford Board of Education was called to order at 7:30 pm. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>
2.	<b>Recognition</b> <b>A. Teacher of the Year for 2014 – Mr. Ryan Fitzsimmons, Mathematics Teacher, NMHS</b> <ul style="list-style-type: none"> <li>Dr. Paddyfote recognized Mr. Fitzsimmons as the 2014 New Milford Public Schools Teacher of the Year.</li> </ul> The meeting recessed at 7:32 p.m. for a brief reception and reconvened at 7:42 p.m.	<b>Recognition</b> <b>A. Teacher of the Year for 2014 – Mr. Ryan Fitzsimmons, Mathematics Teacher, NMHS</b>
3.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>Mr. Bob Coppola congratulated Mr. Spatola and Ms. Chastain for joining the Board. He said he disagreed with the hiring of a</li> </ul>	<b>Public Comment</b>

	consultant without the Board having the opportunity to discuss whether they even felt a school should be closed and which one should be closed.	
4.	<b>PTO Report</b> <ul style="list-style-type: none"> <li>Mrs. Romaniello said the PTO is glad to be back at work. There has been no town-wide meeting yet but the fundraisers and fun nights have kicked off.</li> <li>PTO will again be selling discount cards, proceeds of which will be used for scholarships; the \$10 membership fee will also go towards scholarships.</li> </ul>	PTO Report
5.	<b>Student Representatives Report</b> <ul style="list-style-type: none"> <li>Freshman Orientation at the high school was held on August 15<sup>th</sup>.</li> <li>Underclass photos started this week.</li> <li>Soccer starts its home schedule Wednesday and football starts Thursday.</li> <li>September 19<sup>th</sup> is the Open House at the high school.</li> <li>Spanish Honor Society will hold a blood drive on August 27<sup>th</sup>.</li> </ul>	Student Representatives Report
6.	<b>Approval of Minutes</b> A. Approval of the following Board of Education Meeting Minutes <ol style="list-style-type: none"> <li>Regular Meeting Minutes June 11, 2013</li> <li>Special Meeting Minutes June 13, 2013</li> <li>Special Meeting Minutes June 19, 2013</li> </ol> <p>Mr. McSherry moved to approve the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> <li>Regular Meeting Minutes June 11, 2013</li> <li>Special Meeting Minutes June 13, 2013</li> <li>Special Meeting Minutes June 19, 2013</li> </ol> <p>seconded by Mr. Shaffer and passed 7-0-1.</p>	<b>Approval of Minutes</b> A. Approval of the following Board of Education Meeting Minutes <ol style="list-style-type: none"> <li>Regular Meeting Minutes June 11, 2013</li> <li>Special Meeting Minutes June 13, 2013</li> <li>Special Meeting Minutes June 19, 2013</li> </ol> <p>Motion made and passed to approve the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> <li>Regular Meeting Minutes June 11, 2013</li> <li>Special Meeting Minutes June 13, 2013</li> </ol>



	<p><b>Aye:</b> Mr. McSherry, Mrs. Shook, Mrs. Faulenbach, Mrs. Chastain, Mr. Shaffer, Mr. Wellman, Mr. Lawson</p> <p><b>Abstain:</b> Mr. Spatola</p>	<p><b>3. Special Meeting Minutes</b>  June 19, 2013</p>
7.	<p><b>Superintendent's Report</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote welcomed Ms. Harkin as the student representative and Mrs. Chastain and Mr. Spatola to the Board.</li> <li>• There was a smooth opening of schools on August 26<sup>th</sup>.</li> <li>• The most recent enrollment report showed 4468 students which was 28 less than projected.</li> </ul>	<p><b>Superintendent's Report</b></p>
8.	<p><b>Board Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach welcomed Mr. Spatola and Mrs. Chastain and noted a new member orientation was held today.</li> <li>• On behalf of the Board, Mrs. Faulenbach expressed condolences to Mrs. Celli Rigdon whose father recently passed away.</li> <li>• Mrs. Faulenbach says it has been a busy summer with several contract negotiations.</li> <li>• Mrs. Faulenbach asked for input as to what date Board members would be available for a Public Hearing for the school use facilities report and the consensus was September 24<sup>th</sup> at 7:00 p.m. at the Sarah Noble Intermediate School LMC.</li> </ul>	<p><b>Board Chairman's Report</b></p>
9.	<p><b>Committee Reports</b></p> <p><b>A. Facilities Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said there was nothing on the agenda requiring action tonight. Mr. Calhoun updated the Committee on summer projects.</li> </ul> <p><b>B. Operations Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Mr. McSherry said ten of the eleven items on the Operations Committee agenda were on</li> </ul>	<p><b>Committee Reports</b></p> <p><b>A. Facilities Sub-Committee</b></p> <p><b>B. Operations Sub-Committee</b></p>

	tonight's agenda.	
	<p><b>C. Policy Sub-Committee</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach reported that policy 6146 Graduation Requirements was on the agenda for approval.</li> </ul> <p><b>D. Committee on Learning</b></p> <ul style="list-style-type: none"> <li>Mr. Lawson noted that there were curriculum to be reviewed and SEED program updates. There would also be a cursory look at the standardized test results.</li> </ul> <p><b>E. Education Connection</b></p> <ul style="list-style-type: none"> <li>No report in Mrs. Celli Rigdon's absence.</li> </ul> <p><b>F. Connecticut Boards of Education</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said CABA offers workshops on new board member orientations and other topics if Board members were interested they should let her know.</li> </ul> <p><b>G. Negotiations Committee</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted that there are three bargaining units in negotiations including Paraeducators, Food Service and Administrators. The Teamsters contract is in arbitration.</li> </ul>	<p><b>C. Policy Sub-Committee</b></p> <p><b>D. Committee on Learning</b></p> <p><b>E. Education Connection</b></p> <p><b>F. Connecticut Boards of Education</b></p> <p><b>G. Negotiations Committee</b></p>
10.	<b>DISCUSSION AND POSSIBLE ACTION</b>	
	<p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 10, 2013</b></p> <p>Mr. McSherry moved to approve Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>	<p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 10, 2013</b></p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel — Certified, Non-</p>

	<p><b>dated September 10, 2013, seconded by Mrs. Shook.</b></p> <ul style="list-style-type: none"> <li>• Mr. Shaffer said he noted in the Operations Committee minutes that the question had been raised about how many teachers left and if exit interviews had been conducted to determine why they are leaving. Ms. Baldelli said people leaving the school usually send a letter of resignation and then are sent an e-mail for an exit interview. She did look at the reasons for personnel leaving this year and it's about a 50/50 split of personal reasons such as relocations and people going to districts with higher pay.</li> <li>• Mr. Lawson said he has felt this has been an issue for some time and that the district needs to start focusing on retaining talent.</li> <li>• Mr. McSherry noted that New Milford cannot compete with some of the higher paying districts.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. Purchase Resolution D-657</li> <li>2. Budget Position as of August 31, 2013</li> <li>3. Request for Budget Transfers</li> </ol> <p><b>Mr. McSherry moved to approve monthly reports: Purchase Resolution D-657, Budget Position as of August 31, 2013, and request for budget transfers, seconded by Mrs. Shook and passed 7-0-1.</b></p> <p><b>Aye: Mr. McSherry, Mrs. Shook, Mrs. Faulenbach, Mrs. Chastain, Mr. Shaffer, Mr. Wellman, Mr. Lawson</b>  <b>Abstain: Mr. Spatola</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li>1. Stop &amp; Shop A+ Rewards Donation</li> </ol> <p><b>Mrs. Shook moved to accept Gifts &amp; Donations: Stop &amp; Shop A+ Rewards Donation to New Milford</b></p>	<p><b>Certified Appointments, Resignations and Leaves of Absence dated September 10, 2013.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>1. Purchase Resolution D-657</li> <li>2. Budget Position as of August 31, 2013</li> <li>3. Request for Budget Transfers</li> </ol> <p><b>Motion made and passed to approve monthly reports: Purchase Resolution D-657, Budget Position as of August 31, 2013, and request for budget transfers.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li>1. Stop &amp; Shop A+ Rewards Donation</li> </ol> <p><b>Motion made and passed unanimously to accept Gifts &amp; Donations: Stop &amp; Shop A+</b></p>
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<p>High School in the amount of \$1,054.30, seconded by Mr. Lawson.</p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach thanked Stop &amp; Shop.</li> </ul> <p>The motion passed unanimously.</p> <p><b>D. Grant Approval</b></p> <p><b>1. School Security Competitive Grant Program</b></p> <p>Mr. McSherry moved to approve the School Security Competitive Grant Program in the amount of \$602,478.00, seconded by Mrs. Shook.</p> <ul style="list-style-type: none"> <li>Mr. Shaffer asked where the grant was coming from and Dr. Paddyfote said it was a state grant.</li> </ul> <p>The motion passed unanimously.</p> <p><b>2. P-3 Preschool/K Transition and Collaboration Grant</b></p> <p>Mr. Lawson moved to approve the P-3 Preschool/K Transition and Collaboration Grant in the amount of \$8,915.00, seconded by Mr. McSherry and passed unanimously.</p> <p><b>3. Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant</b></p> <p>Mr. Lawson moved to approve the Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant in the amount of \$253,785.00, seconded by Mr. McSherry.</p>	<p>Rewards Donation to New Milford High School in the amount of \$1,054.30.</p> <p><b>D. Grant Approval</b></p> <p><b>1. School Security Competitive Grant Program</b></p> <p>Motion made and passed unanimously to approve the School Security Competitive Grant Program in the amount of \$602,478.00.</p> <p><b>2. P-3 Preschool/K Transition and Collaboration Grant</b></p> <p>Motion made and passed unanimously to approve the P-3 Preschool/K Transition and Collaboration Grant in the amount of \$8,915.00.</p> <p><b>3. Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant</b></p> <p>Motion made and passed unanimously to approve the Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant in the amount of</p>
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	<ul style="list-style-type: none"> <li>Mr. Lawson asked if this was a state grant and Dr. Paddyfote said it was.</li> <li>Mr. Lawson asked if this was open for all districts to apply and Mr. Smith said the state budgeted \$10,000,000.00 for a competitive grant for all 169 school districts to apply.</li> </ul> <p>The motion passed unanimously.</p> <p>4. ED 229 Bilingual Education Program Grant</p> <p>Mrs. Shook moved to approve the ED 229 Bilingual Education Program Grant in the amount of \$2,600.00, seconded by Mr. McSherry and passed unanimously.</p>	\$253,785.00.
E.	<p>Policy for Approval</p> <p>1. 6146 Graduation Requirements</p> <p>Mr. Shaffer moved to approve the following policy: 6146 Graduation Requirements, seconded by Mr. McSherry.</p> <ul style="list-style-type: none"> <li>Dr. Paddyfote informed the Board that counsel will have a revision for the next Policy Subcommittee due to a recent change in the law to include diplomas for Vietnam era veterans.</li> </ul> <p>The motion passed unanimously.</p>	<p>4. ED 229 Bilingual Education Program Grant</p> <p>Motion made and passed unanimously to approve the ED 229 Bilingual Education Program Grant in the amount of \$2,600.00.</p> <p>E. Policy for Approval</p> <p>1. 6146 Graduation Requirements</p> <p>Motion made and passed unanimously to approve the following policy:</p> <p>1. 6146 Graduation Requirements</p>
F.	<p>Authorization of Signatory on School District Accounts</p> <p>Mr. McSherry moved to add Dr. Anne Stuhlman as signatory on Hill and Plain School accounts, seconded by Mrs. Shook and passed unanimously.</p>	<p>Authorization of Signatory on School District Accounts</p> <p>Motion made and passed unanimously to add Dr. Anne Stuhlman as signatory on Hill and Plain School accounts.</p>
G.	<p>Adoption of Resolution for Flexible Spending Plan</p> <p>Mr. McSherry moved to adopt a resolution to the Flexible Spending Plan employee benefit to cap the</p>	<p>Adoption of Resolution for Flexible Spending Plan</p> <p>Motion made and passed unanimously to adopt a resolution</p>



	<p>maximum allowable amount at \$2,500.00, seconded by Mrs. Chastain.</p> <ul style="list-style-type: none"> <li>Mr. Shaffer asked for an explanation and Mr. Miller said using the Flexible Spending Account, an employee can set aside pre-tax dollars for out of pocket medical costs such as co-pays, etc. The federal government recently raised the amount from \$2,000.00 to \$2,500.00.</li> </ul> <p>The motion passed unanimously.</p>	<p>to the Flexible Spending Plan employee benefit to cap the maximum allowable amount at \$2,500.00.</p>
H.	<p><b>Tuition Rates for 2013-2014</b></p> <p>Mr. McSherry moved to approve the tuition rates for the 2013-2014 school year as follows:</p> <p>New Milford High School: \$11,784.68  Schaghticoke Middle School: \$10,945.99  Sarah Noble Intermediate School and Elementary Schools: \$9,910.55  seconded by Mrs. Shook.</p> <ul style="list-style-type: none"> <li>Mr. Lawson asked if these rates affected Sherman and Dr. Paddyfote said that was a separate contract.</li> </ul> <p>The motion passed unanimously.</p>	<p><b>H. Tuition Rates for 2013-2014</b></p> <p>Motion made and passed unanimously to approve the tuition rates for the 2013-2014 school year as follows:</p> <p>New Milford High School: \$11,784.68  Schaghticoke Middle School: \$10,945.99  Sarah Noble Intermediate School and Elementary Schools: \$9,910.55</p>
I.	<p><b>Request to Accept a Tuition Student</b></p> <p>Mr. McSherry moved to accept a tuition student into the Junior class at New Milford High School beginning in the Fall of 2013, seconded by Mrs. Chastain and passed unanimously.</p>	<p><b>I. Request to Accept a Tuition Student</b></p> <p>Motion made and passed unanimously to accept a tuition student into the Junior class at New Milford High School beginning in the Fall of 2013.</p>
J.	<p><b>End-of-Year Balance for 2013</b></p> <p>Mr. McSherry moved to request that the End-of-Year Balance for 2013, subject to final audit, go to capital reserve, seconded by Mrs. Shook.</p> <ul style="list-style-type: none"> <li>Mr. Shaffer asked if by Town Charter the</li> </ul>	<p><b>J. End-of-Year Balance for 2013</b></p> <p>Motion made and passed unanimously to request that the End-of-Year Balance for 2013, subject to final audit, go to capital reserve.</p>

money had to go to capital reserve or if it could be used for other things and Mrs. Faulenbach said the money goes back to the Town and the Board is requesting that it go to capital reserve.

**The motion passed unanimously.**

**K. Consultant to Follow-up on School Facility and Utilization Study Committee recommendations**

- Mrs. Faulenbach said she was going to open this item for discussion before a motion was put on the table.
- Dr. Paddyfote explained that the 28 member committee comprised of school members and community volunteers worked with consultant Milone & MacBroom to study the school usage and reached the consensus to close a school, in particular John Pettibone School. The issue that was not resolved was whether to try and close the school for the 2014-15 school year or the 2015-16 school year. She noted that if the plan was to try and get this done for the 2014-15 school year, the Central Office staff would be very pressed to get the tasks done that would be required to close the school and so was suggesting that a consultant be hired. She noted that the timeline recommends that six months at a minimum are required to put all the work needed to happen in place to make the transition smooth for the students and parents.
- Mr. Wellman asked if there was a reason the consultant had to be hired right now versus after some public input is heard. Dr. Paddyfote said the recommendation by Milone & MacBroom was to hold two public hearings one month apart which would delay the hiring of the consultant. She also noted that the school district is awaiting new bus routes from All-Star which they had hoped to do in the summer but were unable to do. That report is expected mid-September.
- Dr. Paddyfote noted that the idea of using the consultant was that the Board would have the best information possible to make the decision.

