

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

BOARD OF EDUCATION
MEETING NOTICE

DATE:	February 9, 2016
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

REVISED 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. VFW Patriot's Pen Essay Contest: SMS students **Katherine Lukens, Helen Ma and Kaley Toth**

B. National Geographic Geography Bee: SMS student **Ryan Murphy**

C. NMPS Retiree: **Ms. Joanna Desmarais**

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. Annual Meeting Minutes December 8, 2015

2. Regular Meeting Minutes December 8, 2015

3. Special Meeting Minutes December 14, 2015

4. Special Meeting Minutes December 17, 2015

5. Special Meeting Minutes December 28, 2015

6. Budget Hearing/Adoption Minutes January 19, 20, 26 and 27, 2016

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. COMMITTEE AND LIAISON REPORTS

A. Facilities Sub-Committee – Mr. Coppola

B. Operations Sub-Committee – Mrs. Faulenbach

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- C. Policy Sub-Committee – Mr. Schemm
- D. Committee on Learning – Mr. Dahl
- E. Education Connection – Mr. Coppola
- F. Connecticut Boards of Education (CABE) – Mr. Coppola
- G. Negotiations Committee – Mr. Dahl
- H. Magnet School – Mr. Schemm

10. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 9, 2016
- B. Monthly Reports
 - 1. Purchase Resolution: D-683
 - 2. Budget Position dated 1/29/16
- C. Gifts & Donations
 - 1. PTO-Exhibit B
 - 2. Goldring Family Foundation-Exhibit C (revised 2/3/16)
- D. Policies for Approval
 - 1. 3240 Tuition Fees
 - 2. 5157 Use of Physical Force

11. ITEMS FOR INFORMATION AND DISCUSSION

- A. Field Trip Report
- B. Textbook Previews – Grade 10; Grades 11 and 12
- C. Town of New Milford Audit Report dated June 30, 2015
- D. Board of Education Adopted 2016-2017 Budget

12. DISCUSSION AND POSSIBLE ACTION (Executive Session Contemplated)

- A. Discussion of written legal opinion from the Board's attorney pertaining to Superintendent's contract and/or formation of same and related legal issues. Action may be taken by the Board upon its return to Open Session.

13. ADJOURN

ITEMS OF INFORMATION

Facilities Sub-Committee Minutes – February 2, 2016

Operations Sub-Committee Minutes – February 2, 2016

Policy Sub-Committee Meeting February 23, 2016 – 6:45 p.m. Lillis Administration Building, Room 2	New Milford Board of Education Workshop March 8, 2016 – 6:30 p.m. Sarah Noble Intermediate School, LMC
Committee on Learning Meeting February 23, 2016 – 7:30 p.m. Lillis Administration Building, Room 2	New Milford Board of Education Regular Meeting March 8, 2016 – 7:30 p.m. Sarah Noble Intermediate School, LMC
Facilities Sub-Committee Meeting March 1, 2016 – 6:45 p.m. Lillis Administration Building, Room 2	Policy Sub-Committee Meeting March 15, 2016 – 6:45 p.m. Lillis Administration Building, Room 2
Operations Sub-Committee Meeting March 1, 2016 – 7:30 p.m. Lillis Administration Building, Room 2	Committee on Learning Meeting March 15, 2016 – 7:30 p.m. Lillis Administration Building, Room 2

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B. Operations Sub-Committee – Mrs. Faulenbach

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- C. Policy Sub-Committee – Mr. Schemm
- D. Committee on Learning – Mr. Dahl
- E. Education Connection – Mr. Coppola
- F. Connecticut Boards of Education (CABE) – Mr. Coppola
- G. Negotiations Committee – Mr. Dahl
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- E. Teacher Retirement Incentive Program

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

Present:	Mrs. Angela C. Chastain Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. David A. Lawson Mr. Dave Littlefield Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm	RECEIVED TOWN CLERK 2015 DEC 11 A 9:07
Absent:	Mr. Bill Dahl	

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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 Mr. Jay Hubelbank, Director of Fiscal Services and Operations Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mrs. Paula Kelleher, Principal, Hill and Plain Elementary School Dr. Len Tomasello, Principal, Schaghticoke Middle School
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The annual meeting of the New Milford Board of Education was called to order at 7:00 p.m. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	A. Pledge of Allegiance
2.	Recommended Action	Recommended Action
A.	Election of Board Officers 1. Chairperson Dr. Paddyfote asked for nominations for the position of Chairperson. Mr. Coppola nominated Mr. Lawson and Mr. McCauley nominated Mr. Lawson for Chairperson of the New Milford Board of Education. Mr. Lawson was elected Chairperson 7-1 with Mr. Littlefield voting for Mr. Schemm.	A. Election of Board Officers 1. Chairperson Mr. Lawson was nominated and elected 7-1 for Chairperson of the New Milford Board of Education.

	<p>2. Vice Chairperson</p> <p>Mr. Lawson asked for nominations for the position of Vice Chairperson of the New Milford Board of Education.</p> <p>Mr. Schemm nominated Mr. Dahl for the position of Vice Chairperson of the New Milford Board of Education.</p> <p>Mr. Dahl was elected Vice Chairperson 8-0.</p> <p>3. Secretary</p> <p>Mr. Lawson asked for nominations for the position of Secretary of the New Milford Board of Education.</p> <p>Mr. Coppola nominated Mrs. Faulenbach for the position of Secretary of the New Milford Board of Education.</p> <p>Mrs. Faulenbach was elected secretary 8-0.</p> <p>4. Assistant Secretary</p> <p>Mr. Lawson asked for nominations for Assistant Secretary of the New Milford Board of Education.</p> <p>Mr. Schemm nominated Mrs. McInerney for the position of Assistant Secretary of the New Milford Board of Education.</p> <p>Mrs. McInerney was elected Assistant Secretary 8-0.</p>	<p>2. Vice Chairperson</p> <p>Mr. Dahl was nominated and unanimously elected Vice Chairperson of the New Milford Board of Education.</p> <p>3. Secretary</p> <p>Mrs. Faulenbach was nominated and unanimously elected Secretary of the New Milford Board of Education.</p> <p>4. Assistant Secretary</p> <p>Mrs. McInerney was nominated and unanimously elected Assistant Secretary of the New Milford Board of Education.</p>
3.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 7:07 p.m., seconded by Mr. Coppola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion passed unanimously to adjourn the meeting at 7:07 p.m.</p>

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach

Secretary

New Milford Board of Education

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

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

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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 Mr. Jay Hubelbank, Director of Fiscal Services and Operations Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mrs. Paula Kelleher, Principal, Hill and Plain Elementary School Dr. Len Tomasello, Principal, Schaghticoke Middle School Kendall Stewart, Student Representative Eric Vasquez, Student Representative
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1. A.	Call to Order Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2. A. B.	Recognition Peace Poster Contest: SMS students Ishaani Pradeep and Francesca Spindle <ul style="list-style-type: none"> Dr. Paddyfote invited Dr. Tomasello to come forward to recognize the two students who won the Lions Club Peace Poster Contest. NMPS Retiree: Dr. Eileen Cooper <ul style="list-style-type: none"> Dr. Paddyfote noted that Dr. Cooper has been 	Recognition A. Peace Poster Contest: SMS students Ishaani Pradeep and Francesca Spindle B. NMPS Retiree: Dr. Eileen Cooper

	<p>teaching the talented and gifted program for 36 years including 20 in New Milford.</p> <ul style="list-style-type: none"> • Dr. Cooper said she was pleased with the addition of two programs –Project Lead the Way and the K-8 science program. <p>The meeting recessed at 7:41 p.m. for a brief reception and reconvened at 7:47 p.m.</p>	
3.	<p>Public Comment</p> <ul style="list-style-type: none"> • John Spatola, a New Milford resident, congratulated Mr. Lawson on his election as Chairperson of the Board and encouraged him to bring civility back to the Board. He also asked the members to welcome diverse opinions and not reject different ideas. He noted that the job of the Board is to bring a great education to the students of New Milford and he wished the Board luck. • Nicole Gregory, a teacher at Northville, said she is concerned with the lack of substitutes and paraeducator support. She said professional development is now limited because of these two issues. She encouraged adding more paraeducator support in the budget and also maybe adding building substitutes. 	Public Comment
4.	<p>PTO Report</p> <ul style="list-style-type: none"> • K-5 has wrapped up book fairs and family events. Mrs. Lewis thanked the school staff for all their assistance in these events. • The K-5 holiday shops will be running for the next few weeks. • Schaghticoke is currently having a Battle of the Books. • Schaghticoke and Hill and Plain are sponsoring events with the Danbury Titan Hockey team as a fundraiser. • Mrs. Lewis thanked the former Board members and welcomed the new members. • Mrs. Lewis thanked Dr. Paddyfote on behalf of the PTO. 	PTO Report

5.	<p>Student Representatives' Report</p> <ul style="list-style-type: none"> • The parent teacher conferences were held December 3rd. • December 4th was the FBLA hosted New Milford Police Department versus high school staff basketball game – the police won. • December 10th is the jazz band and orchestra concert. • Winter sports teams have begun. • December 17th is the chorus concert. • January 21st is the Incoming Freshman Night. • The construction of the turf fields at the high school has begun. • Auditions for the spring musical are under way. The musical will be Rodgers and Hammerstein's Cinderella. • Winter break begins December 23rd. 	<p>Student Representatives' Report</p>
6.	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes</p> <ol style="list-style-type: none"> 1. Board Workshop Meeting Minutes November 10, 2015 2. Regular Meeting Minutes November 10, 2015 <p>Mr. Coppola moved to approve the following Board of Education Meeting Minutes: Board Workshop Meeting Minutes November 10, 2015 and Regular Meeting Minutes November 10, 2015, seconded by Mr. Littlefield and passed unanimously.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes</p> <ol style="list-style-type: none"> 1. Board Workshop Meeting Minutes November 10, 2015 2. Regular Meeting Minutes November 10, 2015 <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Board Workshop Meeting Minutes November 10, 2015 and Regular Meeting Minutes November 10, 2015.</p>
7.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the Board of Finance will be meeting December 9th to discuss the capital reserve request for the Board which includes the CEN line to Sarah Noble, upgrading the phone system, and corrective action per the civil rights review. • The Project Lead the Way teachers met with 	<p>Superintendent's Report</p>

	<p>representatives of the Goldring Family Foundation who once again granted \$50,000 to the school for scholarships (\$20,000) and equipment purchase (estimated at \$27,000).</p> <ul style="list-style-type: none"> The school winter break will be December 23rd until January 3rd. 	
8.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> Mr. Lawson thanked the members for the vote of confidence for his election as Chair. He said there will be two meetings potentially upcoming including a workshop for superintendent search timeline and one for vendor presentations to help the Board hire. He thanked the Ad Hoc Committee for its work up to this point. Mr. Lawson asked Board members to give input to the Superintendent regarding the upcoming budget noting that in January, when it is presented, it is the Superintendent's budget and at adoption night it becomes the Board's. He also asked for the Board members to let him know what sub-committees they would like to serve on. Mr. Lawson appointed Mr. Coppola as parliamentarian and Mrs. Faulenbach as assistant parliamentarian. 	<p>Board Chairman's Report</p>
9.	<p>Committee and Liaison Reports</p> <p>A. Facilities Sub-Committee</p> <ul style="list-style-type: none"> Mr. Littlefield said they received updates about the Schaghticoke roof project, the chiller at the high school, and overtime. <p>B. Operations Sub-Committee</p> <ul style="list-style-type: none"> Mrs. Faulenbach said the Operations Committee discussed the monthly reports, personnel exhibit, gifts and donations, bid award, grant and certified substitute coverage. 	<p>Committee and Liaison Reports</p> <p>A. Facilities Sub-Committee</p> <p>B. Operations Sub-Committee</p>

<p>C. Policy Sub-Committee</p> <ul style="list-style-type: none"> • Mr. Lawson noted there were two policies on the agenda for second review. <p>D. Committee on Learning</p> <ul style="list-style-type: none"> • Mrs. Chastain said there was no meeting in November. <p>E. Education Connection</p> <ul style="list-style-type: none"> • Mr. Coppola noted that Education Connection is in the process of replacing its Executive Director. He said the target to replace the current director is February/March. <p>F. Connecticut Boards of Education (CABE)</p> <ul style="list-style-type: none"> • Mr. Littlefield said there was nothing new to report. • Mr. Coppola said he had been appointed by Mrs. Chastain as the delegate to the CABE convention and he had asked the group to review the SAT requirement saying that other schools supported this because not all students will be going on to college. • He said he tried to get the school calendar added to the legislative agenda but was unable to get the support. <p>G. Negotiations Committee</p> <ul style="list-style-type: none"> • Mrs. Chastain said all three bargaining unit contracts were settled and signed. <p>H. Magnet School</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she and Dr. Paddyfote attended a meeting today. This is the tenth year of the magnet school program and the tuition will remain the same; the last increase was four years ago. • Mr. Coppola asked how many slots were available and Mrs. Faulenbach said there are 17 	<p>C. Policy Sub-Committee</p> <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>
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	<p>total, of which 16 have been filled.</p> <ul style="list-style-type: none"> • Dr. Paddyfote said there are 16 filled but there are also students who now live in Danbury that are filling school choice seats and New Milford has to pay for those students attending. 	
10.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated December 8, 2015</p> <p>Mrs. Faulenbach moved to approve, Mr. Littlefield seconded.</p> <ul style="list-style-type: none"> • Mr. Coppola wished Mr. Hubelbank good luck in his retirement. <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-681 2. Budget Position dated 11/20/15 3. Request for Budget Transfers <p>Mrs. Faulenbach moved to approve Purchase Resolution D-681, Budget Position dated 11/20/15, and Request for Budget Transfers, seconded by Mr. Littlefield.</p> <ul style="list-style-type: none"> • Mr. Coppola said he was glad to see that transfers came from within the same departments and were not from the 611 line item. • Mr. Littlefield asked what the McGraw Hill subscription was and Mr. Smith said he thought it was the on-line component for world language textbooks. • Mr. Coppola asked how the district was doing overall and Mr. Hubelbank said the district is concerned with the special education line. He 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated December 8, 2015</p> <p>Motion made and passed unanimously to approve.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-681 2. Budget Position dated 11/20/15 3. Request for Budget Transfers <p>Motion made and passed unanimously to approve Purchase Resolution D-681, Budget Position dated 11/20/15, and Request for Budget Transfers.</p>

	<p>noted that the school district budgets for five or six outplacements per year but so far New Milford has had 11 or 12. New Milford pays a certain amount of transportation and tuition based on a state formula.</p> <ul style="list-style-type: none"> • Mr. Coppola noted that the Board has a finite amount to spend and might need to freeze spending which they have done in the past. • Mr. Schemm asked about the Dell Chromebooks and Mr. Hubelbank noted they are about \$300 each. • Mr. Schemm asked about the ten pack of iPads versus Chromebooks. Mr. Smith said the iPads include cases, carts, etc. <p>The motion passed unanimously.</p>	
C.	<p>Gifts & Donations</p> <p>1. PTO Exhibit B</p> <p>Mr. Coppola moved to approve, seconded by Mr. Lawson.</p> <ul style="list-style-type: none"> • Mr. Coppola thanked the PTO because their contributions allow many programs and field trips to happen. <p>The motion passed unanimously.</p>	<p>C. Gifts & Donations</p> <p>1. PTO Exhibit B</p> <p>Motion made and passed unanimously to approve.</p>
D.	<p>Bid Award</p> <p>1. Food and Nutrition Services – Serving Lines</p> <p>Mrs. Faulenbach moved to award the bid for Food and Nutrition Services – Serving Lines to Warehouse Store Fixture Company, seconded by Mr. Littlefield.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted this was from the Food and Nutrition Services account not the general operation account. <p>The motion passed unanimously.</p>	<p>D. Bid Award</p> <p>1. Food and Nutrition Services – Serving Lines</p> <p>Motion made and passed unanimously to award the bid for Food and Nutrition Services – Serving Lines to Warehouse Store Fixture Company.</p>

<p>E. Grant 1. District Consolidated Grant</p> <p>Mr. Coppola moved to approve the District Consolidated Grant, seconded by Mrs. Faulenbach.</p> <ul style="list-style-type: none"> • Mr. Smith said both Title I and Title II grants are state entitlements and are not competitive. <p>The motion passed unanimously.</p> <p>F. Policies for Second Review 1. 3240 Tuition Fees 2. 5157 Use of Physical Force</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if these would be adopted during the budget hearings and Dr. Paddyfote said they would probably come up at the February Board meeting. • Mr. Coppola noted that the Board is given two opportunities to review policies and Mrs. Faulenbach said every so often the Board needs to suspend a policy to approve one quickly. • Mr. Coppola said typically these changes are due to a change at the state level. • Mrs. McInerney asked for confirmation for clarification purposes that strike outs meant language was being removed and bold was language that would be added. <p>G. Certified Substitute Coverage</p> <p>Mrs. McInerney moved to approve an increase to the compensation rate for a substitute teacher in the New Milford Public Schools to \$90.00 per day, seconded by Mr. Littlefield.</p> <ul style="list-style-type: none"> • Mr. Coppola said he heard if there were tissues in the classrooms then perhaps teachers would not be getting sick so much. • Mr. Hubelbank said there are tissues provided for each classroom. • Mrs. Chastain asked if the \$90 would take effect on day one for a substitute and Ms. Baldelli said it would though in the past the 	<p>E. Grant 1. District Consolidated Grant</p> <p>Motion made and passed unanimously to approve the District Consolidated Grant.</p> <p>F. Policies for Second Review 1. 3240 Tuition Fees 2. 5157 Use of Physical Force</p> <p>G. Certified Substitute Coverage</p> <p>Motion made and passed to approve an increase to the compensation rate for a substitute teacher in the New Milford Public Schools to \$90.00 per day.</p>
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	<p>substitute would start at \$75 for their first 90 days.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this was discussed at the Operations meeting and will have an effect on the current budget but this is an effort to see if this is the answer to the substitute problem. • Mr. Coppola said he would be abstaining from the vote as his daughter is a substitute. • Mrs. McInerney asked when this starts and Mr. Hubelbank said January 1st. • Mr. Lawson applauded the Board for taking this action noting that New Milford is not the only district facing the substitute shortage. • Mr. Littlefield asked how the district's new pay rate compared with other districts and Ms. Baldelli said all the districts are trying this same approach of raising the rate. She said outsourcing the situation may be a future solution. • Mr. Schemm asked what the fill rate was for the district and Ms. Baldelli said it was 74%. • Mr. Schemm asked if the tracking will continue after January to see if this increase will help and Ms. Baldelli said it would. <p>Motion passed 7-0-1. Mr. Coppola abstained.</p>	
H. Input for 2016-2017 Budget	<ul style="list-style-type: none"> • Mr. Lawson said this was an opportunity for Board members to give the Superintendent some input on the budget. He said they could also reach out to him or to the Superintendent individually. • Mr. Coppola said he wants to see money for field trips given that the schools already spend \$1 million on sports. He suggested \$20 per student for K-2 and \$35 per student for 4-6 for a total of about \$60,000. He also wants the district to hire someone to run a true alternative high school – he said currently it is a computerized program. • Mr. Schemm said the Board of Education at the state level adopted the next generation science standards and the district would have to see 	H. Input for 2016-2017 Budget

	<p>where they would go with that since it is different from common core.</p> <ul style="list-style-type: none">• Mr. Coppola noted the U.S. House recently passed a bill to rescind No Child Left Behind.	
11.	Item for Information and Discussion A. Field Trip Report <ul style="list-style-type: none">• Mr. Coppola said the Leo Club, the student branch of the Lion's Club, had 14 members join the Lions for their annual senior citizen Christmas party and there are now 60 members in the Club in total. Mr. Coppola also said he is the interim curator of Hunt Hill Museum at the Silo and the fourth and fifth graders were singing at the Silo which is a nice connection with the community.	Item for Information and Discussion A. Field Trip Report
12.	Adjourn Mr. Littlefield moved to adjourn the meeting at 8:42 p.m., seconded by Mrs. Faulenbach and passed unanimously.	Adjourn Motion passed unanimously to adjourn the meeting at 8:42 p.m.

Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
December 14, 2015
Sarah Noble Intermediate School Library Media Center**

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2015 DEC 15 P 1:46

NEW MILFORD, CT

Present:	Mr. David A. Lawson, Chairperson Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach at 6:35 p.m. Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm
Absent:	Mrs. Angela C. Chastain Mr. Dave Littlefield

Also Present:	Mr. Joshua Smith, Deputy Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Attorney Michael P. McKeon, Pullman Comley, LLC
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1. A.	Call to Order Pledge of Allegiance The Board workshop special meeting of the New Milford Board of Education was called to order at 6:30 p.m. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	PRESENTATION The Board's legal counsel will conduct a workshop pertaining to various issues confronting Board members, including the legal contours of Board member speech as well as the Board-Central Office dynamic, such as hiring and working with Superintendents. <ul style="list-style-type: none"> • Attorney Michael P. McKeon presented information on Board responsibilities and communications, its role in the public eye, and its relationship to the Superintendent as the chief executive officer of the Board. • Mrs. McInerney asked for confirmation that a Board member should not use "reply all" to an email sent to the Board and Attorney McKeon said that is correct as the response could be considered a meeting of the Board. • Mr. Coppola asked if any topic could be brought up by a Board member at a meeting 	PRESENTATION The Board's legal counsel will conduct a workshop pertaining to various issues confronting Board members, including the legal contours of Board member speech as well as the Board-Central Office dynamic, such as hiring and working with Superintendents.

and Attorney McKeon said discussion should be only about items on the agenda.

- Attorney McKeon discussed the procedure to follow regarding parent/community complaints and cautioned Board members to keep a proper distance in case the complaints lead to hearings down the road in which the Board member would be called to rule.
- Mr. Coppola asked what recourse the Board had if a member is not following proper procedure. Attorney McKeon said in a serious case the Board could look to censure or reprimand the individual but the individual cannot be removed by the Board since he/she is an elected official.
- Mrs. Faulenbach said it was her understanding that even with a censure the Board member could vote and Attorney McKeon said that is correct.
- Mr. Lawson asked about a member of the public naming specific individuals when speaking during public comment. Attorney McKeon said the Board could instruct the public not to do that and should not respond if it should happen. He said the Board was free to limit speech without regard to content, e.g. set time limits, limit to items on the agenda etc.
- Mr. Coppola asked if questions for the attorneys needed to go through the chair. Attorney McKeon said typically questions would go to the Superintendent and the Chair who "embodies" the Board.
- Mr. Lawson said questions should go to the Superintendent who will involve the Chair if needed.
- Mr. Dahl asked if he should keep copies of Board related emails. Attorney McKeon said yes, that they are public records and suggested that members try to segregate these items from their personal correspondence, perhaps having a separate BOE email address.

Mrs. McInerney left the meeting at 6:59 p.m.

- Mr. Coppola said sub-committees are made up

	<p>of four voting members and said that other Board members who attend are not allowed to participate in discussion. Attorney McKeon asked if there was public comment and said that, if so, the Board member would be able to speak then. To allow otherwise could result in an illegal meeting of the Board.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked if it was within the Chair's purview to call on a person sitting in public and Attorney McKeon said he would advise against that.• Mr. Coppola said he disagreed and that he would continue to investigate.• Mr. Lawson asked what a Board member should do when an anonymous letter is received. Attorney McKeon said the Superintendent should be advised and a copy of the letter provided.• Mrs. Faulenbach said she appreciates this advice as she has received anonymous letters in the past that she has turned over to the superintendent. She said she gives no credence to anonymous letters.• Mr. Dahl asked if he needed to keep a copy if it was turned over to the superintendent and Attorney McKeon said no as long as someone has a copy.• Mr. Lawson asked Attorney McKeon his thoughts regarding the superintendent search process since the Board will be interviewing and possibly selecting a firm this week.• Attorney McKeon suggested that the Board might look at where the firm draws its candidate pool from, what qualifications they look for and how well that matches with the criteria that the Board sees as important. The Board might want to look at other districts in which the firm has placed a superintendent and how long that individual has stayed.• Mr. Lawson asked Attorney McKeon to explain the evergreen clause. Attorney McKeon said under state law a superintendent could only be retained for three years maximum. Salary and benefits are typically	
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	<p>negotiated the first year then each year after at which time a new three year contract is also considered.</p> <ul style="list-style-type: none">• Mr. Coppola asked if the Board had to give a three year contract and Attorney McKeon said no, that was the maximum.• Mr. Schemm asked if the position has tenure protection and Attorney McKeon said it does not.• Mr. Coppola asked if the Board could use an interim superintendent for multiple years and Attorney McKeon said yes, if negotiated.	
3.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 7:43 p.m., seconded by Mr. Coppola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:43 p.m.</p>

Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
December 17, 2015
Sarah Noble Intermediate School Library Media Center**

RECEIVED
TOWN CLERK

2015 DEC 18 P 1:18

NEW MILFORD, CT

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

Also Present:	Ms. Ellamae Baldelli, Director of Human Resources
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1.	Call to Order A. Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Items for Discussion A. A presentation by Cooperative Educational Services (CES) regarding superintendent search consulting services followed by a question and answer period. B. A presentation by Connecticut Association of Boards of Education (CABE) regarding superintendent search consulting services followed by a question and answer period. C. A presentation by New England School Development Council (NESDEC) regarding superintendent search consulting services followed by a question and answer period. <ul style="list-style-type: none"> Mr. Lawson said the Board would hear three presentations this evening, each with a question and answer period, followed by discussion and possible action. 	Items for Discussion A. A presentation by Cooperative Educational Services (CES) regarding superintendent search consulting services followed by a question and answer period. B. A presentation by Connecticut Association of Boards of Education (CABE) regarding superintendent search consulting services followed by a question and answer period. C. A presentation by New England School Development Council (NESDEC) regarding superintendent search consulting services followed by a question and answer period.

- Dr. James Ritchie and Mr. Tom Jokubaitis presented information about the superintendent search services of Cooperative Educational Services (CES).
- Mrs. McInerney noted that CES is involved in several searches throughout the state presently and asked if they run into any conflict of interest in trying to place candidates. Mr. Jokubaitis said no because each search process is unique. CES works carefully in each search to match candidates skill sets with the specific desires and needs of the community; there is no general pool that is used for all.
- Mr. Dahl asked if only candidates with 093 certification are considered. Dr. Ritchie said they also include candidates who are considered “certifiable” by the state of Connecticut, meaning they are within a year of receiving 093 certification. This is often the case for example with candidates from out of state who have their certification in the state from which they are coming but need to complete a required class in Connecticut.
- Mr. Dahl asked if the search committee could include more than the Board of Education members. Mr. Jokubaitis said yes but that they would advise against that due to issues that might arise with confidentiality. Dr. Ritchie suggested other parties would be better included in the focus group phase of the process.
- Mr. Coppola asked if CES would provide support to the newly hired superintendent. Mr. Jokubaitis said the contract does include a transition/mentoring period.
- Mrs. Faulenbach asked if the fee covers all outside advertising and Mr. Jokubaitis said it is all inclusive. He also said the agreement states that if the newly hired superintendent leaves within the first year CES will do the search again at no cost. He said this was not typically needed.
- Mr. Coppola said he was aware that CES has other consultants and asked if Mr. Jokubaitis and Dr. Ritchie would be the consultants for

	<p>New Milford. Mr. Jokubaitis said yes.</p> <ul style="list-style-type: none">• Dr. Mary Broderick presented information about the superintendent search services of Connecticut Association of Boards of Education (CABE) Search Services.• Mrs. Chastain asked if the use of a second consultant was included in the cost of the proposal and Dr. Broderick said yes and she would be assisted, as needed, in the search process.• Mr. Coppola asked if CABE Search Services would be providing transition services as part of the agreement. Dr. Broderick said they would and that the district would also be able to use general CABE resources as well.• Mrs. McInerney asked if a regional or national search was suggested. Dr. Broderick said that determination would be made after the first planning meeting with the Board but she said the greatest successes in placement tend to be regional.• Dr. Broderick said she believes that CABE Search Services offers a nice balance of personnel with Board and superintendent experience. <p>The Board recessed at 7:55 p.m. and returned to public session at 8:00 p.m.</p> <ul style="list-style-type: none">• Mr. James Connelly presented information about the superintendent search services of the New England School Development Council (NESDEC). <p>Mrs. Faulenbach left the meeting at 8:23 p.m.</p> <ul style="list-style-type: none">• Mrs. McInerney asked if NESDEC warrantied their services and Mr. Connelly said yes if the hire did not work out after two years they would reopen the search and charge expenses only. He said this was not typically needed.• Mr. Coppola asked if a transition/mentoring phase was included in the agreement. Mr. Connelly said the consultant would help with	
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	<p>this.</p> <ul style="list-style-type: none"> Mr. Dahl asked if the focus groups would be open to anyone interested and Mr. Connelly said they would. He said an effort should be made to hold the groups at different times, possibly different locations, to make them as inviting as possible. He said an on-line survey would also be offered. <p>The Board recessed at 8:41 p.m. and returned to public session at 8:45 p.m.</p>	
3.	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	Public Comment
4.	<p>Discussion and Possible Action</p> <p>A. Retention of superintendent search firm.</p> <ul style="list-style-type: none"> Mr. Lawson said the search timeline is tight and opened discussion for retention of a superintendent search firm. Mr. Coppola said he thought all the firms would do a good job and basically had many of the same attributes. He was impressed with the emphasis CABA Search Services placed on listening. Mr. Lawson agreed that all the firms would serve the Board well. He said he appreciated CES' sensitivity to the timeline needed, appreciated that they had already prepared a mock up advertisement for New Milford and that they have a broad range of resources in Connecticut. Mr. Dahl said he liked NESDEC's emphasis on the timeline for financial agreements. He had also received positive feedback informally on the CABA consultant in this area. Mrs. Chastain said she thought all the firms had plus's and minus's and that if there was something that the Board specifically liked about one, they could ask the others to do that as well when negotiating the agreement. She said she feels it comes down to which firm the 	<p>Discussion and Possible Action</p> <p>A. Retention of superintendent search firm.</p>

	<p>Board feels they would work best with.</p> <p>Mr. Coppola made a motion to use CABA Search Services for the superintendent search, seconded by Mr. Dahl.</p> <ul style="list-style-type: none"> • Mr. Lawson said he feels that CABA Search Services are subcontractors. • Mr. McCauley said the materials provided by CABA Search Services do not show many superintendent searches; they show more for other administrative positions. • Mrs. McInerney said CABA was more expensive and she did not see what they offered that was different to justify the higher cost. She said she liked CES the best, with NESDEC coming in second. <p>The motion failed 2-4. Aye: Mr. Coppola, Mr. Dahl No: Mrs. Chastain, Mr. Lawson, Mr. McCauley, Mrs. McInerney</p> <p>Mr. Dahl made a motion to use CES for the superintendent search, seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> • Mr. Coppola said he is involved with the Education Connection search that CES is facilitating and he has been impressed with how quickly they have moved the process along. • Mr. McCauley likes that CES has and is doing many searches in surrounding towns so are very familiar with the area. <p>The motion passed unanimously.</p> <p>Motion made by Mrs. Chastain to authorize the Board Chair and Legal Counsel to negotiate the terms of the agreement with Cooperative Educational Services to provide consulting services for the superintendent search and to further authorize the Board Chair to sign the agreement pending legal review.</p>	<p>Motion made to use CABA Search Services for the superintendent search.</p> <p>The motion failed 2-4.</p> <p>Motion made and passed unanimously to use CES for the superintendent search.</p> <p>Motion made and passed unanimously to authorize the Board Chair and Legal Counsel to negotiate the terms of the agreement with Cooperative Educational Services to provide consulting services for the superintendent search and to</p>
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**New Milford Board of Education
Special Meeting Minutes
December 17, 2015
Sarah Noble Intermediate School Library Media Center**

Page 6

	Motion seconded by Mr. Coppola. Motion passed unanimously.	further authorize the Board Chair to sign the agreement pending legal review.
5.	Adjourn Mr. Dahl moved to adjourn the meeting at 8:54 p.m., seconded by Mrs. McInerney and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:54 p.m.

Respectfully submitted:



David A. Lawson
Chairperson
New Milford Board of Education

NEW MILFORD, CT

**New Milford Board of Education
Special Meeting Minutes
December 28, 2015
Lillis Administration Building – Board Room**

2015 DEC 30 A 11:56

RECEIVED
TOWN CLERK

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

1.	Call to Order	Call to Order
A.	Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. The Pledge of Allegiance immediately followed the call to order.	A. Pledge of Allegiance
2.	Public Comment • There was none.	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Orientation regarding superintendent search <ul style="list-style-type: none"> • CES consultants Tom Jokubaitis and Jim Ritchie presented information to the Board for discussion regarding the steps to complete the superintendent search. A draft timeline was discussed, with January 13, 2016 proposed for focus group meetings. • Mrs. Faulenbach said she was very pleased with the aggressiveness of the timeline. • Mr. Lawson suggested that the January 13, 2016 date be used for the focus groups with the consultants making any necessary adjustments to time or place with district administration. • Mrs. Faulenbach asked if Board members should be present for those meetings and Mr. Jokubaitis said generally the Board is not there. • Mr. Jokubaitis asked if the Board had any 	A. Orientation regarding superintendent search

	<p>changes to the suggested make-up of the focus groups.</p> <ul style="list-style-type: none">• Mr. Lawson said he would like to see at least two community/parent focus groups offered, one during the day and one in the evening.• Mr. Dahl said a day meeting would perhaps be helpful to seniors since they do not always like to drive at night.• Mr. Dahl asked why the student focus group only included high school students and not middle school age. Mr. Jokubaitis said they had not had much success with that age group in the past whereas the high school level tends to have very insightful comments.• Mr. Schemm suggested piggybacking one of the sessions with a PTO event if possible to reach out to that group specifically. Mr. Lawson said they could come to the community groups as well.• Mr. Jokubaitis said they have found it difficult to get teacher participation if the meeting is held after school hours with just a general invitation to all due to the busy schedule of most teachers. He suggested that the Board consider having each school meet as a group beforehand to discuss focus group topics then allowing one or two representatives from each school to come to the focus group at the end of the student instructional day. Principals would provide for any needed release time for travel.• Mr. Lawson said he wants to make sure anyone who wants to participate can.• Mrs. Faulenbach said she would like to limit interference with the instructional day.• Mr. Coppola said it was important to provide the opportunity for inclusion.• Mrs. Faulenbach said a more structured invitation to the teachers would show that the Board truly wants their input.• Mr. Lawson said he thinks it is important that the public have another opportunity to weigh in when final candidates are being considered.• Mr. Coppola agreed, saying that was part of the Democrat campaign.• Mr. Jokubaitis said they would work on a	
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	<p>revised schedule and send it to the Board for final approval.</p> <ul style="list-style-type: none">• Mr. Lawson asked if the Board was okay with him as Chair giving final approvals versus calling another meeting.• Mrs. Faulenbach said she would like to see the revisions first.• Mr. Jokubaitis said if the Board chose to appoint itself as the search committee then these types of approvals could be done informally as part of the personnel search process and would not require a posted meeting and vote. He said others could be added to the committee over time if the Board wished.• Mrs. Faulenbach said she thought it was a good idea as it would give extra flexibility and move the process along.• Mr. Schemm agreed. <p>Mrs. Faulenbach moved to appoint the Board of Education in its entirety as the Superintendent Search Committee, seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none">• Mr. Jokubaitis presented a draft Focus Group Framework document for the Board's consideration. He said it would be used to provide structure to focus group discussions as well as consistency from group to group. He said the plan is to record responses during the group meeting and display them on a screen so that the group would reach consensus on the topics under discussion. This same framework will be used for the online survey.• Mr. Lawson said he would like the topic "personnel management" added to question #3.• Mrs. Faulenbach asked if this was a standard framework with some tailoring to New Milford specifically and Mr. Jokubaitis said that is correct. Mr. Jokubaitis said the information provided by the focus groups will help structure applicant interviews further in the process.• Mr. Jokubaitis said they would run the online	<p>Motion made and passed unanimously to appoint the Board of Education in its entirety as the Superintendent Search Committee.</p>
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	<p>survey roughly at the same time as the focus groups with some overlap so that focus group participants can be encouraged to take that one as well. The consultants will then prepare a formal leadership profile for adoption by the Board at a meeting.</p> <ul style="list-style-type: none">• Mr. Schemm asked how the online survey would be promoted. Mr. Ritchie and Mr. Jokubaitis said they will use a press release, social media and the district's website and school messenger service.• Mrs. Faulenbach said based on the timeline it appears there are six weeks to accept applications with the goal to hire a superintendent in March. Mr. Jokubaitis said that is correct; the recruitment brochure will go out at the beginning of January at the latest. Mrs. Faulenbach said if the profile was to be presented at a public meeting and formally adopted by the Board the group should look at dates now.• Mr. Lawson suggested that the presentation of the leadership profile to the public could be done at a special meeting on February 9th prior to the regular Board meeting.• Mr. Schemm asked for clarification that the information on the profile is not privileged and Mr. Jokubaitis said it is not; it is a summary of what the community desires in a candidate.• Mr. Jokubaitis presented a draft recruitment brochure for consideration. Mr. Ritchie said they would like to release this as soon as possible to start recruitment.• Mr. Lawson said he would prefer the reference to New Milford as a suburb of Danbury be removed. He would also prefer the term "historical" houses in the brochure.• Mr. Schemm asked if there was a way to incorporate the district's mission statement in the brochure as it guides so much of what we do.• Mr. Jokubaitis said he would make the suggested changes.• Mrs. Faulenbach said she liked the general compensation description used in the brochure	
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as it does not box in the district. Mr. Jokubaitis suggested the Board would need to consider compensation specifics down the road, including salary and/or annuity. He said it would be helpful for recruiting purposes if the consultants had a range to refer to. He also suggested that the Board should consult its legal counsel as this item progresses.

