

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

BOARD OF EDUCATION
MEETING NOTICE

DATE:	October 13, 2015
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. Winner in the 2015 CHET Dream Big! Competition – SNIS students **Annabelle Colonna** and **Giacomo Colangelo**
- B. Artistry in Creating SNIS LMC Mural – **Mrs. Amy Gagnon** and **Mrs. Elizabeth McManus**
- C. Selection as State Finalist for the 2015 Presidential Awards for Excellence in Mathematics and Science Teaching – **Mrs. Erin Lucia**, NMHS Science teacher
- D. NMPS Retirees – **Mrs. Barbara Bates** and **Mr. Alan Smith**

3. PUBLIC COMMENT

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

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

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
 - 1. Board Workshop Meeting Minutes September 8, 2015
 - 2. Regular Meeting Minutes September 8, 2015
 - 3. Special Meeting Minutes September 24, 2015

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. COMMITTEE REPORTS

- A. Facilities Sub-Committee – Mr. Littlefield
- B. Operations Sub-Committee – Mrs. Faulenbach

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- C. Policy Sub-Committee – Mr. Lawson
- D. Committee on Learning – Mrs. Shook
- E. Education Connection – Mr. Coppola
- F. Connecticut Boards of Education (CABE) – Mr. Littlefield
- G. Negotiations Committee – Mrs. Chastain
- H. Magnet School – Mrs. Faulenbach

10. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 13, 2015
- B. Monthly Reports
 - 1. Purchase Resolution: D-679
 - 2. Budget Position dated 9/30/15
 - 3. Request for Budget Transfers
- C. Grant Approvals
 - 1. Bilingual Education Program Grant – ED114
 - 2. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation
- D. Policies for Approval
 - 1. 3524.1 Hazardous Material in School - Pest Management/Pesticide Application
 - 2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks
 - 3. 4118.25/4218.25 Reporting Child Abuse and Neglect
 - 4. 5113 Truancy
 - 5. 5113.1 Work Permits
 - 6. 5114 Removal/Suspension/Expulsion
 - 7. 5121 Examination/Grading/Rating
 - 8. 5141.3 Health Assessments and Immunizations
- E. Policy for Suspension
 - 1. 5157 Use of Physical Force and Seclusion
- F. Approval of the Following Curricula
 - 1. PE Leader
 - 2. Keyboarding
- G. Textbook Approvals
- H. Activity Stipend Requests – Exhibit B
 - 1. Schaghticoke Middle School
- I. Legal Opinion re SNIS Fields
- J. Mayor's Request for JPS Transfer
- K. Memorandum of Understanding re School Resource Officers
- L. Superintendent Search

11. ITEMS FOR INFORMATION AND DISCUSSION

- A. Field Trip Report
- B. Textbook Preview – Grades 11 and 12

12. EXECUTIVE SESSION (anticipated)

- A. Discussion of records, reports and statements pertaining to the collective bargaining negotiations with Teamster's Local 677-Custodians and Maintainers and discussion of written communication protected by the attorney-client privilege concerning the strategy of said negotiations

13. DISCUSSION AND POSSIBLE ACTION

- A. Approval of successor collective bargaining agreement between the New Milford Board of Education and the Teamster's Local 677-Custodians and Maintainers

14. ADJOURN

ITEMS OF INFORMATION

Policy Sub-Committee Meeting -- September 15, 2015
Committee on Learning Meeting -- September 15, 2015
Ad-Hoc Sub-Committee Meeting -- September 22, 2015
Facilities Sub-Committee Minutes -- October 6, 2015
Operations Sub-Committee Minutes -- October 6, 2015

Policy Sub-Committee Meeting October 20, 2015 – 6:45 p.m. Lillis Administration Building, Room 2	Board of Education Meeting November 10, 2015 – 7:30 p.m. Sarah Noble Intermediate School, LMC
Committee on Learning October 20– 7:30 p.m. Lillis Administration Building, Room 2	Policy Sub-Committee Meeting November 17, 2015 – 6:45 p.m. Lillis Administration Building, Room 2
Facilities Sub-Committee Meeting November 3, 2015 – 6:45 p.m. Lillis Administration Building, Room 2	Committee on Learning November 17, 2015 – 7:30 p.m. Lillis Administration Building, Room 2
Operations Sub-Committee Meeting November 3, 2015 – 7:30 p.m. Lillis Administration Building, Room 2	

**New Milford Board of Education
 Board Workshop Meeting Minutes
 September 8, 2015
 Sarah Noble Intermediate School Library Media Center**

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 2015 SEP 11 A 8:55
 NEW MILFORD, CT

Present:	Mrs. Angela Chastain, Chair Mr. Robert Coppola (arrived at 6:31 p.m.) Mrs. Wendy Faulenbach Mr. David A. Lawson Mr. Dave Littlefield (arrived at 6:31 p.m.) Mr. David R. Shaffer Mr. John W. Spatola Mrs. Theresa Volinski
Absent:	Mrs. Daniele Shook

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools Mr. Joshua Smith, Deputy Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mr. Michael Clyne, Data Coach
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1.	Call to Order A. Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 6:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Presentation Deputy Superintendent Joshua Smith will present information regarding district assessment data. <ul style="list-style-type: none"> • Mr. Smith and Mr. Clyne presented the student achievement update to the Board. Mr. Smith noted that NWEA is used in school districts across the country and is a private nonprofit. This NWEA assessment measures what students know and adapts to the testee without prejudice or bias. This is one data point that is simply used to judge a student's growth. • NWEA does not measure the mastery of a subject rather it gives predictive individual targets for each student. 	Presentation Deputy Superintendent Joshua Smith will present information regarding district assessment data.

- In terms of math performance, five of the six grades tested outperformed the national norm. The national norm is an historic annual projection of where each grade level should be.
- Mr. Shaffer asked if these were nationwide norms and if so if they were weighted towards states that test better. Mr. Smith said nothing is by state so the norm is based on a spectrum of all types of school districts and is not Connecticut versus other states.
- Mr. Clyne noted there are 10 to 12 million users each year.
- According to the MAP Assessment Performance, 52.3% of New Milford students scored above the national norm for the spring test.
- Mr. Coppola asked how often the test was given and Mr. Smith said it was given in the fall, winter and spring. Mr. Coppola asked if this assessment gave a child's individual performance and Mr. Smith said after each test a report was sent home to parents giving their child's results.
- Mr. Coppola asked if the assessment showed certain items that children do not do well in and Mr. Clyne said it is not an item by item analysis but rather a standard analysis.
- Mr. Smith said the expectation of NWEA, an adaptive test to find the midpoint of student understanding, is that 50% of the participants will make the projection. The overall improvement target is 100% which tells how much each student has grown. For New Milford, the third grade growth was 110% which was 10% higher than expected. He noted that New Milford presented its results at an NWEA conference and other districts were excited about what New Milford was doing and asked about the programming.
- Mr. Clyne discussed the reading performance scores. He said the reading assessment performance test showed the beginning test result, which averaged 57.7%, rose to 63.1% from fall to spring.
- Mr. Smith said the kindergarten is not tested in

	<p>the fall so their first assessment is winter.</p> <ul style="list-style-type: none">• Mr. Littlefield asked why the fifth grade improved so much and Mr. Smith said it could be a teacher driven effort due to the new curriculum or that the particular class is a factor. He said that will show through in sixth grade next year if it is the class itself.• Mr. Shaffer asked what kind of questions are asked such as essay or multiple choice and Mr. Smith said the test is adaptive so K-2 has audio reading passages and 3 – 8 has reading. He noted the test is highly adaptive as one fourth grade student did so well that they were reading Shakespeare.• Mr. Clyne noted that the reading consisted of literature, non-fictional and vocabulary testing.• Mr. Smith discussed the intervention supports and said at Schaghticoke 77 students were selected for six week intervention supports in reading and mathematics. He noted that no control group was used so it is impossible to say that the interventions definitely worked but 57 of 74 students met their projections on the corresponding NWEA assessment• Mr. Coppola asked how the students were selected and Mr. Smith said they tried to find students who fell through the cracks and did not get any supports. He said the decision was based on MAP scores, grades, discipline, attendance and teacher input.• Mr. Coppola asked if 77 was a magic number and Mr. Smith said no.• Mr. Smith noted the interventions at the high school had 29 students serviced and 24 of them met their short term intervention goals. He also noted there was no control group. Mr. Clyne said these students were behind track on graduating.• Mr. Shaffer asked if a student had poor attendance if they received intervention since their attendance would not change. Mr. Smith said attendance was a factor but not the driving factor.• Mr. Smith showed many slides of charts which showed the growth level for K-8 students in	
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	<p>reading and math.</p> <ul style="list-style-type: none"> • Mr. Lawson asked why there was an identical drop over time in the fall of 2014-15 and wondered if that was due to no summer school. Mr. Smith said he could not support the summer school program as it was before since there was limited return on investment. He felt now that the district was better able to assess the student progress he could better suggest a summer school program to the Board and the parents. • Mr. Smith discussed the increased number of AP tests taken and how that has improved the college readiness score as determined by US News. • Mr. Littlefield asked about the enrichment outliers and Mr. Smith said they are now offering the seventh graders algebra. Mr. Littlefield asked if it would be offered to younger grades such as fourth grade and Mr. Smith said there are blocks in fifth grade that allow for a deeper level of understanding on standards. • Mr. Smith thanked the Board for its role in the process with their support of the interventionists, the curriculum changes and the new math program. 	
<p>3.</p>	<p>Adjourn</p> <p>Mr. Littlefield moved to adjourn the meeting at 7:25 p.m., seconded by Mr. Lawson and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed to adjourn the meeting at 7:25 p.m.</p>

Respectfully submitted:



Wendy Faulenbach
 Secretary
 New Milford Board of Education

New Milford Board of Education
 Regular Meeting Minutes
 September 8, 2015
 Sarah Noble Intermediate School Library Media Center

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 2015 SEP 11 A 8:55

NEW MILFORD, CT

Present:	Mrs. Angela C. Chastain, Chairperson Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. David A. Lawson Mr. Dave Littlefield Mr. David R. Shaffer Mrs. Daniele Shook Mr. John W. Spatola Mrs. Theresa Volinski
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Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools Mr. Joshua Smith, Deputy Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mrs. Kathleen Sanders, Accounting Manager Mr. John Calhoun, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Roberta Pratt, Director of Technology Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mr. Eric Vazquez, Student Representative Ms. Kendall Stewart, Student Representative
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1.	Call to Order A. Pledge of Allegiance The annual meeting of the New Milford Board of Education was called to order at 7:31 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Recognition B. Service to New Milford Public Schools: Mr. John Calhoun, Facilities Manager <ul style="list-style-type: none"> • Dr. Paddyfote recognized Mr. Calhoun for 20 years of service to the school district and noted that he was involved in energy savings initiatives, security upgrades, capital facilities planning and the transition from six to five schools. Mr. Calhoun said he would remember New Milford fondly. A. Teacher of the Year for 2016: Mrs. Jennifer Singer, Grade 3 teacher, SNIS	Recognition B. Service to New Milford Public Schools: Mr. John Calhoun, Facilities Manager A. Teacher of the Year for 2016: Mrs. Jennifer Singer, Grade 3

	<ul style="list-style-type: none"> • Dr. Paddyfote recognized Mrs. Singer as the Teacher of the Year for 2016, sharing praise from several of her co-workers. <p>B. Service to New Milford Public Schools: Mrs. Dana Ford, SMS Principal</p> <ul style="list-style-type: none"> • Dr. Paddyfote acknowledged Mrs. Ford, who was not available for this meeting, and said this was her 12th year in the district. She said Mrs. Ford instituted the promotion ceremony at Schaghticoke and brought STEM to the school. <p>The meeting recessed at 7:37 p.m. for a brief reception and reconvened at 7:44 p.m.</p>	<p>teacher, SNIS</p> <p>B. Service to New Milford Public Schools: Mrs. Dana Ford, SMS Principal</p>
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Lisa Mosey, a teacher at Schaghticoke for 29 years, noted there is a lack of substitute teachers. Last year she said there were 77 days without a substitute which required teachers to give up their prep time. She said that is not a solution as teachers then give up time to prepare for teaching. She suggested that an incentive program be put in place for teachers, offering to buy back unused sick time, so that teachers might become more selective in their current use of it. • John Wrenn, a teacher for 36 years, spoke about nine extra obligations placed on teachers for after school this year. He said this would prohibit teachers from helping students after school. • Maureen Dunkerton, a Hill and Plain teacher, said Hill and Plain has had five principals in five years. They were ready for the open house even though new computers were not set up for the teachers when they got there and they were not hooked up for days. She said the Smartboards were not set up and desktops were not set up with appropriate applications needed. She also noted there are four metal classrooms that had air conditioning that is broken which she has been told will not be fixed for a year. 	<p>Public Comment</p>

	<p>She asked for the tools needed to teach the children.</p> <ul style="list-style-type: none"> • Kim Patella, President of the NMEA, said they are forming an advocacy group called New Milford Partnership for Education that will unite to support New Milford Public Schools. • Meg Jones, a taxpayer, parent and teacher in New Milford said the school calendar, which has professional development now held after hours, does not take into consideration parents having to work with day care, people taking care of their elderly parents, or how the athletics programs will be impacted. • JT Schemm, a parent and former New Milford High School teacher, asked what would happen when all the retirees walk out the door. He asked what the district would do when all the experience walked out. He asked if New Milford was a district that trained but did not retain teachers. 	
<p>4.</p>	<p>PTO Report</p> <ul style="list-style-type: none"> • Mrs. Kathleen Lewis reported that schools got off to a great start. The PTO sponsored a K-5 welcome back and they were visible during the K-8 open houses. Fundraisers are starting to roll out. School pictures will start next week. 	<p>PTO Report</p>
<p>5.</p>	<p>Student Representatives' Report</p> <ul style="list-style-type: none"> • Mr. Vazquez introduced Ms. Kendall Stewart as the new student representative. • The students are getting back to school and acclimating to their new grades. • Picture days are finishing up. • Open House at NMHS will be next Thursday September 17th from 7 to 9 p.m. • Spanish Honor Society will hold a blood drive on September 25th. • Fall sports are underway with games beginning Friday. • Band has been practicing during the summer and will have a home show September 26th. 	<p>Student Representatives' Report</p>

	<p>They will also be playing at UConn this Saturday.</p> <ul style="list-style-type: none"> • Spirit Week will be October 5 – 9 with the homecoming dance on October 3rd and football homecoming on October 9th. 	
<p>6. A.</p>	<p>Approval of Minutes Approval of the following Board of Education Meeting Minutes</p> <p>1. Regular Meeting Minutes June 9, 2015</p> <p>Mrs. Shook moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes June 9, 2015, seconded by Mr. Shaffer and passed 8-0-1.</p> <p>Aye: Mr. Spatola, Mrs. Volinski, Mr. Littlefield, Mrs. Faulenbach, Mrs. Chastain, Mrs. Shook, Mr. Lawson, Mr. Shaffer Abstain: Mr. Coppola</p> <p>2. Special Meeting Minutes June 16, 2015</p> <p>Mr. Coppola moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes June 16, 2015, seconded by Mr. Littlefield and passed 7-0-2.</p> <p>Aye: Mr. Spatola, Mrs. Volinski, Mr. Littlefield, Mrs. Faulenbach, Mrs. Chastain, Mrs. Shook, Mr. Coppola Abstain: Mr. Lawson, Mr. Shaffer</p> <p>3. Special Meeting Minutes July 22, 2015</p> <p>Mr. Littlefield moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 22, 2015, seconded by Mrs. Volinski and passed 7-0-2.</p> <p>Aye: Mr. Spatola, Mrs. Volinski, Mr. Littlefield, Mrs. Faulenbach, Mrs. Chastain, Mrs. Shook,</p>	<p>Approval of Minutes A. Approval of the following Board of Education Meeting Minutes</p> <p>1. Regular Meeting Minutes June 9, 2015</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes June 9, 2015.</p> <p>2. Special Meeting Minutes June 16, 2015</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes June 16, 2015</p> <p>3. Special Meeting Minutes July 22, 2015</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes July 22, 2015</p>

	<p>Mr. Coppola Abstain: Mr. Lawson, Mr. Shaffer</p>	
7.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she felt the opening day of school went well and she thanked the staff for their hard work to facilitate the opening. • She said the walk-through at Schaghticoke went well. • This afternoon, Mr. Smith and Dr. Paddyfote did a walk-through of the school buildings that had no air conditioning in light of the hot weather and said the children were well hydrated during that time. She noted that when school is closed or shortened due to weather related issues she relies on the National Weather Service to issue a Heat Advisory. She also said there are air conditioned locations in all the schools without air conditioning that can be utilized by staff and students. 	<p>Superintendent's Report</p>
8.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mrs. Chastain thanked the administration and faculty for all the work done during the school transition. 	<p>Board Chairman's Report</p>
9.	<p>Committee Reports</p> <p>A. Facilities Sub-Committee</p> <ul style="list-style-type: none"> • There was no report. <p>B. Operations Sub-Committee</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said they discussed Exhibit A, the monthly reports including the new format and codes, the tuition rates, some signatory changes and heard a MUNIS update. <p>C. Policy Sub-Committee</p> <ul style="list-style-type: none"> • Mr. Lawson noted the first meeting would be next week. 	<p>Committee Reports</p> <p>A. Facilities Sub-Committee</p> <p>B. Operations Sub-Committee</p> <p>C. Policy Sub-Committee</p>