**K. Consultant to Follow-up on School Facility and Utilization Study Committee recommendations**

	<p>She also said if once the information was presented, the Board at the end of January decided not to close the school then the consultant would not continue and therefore the full \$85,000.00 would not be spent.</p> <ul style="list-style-type: none"><li>• Dr. Paddyfote said for the first time in a long time the enrollment for John Pettibone School is currently below 400 when it has typically been between 500 and 550.</li><li>• Mr. Lawson said he was not prepared to hire a consultant today based on not having any input from the community nor has the Board even decided to close a school. He noted that some of the tasks on the timeline seemed clerical in nature and would be done as part of a regular school year anyway such as preparing rosters of students. He also wondered what the plan would be with the closed building.</li><li>• Mr. McSherry said he was in favor of hiring the consultant so the Board would have the information necessary to make a decision. He noted that if the Board finds that there will be more special needs students going to Hill &amp; Plain, for instance, what modifications might be needed and could they be done on time to close the school in 2014-15. He said it is crazy to consider carrying three schools with less than 50% capacity in this budgetary climate. He said the population does not drop to the point of making this transition comfortable until the 2015-16 school year but if it is possible to do by 2014-15 then the Board needs to know that.</li><li>• Mr. Smith said the issue really revolves around scheduling the classes and doing actual enrollments versus projected. He said the schools would be tight for the 2014-15 year and if a class is determined to be too big, there would be no place to put them if the enrollment is not done correctly. He said in the 2015-16 school year when looking at the space there is a margin of error, an extra classroom, that would not be available in 2014-15.</li><li>• Mr. Lawson said he understood the scheduling issue but children are already being moved</li></ul>	
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	<p>from building to building every year. He said the Board has not made the decision to close a school or even what school it might close.</p> <ul style="list-style-type: none"> <li>• Mr. Shaffer said he was concerned that there might not even be time before the public hearing on September 24<sup>th</sup> to get the information needed.</li> <li>• Mrs. Faulenbach said the Building Facility and Utilization Committee did come to a consensus that enrollment would lead to a school being closed and that John Pettibone made the most sense. She said if the closing is fast tracked based on public input then this Board needed the best information it could get to make that decision by the end of January 2014. She felt the Board needed the help from a consultant since there was no margin of error.</li> <li>• Mrs. Shook said she felt if the school was going to close for the 2014-15 school year then a consultant was needed but she felt that was too soon to close the school.</li> <li>• Mr. Wellman said he could not understand why the Board would need to employ a consultant now without public input. He felt the input needed to be gathered before a commitment was made to a consultant.</li> <li>• Dr. Paddyfote noted this decision to close a school was a budgeting issue since the Board would adopt a budget before the end of January and the closing could have a \$500,000.00 impact on the budget in terms of savings to the town. She felt it was prudent to have the information for the next budget. She noted that the staffing issue of closing a school was not a simple process because of the bumping rights of the unions.</li> </ul> <p><b>Mr. McSherry moved to authorize the superintendent to hire a consultant to follow-up on School Facility and Utilization Study Committee recommendations, not to exceed a cost of \$85,000.00, seconded by Mrs. Shook.</b></p> <ul style="list-style-type: none"> <li>• Mrs. Shook asked if the consultant would have anything to do with the Public Hearing and Mr.</li> </ul>	
		<p><b>Motion made to authorize the superintendent to hire a consultant to follow-up on School Facility and Utilization Study Committee recommendations, not to exceed a cost of \$85,000.00.</b></p>

	<p>McSherry suggested that the consultant's information may be even more important than the public input.</p> <ul style="list-style-type: none"> <li>• Mrs. Shook said based on the information such as changing the lunch schedule at Schaghticoke, etc. she did not think it was possible to close the school in the 2014-15 year.</li> <li>• Dr. Paddyfote noted that the staff would do what the Board asked but they were tied up in many different areas including converting to a new financial platform with the town. Mr. Miller said he had been out of the office six of the last ten days for training.</li> <li>• Mrs. Faulenbach asked for feedback for the administration and Mr. Lawson said he was not prepared to support the consultant until after public input was received.</li> <li>• Mr. Shaffer said he would like to hear what people had to say and suggested the second conversation might be two weeks later versus a month later.</li> <li>• Mrs. Faulenbach said she was concerned that if the Board took another month to hire a consultant that they would be running out of time to consider closing the school for the 2014-15 year.</li> </ul> <p>The motion failed 4-4.</p> <p>Aye: Mrs. Chastain, Mrs. Faulenbach, Mrs. Shook, Mr. McSherry  No: Mr. Spatola, Mr. Shaffer, Mr. Wellman, Mr. Lawson</p>	<p>Motion failed.</p>
11.	<p><b>ITEMS FOR INFORMATION AND DISCUSSION</b></p> <p>A. Textbook Previews – Grade 9</p> <p>B. Superintendent's Goals</p> <ul style="list-style-type: none"> <li>• Mr. Shaffer noted that the goals were very ambitious.</li> </ul>	<p><b>ITEMS FOR INFORMATION AND DISCUSSION</b></p> <p>A. Textbook Previews – Grade 9</p> <p>B. Superintendent's Goals</p>



12.	<b>Adjourn</b>  Mr. McSherry moved to adjourn the meeting at 8:50 p.m., seconded by Mrs. Shook and passed unanimously.	<b>Adjourn</b>  Motion made and passed unanimously to adjourn the meeting at 8:50 p.m.
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Respectfully submitted:



Daniele Shook  
Secretary  
New Milford Board of Education

**New Milford Board of Education  
Special Meeting Minutes  
September 24, 2013  
Sarah Noble Intermediate School Library Media Center**

COPIES OF DOCUMENTS  
FOR J. OLENIK  
2013 SEP 26 P 1:15  
NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mrs. Angela C. Chastain Mr. David A. Lawson Mr. Thomas McSherry Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mrs. Daniele Shook Mr. John W. Spatola Mr. William Wellman
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Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools Mr. Joshua Smith, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Gregg Miller, Director of Fiscal Services Mr. John Calhoun, Facilities Manager Mr. Joseph Olenik, Assistant Facilities Manager Mrs. Roberta Pratt, Director of Technology Mrs. Laura Olson, Director of Pupil Personnel and Special Services
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1.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b> The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>
2.	<b>Summary of Findings</b> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said that members of the School Facility and Utilization Study Committee would present information this evening regarding the possible closing of a school due to declining enrollment. This would be followed by public feedback.</li> <li>Dr. Paddyfote said the Committee was made up of 28 members, representing a cross section of the school and town community. The Committee met over an eight month period to review enrollment and utilization projections and presented their recommendations to the Board of Education in June. Four members will speak this evening as well as Mr. Rich Dufour</li> </ul>	<b>Summary of Findings</b>

Special Meeting Minutes

September 24, 2013

Sarah Noble Intermediate School Library Media Center

of All-Star Transportation.

- Dr. Tomasello said the School Facility and Utilization Study Committee had three charges: to plan for facility utilization in support of the schools' mission; to determine efficiency of use and allocation of resources; and to identify alternatives to current facility use. He said that over the course of their extensive study one finding was clear: enrollment is declining with a loss of 12% from peak and an expected further decline for the next ten years.
- Mrs. Romaniello said she is the town-wide PTO president, a parent with children in schools from Sarah Noble to the High School, and a Committee member. She detailed the projected decline in enrollment. An 11.4% decline is expected over the next five years with a more pronounced loss in enrollment at Northville and Pettibone. By 2017-2018, a 9.8% decline is projected at 4<sup>th</sup> through 6<sup>th</sup> grades, a 5.5% decline at 7<sup>th</sup> and 8<sup>th</sup> grades, and a 9.5% decline at 9<sup>th</sup> through 12<sup>th</sup> grades.
- Mrs. Falder, a Committee member and mother of three children in New Milford schools, described the five alternatives explored by the Committee and detailed the pros and cons of each one. She said that after reviewing all the alternatives, the Committee recommended Scenario B which recommends closing John Pettibone School, establishing two PK-2<sup>nd</sup> grade schools at Hill and Plain and Northville, moving 3<sup>rd</sup> grade up to Sarah Noble, moving 6<sup>th</sup> grade up to Schaghticoke, and redistricting to balance the enrollment at the two remaining elementary schools.
- Mr. Mack, a Committee member, fourth grade teacher at Sarah Noble and New Milford resident detailed the enrollment projections under Scenario B. They are highest in the next few years then continue to decline steadily. Enrollment eventually levels off and is served using two elementaries. Under Scenario B in 2015-2016, all schools still have excess in classroom usage with other necessary rooms for art, music, computer, guidance, psychology,

speech etc. still in place.

- Mrs. Falder talked about the budgetary impact of Scenario B. She said as a current member of the Town Council and a former member of the Board of Finance, she knows money is tight for many people in town and the theme is always do more with less. She said the increase in mil rates is not favorable at this time. Under Scenario B there will be an annual savings of \$635,000 from non-instructional staff savings. There will be additional savings in utilities not used and upgrades not needing to be done if John Pettibone is closed. She said the school will need a new roof and has safety issues with most of its doors opening to the exterior. Mrs. Falder showed that teacher/student ratios remained small with this Scenario with projections based on a maximum class size of 18:1 at the elementary level and 22:1 at Sarah Noble and Schaghticoke. She said if an unexpected population boom comes it can be accommodated with this scenario.
- Mrs. Romaniello said the redistricting would divide the Pettibone district between Hill and Plain and Northville at Bennitt/Elm Streets and Malletts Lane. In general redistricting follows the river, trying to avoid crossing over the river and bridge where it can.
- Mr. Rich Dufour said he has been at All-Star Transportation since 1993. He said in the last ten years, they have cut six buses due to declining enrollment. Under Scenario B he believes four additional buses and possibly a special education van will be needed for the redistricting. Some bus routes that are combined now will need to be split. This also keeps ride time down to a 50 minute average.
- Dr. Tomasello summarized the annual cost savings of going to five schools. He said 335 students will be redistricted based on present numbers. The change will allow for equitable and even class sizes. The ultimate goal will improve the utilization of Hill and Plain, Northville and Sarah Noble.

3.	Public Hearing	Public Hearing
	<ul style="list-style-type: none"> <li>• Mrs. Faulenbach thanked the Committee members for their presentation and hard work. She said the public session would begin. She asked speakers to identify themselves by name and address and to try to limit their comments to five minutes so that all speakers would have an opportunity to be heard. The format for the evening was for speakers to comment on the findings so that the Board could solicit feedback. Questions would be noted so that answers could be gathered and addressed on the district website. An additional hearing will be planned for October.</li> <li>• Carol Allison, a New Milford resident and 6<sup>th</sup> grade teacher at Sarah Noble, advocated for the 6<sup>th</sup> grade to remain at Sarah Noble. She said research shows that 6<sup>th</sup> graders in an elementary environment do better academically and behaviorally versus 6<sup>th</sup> graders in a middle school environment.</li> <li>• Jill Olejniczak said she attended Schaghticoke as a child and is the mother of a 2<sup>nd</sup> grader. She advocated keeping the 6<sup>th</sup> grade out of the middle school. She also had questions: How many people will lose jobs if John Pettibone closes? How much will the town pay in unemployment? What if the enrollment projections are wrong?</li> <li>• Dayna Gartland, mother of two children in New Milford schools, agreed with the 6<sup>th</sup> grade assessment and is also concerned about 3<sup>rd</sup> graders at Sarah Noble since it is such a large school. She was also concerned about what happens if the enrollment projections are incorrect.</li> <li>• Joseph Knight is concerned with losing the school property, possibly seeing it sold for other use, then needing to build a new school in the future.</li> <li>• Amy Davis, parent of children age one year through 5<sup>th</sup> grade, agreed with the sentiment opposing 6<sup>th</sup> grade at Schaghticoke. She said that the redistricting map appears to split</li> </ul>	



Malletts Lane and asked if that meant that children on that street might attend different elementary schools.

- Adrienne Aurichio said she is a ten year resident of New Milford. She asked what happens in 2020 when the population levels off or increases. She says that Danbury is growing and New Milford will see spillover from that. Will the money saved from closing a school now pay for a new school if it is needed then?
- Erika Carlson, New Milford parent and 6<sup>th</sup> grade teacher in Sherman, asked what the plans are for the money that will be saved by closing the school. She said New Milford test scores are low and asked how scores can be increased with larger class sizes. She said technology is not where it should be and perhaps staff could be added there. She said 6<sup>th</sup> grade is a huge transition year and has concerns about the move. She also had concerns about the enrollment projections.
- Angela Herdter, 6<sup>th</sup> grade teacher, advocated keeping the 6<sup>th</sup> grade out of Schaghticoke. She said she taught at Schaghticoke during the last transition and the push then was to return the 6<sup>th</sup> grade to Sarah Noble to keep them with younger students. She says the students have one to one contact at Sarah Noble and she is afraid that will get lost at Schaghticoke.
- Dorothy Rigdon said she has grandchildren in New Milford schools and agrees with keeping the 6<sup>th</sup> grade out of Schaghticoke. She is also very concerned about losing the John Pettibone property.
- Roseann Petrusca said she wants to hear from the Board of Education where they stand on this issue.
- Diane Knight, resident since 1998, says she questions placing the 6<sup>th</sup> grade with older children. She wanted to know if the enrollment projections take into account national policies regarding immigration.
- Jerry English said the question of the timing of the close has not been answered yet and there is a significant difference between 2014-2015 and

2015-2016.

- Mrs. Faulenbach said there was no decision on the timing yet as the Board was still gathering input.
- Mr. McSherry said the decision to close a school has not been made yet, never mind what year.
- David Littlefield said that \$635,000 is not really a significant savings in the overall budget. He asked when expenses were added back in if the savings would ultimately be just a few hundred thousand dollars and if that was worth making such a big decision about a school's future.
- Mrs. Faulenbach said that should the Board decide to close the school the property goes back to the town to determine future use.
- Jenna Mancini said she is a senior at New Milford High School. She advocated against sending the 6<sup>th</sup> grade to Schaghticoke.
- Eunice Crowley spoke against closing a school. She said schools are investments in the future.
- Jason Reynolds, father of three children including one 1<sup>st</sup> grader, said he moved to New Milford due to the growth in the community and the lower ratio of students to teachers and he doesn't want to lose that. He doesn't think building inefficiencies warrant closing the school. He questions the validity of the enrollment statistics.
- Joanna Desmaris says she taught in Ridgefield where they closed a school and had to reopen it. She says the district should think long and hard before making this decision.
- Marianne Ruedemann, mother of a John Pettibone student, said she agreed with keeping 6<sup>th</sup> grade out of the middle school. She said she wanted to keep smaller classes and the country feel of New Milford.
- Sarah Donahue thanked the Committee for its work. She thinks the 6<sup>th</sup> grade at the middle school would be a difficult mix. She also has concerns about losing a school facility and then needing the site down the road.
- Sharon Kaufman said the town should be planning for success rather than failure and

New Milford Board of Education  
Special Meeting Minutes  
September 24, 2013  
Sarah Noble Intermediate School Library Media Center

Page 7

	<p>should be promoting the education offered in New Milford through the economic development office.</p> <ul style="list-style-type: none"><li>• Allison Sidel wants more information about the statistical analysis used for enrollment projections. She said there can be a wide age span within a grade and the Board should keep that in mind when making decisions about grade configurations within schools.</li><li>• Mrs. Faulenbach asked if there was anyone else who wished to speak during the public hearing and seeing none closed that portion of the meeting at 8:14 p.m.</li></ul>	
4.	<p><b>Adjourn</b></p> <p><b>Mr. McSherry moved to adjourn the meeting at 8:15 p.m., seconded by Mrs. Celli Rigdon and passed unanimously.</b></p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:15 p.m.</b></p>

Respectfully submitted:



Daniele Shook  
Secretary  
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
October 8, 2013  
Released as of October 8, 2013

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Marybeth D'Amico**, Part-time Special Education Teacher, Faith Academy

**Move** that the Board of Education accept the resignation of **Mrs. Marybeth D'Amico** as a Part-time Special Education Teacher at Faith Academy effective on or about October 9, 2013.

Personal Reasons

2. **Ms. Becky Waters**, Social Studies Teacher, Schaghticoke Middle School

**Move** that the Board of Education accept the resignation of **Ms. Becky Waters** as a Social Studies Teacher at Schaghticoke Middle School effective on or about October 21, 2013.

Took position elsewhere

2. **CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **\*\*Ms. Madilyn Da Ros**, Elementary Teacher, Sarah Noble Intermediate School

**Move** that the Board of Education appoint **Ms. Madilyn Da Ros** as Elementary Teacher at Sarah Noble Intermediate School effective on or about October 15, 2013.

2013-2014 salary - \$47,989 (Step 1B), pro-rated to start date

*Education History:*  
BS: Keene State College  
Major: Elementary Education

*Experience:*  
LT sub NMPS

Replace: Current Grade 5 vacancy

2. **\*\*Ms. Michelle Minto**, English Teacher, Schaghticoke Middle School

**Move** that the Board of Education appoint **Ms. Michelle Minto** as English Teacher at Schaghticoke Middle School effective on or about October 9, 2013.

2013-2014 salary - \$48,760 (Step 1D), pro-rated to start date

*Education History:*  
BA: Chapman University  
Major: English

*Work Experience:*  
1 yr. North Carolina

Replace: Concilio

3. **Mrs. Amanda Silva**, Part-time Special Education Teacher, Faith Academy

**Move** that the Board of Education appoint **Mrs. Amanda Silva** as Part-time Special Education Teacher at Faith Academy effective October 9, 2013.

2013-2014 salary - \$54,259 (Step 4F), pro-rated to 7 hours per week

*Education History:*  
BS: Russell Sage College  
Major: Elementary Education  
MS: Framingham State College  
Major: Special Education

*Work Experience:*  
2 yrs. NMPS  
2 yrs. Faith Academy

Replace: M. D'Amico

### 3. NON-CERTIFIED STAFF

#### a. RESIGNATIONS

1. **Mrs. Sharon Arciola**, Secretary/Receptionist for Guidance, New Milford High School  
**Move** that the Board of Education accept the resignation, due to retirement, of **Mrs. Sharon Arciola** as Secretary/Receptionist for Guidance at New Milford High School effective January 1, 2014.
2. **Mrs. Nancy Carlson**, Computer Scheduler, New Milford High School  
**Move** that the Board of Education accept the resignation, due to retirement, of **Mrs. Nancy Carlson** as Computer Scheduler at New Milford High School effective January 1, 2014.

Retirement

Retirement

### 4. NON-CERTIFIED STAFF

#### b. APPOINTMENTS

1. **Mrs. Lia Bauso**, Paraeducator, Sarah Noble Intermediate School  
**Move** that the Board of Education appoint **Mrs. Lia Bauso** as Paraeducator at Sarah Noble Intermediate School effective October 9, 2013.
2. **\*\*Mrs. Pamela Knipe-Beckman**, Accounting Manager, Central Office  
**Move** that the Board of Education appoint **Mrs. Pamela Knipe-Beckman** as Accounting Manager at Central Office effective on or about November 15, 2013.  
2013-2014 salary - \$64,382, pro-rated to start date
3. **Mrs. Susan Berry**, Part-time Paraeducator, Northville Elementary School  
**Move** that the Board of Education appoint **Mrs. Susan Berry** as a part-time Paraeducator at Northville Elementary School effective October 9, 2013.
4. **Mrs. Michelle Freeman**, Paraeducator, Hill and Plain School  
**Move** that the Board of Education appoint **Mrs. Michelle Freeman** as Paraeducator at Hill and Plain School effective October 9, 2013.

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

Replacing: B. Cecchini

*Education History:*  
Attended Teikyo University

*Work Experience:*  
15 yrs. Ridgefield PS in finance  
7 yrs. Private industry in finance

Replace: D. Socotch

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

Replacing: S. Carlson

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

Replacing: M. Gustafson



## 5. SUBSTITUTES/INTERNS

### a. APPOINTMENTS

1. **Ms. Sara Bouchard**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Sara Bouchard** as a Substitute Teacher effective October 9, 2013.
2. **Mrs. Elke Cilia**, Substitute Teacher  
Move that the Board of Education appoint **Mrs. Elke Cilia** as a Substitute Teacher effective October 9, 2013.
3. **Ms. Amy Crookshank**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Amy Crookshank** as a Substitute Teacher effective October 9, 2013.
4. **Ms. Grace Curry**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Grace Curry** as a Substitute Teacher effective October 9, 2013.
5. **Mr. Joseph DiFabbio**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Joseph DiFabbio** as a Substitute Teacher effective October 9, 2013.
6. **Mr. Arthur Eidelson**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Arthur Eidelson** as a Substitute Teacher effective October 9, 2013.
7. **Ms. Kara Gabriel**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Kara Gabriel** as a Substitute Teacher effective October 9, 2013.
8. **Mr. Morgan Hill**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Morgan Hill** as a Substitute Teacher effective October 9, 2013.
9. **Mr. Adam Lavender**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Adam Lavender** as a Substitute Teacher effective October 9, 2013.
10. **Ms. Elizabeth Mott**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Elizabeth Mott** as a Substitute Teacher effective October 9, 2013.