- Mr. Coppola said he is not interested in hiring a superintendent at the same level as Dr. Paddyfote who had been with the district for many years.
- Mr. Lawson said the Board will be reviewing the contract for changes they might wish to make and he would consult the Board attorney.
- Mr. Ritchie reminded the Board that it is a seller's market so a compensation range will come into play.
- Mrs. Faulenbach asked when the consultants would need this information and Mr. Jokubaitis said by the first interview stage. He suggested using the Board attorney as an intermediary.
- Mr. Coppola said he liked that idea as it gives the Board some distance as negotiations take place.
- Mr. Lawson suggested that an executive session be added to the agenda of the February 9th Board meeting so the Board can discuss compensation. He said he would check with the Board attorney to see if he could attend. Mrs. Faulenbach suggested that Mr. Lawson ask the Board attorney for the proper motion.
- Mrs. Faulenbach asked if the position requirements section included a statement about upholding Board policy. Mr. McCauley said policy is referenced in bullet #4.
- Mr. Jokubaitis said any other information the Board would like could be requested at the interview stage. He reminded the Board of the importance of confidentiality regarding applicants who might have unfavorable consequences if it was known that they were looking to move positions.
- Mr. Jokubaitis asked if the Board was interested in having informal conversations

with candidates who may be interested but who had not yet applied. He said it is a way for the Board to practice interviewing and for a potential candidate to take a closer look.

- Mr. Coppola said he was uncomfortable with this idea as he thinks it gives the potential candidate a leg up on others who may have actually applied.
- Mr. Lawson agreed and said all candidates should go through the same process.
- Mr. McCauley suggested it might be a good idea to attract a candidate who is on the fence since it is such a seller's market.
- Mr. Dahl said he too could see the advantages in perhaps finding additional candidates and practice interviewing.
- Mr. Ritchie said the pool at this point truly is a "puddle" and that the state is considering declaring the superintendent position a shortage area in 2017-2018. Mr. Jokubaitis said the consultants will work hard to find the right person for New Milford.
- Mr. Lawson reminded the Board that they are not bound by the time framework. If a suitable candidate is not found, they can keep looking. The last superintendent was interim for three years.
- Mr. Dahl said he thought it was important to involve the community at the interview stage. He suggested adding the NMEA and PTO at the first interview.
- Mr. Jokubaitis said if the Board chooses to do this then the participants should be of an advisory nature only and must be strongly cautioned regarding confidentiality. Candidates may drop out over this.
- Mr. Lawson said if that is the case then he is not interested in that candidate.
- Mr. Ritchie said he also thought there was a danger in doing this as it can cause more of a rift than cohesion over who is selected and who is not. It can also be very problematic if the advisory group and the Board don't agree on a candidate.
- Mrs. Faulenbach said she preferred to include

	<p>all the community versus singling out participants. She said it is ultimately the Board's responsibility to choose.</p> <ul style="list-style-type: none"> • Mr. Schemm suggested participants could be solicited from the focus groups. • Mr. Coppola said the district has previously included advisory members when hiring administrative positions. • Mr. Lawson said he thought it was important to have some kind of community involvement at the end of the process, not just the beginning. • Mr. Jokubaitis suggested that if they wanted to include an advisory group that this could be done as a separate interview with each candidate prior to their interview with the Board. Perhaps the group could then rank the candidates in order of preference. He said the Board would have to determine how the advisory group would be selected. • Mr. Dahl mentioned that he has a health issue which may prohibit him from meeting attendance and asked if the Board would like him to excuse himself from the search committee. Mr. Jokubaitis said that would not be necessary since the search committee offers flexibility for input including telephone and email. The Board agreed that Mr. Dahl's input was valuable. 	
4.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 8:24 p.m., seconded by Mr. Coppola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:24 p.m.</p>

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach

Secretary

New Milford Board of Education

New Milford Board of Education
 Budget Hearing & Meeting Minutes
 January 19, 20, 26 & 27, 2016
 Sarah Noble Intermediate School Library Media Center

Budget Hearing Minutes
 January 19, 2016
 Sarah Noble Intermediate School Library Media Center

RECEIVED
 TOWN CLERK

2016 FEB - 1 A 9 00

NEW MILFORD, CT

Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Dave Littlefield Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm
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Also Present:	Mr. Joshua Smith, Interim Superintendent-Elect Dr. Eugenia Slone, Acting Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Jay Hubelbank, Director of Fiscal Services and Operations Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mrs. Paula Kelleher, Principal, Hill and Plain Elementary School Mrs. Susan Murray, Principal, Northville Elementary School Mr. Greg Shugrue, Principal, New Milford High School Dr. Len Tomasello, Principal, Schaghticoke Middle School
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1. A.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mr. Lawson, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Presentation by Mr. Joshua Smith of the 2016-2017 School Budget <ul style="list-style-type: none"> Mr. Lawson noted that there would be several presentations tonight and asked the members of the Board to hold their questions until after each presentation. Mr. Smith began the 2016-2017 budget 	Presentation by Mr. Joshua Smith of the 2016-2017 School Budget

	<p>presentation by thanking the staff, especially as the financial system and process is new this year. He told the Board that the budget was driven by the mission: <i>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.</i></p> <ul style="list-style-type: none">• The budget as presented is designed to be fiscally responsible while maintaining or improving the quality of programs. Mr. Smith highlighted some of the district results including the high school accreditation positive final report, the AP test scores which included 80% at a grade three or higher, 30% in AP enrollment, sports participation, Project Lead the Way, elementary math yielding positive results, reduction of at-risk students in math and reading, special education students scoring above the state average on the SBAC test, and technology undergoing major improvements.• A priority of this budget is on preparing students for college and career readiness through improving student learning opportunities, aligning social studies and science curriculum with new state standards, funding college readiness opportunities, and continually addressing special needs student issues.• A second priority in this budget is student health and wellness needs which are being supported through the increase in guidance counseling at the elementary level.• The third priority is to update and strengthen the district infrastructure, communication and technology resources.• Mr. Smith noted that there are some items not in this budget that may be done within this	
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	<p>school year that will be cost neutral.</p> <ul style="list-style-type: none">• The budget was examined for cost efficiencies; to address health, safety and facility concerns; adhere to class size practices; comply with federal and state mandates; and to honor all collective bargaining agreements. Approximately 85% of the budget is comprised of salaries and benefits.• Mr. Smith noted that this is a transition year from the old accounting system to MUNIS and there are differences in format: salaries are now listed as adjusted actuals; there are old account codes and new account codes given; details and notes do not appear the same way as in the past as custom built reports will take time and money; and some budget lines were combined to reduce redundancy.• Salaries are 59% of the budget, benefits 16%, energy 2%, transportation 8%, and all other items are 15% which includes professional development, contracted services, curriculum development, etc.• Benefits are one of the biggest drivers in this budget as the cost has increased and last year the town had moved \$400,000 into the benefit fund to help defray costs artificially.• Program improvements proposed for 2016-2017 include increasing the K-2 guidance counselors to full time, additional funding of \$25,000 for K-8 field trips, and added funding to provide summer school opportunities for general education students.• The budget challenges continue to include partially funded and unfunded mandates. Some partially funded mandates include adult education, excess cost and state agency placements, and special education services. Unfunded mandates include 504 accommodations, ADA, alternate education programs for expelled students, and non-public school transportation to name a few.• Mr. Smith explained that the cost of benefits for the district is being projected by the town at \$9,475,100. The employee cost share of that is \$2,226,649 leaving \$7,248,452 to be budgeted.	
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	<p>Last year the town, during the budget process, contributed \$400,000 to the health care bottom line but there is no word of that happening this year which means the Board needs to budget for an \$807,211 increase.</p> <ul style="list-style-type: none"> • Some of the reductions in the budget being proposed to offset other increases include reducing curriculum development, reducing special education transportation of students who will age out of the program, reducing utilities, and reducing certified staff by two due to declining enrollment. • Another strategy being utilized is to flat fund for supplies, texts, materials, and equipment where possible. • This budget proposes a conservative projection for excess cost reimbursement of 70% due to historical reimbursement ranges of 65% to 100%. • This budget does not include increased Grade 6 Health instruction for next year. There is no additional Spanish teacher for Schaghticoke nor is there a second library media specialist at the high school despite the NEASC recommendation. The capital budget is not completely restored nor have additional options been added to meet the diverse needs of high school students. • The total budget request increase is \$1,944,344 or 3.17% over the current budget. • Mr. Smith pointed out that the per pupil spending for New Milford is one of the lower in this DRG and well below state average but that the achievement on test scores such as SATs and SBACs is at the state average. • Mrs. Faulenbach noted that Mr. Smith said some items might come before sub-committees this year and wondered how that would impact the 2016-2017 budget. Mr. Smith said the idea would be to keep these proposed programs cost neutral. For instance, in Grade 6 the students are only scheduled to have seven hours of Health instruction a year but this is the age where students deal with a lot of anxiety and wellness issues so the proposal might be to 	
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	<p>look at the current PE teachers' course loads and reallocate some time to Health.</p> <ul style="list-style-type: none"> • Mr. Littlefield asked about the second library media specialist noting that students who stay after school for sports should be able to study in the library. Mr. Smith said that if we could support another library media specialist there would be a split schedule for the library media specialists which would allow the library to remain open longer. • Mr. Coppola asked if the Board had initiated talks with the Town about a contribution to the health insurance and Mr. Lawson said he had just scheduled a meeting with the Mayor. • Mrs. Faulenbach said the Board knew last year this could be a big number this year. • Mr. Schemm asked how the Board requested increases compared to the Town's final approval. • Mrs. Faulenbach asked about the staffing increase and Mr. Smith said it would be adding a net of one position. • Mr. Coppola asked about the special education budget where currently six out of district placements are budgeted and already filled for the year. Mrs. Olson said this is a volatile budget line but they are still budgeting for six positions for next year. • Mr. Lawson apologized for not previously introducing Dr. Slone who has joined the district as the Acting Assistant Superintendent. 	
3.	<p>Discussion of the 2016-2017 School Budget including, but not limited to, Elementary Schools and the Intermediate School</p> <ul style="list-style-type: none"> • Mrs. Susan Murray, Principal of Northville Elementary School, thanked the Board for allowing her the opportunity to address them. She noted this year has been a melding of staff members and collaboration at work. The social worker, who is new this year, divides her time between two schools but has been a good addition. The social worker does crisis counseling, 504 meetings, PPT meetings and 	<p>Discussion of the 2016-2017 School Budget including, but not limited to, Elementary Schools and the Intermediate School</p>

provides additional resources. She said the guidance counselors teach classes back-to-back and have a difficult time providing consultation to teachers with their schedules. Mrs. Murray said school success for young children is really based on how they feel about school, whether they feel safe and secure. Guidance counselors help students manage feelings of anxiety and anger.

- Mrs. Chastain asked if the guidance counselor and social worker were two different people and Mrs. Murray said yes.
- Mr. Coppola asked for clarification of the guidance counselor positions and Mr. Smith said each elementary position would be increased to full time.
- Mr. Coppola asked if the salary percentage included step increases and Mr. Smith said the step increases are budgeted outside the general wage increase.
- Mr. Smith said the salaries listed are the actual people in that building. Mrs. Faulenbach asked for confirmation that the total was for the whole school and Mr. Hubelbank said it was.
- Mr. Coppola asked why the professional services line had increased by 47% and Mrs. Kelleher said that was to bring in speakers who might do a series of presentations for students such as Pratt Center programming for grades K-2 and that format costs more than stand alone presentations.
- Mr. Coppola asked about the instructional supplies line and Mrs. Kelleher said the instructional supplies are the general supplies which are spread throughout the building.
- Mr. Hubelbank said the overall former 611 line of supplies was down all across the budget.
- Mrs. Faulenbach asked if the same format was used for 611 budgeting as previously, which was a targeted amount, and Mr. Hubelbank said the administration develops a target every year which is based on enrollment and per pupil costs and the schools then determine what they need.
- Mrs. McInerney asked why the increase at Hill

	<p>and Plain was 5.25% but only 1% at Northville and less than 1% at Sarah Noble and Mr. Hubelbank said it was a function of salaries and staff with different staff members earning different salaries.</p> <ul style="list-style-type: none">• Mr. Coppola asked why the workbooks line was increasing by 10% and Mrs. Kelleher said these are consumable workbooks for students such as Sit and Spell and Quickwords.• Mr. Coppola asked why there was a 25% decrease in English supplies and Mr. Hubelbank said supplies were bought last year that are still usable so the budget was less for this year.• Mr. Smith said many of the general supplies were moved into this line because it is a building based budget.• Mr. Schemm asked if each building had its own budget to allocate how was parity assured and Mr. Hubelbank said it was based on history and enrollment.• Mr. Schemm noted that Northville was approximately \$300 different in per pupil than Hill & Plain. Mr. Hubelbank said there are 25 more students at Hill & Plain.• Mrs. McInerney asked why the 56110 line was a 143% increase at Hill and Plain and Mrs. Kelleher said she never had the money allocated at the school level before and so globes, resources, map skills, etc. are showing here.• Mr. Coppola asked how the 1.6 administration worked and Mrs. Kelleher said she has an assistant principal three days a week at Hill & Plain and Sarah Noble has the person two days a week.• Mr. Coppola asked if the principals needed to juggle days to meet the needs of the schools and Mrs. Kelleher said to some extent that was true.• Mr. Lawson asked the principals what they thought was missing from their requests and Mrs. Kelleher said the support of the coaches is key as education has gotten very complex. The math and language coaches allow a vertical	
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view of the children as they move through the grade levels. She said the coaches allow for on the spot professional development in the classroom and they help with analyzing work. They also improve consistency of education. Mrs. Kelleher said she would request a full time coach if she were able.

- Mr. Lawson asked Mrs. Murray what Northville needed and Mrs. Murray said a full time assistant principal would be useful as she feels the needs are great enough at the school to support the request.
- Mrs. Bilko said the transition of third graders to Sarah Noble went well and the third grade staff is terrific. She said the children are resilient, adaptable and doing a terrific job. Mrs. Bilko said the coaches do a tremendous amount of work in the classroom supporting teachers, assisting in professional development for teachers and helping with collaborations.
- Mrs. Chastain asked if the coaches were able to visit each teacher at each school and Mrs. Bilko said the coaches send a note out ahead of time saying that they will be at a certain school on a certain day and the teachers invite the coaches into their classrooms.
- Mr. Coppola asked about the 3.4 administrators and Mrs. Bilko said there is one principal, two full time assistant principals, and a 0.4 assistant who comes in two days a week. Mr. Coppola asked about the coaches and Mrs. Bilko said there is a full time literacy coach for grades three, four and five. The math coach does grades four and five and then goes to Schaghticoke for grades six and seven.
- Mr. Coppola suggested the math coach was key given the new math program and Mr. Smith said the math program is in year two for seventh graders and was piloted at the sixth grade as well. The math coach is split between four buildings.
- Mr. Coppola asked why another math coach was not requested and Mr. Smith said the goal was to keep the budget request as close to 3% as possible and he felt the five coach structure

	<p>could be maintained for one more year.</p> <ul style="list-style-type: none">• Mr. Coppola asked about the gifted program and the potential replacement person for Dr. Cooper who is retiring and Mrs. Bilko noted a science enrichment teacher goes to all the K-5 buildings.• Mr. Coppola asked if the STEM teacher is all over the place and Mr. Smith said the science enrichment teacher develops special programs and expands inquiry based learnings in conjunction with classroom teachers.• Mr. Schemm said he feels that coaches play a big role in the schools and asked if there was any way to expand the role with teachers. Mr. Smith said K-8 has no formal department chairs so they were unsure how to do this but he said he would be happy to add money to the budget to make that happen if the Board wished.• Mr. Schenm asked if there were Team mentors in the building and Mrs. Bilko said there was a handful and there are team leaders at Sarah Noble.• Mrs. Faulenbach requested the cost for a coach including benefits be provided for budget discussions next week.• Mr. Littlefield asked if there was any way to quantify the value of the coaches such as setting a baseline of what the expected result should be.• Mrs. Bilko said the coaches don't necessarily work that way, she said there was not an easily quantifiable way.• Mrs. Kelleher said every year, thanks to the coaches, the rigor level gets higher.• Mr. Smith said there is no control group but the school can compare the math SBAC result with others and said while they were not as high as they hoped he felt they would have been worse without the coaches.• Mr. Littlefield said there should be some benchmark set if more dollars are allocated to coaches.• Mrs. Chastain asked for clarification on the number of guidance counselors, psychologists	
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	<p>and social workers at Sarah Noble and Mrs. Bilko said there were two guidance counselors, 1.4 psychologists and one social worker.</p> <ul style="list-style-type: none"> • Mr. Schemm asked about the 51180 stipends and Mr. Hubelbank said the number was adjusted when the third graders moved in and the Board asked for more activities for them. • Mrs. Bilko said there are nine intramural programs, third grade before and after school programs, fourth grade softball, and fifth grade basketball. All grades start with a fitness unit in the fall. There are five instrumental programs, and student council. • Mrs. Faulenbach asked Mr. Smith to review the questions that Board members had for more information and Mr. Smith stated the list including: information on how the library media specialist position could be filled, per pupil costs, actual town approved budgets, the cost of an additional coach, and DRG class size numbers. • Mr. Littlefield asked again for a benchmark of the coach's success and Mr. Smith said there are many factors and he would try to provide data. 	
4.	<p>Opportunity for the Public to be heard</p> <ul style="list-style-type: none"> • There was no public comment made. 	<p>Opportunity for the Public to be heard</p>
5.	<p>Recessed to Wednesday, January 20, 2016</p> <p>Mr. Lawson recessed the meeting at 9:09 p.m. until January 20, 2016.</p>	<p>Recessed to Wednesday, January 20, 2016</p> <p>The meeting recessed at 9:09 p.m.</p>

Budget Hearing Minutes
January 20, 2016
Sarah Noble Intermediate School Library Media Center

Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Dave Littlefield Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm
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Also Present:	Mr. Joshua Smith, Interim Superintendent-Elect Dr. Eugenia Slone, Acting Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Jay Hubelbank, Director of Fiscal Services and Operations Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mrs. Paula Kelleher, Principal, Hill and Plain Elementary School Mrs. Susan Murray, Principal, Northville Elementary School Mr. Greg Shugrue, Principal, New Milford High School Dr. Len Tomasello, Principal, Schaghticoke Middle School
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1. A.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was reconvened at 7:00 p.m. by Mr. Lawson, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Discussion of the 2016-2017 School Budget including, but not limited to, Middle School, High School, and the Department of Instruction Schaghticoke Middle School <ul style="list-style-type: none"> Dr Tomasello started his presentation by reflecting on the initial budget hearing from the night before and said he believed guidance counselors at the elementary grades was an excellent recommendation. He said when he 	Discussion of the 2016-2017 School Budget including, but not limited to, Middle School, High School, and the Department of Instruction Schaghticoke Middle School

was principal at one of the elementary schools he oftentimes served more as counselor than administrator.