	<p>D. Committee on Learning</p> <ul style="list-style-type: none"> Mrs. Shook said the first meeting would be next week. <p>E. Education Connection</p> <ul style="list-style-type: none"> Mr. Coppola said the Director of Education Connection will be retiring after 14 years and said the person who serves as Director must be a certified Superintendent. He said the former Wooster School campus in Danbury will be the new special needs programming center. <p>F. Connecticut Boards of Education (CABE)</p> <ul style="list-style-type: none"> Mr. Littlefield said he had no report. <p>G. Negotiations Committee</p> <ul style="list-style-type: none"> Mrs. Chastain said the negotiations were ongoing with three bargaining units. <p>H. Magnet School</p> <ul style="list-style-type: none"> Mrs. Faulenbach said they had not had a meeting yet. Mr. Coppola asked if the dollars requested for the magnet school were the same and Mrs. Faulenbach said they had not changed. 	<p>D. Committee on Learning</p> <p>E. Education Connection</p> <p>F. Connecticut Boards of Education (CABE)</p> <p>G. Negotiations Committee</p> <p>H. Magnet School</p>
<p>10.</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 8, 2015</p> <p>Mrs. Shook moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 8, 2015, seconded by Mrs. Volinski.</p> <ul style="list-style-type: none"> Mr. Coppola said the district was losing a great 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 8, 2015</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel - Certified, Non-Certified, Appointments, Resignations and Leaves of Absence dated September 8, 2015</p>

<p>deal of knowledge with the retirements. He asked where the STEM teacher was on this list and Ms. Baldelli said it was filled internally so the position would not be on the list. She said Mrs. Susan Brofford was offered the position.</p> <ul style="list-style-type: none"> • Mr. Shaffer suggested the Board honor those teachers and faculty who have retired since last June. He also asked if teachers were offered an exit interview with the Superintendent and Ms. Baldelli said all but one person who left has been contacted to discuss why they left. She said in some cases a spouse had been transferred or the teacher could make more money elsewhere. • Dr. Paddyfote said while Human Resources typically handles the exit interview process she was aware of the reasons given for why most people left. • Mr. Shaffer said the exit interview was for feedback and Ms. Baldelli said they are getting better at asking for feedback. • Mr. Lawson noted that Exhibit A was 28 pages of changes and said he felt the retention of teachers was an environmental and continuity issue and perhaps the strategic plan needed to be revisited. • Mr. Spatola said he knows how difficult it is to hire and fire people so he gave Ms. Baldelli kudos for the work she did. • Ms. Baldelli noted that while Exhibit A was 28 pages, most of the appointments were for department chairs, team leaders, etc. • Dr. Paddyfote noted that when the last strategic plan was done the district knew that approximately 60% of the faculty had 35 or more years in service and she said many people have made a commitment to this district. 	
<p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolutions D-676, D-677, D-678 2. Budget Position as of 8/27/15 3. Requests for Budget Transfers: June 2015, July 	<p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolutions D-676, D-677, D-678 2. Budget Position as of 8/27/15 3. Requests for Budget

<p style="text-align: center;">2015, August 2015</p> <p>Mr. Coppola made a motion to approve monthly reports: Purchase Resolutions D-676, D-677, D-678; Budget Position as of 8/27/15; and Requests for Budget Transfers June 2015, July 2015, August 2015, seconded by Mrs. Shook.</p> <ul style="list-style-type: none"> • Mr. Lawson appreciated the bigger font used for this report. • Mr. Coppola asked about the price of oil and electric and Mrs. Sanders said it was done in conjunction with the Town and the Board. • Mr. Coppola asked about the unemployment figure and if that was what the Board was required to pay and Mrs. Sanders said it was a projection based on past history. • Mr. Coppola asked about the other transportation line of \$151,450 and Mrs. Sanders said it was for sports teams and not normal bus routes. • Mr. Shaffer asked about the \$8,000 to put carpets in Sarah Noble and Mr. Smith said that was for area rugs. • Mr. Shaffer noted the \$16,000 paid to CABA for dues and wondered what the district got for the money. • Mr. Spatola asked on D-677 if the health insurance was a partial payment and Mrs. Faulenbach said that was the amount the district owed. • Mr. Spatola asked if the \$400,000 for boiler maintenance was just for cleaning and Mr. Calhoun said cleaning and servicing the burners. • Mr. Spatola asked about the sewer benefit assessment and Dr. Paddyfote said she thought it was the benefit assessment for the high school. <p>The motion passed unanimously.</p> <p>C. Policies for Second Review 1. 5113.1 Work Permits</p>	<p style="text-align: center;">Transfers: June 2015, July 2015, August 2015</p> <p>Motion made and passed unanimously to approve monthly reports: Purchase Resolutions D-676, D-677, D-678; Budget Position as of 8/27/15; and Requests for Budget Transfers June 2015, July 2015, August 2015.</p> <p>C. Policies for Second Review 1. 5113.1 Work Permits</p>
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	<p>2. 5114 Removal/Suspension/Expulsion</p> <ul style="list-style-type: none"> Mr. Coppola said he would save his comments for the Policy Sub-Committee. <p>D. Tuition Rates for 2015-2016</p> <p>Mr. Coppola moved to approve the Tuition Rates for 2015-2016 as follows: New Milford High School: \$13,129.61; Schaghticoke Middle School: \$10,772.81; Sarah Noble Intermediate School and Elementary Schools: \$10,847.70, seconded by Mrs. Shook.</p> <ul style="list-style-type: none"> Mr. Coppola asked if the Sherman rate was different and Dr. Paddyfote said it was and that the tuition income for there goes to the Town. Mr. Spatola asked how the tuition rate was determined and Dr. Paddyfote said Mr. Hubelbank follows a formula. Mr. Spatola asked if the state had a formula or if it was New Milford's and Dr. Paddyfote said the state provides guidelines. <p>The motion passed unanimously.</p> <p>E. Authorization of Signatory on School District Accounts – Exhibit B</p> <p>Mr. Coppola moved to approve Authorization of Signatory on School District Accounts – Exhibit B, seconded by Mrs. Shook.</p> <ul style="list-style-type: none"> Mr. Coppola asked if this would change when Mrs. Ford was replaced and Dr. Paddyfote said they would. <p>The motion passed unanimously.</p> <p>F. Appointment of Medical Advisor</p> <p>Mrs. Faulenbach moved to appoint Dr. Evan R. Hack to the position of School District Medical Advisor, seconded by Mr. Littlefield.</p>	<p>2. 5114 Removal/Suspension/Expulsion</p> <p>D. Tuition Rates for 2015-2016</p> <p>Motion made and passed unanimously to approve the Tuition Rates for 2015-2016 as follows: New Milford High School: \$13,129.61; Schaghticoke Middle School: \$10,772.81; Sarah Noble Intermediate School and Elementary Schools: \$10,847.70</p> <p>E. Authorization of Signatory on School District Accounts – Exhibit B</p> <p>Motion made and passed unanimously to approve Authorization of Signatory on School District Accounts – Exhibit B</p> <p>F. Appointment of Medical Advisor</p> <p>Motion made and passed to appoint Dr. Evan R. Hack to the position of School District Medical Advisor.</p>
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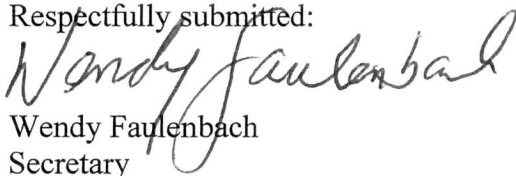
	<ul style="list-style-type: none"> • Mr. Lawson recused himself from the vote. <p>The motion passed 8-0-1. Aye: Mr. Spatola, Mrs. Volinski, Mr. Littlefield, Mrs. Faulenbach, Mrs. Chastain, Mrs. Shook, Mr. Shaffer, Mr. Coppola Abstain: Mr. Lawson</p> <p>G. End of Year Balance for 2015</p> <p>Mr. Coppola moved to request that the End-of-Year Balance for 2015, subject to final audit, go to capital reserve, seconded by Mr. Littlefield.</p> <ul style="list-style-type: none"> • Mr. Coppola asked when the final audit would be done and Dr. Paddyfote said usually January. • Mr. Lawson said the 0.33% to budget was too close for comfort. • Mr. Spatola reminded the Board that the number was higher but the Board voted to purchase additional equipment and supplies. <p>The motion passed unanimously.</p> <p>H. Improvement to Back Fields at SNIS</p> <ul style="list-style-type: none"> • Mrs. Chastain said the Facilities Sub-Committee was approached by the New Milford Youth Baseball and Softball League for them to improve the back fields at Sarah Noble and needed to know from the Board what questions they wanted the Board attorney to answer. • Mr. Coppola asked if the school system would be excluded from using the fields and if their insurance would cover any incidents. • Mr. Littlefield said the school would always have the priority use. • Mr. Spatola said these would be Cal Ripken and Babe Ruth size fields and would be one of two in the state so presumably New Milford could host the championship or playoff games. • Mr. Shaffer asked who would clean up and Mr. Calhoun said his department would take care of 	<p>G. End of Year Balance for 2015</p> <p>Motion made and passed unanimously to request that the End-of-Year Balance for 2015, subject to final audit, go to capital reserve.</p> <p>H. Improvement to Back Fields at SNIS</p>
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<p>that but would make the league aware of issues with trash.</p> <p>I. Appointment of Board’s legal counsel to serve as hearing officer in lieu of Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate</p> <p>Mr. Coppola moved to approve the appointment of the Board’s legal counsel to serve as hearing officer in lieu of the Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate, seconded by Mrs. Shook.</p> <ul style="list-style-type: none">• Mr. Coppola noted this was to help with time parameters which sometimes cause a scheduling problem.• Mr. Littlefield asked if there was an option to review the decision and Dr. Paddyfote said no, that the Board had to conduct a hearing within 10 days of suspension if a student was recommended for expulsion.• Mrs. Chastain said this would be used if the Board members could not get together in a timely fashion.• Dr. Paddyfote noted in one year there were 13 hearings which is a lot.• Mr. Spatola said this Board was elected and he felt it was the obligation of the members to attend.• Mrs. Faulenbach said she shared his concern but if for some reason it was not possible to meet this would ensure compliance.• Mr. Lawson said the Board could put itself in a legal bind. <p>Mr. Lawson called the question, seconded by Mrs. Faulenbach and passed 8-1. Aye: Mr. Spatola, Mrs. Volinski, Mrs. Faulenbach, Mrs. Chastain, Mrs. Shook, Mr. Lawson, Mr. Shaffer, Mr. Coppola No: Mr. Littlefield</p>	<p>I. Appointment of Board’s legal counsel to serve as hearing officer in lieu of Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate</p> <p>Motion made and passed to approve the appointment of the Board’s legal counsel to serve as hearing officer in lieu of the Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate.</p> <p>Motion made and passed to call the question.</p>
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	<p>The motion passed 7-2. Aye: Mrs. Volinski, Mrs. Faulenbach, Mrs. Chastain, Mrs. Shook, Mr. Lawson, Mr. Shaffer, Mr. Coppola No: Mr. Spatola, Mr. Littlefield</p>	<p>The motion passed 7-2.</p>
<p>11.</p>	<p>Items for Information and Discussion</p> <p>A. Field Trip Report</p> <ul style="list-style-type: none"> • Mr. Coppola asked when there was no cost who paid and Mr. Smith said it might be a parent organization such as the band or student fundraising through activity accounts. • Mr. Coppola thanked the PTO as they are often integral to paying for field trips. • Mr. Smith noted that Mr. Syzdek, the NMHS band teacher, had put most of his field trips in for the year already. • Mr. Shaffer noted that the Band Day at UConn was a good opportunity, noting that when he went to school he went to a Band Day and Arthur Fiedler was the guest conductor. <p>B. Textbook Preview</p> <p>C. Update on Turf Fields</p> <ul style="list-style-type: none"> • Mr. Calhoun said that Public Works was in the final design stage before bringing the application to Zoning and then will send the bid out this month. They hope to break ground in early November. <p>D. Update on SMS Roof</p> <ul style="list-style-type: none"> • Mr. Calhoun said he had not heard back from the Town Council yet. • Mr. Lawson asked if more than one proposal was sent to them and Dr. Paddyfote said they received the two options – one for state reimbursement and one without. 	<p>Items for Information and Discussion</p> <p>A. Field Trip Report</p> <p>B. Textbook Preview</p> <p>C. Update on Turf Fields</p> <p>D. Update on SMS Roof</p>

<p>12.</p> <p>A.</p>	<p>Executive Session (Anticipated)</p> <p>Discussion of Superintendent's contract term and related provisions</p> <p>Mr. Littlefield moved to enter into Executive Session to discuss the Superintendent's contract term and related provisions and to invite Dr. JeanAnn C. Paddyfote into the session, seconded by Mr. Coppola and passed unanimously.</p> <p>The Board and Dr. Paddyfote entered executive session at 9:10 p.m.</p> <p>The Board and Dr. Paddyfote returned to public session at 9:31 p.m.</p>	<p>Executive Session (Anticipated)</p> <p>A. Discussion of Superintendent's contract term and related provisions</p> <p>Motion made and passed unanimously to enter into Executive Session to discuss the Superintendent's contract term and related provisions and to invite Dr. JeanAnn C. Paddyfote into the session.</p>
<p>13.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Discussion and possible action regarding Superintendent's contract term and related provisions</p> <p>Mr. Coppola moved that the Board regretfully accept Dr. JeanAnn C. Paddyfote's notice of her intention to retire effective January 31, 2016 as Superintendent of the New Milford Public Schools, seconded by Mrs. Shook, and passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Discussion and possible action regarding Superintendent's contract term and related provisions</p> <p>Motion made and passed unanimously that the Board regretfully accept Dr. JeanAnn C. Paddyfote's notice of her intention to retire effective January 31, 2016 as Superintendent of the New Milford Public Schools.</p>
<p>14.</p>	<p>Adjourn</p> <p>Mr. Coppola moved to adjourn the meeting at 9:40 p.m., seconded by Mrs. Shook and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:40 p.m.</p>

Respectfully submitted:



Wendy Faulenbach
 Secretary

New Milford Board of Education

**New Milford Board of Education
 Special Meeting Minutes
 September 24, 2015
 Lillis Administration Building – Board Room**

NEW MILFORD, CT
 2015 SEP 25 P 2:58
 RECEIVED
 TOWN CLERK

Present:	Mrs. Angela C. Chastain, Chairperson Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. Dave Littlefield Mr. David R. Shaffer Mrs. Theresa Volinski
Absent:	Mr. David A. Lawson Mrs. Daniele Shook Mr. John W. Spatola

Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools
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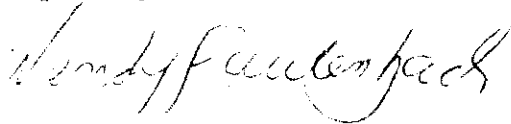
1. A.	Call to Order Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Chastain. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> • There was none. 	Public Comment
3. A.	Executive Session (Anticipated) Interview and discuss candidate for the position of Facilities Manager. Motion made by Mr. Coppola that the Board enter into Executive Session to interview and discuss the candidate for the position of Facilities Manager, and invite into the session Dr. JeanAnn Paddyfote and the candidate. Motion seconded by Mrs. Faulenbach. Motion passed unanimously. The Board and Dr. Paddyfote entered executive session at 6:31 p.m.	Executive Session (Anticipated) A. Interview and discuss candidate for the position of Facilities Manager. Motion made and passed unanimously that the Board enter into Executive Session to interview and discuss the candidate for the position of Facilities Manager, and invite into the session Dr. JeanAnn Paddyfote and the candidate.