*Education History:*  
BFA: Ithaca College  
Major: Theater Arts

*Education History:*  
BS: Pedagogical Acad. of the  
Fed. Rep., Salzburg Austria  
Major: Biology  
MS: College of Mt. St. Vincent  
Major: Urban & Multicultural  
Education

*Education History:*  
BA: Quinnipiac University  
Major: Psychology

*Education History:*  
BS: University of Ohio  
Major: Fashion & Retail  
Studies

*Education History:*  
BA: Manhattan College  
Major: English

*Education History:*  
BSEE: Rochester Inst. of Tech.  
Major: Electrical Engineering  
MSed: Long Island University  
Major: Adolescent Education

*Education History:*  
BS: Plymouth State University  
Major: Early Childhood  
Studies

*Education History:*  
BA: Kutztown University  
Major: History  
MA: University of Bridgeport  
Major: Elementary Education

*Education History:*  
BA: Brandeis  
Major: Anthropology

*Education History:*  
BA: Ashford University  
Major: Psychology

<p><b>11. Mr. Bruce Nadler</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Mr. Bruce Nadler</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BS: City University of New York Major: Economics</p>
<p><b>12. Mr. Charles O'Neill</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Mr. Charles O'Neill</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BS: Rensselaer Polytechnic Institute Major: Civil Engineering</p>
<p><b>13. Ms. Kelly Romaine</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Ms. Kelly Romaine</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BS: WCSU Major: Health Education</p>
<p><b>14. Ms. Sarah Selke</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Ms. Sarah Selke</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BA: Hofstra University Major: Psychology</p>
<p><b>15. Mrs. Amanda Silva</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Mrs. Amanda Silva</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BS: Russell Sage College Major: Elementary Education MS: Framingham State College Major: Special Education</p>
<p><b>16. Mr. Patrick Tishion</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Mr. Patrick Tishion</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BS: UCONN Major: Biology</p>
<p><b>17. Mrs. Jennifer Trocolla</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Mrs. Jennifer Trocolla</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BS: WCSU Major: Secondary Education History MS: WCSU Major: Special Education</p>
<p><b>18. Mrs. Colleen Wall</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Mrs. Colleen Wall</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BS: Cedar Crest College Major: Nutrition BA: Gettysburg College Major: French</p>
<p><b>19. Ms. Gabrielle Weinberg</b>, Substitute Teacher <u><b>Move</b></u> that the Board of Education appoint <b>Ms. Gabrielle Weinberg</b> as a Substitute Teacher effective October 9, 2013.</p>	<p><i>Education History:</i> BA: WCSU Major: American Studies MAT: Sacred Heart University Major: Elementary Education</p>
<p><b>6. ADULT EDUCATION STAFF</b> <b>a. RESIGNATIONS</b> <b>1. None currently</b></p>	
<p><b>7. ADULT EDUCATION STAFF</b> <b>b. APPOINTMENTS</b></p>	

<b>1. None currently</b>	
<b>8. BAND STAFF</b>	
<b>a. RESIGNATIONS</b>	
<b>1. None currently</b>	
<b>9. BAND STAFF</b>	
<b>b. APPOINTMENTS</b>	
<b>1. Mrs. Kimberly Dzamko</b> , Volunteer Color Guard Liaison, New Milford High School <u>Move</u> that the Board of Education appoint <b>Mrs. Kimberly Dzamko</b> as a Volunteer Color Guard Liaison effective October 9, 2013.	Volunteer
<b>10. COACHING STAFF</b>	
<b>a. RESIGNATIONS</b>	
<b>1. Ms. Victoria Giudice</b> , Volunteer Girls' Field Hockey Coach, New Milford High School <u>Move</u> that the Board of Education accept the resignation of <b>Ms. Victoria Giudice</b> as Volunteer Girls' Field Hockey Coach at New Milford High School effective September 12, 2013.	Personal Reasons
<b>2. Mr. Scott McLean</b> , Boys' Varsity Swimming Coach, New Milford High School <u>Move</u> that the Board of Education accept the resignation of <b>Mr. Scott McLean</b> as Boys' Varsity Swimming Coach at New Milford High School effective September 4, 2013.	Personal reasons
<b>11. COACHING STAFF</b>	
<b>b. APPOINTMENTS</b>	
<b>1. None currently</b>	
<b>12. LEAVES OF ABSENCE</b>	
<b>1. None currently</b>	

**THE FOLLOWING ITEMS CAN BE FOUND ON THE  
OPERATIONS WEB PAGE UNDER OCTOBER 1, 2013**

**10. DISCUSSION AND POSSIBLE ACTION**

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 8, 2013
- B. Monthly Reports
  - 1. Purchase Resolution D-658
  - 2. Budget Position as of September 30, 2013
  - 3. Request for Budget Transfers
- C. Gifts & Donations
  - 1. PTO – Exhibit B
  - 2. Goldring Family Foundation – Exhibit C
- D. Grant Approvals
  - 1. District Consolidated Grant
  - 2. Title 111 Grant
- I. Request for Additional Teacher
- J. Update on Adult Education

**THE FOLLOWING ITEMS CAN BE PREVIEWED IN  
THE OFFICE OF THE ASSISTANT SUPERINTENDENT**

- E. Approval of the Following Curricula
  - 1. Grade 7 Art
  - 2. History through Film

<b>RECOMMENDED FOR APPROVAL</b>
---------------------------------

**3160(a)**

**Business/Non-Instructional Operations**

**Budget and Transfer of Funds**

**Budget**

The administration shall prepare and submit to the Board of Education an itemized estimate of revenues and expenditures for the next fiscal year's budget. An "itemized estimate" means an estimate in which broad categories including, but not limited to, salaries, fringe benefits, utilities, supplies and grounds maintenance are divided into one or more line items.

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

Monthly reports shall be prepared and submitted to the Board. These reports will show for each of the line items listed above:

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

**Budget Transfers**

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

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

**Business/Non-Instructional Operations**

**Budget and Transfer of Funds**

**Budget Transfers (continued)**

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

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

Policy adopted:      June 11, 2002  
Policy revised:      June 10, 2003  
Policy revised:      June 10, 2008  
Policy revised:      May 10, 2011

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## **Students**

### **Equal Educational Opportunity**

It is the policy of the New Milford Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study offered by the school district without discrimination on account of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression, marital status, parenthood, pregnancy, alienage or any other basis prohibited by local, state and federal law. Additionally, pursuant to Title IX and relevant state law, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The New Milford Board of Education complies with all laws pertaining to student disabilities, including but not limited to Section 504 and the Rehabilitation Act of 1973, as amended from time to time, and the Individuals with Disabilities Educational Act, as amended from time to time (IDEA), and applicable state laws and federal and state regulations. Additionally, the Board of Education provides equal access to the Boy Scouts of America and other designated youth groups.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal or Assistant Principal, Guidance Counselor or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint in which case it may be brought to the Superintendent of Schools. The Title IX Coordinator may be reached at the Office of the Assistant Superintendent, 50 East Street, New Milford, CT 06776, 860-354-3235.

Legal References:      Connecticut General Statutes  
                                 10-15c (Discrimination in public schools prohibited)  
                                 46a-58 (Deprivation of rights)  
                                 United States Code  
                                 20 U.S.C. 1400 (Individuals with Disabilities Education Act)  
                                 20 U.S.C. 1681 (Title IX of the Education Amendments of 1972)  
                                 20 U.S.C. 7905 Boy Scouts of America Equal Access Act  
                                 29 U.S.C. 794 (Section 504 of the Rehabilitation Act of 1973)  
                                 42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)  
                                 42 U.S.C. 12101 (Americans with Disabilities Act)

Policy adopted:      June 12, 2001  
Policy revised:      June 12, 2007  
Policy revised:      June 8, 2010  
Policy revised:      October 11, 2011

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



## **Students**

### **Truancy**

#### **Attendance**

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The attendance policy is intended to promote student success.

The New Milford Board of Education requires parents to ensure that their children attend school regularly during the hours and terms the public schools are in session.

Regular attendance at school is not only required by state law, but is an integral component in student success and a matter of self-discipline which will prove important later in life. Class time is an invaluable opportunity for students and teachers to interact with each other and exchange ideas. It is also the forum for a wide range of learning opportunities which cannot be duplicated outside of the classroom. Therefore, in order to avail themselves of the maximum opportunity for learning, students need to be present in each and every class.

The success of a student is determined by the cooperative effort of the student, parents, school, and the community. Failure of these groups to live up to their responsibilities can result in failure for the student. For this reason, responsibilities must be clearly defined and followed.

The procedures and regulations shall be in accordance with Board policy and Connecticut State law. The Superintendent shall insure that administrative procedures and disciplinary actions for student attendance will be contained in each student/parent handbook.

Procedures and regulations shall be maintained and implemented for the schools to provide age-appropriate measures which promote regular and punctual attendance. Schools that share the same grade levels shall have the same procedures and regulations. The procedures and regulations shall clearly define the responsibilities of parents and students regarding attendance in class and school, tardiness, early dismissal, completion of missed work, and other areas which affect the classroom learning experience.

The Principal will give annual written notice to parents/guardian of their obligations according to Connecticut General Statute 10-184. At the beginning of each academic year -- or, in the case of students who enroll during the school year, at the time of enrollment -- the school district will require from the parents/guardians a telephone number where they can be contacted during the school day (i.e. from first bell to dismissal).

The official school day, during which all students are the responsibility of the high school, begins when the student either boards a school bus to come to school or otherwise when the student arrives on campus for the day. Students may neither get off the bus prior to arrival at school nor may they leave campus once they have arrived, without prior approval of the Principal or the Principal's designee.

**Students****Truancy****Standards****A. Student Responsibilities**

1. To attend all classes except for reasons stated under "Excused Absence" and to be punctual.
2. To report directly to the Attendance Office or School Office when tardy to school, in accordance with school procedures.
3. To notify teachers of anticipated absence and to make arrangements to make up work promptly upon return from an excused absence. In the case of an extended absence, to seek faculty assistance if needed and to make up work in a reasonable time frame.
4. To communicate with parents, teachers, and/or school administrators any problems related to lack of attendance and/or tardiness to school or any class.
5. To report one's own absences from school or class in accordance with school procedures if one is legally emancipated.

**B. Parent Responsibilities:**

1. To communicate and work cooperatively with the school for the benefit of the student.
2. To emphasize the importance of regular attendance and punctuality. To authorize only those absences that are included under "Excused Absence." Also, to make every effort to schedule appointments and vacations outside of school hours.
3. To contact the school regarding an absence or tardy the morning of that absence or tardy.
4. To assist students with arrangements to seek faculty assistance and make up missed work resulting from an absence.

**C. School Responsibilities:**

1. To take all actions necessary to ensure the success of the student, including parent conferences, counseling, and interaction with the community in making use of community services.
2. To keep accurate attendance records.
3. To notify parents promptly (when parents have not called the school) of all absences whether, for one class or the entire school day.
4. To arrange opportunities for the students to make up missed tests, quizzes and assignments resulting from absences, upon their return to school. In the case of extended absence, to prepare with the student a plan for faculty assistance and an opportunity to make up work in a reasonable time frame.

## Students

### Truancy

#### Standards (continued)

##### D. Community Responsibilities:

1. To realize that the success of students contributes to the success of the community.
2. To encourage regular school attendance as a prerequisite for student employment.
3. To encourage area businesses to refrain from allowing students to congregate during school hours.
4. To encourage medical and dental offices to arrange student appointments outside of school hours.
5. To do all that is possible under current state law to ensure that all students attend school regularly.

##### Definitions

1. **Truant** - Shall mean a student age 5 – 18 inclusive who has four unexcused absences in any one month or ten unexcused absences in one school year.
2. **Tardy** - A student shall be considered tardy if he/she arrives at class after classes have begun.
3. **Absence** - any non-attendance of an enrolled student. A student is considered to be in attendance if present at his/her assigned school, or an activity sponsored by the school (e.g. field trip), for at least half of the regular school day.
4. **Disciplinary Absence** - an absence that is the result of school or district disciplinary action such as an out-of-school suspension or expulsion. Disciplinary absences are neither excused nor unexcused.
5. **Documentation of absence** – a written explanation of the nature of and the reason for the absence as well as the length of the absence. This includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Separate documentation must be submitted for each incidence of absenteeism. Non-English speaking parents/guardians may submit documentation in their native language.
6. **Excused Absence** - A student's non-attendance from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes (when the school medical advisor provides notice to a parent or guardian that a student has symptoms of a communicable disease) and meets the following criteria:

## Students

### Truancy

#### Definitions (continued)

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. student illness (all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  2. student's observance of a religious holiday;
  3. death in the student's family or other emergency beyond the control of the student's family;
  4. mandated court appearances (additional documentation required);
  5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
7. **Unexcused absence** – Any absence that does not meet the criteria for an excused absence (including proper documentation) or a disciplinary absence.
8. **Dismissal** - No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.  
 No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.  
 No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

## **Students**

### **Truancy**

#### **Attendance**

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until age six or seven. The parent or person having control of a child of age five or six shall exercise such option by personally appearing at the school district office and signing an option form. At such time, school personnel shall provide the parent or person with information on the educational opportunities available in the school system. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Parents and guardians shall be notified when a student has reached nine (9) absences and reminded of the stricter rules that apply to further absences for the remainder of the school year.

The Superintendent of Schools or designee shall periodically audit a small percentage of the documentation provided for student absences in order to ensure general compliance with this policy.

#### **Excessive Absences/Truancy**

It is the policy of the Board of Education to monitor school attendance so as to identify students who are truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises. The following truancy procedures are hereby adopted:

For purpose of these procedures, "Parent" means the parent, guardian or other person having control of a child.

1. Whenever a student in grade K-8 is absent from school on a regularly scheduled school day and no indication has been received by school personnel that the parent or other person having control of the child is aware of the student's absence, school personnel or volunteers under the direction of the building principal shall make a reasonable effort to notify the parent of the student's absence. Notification shall be by telephone and by mail. The mailed notice shall include a warning that two unexcused absences from school in a month or five unexcused absences in a year may result in a complaint filed with the Superior Court that the child's family is a family with service needs.

## Students

### Truancy

#### Excessive Absences/Truancy (continued)

2. When a student is identified as a truant, the Superintendent or his/her designee will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate. The meeting will occur not later than ten (10) school days after the child's fourth (4<sup>th</sup>) unexcused absence in a month or the tenth (10<sup>th</sup>) unexcused absences in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy. In reviewing and evaluating the reasons for the student's truancy, the participants of the meeting should consider the appropriateness of referring the student to the school's [Student Assistance Team] or planning and placement team. At the meeting, school personnel shall be designated to coordinate services with and referrals of children to community agencies providing child and family services if appropriate.
3. If the parent of a child who is a truant fails to attend the meeting held pursuant to paragraph 2 above, or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the Superintendent will file not later than fifteen (15) calendar days after such failure to attend or failure to cooperate, a written complaint with the Superior Court pursuant to Connecticut General Statutes §46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

Legal References:      Connecticut General Statutes  
                                  10-184 Duties of parents  
                                  10-185 Penalty  
                                  10-198a through 10-202 Attendance, truancy - in general  
                                  10-220 Duties of boards of Education  
                                  10-221 Boards of education to prescribe rules, policies and procedures  
                                  46b-149 Child from family with service needs

Connecticut State Board of Education Definitions of Excused and Unexcused Absences Adopted  
 June 27, 2012

Connecticut State Board of Education Statewide Definition of Attendance for Public School  
 Districts in Connecticut, Adopted January 2, 2008.



## **Students**

### **Truancy**

#### Legal References (continued)

Connecticut State Department of Education's "Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention," April 2013

Policy adopted: June 12, 2001  
Policy revised: June 24, 2004  
Policy revised: June 12, 2007  
Policy revised: June 8, 2010  
Policy revised: October 11, 2011  
Policy revised: October 9, 2012

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



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

**ANNUAL NOTIFICATION OF PARENTAL OBLIGATIONS  
UNDER C.G.S. 10-184**

Dear (Parent Name),

Connecticut law requires that annually the school district provide you a written notice of your obligations under Connecticut General Statute 10-184. This law requires each parent or guardian of a child five years of age and older and under eighteen years of age to ensure that the child attends school regularly when school is in session — unless such parent or other person shows that the child is receiving equivalent instruction elsewhere, or that the child has graduated from high school. Parents or persons having control of a child five or six years of age have the option of not sending the child to school until age six or seven by personally appearing at the school district office and signing an option form. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school by signing a withdrawal form at the school district office.

Regular student attendance is essential to the educational process. So that we can inform you if your child is absent without a previous explanation, Connecticut laws also require that we obtain from you a telephone number or other means of contacting you during the school day. Please complete and return the form attached.

Thanks for your cooperation.

Sincerely,

Principal

## Instruction

### Exemption from Instruction

**Acquired Immune Deficiency Syndrome:** The Board of Education shall offer planned, ongoing and systematic instruction on acquired immune deficiency syndrome (AIDS) as required by law. A student may be exempt from this instruction upon the written request to the Superintendent of Schools, or designee, by the student's parent or legal guardian. Students who are exempt from instruction shall be assigned to a supervised study period.