- Dr. Tomasello noted that all of the administrators were new at Schaghticoke this school year and they had no full time previous experience there. He said the administration's goal is to make the middle school experience enjoyable and safe and to improve the sense of belonging of all students as well as to support teachers and staff. Study hall mini-courses were implemented this year as were new after-school clubs. Lunch periods were restructured so students could go outside and socialize once they finished their lunch. Student recognition letters were started this year where teachers write a personal letter to a student who has done something good. Project Lead the Way is growing at all grade levels. An "Administrator on Call" system was implemented which allows other administrators in the building to be more visible to the students and staff. Community service is encouraged with all students in an effort to create positive, respectful relationships.
- Mr. McCauley asked about the increase in the math textbook line and Dr. Tomasello said that is a placeholder since the current seventh grade math program may continue in eighth grade which will mean textbooks will need to be purchased.
- Mr. Coppola asked about the money budgeted in the field trips line and Dr. Tomasello said that was in music and it would be used to transport students to regional events.
- Mr. Coppola asked how the transition for sixth graders went and Dr. Tomasello said last year, when the students were in fifth grade, they were asked to fill out a form called "all about me" so that everyone could be made aware of who the students were. He said his experience is that sixth graders are enjoying the newfound freedom.
- Mrs. Chastain asked for a clarification of the total administration and Dr. Tomasello said

there is one principal, three full time assistant principals, and a 0.4 assistant principal. There are also 3.5 guidance counselors and a social worker 2 days per week. Mrs. Olson noted there were 1.4 psychologists. The literacy coach is full time and the math coach is shared with SNIS and not at the school as much as they would like.

- Mr. Coppola asked about the library books for sixth graders and Dr. Tomasello said they just finished a full inventory and put a number in the budget as a placeholder to see what they might need down the road.

New Milford High School

- Mr. Shugrue said that the budget process is a collaborative effort and noted that his administrative team was with him tonight.
- He noted that the NEASC letter recently received was very complimentary of the school and the programs and he said the teachers deserved the credit for that. He also thanked the Board for the dollars invested in the past that led up to this point.
- Mr. Shugrue said there are five different Project Lead the Way classes now at the high school and he noted that schools from the SWC cohort are coming to see what New Milford is doing. He said it is nice to lead on something and especially good that young women are seeing that they can have a career in engineering if they choose.
- There are increased offerings in the AP courses, and the numbers of students taking them and succeeding is also up. The cost of AP tests is being subsidized by the Board. This year's budget included the funding for students to take the PSAT during the school day in October.
- Mr. Shugrue said that the 2016-2017 budget is driven by salaries. He went through various lines with increases including line 53200 which has an increase of \$4319 to handle the PSAT day in October and student subsidies for the AP

New Milford High School

testing. Line 54420 includes a \$3600 increase for athletic rental space. Line 56110 includes a \$2600 increase because the PE teachers are working on personal fitness for each student and equipment is needed. Line 56010 includes an \$8,000 increase to pay for supplies for Project Lead the Way. Line 56410 includes a \$5800 increase, includes the lines 641 and 642 being merged, but also a replacement of paperbacks. Line 56410 includes a \$6,000 increase for Spanish IV textbooks. Line 56410 in math is for additional Statistics and Algebra II textbooks. Line 58100 includes a \$3000 increase for Project Lead the Way dues which has shifted from another budget line. Overall the high school budget represents a 1.68% increase.

- Mr. Dahl asked where uniforms were in the budget and Mr. Lipinsky said they are in the uniforms and equipment line and are cycled every four to five years for three to four teams a year.
- Mr. Dahl asked if the field maintenance budget will go down with the turf fields and Mr. Lipinsky said the number would go down.
- Mr. Dahl asked if certain equipment would need to be purchased and Mr. Shugrue said yes and a maintenance program put in place.
- Mr. Coppola asked how the SAT review course was handled this year and Mr. Shugrue said Mr. Bill Knipple and staff taught it. Mr. Knipple said he and another teacher attended a two and one half day seminar on training for the redesigned SAT test. They have purchased books for the redesigned test. All 11th graders will take the course in an eight week period which includes math and English instruction.
- Mr. Coppola said he enjoyed the Band competition and was hopeful it would put the A in STEM.
- Mr. Lawson asked about the redesigned SAT and Mr. Knipple said it is really designed to show what students have learned or should have learned in math courses, for instance.
- Mrs. Faulenbach asked about the 0.25 position

	<p>increase and Mr. Hubelbank said that was a shift in a secretary who was in his office to the high school and so there is a decrease of 0.25 in his office.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked how the electives were. Mr. Shugrue said it depends on which ones. The graduation requirement now requires a student to earn 26 credits. A new tech education teacher was hired and architectural drafting has been instituted. He said they are short on Art. The biggest problem is often with scheduling classes.• Mrs. Faulenbach said she was looking forward to the Committee on Learning having further discussion on electives.• Mrs. Chastain asked if anything was done to keep track of the students' post-graduation to find out what courses they liked, how they were doing, etc. Mr. Shugrue said there is tracking software available but it is not in this budget.• Mrs. Chastain asked if the number of participants had increased with the elimination of pay to participate and Mr. Lipinsky said it is about the same.• Mr. Littlefield asked how the SAT prep courses worked if students were not able to take it in the fall and Mr. Shugrue said the SATs can be taken in the summer but there are just not enough sections offered.• Mrs. McInerney asked about the maintenance of the turf field and Mr. Hubelbank said they have to purchase equipment and train the staff on maintenance and that the town has talked about putting money away for the replacement in ten years.• Mr. Coppola noted that Mrs. Faulenbach is on the Turf Committee and she will be coming to the Facilities Committee meeting to update the Board on February 2nd.• Mr. Schemm asked about the enrollment of grades 9 through 12 and Mr. Shugrue said the largest grade is the current eighth grade which will be coming in 2016 and includes 402 students.	
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- Mr. Schemm asked if the district pays for the SATs and Mr. Smith said the district does not; the state does.
- Mr. Schemm asked about the increase in the 55200 athletic line and Mr. Shugrue said that is medical insurance for student accidents.
- Mr. Littlefield noted the Project Lead the Way program added electrical this year and asked if robotics would be added and Mr. Smith said that was being considered for grade eight.

Department of Instruction

- Mr. Smith welcomed Dr. Slone by saying it was nice to have a new set of eyes to look at the work being done in New Milford. The coaches are all in the Department of Instruction budget and are tied to the district initiatives. He said there is \$25,000 in the budget for field trips to be parsed out to individual school budgets. He noted that 2.5 of the coaches are funded through the Title I grant.
- Mr. Smith noted there is a \$25,000 increase for summer school funding this year. The curriculum development line has been decreased by \$30,000 but Mr. Smith felt \$75,000 remaining was sufficient for what needs to be accomplished. Line 53200 has increased so the school can purchase the National Clearinghouse that works with the Naviance software and tracks post high school. The increase in the substitute line is due to the increase in the rate of pay.
- Ms. Pratt said the 53220 and 53300 lines have been cut for consultants but include funds for Smartboards and Chromebooks.
- Mr. Lawson asked why the equipment was not in the capital budget and Ms. Pratt said they were not large projects. Mr. Lawson said he thought they should still be in capital.
- Mrs. McInerney asked about the field trip money noting that if the school funds a field trip then they cannot ask for any money from the PTO as it supplants the budget. Mr. Smith said it depends on how the policy is structured

Department of Instruction

	<p>such as looking at certain core curriculum and sending students on that field trip.</p> <ul style="list-style-type: none">• Mr. Coppola asked for a legal opinion to be certain the district could give funding to field trips.• Mr. Littlefield said he was disheartened to see the decrease in the TAG line and Mr. Smith said that there is no decrease to staffing. The decrease is due to the retirement of Dr. Cooper noting that she had a PhD and longevity which had to be budgeted for. Mr. Hubelbank said even with the decrease, the teacher for this program is still being budgeted at a Master's degree step 10 for a replacement.• Mr. Schemm asked about the transportation for summer school and Mr. Smith said this would only be New Milford students and only for grades three through eight.• Mr. Schemm asked if transportation was mandated by the state and Mr. Smith said it was not for regular education students, but it provided the opportunity for students to take summer school.• Mr. Schemm asked how the summer school would work and Mr. Smith said they were discussing a one week intensive boot camp program targeted towards literature or math. Dr. Slone said the idea is to not assume the student should repeat the whole learning but to take a very targeted supportive approach.• Mrs. Faulenbach asked if there is no real plan in place at this time where were the numbers coming from and Mr. Smith said it was based on the number of students currently in the district's SRBI programs and the number of transportation runs.• Mr. McCauley asked how many students might be projected and Mr. Smith said they will focus on the SRBI process, looking at tier two and three students, and use the data to help find the gaps and weaknesses that students have. Mr. Smith said the number of students will be based on the budget, suggesting they will accept as many students as the money allows.• Mrs. Chastain asked if summer school would	
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	<p>be in July or August and Mr. Smith said that discussion was being held right now.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked to clarify the number of coaches and Mr. Smith said there is a primary math and literacy coach, an intermediate literacy and math coach, a 7-12 literacy coach and one data coach. He noted again that 2.5 of the coaches are funded in the Title I grant. • Mr. Schemm asked about the ESL at Hill and Plain and Mr. Smith said the ESL teacher at Hill & Plain is 0.5 and there is 0.5 at Sarah Noble. There are two full time ESL tutors. The state requires an ESL teacher once 20 students speak the same non-English language. There is a 0.5 ELL coordinator that works at the high school. 	
4.	<p>Opportunity for the Public to be heard</p> <ul style="list-style-type: none"> • There was no public comment made. 	<p>Opportunity for the Public to be heard</p>
5.	<p>Recessed to Tuesday, January 26, 2016</p> <p>Mr. Lawson recessed the meeting at 8:47 p.m. until January 26, 2016.</p>	<p>Recessed to Tuesday, January 26, 2016</p> <p>The meeting recessed at 8:47 p.m.</p>

Budget Hearing Minutes
January 26, 2016
Sarah Noble Intermediate School Library Media Center

Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Dave Littlefield Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm
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Also Present:	Mr. Joshua Smith, Interim Superintendent-Elect Dr. Eugenia Slone, Acting Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Jay Hubelbank, Director of Fiscal Services and Operations Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Mrs. Paula Kelleher, Principal, Hill and Plain Elementary School Mrs. Susan Murray, Principal, Northville Elementary School Mr. Greg Shugrue, Principal, New Milford High School
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance	A. Pledge of Allegiance
	<p>The budget hearing meeting of the New Milford Board of Education was reconvened at 7:00 p.m. by Mr. Lawson, Chairperson. The Pledge of Allegiance immediately followed the call to order.</p> <ul style="list-style-type: none"> Mr. Smith handed out an updated purchase resolution information sheet for tomorrow's meeting explaining that this sheet separates the items into general fund, capital reserve, and bond funding. He said that even though the SMS roof project is being paid by the town, invoices pass through the district's budget for processing purposes. Mr. Lawson noted that Mr. Hubelbank had received some good news on the worker's compensation insurance line and that it will be reduced by \$98,000. Mr. Hubelbank said the 	

	<p>worker's compensation carrier, CIRMA, is shared with the town and originally they said to expect a 15% increase but the new projection is that the rate will remain flat. This reduction will bring the requested budget increase to 3%.</p> <ul style="list-style-type: none"> • Mr. Littlefield said he thought the increase in worker's compensation was a one-time increase due to claims history and Mr. Hubelbank said they look back through a three year period and there are still some big claims on the record. 	
2.	<p>Discussion of the 2016-2017 School Budget including, but not limited to, Pupil Personnel/Special Education, Department of Maintenance, Utilities, Department of General Administration, and Capital</p> <p>Pupil Personnel/Special Education</p> <ul style="list-style-type: none"> • Mrs. Olson thanked the Board for their commitment to students and staff and noted that in Dr. Paddyfote's reflection in the January <i>Spotlight on New Milford Schools</i> she too spoke of this selfless commitment and said it is indeed appreciated. • Mrs. Olson said education now requires that students are given what they need and not just a fair and equitable education. • New Milford follows the letter of the IDEA law as well as the spirit which requires the district to give an appropriate education in the least restrictive environment. She said this budget reflects appropriate programming and services while following the best practices for students. • Mrs. Olson gave an overview of the 2015-2016 budget. She said the Excel program for three to four year olds is still very popular and includes 50% special education and 50% regular education students. There is a waiting list for regular education students. For five of the past six years, the students have surpassed the state 	<p>Discussion of the 2016-2017 School Budget including, but not limited to, Pupil Personnel/Special Education, Department of Maintenance, Utilities, Department of General Administration, and Capital</p> <p>Pupil Personnel/Special Education</p>

	<p>target goals due, Mrs. Olson feels, to the dedication of the teachers.</p> <ul style="list-style-type: none">• Reading interventions have increased at Northville and Hill and Plain Elementary schools, including multisensory reading.• Sarah Noble Intermediate School has inclusive programming, including the after-school sign language club which has enrichment for special education as well as general education students. The SBAC testing scores were above goal for special education students. Goalball, a sport designed for the blind and visually impaired, was been introduced to this school and a pilot unified sports program will be launched.• Schaghticoke Middle School continues to meet the needs of young adolescents. Students exceeded the state pass rates for language arts and math. There are a variety of after-school activities being offered including the Leo club, board games club, band, etc.• New Milford High School graduated 34 students with disabilities in 2015; 33 actually received their diplomas. The high school is the showcase for the dedication of teachers, staff and parents through all the years. Students are active in the dance team, football team, track and field, etc. There is now a credit recovery program to get students up to speed. Unified sports at the high school include soccer, bowling, basketball, and track and field.• The Litchfield Hills Transition Center is part of the mandated services for students 18 to 21 years old. Primarily the students are learning vocational services. Some of the students take classes at Naugatuck Valley Community College. This program is also a revenue generator as it accepts tuition students from other districts. Currently there are 10 students on tuition which is expected to go to 20 next year. This program is supported by the IDEA grant.• District-wide there is a growing emphasis on mental health. Nearly one half of all lifetime cases of mental health issues begin by the age of 14. The counseling needs in the district have	
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	<p>grown substantially. Social workers and guidance counselors have been doing more crisis intervention. A district-wide health forum was held with a variety of topics, speakers, and consultants focusing on eating disorders, anxiety, etc.</p> <ul style="list-style-type: none">• Mrs. Olson noted a big part of her job is compliance with state reporting responsibilities for evaluations, child find, and reevaluations. Every October 1st the state does a snapshot report on mistakes made in compliance. The last two years, even with managing 12,000 IEPs, there have only been two citations.• Mrs. Olson said New Milford has a higher percentage of special education students in district compared to other districts in this DRG. A graph was handed out to show the trend line of New Milford, the DRG and the state which showed New Milford's outplacements going slightly down while the DRG and state are increasing. Mrs. Olson said she credited the SRBI interventions for this trend.• Mr. Coppola asked about the excess costs and Mrs. Olson said she would explain that later in the presentation.• Mrs. Olson said line 53200 increased by 46% and is for the full time substance abuse counselor who started in the middle of this year so this would be for a full year's budget next year. The funds were originally budgeted as a salary line and have been moved into the purchased services account.• Mr. Coppola said he had been at a Youth Agency presentation where he learned that substance abuse starts at a much younger age and wondered if New Milford was doing anything at the elementary level. Mrs. Olson said the increase in guidance counseling at the elementary level would help for that. She said currently the focus is on the high school with outreach to the middle school.• Mr. Coppola asked how the schools work with CARE and Mrs. Olson said the schools are partners to a certain extent and the substance abuse counselor is on the Substance Abuse	
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	<p>Council.</p> <ul style="list-style-type: none">• Mrs. Faulenbach asked how families are made aware of the services of the substance abuse counselor and Mrs. Olson said the person was introduced on the website and the guidance department at the high school makes referrals. She said the guidance counselors, social workers and psychologists usually are hands-on with the students in crisis. Teachers can also refer students.• Mr. Littlefield asked if parents could refer a student and Mrs. Olson said they could.• Mrs. McNerney asked how the substance abuse program could be taught at the middle school and intermediate school and Mr. Smith said the health teachers at the middle school are starting to work with the substance abuse counselor on using recommended consistent language in their teaching.• Mrs. Olson said line 53230 includes all outside, independent evaluations. Most are for special education but some are also for general education purposes. It also includes OT/PT services, preventative measures, training, the medical advisor, and sign language services – all of which is excess cost eligible.• Line 51115 has been reduced due to the trends in special education needs in New Milford. It also includes an increase in the teacher for the deaf to full time and summer school staffing which is mandated.• Line 53200 is for the IPP program which is where the clinician for autistic students is budgeted. It also includes the ABA funding. All of this money helps to keep students in district or helps them return to the district. All of this is excess cost eligible and the vendor provides their own worker's compensation, supervision, and substitutes.• Mrs. McNerney asked if student care workers were similar to paraeducators and Mrs. Olson said that was correct.• Line 55610 is the public outplacement tuition and line 55630 is the private outplacement tuition. These are usually for the most complex	
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	<p>student issues. Mrs. Olson said the goal is always to bring the students back into the district if they can be kept safe and other students can be kept safe.</p> <ul style="list-style-type: none"> • Mr. Dahl asked how the district handles the budget situation when the need is higher than budgeted for and Mrs. Olson said it is a challenge. She said the district always budgets in placeholders based on history. In this current budget, the budget was a 14% increase from the prior year and this year's budget is a 22% increase based on trends. • Mrs. McInerney asked what happens when the parents insist on an educational format that the school does not agree with and Mrs. Olson said the district's aim is to reach a mutually agreed upon decision but mediation is an option. • Line 55110 has decreased by 11.4% based on transportation trends as a high needs client will be aging out. • Mrs. Olson described the excess cost program saying that it is a grant from the state as a reimbursement to the town. • Mr. Hubelbank noted this number is a floating number which the town would not know until next March for this budget season. • Mrs. Olson noted the revenue numbers in the budget include the Excel tuition, Litchfield Hills Transition program tuition, and excess cost reimbursement. • Mrs. McInerney asked why line 53230 increased by 751% and Mrs. Olson noted this item was in line 51201 prior. • Mr. Schemm asked what the placeholder amounts would be for out of district and Mrs. Olson said the budget includes a 22% increase versus a dollar amount per placement because there are many different needs. 	
	<p>Department of Maintenance</p> <ul style="list-style-type: none"> • Mr. Munrett thanked the Board for the opportunity to present the Maintenance budget. He said they continue to look at the older facilities to prioritize upgrades. 	<p>Department of Maintenance</p>

	<ul style="list-style-type: none"> • The school properties consist of 187 acres including athletic facilities and lawns. • The Maintenance department has in-house licensed mechanics which reduces the reliance on contracted services and is involved in the planning, design and construction of renovation projects. • The department is in the process of replacing outside lights to more energy efficient lighting. Inside work will commence next year. • Overall the Maintenance budget is down 2% or \$115,000 from this year. • Mr. Lawson asked if the Maintenance department was funded and staffed to manage the roof project and the turf field project and Mr. Munrett said he believed so. • Mr. Littlefield asked about the chiller and Mr. Hubelbank said they are in the process of working with a consultant to get better specs for replacement and that the other chiller is up and running and will be sufficient for the upcoming warm weather in the spring. • Mr. Schemm asked about the cost avoidance associated with the closing of John Pettibone and Mr. Hubelbank said the total savings started at \$1.2 million but then the Board voted to add five staff back in. Mr. Smith said after all the changes the cost avoidance was \$750,000. The costs would have appeared in the actual budget base costs and do not appear as part of the percent increase. • Mrs. Faulenbach said it was her understanding that if John Pettibone were still open and part of this budget then the increase would be another 1% and Mr. Hubelbank said that was correct. • Mrs. Faulenbach noted that the closing of John Pettibone allowed for savings in the overall budget so that possible revenue areas like Pay to Participate would not have to be used. <p>Utilities</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the utilities are in the Maintenance budget. He said the oil line, which 	<p>Utilities</p>
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the Board does in conjunction with the town, is down as the contract will be \$1.69 for fuel versus approximately \$2.20 as it is in this year's budget. The electric rate is locked in already as well.