	<p>The candidate for the position of Facilities Manager entered executive session at 6:32 p.m.</p> <p>The candidate left executive session at 6:48 p.m.</p> <p>The Board and Dr. Paddyfote returned to public session at 6:58 p.m.</p>	
<p>4.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Appointment of candidate to the position of Facilities Manager.</p> <p>Motion made by Mr. Coppola that the Board of Education approve the appointment of:</p> <p>Mr. Kevin Munrett as Facilities Manager effective on or about October 19, 2015 2015-2016 salary - \$95,000 including differential for degree</p> <p>Motion seconded by Mrs. Volinski.</p> <p>The motion passed unanimously.</p>	<p>Discussion and Possible Action</p> <p>A. Appointment of candidate to the position of Facilities Manager.</p> <p>Motion made and passed unanimously that the Board of Education approve the appointment of:</p> <p>Mr. Kevin Munrett as Facilities Manager effective on or about October 19, 2015 2015-2016 salary - \$95,000 including differential for degree</p>
<p>5.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>SMS administration</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the position of middle school principal had been posted for two to three weeks and they had very few candidates apply, none of which she would recommend to the Board. Instead, she is recommending that Dr. Len Tomasello be named Interim Principal at SMS beginning Monday. Per policy 2152, Dr. Paddyfote said she intends to transfer Dr. Christopher Longo to SMS for the 2015-16 school year. • Mr. Coppola asked what Dr. Longo’s position would be at SMS and Dr. Paddyfote said he will be an assistant principal with primary responsibilities for sixth grade. • Mr. Coppola asked if the move would result in a change of salary for Dr. Longo and Dr. 	<p>Discussion and Possible Action</p> <p>A. SMS administration</p>

	<p>Paddyfote said no, it is a lateral move.</p> <ul style="list-style-type: none"> • Mr. Coppola asked if Dr. Longo was in favor of the move and Dr. Paddyfote said he was. • Mr. Shaffer said he thought Dr. Longo had previous middle school experience and Dr. Paddyfote said he did. • Dr. Paddyfote said she was aware this would leave a hole at the high school and it was her intention to fill it quickly until the end of the year, similar to an administrative internship. A quick timed posting would go out tomorrow to the administrators' union then to anyone in the system with 092 certification. Dr. Paddyfote said she expected internal applicants. She reminded the Board that several internal candidates had been vetted for positions recently and asked if they were okay with her making the interim appointment or if they would prefer a special meeting for that purpose. The consensus of the Board was that Dr. Paddyfote should make the appointment if it was an internal one. • Mr. Coppola asked how the change in assignment affects Dr. Tomasello's status and Dr. Paddyfote said his appointments are always year to year and his status would have to be considered during budget season. Mr. Coppola said he hoped the Board could figure out a way to keep Dr. Tomasello as he is a valuable addition to the district. • Dr. Paddyfote said when Dr. Tomasello agreed to take over as Interim Principal he asked for a complementary educator two days a week to assist with the additional evaluations he would need to do. There will be money to fund that position since the replacement for Dr. Longo will be coming in on the first step. • Mrs. Faulenbach said she thought the overall plan was a good one and said the district is fortunate to have people willing and capable to take on new responsibilities when needed. 	
<p>6.</p>	<p>Adjourn</p> <p>Mr. Littlefield moved to adjourn the meeting at</p>	<p>Adjourn</p> <p>Motion made and passed</p>

	7:05 p.m., seconded by Mrs. Faulenbach, and passed unanimously.	unanimously to adjourn the meeting at 7:05 p.m.
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Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
October 13, 2015
**as of October 9, 2015

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. None

2. CERTIFIED STAFF

b. APPOINTMENTS

1. **Ms. Ana Aguirre**, Spanish Teacher, New Milford High School
Move that the Board of Education appoint **Ms. Ana Aguirre** as Spanish Teacher at New Milford High School effective September 21, 2015.
2015-2016 Salary: \$64,834 (step 10B), pro-rate to start date

Education History:

BA: CCSU

Major: Spanish

Work Experience:

8 yrs. Simsbury, 2 yrs. Avon

Replacing: C. DeMoura

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. None

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

1. **Mr. Daniel Burk**, Paraeducator, Northville Elementary School
Move that the Board of Education appoint **Mr. Daniel Burk** as a Paraeducator at Northville Elementary School effective October 14, 2015.
2. **Ms. Erinn Goldey**, Paraeducator, New Milford High School
Move that the Board of Education appoint **Ms. Erinn Goldey** as a Paraeducator at New Milford High School effective October 14, 2015.
3. **Mrs. Maura Jabbonsky**, Library Clerk, Northville Elementary School
Move that the Board of Education appoint **Mrs. Maura Jabbonsky** as Library Clerk at Northville Elementary School effective October 14, 2015.
4. **Mrs. Heidi Mongan**, Paraeducator, Schaghticoke Middle School
Move that the Board of Education appoint **Mrs. Heidi Mongan** as a Paraeducator at Schaghticoke Middle School effective October 19, 2015.

\$13.04 per hour - Hire Rate

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

Replacing: S. Christos

\$13.04 per hour - Hire Rate

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

Replacing: M. English

\$15.91 per hour

Replacing: S. Hovland

\$13.04 per hour - Hire Rate

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

Replacing: B. Bates

5. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

6. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

7. BAND STAFF

a. RESIGNATIONS

1. None

8. BAND STAFF

b. APPOINTMENTS

1. None

9. COACHING STAFF

a. RESIGNATIONS

1. **Ms. Eileen Holden**, Girls' Varsity Softball Coach, New Milford High School
Move that the Board of Education accept the resignation of **Ms. Eileen Holden** as Girls' Varsity Softball Coach at New Milford High School effective September 22, 2015.
2. **Mr. Daryl James**, Girls' Freshman Basketball Coach, New Milford High School
Move that the Board of Education accept the resignation of **Mr. Daryl James** as Girls' Freshman Basketball Coach at New Milford High School effective August 13, 2015.
3. **Mr. Cody Norlander**, Boys' Freshman Basketball Coach, New Milford High School
Move that the Board of Education accept the resignation of **Mr. Cody Norlander** as Boys' Freshman Basketball Coach at New Milford High School effective September 18, 2015.

Personal

Personal

Personal

10. COACHING STAFF

b. APPOINTMENTS

1. **Ms. Tricia Blood**, Girls' Intramural Basketball Coach, Schaghticoke Middle School
Move that the Board of Education appoint **Ms. Tricia Blood** as Girls' Intramural Basketball Coach at Schaghticoke Middle School effective November 1, 2015.

2015-2016 stipend: \$947

Current staff member

- | | |
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| <p>2. Mrs. Daniella Brooks, Boys' and Girls' Grade 3 Intramural PE Activities Coach, Sarah Noble Intermediate School
Move that the Board of Education appoint Mrs. Daniella Brooks as Boys' and Girls' Grade 3 Intramural PE Activities Coach at Sarah Noble Intermediate School effective November 9, 2015.</p> | <p>2015-2016 stipend: \$1,895
Current staff member</p> |
| <p>3. Mr. Emmett Cole, Boys' and Girls' Grade 3 Intramural PE Activities Coach, Sarah Noble Intermediate School
Move that the Board of Education appoint Mr. Emmett Cole as Boys' and Girls' Grade 3 Intramural PE Activities Coach at Sarah Noble Intermediate School effective November 9, 2015.</p> | <p>2015-2016 stipend: \$1,895
Current staff member</p> |
| <p>4. Mr. Rob Hibbard, Boys' Intramural Basketball Coach, Schaghticoke Middle School
Move that the Board of Education appoint Mr. Rob Hibbard as Boys' Intramural Basketball Coach at Schaghticoke Middle School effective November 1, 2015.</p> | <p>2015-2016 stipend: \$947
Current staff member</p> |
| <p>5. Mr. Rob Hibbard, Girls' Interscholastic Basketball Coach, Schaghticoke Middle School
Move that the Board of Education appoint Mr. Rob Hibbard as Girls' Interscholastic Basketball Coach at Schaghticoke Middle School effective November 1, 2015.</p> | <p>2015-2016 stipend: \$1,895
Current staff member</p> |
| <p>6. Mr. Scott Hoffman, Girls' and Boys' 2nd Team Cross Country Coach, Schaghticoke Middle School
Move that the Board of Education appoint Mr. Scott Hoffman as Girls' and Boys' 2nd Team Cross Country Coach at Schaghticoke Middle School effective September 21, 2015.</p> | <p>2015-2016 stipend: \$1,895
Current staff member</p> |
| <p>7. Mr. David Mumma, Boys' Interscholastic Basketball Coach, Schaghticoke Middle School
Move that the Board of Education appoint Mr. David Mumma as Boys' Interscholastic Basketball Coach at Schaghticoke Middle School effective November 1, 2015.</p> | <p>2015-2016 stipend: \$1,895
Current staff member</p> |

11. LEAVES OF ABSENCE

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| <p>1. **Mrs. Rebecca Eannacony, Paraeducator, Sarah Noble Intermediate School
Move that the Board of Education approve an unpaid leave of absence for Mrs. Rebecca Eannacony from November 2, 2015 through December 11, 2015.</p> | <p>Unpaid Leave of Absence</p> |
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| <p>2. Dr. Christopher Longo, Assistant Principal, New Milford High School
<u>Move</u> that the Board of Education approve a leave of absence for Dr. Christopher Longo from his position at New Milford High School to accept an interim position at Schaghticoke Middle School through June 30, 2016.</p> | <p>Leave of Absence to accept interim position at SMS</p> |
| <p>3. Mrs. Jennifer Persico, Elementary Teacher, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education approve an unpaid leave of absence for Mrs. Jennifer Persico from October 31, 2015 through April 8, 2016.</p> | <p>Unpaid leave of absence</p> |
| <p>4. **Ms. Linda Scoralick, Math Teacher, New Milford High School
<u>Move</u> that the Board of Education approve a leave of absence for Ms. Linda Scoralick from her position at New Milford High School to accept an interim position at New Milford High through June 30, 2016.</p> | <p>Leave of Absence to accept interim position at NMHS</p> |
| <p>5. Mrs. Jennifer Singer, Elementary Teacher, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education approve an unpaid leave of absence for Mrs. Jennifer Singer for the remainder of the 2015-2016 school year.</p> | <p>Unpaid leave of absence</p> |

10. DISCUSSION AND POSSIBLE ACTION

THE FOLLOWING ITEMS CAN BE FOUND ON THE OPERATIONS WEB PAGE UNDER OCTOBER 6, 2015

- B. Monthly Reports
 - 1. Purchase Resolution D-679
 - 2. Budget Position dated 9/30/15
 - 3. Request for Budget Transfers
- C. Grant Approvals
 - 1. Bilingual Education Program Grant – ED114
 - 2. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation
- J. Mayor's Request for JPS Transfer
- K. Memorandum of Understanding re School Resource Officers

THE FOLLOWING ITEMS CAN BE PREVIEWED IN THE OFFICE OF THE DEPUTY SUPERINTENDENT

- F. Approval of the Following Curricula
 - 1. PE Leader
 - 2. Keyboarding

THE FOLLOWING ITEM CAN BE FOUND ON THE FACILITIES WEB PAGE UNDER OCTOBER 6, 2015

- I. Legal Opinion re SNIS Fields

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms, that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff and parents or guardians of students shall be given notice, at least annually, of the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the unnecessary use of pesticides. It is a plan consistent with an applicable model plan provided by the Commissioner of Environmental Protection pursuant to Connecticut state law.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. The Maintenance Supervisor/Head Custodian shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.

Consistent with state law, no person, other than a pesticide applicator with supervisory certification under Connecticut General Statutes § 22a-54 or a pesticide applicator with operational certification under § 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of any school. This section shall not apply in the case of an emergency application of pesticide to eliminate an immediate threat to human health where it is impractical to obtain the services of any such applicator provided such emergency application does not involve a restricted use pesticide.

No person shall apply a lawn care pesticide on the grounds of any preschool or school with students in grade eight or lower, except that an emergency application of a lawn care pesticide may be made to eliminate a threat to human health, as determined by the local health director, the Commissioner of Public Health, the Commissioner of Environmental Protection or the Superintendent of Schools

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

Whenever it is deemed necessary to use a chemical substance, that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Except for emergency applications, notices shall also be posted in designated areas at school at least forty-eight (48) hours prior to the application. The notice shall include 1) the name of the active ingredient of the pesticide being applied to the target/pest; 2) the target pest; 3) the location of the application on the school property; 4) the date of the application; and 5) the name of the school administrator or designee who may be contacted for further information.

Notice of policy

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application. Notice of any modification of the pesticide application policy shall also be sent to any person who registers for this notice.

Website Notice of Applications

The school district's home page must indicate how parents may register for prior notice of pesticide applications.

Notice of pesticide applications shall be posted not less than twenty-four hours prior to such application through (A) the home page of the Internet website for the school where such application will occur, or, in the event such school does not have a website, on the home page of the Internet website for the Board, and (B) the primary social media account of such school or the Board.

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including information on indicators of pest activity that can verify the need for action.

Business/Non-Instructional Operations

Hazardous Material in Schools

Summary of Applications Notice

By March 15th of each year, the Board shall send an annual notice via e-mail notification or alert system for applications made since January first of such year and a listing of such notices for applications made during the March fifteenth through December thirty-first timeframe from the preceding calendar year. This annual summary of applications shall also be published in parent handbooks, manuals or annual notices.

Pesticide applications shall be limited to non-school hours and when activities are not taking place, except that an emergency application of a lawn care pesticide may be made to eliminate a threat to human health, as determined by the Superintendent.

Legal Reference: Connecticut General Statutes

- §10-231a Pesticide applications at schools: Definitions
- §10-231b Pesticide applications at schools: Authorized applications. Ban. Exceptions.
- §10-231d Pesticide applications at schools with an integrated pest management plan
- 22a-46. Short title: Connecticut Pesticide Control Act.
- 22a-47(cc) Definitions
- 22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.
- 22a-58. Records to be kept by distributors and applicators.
- 23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.
- 22a-66a(a)(2) Notification of the application of pesticides

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: June 11, 2002
 Policy revised: June 10, 2008
 Policy revised: October 13, 2009
 Policy revised: March 8, 2011
 Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

FOR APPROVAL

4112.5(a)

4212.5(a)

Personnel – Certified/Non-Certified

Criminal History Inquiries and Employment Reference Checks

The New Milford Public School System requires all applicants for employment to state whether he or she has ever been convicted of a crime or whether criminal charges are pending against him or her at the time of application. This includes convictions and charges inside or outside the State of Connecticut. Applicants must specify the relevant jurisdiction, approximate date, location and nature of each conviction or charge.

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

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

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

Personnel – Certified/Non-Certified

Criminal History Inquiries and Employment Reference Checks (continued)

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

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

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

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

Prohibitions on Employment

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

Has been convicted of a crime involving an act of child abuse or neglect as described in Conn. Gen. Stat. § 46b-120 or sexual assault against a student being educated by a local or regional board of education or technical high school other than as part of an adult education program as described in Conn. Gen. Stat. §§53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a; or

4112.5(c)
4212.5(c)

Personnel – Certified/Non-Certified

Prohibitions on Employment (continued)

Has been convicted of the crime of failing to make a mandated report in a timely manner or intentionally and unreasonably interfering with or preventing the making of a mandated report in violation of Conn. Gen. Stat. §17a-101a regardless of whether the allegation of abuse or neglect or sexual assault has been substantiated.

Legal References: Connecticut General Statutes:

29-17a. Criminal history records checks. Procedure. Fees

31-51i Erased Criminal Records

10-221d Criminal History Records Check

10-222c Hiring Policy

Public Act 15-205, An Act Protecting School Children

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR APPROVAL

4118.25 (a)

4218.25 (a)

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

The Board of Education recognizes the obligation and importance of reporting suspected child abuse and neglect. Many of the school district's employees are considered mandated reporters and have an independent duty under state law to report suspected abuse and neglect to the Department of Children and Families ("DCF") or other law enforcement agencies. Regardless of an employee's status as a mandated reporter, ALL employees of the school district are required to report suspected child abuse or neglect in accordance with this policy and applicable law.

Definitions

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

"Child" means any person under eighteen years of age or any person under twenty-one years of age who is in full-time attendance in a secondary school, a technical school, a college or a state-accredited job training program;

"Abused" refers to a child who (a) has had physical injury or injuries inflicted upon him/her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment;

"Neglected" refers to a child who (a) has been abandoned; (b) is being denied proper care and attention, physically, educationally, emotionally, or morally; or (c) is being permitted to live under conditions, circumstances, or associations injurious to the child's well-being;

"Mandated reporters" are "School Employees" and specifically include: teachers, substitute teachers, administrators, superintendents, guidance counselors, psychologists, social workers, nurses, physicians, paraprofessionals, coaches or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district.

"Sexual assault" means the criminal conduct described in Conn. Gen. Stat. §§53a-70 (sexual intercourse by force or threat of force, or with a person unable to consent due to age or mental incapacity); 53a-70a (aggravated sexual assault); 53a-71 (includes sexual intercourse between a school employee and a student enrolled in the school district); 53a-72a (compelled sexual contact); 53a-72b (sexual contact with threat of firearm) or 53a-73a (sexual contact between a school employee and student enrolled in the school district).

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

When to Report Abuse or Neglect

Reports must be made whenever an employee, in the ordinary course of his or her employment, has reasonable cause to suspect or believe that:

1. A child (as defined above) has been: abused or neglected; has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child; or has been placed in imminent risk of serious harm.
2. A student has been the victim of a sexual assault and the perpetrator is a school employee. "Student" means a person of any age who is being educated by a local or regional board of education or technical high school other than as part of an adult education program.
3. A full time student under the age of 21 has been abused or neglected by a member of the school staff.

Reasonable Cause

A reporter's suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, victim or third party. Such suspicion or belief does not require certainty or probable cause.

Reporting Procedure for Mandated Reporters

Oral Report to DCF within 12 hours

Mandated reporters must make an oral report by telephone (24 Hour Careline, 1-800-842-2288) or in person to the Department of Children and Families, or an appropriate law enforcement agency, as soon as practicable but not later than twelve (12) hours after having acquired reasonable cause to suspect or believe that a child or victim has been abused or neglected. The employee shall notify the Building Principal and Superintendent of Schools or designee immediately after the oral report has been made.

Written Report to DCF within 48 hours

Mandated reporters shall submit a written report to DCF within forty-eight (48) hours of making the oral report. The report shall be filed on form DCF-136 or other sufficient form provided by DCF. The reporter shall also provide a copy of the written report to the Building Principal and Superintendent of Schools, except when the Superintendent is the alleged perpetrator of the abuse or neglect. In making all written reports required under this policy, the reporter may use a form provided by DCF. Written reports of abuse or neglect by mandatory reporters shall include the following information, if known:

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Written Report to DCF within 48 hours (continued)

1. The names and addresses of the child or victim and his or her parents or other person responsible for the child's or victim's care;
2. The age of the child or victim;
3. The gender of the child or victim;
4. The nature and extent of the child's or victim's injury or injuries, maltreatment or neglect;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. Information concerning any previous injuries to, maltreatment of or neglect to the child or his or her siblings;
7. The circumstances in which the injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
9. The reasons such persons are suspected of causing such injury or injuries, maltreatment or neglect;
10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;
11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

Cooperation with Investigation

A person reporting child abuse or neglect shall provide any person authorized to conduct an investigation of child abuse or neglect with all information related to the investigation that is in the possession or control of the person reporting the abuse or neglect, except as expressly prohibited by state or federal law.

Notwithstanding the provisions of Connecticut General Statutes §10-151c, upon request and for the purposes of an investigation of suspected child abuse or neglect by a teacher employed by the Board, the Board shall provide the Commissioner of DCF any records maintained or kept on file about said teacher. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board and records of

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Reporting Procedure for Mandated Reporters (continued)

personal misconduct. For the purpose of this requirement, “teacher” is defined as each certified professional employee below the rank of superintendent in a position requiring a certificate issued by the State Board of Education.