**Family Life:** The Board of Education recognizes that the purpose of family life education is to help students acquire factual knowledge, attitudes, and values which will contribute to the well-being of the individual, the family, and society. Among other things, family life education provides instruction directed toward enabling students to discuss effectively problems with family members. Such communication shall include the willingness and ability to listen, to accept criticism, and to respond with openness, frankness and honesty.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in the areas of family life and sex education by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

The Board of Education may offer programs of instruction regarding family life that may include family planning, human sexuality, parenting, nutrition, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. When family life programs are offered in the curriculum, a student shall be exempt from any portion of the instruction upon the written notification by the student's parent or guardian to the Superintendent of Schools or designee. Students who are exempt from instruction shall be assigned to a supervised study period.

**Dissection of Animals in the Classroom:** Upon the written request of a parent or guardian, a student shall be excused from participating in or observing the dissection of any animal as part of classroom instruction. Such student shall be required to complete an alternate assignment determined by the administration.

**Physical Education:** Any student who presents a certificate from a physician stating that, in the opinion of the physician, participation in physical education is medically contraindicated due to the physical condition of such student, shall be excused from the physical education requirement. The credit for physical education required for graduation may be fulfilled by an elective.

## Instruction

### Exemption from Instruction (continued)

**Foreign Language:** Whenever a course in a foreign language is a required part of the curriculum, the parent or guardian of a student identified as deaf or hearing impaired may request in writing that such student be exempted from such requirement and, if such a request is made, such student shall be exempt from the foreign language requirement.

#### Legal References:

Connecticut General Statutes:    10-16b Prescribed courses of study  
                                             10-16c through 10-16f, Family life education programs  
                                             10-19(b) Teaching about alcohol, nicotine or tobacco, drugs  
                                             and acquired immune deficiency syndrome  
                                             10-221a(c) High school graduation requirements  
                                             P.A. 13-273, An Act Concerning Dissection Choice

Policy adopted:        June 10, 2003  
Policy revised:        June 27, 2005  
Policy revised:        June 8, 2010

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## **Instruction**

### **Student Nutrition and Physical Activity (Student Wellness)**

The New Milford Board of Education shall use a coordinated school health model in order to make wellness a cornerstone of our educational program. This well-rounded approach to school health connects the various components of health education, physical education, nutrition services, health promotion activities for staff, school health services, counseling and psychological support services, a safe and healthy school environment, and parent and community involvement. The teamwork that is inherent in this comprehensive model is intended to build momentum toward a program that supports positive dietary and lifestyle practices that are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence the student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

#### **Guiding Principles:**

- The Board of Education delegates the responsibility for developing, implementing, monitoring, reviewing and revising the school district's wellness policy guidelines (administrative regulations) to a Wellness Advisory Council comprised of the following members: parents, students, school food service personnel, members of the board of education, administrators, the public, school nurse, physical education teacher, health education teacher and any other person that the team wishes to invite to help achieve its goals.
- The Wellness Advisory Council will create a wellness plan that addresses nutrition education, physical education and physical activity, school meals, beverages and other food, communication and promotion and measurement and evaluation of the plan.
- During the regular school day, all students will be provided with opportunities, support, and encouragement to be physically active. Physical activity shall not be used as a form of discipline. Preventing elementary students from participating in the time devoted to physical exercise shall not be used as a form of discipline.
- Curriculum:
  - The physical education program shall be a standards-based, sequential physical education curriculum taught in grades K-12 by qualified physical education teachers. A key component of this program is to teach students how to achieve and maintain a healthy level of personal fitness.
  - Nutrition education shall be offered in grades K-12 as part of a planned, sequential, standards-based comprehensive health education program taught by highly qualified teachers.

## Instruction

### Student Nutrition and Physical Activity (Student Wellness) continued

- Foods and beverages sold or served under school auspices during the instructional school day will meet or exceed the nutrition recommendations of the *USDA Dietary Guidelines for Americans*.
- The District shall provide meals that follow the USDA requirements for Federal School Meal Programs under 7CFR Part 210 and 220.
- Highly qualified nutrition professionals will administer the school meal programs, and will provide affordable, nutrient-dense foods. Guidelines for age-appropriate portion size and maximum amount of fat, sodium, sugar and other additives in foods served and sold will be established and reviewed according to current scientific and medical research.
- Meals will be served in a relaxed, enjoyable climate, with adequate clean, safe space for eating.
- School menus shall be planned in order to meet or exceed state and national nutritional standards. Nutritious and healthy foods, such as fresh or dried fruits, vegetables, low-fat dairy foods, whole grains, and 100% natural fruit and vegetable juices and water, shall be made available wherever food is sold in the District.
- Healthy foods and beverages shall be encouraged at school sponsored activities, such as fundraisers, parties and sporting events. In addition, the District will only permit those foods and beverages that are permitted under state law (in particular, Connecticut General Statutes §§ 10-221p and 10-221q and the guidelines established by the State Department of Education) to be sold to students.
- The district highly values the health and well-being of every staff member and shall plan and implement activities and policies that support personal efforts by staff members to maintain a healthy lifestyle and that encourage staff members to serve as role models.
- Measurement and evaluation:
  - Establish a baseline of school wellness in each school by conducting a self-assessment using standard instruments.
  - Assign school-based leadership and responsibility in each site to monitor compliance to achieve policy goals.
  - The Superintendent and/or his/her designee will ensure compliance with the policy and its regulations.

Legal Reference: 42 USCA 1751, Richard B. Russell National School Lunch Act (as amended by the Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265, Section 204).

**Instruction**

**Student Nutrition and Physical Activity (Student Wellness) continued**

Connecticut General Statutes:

- 10-215e Nutrition standards for food that is not part of lunch or breakfast program
- 10-215f Certification that food meets nutrition standards
- 10-221o Lunch periods and recess
- 10-221p Boards to make available for purchase nutritious and low-fat foods
- 10-221q Sale of beverages

Action Guide for School Nutrition and Physical Activity Policies, Connecticut State  
Department of Education, (Revised April 2009)

Policy Adopted: June 13, 2006  
Policy revised: October 13, 2009

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<b>RECOMMENDED FOR APPROVAL</b>
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**6146(a)**

## **Instruction**

### **Graduation Requirements**

To graduate from the New Milford Public Schools, a student must earn a minimum number of credits, fulfill credit distribution requirements and meet district performance standards.

#### **I. Academic credit distribution requirements**

A. Students must complete the following credits:

Year of Graduation 2013, 2014	4.0 English 3.0 Mathematics 3.0 Social Studies (including 0.5 credit in civics and 1 credit for U.S. history) 3.0 Science 1.0 Physical Education 1.0 Arts (Fine or Practical) 0.5 Health 7.0 Electives  22.5 TOTAL CREDITS
Year of Graduation 2015	4.0 English 3.0 Mathematics 3.0 Social Studies (including 0.5 credit in civics and 1 credit for U.S. history) 3.0 Science 2.0 Physical Education 1.0 Arts (Fine or Practical) 0.5 Health 7.0 Electives  23.5 TOTAL CREDITS
Year of Graduation 2016	4.0 English 3.0 Mathematics 3.0 Social Studies (including 0.5 credit in civics and 1 credit for U.S. history) 3.0 Science 2.0 Physical Education 1.0 Arts (Fine or Practical) 0.5 Health 8.0 Electives (including 0.5 in humanities)  24.5 TOTAL CREDITS



## Instruction

### Graduation Requirements

Year of Graduation 2017	4.0	English
	4.0	Mathematics
	3.0	Social Studies (including 0.5 credit in civics and 1 credit for U.S. history)
	3.0	Science
	2.0	Physical Education
	1.0	Arts (Fine or Practical)
	0.5	Health
	8.5	Electives (including 0.5 in humanities and 0.5 in Financial Literacy)
	<hr/>	26.0 TOTAL CREDITS

- B. A credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year unless such credit is earned at an institution accredited by the Department of Higher Education or regionally accredited.

#### **II. District's performance standards**

These performance standards identify the basic skills that students are expected to achieve in order to graduate. A New Milford High School graduate must complete all academic requirements and demonstrate basic skills in Reading & Writing, Quantitative Thinking (Math & Science) and Information Literacy. The Superintendent of Schools or designee shall develop administrative regulations regarding performance standards for each basic skill, including the method(s) of assessing a student's level of competency in such skills. The assessment criteria must include, but not be based exclusively on, the results of the state or national high school state-wide mastery examination.

#### **III. Options if graduation requirements are not met**

The Board of Education is dedicated to providing students who may have difficulty fulfilling these requirements with different options and multiple opportunities to meet the academic and performance standards for graduation.

Those students who have not successfully completed the assessment criteria will be afforded alternative means of meeting this criteria. The following is not an inclusive list:

- Pass 0.5 credit of English 4
- Completion of a research project, approved in advance by the Science Department, that involves data collection, and is graded according to an established rubric
- Pass Departmental Exam covering the topics of arithmetic, algebra, geometry and statistics

## Instruction

### Graduation Requirements

#### **III. Options if graduation requirements are not met (cont.)**

- Pass 0.5 credit of Practical Math
- English Writing SAT I of 450 or better
- Math Reasoning SAT I of 450 or better
- Math SAT II Math Level 1C of 450 or better

Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirements in one or more subjects may select one of the following options:

1. Successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient
2. Enroll in an on-line course in accordance with Policy 6172.6 (Virtual/On-line Courses/College/University Courses)
3. Make arrangement for re-testing to meet performance standards
4. Return to school in September as a fifth year senior

#### **IV. Exemptions, modifications, and accommodations**

- A. If a physician or advanced practice registered nurse certifies in writing that the physical education requirement is medically contraindicated because of the physical condition of the student, this requirement may be fulfilled by an elective.
- B. Exemptions; modifications and accommodations of graduation requirements will be made for any student with a disability as determined by the planning and placement team or 504 team.
- C. Only credits for courses taken in grades nine through twelve shall satisfy graduation requirements except that the Superintendent of Schools or designee may grant credit for certain courses identified in subsection (e) of Section 10-221a of the Connecticut General Statutes.
- D. The Board may permit a student to graduate during a period of expulsion pursuant to Connecticut General Statutes 10-233d if the Board determines that the student has satisfactorily completed the necessary credits for graduation.
- E. In accordance with state law, the Board of Education may award a high school diploma to a veteran of World War II, the Korean hostilities, or the Vietnam Era who left high school to serve in the armed forces and did not receive a diploma as a consequence of such service as well as any person who withdrew from high school prior to graduation to work in a job that assisted the war effort during World War II, did not receive a diploma as a consequence of such work and has resided in the state for at least fifty consecutive years.

## Instruction

### Graduation Requirements

#### Early Graduation

Students may finish in seven semesters provided all graduation requirements have been satisfied. Any student interested in being considered for early graduation must notify his/her counselor of his/her intentions by May 1 of the junior year. Students applying for early graduation must obtain the Early Graduation Policy statement and related application form from the Guidance Office and take course no. 990.

Course No.	Course	Prerequisites
990	Early Graduation	By Special Arrangement Only

(cf. 5121 - Examination/Grading/Rating)  
 (cf. 5123 - Promotion/Acceleration/Retention)  
 (cf. 6111 - School Calendar)  
 (cf. 6145.6 - Travel and Exchange Programs)  
 (cf. 6142.2 – Statewide Proficiency/Mastery Examinations)

Legal reference:	Connecticut General Statutes
10-14n	State-wide mastery examination
10-161	Establishment of graduation date
10-18	Courses in United States history, government and duties and responsibilities of citizenship
10-19	Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome
10-221a	High school graduation requirements
10-223a	Promotion and graduation policies. Basic skills necessary for graduation, assessment process

Policy adopted: June 10, 2003  
 Policy revised: June 27, 2005  
 Policy revised: June 8, 2010  
 Policy revised: October 11, 2011  
 Policy revised: September 10, 2013

NEW MILFORD PUBLIC SCHOOLS  
 New Milford, Connecticut

## **Instruction**

### **Adult Education**

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

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

The adult education program is available to the following:

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

#### **II. Instruction**

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

## **Instruction**

### **Adult Education**

#### **III. Fees**

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

#### **IV. Adult Education Diploma**

The adult education program provided by the school district shall grant an adult education diploma to a participant who satisfactorily completes a minimum of twenty (20) adult credits, of which not fewer than four (4) shall be in English, three (3) in mathematics, three (3) in social studies (including one in American history and at least a one-half credit course in civics and American government), two (2) in science and one (1) in the arts (fine or vocational).

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

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

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

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

## **Instruction**

### **Adult Education**

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

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<b>FOR FIRST REVIEW</b>
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*Commentary 2013: Suggested revisions by legal counsel.*

**3541(a)**

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

### **Transportation Services**

#### **Statement of Policy**

This policy applies to students enrolled in the New Milford Public Schools and such other schools as the district is mandated to provide pupil transportation services. The Superintendent of Schools shall administer the district's operations in such a manner as to:

1. provide for the reasonable safety of students.
2. supplement and reinforce desirable student behavior patterns.
3. assist handicapped students appropriately.
4. enrich the instructional program through carefully planned field trips as recommended by the staff.

#### **Definitions**

1. "Bus stop" means a geographical location designated by the Board of Education or School Administration where pupils can board or disembark from a school bus.
2. "School transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220c.
3. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or route from the point on the public thoroughfare nearest the residence to the school bus vehicle embarkation point established by the New Milford Board of Education.
4. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement up to 5,280 feet.
5. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.



## Business/Non-Instructional Operations

### Transportation Services

#### Definitions (continued)

6. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Condition—Transportation Guidelines" that affects the safety of pupils walking to and from school, and/or bus stop.
7. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
9. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.
10. ***"Backing" of the school bus shall be avoided, if possible. When backing maneuvers cannot be avoided, children shall be retained inside the bus. If there are children outside the bus, no backing maneuvers shall be made unless a competent adult observer is on hand to direct the maneuver.***

#### Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities.

The Board of Education will furnish transportation to resident public students living outside of the following limits, based on the most direct route from the students' home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup area:

<u>Grades</u>	<u>Distance</u>
K-3 students	<b><i>0.5 + mile</i></b>
4-8 students	1 mile
9-12 students	<b><i>1.5 + miles</i></b>

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

### **Transportation Services**

Students living within these limits will receive transportation when, in the opinion of the Board, a hazard is present.

#### **Cul-de-Sac/Dead Ends**

*Except in cases where hazardous conditions exist as defined in this Policy, buses will not enter any Cul-de-Sac or Dead End Road which distance is the same or less than that proscribed for the age group of children being transported.*

#### **Riding Time**

*It is an objective of this policy that students not be required to spend more than one hour, each way, riding on the school bus. It is understood that in some instances this objective may not be achieved due to the following but not limited to road conditions, weather conditions, and the number of stops required on a particular route.*

#### **Hazardous Conditions—Transportation Guidelines**

1. Any walking route to either the bus stop or the school which is in excess of the previously designated walking distances shall be deemed hazardous.
2. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exists:
  - (a) For pupils under age ten, or enrolled in grades K through 3, the absence of pedestrian crossing light or crossing guard where three or more streets intersect, and a street crossing where there are no stop signs or cross guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection;
  - (b) For pupils age ten or older, or enrolled in grades 4 through 12, the absence of pedestrian crossing light or crossing guard where three or more streets intersect, and a street crossing where there are no stop signs or cross guards and the traffic count during the time that pupils are walking to or from school exceeds ninety vehicles per hour at the intersection;
  - (c) For all pupils, any street, road, or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop;

## Business/Non-Instructional Operations

### Transportation Services

#### Hazardous Conditions – Transportation Guidelines (continued)

- (d) For all pupils, the usual or frequent presence of any nuisance such as open man-holes, construction, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which are hazardous or attractive to children.
  - (e) For all pupils, the usual or frequent presence of snow plowed or piled on the walk area making walkways unusable and the presence of any of the conditions described in Sections 3(a)-(c) immediately hereafter.
3. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
    - (a) For pupils under age ten or enrolled in grades K through 3, any street, road or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from schools or bus stops;
    - (b) For all pupils, the presence of man-made hazards including attractive nuisances, as described in Section **2(d)** ~~2(e)~~ immediately preceding this section;
    - (c) Any street, road, or highway possessing a speed limit in excess of thirty miles per hour;
  4. ***Any bus stop located on*** any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the ~~Connecticut Department of Motor Vehicles, Connecticut Department of Transportation or other reasonable standard~~ ***American Association of State Highway and Transportation. Due to the rural nature of the New Milford community, it is not possible to apply these line-of-sight requirements to the pedestrian route to and from a bus stop when such pedestrian route is along a road(s) with a speed limit of 25 miles per hour or less. Similarly, these line-of-sight requirements do not apply to bus stops serving a single family at a location adjacent to their property.***
  5. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the tracks; and any crossing of railroad tracks that carry moving trains during hours that pupils are walking to or from school shall be deemed hazardous unless, (1) a crossing guard is present; or (2) an automatic control bar is present at

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

### **Transportation Services**

#### **Hazardous conditions – Transportation Guidelines** (continued)

crossings used by pupils under age ten, or, a bar or red flashing signal light is operational when the crossing is used by pupils.

6. Any walkway, path, or bridge adjacent or parallel to a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard for pupils in grades K through 4 in the absence of a fence or other suitable barrier fixed between the pupil and the water.
7. Any area adjacent to a roadway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades K through 4.
8. Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils that passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.
9. Walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous for pupils in grades K through 8 6.
10. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.
11. Pupils with physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school, as determined by their physician and the school district's medical advisor, shall receive appropriate transportation.
12. Exception: The New Milford Board of Education may grant an exception to any provision of this guideline where a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

#### **Students Receiving Special Education**

Any modifications of these transportation services for special education pupils and pupils eligible for services under Section 504 of the Rehabilitation Act shall be determined on an individual basis.

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

### **Transportation Services**

#### **Suspension of Transportation Services**

The New Milford Board of Education has the authority to suspend transportation services of any pupil whose conduct, while awaiting or receiving transportation to or from school, endangers persons or property or constitutes a violation of a publicized Board policy. The decision to suspend a student from transportation services for improper conduct is not reviewable under Connecticut General Statutes §10-186. Suspension from school transportation will be carried out in accordance with the Board's Policy on Student Behavior on School Transportation [Policy 5131.1(a-b)]

#### **Transportation Safety—Reporting of Complaints**

The Superintendent of Schools will develop and implement procedures for reporting of all complaints relative to school transportation.