Technology

- Ms. Pratt thanked the Board for the opportunity to present the Technology budget. She said the last two years of work has helped to rebuild the entire network and all teacher computers have been replaced in the district. More capacity has been built into the student network as well and the CEN line move is ongoing.
- Ms. Pratt said there are still areas that need attention, including the refresh cycle which is part of the capital budget.
- Project Lead the Way funds are part of the Department of Instruction budget and four more high-end computers have been added.
- The Department of General Administration has technology in its budget for licensing and some staffing.
- The capital budget for technology includes the refresh cycle for 20 Smartboards a year, replacement of an aging wireless controller which is out of warranty and the replacement of access points. A seven year old server will be replaced and the computer labs that are seven to nine years old will be updated.
- Mr. McCauley asked about the lab upgrades noting most schools are going towards more portable technology and Ms. Pratt said some programs don't run on portable Chromebooks including new math and reading programs, language lab software, and the Project Lead the Way labs.
- Mr. Dahl asked how it was determined to replace a Smartboard and Ms. Pratt said it was based on age and the number of service tickets received.

Technology

	<p>Department of General Administration</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the DOGA budget includes legal fees for the Board's attorneys, the recording secretary and the video recordings of the Board meetings. • Mrs. Faulenbach asked why the postage budget was being reduced and Mr. Hubelbank said that was moving to the fiscal services budget. • Mr. Coppola asked how the legal fees were structured and for what and Mr. Hubelbank said the retainer fee is \$150,000 with Pullman and Comley and the balance is used for other hearings such as special education. • Mr. Coppola asked for a list of what was done for the \$150,000 and Mr. Smith said it was contract negotiations, legal opinions, etc., and for every hour the Board uses they receive a bill against the retainer. • Mr. Coppola asked when the last time this was negotiated and Mr. Smith said the hourly rate was renegotiated about three years ago. • Mr. Coppola asked when the last time this went out to bid was and Mrs. Faulenbach said it was probably four or five years ago that a variety of firms were brought in to interview. • Mrs. Faulenbach noted that it is key to have the attorneys present at meetings such as expulsion hearings and contract negotiations because Board members can get an answer right away rather than having to delay the meetings. • Mr. Hubelbank continued on the DOGA budget, noting the Superintendent's budget included money for strategic planning and recognitions. • Mrs. Faulenbach asked if the strategic planning was delayed and Mr. Smith said it was because the plan is for the new Superintendent to come on board July 1st which would be a more appropriate time to revisit the strategic plan. • Mr. Hubelbank said the fiscal services budget includes the copiers and copy paper for the entire district. • Tab four of the DOGA budget includes a contractual line for teachers whose salary will 	<p>Department of General Administration</p>
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	<p>change due to step increases because they receive an advanced degree or other purposes. Also the property and liability insurance is in this line.</p> <ul style="list-style-type: none"> • Mr. Hubelbank noted the health insurance fell under DOGA reminding the Board that there is a 12.5% budget increase here due to the town not offering to offset this fund at the moment. The pension cost is what the actuaries tell the Board to budget. • Mr. Coppola said he did not realize when they were negotiating the contract for the non-certified staff that the Board pays the full bill for their pension. • Mr. Hubelbank noted that the worker's compensation is decreasing. • Line 55300 for technology connects all the buildings. • The transportation contract is in the last year of a five year contract and there is an increase in district transportation. The Board also shares the fuel cost with the bus company per the contract. • Mr. Littlefield asked if the special taxi service was still in this budget and Mr. Hubelbank said they now contract with All-star for a reduced cost. • Mr. Coppola asked if the bus routes were done in house and Mr. Hubelbank said it was all factored into the contract. • Mrs. Chastain asked if they are keeping the same number of buses and Mr. Hubelbank said yes. 	
	<p>Capital</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the total capital request is about \$430,000 and includes facility improvements and equipment. • Mr. Littlefield asked about the Northville roof and wondered if that would be in the next year's budget. Mr. Hubelbank said it would probably be handled similarly to the Schaghticoke roof project which is to bond it with the town. 	<p>Capital</p>

	<ul style="list-style-type: none"> • Mr. Littlefield said he did not remember the Northville roof being on the five year plan and Mr. Hubelbank said John Pettibone would have been next but now Northville has moved up the list. • Mrs. Faulenbach asked how much was in the capital reserve account and Mr. Hubelbank said if the town approves the \$200,000 request, there will be \$1.6 million. • Mrs. Faulenbach asked about the census of employees by bargaining unit. There are 365.5 teachers, 93 paraeducators, 44.5 secretaries, 46 custodians, 8 nurses, and 19.5 administrators. • Mr. Schemm asked about turnover costs and whether they were factored in and Mr. Hubelbank said they were. • Mr. Smith noted that he and Dr. Slone looked at the summer school program for efficiencies and felt it would qualify for Title I funding because it would be a pilot program. Mr. Coppola had asked about math coaches and so by moving the summer school to a Title I grant eligible program, they could hire a math coach and it would almost be an even budget exchange. • Mr. Smith said as far as the field trip money is concerned, there are two options, one could be to consider a district curriculum based trip versus an enrichment program. The other option is to rewrite the policy because this was a district policy and not a state law. • Mrs. Faulenbach asked if Mr. Lawson had met with the Mayor regarding budget and Mr. Lawson said he, Mr. Hubelbank, and Mr. Smith met with the Mayor and the Finance department and it was a positive meeting. He said they spoke about the increase in health insurance and the about internal service fund. • Mrs. Faulenbach said she appreciated the work the administration and staff had done putting this budget together. 	
4.	<p>Opportunity for the Public to be heard</p> <ul style="list-style-type: none"> • There was no public comment made. 	<p>Opportunity for the Public to be heard</p>

5.	<p>Recessed to Wednesday, January 27, 2016</p> <p>Mr. Lawson recessed the meeting at 9:03 p.m. until January 27, 2016.</p>	<p>Recessed to Wednesday, January 27, 2016</p> <p>The meeting recessed at 9:03 p.m.</p>
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Budget Hearing Minutes

January 27, 2016

Sarah Noble Intermediate School Library Media Center

Present:	<p>Mr. David A. Lawson, Chairperson</p> <p>Mrs. Angela C. Chastain</p> <p>Mr. Robert Coppola</p> <p>Mr. Bill Dahl</p> <p>Mrs. Wendy Faulenbach</p> <p>Mr. Dave Littlefield</p> <p>Mr. Brian McCauley</p> <p>Mrs. Tammy McInerney</p> <p>Mr. J.T. Schemm</p>
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Also Present:	<p>Mr. Joshua Smith, Interim Superintendent-Elect</p> <p>Dr. Eugenia Slone, Acting Assistant Superintendent of Schools</p> <p>Ms. Ellamae Baldelli, Director of Human Resources</p> <p>Mr. Jay Hubelbank, Director of Fiscal Services and Operations</p> <p>Mr. Kevin Munrett, Facilities Manager</p> <p>Mrs. Laura Olson, Director of Pupil Personnel and Special Services</p> <p>Ms. Roberta Pratt, Director of Technology</p> <p>Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School</p> <p>Mrs. Paula Kelleher, Principal, Hill and Plain Elementary School</p> <p>Mrs. Susan Murray, Principal, Northville Elementary School</p> <p>Mr. Greg Shugrue, Principal, New Milford High School</p>
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1.	<p>Call to Order</p> <p>A. Pledge of Allegiance</p> <p>The budget hearing meeting of the New Milford Board of Education was reconvened at 7:02 p.m. by Mr. Lawson, Chairperson. The Pledge of Allegiance immediately followed the call to order.</p>	<p>Call to Order</p> <p>A. Pledge of Allegiance</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. Exhibit A: Personnel – Certified, Non-Certified, Appointments, Resignations and Leaves of Absence</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified,</p>

<p>dated January 27, 2016</p> <p>Mrs. Faulenbach moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of January 27, 2016, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> Mr. Coppola said he is disappointed so many senior teachers are leaving, in particular Mrs. Joanna Desmarais, who Mr. Coppola said was a very caring teacher. <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> Purchase Resolution: D-682 Budget Position dated 1/22/16 Request for Budget Transfers <p>Mr. Coppola moved to approve monthly reports - Purchase Resolution: D-682, Budget Position dated 1/22/16 and Request for Budget Transfers, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> Mr. Lawson asked if the low fuel prices and warm weather will have an impact on this year's budget and Mr. Hubelbank said this will help as well as the out of district placements remaining steady. <p>The motion passed unanimously.</p> <p>C. Changes to Signatories on District Accounts – Exhibit B</p> <p>Mr. Coppola moved to approve Changes to Signatories on District Accounts-Exhibit B, seconded by Mr. Dahl and passed unanimously.</p> <p>D. Adoption of the 2016-2017 Board of Education Budget</p>	<p>Appointments, Resignations and Leaves of Absence dated January 27, 2016</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of January 27, 2016.</p> <p>Monthly Reports</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> Purchase Resolution: D-682 Budget Position dated 1/22/16 Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports - Purchase Resolution: D-682, Budget Position dated 1/22/16 and Request for Budget Transfers.</p> <p>C. Changes to Signatories on District Accounts – Exhibit B</p> <p>Motion made and passed unanimously to approve Changes to Signatories on District Accounts-Exhibit B.</p> <p>D. Adoption of the 2016-2017 Board of Education Budget</p>
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- Mr. Lawson clarified some items including that there was no indication of any reduction in the budget through the Mayor's office though he did seem open to using the Internal Service Fund for relief on the medical line. He also asked that the Board use capital reserve to do the capital work for next year's budget.
- Mr. Hubelbank explained that the Board will request \$430,071 from the capital reserve account to be put in the budget as revenue so that the capital line does not get removed from the budget. He said this move would reduce the budget increase to 2.3%.
- Mr. Hubelbank noted that the Internal Service Fund has \$4 million in it and all but \$1 million is needed for prior claims because the insurance is self-funded, which leaves \$1 million for town use. The Town Council would have to approve the use of the fund.
- Mrs. Faulenbach asked if the Board could vote to reduce the health insurance line and Mr. Hubelbank said based on projections, this is the real cost for the district.
- Mrs. Faulenbach noted the Medicaid amount was budgeted at \$35,000 for revenue and \$135,000 was actually received. Mr. Hubelbank said that would probably not happen again.
- Mrs. Faulenbach said if the fund is healthy it made sense for the Board to look at that line.
- Mr. Littlefield asked about the capital reserve money that the Board had requested previously and Mr. Hubelbank said that decision would be made shortly.
- Mr. Lawson noted the reduction in the liability and worker's compensation insurance of \$8,000 and \$98,000 respectively.
- Mr. Coppola asked if the attorneys only used \$120,000 of the retainer what would happen to the remaining money and Mr. Hubelbank said it would be credited for the next year. Mr. Smith said he would provide additional information regarding the legal account.
- Mr. Schemm asked if special education legal fees could qualify for excess cost

	<p>reimbursement and Mrs. Olson said they could not.</p> <ul style="list-style-type: none"> • Mr. Littlefield asked about the half position in the New Milford High School library such that it could remain open from 3:30 until 5 p.m. for students who participate in after-school sports. Mr. Smith said it was not in the budget but it could become a stipend position. Ms. Baldelli said they could put a tutor in for a short period of time by stipend. • Mrs. Faulenbach asked about the capital reserve suggestion for this budget and Mr. Hubelbank said in the meeting with the Mayor and Ray Jankowski, they both suggested using the capital reserve fund but Mr. Hubelbank would only do so if it would come in as revenue so that the line does not come out of the budget. <p>Mr. Coppola moved to approve the Superintendent's proposed 2016-2017 budget in the amount of \$63,120,623, seconded by Mr. Dahl.</p> <ul style="list-style-type: none"> • Mr. Lawson noted that from this point amendment motions could be made to increase or decrease the budget. • Mr. Coppola asked about the worker's compensation number and Mr. Hubelbank said it would make the new budget number \$62,583,950. <p>Mrs. Faulenbach moved to amend the Superintendent's proposed 2016-2017 budget by decreasing it by \$98,269 for the purpose of decreasing the Worker's Compensation insurance, seconded by Mr. Coppola and passed unanimously.</p> <p>Mr. Lawson moved to amend the Superintendent's proposed 2016-2017 budget by decreasing it by \$8,333 for the purpose of decreasing the liability insurance, seconded by Mrs. Faulenbach and passed unanimously.</p>	<p>Motion made to approve the Superintendent's proposed 2016-2017 budget in the amount of \$63,120,623.</p> <p>Motion made and passed unanimously to amend the Superintendent's proposed 2016-2017 budget by decreasing it by \$98,269 for the purpose of decreasing the Worker's Compensation insurance.</p> <p>Motion made and passed unanimously to amend the Superintendent's proposed 2016-2017 budget by decreasing it by \$8,333 for the purpose of decreasing the liability insurance.</p>
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	<ul style="list-style-type: none"> • Mrs. Faulenbach said she wanted to thank all for the collaborative effort with the town to get together and work as a community. She said last year they were just given a number. • Mrs. Faulenbach said she was prepared to make a motion to cut health insurance but felt this budget was fair and the only way she would support the capital reserve request suggestion was if the line item was not wiped out. • Mr. Coppola asked if the field trip money stayed in this budget if it would jeopardize future PTO donations and Mr. Smith said it would not. <p>Mr. McCauley moved to amend the Superintendent's proposed 2016-2017 budget by increasing it by \$430,071 for the purpose of adding a revenue offset from capital reserve, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> • Mr. Schemm said there is actuarial guidance on health insurance and wondered if there was such guidance for capital reserve and Mr. Hubelbank said there was not really such guidance but he said it should be kept around \$1 to \$2 million. • Mrs. Faulenbach asked for clarification how this offset from capital reserve would work since it had to go before the Town Council and the Board of Finance. Mr. Smith said after July 1, 2016 the Board would have to ask for an appropriation of \$430,071. • Mrs. Faulenbach asked if the Town Council would be prepared to approve this and Mr. Hubelbank said if they approve the budget then they are approving the capital reserve plan. <p>The motion passed 8-1. Aye: Mr. Dahl, Mr. Littlefield, Mrs. Faulenbach, Mr. Schemm, Mr. Lawson, Mr. McCauley, Mrs. McInerney, Mr. Coppola No: Mrs. Chastain</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked for clarification on the 	<p>Motion made and passed to amend the Superintendent's proposed 2016-2017 budget by increasing it by \$430,071 for the purpose of adding a revenue offset from capital reserve.</p> <p>The motion passed 8-1.</p>
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	<p>field trip dollars and Mr. Smith said this does not supplant the budget because field trips could be curriculum driven or enrichment driven or the Board could choose to revise its policy if needed.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said while adding money to the budget is for a good intention she is not thrilled it could be contrary to the Board's current policy. She also felt the amount of money was not enough.• Mrs. Chastain said she had raised lots of money for the PTO for field trips and felt this should not be put in this budget. She also felt it was not equitable to the students in the middle school or high school.• Mrs. McInerney said she did support this being in the budget because the PTO can never raise enough dollars. She said this money could take the burden off parents.• Mr. Coppola said the PTO could sponsor certain field trips and the budget could sponsor other field trips as part of the curriculum.• Mrs. Faulenbach asked for clarification of the summer school because she was not sure what the plan was and Mr. Lawson said it would come before the Committee on Learning.• Mr. Coppola noted this time was the only time the Board could put money in the budget.• Mr. Schemm said he too was not sure the summer school plan would give a good return on its investment. He said for only 20 days – 10 for literature and 10 for math, \$54,000 seemed like a lot of money.• Mr. Smith said the actual amount for summer school was \$25,000 or \$35,000.• Mrs. Faulenbach asked how much CAFE dues were and Mr. Hubelbank said it was about \$16,000.	
	<p>Mrs. Faulenbach moved to amend the Superintendent's proposed 2016-2017 budget by decreasing it by \$16,000 for the purpose of cutting the CAFE dues and fees, seconded by Mrs. Chastain.</p>	<p>Motion made and failed to amend the Superintendent's proposed 2016-2017 budget by decreasing it by \$16,000 for the purpose of cutting the CAFE dues and fees.</p>