Reporting Procedure for Employees who are NOT Mandated Reporters

Employees of the school district who are not mandated reporters are required to report suspected abuse or neglect and suspected sexual assault of a student by a school employee as soon as possible but not later than twelve (12) hours after the employee has reasonable cause to suspect that a child has been abused or neglected. Such reports shall be made in writing to the Superintendent of Schools and the building administrator who shall act in accordance with his or her obligations as a mandated reporter.

Nothing in the reporting procedure outlined by this policy prevents employees who are not mandated reporters from also reporting suspected abuse or neglect directly to DCF or a law enforcement agency.

Procedures When a School Employee is the Alleged Abuser

Notification of Parent or Guardian

Whenever there is a report that a student has been abused or neglected by a school employee, the Superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report has been made.

Investigation by the Board of Education

The Board of Education shall permit and give priority to any investigation conducted by DCF or the appropriate law enforcement agency. The Board may conduct its own investigation of the alleged abuse or neglect or sexual assault by a school employee provided that such investigation does not impede an investigation by DCF. The Superintendent of Schools shall conduct his/her investigation upon receipt of notice from the Commissioner of DCF or the appropriate law enforcement agency that the Board's investigation will not interfere with the investigation of DCF or law enforcement.

Before interviewing a child in connection with the investigation of an allegation of abuse or neglect by a school employee, the Superintendent or designee shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child, to interview the child. The investigation shall include an opportunity for the suspected perpetrator to be heard

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Procedures When a School Employee is the Alleged Abuser (continued)

with regard to the alleged abuse or neglect. During the course of the investigation, the Superintendent of Schools may suspend the employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation.

Regardless of the outcome of any investigation by DCF or a law enforcement agency, the Superintendent of Schools may take disciplinary action against any school employee up to and including termination of employment based upon the school district's investigation.

Impact of DCF Findings on Mandatory Suspension of School Employees

If the Commissioner of DCF determines that there is reasonable cause to believe that a child has been abused or neglected by a school employee, and has recommended that such employee be placed on the DCF child abuse and neglect registry, the Superintendent shall suspend such employee with pay and without termination of benefits, and, within seventy-two (72) hours after issuance of the suspension, shall notify the Board of Education and the Commissioner of Education or his representative of the reasons for and conditions of the suspension. The suspension of a school employee who is employed in a position requiring a certificate shall remain in effect until the Board of Education acts pursuant to §10-151 of the Connecticut General Statutes. The Superintendent shall also disclose those records provided by DCF concerning its investigation to the Commissioner of Education and the Board of Education or its attorney. If the contract of employment of such a certified school employee is terminated as the result of an investigation of abuse or neglect or the employee resigns, the Superintendent shall notify the Commissioner of Education or his representative within seventy-two (72) hours after such termination or resignation. The suspension of a non-certified school employee shall remain in effect until the Superintendent of Schools or designee determines the appropriate disciplinary response, up to and including termination of employment.

Prohibitions on Employment

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

Has been convicted of a crime involving an act of child abuse or neglect as described in Conn. Gen. Stat. § 46b-120 or sexual assault against a student being educated by a local or regional board of education or technical high school other than as part of an adult education program as described in Conn. Gen. Stat. §§53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a; or

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Procedures When a School Employee is the Alleged Abuser (continued)

Has been convicted of the crime of failing to make a mandated report in a timely manner or intentionally and unreasonably interfering with or preventing the making of a mandated report in violation of Conn. Gen. Stat. §17a-101a regardless of whether the allegation of abuse or neglect or sexual assault has been substantiated.

Training

School employees who are mandated reporters and were hired on or after July 1, 2011 shall be required to complete a training program for the accurate and prompt identification and reporting of child abuse and neglect. School employees who are mandated reporters and were hired before July 1, 2011 are required to complete a refresher training program. All mandated reporters shall be required to complete the refresher training program at least once every three years.

Although only mandated reporters are legally required to complete abuse and neglect training and refresher training programs, the Superintendent of Schools, at his or her discretion, may require other school employees to complete such training.

The training and refresher training programs shall be developed and made available by the Commissioner of DCF in accordance with applicable law.

The principal for each school shall annually certify to the Superintendent of Schools that each school employee who is a mandated reporter working at the school is in compliance with the training requirements. The Superintendent of Schools shall certify that all school employees who are mandated reporters are in compliance with training requirements.

Confidential Rapid Response Team

The Board hereby establishes a confidential rapid response team to coordinate with the DCF to ensure prompt reporting of suspected abuse or neglect or the suspected sexual assault of a student by a school employee and provide immediate access to information and individuals relevant to the department's investigation. The team shall consist of the Superintendent of Schools or designee, a teacher, a local police officer and other members designated by the Superintendent.

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Child Sexual Abuse and Assault Awareness and Prevention

The Superintendent of Schools is authorized to implement a sexual abuse and assault awareness and prevention program developed by the State Department of Education in accordance with state law. The program should include training for teachers regarding the prevention, identification of and response to child sexual abuse and assault, information on resources to promote awareness, age-appropriate educational materials for students in grades K-12, and use of the uniform child sexual abuse and assault response policy and reporting procedure.

Records and Documentation

All records pertaining to allegations, investigations or reports of child abuse or neglect by a school employee shall be maintained in a central location. Such records shall include any reports made to DCF. The Department of Education shall have access to such records.

The Board shall keep records establishing that school employees have completed training and refresher training programs as required by law.

The Board shall document the annual notification of this policy to school employees.

Retaliation Prohibited

Retaliation against a mandated reporter is prohibited. The Board will not discriminate, discharge or otherwise retaliate against an employee who acts in good faith to comply with this policy and the individual obligations of applicable state law.

Violation of this Policy

Employees who fail to report child abuse or neglect in a timely manner or otherwise violate the requirements of this policy and/or applicable law may face disciplinary action up to and including termination of employment.

Delegation of Authority

The Superintendent is authorized to delegate his or her responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to a designee acting on his or her behalf.

Personnel - Certified/Non-Certified

Reporting Child Abuse and Neglect

Notification of Policy

This policy shall be distributed annually to all school employees.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education

10-220a In-service training

10-221s Investigations of child abuse and neglect. Disciplinary action

10-151e Disclosure of teacher records for purposes of an investigation of child abuse or neglect

17a-101 Protection of children from abuse. Mandated reporters. Educational and training programs Model mandated reporting policy

17a-101a Report of abuse, neglect or injury of child or imminent risk of serious harm to child. Penalty for failure to report. Notification of Chief State's Attorney

17a-101b Oral report by mandated reporter

17a-101c Written report by mandated reporter

17a-101d Contents of oral and written reports

17a-101i Abuse or neglect by school employee or public or private institution or facility providing care for children. Suspension. Termination or resignation. Notification of state's attorney re conviction. Written policy re mandated reporting. Training programs

17a-101o School employee failure or delay in reporting child abuse or neglect

17a-101p Reports by persons not designated as mandated reporters. Notice to Commissioner of Education

17a-101q State-wide sexual abuse and assault awareness and prevention program

17a-103e Reports of child abuse and neglect by a school employee. Review of records and information

53a-65 Definitions

53a-70 Sexual assault in the first degree: Class B or A felony

53a-70a Aggravated sexual assault in the first degree: Class B or A felony

53a-71 Sexual assault in the second degree: Class C or B felony

53a-72a Sexual assault in the third degree: Class D or C felony

53a-72b Sexual assault in the third degree with a firearm: Class C or B felony

53a-73a Sexual assault in the fourth degree: Class A misdemeanor or class D felony

Public Act 15-205, "An Act Protecting School Children"

Policy adopted: March 13, 2012

Policy revised: October 9, 2012

Policy revised: October 14, 2014

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).

Students

Truancy

Attendance (continued)

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.

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.

Students

Truancy

Standards (continued)

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.

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.

Students

Truancy

Definitions (continued)

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:
 - 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.

Students

Truancy

Definitions (continued)

- C. Up to ten absences will be considered excused for students to visit with parents or legal guardians who are active members of the armed forces and have been called to duty for, are on leave from or have immediately returned from deployment to a combat zone or combat support posting. The Board of Education may grant additional excused absences for such purposes.
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.
 9. **Chronically Absent Child** - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten per cent of the total number of days that such student has been enrolled at such school during such school year.

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.

Students

Truancy

Attendance (continued)

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.
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 (4th) unexcused absence in a month or the tenth (10th) 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

Students

Truancy

Excessive Absences/Truancy (continued)

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.

Chronic Absenteeism

The Board will report data to the state regarding the number of students who are truant and chronically absent as required by law. In the event that a school experiences high rates of chronic absenteeism, the Superintendent will form an attendance review team to address the problem. Such attendance review teams may utilize resources developed by the State Department of Education for chronic absenteeism prevention and intervention.

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
Policy revised: October 8, 2013
Policy revised: October 14, 2014

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

Students

Work Permits

Employment of Students

The Board of Education supports the employment of students as an educational experience in the world of work. Such experience includes (1) general employment of students inside or outside of school in which students obtain their own employment or are aided by placement services of the Guidance Department and the Department of Vocational Education; and (2) specific employment of students in state-approved training stations as part of funded work-study or vocational-study related programs as an extension of the cooperative work educational classroom activities.

School Employment

Whenever feasible, the school system shall provide a program of part-time employment opportunities for high school students ages 15 and older to work within the schools under the supervision of qualified staff personnel. Such part-time employment shall be open to all students in keeping with their individual abilities and with the particular needs of the school(s) for student help. Employed students shall be paid for services rendered at least the minimum hourly wage rate. Student eligibility for employment shall be based upon full-time school attendance, good academic standing, and reliable work performance in assigned duties. In cases where it may be deemed essential, students may be scheduled for early school release to report to their designated training stations.

Student After-School Employment

If a student wants to work while attending school, guidance personnel shall make efforts to help them obtain employment. However, the student shall be cautioned against assuming work commitments that will interfere with studies and achievements in school.

Work-Study Student Employment

In cooperation with various local and area business and industries, the school system shall establish and maintain work-study programs for juniors and seniors in the high school. Such cooperative work-study programs are defined as programs of vocational education approved by the State Board of Education and the Commissioner of Labor for students, who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, provided these experiences are planned and supervised by the school and employers so that each contributes significantly to the student's education and to his/her employability.

Students

Work Permits

Work-Study Student Employment (continued)

Insofar as feasible, each of those work experience programs shall be tailored to meet the vocational needs of the individual students by his/her guidance counselor and teacher/coordinator, the first in guiding him/her in the choice of appropriate academic subjects as early as possible in his/her school career and the latter in the proper placement in the most relevant employment training station in his/her senior year.

Students enrolled in work-study programs such as diversified occupations, business and office occupations, marketing education, allied health, occupational food services, automobile mechanics, appliance repair, graphic arts, trade and industry occupations, etc., may earn a total of two Carnegie units per year (one for classroom, one for on-the-job training) toward graduation per year for their successful work experience and may be scheduled for early release time from school to report to their work experience assignments.

All work-study programs shall be conducted by the school system in accordance with state/federal education and labor department guidelines and regulations.

Working Papers for Minors

Statement of Age Forms are used as a verification of a minor's legal age for employment purposes. This employment certification is also commonly referred to as "working papers." Working papers are required for minors 16 and 17 years of age who desire nonhazardous jobs in any manufacturing, mechanical, service recreation, amusement, restaurant or mercantile establishment; minors 15 years of age who desire nonhazardous jobs in any mercantile establishment; and minors over 14 years of age who wish to work as a caddie or in a pro shop at any municipal or private golf course.

Minors age 14 to 18 receive employment certificates from the Superintendent of Schools or his/her designated agent. The high school issues working papers only to resident students in the town.

If a Connecticut resident secures employment in another state, that state issues the papers. A minor who is an out-of-state resident may apply to the Superintendent or designee for working papers if the prospective employment is located in New Milford.

Students

Work Permits

Evidence of Age

Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by: Birth Certificate, Driver's License, Baptismal Certificates, Service ID's and (as a last resort) Information on School District Cumulative Records.

Written Promise of Employment

The written promise of employment is issued by the employer and must state exactly and specifically what the job is and must be signed by an officer of the employer. This form should be examined very carefully and if any changes or alternations appear, they should be verified with the employer. A state "promise of employment" form is generally used, but a written promise of employment on letterhead paper or regular stationery from an employer is acceptable.

Working Papers

Working papers are made out in triplicate -- one copy for the minor, one copy for the employer, and the original for school files. It should be signed, not typed, in the appropriate place by issuing officer. Records may be destroyed when the minor reaches 18 years of age.

Legal Reference: Connecticut General Statues
 10-193 Certificate of age of minors in certain occupations
 10-194 Penalty
 10-195 Evidence of age
 10-197 Penalty for employment under fourteen
 10-198 False statement as to age
 Working Papers Manual – State Department of Education 2009

Policy adopted: June 12, 2001
Policy reviewed: June 12, 2007

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Students

Removal/Suspension/Expulsion

SECTION I DEFINITIONS

- A. **“Bullying”** is defined as (A) the repeated use by one or more students of a written, oral or electronic communication directed at or referring to another student in the school district; or (B) a physical act or gesture by one or more students repeatedly directed at another student in the school district that (1) causes physical or emotional harm to such student or damage to the student’s property; (2) places such student in reasonable fear of harm to himself/herself or of damage to his/her property; (3) creates a hostile environment at school for such student; (4) infringes on the rights of such student at school; or (5) substantially disrupts the educational process or the orderly operation of the school. Bullying shall include but not be limited to a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socio-economic status, academic status, physical appearance, or mental, physical developmental or sensory disability or by association with an individual or group who has or is perceived to have one or more of such characteristics.
- B. **“Cyberbullying”** is defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- C. **“Dangerous instrument”** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- D. **“Days”** is defined as days when school is in session.
- E. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
- F. **“Emergency”** is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. **“Exclusion”** is defined as any denial of public school privileges to a student for disciplinary purposes.

Students

Removal/Suspension/Expulsion

SECTION I DEFINITIONS (continued)

- H. “**Expulsion**” is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- I. “**Firearm**” means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the weapons described herein.
- J. “**In-school suspension**” is defined as an exclusion from regular classroom activity for not more than ten (10) consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may be served in the school that the pupil attends, or in any school building under the jurisdiction of the Board. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.
- K. “**Martial arts weapon**” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- L. “**Possess**” means to have physical possession or otherwise to exercise dominion or control over tangible property.
- M. “**Removal**” is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- N. “**School sponsored activity**” is defined as any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

Students

Removal/Suspension/Expulsion

SECTION I DEFINITIONS (continued)

- O. "Suspension" is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- P. "Vehicle" means a "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

SECTION II REMOVAL FROM CLASS

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

SECTION III STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A. Conduct on school grounds or at a school sponsored activity as set forth in Section C below will be cause for suspension and/or expulsion when such conduct:
1. Violates a publicized policy or code of student conduct in effect in the schools; or
 2. Seriously disrupts the educational process; or
 3. Endangers persons or property
- B. Conduct off school grounds as described in paragraph C below will be cause for suspension and/or expulsion when such conduct:
1. Violates a publicized policy of the Board and
 2. Seriously disrupts the educational process

Students

Removal/Suspension/Expulsion

SECTION III STANDARDS GOVERNING SUSPENSION AND EXPULSION (continued)

- C. The following conduct is prohibited and will be considered cause for suspension and/or expulsion:
1. Threatening, harassing or intimidating another member of the school community in any manner, including orally, in writing, via electronic communication, or by gestures or other physical behavior such as stalking. Members of the school community include any school employee, fellow student, consultant, volunteer, or visitor to a school.
 2. Use of physical force against another person which is not reasonably necessary for self-defense;
 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 4. Willfully causing, or attempting to cause, damage to school property;
 5. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, performance enhancing drug, amphetamine, barbiturate, marijuana, cocaine, alcoholic beverage, or intoxicant of any kind including inhalants, prescription drugs for which the possessor, user or transmitter has no legal prescription, or drug paraphernalia;
 6. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
 7. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 8. Possession or transmission of any weapon, including but not limited to any firearm, deadly weapon, dangerous instrument, martial arts weapon, knife, box cutter, razor, blade, chemical sprays, electroshock weapons or facsimile of any weapon or instrument.
 9. Using or copying the academic work of another and presenting it as his/her own without proper attribution;

Students

Removal/Suspension/Expulsion

SECTION III STANDARDS GOVERNING SUSPENSION AND EXPULSION (continued)

10. Possessing, smoking or consuming tobacco products or using vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor on school grounds;
11. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
12. Intentional and successful incitement of truancy by other students;
13. Bullying or cyberbullying, including such conduct that may occur outside of the school setting if such bullying (1) creates a hostile environment at school for the victim; (2) infringes on the rights of the victim at school; or (3) substantially disrupts the education process or the orderly operation of a school.
14. Any violation of the Board's policies prohibiting sexual, racial and other unlawful harassment including any act of harassment based on an individuals' race, color, national origin, sex, age, disability, sexual orientation, gender identity or expression or religion;
15. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
16. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility;
17. Making false bomb threats or other threats to the safety of students, staff members and/or other persons;
18. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property system or the use of such property or system for unauthorized or non-school related purposes;
19. Create, use, access, upload, download, possess, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications including but not limited to electronic data and communications;

Students

Removal/Suspension/Expulsion

SECTION III STANDARDS GOVERNING SUSPENSION AND EXPULSION (continued)

20. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment and;
 21. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property.
- D. Expulsion proceedings pursuant to section V, shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm in violation of Connecticut General Statutes §29-35, or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut General Statutes §§21a-277 and 21a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis.
- In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C.1, above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.
- E. Students in kindergarten, first and second grade may not be expelled except for mandatory reasons as described in the previous paragraph and in section V below.

SECTION IV SUSPENSION PROCEDURE

- A. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to ten (10) days, of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The school administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above.