Legal Reference: Connecticut General Statutes  
 §§10-186  
 10-220  
 10-220c  
 10-221c  
 14-275  
 14-275a  
 14-275b  
 14-275c  
 14-276a(c)  
  
 Conn. State Agencies Regs.  
 §10-76d-19.

Policy adopted: June 11, 2002  
 Policy revised: December 12, 2006  
 Policy revised: June 10, 2008  
 Policy revised: October 11, 2011

NEW MILFORD PUBLIC SCHOOLS  
 New Milford, Connecticut



# MEMORANDUM

Office of the  
Assistant Superintendent

**TO:** Dr. JeanAnn Paddyfote, Superintendent  
**FROM:** Joshua Smith, Assistant Superintendent  
**DATE:** October 4, 2013  
**SUBJECT:** Textbook Approvals – Grade 9

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

**Warriors Don't Cry** by Melba Pattillo Beals (Simon & Schuster) – Grade 9  
This book will increase our non-fiction, autobiographical texts. It will supplement To Kill a Mockingbird in order to portray a first-hand account of racism in the South during the 1950's.

**Persepolis** by Marjane Satrapi (Pantheon) – Grade 9  
This book will also increase our non-fiction, autobiographical texts. This memoir depicts the author's life during the Islamic Revolution in the 1980's.

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



**Joshua Smith**  
**Assistant Superintendent of Schools**

TO: JeanAnn C. Paddyfote, Ph.D., Superintendent of Schools  
FROM: Joshua Smith, Assistant Superintendent of Schools  
DATE: October 8, 2013  
RE: Adult Education Program

Please find the following information as an addendum to the Adult Education memo presented at the October 1, 2013 Operations Sub-Committee meeting.

It has been a challenge to collect all of the information requested. As each community structures their programs differently and they are all budgeted and staffed in different ways, it has been difficult to collect comparative data.

***Question: What are the Mission and Goals for the program?***

Mission and Learner Goals

Mission

New Milford Adult Education is dedicated to:

- Achieving standards of academic excellence in all disciplines
- Building partnerships with family and community
- Creating a nurturing, respectful, and safe environment
- Developing social and civic responsibility

Learner Goals

We will prepare all students to be:

**Effective Communicators who**

- Acquire reading and listening skills
- Speak and write to be understood
- Work productively as part of a team
- Use technology to express ideas



**Critical thinkers who**

- Gather, organize and analyze information from a variety of sources
- Form and express a logical opinion or conclusion
- Demonstrate problem solving skills
- Apply knowledge to personal, professional, or academic situations

**Life-Long Learners who**

- Apply strengths and improve weaknesses
- Learn and apply new information or skills
- Participate productively in the community

**Self-Directed Individuals who**

- Set goals, establish, and implement plan of action
- Work independently
- Seek appropriate information and help

***Question: What Data do we collect on the District's needs for Adult Education?***

We currently offer all State and federally mandated programs in the areas of GED/ HSD, ESL, and Citizenship in addition to the enrichment programs.

***Question: What was the number of enrollments in the program last year?***

Course enrollment was 463 participants. The GED and HSD programs graduated 34 students.

***Question: Can we expand the search?***

The Adult Education Director Position was posted on the K12 JobSpot site beginning in July. Currently the site has more than 25,000 K-12 positions posted across the country and can be searched by a wide spectrum of criteria.

***Question: What are other districts doing?***

Districts in DRG D that have district-run Adult Education programs:

District	Size (total student population)	Full Time/Part Time Coordinator	Administrative Certification Required	Salary Range
Berlin	2981	No Information yet		
Branford	3227	Full-time	Yes	\$110,000
Milford	6659	Part-time	Yes	\$17,780*
Wallingford	6000	Full-time	Yes	\$122-128,000
Windsor	3360	Part-time	No	\$38,461
Newington	4244	Part-time/ Incomplete information		
North Haven	3614	Part-time/ Incomplete information		
Southington	6738	Part-time/ Incomplete information		

\* Position is offered to a full time high school teacher who receives a reduced course load and a stipend.

Districts in DRG D that are a part of a consortium or non-profit collaborative:

Student populations in these districts range from 865-3700 with the exception of Shelton who runs their own consortium.

Bethel	East Granby	Old Saybrook	Waterford
Clinton	East Hampton	Rocky Hill	Watertown
Colchester	East Lyme	Shelton**	Wethersfield
Cromwell	Ledyard	Stonington	

\*\*Shelton hosts and runs a consortium for surrounding districts.

There are two Outsourced Programs in the area:

FootHills Adult Education Program through Education Connection:

- The Foothills Adult & Continuing Education Program is a state and locally funded program serving 17 school districts. Both mandated and enrichment courses are offered in a wide variety of subject areas in a brochure mailed in August and January. Classes are offered free for GED, Adult Basic Education, High School Diploma and Citizenship as well as English as A Second Language and in areas such as: Workplace Education, Workforce Education, Family Literacy, Transition to College, STEM and Technology and Civics. Over 400 enrichment courses are available for computer training, personal growth, arts & crafts, recreation & leisure, dancing, investment, cooking and self-improvement. Certification classes in Certified Nurse's Aide, EKG, Pistol Safety, Boating, First Aid/CPR and Food Handlers are available each semester.
- Districts Served:
  - Hartland, Litchfield, Plymouth, Region 1, Region 6, Region 7, Region 14, Region 15, Sherman, Thomaston, Torrington, Watertown, and Winchester have joined together to deliver free mandated classes and fee-for-service enrichment classes to 30 towns in western Connecticut.

Danbury Consortium for mandated programs:

WERACE/Adult Education: Western Connecticut Regional Adult & Continuing Education

- WERACE (Western Connecticut Regional Adult and Continuing Education) is a regional program that provides State mandated Adult Education services to adults 17 years of age and older who live in the towns of Bethel, Brookfield, Danbury, New Fairfield, Newtown, Redding and Ridgefield. The mission of WERACE is to promote learning as a lifelong process and to provide learners with the tools necessary to be successful parents, family members, workers and citizens to today's world.
- Offerings are for:
  - Adult Basic Education (ABE), Adult High School Credit Diploma (CDP), Citizenship, English as a Second Language (ESL), General Educational Development (GED), Workforce Investment Act (WIA)

Conclusions:

- 8 of the 24 DRG D Districts run their own programs
- 14 of 24 DRG D Districts outsource their programs
- 1 Districts runs a regional consortium
- The districts that outsource their programs tend to be smaller with an average student population of 2,500 students
- Districts that run their own programs have an average student population of 4,500
- Of the districts that run their own there is no consistent structure on how the programs are run, managed, budgeted for, and staffed.

Recommendations:

At this time it is my recommendation that we make the following changes to the structure of our Adult Education program:

1. Increase the stipend from the current \$13,000 to \$30,000. As the program requirements change and the demands for the position increase it is difficult to fill the current role as structured. The budget impact is anticipated to be \$5,000 to the 13-14 operating budget.
2. Conduct a comprehensive evaluation of similar programs and present a long term solution as part of the 2014-15 operating budget process.
3. Use the scheduled audit in November to drive structural changes to the program.

# APPROVED FIELD TRIPS

## September 2013

School	Grade/Dept.	Trip Date	Day(s) of the Week	# of Students	# of Adults	Destination	Subs	Student Cost
NMHS	Band/9-12	9/15/13	Saturday	101	8	Band Competition @ Danbury High School - Danbury, CT	No	\$0
NMHS	Band/9-12	9/21/13	Saturday	101	8	Band Competition @Brien McMahon School - Norwalk, CT	No	\$0
NMHS	Band/9-12	10/5/13	Saturday	101	8	Band Competition @ Lyman Hall High School - Wallingford, CT	No	\$0
NMHS	Math/9-12	10/7/13	Monday	30	2	Woodland Regional High School - Beacon Falls, CT	No	\$0
HPS	3	10/15/13	Tuesday	66	6	Institute for American Indian Studies - Washington, CT	No	\$18.14
HPS	3	10/18/13	Friday	62	6	Institute for American Indian Studies - Washington, CT	No	\$18.14
NMHS	Adult Education	10/21/13	Monday	20	2	College Fair @ Danbury Fair Mall - Danbury, CT	No	\$0.00
NMHS	World Language/9-12	10/24/13	Thursday	25	1	Neue Gallerie - New York, NY	Yes-1	\$50
SMS	Science/7*	10/24/13	Thursday	30	1	Pratt Nature Center - New Milford, CT	Yes-1	\$0
NMHS	Business/10-12	10/28/13	Monday	15	1	FBLA Fall Leadership Conference @ Crowne Plaza - Southbury, CT	Yes-1	\$55
NMHS	Business/10-12	11/1-3/2013	Friday-Sunday	8	1	DECA Power Trip Leadership Conference @ Sheraton - Boston, MA	Yes-1	\$335
NMHS	Business/11-12	11/1/13	Friday	10	1	Quinnipiac University - Hamden, CT	Yes-1	\$40
NMHS	English/9 & 12	11/7/13	Thursday	100	6	Hartford Stage - Hartford, CT	Yes-1	\$32
NMHS	Key Club/9-12	11/8/13	Friday	17	1	Western Connecticut State University - Danbury, CT	No	\$0
SMS	Science/7*	11/13/13	Thursday	30	1	Nonnewaug School - Woodbury, CT	Yes-1	\$0
SMS	Science/7*	4/28/14	Monday	30	1	Indian Rock Nature Center - Bristol, CT	Yes-1	\$0
SMS	Science/7*	5/15/14	Thursday	30	1	Rowanwood Farm - Sandy Hook, CT	Yes-1	\$0

\*Science enrichment program

**New Milford Board of Education  
Policy Sub-Committee Minutes  
September 17, 2013  
Lillis Administration Building, Room 2**

GEORGE C. DUCKBEE  
TOWNS CLERK

2013 SEP 19 P 2:07

NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach  
Mr. David A. Lawson  
Mr. David R. Shaffer  
Mrs. Daniele Shook

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
Mr. Joshua Smith, Assistant Superintendent of Schools  
Mr. Gregg Miller, Director of Fiscal Services  
Ms. Ellamae Baldelli, Director of Human Resources  
Ms. Roberta Pratt, Director of Technology

1.	<b>Call to Order</b> The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Faulenbach acting as chairperson. Mr. Lawson entered at 6:47 p.m.	<b>Call to Order</b>
2.	<b>Public Comment</b> <ul style="list-style-type: none"><li>None</li></ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
A.	<b>Policies Recommended for Revision and Approval at Initial Board Presentation:</b>  <ol style="list-style-type: none"> <li>Policy 3160 Budget and Transfer of Funds</li> <li>Policy 5000 Equal Educational Opportunity</li> <li>Policy 5113 Truancy</li> <li>Policy 6142.1 Exemption from Instruction</li> <li>Policy 6142.2 Student Nutrition and Physical Activity (Student Wellness)</li> <li>Policy 6146 Graduation Requirements</li> <li>Policy 6200 Adult Education</li> </ol> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted that these policies were being reviewed and would be considered for approval at the next Board of Education meeting in accordance with bylaw 9311. She noted there was commentary on each with rationale from counsel for the revisions. Each</li> </ul>	<b>A. Policies Recommended for Revision and Approval at Initial Board Presentation:</b>  <ol style="list-style-type: none"> <li>Policy 3160 Budget and Transfer of Funds</li> <li>Policy 5000 Equal Educational Opportunity</li> <li>Policy 5113 Truancy</li> <li>Policy 6142.1 Exemption from Instruction</li> <li>Policy 6142.2 Student Nutrition and Physical Activity (Student Wellness)</li> <li>Policy 6146 Graduation Requirements</li> <li>Policy 6200 Adult Education</li> </ol>

	<p>policy will be considered separately for discussion with one motion for all at the end.</p>	
1.	<p><b>Policy 3160 Budget and Transfer of Funds</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote stated that a correction should be made to page 3160(b): "Board of Selectmen" should be replaced with "Mayor". She suggested adding the paragraph recommended by counsel that clarifies the practice now required. She noted the ten day response timeframe and said this could require a special meeting if requested.</li> <li>Mr. Lawson asked about the definition for non-educational services and Dr. Paddyfote said it was defined by statute and probably open to interpretation. Mr. Lawson stated that he wished it was more definitive.</li> </ul>	<p><b>Policy 3160 Budget and Transfer of Funds</b></p>
2.	<p><b>Policy 5000 Equal Educational Opportunity</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote noted this revision adding the Boy Scouts of America language was in compliance with a regulatory requirement.</li> </ul>	<p><b>Policy 5000 Equal Educational Opportunity</b></p>
3.	<p><b>Policy 5113 Truancy</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote recommended the inclusion of the two statements suggested by counsel as she thinks it will help clarify for administrators. She will talk to counsel as to where they should be inserted in the policy prior to the Board meeting.</li> <li>Mr. Shaffer asked if the parent notification referenced on page c actually happened and Dr. Paddyfote said that was the practice. She said the district is looking into making this automated through School Messenger to standardize the practice and for consistency.</li> <li>Mr. Shaffer asked if the definition on page d was correct with 18 being inclusive as these students had reached age of majority. Mr. Lawson said state education law overrules. Dr. Paddyfote agreed saying any student in district schools is the district's responsibility.</li> </ul>	<p><b>Policy 5113 Truancy</b></p>

	<ul style="list-style-type: none"> <li>Mr. Shaffer asked for a more specific definition of periodically. Dr. Paddyfote said she would be determining the specific guidelines.</li> </ul>	
4.	<b>Policy 6142.1 Exemption from Instruction</b>	<b>Policy 6142.1 Exemption from Instruction</b>
	<ul style="list-style-type: none"> <li>Mrs. Faulenbach noted the elimination of a paragraph and the addition of new wording on dissection pursuant to the new law.</li> </ul>	
5.	<b>Policy 6142.2 Student Nutrition and Physical Activity (Student Wellness)</b> <ul style="list-style-type: none"> <li>Dr. Paddyfote stated that the public act requires the Board to adopt a policy by October 13, 2013 concerning two issues of physical exercise by students. After discussing the issues with counsel, it was decided they would incorporate well into the existing wellness policy.</li> <li>Mr. Shaffer questioned on page b the item about meals being served in an adequate, clean space for eating and asked if the district was able to comply with that cleanliness statement at the high school and other schools. Ms. Baldelli said that the cafeteria staff makes every attempt to clean the area between lunches but that it is not always easy to do with time constraints.</li> <li>Mrs. Shook said she thought the onus was on the students to leave their area clean.</li> <li>Mr. Lawson said it was a question of asking students to be responsible and he was confident we have supervision for that.</li> <li>Mrs. Shook asked if the changes meant recess could not be taken away as a form of discipline and Dr. Paddyfote said yes that was the meaning.</li> </ul>	<b>Policy 6142.2 Student Nutrition and Physical Activity (Student Wellness)</b>
6.	<b>Policy 6146 Graduation Requirements</b> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted this was an additional change to this policy which had just been approved for other revisions. The change is due to recent changes in the law and does not affect</li> </ul>	<b>Policy 6146 Graduation Requirements</b>

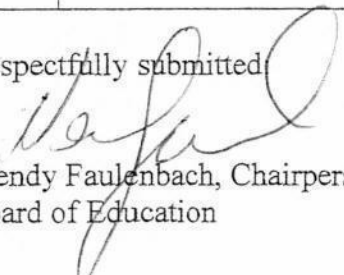


	graduation requirements changes just approved.	
7.	<b>Policy 6200 Adult Education</b> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said this revision was due to a change in the law.</li> <li>Mr. Shaffer asked what defined an adult credit. Mr. Smith said he would find out the answer.</li> <li>Mr. Lawson asked if adult education was required by law and Mr. Smith said it was.</li> </ul> <p>Mr. Lawson moved to bring Policies 3160, 5000, 5113, 6142.1, 6142.2, 6146 and 6200 to the full Board for approval. Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p>	<b>Policy 6200 Adult Education</b> <p><b>Motion made and passed unanimously to bring Policies 3160, 5000, 5113, 6142.1, 6142.2, 6146 and 6200 to the full Board for approval.</b></p>
B.	<b>Policy Recommended for Revision:</b>	<b>B. Policy Recommended for Revision:</b>
1.	<b>Policy 3541 Transportation</b> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted that this policy would go to the Board for first review. If there were no substantive changes recommended it would move on for second review. If substantive changes were required it would come back to Policy following first review.</li> <li>Dr. Paddyfote said the policy changes are being recommended primarily as a result of discussions between counsel and Mr. Miller regarding issues arising under the current policy.</li> <li>Mr. Miller said they looked at the policies of surrounding towns for consistency and then at issues we have and tried to establish better guidelines with less interpretation required.</li> <li>Mr. Miller said the new language regarding backing of buses is a Department of Motor Vehicles requirement and is added to the policy for clarification.</li> <li>Mrs. Faulenbach noted the changes in distance limits.</li> <li>Mr. Miller said the addition of cul-de-sac/dead end language was added for clarity.</li> <li>Mr. Lawson suggested adding a phrase under</li> </ul>	<b>1. Policy 3541 Transportation</b>

	<p>Riding Time conditions that said “not limited to”. Mr. Miller said he would check with counsel.</p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote noted a correction to a reference on page d and said the correct speed limit reference should be 25 miles per hour.</li> <li>• Mrs. Faulenbach noted the change from 8 to 6 on page e.</li> </ul>	
C.	<p>Mrs. Shook moved to bring Policy 3541 to the full Board for first review. Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p><b>Policy Series to be Reviewed in 2013-2014</b></p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote recommended reviewing series 1000, 2000 and 3000 as these are the oldest series not to be reviewed in general. Counsel may go out of order depending on priority as they are reviewed.</li> </ul>	<p><b>Motion made and passed unanimously to bring Policy 3541 to the full Board for first review.</b></p> <p><b>C. Policy Series to be Reviewed in 2013-2014</b></p>
4.	<p><b>Items of Information</b></p>	<p><b>Items of Information</b></p>
A.	<p><b>Regulation Revisions:</b></p> <ol style="list-style-type: none"> <li>1. Regulation 5000 Equal Educational Opportunity</li> <li>2. Regulation 5113 Admission and Excuses</li> <li>3. Regulation 5125 Student Education Records: Access, Confidentiality, and Amendment</li> <li>4. Regulation 6142.1 Exemption from Instruction</li> <li>5. Regulation 6142.2 Student Nutrition and Physical Activity (Student Wellness)</li> <li>6. Student Notice of Rights (attachment to Regulation 5145.5)</li> </ol> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach stated that the Board does not approve regulations so these revisions are given as items of information only.</li> <li>• Dr. Paddyfote said that regulations typically accompany policies, so as policies change regulations are often revised.</li> </ul>	<p><b>A. Regulation Revisions:</b></p> <ol style="list-style-type: none"> <li>1. Regulation 5000 Equal Educational Opportunity</li> <li>2. Regulation 5113 Admission and Excuses</li> <li>3. Regulation 5125 Student Education Records: Access, Confidentiality, and Amendment</li> <li>4. Regulation 6142.1 Exemption from Instruction</li> <li>5. Regulation 6142.2 Student Nutrition and Physical Activity (Student Wellness)</li> <li>6. Student Notice of Rights (attachment to Regulation 5145.5)</li> </ol>

5.	<b>Adjourn</b>  Mr. Shaffer moved to adjourn the meeting at 7:28 p.m. seconded by Mrs. Shook and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 7:28 p.m.</b>
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Respectfully submitted



Wendy Faulenbach, Chairperson  
Board of Education

**New Milford Board of Education  
Committee on Learning Minutes  
September 17, 2013  
Lillis Administration Building, Room 2**

**Present:** Mr. David A. Lawson, Chairperson  
Mrs. Angela C. Chastain  
Mr. David R. Shaffer  
Mrs. Daniele Shook

**Also Present:** Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
Mr. Joshua Smith, Assistant Superintendent of Schools  
Ms. Ellamae Baldelli, Director of Human Resources  
Ms. Roberta Pratt, Director of Technology  
Dr. Eileen Cooper, Teacher, District-wide  
Mr. Michael Abraham, Teacher, New Milford High School

<b>1.</b>	<b>Call to Order</b> The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:30 p.m. by Mr. Lawson. Mr. Lawson welcomed Mrs. Chastain as a new member of the Committee.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
<b>A.</b>	<b>Review and Approval of curriculum:</b> <ul style="list-style-type: none"> <li>• Mr. Lawson said the Committee would hear overviews of two curricula this evening as well as continue ongoing discussions of many initiatives.</li> </ul>	<b>Review and Approval of curriculum:</b>
<b>1.</b>	<b>Grade 7 Art</b> <ul style="list-style-type: none"> <li>• Dr. Cooper gave highlights of this curriculum. She said her research was on two and three dimensional thinking and that she was an artist. She consulted with the seventh grade teachers for input as well and incorporated some highly effective lessons that the teachers presently do. Dr. Cooper highlighted two of the lessons: coat of arms and Japanese stilt houses as examples of lessons that utilize many skills. The</li> </ul>	<b>Grade 7 Art</b>

	<p>culmination of the course is to have the student participate as an art critic in an art auction simulation. This incorporates higher level analytical and visual thinking skills.</p> <ul style="list-style-type: none"> <li>• Mr. Shaffer said he found the curriculum very creative and asked if there was a state or national outline guiding it. Dr. Cooper said the state does have some guidelines but that there is also a degree of flexibility.</li> <li>• Mrs. Shook said she enjoyed reading the curriculum and would love to take the class. She appreciated the tie in of different disciplines.</li> <li>• Dr. Cooper said she gave the teachers additional resources to supplement the curriculum.</li> <li>• Mr. Shaffer asked about how much the assessment stressed effort over quality since not every student is a talented artist. Dr. Cooper said assessment did view effort as an important factor.</li> <li>• Mr. Smith referred to page 9 which lists essential questions. These questions are not performance based but a demonstration of concepts.</li> </ul>	
2.	<p><b>History through Film</b></p> <ul style="list-style-type: none"> <li>• Mr. Abraham gave highlights of this curriculum. He has been teaching the course for three years though it has been offered longer. Mr. Holmes, the co-author, has taught it longer. Mr. Abraham says he enjoys teaching this elective course of mostly seniors. He says it tends to be a heterogeneous group and the class has a college course feel. They show approximately eight films over the 20 week course. Students use the general topic of the film to broaden the study to other source work.</li> <li>• Mr. Shaffer asked how the films are chosen and how many sections there are. Mr. Abraham said the course is designed around themes or genres and the teacher has flexibility within that to choose films. He said there are five or six sections per year.</li> </ul>	<p><b>History through Film</b></p>

	<ul style="list-style-type: none"> <li>Mrs. Chastain said she was curious about the gender makeup of the class. Mr. Abraham said it tends towards more males but is a cross section of levels.</li> </ul> <p>Mrs. Shook moved to bring the following curricula to the full Board for approval: Grade 7 Art and History through Film, seconded by Mr. Shaffer and passed unanimously.</p>	<p>Motion made and passed unanimously to bring the following curricula to the full Board for approval: Grade 7 Art and History through Film.</p>
4.	<p><b>Items for Information and Discussion</b></p> <ul style="list-style-type: none"> <li>Mr. Smith said before he addressed the items for information he wanted to answer a question asked at the Policy Committee meeting regarding the definition of an adult education credit. He said it required 48 hours of instruction. He then distributed a handout regarding the items of information.</li> </ul>	<p><b>Items for Information and Discussion</b></p>
A.	<p><b>Testing Overview</b></p> <ul style="list-style-type: none"> <li>Mr. Smith said the decrease in CMT scores had been discussed state-wide and were not a surprise as the state is transitioning to common core state standards. New Milford is in the process of retooling its Math program and we added a Math coach over the summer to help with teacher instruction. The Reading scores increased which Mr. Smith said shows the curriculum investments we have made in this area are paying off and that we are moving in the right direction. In the area of Writing, most districts went down as they had stopped teaching to writing prompts during the transition to the new standards. The district will not be taking the CMT this year coming. The SBAC will be the test instead.</li> <li>Mr. Shaffer asked when the district was giving the SBAC and to what grades. Mr. Smith said it is a computer based adaptive test that would be given to grades 3-8 and grade 11 during a testing window in the March – May timeframe.</li> <li>Mr. Lawson asked about the students who take the test early in the window who would not</li> </ul>	<p><b>Testing Overview</b></p>

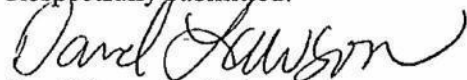
	<p>have had a full year to complete the material. Mr. Smith said there were many questions not answered yet with this transition.</p> <ul style="list-style-type: none"> <li>• Mrs. Shook asked if the SBAC would provide individual student assessments and Mr. Smith said not at this time which is why the district is doing MAP testing as well. MAP provides individual student results.</li> <li>• Mr. Smith also gave an update on CAPT scores, SAT results and AP results. He said the initiative at the high school is to encourage more students to take AP classes and to offer a greater range of classes. Last year had the highest participation rate ever for New Milford High School students. Mr. Smith said typically a score of 3 or above would give the student college credit. He stated that students receiving a score of 1 should be a red flag to examine how instruction is taking place.</li> <li>• Mrs. Chastain said she would like to see data on the number of students in the class vs. the number who took the test. She would also be curious as to the reason of non-test takers.</li> <li>• Mr. Lawson said he would like to see that data too since the students GPA is weighted for the class whether they take the test or not. He said lower scores are one of the perils of open enrollment.</li> <li>• Mr. Lawson noted that the SAT data did not include the writing results. Mr. Smith said he would provide that.</li> </ul>	
<b>B.</b>	<p><b>Parent Survey Data</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said all schools now have the parent survey data from last May and are using the data as part of their school climate goals. He reviewed some of the district-wide results with the Committee using the survey company's interactive website. New Milford had a 40% response rate, the highest in Connecticut and across the country for this company. In general, the results were 85 % or more favorable. As an administrative team, they have started talking about what can be done to make them even</li> </ul>	<p><b>Parent Survey Data</b></p>



	<p>higher. This year the plan is to survey before spring break. Mr. Smith said for some questions there was a significant response of "I don't know" and that perhaps the district needs to communicate better in those areas. Mr. Smith said he is talking to the survey company about getting comparison data to other districts. He also is focusing on how to present the results to parents.</p> <ul style="list-style-type: none"> <li>• Mr. Lawson asked about staff survey results, saying he thought it would be helpful for the Board to know the climate of the schools from a staff perspective. Mr. Smith said the results had been presented to the staff and he would look into the best way to share the information with the Board.</li> <li>• Mrs. Shook asked what factor the survey information had in SEED. Mr. Smith said it has a direct effect on principal evaluation and an indirect effect on teacher evaluation.</li> </ul>	
<b>C.</b>	<p><b>Overview of Fall Professional Development</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said the August professional development days focused on assessment, instruction and evaluation in regards to SEED and the CCSS.</li> </ul>	<b>Overview of Fall Professional Development</b>
<b>D.</b>	<p><b>CCSS Overview</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said the State Department of Education had distributed information on the common core state standards which will be shared at the K-6 Curriculum Nights. They have also expanded the resources on their website in this area. The National PTA website is also a great source of information for parents on the CCSS.</li> <li>• Mr. Shaffer asked if the standards would still teach memorization of math facts or did calculator use take the place of that. Mr. Smith said the new standards stress mental math vs. memorization. It is all about the concept to get to the fact. He said these standards are more rigorous than previous state standards and</li> </ul>	<b>CCSS Overview</b>

	<p>would be a big shift from how parents were taught.</p> <ul style="list-style-type: none"> <li>• Mr. Lawson asked if there was an emphasis on vocabulary with the new math standards. Mr. Smith said literacy was extremely important which is a good thing for New Milford as we are ahead in that area.</li> <li>• Mr. Shaffer said that as a Math educator of 45 years he is unhappy with the AP Calculus and SAT Math score results. He believes there is a correlation between the scores and the discontinuation of the SAT Prep class at the high school as well as the block schedule. Mr. Smith said there were many other high schools with block schedules who are doing fine.</li> </ul>	
E.	<p><b>NEASC Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said the high school had received a letter from NEASC scheduling their ten year accreditation visit for May 3-6, 2015.</li> <li>• Mr. Lawson asked if NEASC was a state requirement and Mr. Smith said not that he could find but that he also did not find one school that was not NEASC accredited.</li> <li>• Mrs. Chastain asked what NEASC stood for and if other areas of the country did something similar. Mr. Smith said it is the New England Association of Schools and Colleges and that most regions had a similar certifying body.</li> <li>• Mr. Lawson said it was voluntary in New York.</li> </ul>	<p><b>NEASC Update</b></p>
5.	<p><b>Adjourn</b></p> <p>Mrs. Shook moved to adjourn the meeting at 9:16 p.m. seconded by Mr. Shaffer and passed unanimously.</p>	<p><b>Adjourn</b></p> <p>Motion made and passed unanimously to adjourn the meeting at 9:16 p.m.</p>

Respectfully submitted:



David Lawson, Chairperson  
 Committee on Learning

**New Milford Board of Education  
Facilities Sub-Committee Minutes  
October 1, 2013  
Lillis Administration Building, Room 2**

Present: Mrs. Lynette Celli Rigdon, Chairperson  
Mr. Thomas McSherry  
Mr. John W. Spatola  
Mr. William Wellman

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
Mr. Joshua Smith, Assistant Superintendent  
Mr. Gregg Miller, Director of Fiscal Services  
Mr. John Calhoun, Facilities Manager  
Mr. Joseph Olenik, Assistant Facilities Manager  
Ms. Ellamae Baldelli, Director of Human Resources  
Ms. Roberta Pratt, Director of Technology

ROBERTA C. DUCKBEE  
TOWN CLERK

2013 OCT -4 A 9:25

NEW MILFORD, CT

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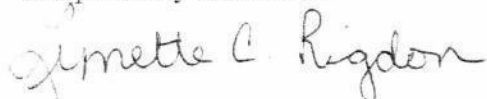
1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mrs. Celli Rigdon.	<b>Call to Order</b>
2.	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>None</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  <b>A. Work Order Analysis</b> <ul style="list-style-type: none"> <li>Mr. Calhoun said the Facilities department has used an internet based work order and building use system since 2005-06. The system tracks actual user generated requests. Preventive maintenance requests are auto-generated. The analysis shows numbers by school and by trade and shows a 59% increase from 2005-06 to 2012-13. Mr. Calhoun said the information is used to help budget.</li> <li>Mr. Wellman asked if the system tracked the cost associated with each work order and said he thought the report would have more insight if that was included. Mr. Calhoun said there was a function to cost out by trade and expenses.</li> <li>Mr. McSherry asked if the increase had been</li> </ul>	<b>Discussion and Possible Action</b>  <b>Work Order Analysis</b>

	<p>steady through the years and Mr. Calhoun said in general yes but that it varies from building to building per year.</p>	
<b>B.</b>	<p><b>Use of Buildings Analysis</b></p> <ul style="list-style-type: none"> <li>Mr. Calhoun said the use of building analysis was by event. Each use of a particular space is considered an event by the system. For example, if an organization uses four rooms over five nights for meetings, the system considers that to be 20 events. Internal events such as summer school and adult education are included in the capacity usage figures. There has been a 75% increase in usage from 2005-06 to 2012-13.</li> <li>Mr. Spatola asked if there was revenue associated with the usage. Mr. Calhoun said there is and that a revenue schedule is approved by the Board annually. Revenues collected go into a Facilities usage account.</li> <li>Mr. Spatola asked what happens when cleaning needs to take place after an event outside of regular hours. Mr. Calhoun said the organization using the space is charged back for custodial fees.</li> <li>Mr. Spatola said he would like to see a breakdown of events and revenue charged. Mr. Calhoun said he could provide that at a future meeting.</li> </ul>	<p><b>Use of Buildings Analysis</b></p>
<b>4.</b>	<p><b>Items of Information</b></p>	<p><b>Items of Information</b></p>
<b>A.</b>	<p><b>Preparing for Upcoming Winter Season</b></p> <ul style="list-style-type: none"> <li>Mr. Calhoun said all vehicles have been serviced in preparation for the winter season. Ice melt is on order. Interior matting has been checked for safety. All boilers were cleaned this summer and will have weekend checks during the winter. Building heat is due to be turned on October 15<sup>th</sup> if needed.</li> <li>Mr. Spatola asked if the boilers were cold fired or continuous heat. Mr. Calhoun said they were not cold fired; they have minimum settings</li> </ul>	<p><b>Preparing for Upcoming Winter Season</b></p>

	<p>which can be controlled manually. Many units can be controlled digitally as well.</p>	
<b>B.</b>	<p><b>Update on Security Grant</b></p> <ul style="list-style-type: none"> <li>Mr. Calhoun said the district did not make the cut in the first round of funding. He had heard from a representative from the State that more funding will be made available. Overall New Milford is not at the top of the list as the district has made great strides in this area already. Mr. Calhoun said the state liked many of the items proposed in the grant and he is hopeful some funding may be received after January 2014.</li> </ul>	<p><b>Update on Security Grant</b></p>
<b>C.</b>	<p><b>Gas Leak at NMHS</b></p> <ul style="list-style-type: none"> <li>Mr. Calhoun said Mr. Olenik had handled this issue and thanked him and other Facilities crew members involved.</li> <li>Mr. Olenik said he was notified by a maintenance person on September 12<sup>th</sup> at about 3:00 p.m. that the high school had a strong gas smell. The building was evacuated and fire department and gas company called. They couldn't locate the leak so the entire building was shut off until it could be pressurized and tested. A contractor was brought in and the leak traced to the science wing. Adjustments were made to allow school to open safely the next day. Additional work was completed on the weekend and is still in process as additional parts are put in place. At this time, there are still two science rooms with bad valves waiting on parts.</li> <li>Mrs. Celli Rigdon asked about the cost of the repairs. Mr. Olenik said the cost so far was \$6,767 with more to come for the last repair that is still needed.</li> </ul>	<p><b>Gas Leak at NMHS</b></p>
<b>D.</b>	<p><b>Staffing Analysis – Facilities Personnel</b></p> <ul style="list-style-type: none"> <li>Mr. Calhoun provided a handout that analyzed the average square foot of building cleaned by district custodians as compared to the industry</li> </ul>	<p><b>Staffing Analysis – Facilities Personnel</b></p>

	<p>average for public schools. Mr. Calhoun said it shows that we are getting very good efficiencies versus the industry average and receiving good service from staff. The same analysis was provided for grounds and efficiencies were also shown there. He said safety is always a priority with field maintenance. The district also employs a full time painter, HVAC tech, electrician, plumber and three general maintenance personnel to try to do as much work in-house so as not to have to contract out. He said the department is constantly looking at efficiencies.</p> <ul style="list-style-type: none"><li>• Mr. McSherry said he was glad to see how well the department was doing.</li><li>• Mr. Spatola asked if the district received any support from town departments. Mr. Calhoun said the town has its own areas to maintain. The only overlap is to the fields between JPS and Kimberly Clark and that is small.</li></ul>	
5.	<p><b>Adjourn</b></p> <p>Mr. McSherry moved to adjourn the meeting at 7:15 p.m. seconded by Mr. Wellman and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:15 p.m.</b></p>

Respectfully submitted:



Lynette Celli Rigdon, Chairperson  
Facilities Sub-Committee

**New Milford Board of Education  
Operations Sub-Committee Minutes  
October 1, 2013  
Lillis Administration Building, Room 2**

Present: Mr. Thomas McSherry, Chairperson  
Mr. David A. Lawson  
Mrs. Lynette Celli Rigdon  
Mr. William Wellman

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
Mr. Joshua Smith, Assistant Superintendent  
Mrs. Ellamae Baldelli, Director of Human Resources  
Mr. Gregg Miller, Director of Fiscal Services  
Ms. Roberta Pratt, Director of Technology  
Mr. John Calhoun, Facilities Manager  
Mr. Joseph Olenik, Assistant Facilities Manager

LESLIE C. DUCKDEE  
TOWN CLERK

2013 OCT -4 A 9:25

NEW MILFORD, CT

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1.	<b>Call to Order</b> The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mr. McSherry.	<b>Call to Order</b>
2.	<b>Public Comment</b> <ul style="list-style-type: none"> <li>None</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b> <ul style="list-style-type: none"> <li>Ms. Baldelli said there may be additions to this exhibit by Tuesday. Prescreening has started for the Accounting Manager and there are still vacancies to be filled: 0.5 Special Education at NMHS and English and Special Education at SMS. Interviews are ongoing.</li> </ul> Mrs. Celli Rigdon moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.  Motion seconded by Mr. Lawson.  Motion passed unanimously.	<b>Discussion and Possible Action</b>  <b>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>  <b>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</b>



<p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Purchase Resolution D-658</b></li> <li><b>2. Budget Position as of September 30, 2013</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <ul style="list-style-type: none"> <li>Mr. Lawson asked for clarification regarding account numbers 550 and 612. Mr. Miller said 550 is printing and 612 is non-instructional supplies.</li> </ul> <p>Mrs. Celli Rigdon moved to bring the monthly reports: Purchase Resolution D-658, Budget Position as of September 30, 2013 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO – Exhibit B</b></li> <li><b>2. Goldring Family Foundation – Exhibit C</b></li> </ol> <ul style="list-style-type: none"> <li>Mr. McSherry said the PTO donations are always appreciated and the Goldring Family Foundation donation is also very much appreciated.</li> <li>Mr. Lawson asked if the engineering donation was supplanting Project Lead the Way and Dr. Paddyfote said no that it is an addition to the budgeted amount. She said it is a much needed enhancement. Mr. Goldring had reviewed the program and offered a \$30,000 donation. The teachers provided a wish list in excess of that amount and Mr. Goldring funded the full amount requested.</li> <li>Mrs. Celli Rigdon said the donation was fantastic support for the program.</li> <li>Mr. Lawson asked if the program would eventually have four levels and Dr. Paddyfote said yes that the program was in its second year and building up to four levels.</li> <li>Mr. Lawson said the district is thankful for</li> </ul>	<p><b>Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Purchase Resolution D-658</b></li> <li><b>2. Budget Position as of September 30, 2013</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <p><b>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-658, Budget Position as of September 30, 2013 and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO – Exhibit B</b></li> <li><b>2. Goldring Family Foundation – Exhibit C</b></li> </ol>
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	<p>these donations and other assistance given to district students by organizations such as MVP-SOS.</p> <p>Mr. Lawson moved to bring Gifts &amp; Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p><b>D. Grant Approvals</b></p> <p><b>1. District Consolidated Grant</b></p> <p><b>2. Title III Grant</b></p> <ul style="list-style-type: none"> <li>Mr. McSherry said he was glad to see that both grants had increased. Mr. Smith said they are formula driven. Title I is tied to free and reduced membership which has increased.</li> <li>Mr. Lawson asked who is responsible for the data collection piece. Mr. Smith said most are electronic assessment tools. Teachers play a role but don't input data.</li> </ul> <p>Mr. Lawson moved to bring the District Consolidated Grant and Title III Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p><b>E. Request for Additional Teacher</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote said that enrollment at JPS never reached its projected mark and HPS, while not much higher overall, was up in numbers at the kindergarten level. The nature of the class was compounding the issue. She presented two options to the Committee. Option 1 has a cost associated with it but is less disruptive overall to students. Savings from late retirees could be used to fund this option. Option 2 is cost</li> </ul>	<p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</b></p> <p><b>Grant Approvals</b></p> <p><b>1. District Consolidated Grant</b></p> <p><b>2. Title III Grant</b></p> <p><b>Motion made and passed unanimously to bring the District Consolidated Grant and Title III Grant to the full Board for approval.</b></p> <p><b>Request for Additional Teacher</b></p>
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	<p>neutral but disrupts a class at JPS too.</p> <ul style="list-style-type: none"> <li>• Mr. Wellman asked for more elaboration on the nature of the disruption. Dr. Paddyfote said the least senior teacher is at JPS and she would move to HPS as the additional teacher. Her 16 member class would be dispersed to other classes.</li> <li>• Mr. Lawson asked if there were special education students involved. Dr. Paddyfote said yes as well as ELL and 504 students.</li> <li>• Mrs. Celli Rigdon expressed concern about the timeliness of the change. Dr. Paddyfote said if approved by the Board the plan was to open the new section after the Columbus Day weekend. She said the move involves the moving of another class' physical space.</li> <li>• Mr. Lawson said this is an example of how projections can be incorrect. He is partial to Option 1 and favors sending the discussion to the full Board. He said kindergarten is the foundation of a student's education and we should choose the option least disruptive to students.</li> <li>• Mr. McSherry said he would recuse himself because his grandson is in one of the crowded classes at HPS.</li> <li>• Mrs. Celli Rigdon said she prefers Option 1 because it affects the least children and limits disruption.</li> </ul> <p>Mr. Lawson moved to bring the request for an additional teacher to the full Board for discussion.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed 3-0-1.</p> <p>Yes: Mr. Lawson, Mrs. Celli Rigdon, Mr. Wellman          Abstain: Mr. McSherry</p> <p><b>F. Substitute Rates</b></p> <ol style="list-style-type: none"> <li>1. Teachers</li> <li>2. Para-educators</li> </ol>	<p><b>Motion made and passed to bring the request for additional teacher to the full Board for discussion.</b></p> <p><b>Substitute Rates</b></p> <ol style="list-style-type: none"> <li>1. Teachers</li> <li>2. Para-educators</li> </ol>
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	<p><b>3. Secretaries</b> <b>4. Tutors</b></p> <ul style="list-style-type: none"><li>• Ms. Baldelli referenced the information provided regarding substitute rates and passed out a revision to the third sheet. She said the compiling of this information took over 20 hours since reporting is not automated yet. She said New Milford is close on starting pay for teacher substitutes in the area with the exception of Danbury and said that some subs do go to Danbury instead of New Milford. The secretary sub rate is close to a problem in that minimum wage is going up to \$9.00 on January 1, 2014. Para-educator rates are behind other districts. Ms. Baldelli passed out a sheet of recommended increases in the rates to be incorporated into budget planning for next year.</li><li>• Mr. Miller said the sheet shows a budgetary impact of over \$38,000 if the increases are made. The calculation was made using actual 2012-13 substitute numbers.</li><li>• Ms. Baldelli elaborated on the filled/unfilled numbers. She said a substitute is not always needed and gave the example of a teacher on a field trip. She said she did not want to minimize the 6% unfilled rate problem but New Milford's 94% fill rate for teachers is excellent.</li><li>• Ms. Baldelli said the Affordable Care Act may have an effect on this area down the road. As of January 2015 employees averaging 30 hours per week through the year must be offered insurance. This will include substitutes and tutors. The district may need to look at limiting a substitute's hours to avoid this. Also, new requirements say that a retired teacher in a shortage area who is used as a long term sub must be paid at the same level at which they went out.</li><li>• Mr. McSherry asked if there were a lot of subs who reach the 30 hours a week now and Mr.</li></ul>	<p><b>3. Secretaries</b> <b>4. Tutors</b></p>
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	<p>Miller said there were less than a dozen at this time and that it did not fluctuate greatly.</p> <ul style="list-style-type: none"> <li>• Mrs. Celli Rigdon asked what the budgetary amount would be for a dozen people for insurance. Mr. Miller said it would depend on the coverage chosen but estimated it would be between \$7,000 and \$20,000 each.</li> <li>• Mrs. Celli Rigdon asked what happened if the person went back down under 30 hours and Mr. Miller said that was not clearly defined now.</li> <li>• Mr. McSherry asked why the percentage of teachers unfilled is growing every year and Ms. Baldelli said she was not sure. Para-educator numbers unfilled is higher partly because many of them are qualified to sub as teachers and that pays better.</li> <li>• Mr. Lawson said we should not worry about whether or not we would need to offer a substitute insurance but what is best for students. A long term substitute is necessary for continuity. He said if cost efficiencies are sought the district should look to see if the number of absences can be reduced, for example decreasing the number of in-service requirements. He recommended bringing the increases forward to the Board now.</li> <li>• Mr. Miller said acting on the increases now would require a transfer of funds.</li> </ul> <p>Mr. Lawson moved to bring the Substitute Rates as recommended for teachers, para-educators and secretaries to the full Board for approval.</p> <p>There was no second.</p>	
<b>G.</b>	<b>Update on Adult Education</b>	<b>Update on Adult Education</b>
	<ul style="list-style-type: none"> <li>• Mr. Smith said he has been overseeing Adult Education since the last director resigned in June and no qualified replacement has been found. He believes the \$13,000 stipend and hours of 5:00 p.m. to 9:30 p.m. Monday through Thursday is making it difficult to find</li> </ul>	

a certified candidate. In the past the position has been filled by an in-district administrator or teacher with 092 certification but as daytime responsibilities have increased people are not willing to take on this added time. Mr. Smith outlined three options in a memo for the Board to discuss.

- Mr. Wellman asked if Mr. Smith had data on what the district needs. Mr. Smith said the GED and ELL populations are increasing.
- Mrs. Celli Rigdon asked what other districts are doing. Mr. Smith said there is a wide range. Many districts outsource the program. Mrs. Celli Rigdon said she thought the increase in hours and salary under option two was still too low to attract candidates. She asked Mr. Smith what the goals were for the Adult Education program. Mr. Smith said he thinks they are to serve the adult learners for high school equivalency or GED, to provide workforce competitive programs, and to offer community enrichment programs.
- Mr. Lawson asked what the program costs now. Mr. Smith said in 2013-14 the budget is \$81,000, supplemented by a grant of \$120,000.
- Mr. McSherry asked if there were other substantial grants available. Mr. Smith said there were major initiatives with federal and state money attached in the areas of ELL, CNA, home health care and workforce initiatives.
- Mrs. Celli Rigdon asked for the number of people who used Adult Education last year. Mr. Smith said it was over 200 not including enrichment courses.
- Mr. Lawson asked if the search for candidates could be expanded to the tri-state area. Mr. Smith said a Connecticut certification is required.
- Though no motion was made, the consensus of the Committee was to put the item on the full Board agenda for further discussion.



4.	<p><b>Items of Information</b></p> <p><b>A. The Village Green Scholarship</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote said that in addition to his generous donation to Project Lead the Way, Mr. Goldring was establishing a scholarship with a starting donation of \$20,000 to be awarded to two outstanding seniors at New Milford High School. The distribution would be for \$2500 per student each year for four years.</li> </ul> <p><b>B. Affordable Care Act</b></p> <ul style="list-style-type: none"> <li>Ms. Baldelli said that the district was required to notify all employees about the insurance exchange before October 1, 2013. Approximately 1000 correspondence pieces were distributed.</li> </ul> <p><b>C. Update on Transportation Complaints</b></p> <ul style="list-style-type: none"> <li>Mr. Miller said there have been nine complaints so far this year compared to twenty last year at this time. He said many parent concerns are resolved by All-Star before they reach the Central Office level.</li> </ul> <p><b>D. Update on Grants and Financial Software</b></p> <ul style="list-style-type: none"> <li>Mr. Miller said that currently grants are maintained in Quikbooks not in the AS400. The CPA partner in June recommended keeping the present set up until the conversion to MUNIS is accomplished in July 2014.</li> </ul> <p><b>E. New Legislation</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote distributed a summary from Pullman &amp; Comley of new legislation that impacts Board of Education policies and practices. She said item 1 on physical exercise</li> </ul>	<p><b>The Village Green Scholarship</b></p> <p><b>Affordable Care Act</b></p> <p><b>Update on Transportation Complaints</b></p> <p><b>Update on Grants and Financial Software</b></p> <p><b>New Legislation</b></p>
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and discipline was being incorporated into the district's current wellness policy. Item 2 regarding the written explanation to municipality on emergency line item transfers is also being addressed through policy changes. She suggested that Mr. Miller add a line to the current transfer form requiring a reason so the district will have a record. Dr. Paddyfote said item 3 prohibits the use of Alert Now and email to remind parents of any upcoming referendum. The district is already in compliance with item 4 requiring internet posting of spending since monthly reports are currently posted on the website. Item 5 regarding the development of school security and safety plans is very detailed. Dr. Paddyfote said this is another example of an unfunded mandate that will require time and resources. Item 6 does not apply to the district because none of our facilities has a pool. Item 7 on exemption from dissection is being addressed through policy changes. Item 8 expands Adult Education instruction. Item 9 is an amendment to the graduation policy which is being addressed through policy changes. Item 10 states that "stealing" school accommodations is no longer a crime, though a parent may still be civilly liable. Item 11 establishes the qualifications and responsibilities of athletic directors. We are already in compliance. Item 12 details assisting homeless youth in obtaining birth certificates. Item 13 requires the use of state-assigned student identification numbers on transcripts etc. which we have not done in the past. The district is exempt from compliance with Item 14 regarding electronic filing of unemployment tax returns because we have more than 250 employees.

- Mrs. Celli Rigdon asked what the budgetary impact of these items might be and Dr. Paddyfote said that was not known at this time.

Operations Sub-Committee Minutes

October 1, 2013

Lillis Administration Building, Room 2

5.	<b>Adjourn</b>  Mr. Lawson moved to adjourn the meeting at 8:52 p.m. seconded by Mrs. Celli Rigdon and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 8:52 p.m.</b>
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Respectfully submitted:



Thomas McSherry, Chairperson  
Operations Sub-Committee

**New Milford Board of Education  
Regular Meeting Minutes  
October 8, 2013  
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. David A. Lawson Mr. Thomas McSherry Mrs. Lynette Celli Rigdon Mr. David R. Shaffer Mrs. Daniele Shook Mr. John W. Spatola Mr. William Wellman
Absent:	Mrs. Angela C. Chastain

GEORGE C. BUCKBEE  
TOWN CLERK

2013 OCT 10 P 3:12

NEW MILFORD, CT

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools Mr. Joshua Smith, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Gregg Miller, Director of Fiscal Services Mr. John Calhoun, Director of Facilities Ms. Roberta Pratt, Director of Technology Mrs. Laura Olson, Director of Pupil Personnel and Special Services Dr. Len Tomasello, Principal, Sarah Noble Intermediate School Mrs. Paula Kelleher, Principal, John Pettibone Elementary School Mrs. Susan Murray, Northville Elementary School  Ms. Tess Harkin, Student Representative Mr. John Vazquez, Student Representative
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1.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b> The meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> <b>Pledge of Allegiance</b>
2.	<b>Recognition</b> <b>A. 2010-2013 Danbury-Area Elementary STEM Instructional Coaching Academy (DESICA) Graduates: Carrie Allen, Carol Allison, Susan Brofford, Cynthia Cotter, Megan Schoonmaker</b> <ul style="list-style-type: none"> <li>Dr. Paddyfote recognized the five teachers for taking part in a professional development program in which 24 teachers in three school districts participated.</li> </ul> The meeting recessed at 7:35 p.m. for a brief reception	<b>Recognition</b> <b>A. 2010-2013 Danbury-Area Elementary STEM Instructional Coaching Academy (DESICA) Graduates: Carrie Allen, Carol Allison, Susan Brofford, Cynthia Cotter, Megan Schoonmaker</b>

	and reconvened at 7:43 p.m.	
<b>3.</b>	<b>Public Comment</b> <ul style="list-style-type: none"> <li>• Roseann Petruso asked if the information about the question and answers from the public hearing would be available and if there was a timeline to hear the public, have the discussion and to vote. She suggested perhaps a survey could be done on-line to get feedback.</li> <li>• Mr. Lawson reminded the Board that this was a meeting held in public and not a public meeting.</li> <li>• Mrs. Faulenbach noted the information would be discussed in the Superintendent's report.</li> <li>• Lisa Reichin commended the Board for looking at all the options. She was concerned about Title I funding considerations. She noted that she moved her family to this area for the school system and the lower taxes and costs. She wondered what the trends were versus the enrollment numbers. She suggested the Board get union feedback, administration, parent and student feedback through a survey. She also thought the Route 7 bypass had not yet had a full impact on the community</li> <li>• Bob Coppola said he felt the Board did an excellent job with the hearing and the subcommittee did a good job of explaining about the space needs. He felt now the Board needs to explain to the public why it is beneficial to the town for the school to be closed. He asked the Board to consider what is best for the children.</li> </ul>	<b>Public Comment</b>
<b>4.</b>	<b>PTO Report</b> <ul style="list-style-type: none"> <li>• Mrs. Romaniello said the fall fundraisers are winding down but are not doing as well as expected.</li> <li>• The discount card is available.</li> <li>• There will be a variety of Halloween parties at the schools.</li> </ul>	<b>PTO Report</b>

5.	<p><b>Student Representatives Report</b></p> <ul style="list-style-type: none"> <li>October 10<sup>th</sup> is the Senior Guidance Night at 7 p.m. in the theater.</li> <li>October 15<sup>th</sup> – 19<sup>th</sup> is Spirit Week with a dance on Saturday.</li> <li>October 21<sup>st</sup> is the National Honor Society induction.</li> <li>October 23<sup>rd</sup> is the underclassmen photo retake.</li> <li>October 24<sup>th</sup> is the wind ensemble chorus concert.</li> <li>November 6<sup>th</sup> is the Financial Aid Night presentation.</li> </ul>	<p><b>Student Representatives Report</b></p>
6. A.	<p><b>Approval of Minutes</b>  <b>Approval of the following Board of Education Meeting Minutes</b>  <b>1. Regular Meeting September 10, 2013</b>  <b>2. Special Meeting September 24, 2013</b></p> <p><b>Mr. McSherry moved to approve the following Board of Education Meeting Minutes: Regular Meeting minutes of September 10, 2013 and Special Meeting minutes of September 24, 2013, seconded by Mrs. Shook and passed unanimously.</b></p>	<p><b>Approval of Minutes</b>  <b>A. Approval of the following Board of Education Meeting Minutes</b>  <b>1. Regular Meeting September 10, 2013</b>  <b>2. Special Meeting September 24, 2013</b></p> <p><b>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting minutes of September 10, 2013 and Special Meeting minutes of September 24, 2013.</b></p>
7.	<p><b>Superintendent's Report</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote noted the enrollment report for October 1<sup>st</sup> was handed out and the total enrolled is 23 less than the projections.</li> <li>This Kindergarten class is the first out of 13 years that is under 300.</li> <li>The answers to the questions posed at the September 24<sup>th</sup> hearing will be available on the website under District Information, Facilities and Utilization tab on Friday.</li> <li>The next public hearing will be October 22<sup>nd</sup> at Sarah Noble Intermediate School. Mike Zuba from Milone and MacBroom will talk about the projections. She encouraged the public to</li> </ul>	<p><b>Superintendent's Report</b></p>

	submit questions ahead of time through the district's website to be addressed that night.	
8.	<b>Board Chairman's Report</b> <ul style="list-style-type: none"> <li>Mrs. Faulenbach noted the annual report for the 2012-13 school year had been placed on the table for each Board member. The Board accomplished much including recognizing 227 students and 37 staff members; full day kindergarten was now in its second year; the PTO donated over \$144,000; and the Board approved over \$1.3 million in grants.</li> </ul>	<b>Board Chairman's Report</b>
9.	<b>Committee Reports</b> <p><b>A. Facilities Sub-Committee</b></p> <ul style="list-style-type: none"> <li>Mrs. Celli Rigdon said everything from the Facilities Committee was for information only.</li> </ul> <p><b>B. Operations Sub-Committee</b></p> <ul style="list-style-type: none"> <li>Mr. McSherry noted all the items were on the agenda tonight for approval.</li> </ul> <p><b>C. Policy Sub-Committee</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said there were policies for approval and one for first review on tonight's agenda.</li> </ul> <p><b>D. Committee on Learning</b></p> <ul style="list-style-type: none"> <li>Mr. Lawson said there are two curricula for approval tonight and the Committee is keeping on top of the SEED requirements and Common Core requirements.</li> </ul> <p><b>E. Education Connection</b></p> <ul style="list-style-type: none"> <li>Mrs. Celli Rigdon said the discussion included the agency's Annual Report and a discussion of the government shutdown in terms of Headstart and the Affordable Care Act.</li> </ul>	<b>Committee Reports</b> <p><b>A. Facilities Sub-Committee</b></p> <p><b>B. Operations Sub-Committee</b></p> <p><b>C. Policy Sub-Committee</b></p> <p><b>D. Committee on Learning</b></p> <p><b>E. Education Connection</b></p>

<p><b>F.</b></p> <p><b>G.</b></p>	<p><b>Connecticut Boards of Education</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said the conference for November 15<sup>th</sup> requires an RSVP by October 11<sup>th</sup>. She said New Milford will receive awards for communications for the Annual Report and NMHS student handbook/planner.</li> </ul> <p><b>Negotiations Committee</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said the administrators unit will be heading to arbitration.</li> </ul>	<p><b>F. Connecticut Boards of Education</b></p> <p><b>G. Negotiations Committee</b></p>
<p><b>10.</b></p> <p><b>A.</b></p> <p><b>B.</b></p>	<p><b>DISCUSSION AND POSSIBLE ACTION</b></p> <p><b>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 8, 2013</b></p> <p><b>Mr. McSherry moved to approve Exhibit A: Personnel - Certified, Non-Certified, Appointments, Resignations and Leaves of Absence dated October 8, 2013, seconded by Mrs. Shook.</b></p> <ul style="list-style-type: none"> <li>Mrs. Celli Rigdon asked if the part-time special education teacher at Faith Academy who was also a substitute teacher in New Milford schools would then be eligible for health insurance and Ms. Baldelli said the person only works seven hours at Faith Academy.</li> <li>Mr. McSherry said he was impressed with the credentials of the substitutes.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Purchase Resolution D-658</b></li> <li><b>Budget Position as of September 30, 2013</b></li> <li><b>Request for Budget Transfers</b></li> </ol> <p><b>Mrs. Shook made a motion to approve monthly</b></p>	<p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 8, 2013</b></p> <p><b>Motion made and passed unanimously to approve Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 8, 2013.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>Purchase Resolution D-658</b></li> <li><b>Budget Position as of September 30, 2013</b></li> <li><b>Request for Budget Transfers</b></li> </ol> <p><b>Motion made and passed</b></p>



<p><b>reports: Purchase Resolution D-658, Budget Position as of September 30, 2013 and Request for Budget Transfers, seconded by Mr. McSherry.</b></p> <ul style="list-style-type: none"> <li>• Mr. Lawson asked if anything had changed on the report and Mr. Miller said it had not, that the district is a little ahead of last year in this point in time and he did not have any concern accounts yet. He said the substitute account is a little over already at this point.</li> <li>• Mr. Lawson asked about the reasons for substitutes and Ms. Baldelli said the reasons vary including leaves of absence and there were more leaves this early in the year than last year.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>C. Gifts &amp; Donations</b>  <b>1. PTO — Exhibit B</b>  <b>2. Goldring Family Foundation — Exhibit C</b></p> <p><b>Mr. Lawson moved to accept Gifts and Donations: PTO – Exhibit B in the amount of \$8,900.00 and Goldring Family Foundation – Exhibit C in the amount of \$32,795.18, seconded by Mr. McSherry.</b></p> <ul style="list-style-type: none"> <li>• Mr. Lawson thanked the PTO for their donation as well as the new donor for his contribution to the engineering program.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>D. Grant Approvals</b>  <b>1. District Consolidated Grant</b></p> <p><b>Mr. McSherry moved to approve the District Consolidated Grant in the amount of \$276,814.00, seconded by Mrs. Shook.</b></p> <ul style="list-style-type: none"> <li>• Mr. Lawson asked why the grant went up from last year and Mr. Smith said the grant is formulaic and based on free and reduced lunch rates which the principals have been</li> </ul>	<p><b>unanimously to approve monthly reports: Purchase Resolution D-658, Budget Position as of September 30, 2013, and request for budget transfers.</b></p> <p><b>C. Gifts &amp; Donations</b>  <b>1. PTO — Exhibit B</b>  <b>2. Goldring Family Foundation — Exhibit C</b></p> <p><b>Motion made and passed unanimously to accept Gifts &amp; Donations: PTO – Exhibit B in the amount of \$8,900.00 and Goldring Family Foundation – Exhibit C in the amount of \$32,795.18.</b></p> <p><b>D. Grant Approvals</b>  <b>1. District Consolidated Grant</b></p> <p><b>Motion made and passed unanimously to approve the District Consolidated Grant in the amount of \$276,814.00.</b></p>
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	<p>encouraging parents to apply for.</p> <p><b>The motion passed unanimously.</b></p> <p><b>2. Title III Grant</b></p> <p><b>Mrs. Shook moved to approve the Title III grant in the amount of \$19,009.00, seconded by Mr. McSherry and passed unanimously.</b></p>	
<b>E.</b>	<p><b>Approval of the Following Curricula</b></p> <p><b>1. Grade 7 Art</b></p> <p><b>2. History through Film</b></p> <p><b>Mr. Lawson moved to approve the following Curricula: Grade 7 Art and History through Film, seconded by Mr. Shaffer and passed unanimously.</b></p>	<p><b>2. Title III Grant</b></p> <p><b>Motion made and passed unanimously to approve the Title III grant in the amount of \$19,009.00.</b></p> <p><b>E. Approval of the Following Curricula</b></p> <p><b>1. Grade 7 Art</b></p> <p><b>2. History through Film</b></p> <p><b>Motion made and passed unanimously to approve the following Curricula: Grade 7 Art and History through Film.</b></p>
<b>F.</b>	<p><b>Policies for Approval</b></p> <p><b>1. 3160 Budget and Transfer of Funds</b></p> <p><b>2. 5000 Equal Employment Opportunity</b></p> <p><b>3. 5113 Truancy</b></p> <p><b>4. 6142.1 Exemption from Instruction</b></p> <p><b>5. 6142.2 Student Nutrition and Physical Activity (Student Wellness)</b></p> <p><b>6. 6146 Graduation Requirements</b></p> <p><b>7. 6200 Adult Education</b></p> <p><b>Mr. McSherry moved to approve the following policies:</b></p> <p><b>1. 3160 Budget and Transfer of Funds</b></p> <p><b>2. 5000 Equal Employment Opportunity</b></p> <p><b>3. 5113 Truancy</b></p> <p><b>4. 6142.1 Exemption from Instruction</b></p> <p><b>5. 6142.2 Student Nutrition and Physical Activity (Student Wellness)</b></p>	<p><b>F. Policies for Approval</b></p> <p><b>1. 3160 Budget and Transfer of Funds</b></p> <p><b>2. 5000 Equal Employment Opportunity</b></p> <p><b>3. 5113 Truancy</b></p> <p><b>4. 6142.1 Exemption from Instruction</b></p> <p><b>5. 6142.2 Student Nutrition and Physical Activity (Student Wellness)</b></p> <p><b>6. 6146 Graduation Requirements</b></p> <p><b>7. 6200 Adult Education</b></p> <p><b>Motion made and passed unanimously to approve the following policies:</b></p> <p><b>1. 3160 Budget and Transfer of Funds</b></p> <p><b>2. 5000 Equal Employment Opportunity</b></p> <p><b>3. 5113 Truancy</b></p>

	<p><b>6. 6146 Graduation Requirements 7. 6200 Adult Education Seconded by Mrs. Shook and passed unanimously.</b></p> <p><b>G. Policy for First Review 1. 3541 Transportation Services</b></p> <ul style="list-style-type: none"> <li>• Mrs. Celli Rigdon asked for an explanation of the transportation services policy. Mr. Miller said this policy basically cleans up the old policy based on counsel's recommendation. He said the roads in New Milford can be somewhat difficult to traverse with the dirt roads and narrow roads. He said sometimes they are not navigable for buses.</li> <li>• Mrs. Celli Rigdon asked if the cul-de-sac deadends was a change in the policy and Mr. Miller said this would now comply with the walking distances policies.</li> <li>• Mrs. Celli Rigdon asked if the bus routes would be affected and Mr. Miller said some would probably be affected.</li> <li>• Mrs. Celli Rigdon said she had a problem with the wording "will not enter" in the policy as perhaps too strong. Mrs. Faulenbach said this would go back to the Policy Committee for further discussion.</li> <li>• Mrs. Celli Rigdon said she did not understand why the change from K-8 to K-6 for walking to school 30 minutes before sunrise. She felt 6<sup>th</sup> graders were still young to walk to school 30 minutes before sunrise. Dr. Paddyfote said this was in compliance with the school accommodations policy and noted that in some cases the difference was one minute.</li> <li>• Mr. Spatola noted there are lake communities with private roads and Mr. Miller said per state statute the buses don't go on private roads unless there is a special needs child or a 504 accommodation.</li> </ul>	<p><b>4. 6142.1 Exemption from Instruction 5. 6142.2 Student Nutrition and Physical Activity (Student Wellness) 6. 6146 Graduation Requirements 7. 6200 Adult Education</b></p> <p><b>G. Policy for First Review 1. 3541 Transportation Services</b></p>
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<p><b>H.</b></p>	<p><b>Textbook Approvals for Grade 9</b></p> <p><b>Mr. McSherry moved to approve the following textbooks for Grade 9: Warriors Don't Cry and Persepolis, seconded by Mrs. Shook.</b></p> <ul style="list-style-type: none"> <li>• Mr. Spatola said he felt the Persepolis book might be more appropriate for middle school due to the cartoonish nature of the drawings.</li> <li>• Mr. Lawson noted that the book was chosen for a variety of reasons including the parallels to the ninth grade curriculum.</li> <li>• Mr. Smith said the author left Tehran during the revolution, ended up at art school and wrote this biography of life in Tehran during that time. He noted it is similar to what is happening in Syria at this time.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>I. Request for Additional Teacher</b></p> <p><b>Mr. McSherry moved to approve an additional teacher for Hill and Plain School, seconded by Mr. Lawson.</b></p> <ul style="list-style-type: none"> <li>• Mr. Wellman said there were 22 students at Hill and Plain that do not speak English and was wondering if another half ESL teacher should be added for minimal disruption. Dr. Paddyfote said the idea is to have another section and not isolate these students.</li> <li>• Mr. Wellman said the children at this level need to be firmly grounded in the basics of learning and not distractions from other students. Dr. Paddyfote said the kindergarten population needs another section; there are currently two at 22 students and three at 21. She also noted that an ELL or bilingual speaker cannot teach a self contained class. She noted the magnet school tried to fill positions with cross-endorsed elementary/bilingual or world language teachers and could not fill the positions.</li> <li>• Mrs. Celli Rigdon asked if Mr. Wellman was</li> </ul>	<p><b>H. Textbook Approvals for Grade 9</b></p> <p><b>Motion made and passed unanimously to approve the following textbooks for Grade 9: Warriors Don't Cry and Persepolis.</b></p> <p><b>I. Request for Additional Teacher</b></p> <p><b>Motion made and passed to approve an additional teacher for Hill and Plain School.</b></p>
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suggesting adding an ELL teacher to assist kindergarten also. Mr. Wellman said one or the other.

- Mr. Lawson said he was in favor of this motion.
- Mr. Spatola noted there are distractions throughout the year such as resignations and maternity leaves, he also felt this could be done without adding additional staff and he was not in favor of this motion.
- Mr. Shaffer asked if this savings of \$102,000 was in addition to the \$85,000 from the last meeting and Dr. Paddyfote said this was in addition and was due to a reduced work force of eight positions, seven of whom found jobs and therefore are not collecting unemployment.
- Mrs. Shook said speaking as a teacher she would be in favor of hiring an additional teacher.
- Mr. McSherry felt this would be the least disruptive and therefore better for the children.

**The motion passed 5-2-1.**

Aye: Mr. Lawson, Mrs. Shook, Mrs. Faulenbach,  
Mrs. Celli Rigdon, Mr. Shaffer

No: Mr. Wellman, Mr. Spatola

Abstain: Mr. McSherry

**J. Update on Adult Education**

- Mrs. Faulenbach opened the Adult Education issue up for discussion.
- Mr. Smith said due to staff changes this summer he began looking into the Adult Education program. The position has been posted since July with limited interest. He began to look into the program and how other DRG D districts handled their Adult Education program. He said some run it through the school and some run it outside the school.
- Mrs. Celli Rigdon asked if it would be possible for this person to do part of the SEED evaluations and Mr. Smith said he could explore this position doing other roles.

**J. Update on Adult Education**

- Mr. Shaffer asked how many GED or HSD students had not graduated and Mr. Smith said there are 70 total at some stage in the program.
- Mr. Shaffer asked if the state requires an 092 for HSD, GED and enrichment. Mr. Smith said the GED and HSD require a certified teacher and to be evaluated and managed by an 092.
- Mr. Shaffer asked if the 092 could take care of the two programs and someone else could manage the rest and Mr. Smith said he did not know the answer to that question.
- Mr. Smith said there were three options he was suggesting, the first option was for a full-time director for Adult Education requiring an extra \$10,000 allocation. The second option was the status quo but to increase the stipend to \$30,000 which would reduce the operations allocations by \$5,000. The third option would be to outsource the Adult Education program which required an operations allocation of \$10,000 to bring the total to \$92,000.
- Mr. Spatola said he had a conversation with Ms. Baldelli about the \$18.51 per hour for an administrator, with him feeling it was low. He said he was more in favor of an increased stipend to \$30,000.
- Mr. Wellman asked what the approximately 400 students were enrolled in other than the GED and HSD programs. Mr. Smith said they were enrolled in enrichment programs such as citizenship classes, ballroom dancing, cooking, art, workforce development and technology. He noted the enrichment portion was self sustaining. The HSD and GED are mandated and must run whether there are one or twelve participants.
- Mr. Wellman asked how the needs of the community were determined for Adult Education and Mr. Smith said the need is really determined by enrollment in classes and members of the community signing up for the offerings. He felt a director could spend more time creating programming that the community would want or use.
- Mr. Wellman asked if the costs were fully



	<p>loaded including an allocation for administration and Mr. Smith said often there are additional fees but he did not know if the cost included administrative costs.</p> <ul style="list-style-type: none"> <li>• Mr. Shaffer asked what would happen if nothing changed and Mr. Smith said he would continue running the program and conducting the evaluation.</li> </ul> <p><b>Mr. McSherry moved to accept the recommendation of adding \$13,000 to increase the Adult Education position stipend to \$30,000, seconded by Mr. Spatola and passed 6-0-2.</b></p> <p>Aye: Mr. Spatola, Mr. McSherry, Mrs. Shook, Mrs. Faulenbach, Mrs. Celli Rigdon, Mr. Shaffer Abstain: Mr. Wellman, Mr. Lawson</p>	<p><b>Motion made and passed to accept the recommendation of adding \$13,000 to increase the adult education position stipend to \$30,000.</b></p>
<b>11.</b>	<b>ITEMS FOR INFORMATION AND DISCUSSION</b>	<b>ITEMS FOR INFORMATION AND DISCUSSION</b>
<b>A.</b>	<b>Field Trip Report</b>	<b>A. Field Trip Report</b>
<b>B.</b>	<b>Substitute Rates</b>	<b>B. Substitute Rates</b>
	<ul style="list-style-type: none"> <li>• Mr. Miller said he quantified the impact of increasing the substitute rates and said it would increase the line by about \$38,000 for the 2014-15 budget.</li> <li>• Mr. Lawson said he had no opposition to the pay raise; he felt that the need for substitutes should be reduced perhaps by looking at the in-service programs.</li> <li>• Ms. Baldelli said the reasons for absences include not just in-service but leaves of absences which are for the whole year and must be counted as such, field trips, unpaid days, etc. She said the fill rate for the school is over 90% which is up compared to other districts. She said there are a variety of ways to work on the professional development including after the school day, early dismissals, and extending the teachers' work day which all would incur additional costs. She said she could look at options when building the budget.</li> </ul>	



12.	<b>Adjourn</b>  Mrs. Shook moved to adjourn the meeting at 9:12 p.m., seconded by Mr. McSherry and passed unanimously.	<b>Adjourn</b>  Motion made and passed to adjourn the meeting at 9:12 p.m.
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Respectfully submitted:

*Daniele Shook*

Daniele Shook

Secretary

New Milford Board of Education