	<ul style="list-style-type: none"> • Mr. Coppola said he disagreed with this because CAFE was an advocacy organization that helped districts fight against unfunded mandates, for instance. • Mrs. Faulenbach noted that New Milford could still participate in CAFE functions at an additional fee and could still access the website and mailings. <p>The motion failed 3-6. Aye: Mr. Littlefield, Mrs. Chastain, Mrs. Faulenbach No: Mr. Dahl, Mr. Schemm, Mr. Lawson, Mr. McCauley, Mrs. McInerney, Mr. Coppola</p> <p>Mr. Dahl moved to approve the Superintendent's proposed 2016-2017 budget as amended in the amount of \$62,583,950, seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she hopes the amendments do come to fruition. <p>The motion passed unanimously.</p>	<p>The motion failed 3-6</p> <p>Motion made and passed unanimously to approve the Superintendent's proposed 2016-2017 budget as amended in the amount of \$62,583,950.</p>
4.	<p>Adjourn Mr. Coppola moved to adjourn the meeting at 7:52 p.m., seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 7:52 p.m.</p>

Respectfully submitted:

Wendy Faulenbach

Wendy Faulenbach
 Secretary
 New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
February 9, 2016
**As of February 5, 2016

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. None

2. CERTIFIED STAFF

b. APPOINTMENTS

1. **Mrs. Nancy Caron**, Elementary Teacher, Hill and Plain School
Move that the Board of Education appoint **Mrs. Nancy Caron**
as an Elementary Teacher at Hill and Plain School effective
February 10, 2016.
2015-2016 Salary: \$55,995 (step 4F), pro-rated to start date

Education History:

BS: WCSU
Major: Elementary Education
MA: WCSU
Major: Elementary
Education/Reading

Work Experience:

3 yrs. Greenwich

Replacing: J. Desmarais

2. **Dr. Julia Rose**, English Teacher, New Milford High School
Move that the Board of Education appoint **Dr. Julia Rose** as an
English Teacher at New Milford High School effective
February 10, 2016.
2015-2016 Salary: \$58,845 (step 2K), pro-rated to start date

Education History:

BA: Vassar College
Major: English
MFA: Iowa State University
Major: Creative Writing
Ph.D. New York University
Major: English Literature

Work Experience:

15 yrs. Adjunct Professor
1 yr. Long term substitute

Replacing: G. Riccio-Bronn

3. **Mr. Jared Russell**, Math Teacher, New Milford High School
Move that the Board of Education appoint **Mr. Jared Russell**
as a Math Teacher at New Milford High School effective
January 19, 2016.
2015-2016 Salary: \$49,525 (step 1B), pro-rated to start date

Education History:

BA: UConn
Major: General Studies/Quantative
Studies
WCSU: Graduate work in
Secondary Education - Math

Work Experience:

9 yrs. Washington Montessori
School

Replacing: L. Scoralick

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. ****Mrs. Sandra Raffaele**, Food Service Worker, Schaghticoke Middle School
Move that the Board of Education accept the resignation of **Mrs. Sandra Raffaele** as Food Service Worker at Schaghticoke Middle School effective February 12, 2016.

Personal Reasons

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

1. **Mrs. Christine Baluha**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Christine Baluha** as a Tutor at Sarah Noble Intermediate School effective December 14, 2015.
2. ****Mrs. Nancy Benvenuti**, Paraeducator, New Milford High School
Move that the Board of Education appoint **Mrs. Nancy Benvenuti** as a Paraeducator at New Milford High School effective February 11, 2016, pending passing of Para Pro Assessment.
3. **Mrs. Rebecca Burns**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Mrs. Rebecca Burns** as a Tutor at Hill and Plain School effective October 26, 2015.
4. **Ms. Ann Coppola**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Ms. Ann Coppola** as a Tutor at Sarah Noble Intermediate School effective January 25, 2016.
5. **Mrs. Donna DiFabbio**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Mrs. Donna DiFabbio** as a Tutor at Northville Elementary School effective August 24, 2015.
6. **Mrs. Nancy Domoff**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Mrs. Nancy Domoff** as a Tutor at Northville Elementary School effective September 22, 2015.

Education History:

BS: SCSU
Major: Elementary/Special Education
BA: SCSU
Major: Spanish

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

Replacing: M. Shaffer

Education History:

BFA: Pratt Institute
Major: Illustration
MS: University of Bridgeport
Major: Elementary Education

Education History:

BS: Salve Regina University
Major: Elementary/Special Education

Education History:

BA: ECSU
Major: Psychology

Education History:

BA: New York University
Major: Early Childhood Education
MA: New York University
Major: Psychoeducational Studies

7. ****Ms. Allyson Drahota**, Paraeducator, Northville Elementary School
Move that the Board of Education appoint **Ms. Allyson Drahota** as a Paraeducator at Northville Elementary School effective February 10, 2016.

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

Replacing: D. Burk
8. **Mrs. Paula Durr**, Tutor, Hill and Plain School and Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Paula Durr** as a Tutor at Hill and Plain School and Sarah Noble Intermediate School effective September 17, 2015.

Education History:

BA: Geneva College
Major: English
9. **Ms. Michelle Estrella**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Ms. Michelle Estrella** as a Tutor at Hill and Plain School effective August 24, 2015.

Education History:

BS: Marywood University
Major: Early Childhood/Special Education
10. **Mrs. Lori Giannini**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Lori Giannini** as a Tutor at Sarah Noble Intermediate School effective August 24, 2015.

Education History:

BA: William Paterson College
Major: Psychology
11. **Ms. Anita Hattar**, Paraeducator, Hill and Plain School
Move that the Board of Education appoint **Ms. Anita Hattar** as a Paraeducator at Hill and Plain School effective February 10, 2016.

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

Replacing: M. Freeman
12. **Ms. Kelsey Heaton**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Ms. Kelsey Heaton** as a Tutor at Sarah Noble Intermediate School effective January 13, 2016.

Education History:

BS: WCSU
Major: Elementary Education
13. **Mrs. Carolyn Hibbard**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Mrs. Carolyn Hibbard** as a Tutor at Northville Elementary School effective August 25, 2015.

Education History:

BS: WCSU
Major: Elementary Education
14. **Mrs. Terri McLaughlin**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Mrs. Terri McLaughlin** as a Tutor at Hill and Plain School effective December 7, 2015.

Education History:

BA: WCSU
Major: Business Administration
MS: University of Bridgeport
Major: Education

15. **Mrs. Maureen Mertens**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Mrs. Maureen Mertens** as a Tutor at Hill and Plain School effective August 24, 2015.
- Education History:*
BS: St. Bonaventure University
Major: Elementary Education
16. **Ms. Amy Patnode**, Tutor, Schaghticoke Middle School
Move that the Board of Education appoint **Ms. Amy Patnode** as a Tutor at Schaghticoke Middle School effective December 7, 2015.
- Education History:*
BS: University of New Haven
Major: Legal Studies
MS: University of Bridgeport
Major: Secondary Education
17. **Ms. Amanda Peixoto**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Ms. Amanda Peixoto** as a Tutor at Hill and Plain School effective October 26, 2015.
- Education History:*
BA: Roger Williams University
Major: Elementary Education
18. **Mrs. JoAnn Peterson-Calarco**, Tutor, Schaghticoke Middle School
Move that the Board of Education appoint **Mrs. JoAnn Peterson-Calarco** as a Tutor at Schaghticoke Middle School effective September 18, 2015.
- Education History:*
BS/MS: WCSU
Major: Education
6th Yr.: WCSU
Major: Reading
19. **Mrs. Lisa Prontelli**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Lisa Prontelli** as a Tutor at Sarah Noble Intermediate School effective September 3, 2015.
- Education History:*
BA: Brooklyn College
Major: TV/Radio Production
MS: Iona College
Major: Childhood Education
20. **Ms. Shannon Rausch**, Tutor, Northville Elementary School and Schaghticoke Middle School
Move that the Board of Education appoint **Ms. Shannon Rausch** as a Tutor at Northville Elementary School and Schaghticoke Middle School effective August 25, 2015.
- Education History:*
BS: Sacred Heart University
Major: English
MA: Sacred Heart University
Major: Secondary Education
21. **Ms. Jessica Rebenske**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Ms. Jessica Rebenske** as a Tutor at Hill and Plain School effective September 9, 2015.
- Education History:*
BS: University of Hartford
Major: Elementary/Special Education
MS: CCSU
Major: Reading & Language Arts
22. **Ms. Colleen Romano**, Tutor, New Milford High School
Move that the Board of Education appoint **Ms. Colleen Romano** as a Tutor at New Milford High School effective December 3, 2015.
- Education History:*
BS: Edinboro University
Major: Elementary Education
MA: Antioch New England Graduate School
Major: Education

<p>23. Ms. Amanda Spelbos, Tutor, Sarah Noble Intermediate School <u>Move</u> that the Board of Education appoint Ms. Amanda Spelbos as a Tutor at Sarah Noble Intermediate School effective August 24, 2015.</p>	<p><i>Education History:</i> BA: Endicott College Major: Liberal Studies</p>
<p>24. Mrs. Sherry Weber, Tutor, Northville Elementary School <u>Move</u> that the Board of Education appoint Mrs. Sherry Weber as a Tutor at Northville Elementary School effective August 24, 2015.</p>	<p><i>Education History:</i> BA: SUNY at Oneonta Major: Education</p>
<p>5. ADULT EDUCATION STAFF a. RESIGNATIONS 1. None</p>	
<p>6. ADULT EDUCATION STAFF b. APPOINTMENTS 1. None</p>	
<p>7. BAND STAFF a. RESIGNATIONS 1. None</p>	
<p>8. BAND STAFF b. APPOINTMENTS 1. None</p>	
<p>9. COACHING STAFF a. RESIGNATIONS 1. **Ms. Tricia Blood, Girls' Interscholastic Softball Coach, Schaghticoke Middle School <u>Move</u> that the Board of Education accept the resignation of Ms. Tricia Blood as Girls' Interscholastic Softball Coach at Schaghticoke Middle School effective February 1, 2016.</p>	<p>Personal Reasons</p>
<p>10. COACHING STAFF b. APPOINTMENTS 1. Ms. Tricia Blood, Girls' Intramural Softball Coach, Schaghticoke Middle School <u>Move</u> that the Board of Education appoint Ms. Tricia Blood as Girls' Intramural Softball Coach at Schaghticoke Middle School effective February 10, 2016.</p>	<p>2015-2016 stipend: \$947 Current staff member</p>

2. ****Ms. Eileen Holden**, Girls' Interscholastic Softball Coach,
Schaghticoke Middle School
Move that the Board of Education appoint **Ms. Eileen Holden**
as Girls' Interscholastic Softball Coach at Schaghticoke Middle
School effective February 10, 2016.

2015-2016 stipend: \$1895

Current staff member

11. LEAVES OF ABSENCE

1. None

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
OPERATIONS WEBPAGE UNDER FEBRUARY 2, 2016:**

10. DISCUSSION AND POSSIBLE ACTION

- B. Monthly Reports
 - 1. Purchase Resolution: D-683
 - 2. Budget Position dated 1/29/16
- C. Gifts & Donations
 - 1. Exhibit B: PTO

11. ITEMS FOR INFORMATION AND DISCUSSION

- C. Town of New Milford Audit Report dated June 30, 2015



NEW MILFORD PUBLIC SCHOOLS
Fiscal Services and Operations
50 East Street
New Milford, Connecticut 06776
(860) 354-8726 FAX (860) 355-4966

EXHIBIT C
Revised
2/3/16

TO: New Milford Board of Education
From: Jay H. Hubelbank, Director of Fiscal Services and Operations
Re: Donation
Date: January 29, 2016

Please accept the following donation from the Goldring Family Foundation to the following:

The Village Green Scholarship:	\$20,000.00
Project Lead The Way :	\$26,981.50

The funds will be deposited into their respective NMHS accounts. Please note the funds for Project Lead The Way will allow us to purchase supplies and equipment above and beyond the program's budgeted operating costs for 2015-16.

We want to thank the Goldring Family Foundation for their continued support of the New Milford Public Schools.

Business/Non-Instructional Operations

Tuition Fees

The Board of Education may permit students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Board of Education. The administration will provide students applying for admission in any given year with an estimated rate with the provision that tuition will be adjusted based on budgetary approval. Special education students or other school districts, as the case may be, will be charged at a rate equal to a pro-rata share of the costs of their program.

I. Individual, Non-Resident Students

Non-resident students may be accepted under the following conditions:

1. A non-resident student shall apply to be admitted in writing to the Superintendent and shall state the reason for seeking admission, with a description of the applicant's proposed academic program.
2. The parent/guardian (or student age eighteen or older) will provide complete records for the student. Such records will include grades, discipline records, medical records, special education records, test results, and any information requested.
3. The student shall be interviewed for admission by the Assistant Superintendent, who will make a thorough review of the student's records, consult with the building Principal, and make a recommendation to the Superintendent. The Superintendent shall decide upon the admission of the student. The Superintendent may admit a student only if space is available.
4. Prior to his or her recommendation to the Superintendent, the Assistant Superintendent may require the student to undergo any testing deemed necessary.
5. The student shall be capable of performing at or above grade level or in an established program of the New Milford Public Schools. In determining whether the student can be accommodated in an existing program, the Assistant Superintendent, prior to his or her recommendation, may refer the matter to the district-wide special education supervisor who may, in turn, consult with a planning and placement team. the supervisor or PPT will forward a report to the Assistant Superintendent.

Business/Non-Instructional Operations

Tuition Fees

I. Individual, Non-Resident Students (continued)

6. Tuition must be paid in advance four times per year in September, December, March and May as a condition of continued enrollment, and such tuition shall be prorated for admission beginning after the start of the school year. In the event a student withdraws from the New Milford Public Schools, tuition for the semester in progress will not be refunded.
7. Courses of New Milford students will be scheduled before those of tuition students.
8. A student may continue as a tuition student from year to year unless notified in writing by the Superintendent of Schools that attendance will be terminated.
9. A certified staff member whose child has been admitted to the New Milford Public Schools shall pay 50% of the established tuition rate. Tuition shall be made in equal payments four times per year in September, December, March and May as a condition of continued enrollment.

Non-resident students or their parents or guardians shall provide all necessary transportation to and from school. An admitted student will be subject to all academic and disciplinary requirements applied to New Milford students.

In the event of a dispute concerning the student's education, the written decision of the Board of Education concerning such education shall be final. A non-resident student's continued enrollment in the New Milford Public Schools will be contingent upon compliance with all academic and disciplinary requirements, satisfactory academic progress, satisfactory behavior, and the availability of staff and resources.

Only the board of education, acting at its sole discretion, may waive tuition.

II. Tuition Students Sent By Other Boards Of Education

The Board of Education, at its discretion, may enter into an agreement with another local or regional Board of Education to accept such local or regional Board's seventh through twelfth grade students on a tuition basis. Prior to entering into an agreement to accept such students, the superintendent of schools shall file with the Board of Education a written recommendation on the enrollment of students based on the following factors:

Business/Non-Instructional Operations

Tuition Fees

II. Tuition Students Sent By Other Boards Of Education (continued)

1. The impact on Boards of Education currently having an arrangement with the New Milford Board of Education.
2. The proposed method of transporting tuition students.
3. The impact on resident students.
4. Impact on staffing and instructional materials.
5. Impact on facilities.
6. Information regarding student educational placement.
7. Any other factors deemed relevant.

After the Board has tentatively approved the acceptance of students under the jurisdiction of another Board of Education, the Superintendent shall submit to the Board for approval a proposed written agreement establishing the terms and conditions (including tuition charges) under which students from another jurisdiction will be enrolled in the New Milford Public Schools.

Legal Reference: Connecticut General Statutes

- 10-33 Tuition in towns in which no high school is maintained.
- 10-35 Notice of discontinuance of high school service to nonresidents.
- 10-55 Pupils to attend regional school.
- 10-220 Duties of Boards of Education.
- 10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.
- 10-266 Reimbursement for education of pupils residing in state property.

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

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

Students

Use of Physical Force

The Board of Education (Board) 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, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the board of education.

Students

Use of Physical Force

Physical Restraint/Seclusion

Definitions (continued)

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student.
- B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
- C. No student shall be placed in seclusion unless:
 - a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
 - b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.

Students**Use of Physical Force****Physical Restraint/Seclusion****Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)**

- c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
- D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:
 - a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.
 - b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.
- F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.
- G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.

Students**Use of Physical Force****Physical Restraint/Seclusion****Conditions Pertaining to the Use of Physical Restraint and/or Seclusion (continued)**

- H. Beginning July 1, 2016, the Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:
 - a. Record each instance of the use of physical restraint or seclusion on a student;
 - b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students.
- I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.
- J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
 - a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.
- K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training Plan

Training shall be provided by the Board to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

Students

Use of Physical Force

Physical Restraint/Seclusion

Required Training and Prevention Training Plan (continued)

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students. (Such overview is to be provided by the Department of Education on or after July 1, 2015, and annually thereafter, in a manner and form as prescribed by the Commissioner of Education.)
2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.

Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.

3. The Board will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or secluding a student, including, but not limited to:
 - a. Various types of physical restraint and seclusion;
 - b. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - c. The differences between permissible physical restraint and pain compliance techniques; and
 - d. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.

Crisis Intervention Teams

By July 1, 2015, and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.

Students

Use of Physical Force

Physical Restraint/Seclusion

Crisis Intervention Teams (continued)

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

(cf. 4148/4248 - Employee Protection)

(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services.

46a-150 Definitions. (as amended by PA 07-147 and PA 15-141)

46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

53a-18 Use of reasonable physical force or deadly physical force generally.

Students

Use of Physical Force

Legal Reference: Connecticut General Statutes (continued)

53a-19 Use of physical force in defense of person.

53a-20 Use of physical force in defense of premises.

53a-21 Use of physical force in defense of property.

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.

PA 15-141 An Act Concerning Seclusion and Restraint in Schools.

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**New Milford Public Schools
Physical Restraint Report Form**

Note: This report is required to be submitted to the Principal/Director of Special Education as soon as practicable after an incident involving physical restraint, but in no event later than 24 hours after the incident.

Physical Restraint: 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 pursuant to state special education statutes.