Students

Removal/Suspension/Expulsion

SECTION IV SUSPENSION PROCEDURE (continued)

Suspensions shall be in-school suspensions, except an out-of-school suspension may be imposed if:

GRADES K to 2:

the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

GRADES 3-12:

the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension, or (B) the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (ii) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.

- B. In the case of suspension, the school administration shall notify the Superintendent within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in section I, above, a student shall be afforded the opportunity to meet with a member of the administration and to discuss the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V(B) of this policy is first granted.

Students

Removal/Suspension/Expulsion

SECTION IV SUSPENSION PROCEDURE (continued)

- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V(B) of this policy is first granted.
- F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.
- G. The administration may shorten or waive the suspension period of a student who is suspended for the first time and who has never been expelled if the student successfully completes a program and any other conditions specified by the administration. Any such program shall be at no expense to the student or his/her parents/guardians. For a student whose suspension period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the administration chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier.

SECTION V EXPULSION PROCEDURES

The Board of Education may expel any student in grades three to twelve, inclusive, for one or more of the reasons stated in section III if, in the Superintendent's judgment, such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the Superintendent has reason to believe a student in grades kindergarten to twelve, inclusive has engaged in the conduct described in section III (D). The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel, except that when only three Board members are presiding at the hearing, a unanimous vote shall be required for expulsion.

Students

Removal/Suspension/Expulsion

SECTION V EXPULSION PROCEDURES (continued)

- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or Board chairperson, as appropriate, but shall include the right to:
1. Notice of the proposed hearing which shall include:
 - a. a statement of the time, place, and nature of the hearing;
 - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
 - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished;
 - e. a statement, where appropriate, that the Board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VII on Alternative Educational Opportunity);
 - f. information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services.
 2. The opportunity to be heard;
 3. The opportunity to present witnesses and introduce documentary evidence;

Students

Removal/Suspension/Expulsion

SECTION V EXPULSION PROCEDURES (continued)

4. The opportunity to cross-examine adverse witnesses and challenge the introduction of documentary evidence;
 5. The opportunity to be represented by counsel; and
 6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
 2. Questions and offers of proof, objections and rulings on such objections;
 3. The decision of the Board of Education rendered after such hearing; and
 4. The official transcript, if any, of proceedings relating to the case or, if these are not transcribed, any recording or stenographic record of the proceedings.
- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the Board of Education, but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
 2. The Board of Education shall give effect to the rules of privilege recognized by law;
 3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;

Students

Removal/Suspension/Expulsion

SECTION V EXPULSION PROCEDURES (continued)

6. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
 7. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made. A transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. In determining the length of an expulsion, the Board of Education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension, or expulsion.
 - F. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
 - G. Except as provided for in Section VII, any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law.
 - H. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall not be expunged at any time if the expulsion was based upon possession of a firearm or deadly weapon and the student was in grade nine through twelve. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. The expulsion notice may be expunged from the student's record prior to graduation if the student has demonstrated to the Board that his/her conduct and behavior in the years following the expulsion warrants expungement.
 - I. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, notice of the pending expulsion hearing shall be included on the student's cumulative educational record and the Board shall complete the expulsion hearing and render a decision.

Students

Removal/Suspension/Expulsion

SECTION V EXPULSION PROCEDURES (continued)

- J. Except in cases where an expulsion is based upon the possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period of a student who is expelled for the first time and who has never been suspended if the student successfully completes a program and any other conditions specified by the Board. Any such program shall be at no expense to the student or his/her parents/guardians. For a student whose expulsion period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the Board chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier. Nothing herein shall be deemed to restrict the ability of the Board to shorten or waive the expulsion period, based upon completion of any program or meeting of conditions, for students who have been previously suspended or expelled, as may be permitted by law and as provided in Subsection L, below.
- K. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the Board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
- L. In addition to such rights specified in Section J, above, an expelled pupil may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education; however, the Board may delegate authority for readmission decisions to the Superintendent. If the Board delegates such authority, readmission shall be at the discretion of the Superintendent. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.
- M. A student requiring special education and related services as described in Connecticut General Statutes §10-76a(5)(A) shall not be referred to an expulsion hearing until a planning and placement team is convened to determine whether the misconduct was caused by the student's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be referred to an expulsion hearing and shall not be expelled.

The planning and placement team shall reevaluate the child for the purpose of modifying the child's individualized education program to address the misconduct and to ensure the safety of other children and staff in the school. If it is determined that the misconduct was not caused by the student's disability, the student may be expelled in accordance with the provisions of this section applicable to children who do not require special education and related services. Notwithstanding the provisions of Section VII, below, whenever a student

Students

Removal/Suspension/Expulsion

SECTION V EXPULSION PROCEDURES (continued)

requiring such special education and related services is expelled, an alternative educational opportunity, consistent with such child's educational needs shall be provided during the period of expulsion.

- N. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled using the procedures of this policy. The period of expulsion shall run concurrent with the period of commitment. If a student who committed an expellable offense seeks to return to the school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and the student has not been expelled for such offense, the district shall allow such student to return and may not expel the student for additional time for such offense.
- O. A student who has been identified as eligible for school accommodations pursuant to Section 504 of the Rehabilitation Act, shall not be referred to an expulsion hearing until the student's Section 504 Team is convened to determine whether the misconduct was caused by the student's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be referred to an expulsion hearing and shall not be expelled. Where appropriate, the Section 504 Team shall modify and otherwise review the student's accommodations plan to address the misconduct and to ensure the safety of other children and staff in the school. If it is determined that the misconduct was not caused by the student's disability, the student may be expelled in accordance with the provisions of this section applicable to non-disabled students.

SECTION VI NOTIFICATION TO PARENTS OR GUARDIAN

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

SECTION VII ALTERNATIVE EDUCATIONAL OPPORTUNITY

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she

Students

Removal/Suspension/Expulsion

SECTION VII ALTERNATIVE EDUCATIONAL OPPORTUNITY (continued)

complies with conditions established by the Board of Education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the Board of Education to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.

If the Board expels a student for the sale or distribution of such a controlled substance the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the Board expels a student for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the Board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes §10-76a.

SECTION VIII GUN FREE SCHOOLS ACT

The Board of Education shall submit to the Commissioner of Education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §7151, et seq.

Students**Removal/Suspension/Expulsion**

Connecticut General Statutes (continued)

10-233a	Definitions
10-233b	Removal of pupils from class
10-233c	Suspension of pupils
10-233d	Expulsion of pupils
10-233e	Notice as to disciplinary policies and action
10-233f	In-school suspension of pupils. Reassignment
10-233g	Reports of principals to police authority concerning physical assaults upon school employees by students
10-233h	Arrested students
21a-240	Definitions
21a-277	Penalty for illegal manufacture, distribution, sale, prescription, dispensing
21a-278	Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person
53a-3	Definitions
53-206	Carrying of dangerous weapons prohibited
53a-217b	Possession of a weapon on school grounds: Class D felony

Policy adopted: June 12, 2001
 Policy revised: June 24, 2004
 Policy revised: June 12, 2007
 Policy revised: November 13, 2007
 Policy revised: November 18, 2008
 Policy revised: December 14, 2010
 Policy revised: October 11, 2011
 Policy revised: June 11, 2013
 Policy revised: October 14, 2014

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

Students

Examination/Grading/Rating

The Board of Education seeks, through performance objectives in its instructional program, to make achievement both recognizable and possible for students.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the student's parents and counselor of his/her progress, and to provide a basis for bringing about change in student performance, if such change seems necessary.

Evaluation of student progress is a primary responsibility of the teacher. Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

Students shall take statewide mastery examinations as required by Connecticut General Statutes §10-14n.

Achievement of a satisfactory score on the mastery or proficiency test shall not be required as the sole criterion for promotion or graduation.

(cf. 5124 - Reporting to the Parents)

(cf. 5125 - Student Records)

(cf. 6146 – Graduation Requirements)

(cf. 6146.2) – Statewide Proficiency/Mastery Examinations)

(cf. 6180 – Evaluation of the Instructional Program)

Legal References:

Connecticut General Statutes

10-14m Development and submission of educational evaluation and remedial assistance plans. Contents of plan.

10-14n Statewide mastery examination.

10-14o Compensatory education grant. Financial statement of expenditures.

10-14q Exceptions. (Students to whom provisions do not apply.)

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

10-154a Professional communications between teacher or nurse & student.

10-209 Records not to be public.

10-221a High school graduation requirements.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

Students

Examination/Grading/Rating

Legal References (continued)

46b-56 (e) Access to Records of Minors.
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Falvo v. Owasso Ind. Sch. Dist. 99-5130 (10th Circuit-2000)

Policy adopted: June 10, 2003
Policy revised: June 12, 2007
Policy revised: June 8, 2010
Policy revised: June 9, 2015

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR APPROVAL

5141.3(a)

Students

Health Assessments and Immunizations

The Board of Education recognizes the importance of periodic health assessments according to state health regulations.

To determine health status of students, facilitate the removal of handicaps to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.C.S. 10-206.

Parents wishing their children exempted or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian.

It is the responsibility of the Principal to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

Students may be exempt from immunization requirements only in accordance with state law. To claim a religious exemption, an exemption form must be submitted to the school nurse before enrolling the student for the first time and before entering seventh grade. The exemption form must be submitted with a properly signed acknowledgement.

No record of any student's medical assessment may be open to the public.

(cf. 5111 - Admission)

(cf. 5141.31 - Physical Examinations for School Programs (cf. 5125 - Student Records)

Students

Health Assessments and Immunizations

Legal References: Connecticut General Statutes
10-204a Required immunizations
10-204c Immunity from liability
10-205 Appointment of school medical advisers
10-206 Health assessments
10-207 Duties of medical advisors
10-206a Free health assessments
10-208 Exemption from examination or treatment
10-208a Physical activity of student restricted; board to honor notice
10-209 Records not to be public. Provision of reports to schools.
10-212 School nurses and nurse practitioners.
10-214 Vision, audiometric and postural screenings. When required.
Notification of parents re defects; record of results.

Policy adopted: June 12, 2001
Policy revised: June 12, 2007
Policy revised: October 11, 2011
Policy revised: March 12, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

New Milford Board of Education
Religious Exemption Statement

(Printed full, legal name of student)

I, the undersigned, do hereby swear or affirm, as the case may be as follows:

1. I am making this Religious Exemption Statement pursuant to Conn. Gen. Stat. § 10-204a so that the student may enroll in school for the first time or enter seventh grade at _____ school.
2. I am the lawful parent guardian of the student.
3. Immunizing said student would be contrary to student's parent's guardian's religious beliefs.
4. I understand that by claiming this exemption the student shall be exempt from the immunizations required by Conn. Gen. Stat. §§ 10-204a and 19a-7f.
5. I understand that during a vaccine-preventable disease outbreak at the above-identified school, all susceptible children, including the student will be excluded from school if a public health official determines that the school is a significant site for disease exposure, transmission and spread into the community. In such case, such children, including the student shall be excluded from school until: (1) the public health official determines that the outbreak danger has ended; (2) the child becomes ill with the disease and completely recovers from it; (3) the child is vaccinated according to public health protocol; or (4) the child has proof of immunity to the disease.

Name(s) of Parent(s)

Signature of Parent(s)/Guardian(s)

Date

Name(s) of Parent(s)

Signature of Parent(s)/Guardian(s)

Date

Address (Street & House or Apt. no.) Telephone(s) no.

City, State and Zip Code

TO CLAIM A RELIGIOUS EXEMPTION, AN EXEMPTION FORM MUST BE SUBMITTED TO THE PUBLIC OR NON-PUBLIC SCHOOL BEFORE ENROLLING IN THE SCHOOL FOR THE FIRST TIME AND BEFORE ENTERING SEVENTH (7TH) GRADE.

ACKNOWLEDGEMENT

STATE OF CONNECTICUT :
 :
COUNTY OF _____ : ss:

On this the ____ day of _____, _____, before me, _____ the undersigned officer, personally appeared _____ known to me (or satisfactorily proven) to be the person whose name he or she subscribed to the within instrument and acknowledged that he or she executed the same for the purposes therein contained. In witness whereof I hereunto set my hand.

Judge
Family Support Magistrate
Clerk/Deputy Clerk (include seal)
Town Clerk
Notary Public My Commission expires (_____)
Justice of the Peace
Commissioner of the Superior Court (bar no. _____)

Students

Use of Physical Force and Seclusion

Physical Restraint(s)

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, the Board recognizes that there are times when it becomes necessary for staff to use restraint to provide a safe environment for students.

Physical restraint is defined as any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. The term does not include: (A) Briefly holding a person in order to calm or comfort the person; (B) restraint involving the minimum contact necessary to safely escort a person from one area to another; (C) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (D) helmets or other protective gear used to protect a person from injuries due to a fall; or (E) helmets, mitts and similar devices used to prevent self injury when the device is part of a documented treatment plan or individualized education program and is the least restrictive means available to prevent such self injury.

Seclusion is defined as the confinement of a person in a room, whether alone or with staff supervision, in a manner that prevents the person from leaving. The term does not include confinement in which the student is physically able to leave the area of confinement including, but not limited to in-school suspension and time-out.

Restraint and Seclusion of "Persons at Risk"

"Persons at risk" include students who meet eligibility criteria for special education services under the Individuals with Disabilities Education Act (IDEA) and who receive special education from the Board of Education or are being evaluated for eligibility for special education pursuant to statute and awaiting determination. Students who are persons at risk may not be physically restrained or placed in seclusion except as specified in the administrative regulations of this policy.

Use of Reasonable Physical Force

In addition to the special procedures regarding restraint of students who are persons at risk, nothing in this policy or the administrative regulations implementing this policy shall be interpreted to supersede the use of reasonable physical force by staff upon any student under the following circumstances:

Students

Use of Physical Force and Seclusion

Use of Reasonable Physical Force (continued)

- A. Protect himself/herself or others from immediate physical injury.
- B. Obtain possession of a dangerous instrument or controlled substance, upon or within the control of such student.
- C. Protect property from physical damage.
- D. Restrain such minor or remove such minor to another area, to maintain order.

Corporal punishment is strictly prohibited.

Training of School Personnel in the Use of Physical Restraint and Seclusion

Only school personnel who have received training in physical management, physical restraint and seclusion procedures may restrain or seclude a student who is a person at risk. Such training shall include, but not be limited to: verbal defusing or de-escalation; prevention strategies; types of physical restraint; the differences between life-threatening physical restraint and other varying levels of physical restraint; the differences between permissible physical restraint and pain compliance techniques; monitoring to prevent harm to a person physically restrained or in seclusion and recording or reporting procedures on the use of restraints and seclusion.

Administrative Regulations

The Superintendent of Schools shall develop and implement administrative regulations establishing the procedures for the use of physical restraint and seclusion upon persons at risk.

Legal References: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services
10-220 Duties of boards of education
46a-150 through 46a-154 Use of restraint and seclusion
53a-18 Use of reasonable physical force
Regulations Connecticut State Agencies §10-76b-1 to 11

Policy adopted: February 10, 2009
Policy revised: June 11, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut



NEW MILFORD PUBLIC SCHOOLS
Office of the Deputy Superintendent

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

TO: Dr. JeanAnn C. Paddyfote, Superintendent
FROM: Joshua Smith, Deputy Superintendent
DATE: October 7, 2015
RE: Textbook Approvals – Grades 10-12

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

The Silver Star by Jeannette Walls (Simon & Schuster) – Grade 10

This coming-of-age novel is about triumph over adversity in the early 1970's and will be the focus of the sophomore year. This book has a tie into the book To Kill a Mockingbird that all students will have read in their freshman year.

Girl with a Pearl Earring by Tracy Chevalier (Penguin) – Grades 10-12

This novel was inspired by a famous work of art by the artist Johannes Vermeer and offers students a glimpse into the artist's world during the 17th century. This book will motivate readers to look deeper into not only Vermeer's works but also other artists for inspiration.

The Round House by Louise Erdrich (Harper Perennial) – Grades 11-12

This book is a powerful coming-of-age story, a mystery, and a moving novel of family, history, and culture. This compelling story offers students the opportunity to grapple with works of exceptional craft and thought. It challenges the reader to solve a crime and question one's own sense of justice along the way.

Memorandum from the Office of the Director of Human Resources

TO: Dr. JeanAnn Paddyfote
FROM: Ellamae Baldell (CB)
RE: Request for New Activities at Schaghticoke Middle School per Stipend
 Committee Report
DATE: October 2, 2015

I have reviewed Dr. Tomasello's request to add eight new extra-curricular activities. These activities are: Hand Drumming, Computer Club, Leo Club, Board Games, Newspaper, Science Fair, World Language Exploration, and 6th Grade Student Council.

Using the rubric from the Stipend Committee Report, Dr. Tomasello is recommending the following stipends for these new activities:

- Hand Drumming \$ 947
- Computer Club \$ 1419
- Leo Club \$ 1419
- Board Games \$ 1419
- Newspaper \$ 1419
- 6th Grade Student Council \$ 1419
- Science Fair \$ 1895
- World Language Exploration \$ 1895

Total: \$11,832

Attached is Dr. Tomasello's explanation of his request. His memo has addressed all the criteria required in the Stipend Committee Report in order to make this request.

I am recommending that this request be brought to the Operations Sub-Committee for recommendation for approval at the regular Board of Education meeting on October 6, 2015.

If you have any questions, I am available to meet with you.



SCHAGHTICOKE MIDDLE SCHOOL
23 Hipp Road, New Milford CT 06776
Telephone (860) 354-2204 ♦ Fax (860) 210-2216
<http://sms.newmilfordps.org/>

Dr. Len Tomasello, Interim Principal
Jennifer Chmielewski, Assistant Principal
Barbara Nanassy, Assistant Principal
Kerri Adakonis, Interim Assistant Principal
Dr. Christopher Longo, Interim Assistant Principal

September 29, 2015

Dear Dr. Paddyfote,

Strive Request: In an effort to provide 6th graders more afterschool activities, the Administrative Team is requesting the following club activities that will enhance school life for 6th graders who are new to Schaghticoke Middle School. This request is in response to the Board of Education's increasing funding to the SMS budget for new club activities.

Unite Rationale: As our team received proposals from our staff, we sought new clubs that would appeal to a variety of student interests. Our team's goal was to identify new learning opportunities that students will find engaging and social. Each of these clubs will have a certified teacher as its advisor. Some of these club activities are scheduled for a half year while others will take place for the entire school year.

Respect Funding Required: Last spring, the Board of Education allocated \$16,955 for new 6th grade activities including \$1895 for Science Fair and \$1895 for World Language Exploration. In addition to these designated activities, we are proposing to use remaining funds for the following new clubs:

Grow **Hand Drumming** ~ This club offers 6th grade participants an opportunity to learn drumming techniques from an experienced hand drummer. Students will learn how to play a variety of rhythms from around the world including Asian, African, and South American. Drummers will be assigned their own drum to take home in order to practice. Once a week drummers come together for a group session led by their advisor. The drummers will perform for an audience at the end of the club. \$947

Encourage **Computer Club** - The Computer Club 6th grade participants will focus mainly on learning to code using the Scratch program. With Scratch, students can program their own interactive stories, games, and animations — and share their creations with others in the online community. Scratch helps students learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. The ability to code computer programs is an important part of literacy in today's society. When students learn to code in Scratch, they learn important strategies for solving problems, designing projects, and communicating ideas. Scratch is designed especially for ages 8 to 16, so SMS students will feel right at home and comfortable using this program! \$1419

Leo Club ~ This 6th grade club will participate in service projects serving the school and the greater New Milford community. The members will meet once a week for the entire year. \$1419

Board Games – This unique club brings together 6th, 7th, & 8th grade students with special needs and typical students in order to build social skills and learn gaming strategies as they play *with*, and *against*, each other. Materials for this club will include popular game board games and Manga. \$1419

Newspaper – The school newspaper will be an academic club open to *all* Schaghticoke Middle School students. As a member of the newspaper club, students will be responsible for a specific section of the newspaper. There will be a creative writing, current events, photography or art, crossword puzzle, and "10 things to know" section in the newspaper. The newspaper club will publish a hard copy of the newspaper every season, or more if time allows. The publication will be updated frequently on the newspaper website. This will allow students to work at their own pace, and publish an article when they are ready. The club will meet a minimum of twice a month. The newspaper club will be an inventive way through which students may express their writing and other creative talents. \$1419

Science Fair – This club will engage 6th, 7th & 8th grade students in creating science experiments and displays that would be on display in a Science Fair at the end of the school year. \$1895

World Language Exploration – On behalf of the world language staff, we propose a language experience that will give 6th grade students an opportunity to learn both French and Spanish so that they can make an informed decision about what language to select for 7th grade. A French teacher and a Spanish teacher will share this stipend. \$1895

6th Grade Student Council – This club meets regularly to plan and execute school projects that address school climate, student transition, and school or community service. For example, Student Council members will organize a First Friday Food Drive to benefit the greater New Milford community. Other activities will evolve from the members of this club which will have a 6th grade teacher as its advisor. \$1419

The clubs described above will be offered to all 6th grade students in addition to existing clubs that are currently in the school's budget. Those clubs and activities include, at no additional cost, Chess Club, Literary Magazine, Academic Fitness, Yearbook, Drama, and several afterschool athletic events.

As the year progresses there may be another possible recommendation for winter and spring student activities depending on student interest. These new opportunities will help our students to become participating members of the Schaghticoke Middle School community.

Total Stipends = \$11,832

Respectfully submitted,

Len Tomasello

Schaghticoke Middle School Vision Statement

Schaghticoke Middle School is made up of a community of learners: students, parents, faculty, staff, administration, and citizens of the greater New Milford area. The foundation of our vision lies upon the positive reinforcement of character: integrity, responsibility, respect, and fairness. Together we will work to create an environment in which all students can reach their potential academically, socially, and emotionally under the guidance and nurturing support of the Schaghticoke community members. We will collaborate to foster an atmosphere of trust and support in order to encourage teachers and students to explore new initiatives in curriculum and assessment to improve student achievement.

APPROVED FIELD TRIPS October 2015

<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
NMHS	Health/11-12	9/29/15	Tuesday	13	1	KinderCare - New Milford, CT	No	\$0
NMHS	Health/11-12	10/1/15	Thursday	13	1	KinderCare - New Milford, CT	No	\$0
SMS	Science/7	10/5/15	Monday	20	1	Project T.R.E.E. @ White Memorial Conservation Center - Litchfield, CT	Yes-1	\$0
NMHS	Business/10-12	10/7/15	Wednesday	30	2	DECA Fall Leadership Conference @ Mountain Mist YMCA - Meriden, CT	Yes-2	\$40
NMHS	Science/11-12	10/17/15	Saturday	8	2	Yale University - New Haven, CT	No	\$0
SMS	Science/7	11/12/15	Thursday	20	1	Project T.R.E.E. @ Indian Rock - Bristol, CT	Yes-1	\$0
NMHS	Band/9-12	4/14-18/16	Thursday-Monday	110	10	Band Competition @ Festival Disney - Orlando, FL	Yes-2	\$1,295
SMS	Science/7	4/29/16	Friday	20	1	Project T.R.E.E. @ Audubon-Bend of the River - Southbury, CT	Yes-1	\$0
SMS	6	5/16/16	Monday	70	10	Soundwaters - Stamford, CT	No	\$36
SMS	6	5/17/16	Tuesday	90	10	Soundwaters - Stamford, CT	No	\$36
SMS	6	5/18/16	Wednesday	90	10	Soundwaters - Stamford, CT	No	\$36
SMS	Science/7	5/20/16	Friday	20	1	Project T.R.E.E. @ Dinosaur Park - Rocky Hill, CT	Yes-1	\$0
SMS	8	5/25/16	Wednesday	340	20	Lake Compounce - Danbury, CT	No	\$44
SMS	6	5/27/16	Friday	92	9	Soundwaters - Stamford, CT	No	\$36

Updated: 10/7/15



NEW MILFORD PUBLIC SCHOOLS
Office of the Deputy Superintendent

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

TO: Dr. JeanAnn C. Paddyfote, Superintendent
FROM: Joshua Smith, Deputy Superintendent
DATE: October 7, 2015
RE: Textbook Preview – Grades 11-12

The textbook listed below will be brought before the Board of Education for adoption at the November Board of Education meeting. Board members may review this book, which will be located in the Deputy Superintendent's office, between the hours of 8:00 a.m. and 4:00 p.m.

Gateways to Art by Debra J. DeWitte, Ralph M. Larmann, and M. Kathryn Shields (Thames & Hudson) – Grades 11-12

The College Board has revised the course curriculum for AP Art History. This textbook aligns with the new curriculum, is primarily theme based, and focuses on artwork of non-western culture.

**New Milford Board of Education
 Policy Sub-Committee Minutes
 September 15, 2015
 Lillis Administration Building, Room 2**

RECEIVED
 TOWN CLERK

2015 SEP 17 P 2:14

NEW MILFORD, CT

Present: Mr. David A. Lawson, Chairperson
 Mr. Robert Coppola
 Mr. John W. Spatola
 Mrs. Theresa Volinski, Alternate

Absent: Mrs. Daniele Shook

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Ms. Ellamae Baldelli, Director of Human Resources
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

1.	<p>Call to Order The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Lawson. Mrs. Volinski was seated in the absence of Mrs. Shook.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <ul style="list-style-type: none"> • Mr. Coppola asked for procedural clarification as to how the approval for the policies under consideration would work. Dr. Paddyfote said the first policy under consideration under 3.A. was at final review for approval after already being considered at the Board level. The policies under 3.B. are being revised to bring them into compliance with changes in the law so they can be approved at first review at the Board level. The regulations under item 4 do not require Board approval. They are administrative procedures and are provided as a courtesy for information only. 	<p>Discussion and Possible Action</p>
A. 1.	<p>Policy for Review and Recommendation to the Board for Approval:</p> <p>1. 5113.1 Work Permits</p>	<p>A. Policy for Review and Recommendation to the Board for Approval:</p> <p>1. 5113.1 Work Permits</p>

	<ul style="list-style-type: none"> • Mr. Coppola asked if the town or school issued work permits. Dr. Paddyfote said she could only speak for the schools but that the high school does issue work permits. • Mr. Coppola asked if it was done through Guidance and Dr. Paddyfote said there is more than one secretary approved to issue the permits. • Mr. Coppola asked if students as young as age 14 are really permitted to work and Dr. Paddyfote said yes that was a change to the law. <p>Mr. Coppola moved to bring Policy 5113.1 Work Permits to the full Board for approval.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p> <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <ul style="list-style-type: none"> • Mr. Lawson said if there was no objection, he would consider these policies cumulatively for a motion following discussion. <p>1. 3524.1 Hazardous Material in School - Pest Management/Pesticide Application</p> <ul style="list-style-type: none"> • Mr. Spatola asked if a letter was sent home regarding pest management at the beginning of the year. Dr. Paddyfote said information is posted on the district website and in the annual notification to parents. She said this policy is another unfunded mandate that will require tracking by the Facilities manager. <p>2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks</p> <ul style="list-style-type: none"> • Mr. Coppola asked how the district knows if a 	<p>Motion made and passed unanimously to bring Policy 5113.1 Work Permits to the full Board for approval.</p> <p>B. Policies Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <p>1. 3524.1 Hazardous Material in School - Pest Management / Pesticide Application</p> <p>2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks</p>
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	<p>person fits the prohibition referenced in this policy. Mr. Lawson said there is a written record if the person is convicted of a crime. Dr. Paddyfote said if the conviction is in another state, the district has to wait on the criminal background check which can take up to 30 days. Ms. Baldelli said the district employment application asks if the candidate has ever been convicted of a felony and if the person answers no falsely they are automatically terminated when the district receives notification.</p> <p>3. 4118.25/4218.25 Reporting Child Abuse and Neglect</p> <ul style="list-style-type: none"> • Mr. Lawson said this is another unfunded mandate which changes frequently. • Mr. Spatola mentioned the lack of consistency in manner of reporting between mandated and non-mandated reporters. <p>4. 5113 Truancy</p> <ul style="list-style-type: none"> • Mr. Coppola asked if the district is required to send notice of truancy to the superior court and Dr. Paddyfote said yes, regarding any student of which the district is aware. The district does not track students who have been privately educated from the beginning or children who are home schooled. • Mrs. Volinski said she thought home schooled students were required to take state testing but Dr. Paddyfote said they are not. She said the number of home schooled children in New Milford is difficult to quantify as parents are not required to notify the school district. <p>5. 5114 Removal/Suspension/Expulsion</p> <ul style="list-style-type: none"> • Mr. Coppola asked if there is a designated area and instructor for in school suspension. Dr. Paddyfote said each school makes accommodation for this. At the middle school 	<p>3. 4118.25/4218.25 Reporting Child Abuse and Neglect</p> <p>4. 5113 Truancy</p> <p>5. 5114 Removal / Suspension / Expulsion</p>
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	<p>and high school there is a designated space that a certified teacher oversees.</p> <ul style="list-style-type: none"> • Mr. Lawson noted that this policy is constantly changing and the standards are designed not to be all inclusive so as to provide some leeway to the district and Board. • Mr. Coppola asked about the definition for “seriously disrupts the educational process” and Mr. Lawson said this was an example of leeway given to the administration. It is considered on a case by case basis. • Mr. Coppola asked if there was an appeal process. Dr. Paddyfote said yes; the suspension oftentimes starts with the assistant principal, parents can appeal to the principal and, in serious cases where an expulsion is suggested, to the superintendent. There is a narrow time frame of ten days for this to happen. • Mr. Coppola asked what triggers the ten days and Dr. Paddyfote said it is determined by the severity of the offense and begins when the suspension starts. <p>6. 5121 Examination/Grading/Rating</p> <ul style="list-style-type: none"> • Mr. Lawson said this policy had just been revised last June and now it is being revised again courtesy of the state. • Dr. Paddyfote said the Board attorney provided a choice of wording in the revisions and the committee needs to decide which they prefer. • Mr. Lawson asked Mr. Smith his opinion and Mr. Smith said he prefers the version following “OR” since it is broader. • Mr. Lawson said he would pull this policy out for a separate motion at the end so that the chosen wording could be specified. <p>7. 5141.3 Health Assessments and Immunizations</p> <ul style="list-style-type: none"> • Dr. Paddyfote distributed a revised authorization form that was based on the 	<p>6. 5121 Examination / Grading / Rating</p> <p>7. 5141.3 Health Assessments and Immunizations</p>
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	<p>recommendation of the school medical advisor and the request of the nurses to have the nurse signature line removed. The Board attorney confirms that the signature is not required.</p> <ul style="list-style-type: none">• Mr. Spatola asked how many students are not immunized. Mrs. Olson said there are seven at the K-2 level this year.• Dr. Paddyfote said the schools need to keep an accurate up to date list for notification purposes during an outbreak. <p>8. 5157 Use of Physical Force and Seclusion</p> <ul style="list-style-type: none">• Dr. Paddyfote said the Board attorney is recommending this policy be suspended while a revision is prepared. The state needs to provide guidelines. It is hoped to have the revision for the October meeting.• Mr. Lawson asked what would be used as a guide in the meantime. Mrs. Olson said use in emergency situations is still allowed based on prevailing practice. <p>Mr. Coppola moved to bring Policies:</p> <ol style="list-style-type: none">1. 3524.1 Hazardous Material in School - Pest Management/Pesticide Application2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks3. 4118.25/4218.25 Reporting Child Abuse and Neglect4. 5113 Truancy5. 5114 Removal/Suspension/Expulsion7. 5141.3 Health Assessments and Immunizations <p>to the full Board for approval.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p>	<p>8. 5157 Use of Physical Force and Seclusion</p> <p>Motion made and passed unanimously to bring Policies:</p> <ol style="list-style-type: none">1. 3524.1 Hazardous Material in School - Pest Management/Pesticide Application2. 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks3. 4118.25/4218.25 Reporting Child Abuse and Neglect4. 5113 Truancy5. 5114 Removal / Suspension / Expulsion7. 5141.3 Health Assessments and Immunizations <p>to the full Board for approval.</p>
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	<p>Mr. Coppola moved to bring Policy:</p> <p>6. 5121 Examination/Grading/Rating with second suggested wording of <i>“Students shall take statewide mastery examinations as required by Connecticut General Statutes §10-14n.”</i></p> <p>to the full Board for approval.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p> <p>Mr. Coppola moved to bring current Policy:</p> <p>8. 5157 Use of Physical Force and Seclusion</p> <p>to the full Board for suspension as suggested by Board Counsel.</p> <p>Motion seconded by Mr. Spatola.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Policy:</p> <p>6. 5121 Examination / Grading / Rating with second suggested wording of <i>“Students shall take statewide mastery examinations as required by Connecticut General Statutes §10-14n.”</i></p> <p>to the full Board for approval.</p> <p>Motion made and passed unanimously to bring Policy:</p> <p>8. 5157 Use of Physical Force and Seclusion</p> <p>to the full Board for suspension as suggested by Board Counsel.</p>
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Regulation Revisions:</p> <p>1. 4112.5/4212.5 Security Check/Fingerprinting</p> <p>2. 5114 Suspension and Expulsion/Due Process</p> <p>3. 5157 Use of Physical Force and Seclusion Procedures</p> <ul style="list-style-type: none"> • Dr. Paddyfote said this is the administrative piece that goes along with the policy revisions. In the case of regulation 5157, it will be suspended to follow the action taken with the policy. 	<p>Items of Information</p> <p>A. Regulation Revisions:</p> <p>1. 4112.5/4212.5 Security Check / Fingerprinting</p> <p>2. 5114 Suspension and Expulsion / Due Process</p> <p>3. 5157 Use of Physical Force and Seclusion Procedures</p>

5.	Public Comment <ul style="list-style-type: none">• There was none.	Public Comment
6.	Adjourn <p>Mr. Coppola moved to adjourn the meeting at 7:30 p.m. seconded by Mrs. Volinski and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.</p>

Respectfully submitted:



David A. Lawson, Chairperson
Policy Sub-Committee

**New Milford Board of Education
 Committee on Learning Minutes
 September 15, 2015
 Lillis Administration Building, Room 2**

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 2015 SEP 17 P 2:14

NEW MILFORD, CT

- Present:** Mrs. Angela C. Chastain, Acting Chairperson
 Mr. Dave Littlefield
 Mr. David R. Shaffer
 Mr. John W. Spatola, Alternate
- Absent:** Mrs. Daniele Shook
- Also Present:** Dr. JeanAnn Paddyfote, Superintendent of Schools
 Mr. Joshua Smith, Deputy Superintendent of Schools
 Mr. Michael Clyne, Data Coach
 Mrs. Alison Huntington, Literacy Coach

1.	<p>Call to Order The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:30 p.m. by Mrs. Chastain, acting as Chair in the absence of Mrs. Shook. Mr. Spatola was seated as alternate.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3. A. 1.	<p>Discussion and Possible Action</p> <p>Review and Approval of Curriculum:</p> <p>PE Leader</p> <ul style="list-style-type: none"> • Mr. Smith said this course is set up similar to a work study or internship where the student leader shadows and assists the teacher. It requires an application and interview and is designed for the student who has an interest in this career. This year, there are two student leaders. • Mr. Shaffer asked when the teacher and student meet to prepare. Mr. Smith said usually during the student's study hall or after or before school. • Mr. Shaffer asked how long the PE Leader course had been in existence and Mr. Smith said at least seven or eight years, possibly longer. • Mr. Shaffer asked if any parents had expressed 	<p>Discussion and Possible Action</p> <p>A. Review and Approval of Curriculum:</p> <p>1. PE Leader</p>

	<p>concerns regarding use of a PE Leader and Mr. Smith said no.</p> <ul style="list-style-type: none">• Mr. Shaffer asked what the difference was between a PE Leader and a student teacher in the first month of a course. Mr. Smith said there is the PE Leader does not do assessment, does not shadow the teacher through other classes and does not handle class management as a student teacher would.• Mr. Shaffer asked if it was a half year course and if it could be done more than once. Mr. Smith said it was half year and can only be done once.• Mr. Shaffer asked how the PE Leader was graded and Mr. Smith said pass/fail.• Mr. Spatola said he had some concerns about peer instructing the same age group and Mr. Littlefield said the curriculum calls for the senior student to work with freshman classes.• Mrs. Chastain said she thought this program would be good for team captains too. <p>2. Keyboarding</p> <ul style="list-style-type: none">• Mr. Spatola said he thought students at this level already had keyboarding experience and suggested the course should be taught at a lower level. Mr. Smith said the course had been updated and stressed the speed of the keyboarding to assist with the amount of writing required of students at this level and in college using the computer. He said the district is increasing exposure at the K-8 level and that students are typing more at younger grades, but to add a formal program at the elementary level would mean taking valuable instructional time away from something else.• Mr. Spatola asked how many students were taking the course now and Mr. Smith said he believed there were two sections so approximately 50 students.• Mrs. Chastain said she would like to see the course offered at early grades but agreed with Mr. Smith that it is useful at this level too as students graduate from devices such as iPads to	<p>2. Keyboarding</p>
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	<p>laptops.</p> <ul style="list-style-type: none">• Mr. Shaffer asked if it was a half year course and that the answer be added to the guide on page 4. Mr. Smith said it was a half year course and he would have it added.• Mr. Shaffer suggested the name be changed to something that would reflect the applications used. Mr. Smith asked for suggestions. Mr. Littlefield suggested Data Processing.• Mr. Shaffer said the list of document topics on page 5 does not list powerpoint which is mentioned on page 4. Mr. Smith said the powerpoint reference should be removed as that is not part of this course. <p>3. Sociology</p> <ul style="list-style-type: none">• Mr. Shaffer said the performance tasks headings listed on pages 9, 19, and 22 are blank. Mr. Smith said the tasks listed in the previous document were too outdated for authenticity and new tasks are being redeveloped as they are taught. Mr. Shaffer suggested that a disclaimer be added.• Mr. Shaffer referred to page 11 and asked how sociology research would be conducted. Mr. Smith said he would get that answer.• On page 15, Mr. Shaffer asked what “folkways” means. Mr. Smith will check.• Mr. Shaffer asked what texts are used for the course. Mr. Smith said the course is moving away from a traditional textbook and towards more relevant articles, news clips and videos.• Mr. Littlefield asked when the switch to this curriculum would happen and Mr. Smith said when the revision is approved by the Board.• The consensus of the committee was to bring the curriculum back to committee in October when the additional questions asked had answers. <p>Mr. Spatola moved to bring the following curricula to the full Board for approval: PE Leader and Keyboarding seconded by Mr. Shaffer and passed unanimously.</p>	<p>3. Sociology</p> <p>Motion made and passed unanimously to bring the following curricula to the full Board for approval: PE Leader and Keyboarding.</p>
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<p>4.</p> <p>B.</p> <p>A.</p>	<p>Items for Information and Discussion</p> <ul style="list-style-type: none"> • Mr. Smith said with the Chair’s permission he would like to give the Adult Ed update first. <p>Adult Education Update</p> <ul style="list-style-type: none"> • Mr. Smith said the Board agreed to make the Adult Education Director position full time last year at an increased salary but that he has still been unable to fill the vacancy. The position requires administrative certification and a non-standard work day and the salary is still low in comparison to other administrative positions. In the short term, he will look to fill the position with a part-time person, if found, to bridge the gap. Mr. Smith said he and the site facilitator are running the program currently but it is not a long term solution. The program did open on time and courses are full and being run by qualified instructors. <p>2015 Assessment Update</p> <ul style="list-style-type: none"> • Mr. Smith and Mr. Clyne presented a comprehensive 50+ slide powerpoint presentation on 2015 assessment data which will be uploaded to the district website following the meeting. • Mr. Smith presented information on the Smarter Balanced assessment (SBAC) which he said is a mastery test of standards that is adaptive within the grade level. • Mr. Littlefield asked why there is a cap to the adaptiveness and Mr. Smith said the test is checking the student’s mastery of grade level standards only. • Mr. Littlefield said in these results the 5th grade Math scores are low but the MAP results were very good and asked what the difference was. Mr. Smith said the MAP scores show that students have made huge progress but that the grade level mastery of standards is still low. • Mr. Littlefield asked why other DRG schools 	<p>Items for Information and Discussion</p> <p>B. Adult Education Update</p> <p>A. 2015 Assessment Update</p>
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did so much better. Mr. Smith said that many of the districts had redesigned their math program several years ago whereas New Milford is just starting over the last year or so. The SRBI program, content coaches and MAP assessments are still newly developed in New Milford too where other districts have been using these resources much longer. Mr. Smith credited the K-6 math staff who embraced the massive shift last year.

- Mr. Smith pointed out that New Milford sub-groups outperformed state averages so are not bringing down our average scores.
- Mr. Spatola said it is not satisfied with New Milford outperforming state averages; he wants to surpass other DRG schools. Mr. Smith agreed and said they are looking at high performing districts within our DRG to see what they are doing. New Milford will need quick movement to catch up as other districts are not standing still either.
- Mr. Shaffer asked if these results will be used for teacher evaluation. Mr. Smith said usage is waived for at least an additional year. He said the SBAC and MAP data are useful in many ways for assessing students; the MAP data recognizes student growth even if the SBAC threshold is not met. The data is a work in progress and it will take a few years for a pattern of any kind to emerge, but that a combination of student data will be used as a part of the evaluation process.
- Mr. Littlefield noted that the SBAC was used statewide but that not all districts use MAP. Mr. Smith said MAP is a nationally normed test; SBAC only has state norms as of now.
- Mr. Shaffer asked if parents would receive reports and Mr. Smith said there were samples at the end of the presentation.
- Mr. Shaffer asked if the data would be added to transcripts and Mr. Smith said no.
- Mr. Smith shared Science results. He said the district has added a K-8 science enrichment teacher this year to help.

- Mrs. Chastain said more time was needed to achieve results and suggested expanding the school day would need to be considered at some point.
- Mr. Shaffer cautioned that math growth was difficult to achieve without algebra as an integral part. Mr. Smith said with the new math program, algebraic thinking happens as early as second grade in some ways.
- Mrs. Chastain asked if the global category for SAT discussion was worldwide and Mr. Smith said yes.
- Mrs. Chastain asked if the data reflected all tests taken and Mr. Smith said the data was the highest score by each student from the year.
- Mrs. Chastain asked if the score distribution could be broken down by grade and Mr. Clyne said he thought that Naviance could provide that data.
- Mr. Smith noted that New Milford student SAT participation has increased. He said this year the PSAT is all new and the SAT is changing to a new test mid-year.
- ACT results were presented. New Milford is below the state average but above the college readiness index which predicts success in college at the freshman level.
- Mr. Shaffer said he was aware that the ACT includes Physics which many of our students don't take until they are seniors.
- Mr. Smith shared a summary of AP test results. Enrollment in AP classes has increased and overall pass rates went up.
- Mr. Shaffer suggested Mr. Smith write a summary of the data and send it to the newspapers to help the public's understanding of all the assessments.
- Mrs. Chastain encouraged an emphasis on initiatives at the K-2 level saying that a strong foundation will lead to growth in the later grades.
- Mr. Spatola said he agrees with Mrs. Chastain on the need for initiatives at the K-2 level. He feels that standards are set too low sometimes

	in the early grades, especially in reading and spelling. He does not want to see students just work to meet standards but wants students to exceed them.	
5.	Public Comment <ul style="list-style-type: none">• Robert Coppola thanked Mr. Smith for the presentation.	Public Comment
6.	Adjourn <p>Mr. Shaffer moved to adjourn the meeting at 9:01 p.m. seconded by Mr. Littlefield and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 9:01 p.m.</p>

Respectfully submitted:



Angela C. Chastain, Acting Chairperson
Committee on Learning

**New Milford Board of Education
 Ad-Hoc Committee Special Meeting Minutes
 September 22, 2015
 Lillis Administration Building, Room 2**

Present: Mrs. Angela C. Chastain, Acting Chairperson
 Mr. David R. Shaffer
 Mr. Robert Coppola, Alternate

Absent: Mrs. Wendy Faulenbach

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 SEP 24 A 10:16
 2015

NEW MILFORD, CT

DO

<p>1.</p>	<p>Call to Order A. Pledge of Allegiance</p> <p>The special meeting of the New Milford Board of Education Ad-Hoc Committee was called to order at 5:30 p.m. by Mrs. Chastain, acting as Chairperson. Mr. Coppola was seated in the absence of Mrs. Faulenbach. The Pledge of Allegiance immediately followed the call to order.</p>	<p>Call to Order A. Pledge of Allegiance</p>
<p>2.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Tammy McInerney, a New Milford resident with children in three New Milford schools, urged the Board not to rush but to take time and effort to find the right person to hire as superintendent and to include all stakeholders, including parents, in the process. She suggested an interim be hired while a well-considered search process is conducted. • Bill Dahl, a New Milford resident, said he had been a teacher for 35 years and president of the teachers' union during that time and had been involved in many searches. He suggested that the presidents of the bargaining units be included in the search process along with others such as the PTO. He said the more inclusive the search, the more stake people will have in the hiring. • Brian McCauley, a New Milford resident, said he agrees with the previous speakers and thinks it is very important that the Board not make a hasty decision and take time to look at all options, including hiring an interim. 	<p>Public Comment</p>

<p>3.</p>	<p>Item for Discussion</p> <p>A. Procedure for superintendent search</p> <ul style="list-style-type: none"> • Mrs. Chastain said the Ad-Hoc Committee would be making recommendations to the full Board regarding how to proceed with the search. She said she thought there were three questions to be answered: should the Board consider hiring an interim or just begin the superintendent search; if an interim is to be named, does the Board want to consider both internal and external candidates; does the Board want to hire a search firm or perform the search themselves. Mrs. Chastain said she had already received two proposals for service. • Mr. Coppola said he understood that Dr. Paddyfote's official last day was January 31st but that she would be using vacation days etc. and would be finished earlier than that so could the Board hire an interim before January 31st. Mrs. Chastain said yes and that some cross training days are also possible if the process allowed. She said the Board could also name an interim without superintendent certification (093) if they wished for up to six months. • Mr. Shaffer asked if 092 certification was allowed and Mrs. Chastain said she would check. • Mr. Coppola said he is the liaison to Education Connection and they are in the process of searching for a director so he can provide names of search companies they are aware of such as CREC and CABE. He said he preferred using a search company that is Connecticut based as they would understand the community better. • Mr. Shaffer said he agreed a search firm should be used and understood there would be a cost involved in that so the budget factor would have to be considered. • Mr. Coppola said he would recommend using an interim for six months or longer while doing 	<p>Item for Discussion</p> <p>A. Procedure for superintendent search</p>
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	<p>a search. He likes the idea of a retired superintendent who would already have expertise in the position.</p> <ul style="list-style-type: none">• Mr. Shaffer said he agreed that the Board should look at the list of retired superintendents for an interim since we will be in the middle of budget season in January and the Board will need someone with a good grasp of the budget process who is ready and able to “drive the ship”. He would ideally like a search firm to give the Board five or six candidates to look at in depth. He said several districts in the area had recently done superintendent searches and suggested they be contacted for recommendations for search firms and to see what worked and didn’t work for them as they proceeded with the search.• Mrs. Chastain said she agreed that an outside firm should be used. She does not plan to continue as Board chair when elections take place in December so using an outside firm will help with the transition to the new chair.• Mrs. Chastain said that in summary the Committee was recommending to the Board that they name an interim while conducting a full search simultaneously using an outside search firm and Mr. Coppola and Mr. Shaffer agreed. She said she would plan to make that recommendation at the October Board meeting.• Mr. Coppola said he would prefer an interim with 093 certification and that the person be hired as soon as possible. He also suggested the Board attorney be contacted as well for possible guidance.• Mr. Shaffer and Mr. Coppola both agreed to assist Mrs. Chastain with information gathering regarding search firm possibilities and also with contacting other area Boards who have conducted superintendent searches recently. They hope to have information ready for the October Board meeting.• Mr. Shaffer suggested asking other districts who used an interim what the daily rate paid	
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	<p>was so the Board would have that information as well.</p> <ul style="list-style-type: none"> • Mr. Coppola said the Board would also have to consider how much leeway they wished to give the interim. Do they want this person to be in a holding pattern while in charge or actively engaged in moving the district forward? • Mr. Coppola asked if the Ad-Hoc Committee should plan to meet before and/or after the October Board meeting. Mrs. Chastain said she thought whether or not to meet before would depend on how quickly information could be gathered. She said she expected the Committee to continue on after the meeting once they received direction from the full Board. 	
<p>4.</p>	<p>Adjourn</p> <p>Mr. Shaffer moved to adjourn the meeting at 5:55 p.m., seconded by Mr. Coppola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 5:55 p.m.</p>

Respectfully submitted:



Angela C. Chastain, Acting Chairperson
 Ad-Hoc Committee

**New Milford Board of Education
 Facilities Sub-Committee Special Meeting Minutes
 October 6, 2015
 Lillis Administration Building, Room 2**

Present: Mr. Dave Littlefield, Chairperson
 Mrs. Wendy Faulenbach
 Mr. David A. Lawson
 Mr. John W. Spatola

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Mr. Joshua Smith, Deputy Superintendent of Schools
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Jay Hubelbank, Director of Fiscal Services and Operations
 Mr. Nestor Aparicio, Assistant Facilities Manager

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2015 OCT -8 P 2:50

NEW MILFORD, CT

1.	<p>Call to Order</p> <p>The special meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:30 p.m. by Mr. Littlefield.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Legal Opinion re SNIS Fields</p> <ul style="list-style-type: none"> • Dr. Paddyfote summarized the legal opinion provided. She said the fields are under Board of Education control. The Board can choose to accept a monetary donation if it wishes. Any work or volunteers must be done under the direction of the Facilities department. The request for preferential treatment is already addressed in the policy on building use. • Mr. Littlefield asked if he was correct in that the original proposal was for NMYBBSB to do the work themselves and not make a cash donation and Dr. Paddyfote said that she wasn't sure what the plan is. Mr. Beebe had mentioned fundraising to her. • Mrs. Faulenbach said she was sure that the 	<p>Discussion and Possible Action</p> <p>A. Legal Opinion re SNIS Fields</p>

	<p>Board could still work with the organization to make this happen but the process would need to be clear.</p> <ul style="list-style-type: none">• Mr. Spatola said he was concerned that the work not interfere with the bargaining unit as referenced in the legal opinion. He was also concerned about possible insurance claims should any volunteers hurt themselves while doing the work. He also questioned whether any initial donation would cover maintenance of the field in the future or if that would become a Board expense.• Mr. Lawson agreed with all the comments made. He said he was confident that the work could be done but that further discussion with the organization was needed. He said the bargaining unit should be included in that discussion.• Mr. Littlefield suggested a meeting with NMYBBSB to share the legal opinion and hear their comments in response. He proposed putting the item on the agenda for the November Facilities meeting.• Dr. Paddyfote said that she had spoken with Mr. Beebe of NMYBBSB and he was concerned about the delay to the project since they had hoped to do some of the work this fall. She offered to try and meet with Mr. Beebe prior to the next Board meeting and bring follow up then.• Mr. Spatola said he saw no problem with adding it to the Board agenda if we could get information by then.• Mr. Lawson asked if this meeting would include the union. Dr. Paddyfote said she would like to understand the scope of the project and then would involve the bargaining unit if necessary. <p>Mrs. Faulenbach moved to bring the Legal Opinion re SNIS Fields to the full Board for discussion and possible action.</p>	<p>Motion made and passed unanimously to bring the Legal Opinion re SNIS Fields to the full Board for discussion and</p>
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	<p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p>B. Mayor's Request for JPS Budget Transfer</p> <ul style="list-style-type: none"> • Mr. Spatola asked what the dollar amount was for the request. Mr. Hubelbank said he did not have all the final bills in yet but estimated between \$20,000 to \$25,000 remained in the account. • Mr. Spatola asked what had happened historically with funds when returning facilities to the town. Dr. Paddyfote said the only one she remembered was the Bridge Street building and no funds were returned. • Mr. Hubelbank said that was his experience in other districts as well. • Mr. Spatola suggested keeping the funds in the education budget until the end of the fiscal year. If they were not needed for other items by then, consideration could be given to returning the funds to the town at that time. <p>Mr. Littlefield moved to bring the Mayor's Request for JPS Budget Transfer to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Spatola.</p> <ul style="list-style-type: none"> • Mr. Lawson said he would support the motion for discussion but was leery. <p>Motion passed unanimously.</p> <p>C. New Milford High School Chiller</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the Board last year had approved replacement of the small chiller at the high school and now the big chiller is having issues. • Mr. Aparicio said a contractor has identified damage to the compressor and the need to 	<p>possible action.</p> <p>B. Mayor's Request for JPS Budget Transfer</p> <p>Motion made and passed unanimously to bring the Mayor's Request for JPS Budget Transfer to the full Board for discussion and possible action.</p> <p>C. New Milford High School Chiller</p>
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	<p>replace the starter and controller. It costs \$17,000 just to examine the compressor to make estimates of the damage and possible repair.</p> <ul style="list-style-type: none"> • Mr. Hubelbank said they have asked the contractor to give estimates for the examination and repair and for replacement. He also has asked the engineering firm Fuss and O’Neill to look at the specs to see if the chiller size still meets our needs or if it could be replaced with a smaller sized unit. He said he hopes to have this information for the November meeting. Luckily the chiller is not needed this time of year. In the meantime, the small chiller should be done next month. • Mr. Littlefield said the Mayor has an Energy Committee working on initiatives and wondered if they should be contacted. Mr. Hubelbank said he had sent them some requested information a month or so ago and could check with them. 	
<p>4.</p>	<p>Items of Information</p> <p>A. Update on Overtime</p> <ul style="list-style-type: none"> • Mr. Hubelbank apologized as he forgot to bring this information. He said he would provide it at the next meeting. <p>B. Update on Schaghticoke Roof Replacement Project</p> <ul style="list-style-type: none"> • Mr. Hubelbank said he had attended a number of meetings on this topic and the project has been approved by the Town Council. A Town Meeting is scheduled for October 13, 2015 to allow the town to vote on the project. The contract has been approved by the Board attorney already. Mr. Jankowski has indicated that if it passes, the money will be available this fall. • Mr. Hubelbank said Fuss and O’Neill has been contracted to do PCB testing on the upper 	<p>Items of Information</p> <p>A. Update on Overtime</p> <p>B. Update on Schaghticoke Roof Replacement Project</p>

	<p>windows. This is separate from the roof project as that area will not be touched.</p> <ul style="list-style-type: none">• Mr. Lawson asked if the company was EPA approved and Mr. Hubelbank said they are and that they do a lot of work with schools regarding safety. <p>C. Update on Turf Fields</p> <ul style="list-style-type: none">• Mr. Hubelbank said the Town Council has approved the project. Mr. Jankowski was concerned about the wording used regarding funding.• Mr. Spatola said he had read an article in the paper that said Mr. Jankowski had not been consulted about funding.• Mrs. Faulenbach said she is on the Turf Field Committee and that they meet every Wednesday and the minutes are all online. She thought it was just a miscommunication about the specifics of the wording that held up the final motion to move forward. She said the plan was still to break ground in November.• Mr. Lawson said that how the project is paid for would not be under the Board's authority any way and Mrs. Faulenbach agreed.• Mr. Spatola said he had recently read a Yale study about the health risks of artificial turf. He wondered if this study should be shared with the committee.• Mrs. Faulenbach said the safety concerns of artificial turf had been discussed numerous times at committee and the minutes reflected those discussions.• Mr. Lawson said many studies are labeled inconclusive because turf fields are relatively new technology and carcinogens are not necessarily identified yet.• Mrs. Faulenbach asked if Mr. Lawson was opposed to the turf fields and Mr. Lawson said no, he was just stating that many studies are inconclusive.	<p>C. Update on Turf Fields</p>
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	<ul style="list-style-type: none">• Mr. Spatola said he appreciated that the committee has worked hard and done their due diligence. He said the study just raised a flag for him when reading so he wanted to pass it along. <p>D. Corrective Action Plan – Office of Civil Rights</p> <ul style="list-style-type: none">• Mr. Hubelbank said this “voluntary” plan has gotten less voluntary as the rules have evolved over time. Push handles for door handicap access will be installed. He has talked to the Turf Field Committee and handicap access to the turf fields will be incorporated into the project. He has requested a proposal for the cost to expand this access to the other fields at the same time. He is still researching the requests to make adjustments to stairs and stairwells and to theatre access seating.• Mr. Lawson said he found the theatre access recommendations in the report troublesome as the theatre already provides handicap seating. He asked if the report only addressed the high school and how often the study is done.• Mr. Hubelbank said the state only inspected the high school and there is no set pattern to inspections.• Dr. Paddyfote said the inspection had happened only twice in thirteen years and it was at the high school both times.• Mr. Lawson asked how much money was in capital reserve and Mr. Hubelbank said approximately \$2,000,000.• Mr. Spatola said he echoed Mr. Lawson’s concerns regarding field and theatre accessibility. Areas are already there and it is unfair to make such specific designations at a cost that the district may not be able to afford.• Mr. Spatola asked if toilet accessibility had to be for every bathroom in the school and Mr. Hubelbank said no, at least one for each floor.	<p>D. Corrective Action Plan – Office of Civil Rights</p>
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**New Milford Board of Education
Facilities Sub-Committee Special Meeting Minutes
October 6, 2015
Lillis Administration Building, Room 2**

5.	Public Comment <ul style="list-style-type: none">• David Shaffer had a question regarding the SNIS fields. He asked if it had been agreed a year or so ago to let an outside organization do work on a front field there. Dr. Paddyfote said yes but no work was done to her knowledge.	Public Comment
6.	Adjourn <p>Mr. Lawson moved to adjourn the meeting at 7:20 p.m., seconded by Mrs. Faulenbach and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 7:20 p.m.</p>

Respectfully submitted:



Dave Littlefield, Chairperson
Facilities Sub-Committee

**New Milford Board of Education
 Operations Sub-Committee Minutes
 October 6, 2015
 Lillis Administration Building, Room 2**

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 NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
 Mr. David R. Shaffer
 Mrs. Theresa Volinski

Absent: Mr. Robert Coppola

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
 Mr. Joshua Smith, Deputy Superintendent of Schools
 Ms. Ellamae Baldelli, Director of Human Resources
 Mr. Jay Hubelbank, Director of Fiscal Services and Operations
 Ms. Roberta Pratt, Director of Technology
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach. No alternate was seated in the absence of Mr. Coppola.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> John Spatola noticed under the purchase resolution exhibit a charge for Washington Cab Company for a child who lives on a bus inaccessible road. He estimated this expense over a ten year period to be \$500,000. He thinks this is an imbalance to taxpayers and that the money should be more properly used for educational purposes. He asked the Board to approach Public Works or the Town Council to improve the road so a bus can go down. He also wanted to address Item H on the agenda regarding professional development. With budget size a concern to taxpayers he thinks it fair to ask questions about a decision to send three staff members to Chicago and appreciates the answers that Mr. Smith provided to all questions. Mr. Spatola was irked by the reference in the third question to "hidden" money. While he agrees it is a Board member's 	<p>Public Comment</p>

	<p>right to ask questions, he views this as an unfounded attack on Mr. Smith's sincerity and thinks the remark unfounded, arbitrary, capricious and inappropriate. He says Board members should be better people than this and hopes it will not happen again.</p>	
<p>3.</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Ms. Baldelli said she would have a revised Exhibit A for the Board meeting. • Mr. Shaffer asked if any progress has been made on hiring a substance abuse counselor. Ms. Baldelli said they have a candidate through a recruiting agency that they are looking at. It has been very difficult to find someone. • Mr. Shaffer asked if we were paying a fee to the recruiting agency and Ms. Baldelli said we will if the candidate is hired. • Mrs. Volinski said she thought this position was extremely important. She wants to make sure students get help early if they need it before it is too late. <p>Mr. Shaffer moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-679 2. Budget Position dated 9/30/15 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for questions or comments. 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-679 2. Budget Position dated 9/30/15 3. Requests for Budget Transfers

<ul style="list-style-type: none">• Mr. Shaffer asked what the \$43,000 for NWEA was for and Mr. Smith said it is the annual subscription cost for MAP.• Mr. Hubelbank addressed the budget position. He said we are still doing fine but he has concerns with the SPED account in that he budgeted for six additional ODP students and we already have eight. He is also concerned about future affordable care act costs. The current financial system will not handle the reporting requirements so a third party administrator may be needed or additional staffing.• Mr. Shaffer asked for the typical cost of an ODP student. Mr. Hubelbank says he budgets \$75,000 each. <p>Mrs. Volinski moved to bring the monthly reports: Purchase Resolution D-679; Budget Position dated 9/30/15; and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>C. Grants</p> <ol style="list-style-type: none">1. Bilingual Education Program Grant – ED1142. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation <ul style="list-style-type: none">• Mr. Smith said the Bilingual Education grant is an entitlement grant. The P-3 grant is a competitive grant from the CT Community Foundation; money is provided for programming that helps local preschools and daycares with transitioning children to kindergarten.• Mrs. Faulenbach asked what year this was for the P-3 grant and Mr. Smith said he thought the district had received funding for approximately five years.	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-679; Budget Position dated 9/30/15; and Request for Budget Transfers to the full Board for approval.</p> <p>C. Grants</p> <ol style="list-style-type: none">1. Bilingual Education Program Grant – ED1142. P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation
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<p>Mr. Shaffer moved to bring the Bilingual Education Program Grant and the P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>D. Activity Stipend Requests</p> <p>1. Schaghticoke Middle School</p> <ul style="list-style-type: none">• Mrs. Faulenbach said the memo detailed the proposed expenditures which were budgeted for. She said it was great to see these additions.• Ms. Baldelli said some activities on the list already existed and had been expanded to sixth grade; others were new. The offerings were a result of student and staff interest. <p>Mrs. Volinski moved to bring the stipend position requests for Schaghticoke Middle School to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p> <p>E. Mayor's Request for JPS Budget Transfer</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this item was addressed at the Facilities sub-committee as well and it was recommended that it be moved forward to the full Board for discussion.• Mr. Shaffer asked if the dollar amount was to support the building the whole year and Mr. Hubelbank said no, nine months and reduced for non-occupancy.• Dr. Paddyfote noted that the \$30,000 budgeted amount was reduced in June to \$21,000. Mr. Hubelbank said the \$21,000 was for utilities.	<p>Motion made and passed unanimously to bring the Bilingual Education Program Grant and the P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation to the full Board for approval.</p> <p>D. Activity Stipend Requests</p> <p>1. Schaghticoke Middle School</p> <p>Motion made and passed unanimously to bring the stipend position requests for Schaghticoke Middle School to the full Board for approval.</p> <p>E. Mayor's Request for JPS Budget Transfer</p>
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	<p>F. New Milford High School Chiller</p> <ul style="list-style-type: none"> • Mrs Faulenbach said this was also discussed at Facilities. • Mr. Hubelbank said this will eventually be a financial issue but since there were no firm numbers yet there was no motion recommended. • Mrs. Faulenbach said the Board may have to look at capital reserve for this item. <p>G. Memorandum of Understanding re School Resource Officers</p> <ul style="list-style-type: none"> • Dr. Paddyfote said this is a work in progress and was sent to the New Milford Police and the Mayor today for their comments. It is driven by new legislative requirements. If a consensus can be reached by all parties prior to the Board meeting she will add it to the agenda for discussion and possible action. • Mrs. Faulenbach asked about time constraints. Dr. Paddyfote said the change went into effect July 1, 2015 but it was delayed coming to committee because it was anticipated that the state would put out a template for the agreement; they did not. 	<p>F. New Milford High School Chiller</p> <p>G. Memorandum of Understanding re School Resource Officers</p>
<p>4.</p> <p>A.</p> <p>B.</p>	<p>Items of Information</p> <p>Update on Munis</p> <ul style="list-style-type: none"> • Mr. Hubelbank said things are still going well. Food Services has been added. Processing of entry and approvals continues at a much higher rate. Mr. Jankowski from the town is not ready yet to fully commit to the January 1st target for Payroll but Mr. Hubelbank is confident that we will be ready on our end. He said all involved are working hard to make it happen. <p>Potential Items for Funding from the Capital Account:</p>	<p>Items of Information</p> <p>A. Update on Munis</p> <p>B. Potential Items for Funding from the Capital Account:</p>

	<ol style="list-style-type: none"> 1. Telephone System 2. Technology - moving CEN line to SNIS 3. Security updates <ul style="list-style-type: none"> • Mr. Hubelbank said he should have a recommendation for the telephone system for next month's meeting. The CEN line is estimated at \$80,000 but will be extremely beneficial; moving it to SNIS also provides generator backup. The security upgrades are to the communication side. Mr. Hubelbank is looking into high powered walkie talkies that will allow access between buildings. He said the chiller in all probability would need to be added to this list. • Mrs. Faulenbach asked if the timeframe for these items was before budget season and Mr. Hubelbank said yes. • Mr. Shaffer mentioned that he had seen high schools in New York that have room numbers on the windows for identification in case of an incident. Mr. Hubelbank said he was aware of those. He said the phone security app that administrators use has maps on it and that the New Milford Police also have maps. <p>C. Fundraising</p> <ul style="list-style-type: none"> • Mr. Hubelbank said he has begun to explore online programs to collect money for fundraising so that the money does not have to come through the schools. It would help with record keeping and uniformity from fundraiser to fundraiser. • Mrs. Volinski asked if the program would take a fee and Mr. Hubelbank said it varied and that some do not. <p>D. Food Services – upgrades to equipment</p> <ul style="list-style-type: none"> • Mr. Hubelbank said he would be bringing proposals for new equipment in the serving lines at NES and HPS forward probably at the 	<ol style="list-style-type: none"> 1. Telephone System 2. Technology - moving CEN line to SNIS 3. Security updates <p>C. Fundraising</p> <p>D. Food Services – upgrades to equipment</p>
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	<p>next meeting. Funding would come out of the Food Services budget.</p> <p>E. SMS Roof update</p> <ul style="list-style-type: none">• Mr. Hubelbank said this update had been given at the Facilities meeting.• Mrs. Faulenbach asked for confirmation that the cost of the project would not come out of the BOE budget and Mr. Hubelbank said that is correct. <p>F. Substitute Listing</p> <ul style="list-style-type: none">• Ms. Baldelli said she had agreed last year to provide this list in October. Additional updates will be provided around January 1st and April 1st.• Mr. Shaffer asked if anyone ever comes off the substitute list and Ms. Baldelli says only if the substitute informs them of the change. <p>G. Certified Substitute Coverage</p> <ul style="list-style-type: none">• Ms. Baldelli said comments were made last May during Public Comment regarding a lack of substitutes and the Board asked for information. Human Resources will now provide a monthly update that will show absences and filled and unfilled positions. Ms. Baldelli said she checked with other surrounding districts and they are in the same boat as New Milford; the pool of substitutes is smaller than in the past. Regarding the dollar amount paid, New Milford is comparable to other towns in the \$75 to \$80 range, except Danbury which pays \$100. She is concerned in that the leaves of absences are up this year with five already and that drains the substitute account. Unfilled positions are sometimes filled by teachers as period coverage and that can be three times more expensive than using a substitute.	<p>E. SMS Roof update</p> <p>F. Substitute Listing</p> <p>G. Certified Substitute Coverage</p>
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- Mr. Shaffer asked if high school teachers were paid more due to the longer block periods and what kind of advance notice teachers get. Ms. Baldelli said payment is \$30 per period across the board per the collective bargaining agreement and teachers who volunteer usually only know the morning of the absence as they wait to see if a substitute will pick up the job first.
- Mrs. Faulenbach said she appreciates all the work that went into generating the report.

H. Professional Development

- Dr. Paddyfote said this item was put on the agenda as a result of questions from one Board member.
- Mr. Shaffer acknowledged that he was the Board member in question, said he is not known for his diplomacy, and apologized to Mr. Smith if the tone of his questions appeared to have a personal slant.
- Mr. Smith asked that if Board members hear anecdotal comments that they give administration an opportunity to respond with information and explain the thought process behind decisions before taking the comments at face value. He said they take the responsibility of spending taxpayers' money very seriously. He said professional development happens almost every day in some form in the district.
- Mrs. Faulenbach asked if professional development was central office driven or if other people are involved and Mr. Smith said that most professional development comes from teacher requests through their department chair and/or building principal. Mr. Smith said his office usually validates the principal's request and finds funding. Other times, professional development is more widespread and may involve statewide collaboration of resources for popular initiatives.
- Mr. Shaffer said he had attended national

H. Professional Development

	<p>conferences in the past and not found them particularly helpful so this Chicago trip hit a nerve with him. He also said back then presenters went free.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked what timeframe Mr. Shaffer was referencing and Mr. Shaffer said the experiences were six to ten years ago.• Mr. Smith said he was not aware of any conferences that still give free pass to presenters but that this conference did give a discount. He said the district does not typically venture too far away for professional development without specific reasons. In this case, the district invests a significant amount of money in the NWEA tool annually so we want to make sure we are using it appropriately and to the district's best advantage. The data coach went because he spends a significant time with results analyzing patterns. Administrators went both to make sure we use the data appropriately regarding the teacher evaluation piece and also to develop and encourage administrative leaders.• Mr. Shaffer said he had a personal negative experience with the EdCamp model that was used in New Milford in August when he taught at a private school. He said he heard from a few New Milford teachers who felt the same way.• Mr. Smith said the EdCamp model was used at SNIS last year with great success and its use in August was recommended by the Professional Growth and Development Committee. He had met with the union president in August to go over the plan and they were aware the model might not work for some, which is the same circumstance with any professional development plan provided in the past. He said when providing professional development to a large mixed group, meeting everyone's needs can be complex. He had not received any negative feedback following the event, only a few positive emails instead.• Mr. Shaffer said he thought teachers attending	
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	<p>professional development in the summer, for AP training for example, should be paid.</p> <ul style="list-style-type: none"> • Mr. Shaffer said over the years professional development in New Milford has left much to be desired but he believes it is beginning to come along. • Mrs. Faulenbach thanked Mr. Smith for the material provided. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mr. Shaffer moved to adjourn the meeting at 8:46 p.m. seconded by Mrs. Volinski and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:46 p.m.</p>

Respectfully submitted:

Wendy Faulenbach
 Wendy Faulenbach, Chairperson
 Operations Sub-Committee