STUDENT INFORMATION:

Name of Student: _____ Date of Restraint: _____

Date of Birth: _____ Age: _____ Gender: M/F _____ Grade Level: _____

Does student currently receive special education services or is the student being evaluated for eligibility for special education services? Yes: ____ No: ____ School: _____

Date of this report: _____ Site of physical restraint: _____

This report prepared by: _____ Position: _____

Staff administering restraint:

Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____

Staff monitoring restraint:

Name: _____	Title: _____
Name: _____	Title: _____

Administrator who was verbally informed following the restraint:

Name: _____	Title: _____
Reported by: _____	Title: _____

PRECIPITATING ACTIVITY:

Description of activity in which the restrained or other students were engaged immediately preceding emergency use of physical restraint: *(A student may not be placed in seclusion except as an emergency intervention to prevent immediate or imminent injury to the student or others. Restraint may not be used to discipline a student, because it is convenient or instead of a less restrictive environment.)*

Description of the risk of immediate or imminent injury to the student restrained or others that required use of physical restraint:

Description of other steps, including attempts at verbal deescalation, to prevent the emergency necessitating use of restraint:

DESCRIPTION OF PHYSICAL RESTRAINT:

Justification for initiating physical restraint *(check all that apply)*:

- ☐ Non-physical interventions were not effective
- ☐ To protect student from immediate or imminent injury
- ☐ To protect other student/staff from immediate or imminent injury

Type of protective hold used:

- ☐ Side by side parallel hold
- ☐ Lifted and carried (full security hold)
- ☐ Held in chair (reverse cradle transport)
- ☐ Floor control
- ☐ Other *(describe)*

Regular evaluation of the student being restrained for signs of physical distress:

Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____

Time restraint began: _____ Time restraint ended: _____

Total time (in minutes): _____

CESSATION OF RESTRAINT:

How restraint ended (*check all that apply*):

- ☐ Determination by staff member that student was no longer a risk to himself/herself or others
- ☐ Intervention by administrator(s) to facilitate deescalation
- ☐ Law enforcement personnel arrived
- ☐ Staff sought in-house assistance
- ☐ Community emergency personnel arrived
- ☐ Other (*describe*):

Description of any injury to student and/or staff and any medical or first aid care provided:

Time medical staff checked injured person: _____

Medical staff actions: _____

Medical staff name: _____

Incident report was filed with the following school district official:

Date: _____

FURTHER ACTION TO BE TAKEN: (Attach separate page if necessary)

The school will take the following actions (*check all that apply*)

- ☐ Review incident with student to address behavior that precipitated the restraint
- ☐ Debrief staff regarding incident
- ☐ Consider whether follow-up is necessary for students who witnessed the incident
- ☐ Further contact with parents (*describe*):

- ☐ Convene Crisis Intervention Team Meeting
- ☐ Convene PPT to review/revise behavior intervention plan and/or IEP
- ☐ Convene PPT to discuss functional behavior assessment

PARENT/GUARDIAN NOTIFICATION *(required for all restraints):*

Parent who was verbally informed of this restraint:

Name: _____ Telephone Number: _____

Date: _____ Time: _____

Called by: _____ Title: _____

Notice mailed to Parent: Yes _____ No _____

Mailed by: _____ Title: _____

Reviewed by: _____ Date: _____

(Principal/Program Administrator/ Team Leader)

Reviewed by: _____ Date: _____

(Director of Special Education)

FOR PRINCIPAL/DIRECTOR OR DESIGNEE USE ONLY

☐ Reviewed physical restraint report

☐ Reviewed behavior plan, if applicable

☐ In considering the effect of the restraint on the student's educational plan, I find the following:

New Milford Public Schools

Seclusion Report Form

Note: This report is required to be submitted to the Director of Special Education as soon as practicable after an incident involving the seclusion of a student, but in no event later than 24 hours after the incident.

Seclusion: The involuntary confinement of a student in a room, whether alone or with supervision by a Board of Education employee, in a manner that prevents the student from leaving. *(A student may not be placed in seclusion except as an emergency intervention to prevent immediate or imminent injury to the student or others. Seclusion may not be used to discipline a student, because it is convenient or instead of a less restrictive environment.)*

STUDENT INFORMATION:

Name of Student: _____ Date of seclusion: _____

Date of Birth: _____ Age: _____ Gender: M/F _____ Grade Level: _____

Does student currently receive special education services or is the student being evaluated for eligibility for special education services? Yes: ____ No: ____ School: _____

Date of this report: _____ Site of seclusion: _____

This report prepared by: _____ Position: _____

Staff placing student in seclusion:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Staff monitoring seclusion:

Name: _____ Title: _____

Name: _____ Title: _____

Administrator who was verbally informed following the seclusion:

Name: _____ Title: _____

Reported by: _____ Title: _____

PRECIPITATING ACTIVITY/DESCRIPTION OF SECLUSION:

Does the student have an IEP which includes the use of seclusion? Yes ____ No ____

If No: Description of the risk of immediate or imminent injury to the student secluded or others that required use of seclusion.

If Yes or No: Description of other steps, including attempts at verbal deescalation, to prevent the use of seclusion:

MONITORING OF SECLUSION

Regular evaluation of the student being secluded for signs of physical distress:

Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____
Time: _____	Evaluation: _____

Time seclusion began: _____ Time seclusion ended: _____

Total time (in minutes): _____

CESSATION OF SECLUSION:

How seclusion ended (*check all that apply*):

- ☐ Determination by staff member that student was no longer a risk to himself/herself or others
- ☐ Intervention by administrator(s) to facilitate deescalation
- ☐ Law enforcement personnel arrived
- ☐ Staff sought in-house assistance
- ☐ Community emergency personnel arrived
- ☐ Termination per instruction in IEP/behavior plan
- ☐ Other (*describe*): _____

Description of any injury to student and/or staff and any medical or first aid care provided:

Time medical staff checked injured person: _____

Medical staff actions: _____

Medical staff name: _____

Incident report was filed with the following school district official:

Date: _____

FURTHER ACTION TO BE TAKEN: (Attach separate page if necessary)

The school will take the following actions (*check all that apply*)

- ☐ Review incident with student to address behavior that precipitated the seclusion
- ☐ Debrief staff regarding incident
- ☐ Consider whether follow-up is necessary for students who witnessed the incident
- ☐ Further contact with parents (*describe*):

- ☐ Convene Crisis Team Meeting
- ☐ Convene PPT to review/revise behavior intervention plan and/or IEP
- ☐ Convene PPT to discuss functional behavior assessment

PARENT/GUARDIAN NOTIFICATION (*required for all seclusions*):

Parent who was verbally informed of this seclusion:

Name: _____ Telephone Number: _____

Date: _____ Time: _____

Called by: _____ Title: _____

Notice mailed to Parent: Yes _____ No _____

Mailed by: _____ Title: _____

Reviewed by: _____ Date: _____

(Program Administrator/ Team Leader)

Reviewed by: _____ Date: _____

(Director of Special Education)

FOR DIRECTOR OR DESIGNEE USE ONLY

- ☐ Reviewed seclusion report
- ☐ Reviewed behavior plan, if applicable
- ☐ In considering the effect of the seclusion on the student's established behavioral support of educational plan, I find the following: _____

(STATE INCIDENT REPORTING FORM)

**Report of Seclusion or Restraint
Incident Report**

School District: _____ School: _____
Address: _____ Address: _____
Phone: _____ Phone: _____
Name and Title of Person Preparing the report: _____
Incident: Seclusion _____ Restraint _____
Name of Student: _____ Student Disability: _____
Birth Date of Student: _____ Male/Female Race: _____

Describe the nature and use of seclusion: (Identify the emergency that necessitated the use of seclusion and how long the student was in seclusion.) _____

Describe the nature and use of restraint: (Identify the emergency that necessitated the use of restraint, time in restraint and type of restraint used.) _____

Was the parent contacted within twenty-four hours of the use seclusion or restraint as an emergency intervention to prevent immediate or imminent injury to the person or others?

Yes _____ No _____ If "No", did the parent receive a copy of the incident report no later than five days from the date of the incident? Yes _____ No _____

Was the student injured during the emergency use of restraint or seclusion?

Yes _____ No _____ If "Yes", complete and attach a Report of Injury.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT

The following sets forth Connecticut law related to the physical restraint and seclusion of persons at risk, which can be found in Public Act 07-157, amending Connecticut General Statutes Sections 46a-150 through 46a-153, 10-76b, and 10-76d and Public Act 15-141. The New Milford Board of Education mandates compliance with these laws at all times.

I. The following definitions apply to these procedures:

- **Life-threatening physical restraint** means any physical restraint or hold of a person that (restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.
- **Psychopharmacologic agent** means any medication that affects the central nervous system, influencing thinking, emotion or behavior.
- **School employee** means a teacher, substitute teacher, school administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the board of education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the board of education.
- **Student** means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional board of education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.
- **Provider:** A person who provides direct care, or supervision of a person at risk.
- **Assistant Provider or Assistant:** A person assigned to provide, or who may be called upon in an emergency to provide, assistance or security to a provider or supervision of a person at risk.
- **Person at Risk:** A person receiving care or supervision in an institution or facility operated by, licensed or authorized to operate by or operating pursuant to a contract with the Departments of Public Health, Developmental Services, Children and Families or Mental Health Addiction Services.
- **Life Threatening Physical Restraint:** Any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT

Definitions (continued)

- **Physical Restraint:** 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 and is the least restrictive means available to prevent such self-injury.
- **Seclusion:** The confinement of a person in a room, whether alone or with supervision by a provider or assistant, in a manner that prevents the person from leaving that room.

II. Procedures for Physical Restraint of Persons at Risk

No school employee, provider or assistant shall under any circumstance use a life-threatening physical restraint on a person at risk.

No school employee, provider or assistant shall use involuntary physical restraint on a person at risk EXCEPT as an emergency intervention to prevent immediate or imminent injury to the person at risk or to others.

Physical restraint of a student or person at risk shall never be used as a disciplinary measure or as a convenience.

School employees, providers and assistants must explore all less restrictive alternatives prior to using physical restraint for a person at risk.

School employees, providers and assistants must comply with all regulations promulgated by the Connecticut State Board of Education in their use of physical restraint with a person at risk.

Monitoring

A school employee, provider or an assistant must continually monitor any student or person at risk who is physically restrained. The monitoring must be conducted by direct observation of the person at risk.

A school employee, provider or an assistant must regularly evaluate the person being restrained for signs of physical distress. The school employee, provider or assistant must record each evaluation in the educational record of the person being restrained.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT**Documentation and Communication**

A school employee or provider must notify the parent or guardian of a student or person at risk of each incident that the person at risk is physically restrained.

The School Administrator/Director of Special Education must be notified of the following:

- a. each use of physical restraint;
- b. the nature of the emergency that necessitated its use; AND
- c. if the physical restraint resulted in physical injury;

After a physical restraint occurs, the following information must be documented in the educational file of the student who was physically restrained:

- a. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
- b. a detailed description of the nature of the restraint;
- c. the duration of the restraint; AND
- d. the effect of the restraint on the person's established behavioral support or educational plan.

III. Procedures for Seclusion of a Student

No school employee shall use involuntary seclusion on a student EXCEPT as an emergency intervention to prevent immediate or imminent injury to the student or to others.

Seclusion of a student shall never be used as a disciplinary measure or as a convenience.

School employees, providers and assistants must explore all less restrictive alternatives prior to using seclusion. An Individualized Education Program Team ("IEP Team") may not incorporate the use of seclusion into a child's IEP.

School employees, providers and assistants must comply with all regulations promulgated by the Connecticut State Board of Education in their use of seclusion.

Monitoring

A school employee, provider or an assistant must frequently monitor any student who is placed in seclusion. The monitoring must be conducted by direct observation of the student.

A school employee, provider or an assistant must regularly evaluate the person in seclusion for signs of physical distress. The school employee, provider or assistant must record each evaluation in the educational record of the person who is in seclusion.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT

III. Procedures for Seclusion of a Student (continued)

Documentation and Communication

A school employee, provider must notify the parent or guardian of a student of each incident that the student is placed in seclusion.

The Principal/Director of Special Education must be notified of the following:

- a. each use of seclusion on a student;
- b. the nature of the emergency that necessitated its use;
- c. if the seclusion resulted in physical injury to the student; and

After seclusion occurs, the following information must be documented in the educational file of the student who was placed in seclusion:

- a. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
- b. a detailed description of the nature of the seclusion;
- c. the duration of the seclusion; AND
- d. the effect of the seclusion on the person's established behavioral support or educational plan.

IV. Responsibilities of the Superintendent/Director of Special Education

The Superintendent/Director of Special Education, or his or her designee, must compile annually the instances of physical restraint and seclusion within the District and the nature of each instance of physical restraint and seclusion.

The Superintendent/Director of Special Education, or his or her designee, shall report to the Connecticut State Department of Education any instance of physical restraint or seclusion that resulted in physical injury to the person at risk.

The Director of Special Education, or his or her designee, must, at each initial IEP Team meeting for a child, inform the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Board of Education relating to physical restraint and seclusion.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT

V. Responsibilities of the Connecticut State Board of Education

The State Board of Education shall review the annual compilation of each local and regional board of education and shall produce an annual summary report identifying the frequency of use of physical restraint or seclusion on students and specifying whether the use of such seclusion was in accordance with an individualized education program (IEP) or whether the use of such physical restraint or such seclusion was an emergency. Such report shall be submitted on an annual basis as specified by the Department of Education.

The State Board of Education and the Commissioner receiving a report of serious injury or death resulting from a physical restraint or seclusion shall report the incident to the Director of the Office of Protection and Advocacy for Persons with Disabilities and, if appropriate, the Child Advocate of the Office of the Child Advocate.


The State Board of Education may regulate the use of physical restraint and seclusion of special education students in the public schools.

The State Board of Education shall adopt regulations concerning the use of physical restraint and seclusion in public schools.



NEW MILFORD PUBLIC SCHOOLS
Office of the Superintendent
50 East Street
New Milford, Connecticut 06776
Telephone (860)-355-8406

MEMORANDUM

TO: Board of Education
FROM: Joshua Smith, Interim Superintendent 
DATE: February 5, 2016
RE: Requested Teacher Retirement Incentive Program

Please see the requested information on a possible structure for a Teacher Retirement Incentive Program. The draft outline is based on the last incentive that was offered in 2011.

To be eligible to participate in the Teacher Retirement Incentive Program, the teacher must be:

1. Eligible for normal, pro-ratable or early retirement benefits under appropriate Connecticut State Statutes;
2. Employed by the Board with no less than 30 years of continuous service on the payroll (on the payroll since on or before July 1, 1986);
3. Age 55 years or more as of June 30, 2016;
4. On maximum step on any track of the teachers' salary schedule.
5. The teacher must resign and retire from his/her employment with the Board effective June 30, 2016.

The retirement incentive benefit shall be in the form of a monetary sum of \$30,000.00 (less federal and state taxes and FICA contributions) payable over three years, detailed in a Memorandum of Agreement between the New Milford Board of Education, the participating teacher and the New Milford Education Association.

To participate in the Program, the teacher must **accept** the Teacher Retirement Incentive Program offer by executing an Election Form, Agreement, Release and Waiver, by a date to be determined.

This Program shall be implemented only if a **minimum of five (5) teachers to a maximum of ten (10) teachers retire effective June 30, 2016**, in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based on the date/time, still to be determined, that the applicant's completed election form is received in the Superintendent's office.


APPROVED FIELD TRIPS

January/February 2016

<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
NMHS	10-12	1/8/16	Friday	24	2	Hill and Plain School	0	\$0
SMS	6-8	2/19/16	Friday	25	4	CCSU Music Festival	2	\$0
SMS	6-8	2/20/16	Saturday	25	4	CCSU Music Festival	0	\$0
NMHS	9-12	2/27/16	Saturday	25	1	Trumbull HS Winter Percussion Competition	0	\$0
NMHS	9-12	3/5/16	Saturday	25	1	Bunnell HS Winter Percussion Competition	0	\$0
NMHS	9-12	3/12/16	Saturday	25	1	Westhill HS Winter Percussion Competition	0	\$0
NMHS	10-12	3/17/16	Thursday	10	2	Post University Accounting Careers Workshop	1	\$0
NMHS	9-12	3/18/16	Friday	85	3	Uconn-Storrs True Colors	0	\$10 trans/\$30 Adm
NMHS	9-12	3/19/16	Saturday	25	1	Danbury HS Winter Percussion Competition	0	\$0
NMHS	11-12	3/22/16	Tuesday	12	1	Gateway Community College HOSA Competition	1	Perkins Grant
NMHS	9-12	3/26/16	Saturday	25	1	Newtown High School Winter Persussion Competition	0	\$0
NMHS	11-12	3/30/16	Wednesday	40	2	Naugatuck Valley Community College: Campus Tour	2	\$0
NMHS	9-12	4/2/16	Saturday	25	1	Trumbull HS Winter Percussion Competition	0	\$0
NMHS	10-12	4/4/16	Monday	20	2	Cromwell Crown Plaza: FBLA Leadership Conference	2	TBD
NMHS	9-12	4/9/16	Saturday	25	1	Westhill HS Winter Percussion Competition	1	\$0
NES	Kindergarten	5/10/16	Tuesday	121	24	Beardsley Zoo	0	PTO
NMHS	11	5/31/16	Tuesday	57	5	Tenement Museum NYC	1	\$15



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

TO: Josh Smith, Interim Superintendent
FROM: Dr. Genie Slone, Acting Assistant Superintendent 
DATE: February 4, 2016
RE: Textbook Preview – Grades 10; 11-12

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

The Scrapbook of Frankie Pratt by Caroline Preston (Harper Collins) – Grade 10

This book would be an addition to current texts. It combines history, literacy allusion, accomplished narrative with art, thereby providing numerous and varied teaching/learning opportunities. The book is a coming of age story that begins in rural New Hampshire and moves with the main character to college in New York, Greenwich Village and Paris during the Jazz age, and then back to her beginnings in New England, as she searches for her purpose in the world.

Economics by Roger A. Arnold (Thames & Hudson) – Grades 11-12

This book aligns with the New Milford Public Schools approved curriculum and is supported by helpful supplemental materials provided by the publisher. The book includes the standard economics curriculum but also provides real world examples to make the subject matter more engaging to high school students.



NEW MILFORD PUBLIC SCHOOLS

Fiscal Services and Operations

50 East Street

New Milford, Connecticut 06776

(860) 354-8726 FAX (860) 355-4966

TO: Joshua Smith, Interim Superintendent
FROM: Jay H. Hubelbank, Director of Fiscal Services and Operations
RE: BOE 2016-2017 Adopted Budget
DATE: February 1, 2016

I have made the revisions to the 2016-2017 New Milford Public Schools Budget as approved by the Board of Education on January 27, 2016. The changes reduce the Superintendent's proposed budget by \$534,673. The Board of Education's approved budget is \$62,583,950; an increase over 2015-2016 of \$1,405,142, a 2.3% increase.

Below is a summary of the changes to the Superintendent's proposed budget:

Account	Section/Page	Description	Amount
BAZ25043 – 52900	DOGA Sec 6, pg. 1	Other Employee Benefits - Worker's Compensation	\$ - 96,269.00
BAZ25943 – 55200	DOGA Sect 4, pg. 1	General Insurance- Property and Liability	\$ -8,333.00
BZZ26846 – 49500	Revenue Summary	Revenue from Capital Reserve	\$ -430,071.00
Total Reduction			\$ -534,673.00

I will pass out the revised pages at the Board meeting on February 9th. If you have any questions, please let me know.

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

Present: Mr. Robert Coppola, Chairperson
Mr. David A. Lawson
Mr. Brian McCauley, Alternate
Mr. J.T. Schemm, Alternate

Absent: Mrs. Angela C. Chastain
Mr. Bill Dahl

Also Present: Mr. Joshua Smith, Interim Superintendent of Schools
Mr. Jay Hubelbank, Director of Fiscal Services and Operations
Mr. Kevin Munrett, Facilities Manager
Mr. Nestor Aparicio, Assistant Facilities Manager
Ms. Roberta Pratt, Director of Technology

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NEW MILFORD, CT

Handwritten initials

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. Coppola. Mr. McCauley was seated in the absence of Mr. Dahl. Mr. Schemm was seated in the absence of Mrs. Chastain.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Turf Field Update 1. Compliance Plan <ul style="list-style-type: none"> Mr. Coppola said he had requested an update from this town committee since the turf fields will become the Board of Education's responsibility when the project is complete. Members of the Artificial Turf Construction Committee were present including Chairperson Peter Bass, Joseph Failla, Wendy Faulenbach, Russ Posthauer and Dan Stanton. Architectural engineer Luke McCoy said he has been involved with the project from the 	Discussion and Possible Action A. Turf Field Update 1. Compliance Plan

	<p>start. They expect the fields to be completed by mid-June and available for summer use. The project includes two turf fields, a new track and LED lighting, which can be controlled remotely, for both fields. All equipment required to maintain the fields will be turned over at the end of the project to Facilities along with training videos. The contractor will ensure there is no problem with access to existing fields for spring use. Winter weather has been favorable to the timeline.</p> <ul style="list-style-type: none">• Mr. Schemm asked what type of equipment is provided. Mr. McCoy said what they call “attic stock” of additional turf material, fill and glue; a four wheel drive vehicle to pull equipment; grooming brushes and a magnet attachment to pick up clips, jewelry etc.; tines and a sweeper; hand tools and maintenance manual.• Mr. Schemm asked if a turf plow was included and Mr. McCoy said it was not and they do not recommend plowing the fields unless the district uses special equipment after each storm. He said plowing could in fact void the warranty if not done correctly. In the event snow removal became pressing it could be subcontracted to a specialty vendor and not void the warranty.• Mr. Lawson said it was his understanding that after ten years or so significant maintenance would be needed. Mr. McCoy said at that time the fields would be nearing end of life cycle and the town would be looking at replacement. Mr. Lawson asked for estimated cost to replace and Mr. McCoy said approximately \$500,000 per field in current costs. It is difficult to predict future costs exactly; materials are evolving all the time as well.• Mr. Bass said the Turf Field Feasibility Committee was well aware of this projected cost when they started the project and have been actively researching where future funding will come from.• Mr. Failla said the committee will be	
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	<p>recommending another committee be formed at the completion of the project that would include town, BOE and community members to explore this issue and others. Mr. Coppola said he thought that was a good idea.</p> <ul style="list-style-type: none"> • Mr. Bass said the project had helped with cost avoidance to the BOE budget as well. He said the current lights were not up to safety standards any longer and would have had to be replaced at an estimated cost of \$400,000 to the main stadium. Money will also be saved in not having to line the fields with paint or bus students to other facilities because our existing fields could not be used. Additional use of the turf fields could lead to additional gate receipts as well. The district's need for civil rights code compliance with other fields is also being rolled into this project, leading to cost efficiencies. • Mrs. Faulenbach said this has truly been a collaborative, community project. • Mr. Coppola said the enthusiasm of the community for this project was apparent right at the first meeting. • Mr. Failla said the committee would be happy to update the Board as requested in the future. 	
B. SMS Roof Project Update	B. SMS Roof Project Update	B. SMS Roof Project Update
1. Skylight	1. Skylight	1. Skylight
	<ul style="list-style-type: none"> • Mr. Coppola thanked Mr. Munrett for providing the memo and materials regarding this item ahead of the meeting so that members had a chance to review. • Mr. Munrett recommended replacing the large skylight over the SMS LMC with a more standard, energy efficient and OSHA compliant model. • Mr. Coppola asked for confirmation that though this is a town funded project Facilities is overseeing it and Mr. Munrett said they are. 	

	<ul style="list-style-type: none">• Mr. Hubelbank said replacing the skylight was in the bid and the replacement suggested is well within budget.• Mr. Lawson said he would like to talk about this item in terms of the next one on the agenda: PCB testing.	
C. PCB Testing at SMS	<ul style="list-style-type: none">• Mr. Lawson said he thought the Town Council had stipulated that PCB testing be done.• Mr. Hubelbank said PCBs would possibly be in the window areas only and no work is being done there. The roof that is being replaced will have all abatement needed done in the summer according to OSHA standards.• Mr. Hubelbank said if testing additional areas is being requested, he would recommend having an expert in the field come speak to the committee about ramifications.• Mr. Lawson said he is asking that a \$1000-\$2500 test for PCBs be done in all areas, including the ground as the Board is responsible for the health and safety of the community.• Mr. Coppola asked if Mr. Lawson was interested in hearing from an expert and Mr. Lawson said he wanted the test.• Mr. Smith said he was not sure of the scope of the testing that Mr. Lawson is requesting. What specific areas did he want tested? Is he recommending all schools be tested? He thought it was important to have expert in the field provide information on the full scope of the project and its ramifications before anything is done.• Mr. Lawson asked who would come in to speak to the committee. Mr. Hubelbank said the district has used Fuss and O'Neill for abatement work in the past and that they are well respected in the field. Mr. Lawson asked if Mr. Hubelbank was opened to using other	C. PCB Testing at SMS

	<p>firms and Mr. Hubelbank said yes and Mr. Lawson could certainly make a recommendation.</p> <ul style="list-style-type: none"> • Mr. Coppola asked for clarification as to what Mr. Lawson wanted for the next meeting. Mr. Lawson said he ultimately is looking for test results but it would be helpful to know cost of the test and suspected areas to be tested which he believes should include ground and sidewalk testing. • Mr. Schemm said we can't just put our heads in the sand; it is the Board's duty to care for students but that he was aware that the district has a "Tools for Schools" program and that air quality is already tested regularly. He thought some form of testing should be done. • Mr. Coppola said if committee members had suggestions for firms to use that they should give them to Mr. Munrett before the next meeting. • Mr. Smith said he wanted to be clear that there are no current risks; air quality testing has been ongoing with the roof project now. He is just looking for clarification on the parameters of the scope going forward. <p>D. SNIS Catwalk</p> <ul style="list-style-type: none"> • Mr. Munrett said they had received the report back from the engineering firm on this project and were preparing to go out to bid with the specifications. The work is planned take place over the summer. 	
4.	Items of Information	Items of Information
A.	NMHS Chiller Update	A. NMHS Chiller Update
	<ul style="list-style-type: none"> • Mr. Munrett said they are almost complete on the study of energy usage so that they can properly size the large chiller to move forward with replacement. The small chiller is in place for now. 	

	<p>B. Status of Moving Main Frame from Lillis to SNIS</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the contract is in place for moving the CEN line to SNIS and the plan is to make the move during the April break. • Mr. Lawson asked if the Technology department would move to SNIS at that time as well and Ms. Pratt said no but that the network engineer has office space at SNIS and Central Office. <p>C. Overtime Update</p> <ul style="list-style-type: none"> • Mr. Munrett said, due to time constraints, he would review the new report format more fully at the next meeting but that overtime is running favorable this year. 	<p>B. Status of Moving Main Frame from Lillis to SNIS</p> <p>C. Overtime Update</p>
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn</p> <p>Mr. Lawson moved to adjourn the meeting at 7:29 p.m., seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:29 p.m.</p>

Respectfully submitted:



Robert Coppola, Chairperson
Facilities Sub-Committee

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

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

Also Present: Mr. Joshua Smith, Interim Superintendent of Schools
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Jay Hubelbank, Director of Fiscal Services and Operations
Mrs. Laura Olson, Director of Pupil Personnel and Special Services

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NEW MILFORD, CT

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1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none"> Mrs. Faulenbach welcomed the new committee members. She said Operations is a blend of personnel and finance matters. All questions are welcome. If members think of questions following the meeting, they are welcome to email her with a copy to the chair and they will try to provide answers. Any information provided will be given to all other Board members as well. Most items on the Operations agenda move forward to the full Board. Mrs. Faulenbach said the first item, Personnel Exhibit A, is often revised prior to the full Board meeting. Ms. Baldelli said there may be a revision this month as well. She congratulated Jared Russell 	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>on his efforts to qualify for a DSAP in order to continue as a Math teacher at NMHS.</p> <ul style="list-style-type: none">• Mr. Smith said he was thrilled with the caliber of all three certified staff appointments, especially mid-school year.• Ms. Baldelli said the tutors are pulled from the substitute pool which, until this year, was approved by the Board. Since this no longer happens, she realized that they needed to be added for formal Board approval. That is why the appointment dates are varied. Tutor appointments are for one year and all but six have been approved in previous years.• Mr. Coppola asked what degree is required of tutors. Ms. Baldelli said New Milford requires teacher certification but the position itself is not a certified position.• Mr. Coppola asked about the status of a replacement for Dr. Cooper. Ms. Baldelli said they have an out-of-state candidate with wonderful references and who is coming for a face to face interview next week. They have begun working on CT certification in anticipation.• Mr. Smith said this is a very high quality candidate whose family is relocating to CT. The candidate has a very experienced background in the academic and intellectually gifted area, has presented at the state level, and has elementary certification. In the meantime, Mr. Smith said he met this morning with Mrs. Brofford, the K-8 enrichment teacher, regarding a transition plan for the interim.• Mr. Schemm asked what certification is required. Ms. Baldelli said in CT, it is grade level appropriate, so K-8. The goal is to have the candidate certified K-12.• Mr. Schemm asked if this was a shortage area and Ms. Baldelli said no.• Ms. Baldelli said she and Mr. Smith had reviewed applications for Mr. Hubelbank's position and of 11 applicants, there is only one	
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	<p>that will be brought back for a second round interview.</p> <ul style="list-style-type: none"> • Mr. Smith said they should know by the end of the week if this is a viable candidate. They are still actively recruiting. There are three to four other districts in need of the same position. In the meantime, he and Ms. Baldelli are working on short and long term transition plans for the Board to consider. • Mrs. Faulenbach said she assumes the goal is to avoid a gap in coverage and Mr. Smith said that is the case. They also want to make sure that they are fully satisfied with the quality of any candidate. • Mr. Coppola said he would expect to interview any candidate before seeing the person brought forward for approval. Mr. Smith said that might require a special meeting. Mr. Coppola asked if it would require an executive session and Ms. Baldelli said she would check the legality. • Mr. Coppola asked if they had advertised a pay range and Ms. Baldelli said no. • Mrs. Faulenbach said she would like to see a copy of the job description before any special meeting takes place. <p>Mr. Schemm 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 Mr. McCauley.</p> <p>Motion passed 3-0-1. Aye: Mrs. Faulenbach, Mr. McCauley, Mr. Schemm Abstain: Mr. Coppola</p>	
B.	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-683 2. Budget Position dated 1/29/16 <ul style="list-style-type: none"> • Mrs. Faulenbach said there are typically three monthly reports; the transfer request is not 	<p>Motion made and passed 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-683 2. Budget Position dated 1/29/16

	<p>needed at this time.</p> <ul style="list-style-type: none">• Mr. Hubelbank said that the purchase resolution is for Board approval of purchases over \$5000, per Board policy. The Budget Position is being run through Munis and exported to excel for ease of read. The report includes encumbrments of funds that the district knows will be spent, for example salaries. Revenue is also included here. The district will be looking to have some reports customized once everyone is more familiar with the system. Mr. Hubelbank asked that the Board let him know of any special requests for information that might be incorporated into these reports.• Mr. Smith said items such as curriculum development are typically not drained until year end when the actual curriculum writing work is done. In-service professional development is also spent more towards the end of the year after grants are exhausted.• Mr. Schemm asked if it was expected that most of the curriculum development funds would be expended and Mr. Smith said yes, through curriculum writing and summer institutes. Actual projects are fluid with time.• Mr. Coppola asked how the budget stands in general and Mr. Hubelbank said special education had steadied and he thought the budget was in good shape at the moment.• Mr. Coppola asked if the district pays social security for non-certified staff and at what rate. Mr. Hubelbank said yes and at 6.2%.• Mr. Coppola asked what the pension number was. Mr. Hubelbank said this year it was \$654,000 with an additional increase next year of \$180,000. These numbers are given to us by the town.• Mr. Coppola asked about the legal line. Mr. Hubelbank said \$150,000 is for the retainer and the other \$11,000 showing is for additional attorneys as needed.	
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	<ul style="list-style-type: none"> • Mr. Coppola asked about the substitute line total which seemed low. Mr. Hubelbank said that line was for the substitute software. The actual substitute line is included with non-certified staff. • Mr. Coppola asked for clarification on the field trip line. Mr. Hubelbank said this was for non-sports related field trips. • Mr. Smith said it included transportation for music students, the math team, and science students to state science fairs. • Mr. Coppola said this shows that middle school and high school students do get field trip support. • Mrs. Faulenbach said she viewed these more as transportation to events versus actual field trip coverage itself. • Mr. Coppola said he finds the label deceiving since these are not field trips per se and that it should be better labeled transportation. • Ms. Faulenbach said she would appreciate receiving the budget codes as part of the Operations packet going forward. Mr. Hubelbank said he would provide them and reminded the committee that the reports are a work in progress and he welcomes any feedback. <p>Mr. Coppola moved to bring the monthly reports: Purchase Resolution D-683 and Budget Position dated 1/29/16 to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. PTO – Exhibit B 2. Goldring Family Foundation – Exhibit C <ul style="list-style-type: none"> • Mr. Schemm asked if the Goldring memo should be revised to reflect the actual accounts 	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-683 and Budget Position dated 1/29/16 to the full Board for approval.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. PTO – Exhibit B 2. Goldring Family Foundation – Exhibit C
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	<p>so that is is clear that the Project Lead the Way funds are for enrichment items only and not supplanting the budget. Mr. Hubelbank said he would have a revision for the Board meeting.</p> <p>Mr. Coppola moved to bring Gifts and Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Gifts & Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</p>
4.	<p>Items of Information</p> <ul style="list-style-type: none"> Mrs. Faulenbach said these items are presented for informational purposes and typically require no action. <p>A. Substitute Listing</p> <ul style="list-style-type: none"> Ms. Baldelli said this is an updated list of the substitutes since last presented to the committee in October. We are up to 107. She asked the newer ones if the raise in pay to \$90 made a difference in their applying and a few said yes. Mrs. Faulenbach said she appreciates the feedback since the raise has budgetary impact and hopefully coverage impact as well. Mr. Schemm asked if all the substitutes on the list are active and Ms. Baldelli said some much more than others. Mr. Coppola asked if Ms. Baldelli interviews all substitutes and she said yes, every one. <p>B. Certified Substitute Coverage</p> <ul style="list-style-type: none"> Ms. Baldelli said this is a cumbersome report to do with our current system and another one they are trying to get customized. Mr. Coppola said he is concerned to still see so 	<p>Items of Information</p> <p>A. Substitute Listing</p> <p>B. Certified Substitute Coverage</p>

	<p>many unfilled days as they are a hindrance to the educational system.</p> <ul style="list-style-type: none"> • Ms. Baldelli said in these cases individual buildings pay teachers who are willing to cover by period which is much more expensive than using a substitute were one available. • Mr. Smith said this can sometimes lead to canceled professional development as well, if there is not coverage for teachers to be released. • Mr. Schemm pointed to the high absenteeism the week of October 19th and wondered if it was an anomaly or if there might be some underlying reason. Ms. Baldelli said she would take a more in depth look at some of the weeks to see if there was any pattern. She would try to report at the next sub-committee meeting. 	
	<p>C. Update on Munis</p> <ul style="list-style-type: none"> • Mr. Hubelbank said the district is fully using Munis now and with a few fits and starts is very pleased in general. One feature of the system is that direct deposit paystubs can now be emailed saving on hand mailing. W2s were from the old system for the last time. • Mr. Smith said he wished to publicly commend the Business Office and Human Resources staff for the tremendous effort put in to this massive undertaking. • Mrs. Faulenbach asked how many more years the district would pay \$60,000 per year for the system and Mr. Hubelbank said eight more years. • Mr. Schemm asked if that came out of the Board of Education budget and Mr. Hubelbank said yes with an additional \$40,000 paid by the town. 	<p>C. Update on Munis</p>
	<p>D. Town of New Milford Audit Report dated June 30, 2015</p> <ul style="list-style-type: none"> • Mr. Hubelbank said there were two identified 	<p>D. Town of New Milford Audit Report dated June 30, 2015</p>

	<p>issues in the audit that were both minor. One related to data entry with the old software. The other has to do with formal closing which is really out of Board of Education control as we give our information to the Town. He was disappointed to see no mention of the move to Munis which will solve these problems going forward.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the audit was very good and showed no material weaknesses. Mrs. Faulenbach asked if Mr. Hubelbank intended to send any soft letter of rebuttal and Mr. Hubelbank said he did not as these were minor issues and he felt they worked well with the town. 	
	<p>E. Legal Services Update</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she had been asked to put this item on the agenda. • Mr. Coppola said thank you for the breakdown provided. He asked for the total cost of the FOIA complaint and Mr. Hubelbank said he would gather the information. • Mr. Coppola asked if the retainer rolled over to the following year if it was not expended and Mr. Hubelbank said a credit is given. He said the retainer provides a reduced rate of service as well. Other districts not on retainer would be charged a higher hourly rate. • Mr. Schemm asked about the negotiation and arbitration expenses which are large regardless of the size of the group. Mr. Smith said that is something that the negotiating committee has to weigh during negotiations. • Mr. Coppola asked if this topic would move on to the Board for discussion and Mrs. Faulenbach said there was no action required so she thought not. Mr. Coppola said he was fine with that. 	<p>E. Legal Services Update</p>
5.	Public Comment	Public Comment

	<ul style="list-style-type: none">• There was none.	
6.	Adjourn Mr. Coppola moved to adjourn the meeting at 9:15 p.m. seconded by Mr. Schemm and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 9:15 p.m.

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee

