

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

BOARD OF EDUCATION
MEETING NOTICE

DATE:	February 23, 2021
TIME:	7:00 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

While this is an in-person meeting for Board of Education members and district staff, due to COVID-19 restrictions on capacity and social distancing requirements that make public attendance impossible, members of the public will be permitted to attend the meeting via the Zoom link provided below. Closed captioning is available through Zoom.

There will be live public comment offered through the Zoom format for items on the agenda. Public comment may also be emailed to suptoffice@newmilfordps.org for distribution to Board members no later than 3 PM of the meeting date.

Join Zoom Meeting

<https://zoom.us/j/96086201329?pwd=cVRRVE9yNThyOWNLZUZQeFNxR2RaUT09>

Meeting ID: 960 8620 1329

Passcode: 189081

One tap mobile

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Find your local number: <https://zoom.us/u/aedgCpLOO>

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

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2. RECOGNITION

- A. NMPS Stars: Carol Couch, Stacey Haleks, Donna Molinaro, Daisy Norlander, Adam Radday, Candice Schiesel, Stephanie Wilson

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. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
1. Budget Hearing and Adoption Minutes January 19, 20, 26, 27, 2021
 2. Special Meeting Minutes February 10, 2021

6. SUPERINTENDENT'S REPORT

7. BOARD CHAIRMAN'S REPORT

8. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 23, 2021
- B. Monthly Reports
1. Budget Position dated January 31, 2021
 2. Purchase Resolution: D-743
 3. Request for Budget Transfers
- C. Gifts & Donations
1. New Milford PTO – Exhibit B
 2. Scholastic Books
 3. Anonymous Donor
- D. Policy for Approval
1. 4118.112/4218.112 Sexual and Other Unlawful Harassment
- E. Approval of the Following Curricula
1. English III CP & Honors
 2. Journalism I CP
 3. Journalism II CP
 4. Grade 6 Social Studies
 5. Grade 7 Social Studies
 6. Grade 8 Social Studies
 7. Spanish III CP & Honors
 8. French III CP & Honors
- F. Staff Laptop COVID-19 Equipment Request
- G. COVID-19 Related Materials Request
- H. Human Resources Support Proposal
- I. Lillis Building

9. ITEMS FOR INFORMATION AND DISCUSSION

A. Regulation Revisions:

1. 4118.112/4218.112 Sexual and Other Unlawful Harassment
2. 5145.7 Procedures for Reports and Complaints of Sexual Harassment of Students

B. Textbook Previews

C. Town of New Milford Audit Report dated June 30, 2020

D. NMPS 2021-2022 School Calendar - released February 23, 2021

E. ESSER II Funding

10. DISCUSSION AND POSSIBLE ACTION

- A. Discussion and possible approval of terms and conditions of Superintendent contract. Executive session is anticipated. The Board may take action when it returns to public session.**

11. ADJOURN

ITEMS OF INFORMATION

Policy Subcommittee Minutes – February 2, 2021

Committee on Learning – February 2, 2021

Facilities Subcommittee Minutes – February 9, 2021

Operations Subcommittee Minutes – February 9, 2021

**New Milford Board of Education
Budget Hearings & Adoption Minutes
January 19, 20, 26 & 27, 2021
Sarah Noble Intermediate School Library Media Center**

**Budget Hearing Minutes
January 19, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Joseph Failla Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella (via Zoom)
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Also Present:	Ms. Alisha DiCorpo, Interim Superintendent of Schools Mrs. Catherine Calabrese, Interim Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Facilities Director Mr. Brandon Rush, Technology Director Mayor Pete Bass, Town of New Milford
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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 7:06 p.m. by Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	Presentation of the Superintendent's Proposed 2021-2022 School Budget <ul style="list-style-type: none"> Mrs. Faulenbach provided a procedural overview for the community members on the call. She said public participation would be offered each night. Tonight it would be at the end, tomorrow and next Tuesday at both the beginning and end, and next Wednesday at the beginning of the meeting. She welcomed all speakers, but asked that they keep to a three minute limit so all would have an opportunity to 	Presentation of the Superintendent's Proposed 2021-2022 School Budget

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	<p>participate. The meeting will be recessed each evening until the final night.</p> <ul style="list-style-type: none">• Ms. DiCorpo said central office administrators and building level leadership have been meeting since November to develop this budget, which she is presenting on their behalf. The budget is based on district strategic goals, maintains programs, class sizes, supports transitions post-COVID, and continues support for intervention, advancement and student enrichment.• Ms. DiCorpo said the mission statement is at the forefront of all the district does.• Enrollment data was shared at a workshop last month. This budget uses March 2020 actuals to inform projections, since they are pre-COVID and provide more accurate numbers in supporting a model with all schools open for in person instruction. In addition, a new enrollment study is in the works to bring a more accurate projection going forward, since the last study was done in 2014.• Ms. DiCorpo said 4 out of 5 schools qualify as Title I schools based on Free and Reduced Lunch numbers. That percentage is 34.73%, which is up slightly from last year. This program provides federal funding to states. The total allocated for all schools over two years is \$345,659. That funding is allocated to school wide programming, where it will have the most impact.• Regarding comparisons of 2019-20 Net Current Expenditure per Pupil (NCEP) averages, New Milford ranks #152 of the #166 districts in the State, at \$15,457. This data is the most recent available and is not reflective of the low 0.66% budget increase approved last year. New Milford's number is very close to that of Bridgeport. Many of the other schools below us are also city schools which receive significant state and federal funding for which New Milford is not eligible.	
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- Since 2010, the average national annual inflation rate is 1.72%. The average Final approved budget in New Milford during that time is 1.17%.
- This year's budget increase request is 2.53%; last year's request was 2.82%. Of the \$1,631,248 increase, \$1,027,000 is for placeholders for public and private tuition for special education students, along with associated transportation costs. The 8.41% increase in professional services is primarily for technology, special education, pupil services and new summer programs.
- There is an increase to the general busing contract in the amount of \$120,000. There may be offsets to that based on possible savings this year, but that will have to be negotiated and it is too early for that in the year.
- Additional changes to the budget include a request for 44 additional days for technology support; DCF placement revenue; athletic uniform cycle update; Chromebook refresh cycle update; 0.5 Guidance Counselor for SNIS (offset from DOI) and a stipend for National Honor Society for Science at NMHS.
- Ms. DiCorpo spoke to items requested that did not make it into the proposed budget. These include items cut from last year's request as well as over \$240,000 in requests made this year.
- Overall, district-wide staffing changes result in a 0.50 decrease. There are no changes to programming per se, just reallocation of resources.
- Regarding the 5 Year Capital Plans for Facilities and Technology, projects listed for consideration are subject to change. Funding for these projects can be initiated on a project by project basis by the Board of Education through the proper approving bodies at any time during the year. There are zero (\$0) dollars being requested to be withdrawn from the Board of Education's Capital Reserve account to fund these projects through this budget request. The

	<p>current balance in the Board of Education's Capital Reserve is \$550,467 as of January 1, 2021. Other funding sources may be available for several of these projects. Ms. DiCorpo said the current energy audit, along with ongoing conversations with the Town, provide promising opportunities.</p> <ul style="list-style-type: none"> • Ms. DiCorpo said the Capital budget is not part of the operating budget. This is true of the COVID budget as well. The COVID budget is presented in anticipation of continued needs for next year. Some items may be ordered this year as needed, so the overall number of \$752,088 may be reduced. • Social emotional supports K-12 include the ESS half-time program at the middle school, Restorative Practices-Districtwide, Choose Love K-8, Wingman at NMHS, Coaching Boys Into Men and Girls as Leaders (Athletics), Guidance support/counseling district-wide and social workers' student support and outreach to families. • Ms. DiCorpo said the goals for this year and going forward are to continue to support children socially and emotionally as they transition from online learning to in person learning and to continue to provide academic support and enrichment opportunities. • For transparency purposes, Ms. DiCorpo said she wanted to make the Board aware that CARES Act II funding has been approved at the federal level. It will be tied to Title I and amounts are not known at this time. The funds cannot be used to replace budgeted items but will be used to support student transition needs through 2023. • Mayor Bass thanked the team for the workshops offered pre-budget and said they were very helpful to budget discussions. 	
3.	Discussion of the Superintendent's Proposed 2021-2022 Budget including, but not limited to, PK – Grade 5	Discussion of the Superintendent's Proposed

	<ul style="list-style-type: none"> • Ms. DiCorpo began the PK-5 budget discussion. She said program descriptions are provided for each area. She commended staff on the tremendous lift required in all areas this year working in the virtual world. She said the goal is to keep class sizes under 20 PK-2, and below 23 through grade 5. • Mrs. McInerney noted the equitable nature of classroom sizes at NES and HPS but asked if the higher enrollment at NES puts a strain on specialists who teach a greater number of students than their counterparts at HPS. Ms. DiCorpo said scheduling ties into this and she will research the answer. • Mrs. Rella asked if the district will be rebalancing the PK-2 schools before adding staff to NES. Ms. DiCorpo said no, any redistricting needs to wait until after the full enrollment study is complete and that will take 8-12 months. It cannot be used to factor into this year's budget. • Mrs. Calabrese gave the overview for the Talented and Gifted, Science Enrichment, Bilingual and EL programs K-5. • Mrs. McInerney asked for clarification regarding Talented and Gifted through grade 12. Mrs. Calabrese said the requirement is for identification only. No services are offered at the high school level. • Regarding the Bilingual services, Mrs. Calabrese reminded the Board that a bilingual teacher is required by law for any school that has 20 or more students who speak the same language. All schools are either very close or over that mark. • Mrs. Olson gave an overview of the EXCEL program and Specialized Instruction and Related Services. She commended the PK staff for rising to the occasion of the remote model. She said she is cautious about the enrollment number and she thinks it will continue to grow as we move out of the COVID environment. She said co-taught classrooms continue to grow, leading to 	<p>2021-2022 Budget including, but not limited to, PK – Grade 5</p>
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	<p>even more inclusion. She said she is recommending no changes in general staffing, since student numbers have been fairly constant.</p> <ul style="list-style-type: none">• Ms. DiCorpo said the interventionists and coaches have been extremely valuable during COVID, supporting pacing changes and supporting staff. Library Media Specialists continue to support students in all environments as do the instructional tutors. There are about two tutors in each school.• Mrs. McInerney asked if there was any intent to bring the library clerks who were cut last year back. Ms. DiCorpo said not at this time. She said they will maintain the split clerk for now and see how that goes when students come back full in.• Mrs. Nabozny asked if the high school clerk position, open due to retirement, will be filled. Ms. DiCorpo said the position is posted.• Ms. DiCorpo said there are very few school counselors at the elementary level. She is recommending an additional 0.5 counselor for SNIS.• Ms. DiCorpo detailed the numerous tasks of administrators, including teacher evaluation. She said at the PK-2 level, administrators average 96-132 meetings over 180 days for evaluations alone. That doesn't include any student, parent, or staff support meetings. She asked the Board to keep administrative levels intact.• Regarding the individual school budgets, Ms. DiCorpo said the increase in HPS' certified line is due to staff realignment. The savings in Other Services is due to not printing student handbooks. Supplies are increasing as a result of a realignment of funds based on need. Mr. Williams is requesting additional resources.• Mrs. Rella said she is concerned with the Kindergarten class sizes of 20 and the fact that parents may have held children out this year. Ms. DiCorpo said they reviewed historical numbers and have also already started kindergarten registration this year. They are	
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keeping an eye on numbers for now, as they are at the PK level, but are using the data they have currently. She said if new data comes in that recommends changes, she will inform the Board.

- Mrs. McInerney said in the past there has sometimes been a placeholder in the budget for these circumstances. She asked where the money will come from if additions are needed.
- Mrs. Faulenbach said there have been times in the past that additions have been made due to new data. Those additions must be found within the Operating budget.
- Mrs. McInerney said she thinks it is important that the public is aware of the risk.
- Mrs. Faulenbach said the Board often has another opportunity in June to make changes at budget adoption.
- Mr. Helmus asked if “delayed” students held out to an older age are easier in the classroom. Ms. DiCorpo said not necessarily, it depends on the emotional development of the student as well as exposure to standards.
- Mrs. Faulenbach asked if there are other instructional supports that might be offered. Ms. DiCorpo said perhaps through the anticipated COVID funding.
- Ms. DiCorpo said HPS is requesting supplies for Teachers College and EL, as well as for testing needs for the school psychologist. They are also requesting the restoration of the library books cut last year.
- Mrs. McInerney asked about the capital request at NES. Ms. DiCorpo said that is for a cafeteria table. SNIS also has a capital request for age appropriate furniture for the library.
- Mrs. Faulenbach invited Board members to ask questions as part of a line item review by page.
- Mrs. Monaghan asked about the two Health salaries at HPS. Ms. DiCorpo said they are for the Health teacher and the Nurse.

	<ul style="list-style-type: none"> • Mrs. Faulenbach said the appendices at the back of the book break down codes and staffing for review and are very helpful. • Mr. Failla noted the increase in supplies of \$9,755 but asked what percentage that is of HPS' overall budget. Mr. Giovannone said it represents a 0.26% increase. Mr. Failla noted that it is insignificant really in the overall scheme of things, but very significant to HPS. • Mrs. McInerney noted that the Library code on page 4 had been zero'd out last year and that all schools are asking for it back, but that HPS' request is bigger. Ms. DiCorpo said it was a larger decrease there last year and it also includes a request for materials for non-native speakers. • Mrs. Faulenbach noted that most questions for NES were already answered in the presentation. • Mrs. McInerney asked about the principal's office supplies on page 11. Ms. DiCorpo said that is for a new laminator. • Mrs. Monaghan asked how many teachers are covered under Remedial Reading for SNIS on page 15. Mr. Giovannone said that represents two Remedial Reading teachers and one Interventionist. • Mrs. Faulenbach asked if there is any change to grant funded positions. Mr. Giovannone said no. Mrs. Faulenbach said it is helpful that those positions are highlighted in grey and tied in with appendices at the end. • Mrs. Faulenbach encouraged Board members to reach out to Ms. DiCorpo if they think of any additional questions. 	
4.	Opportunity for the Public to be heard <ul style="list-style-type: none"> • There were no comments made. 	Opportunity for the Public to be heard
5.	Recessed to Wednesday, January 20, 2021	Recessed to Wednesday, January 20, 2021

**New Milford Board of Education
Budget Hearings & Adoption Minutes
January 19, 20, 26 & 27, 2021
Sarah Noble Intermediate School Library Media Center**

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	Mrs. Faulenbach recessed the meeting at 9:26 p.m. until January 20, 2021.	The meeting recessed at 9:26 p.m.
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**Budget Hearing Minutes
January 20, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Joseph Failla Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella (via Zoom)
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Also Present:	Ms. Alisha DiCorpo, Interim Superintendent of Schools Mrs. Catherine Calabrese, Interim Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Facilities Director Mr. Brandon Rush, Technology Director Mayor Pete Bass, Town of New Milford Mr. Keith Lipinsky, New Milford High School Athletic Director
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1.	Call to Order	Call to Order
A.	Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was reconvened at 7:00 p.m. by Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Pledge of Allegiance
2.	Opportunity for the Public to be heard <ul style="list-style-type: none"> Joe Quaranta said he thought last night's presentation was easy to follow and that the budget is well constructed. 	Opportunity for the Public to be heard

<p>3.</p>	<p>Discussion of the Superintendent's Proposed 2021-2022 Budget including, but not limited to, Grades 6 - 12</p> <ul style="list-style-type: none"> • Ms. DiCorpo said enrollment projections for middle and high school are based on March 2020 numbers. At the middle school, there is a projected decrease of 38 students, which is resulting in a reduction in staffing at that school. • Program descriptions are provided for each area. It is at this level that course exploration begins for students in areas such as World Languages, PLTW and Computer Education and Science. • Mrs. McInerney said she was aware that PLTW was put on hold for a while when the teacher left and she asked if it was back running. Ms. DiCorpo said it is and they expect that to continue next year. • The proposed staffing reductions are in the areas of Mathematics and World Languages and Music. They will not affect programming offered, but class sizes will increase slightly in some circumstances. Actual numbers will be dependent on scheduling. • Mrs. Calabrese presented regarding Gifted and Talented and EL. She said SMS has a half time Gifted and Talented teacher who services 39 students. The Bilingual teacher works with 35 EL students, of whom 24 are Spanish speakers. • Mrs. Olson said the district continues to provide comprehensive services to students at the middle school in the least restrictive environment, customized by the IEP and needs of the individual students under the IDEA umbrella. Supports include a half time ESS program, with a capacity to service nine students; one BIP program; two social workers; 34 sections of co-taught instruction; an Individualized Learning Center; speech/language pathologists; 1.4 school psychologists; support from the high school based Substance Abuse Counselor; and a half time BCBA for middle and high school 	<p>Discussion of the Superintendent's Proposed 2021-2022 Budget including, but not limited to, Grades 6 - 12</p>
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	<p>combined. Mrs. Olson said she is requesting that the BCBA position be made full time.</p> <ul style="list-style-type: none">• Ms. DiCorpo said the middle school has two interventionists, one for math and one for literacy. There are two instructional coaches, with one salary covered under Title I. The data coach provides district-wide data support as well as support for math and science at the middle school. The Humanities coach provides support in the areas of reading, writing, and Social Studies. One Library Media Specialist works closely with content area teachers. Two instructional tutors help with intervention and support. Four counselors provide services which at this level include career planning and beginning Naviance work. Head teachers and team leaders provide instructional leadership and organizational support. She said the district is very lean overall on the supports for general education students.• Ms. DiCorpo highlighted administrative responsibilities which at this level include additional night activities. Regarding teacher evaluations, administrators average 78 meetings over 180 days on top of all their other responsibilities. She reiterated that she thinks it is critical to maintain administrative levels.• Mrs. Faulenbach asked about the support that the Board had approved this year for evaluations. Ms. DiCorpo said that is to evaluate building principals only, so has no impact to building administrator evaluations.• Mrs. McInerney said she is concerned with the enrollment projections since SMS had an unexpected bump last year. Ms. DiCorpo said they look at a variety of factors, including the November/December enrollment, to try and ensure that the data is on track. She said the ranges at SMS still afford opportunity for growth before class sizes become problematic. They can also move among teams if necessary.• Mr. Lipinsky gave an overview of middle school athletics which include both 10	
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	<p>interscholastic and 13 intramural teams and service approximately 550 student athletes.</p> <ul style="list-style-type: none">• Mrs. Nabozny asked if SMS is having winter athletics. Mr. Lipinsky said they are and will start next week with COVID protocols in place.• Regarding the MOCs, Ms. DiCorpo highlighted the reductions due to staffing cuts and realignments. The reduction in Other Services is a result of moving the student handbooks to online and not printing.• Mrs. Faulenbach asked if the student/parent sign off acknowledging receipt will still be done. Ms. DiCorpo said yes, the Technology Department is working on a digital sign off and there will be a paper back up if needed.• Regarding high school enrollment projections, Ms. DiCorpo said she and Mr. Giovannone take into account historical numbers, as well as early graduates, students who do not have enough credits to move up a grade, moves to Adult Education and other factors that affect particularly grades 11 and 12.• Program descriptions are provided here as well. At this level, you see both core academics as well as a variety of elective courses. Emphasis is placed on student pathways for post-secondary interest.• Mrs. Calabrese said the EL teacher services 44 students of whom 23 speak Spanish.• Ms. DiCorpo said one staff reduction is recommended in Business. She said they will maintain current programming but class sizes may increase slightly depending on student elective choice.• Regarding special education, Mrs. Olson said the high school set up is similar to previous models. The goal is for students to become as independent/autonomous as possible before they leave. There is one BIP program this year, 37 co-taught sections, and one ILC. There is one	
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	<p>psychologist, two full time social workers, a full time substance abuse counselor, a full time Special Education Department Chair and a 0.6 Supervisor. She said they are always watching student numbers. They are expected to be higher next year at the high school level so she is recommending an additional special education teacher there for next year through a realignment of staff, so it is cost neutral.</p> <ul style="list-style-type: none">• Ms. DiCorpo said there are limited interventions offered at the high school level and credit recovery is an issue. Right now, students need to go to Brookfield for summer school because it is not offered in New Milford. The DOI budget will include a limited proposal for summer credit recovery.• The high school has department chairs who have limited release time to provide instructional leadership and perform administrative duties. There are no coaches at this level.• There is one Library Media Specialist and one full time clerk.• Six counselors assist students and give guidance for career and college readiness.• Regarding evaluations, administrators at this level average 140 meetings over 180 days, just including regular education teachers. This year, an assistant principal was moved to accommodate the Interim Assistant Superintendent position. Ms. DiCorpo said she recognizes that this has had an impact at the high school and she appreciates the teamwork. This is only possible due to the current COVID environment.• Mr. Lipinsky gave an overview of high school athletics. Over 600 athletes compete, some in multiple sports. He highlighted the positive impact of athletic participation, illustrated by higher GPAs and slightly higher SAT scores. Athletic transportation was cut \$32,000 based on COVID restrictions. Next year's budget includes a request for \$28,000 for athletic	
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	<p>transportation, since we are hoping for a more normal school year.</p> <ul style="list-style-type: none">• Mr. Lipinsky expressed gratitude to the Town for its assistance in uniform purchasing. He expects to use the \$81,000 to complete purchases this month.• Mrs. Monaghan asked if this includes SMS too. Mr. Lipinsky said no, it is just the high school.• For the next replacement round, Mr. Lipinsky said he is looking to stagger replacement with heavily used uniforms replaced at year 3, then less wear and tear ones in years 4-6, so as to have minimal impact on the operating budget.• Mrs. Faulenbach said this had been part of the conversation with the Town when they received the current funding, so she is glad to see the planning for the future to lessen impact.• Mr. Lipinsky detailed protective equipment used. He said some equipment is supplied by families, primarily in hockey and lacrosse where the majority of athletes play on travel and club teams and come with their own equipment. The district helps to supplement if needed.• Mr. Failla said he has been a vocal proponent over the years of how important athletics are to the entire educational program. The slides regarding GPA and SAT scores bear that out. Eliminating sports and other programs like band has a negative effect; graphs will go in the wrong direction.• Mrs. Faulenbach asked if there might be any cost savings available in collaboration with other communities in the area of purchased services such as officials. Mr. Lipinsky said it is a fixed rate by sport and they already split home and away. He said they have shared buses with other towns to events when possible.• Mrs. Faulenbach said it would be helpful to separate athletic equipment from supplies in the budget. In her opinion, they are not the same. Equipment is more expensive and has different requirements.	
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- Regarding the MOCs, Ms. DiCorpo highlighted Professional Services which includes AP online practice, AP test support and Securitas; Other Services which include the request for athletic transportation; and Supplies which are down due to COVID and/or reallocation to other lines.
- On page 29, Mr. Failla noted that if you backed out salaries, the high school is left with a total of \$648,000 to spend.
- Mrs. Faulenbach said the presentations have been very helpful and she opened up the discussion for Board member questions.
- Mrs. Faulenbach asked about the 51115 line on page 22 and the zero'ing out of the amount. Mr. Giovannone said actuals hit here in 2019-20 due to a coding error. It shouldn't have been coded there, but it was captured in the audit so cannot be adjusted this year. It is being corrected for next year, then will drop off from there.
- Mrs. Faulenbach brought up the 0.5 interventionists at the high school. She said intervention is near and dear, especially now when we need to capture as early as we can all that students have lost over the last year or so. We will need to work through needs to see what instructional supports are needed. She said she knows adding to the budget is difficult but this area is so important. She would like to see it higher. It needs to be part of larger conversations to come.
- Ms. DiCorpo said it is a real challenge to balance the needs of the general education and special education populations, along with previous cuts, within the proposed budget. It is difficult to add more supports on top of that.
- Mr. Failla asked about parking fees on the revenue page.
- Mrs. Faulenbach said the Board has waived them this year through the first semester and they will address the second semester through a revised agenda next week.

	<ul style="list-style-type: none"> • Mr. Giovannone noted that the charge was back in next year's budget. • Mr. Failla said it is atrocious to charge for parking. He views the fee concept as a taxation on students. • Mrs. Faulenbach said if Mr. Failla does not wish the fee to be included he will need to make a request to increase the budget by that amount at next week's adoption hearing. • Mrs. McInerney asked about the removal of \$2,000 for science field trips. Ms. DiCorpo said that Mr. Shugrue reports it has been realigned to the student activity line. • Mrs. McInerney said she wanted to dovetail on Mr. Failla's comments about the importance of athletics. She said that it is the engagement students find in all activities: athletics, band, theatre, yearbook etc. that leads to academic success. She thinks activities should continue to be offered at all levels, in conjunction with adult mentors. • Mrs. Monaghan noted the \$18,000 budgeted for Music field trips this year and next. She asked if they are happening this year. • Mrs. Faulenbach said this year's budget will begin to be proved out towards the end of the year. • Ms. DiCorpo asked if field trips are part of the bus contract. Mr. Giovannone said they are separate. 	
4.	<p>Opportunity for the Public to be heard</p> <ul style="list-style-type: none"> • Megan Byrd agrees that the budget should be left intact as presented, and actually favors increasing it slightly. She said the administrative support is very clearly not top heavy. She thinks the bottom is light as well, with the district stripped to the bare minimum in positions. She asked what the cost is for the summer courses in Brookfield. She wants to follow up on Mrs. Faulenbach's suggestion of collaboration in the 	<p>Opportunity for the Public to be heard</p>

	<p>sports budget. She wondered if required safety gear might be purchased regionally. She supports all activities for engagement. She asked if SMS is considering increasing the ESS program or other similar supports in response to anticipated student need.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted the difficulties with Zoom commentary and said Mrs. Byrd's concerns will be discussed during deliberations. • Joe Quaranta suggested the additional special education teacher be combined with one who has psychotherapy experience. She said he agrees with the comments made about sports and other activities and suggested the district look into including Junior ROTC. He asked about the \$846,731 increase in lines 55610 and 55630 for special education outplacements. He asked why this is necessary and different from other years. • Mrs. Faulenbach said the last two questions will be addressed at the next hearing. 	
5.	<p>Recessed to Tuesday, January 26, 2021</p> <p>Mrs. Faulenbach recessed the meeting at 9:35 p.m. until January 26, 2021.</p>	<p>Recessed to Tuesday, January 26, 2021</p> <p>The meeting recessed at 9:35 p.m.</p>

**Budget Hearing Minutes
January 26, 2021
Via Zoom Virtual Meeting**

Present:	<p>Mrs. Wendy Faulenbach, Chairperson Mr. Joseph Failla Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella</p>
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Also Present:	Ms. Alisha DiCorpo, Interim Superintendent of Schools Mrs. Catherine Calabrese, Interim Assistant Superintendent of Schools Mrs. Catherine Gabianelli, Human Resources Director Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Facilities Director Mr. Brandon Rush, Technology Director
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1.	Call to Order A. Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was reconvened at 7:02 p.m. by Mrs. Faulenbach, Chairperson, via Zoom. The Pledge of Allegiance immediately followed the call to order. <ul style="list-style-type: none"> Mrs. Faulenbach said that the absence of accommodation for the hearing impaired was worked on today by the Technology Director. Live captioning is not available when using both Zoom and YouTube Live together. Since the meeting agenda was posted for both, live captioning is not available this evening. In the future, meetings will be posted as Zoom only and live captioning made available. Tonight's recording, once complete on YouTube, will have live captions added automatically there. 	Call to Order A. Pledge of Allegiance
2.	Opportunity for the Public to be heard <ul style="list-style-type: none"> Megan Byrd said she wanted to clarify her comments at the end of the last meeting regarding the correlation between sports and academics. She said it was not meant to be an indicator that she does not support athletics. She thinks sports, along with all extracurricular activities, are important for student growth and connection to community. She asked that the Board make no cuts to the proposed budget when adopting it. Joe Quaranta thanked the Board for its recognition of the hearing impaired. 	Opportunity for the Public to be heard

<p>3.</p> <p>A.</p>	<p>Discussion</p> <p>Superintendent's Proposed 2021-2022 Budget including, but not limited to, District-wide</p> <ul style="list-style-type: none"> • Ms. DiCorpo said tonight's presentations will focus on district level departments. All presentations will follow a similar format: organizational chart, the work of the department, and the operating budget. • Ms. DiCorpo started with a reminder of the overall increase proposed by major object code. She provided a percentage breakdown of the entire budget. Salary is the biggest piece at 60.41%, followed by Benefits at 16.73%. Regular Busing is 6.27%, ODP Tuition and Transportation is 6.10%, and Utilities are 2.40%. The other 8.09% consists of Professional Services, Supplies, Property Services, Legal Services, Dues and Fees, and Other Services. • Mrs. Olson presented on the departments of Pupil Personnel, which services all students, and Special Education. Programming flows from the six major principles of IDEA: free appropriate public education, appropriate evaluation, individualized education plan, least restrictive environment, parent participation, and procedural safeguards. She shared organizational charts for both departments. Mrs. Olson gave special recognition to the work of the nurse coordinators and nurses during this pandemic year. She said other coordinators are vital as well in providing support and structure. • The number of PPTs this year have been impacted by the March 2020 closing of schools. Mrs. Olson estimates they will hold over 3,000 PPTs by the end of the school year, a much higher number than usual. This has a huge impact on school personnel time. Mrs. Olson said the special education enrollment continues to rise over time, in spite of declining enrollment in general. October 1 enrollment shows an increase of 14 over last year, with an additional 21 active referrals and 13 declassifications. Demographics are projecting an increase in 	<p>Discussion</p> <p>A. Superintendent's Proposed 2021-2022 Budget including, but not limited to, District-wide</p>
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	<p>numbers at NMHS. The proposed budget recommends realigning a position to the high school from SNIS. The district's percentage overall in 2019-20 was at 14.9% versus the state's 15.6%.</p> <ul style="list-style-type: none">• The Litchfield Hills Transition Center program (LHTC), which provides mandated services to students until age 22, is in its fourteenth year. It provides cost avoidance in keeping our students in district. There is one tuition student this year. Enrollment is predicted to increase. Mrs. Olson said they are working with the Town on a capital improvement plan for the MAXX, where this program is usually housed.• The proposed budget includes an increase of \$24,650 for additional BCBA contracted services. There is a full time BCBA for K-5, and a half time one for 6-12 and LHTC. This would bring that position to full time.• Professional services increase \$74,808 as a result of increased insurance and administrative fees for the contracted student care workers; for additional services for paused evaluations; and for the ASPIRE program of specialized therapy and consultation for students with Autism.• Mrs. Olson said she spoke about Out of District Placements at the Board workshop last month. She is anticipating increases next year and is looking to secure money through seven placeholders should students move in to district or as a result of mediation. She said this budget amount is compounded by the fact that several cuts were made to this line last year during budget season. This current year, five students moved into New Milford who already had placements that must be honored. The account balance as of December 31, 2020 is at \$38,381. This does not include excess cost reimbursement. Transportation costs are separate.• Mrs. Olson talked about the mental health crisis facing our young people. Studies show that quarantine has significantly increased rates of	
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	<p>anxiety and depression among children. Since the pandemic, emergency visits for mental health issues increased 24% for 5-11 year olds, and 31% for 12-17 year-olds. There will be challenges in re-integrating students into the social structures of school and dealing with the anxiety and stress of making up for lost academic progress.</p> <ul style="list-style-type: none">• Mrs. Olson said the ESS program at SMS provides services for up to 10 of our most at risk students. It is a unique program and provides good services. Therapeutic engagement is taking place remotely this year.• Mrs. Olson said she is proud of staff in all areas and highlighted just a few accomplishments: four consecutive years of increased "Time With Non-Disabled Peers"; EXCEL: 12+ years of meeting and exceeding all standards; 250+ special education students have been offered four days of in-person instruction; in-person Wednesdays for therapies for high need students through the ASPIRE Program; and outreach to parents and the community through a variety of virtual workshops aimed at remote learning challenges.• Mrs. Monaghan asked if ASPIRE is a contracted service. Mrs. Olson said it is.• Mrs. Monaghan asked if the five ODP students who moved in are expected to stay in their programs next year. Mrs. Olson said they are.• Mrs. Rella asked if the increase in PPTs this year is due to making up for those missed during the shutdown. Mrs. Olson said that is a good part of it, but some are due to parent anxiety.• Mrs. Rella asked why the BCBA is contracted and not hired as a staff member. Mrs. Olson said that is a possibility if it makes sense at the time of hire.• Mrs. Faulenbach asked for confirmation that the \$846,000 in placeholders is in Other Services. Mrs. Olson said that is correct.	
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- Mrs. Faulenbach asked if they had ever gone over in the tuition line and Mrs. Olson said no.
- Mr. Helmus noted that the transportation line is in good shape for now. He asked if money could be transferred to cover tuition if needed. Mrs. Olson said yes.
- Mrs. Faulenbach said transfers between lines may be done within the same fiscal year as needed with Board approval.
- Mr. Giovannone said approval is not needed if transfers are within the same major object codes but the Board is always informed in reporting as they are done.
- Mrs. McNerney asked about the impact of the cut to the ESS program at the high school and whether any of the 18 students who had been serviced are now outplaced. She asked what the plan is to address these students and others who have need.
- Mrs. Olson said there are two freshmen who would have been candidates for the program who are outplaced. She said they are working on re-entry plans for students now in conjunction with counselors, social workers and the substance abuse counselor. She said New Milford is not unique from other districts who do not have the ESS program. There are supports at the high school.
- Mrs. McNerney asked if there are any additions to staff to address these students. Mrs. Olson said they are proposing adding a special education teacher at the high school as well as an additional 0.5 BCBA.
- Mrs. McNerney asked what will happen with students who may be extremely anxious about returning to school when remote learning is no longer an option. Mrs. Olson said there are layers: parent education and support, support staff making house visits as needed, increased contracted services etc.

- Mr. Helmus said we are all concerned about providing services. He asked if the placeholder funding limits the use of money for other needs.
- Mrs. Olson said she feels the placeholder money will be needed for that purpose and she would be remiss not to include the request.
- Ms. DiCorpo said to be clear that when ESS was cut, the Director of Special Education was asked to create a program for these students in conjunction with high school staff. These are supports for students at the Tier 3 level, which is the most intensive. It is hoped that Tier 1 and 2 supports will be provided prior so most students do not get to this level of need.
- Mrs. Faulenbach asked what supports the 0.5 BCBA provides. Ms. DiCorpo said the position evaluates students and makes an individualized plan based on what they see for support staff action.
- Mr. McCauley said he works in the Tier 3 world and is concerned that there is less of a safety net with what was lost.
- Mrs. Olson said it is a concern, and they had lengthy conversations about ESS but they are trying to be fiscally responsible overall. The district does have other interventionists at all schools.
- Mrs. Nabozny asked how many students are in ESS at SMS currently. Mrs. Olson said 7, with two additional in the referral process. She said she thinks the remote learning aspect is affecting the program somewhat.
- Mrs. Faulenbach said there are a lot of unknowns for next year at this point.
- Ms. DiCorpo said she would assist with the Department of Instruction (DOI) presentation since Mrs. Calabrese has only been in the Interim Assistant Superintendent position for about a month.
- Mrs. Calabrese said the organizational chart for this department is extremely lean with only one secretary to support the position. There are

	<p>many, many responsibilities. These include instruction and assessment, curriculum vetting, evaluations, Adult Education, Title IX, 504, Summer School, district attendance and engagement, state reporting, ELL, district administration of testing, grant writing, NEST internships at NMHS, TAG and Science enrichment, district wide professional development, restorative practices, social emotional learning and many monthly meetings.</p> <ul style="list-style-type: none">• Ms. DiCorpo said in many ways “all roads lead here”. The only addition to staffing in this area in the past five years is a 0.5 coordinator for EL.• Mrs. Calabrese said curriculum vetting alone is very time consuming. This year, there are 21 curricula to vet, slightly higher as a result of moving some from the spring closing, and each takes over three hours just to review.• A snapshot of administrative staffing comparisons to other districts was provided showing more administrative supports for the Department of Instruction in other districts, including Directors of Teaching and Learning, Coordinators, Directors of Curriculum and Instruction and others.• Ms. DiCorpo said DOI is responsible for Tier 1, 2, and 3 supports. Tier 1 support is core classroom instruction and applies to 80-85% of students. Tier 2 support is targeted small group instruction; between 10-15% of students need this. Tier 3, intensive individual intervention, applies to only 1-5% of our total students. Ms. DiCorpo said there is a desperate need for supports for Tier 1 and 2. The more emphasis placed there, the less support students will need at the higher levels for future behavior and instruction. There are only a few interventionists in each building, two on average with two half time at the high school.• There are currently 322 students with 504 plans.• Ms. DiCorpo said the proposed budget includes a request to add summer school courses at SMS and NMHS at a cost of \$25,000 total. Currently	
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	<p>students must pay \$350 per course to attend summer school in Brookfield, with no transportation. The courses will be used for credit recovery at the high school and to keep students on track at SMS. Funding is being reallocated from Curriculum and Purchased Services lines.</p> <ul style="list-style-type: none">• Ms. DiCorpo gave an overview of internships, saying there has been a lot of questions over the last few years about this program. In the Fall of 2019 we were notified that in order to run the program we had to be part of the Unpaid Experiential Learning Program through CSDE. This program required an application, annual safety trainings, and another look at the agreements and permission forms used in the internship program. That work is complete. We have been working to establish local business partnerships and with Karen Pollard, the head of the Economic Development Commission, to advance opportunities. The pandemic has complicated efforts. In addition, New Milford has joined the CTE Pathways System Institute and is working with CSDE and the National Center for College & Career Transitions (NC3T) to learn about how pathways can help us create “road maps” that will help guide students to specific sequences of courses, both academic and elective, that focus on a career theme. These road maps also help students see alignment to potential careers and post-secondary programs of study.• Ms. DiCorpo spoke to the Agriscience enrollment which is capped at 20 seats total, as well as other school choice opportunities New Milford students have to pursue areas of interest not usually available in New Milford schools.• Mrs. Rella asked about the increase to the Adult Education supply line. Ms. DiCorpo said this is a realignment from the printing line. Handbooks will be electronic. Additional supplies are needed to replace those distributed during remote instruction.	
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	<ul style="list-style-type: none">• Mrs. McInerney said the amount of work done by the DOI without additional staff is amazing and that the Board needs to think about additions down the road.• Mrs. Faulenbach said the presentation is extremely helpful to break down the components so we can see clearly what the district is doing and why.• Mr. Rush presented the Technology Department. The Department offers services in the areas of: Technical Support, Systems Administration and Student Information Systems (SIS) Administration.• COVID has introduced a number of new challenges which have changed the dynamic of the department: Deployment and management of a 1:1; Providing extended support for students and their families; Introduction of Technology Integration Specialists and the Introduction of a temporary Technology Support Specialist. Overall, the demand for technology support and assistance has grown significantly. As the number of independent devices have grown amongst staff and students, the need for additional support will follow that growth.• Increases are requested for the CEN network, and for Go Guardian and Antivirus protections. Requested additions are for Year 2 of 2 for Powerschool, 44 additional days of technology support, Adobe Sign, Peardeck, Hotspot subscriptions, Google Enterprise and a Helpdesk.• Mr. Rush said the 5 year capital plan is fluid based on enrollment and encompasses the Chromebook refresh cycle, teacher devices and infrastructure upgrades. The COVID budget is focused on Google Voice and teacher technology pieces. Mr. Rush said the February Operations meeting will include a request for teacher laptops.• PowerSchool is at the execution stage now.	
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- Mrs. Faulenbach asked what the dollar amount is for the 44 days. Mr. Rush said he would check and provide it.
- Mr. Giovannone presented on the Department of General Administration which covers the BOE, Superintendent's Office, Benefits, Fiscal Services and General Transportation. There is a decrease to Health Insurance in the budget. That number is provided by Segal who manages this item for the Board and Town.
- Mrs. Faulenbach said there have been conversations with the Town about possible offsets. The Internal Service Fund has been used for that purpose in years past. She will be making a recommendation to take \$250,000 from the fund to defer next year's budget amount. This is endorsed by Town Finance and the Mayor's Office and the Town will be doing the same thing on their side. The caveat is that we need to make sure we will be in the positive this year.
- Mr. Giovannone said this line is expected to end positive for 2020-21.
- Mrs. Faulenbach said this will be a Board decision and she will make the motion tomorrow night during adoption. She mentions it tonight for transparency.
- Mrs. Gabianelli presented for the Human Resources Department. She said the budget is mostly flat with a few small increases, mostly contractual.
- Mr. Munrett presented the Facilities budget. The organizational chart for the department shows that 58% of the custodians work after hours. He said the night shift can't be understated in the work they do to support the district under the direction of the Assistant Facilities Director. He said having in house staff is helpful to control costs. Regarding capital, there are no withdrawals requested. They will request as needed on a case by case basis. Mr. Munrett said COVID supplies rival the operating budget. He

	<p>said they are thankful for the many donations received.</p> <ul style="list-style-type: none"> • Mrs. Monaghan complimented the Facilities department on their work with the Town on many joint projects. • Mr. Giovannone addressed the revenue lines. He said excess costs is based on placeholders being filled and budgeted at a rate of 62%. The DCF Tuition is new. The district has not charged for these recently, but it is what other districts are doing. The parking permit fees, which are waived this year, are back in for next year's budget. • Mr. Helmus asked why placeholders are not calculated at a reduced rate that includes excess cost. Mr. Giovannone said the expected revenue is an estimate. 	
4.	<p>Opportunity for the Public to be heard</p> <ul style="list-style-type: none"> • There were no comments. 	Opportunity for the Public to be heard
5.	<p>Discussion of Non-Bargaining Unit employment and salary (executive session anticipated)</p> <p>Mr. McCauley moved that the Board enter into Executive Session to discuss the employment and salary of the Technology Director, Substance Abuse Counselor, Assistant Superintendent, Human Resources Director, Director of Fiscal Services and Operations, Food Services Director, Systems Analyst, Account Data Specialist, Network Administrator, Accounting Manager, Facilities Director, Assistant Facilities Director, Administrative Assistant to the Superintendent, Adult Education Facilitator, and Board Certified Behavior Analyst; and to invite into the session Ms. Alisha DiCorpo, Mr. Anthony Giovannone, and Mrs. Catherine Gabianelli.</p> <p>Seconded by Mrs. Nabozny.</p>	<p>Discussion of Non-Bargaining Unit employment and salary (executive session anticipated)</p> <p>Motion made and passed unanimously that the Board enter into Executive Session to discuss the employment and salary of the Technology Director, Substance Abuse Counselor, Assistant Superintendent, Human Resources Director, Director of Fiscal Services and Operations, Food Services Director, Systems Analyst, Account Data Specialist, Network Administrator, Accounting Manager, Facilities Director, Assistant Facilities Director, Administrative Assistant to the Superintendent, Adult Education Facilitator, and Board Certified</p>

	<p>The motion passed unanimously.</p> <ul style="list-style-type: none"> Mrs. Faulenbach said there will not be any action taken when the Board returns to public session. The meeting will recess at that time until tomorrow night. <p>The Board entered executive session at 10:12 p.m.</p> <p>The Board returned to public session at 10:31 p.m.</p>	<p>Behavior Analyst; and to invite into the session Ms. Alisha DiCorpo, Mr. Anthony Giovannone, and Mrs. Catherine Gabianelli.</p>
6.	<p>Recessed to Wednesday, January 27, 2021</p> <p>Mrs. Faulenbach recessed the meeting at 10:31 p.m. until January 27, 2021.</p>	<p>Recessed to Wednesday, January 27, 2021</p> <p>The meeting recessed at 10:31 p.m.</p>

**Budget Hearing Minutes
January 27, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	<p>Mrs. Wendy Faulenbach, Chairperson Mr. Joseph Failla Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan (via Zoom) Mrs. Cynthia Nabozny Mrs. Olga I. Rella</p>
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Also Present:	<p>Ms. Alisha DiCorpo, Interim Superintendent of Schools Mrs. Catherine Calabrese, Interim Assistant Superintendent of Schools Mrs. Catherine Gabianelli, Human Resources Director Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Nestor Aparicio, Assistant Facilities Director Mr. Brandon Rush, Technology Director Mayor Pete Bass, Town of New Milford</p>
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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 7:02 p.m. by Mrs. Faulenbach, Chairperson. The Pledge of Allegiance immediately followed the call to order.</p> <ul style="list-style-type: none"> Mrs. Faulenbach said there would be one opportunity for public comment this evening, at the beginning of the meeting. She thanked the community for their engagement and said it is valued. 	
2.	<p>Public Comment</p> <ul style="list-style-type: none"> Amy Photopoulos thanked Ms. DiCorpo and the administrative team for the presentations, saying they provide valuable insight. She said she hopes community leaders review them as well. She said the budget is smart, sensible and sustainable as it stands and she hopes the Board sends it on to Town Council as it stands. 	Public Comment
3.	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes December 15, 2020</p> <p>Mrs. McInerney moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes December 15, 2020, seconded by Mr. McCauley and passed unanimously.</p> <p>2. Annual Meeting Minutes December 15, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Annual Meeting Minutes December 15, 2020, seconded by Mrs. Nabozny and passed unanimously.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes December 15, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes December 15, 2020.</p> <p>2. Annual Meeting Minutes December 15, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Annual Meeting Minutes December 15, 2020.</p>

	<p>3. Regular Meeting Minutes December 15, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes December 15, 2020, seconded by Mr. McCauley and passed unanimously.</p>	<p>3. Regular Meeting Minutes December 15, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes December 15, 2020.</p>
4.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> Ms. DiCorpo thanked the administrative team and Cabinet for their support and work in preparing the budget this year, as well as the Board and community for taking the time to listen to our proposal. Ms. DiCorpo said she will be meeting with faculties at each school to discuss and prepare for a possible in person reopening PK-5 in early spring. Those meetings have been scheduled to solicit input and feedback from staff. Winter sports practices have begun following CDC guidelines. Our attendance in remote and hybrid learning is very strong, at least 90% at all grade levels, which is a testament to the hard work of all working together. 	<p>Superintendent's Report</p>
5.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> Mrs. Faulenbach said subcommittee assignments have been distributed. The normal schedule begins on February 2. With the adoption of the Board budget tonight, she said it will be the job of the Board to promote and present it to the community stakeholders for review. She welcomes Board members to contact her with any ideas and thoughts regarding presentations. 	<p>Board Chairman's Report</p>
6.	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified, Appointments, Resignations and Leaves of Absence dated January 27, 2021</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified, Appointments,</p>

	<p>Resignations and Leaves of Absence dated January 27, 2021</p> <p>Mrs. Rella moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of January 27, 2021, seconded by Mrs. McInerney.</p> <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated 12/31/20 2. Purchase Resolution: D-742 3. Request for Budget Transfers <p>Mrs. Nabozny moved to approve monthly reports - Budget Position dated 12/31/20, Purchase Resolution: D-742, and Request for Budget Transfers, seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said regular monthly reporting will resume at the February 9 Operations subcommittee, where we will begin looking towards end of year. <p>The motion passed unanimously.</p> <p>C. NMHS Student Parking Fee</p> <p>Mrs. Nabozny moved to suspend the NMHS Student Parking Fee for the second semester of the 2020-21 school year, seconded by Mr. Failla.</p> <ul style="list-style-type: none"> • Mr. Failla said he has been vocal on this in the past. Any time we can waive a tax on students, which is what this is in his opinion, is a good thing. He said we shouldn't have it in any form. • Mrs. Faulenbach said this picks up on a previous motion of the Board for first semester waiver. This year provides an opportunity for the waiver and she supports it. 	<p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of January 27, 2021.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated 12/31/20 2. Purchase Resolution: D-742 3. Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports - Budget Position dated 12/31/20, Purchase Resolution: D-742, and Request for Budget Transfers.</p> <p>C. NMHS Student Parking Fee</p> <p>Motion made and passed unanimously to suspend the NMHS Student Parking Fee for the second semester of the 2020-21 school year.</p>
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	<ul style="list-style-type: none"> • Mrs. Nabozny said with the high school still in hybrid, it makes sense at this time. • Mrs. Rella agreed. <p>The motion passed unanimously.</p> <p>D. COVID-19 Related Materials Request</p> <p>Mrs. McInerney moved to approve the COVID-19 Related Materials Request in the amount of \$119,896.60, seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the provided memo speaks to the details of this request. She asked Mr. Giovannone what has been expended so far from the account. Mr. Giovannone said about \$742,000 has been spent, with \$217,000 still unencumbered. This does not include any grant funding through CRF or CARES. • Mrs. Faulenbach said it was agreed when the account was created that the Board would vote on all COVID expenditures so that they can be tracked publicly. • Mrs. Faulenbach said this does not take into account the year end balance. Mr. Giovannone said that is correct; it does not take into account any unexpended funds that we might have at the end of this year. • Mrs. Faulenbach said, in conversations with the Town, it was agreed that the Board can request that any unspent COVID funds go to the capital reserve account. • Mrs. Rella asked for clarification that these are purchases for this year. Ms. DiCorpo said that is correct. The district is planning for in person return of PK-5 in early spring. The request is for staff and student desk shields and air scrubbers for the cafeteria. • Mrs. Monaghan asked if these purchases will come out of the remaining \$217,000 and Mr. Giovannone said yes. 	<p>D. COVID-19 Related Materials Request</p> <p>Motion made and passed unanimously to approve the COVID-19 Related Materials Request in the amount of \$119,896.60.</p>
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	<p>The motion passed unanimously.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the Board will now turn to adoption of the 2021-2022 Board of Education Budget. The Superintendent's Proposal will be put on the table before any amendments are entertained. She will allow an opportunity for follow up to questions before beginning the process. <p>E. Adoption of the 2021-2022 Board of Education Budget</p> <p>Mrs. Nabozny moved to approve the Superintendent's proposed 2021-2022 budget in the amount of \$66,096,024, seconded by Mr. Failla.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said she asked last night about the cost of adding 44 tech days. Mr. Giovannone said it is \$8,600. • Mrs. Faulenbach opened up for amendments and said she had one to suggest be put on the table. She recommended decreasing the proposal by \$250,000 for the purpose of decreasing the line item for health insurance by taking relief from the Internal Service Fund. • Mrs. McInerney asked what the funding is and why it is available. • Mrs. Faulenbach said the Internal Service Fund is used for health insurance revenue and expenses and when funds are available they have been used as offsets in previous years, provided a positive balance for the year is confident. <p>Mrs. McInerney made a motion to amend the Superintendent's Proposed 2021-2022 budget by decreasing it by \$250,000 for the purpose of decreasing the line item for health insurance by taking relief from the Internal Service Fund, seconded by Mrs. Rella.</p>	<p>E. Adoption of the 2021-2022 Board of Education Budget</p> <p>Motion made to approve the Superintendent's proposed 2021-2022 budget in the amount of \$66,096,024.</p> <p>Motion made and passed unanimously to amend the Superintendent's Proposed 2021-2022 budget by decreasing it by \$250,000 for the purpose of decreasing the line item for health</p>
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	<ul style="list-style-type: none"> • Mr. Failla said in doing this we reduce the budget and leave every request intact. The benefit is incredible. It provides a financial service to the community too. • Mr. Helmus said this is prudent financially. It doesn't make a big impact to the medical reserve and has no effect on educational recommendations. • Mr. Giovannone said the new budget total is \$65,846,024 with an increase of 2.14%. <p>The amendment passed unanimously.</p> <p>Mrs. Monaghan made a motion to amend the Superintendent's Proposed 2021-2022 budget by increasing it by \$236,900 for the purpose of reinstating ESS at NMHS with two clinicians, seconded by Mrs. McInerney for discussion.</p> <ul style="list-style-type: none"> • Mrs. Monaghan said that last night's presentation shows the dedication of all to the district. Consensus was that more emotional support will be needed next year when students return. ESS is an established program with positive results that provides cost avoidance as well. She feels the plan we have now to handle these students is somewhat disjointed. The district's mission statement says we will prepare each and every student. This is a reasonable budget amount for these priority students. • Mr. Failla said he completely disagrees with reinstatement and that the return to school plan is not disjointed. The district does support all students and this is an incredible amount of money serving just a few. He said after this year's presentations, he feels that this is the first time that he really understands Tier 1, 2, and 3. Tier 1 covers 80-85% of students, Tier 2 covers 10-15% of students and Tier 3 covers 1-5% of students. The more support we give to the majority in Tier 1, the better we are. That's not where this money will go. The district has an amazing special education program. ESS is in 	<p>insurance by taking relief from the Internal Service Fund.</p> <p>Motion made and failed to amend the Superintendent's Proposed 2021-2022 budget by increasing it by \$236,900 for the purpose of reinstating ESS at NMHS with two clinicians.</p>
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	<p>very limited use in the state. Mr. Failla asked how the rest of the districts are handling this level and what New Milford did before we had the program.</p> <ul style="list-style-type: none">• Mr. McCauley said he has been vocal about his support for ESS and he was upset that it was cut last year. He has spent his career teaching this tier students. There is cost avoidance in programs like this. He said it is rare to see this program in other districts. New Milford had 18 students in the program which speaks to the need. He will support the motion.• Mrs. McInerney said she will support the motion as well. She was very disappointed with the cut last year. Yes, the students are a small population, but they are very vulnerable. She said it is no reflection on administration but she is concerned with the state of the schools when we reopen, both for students and staff. The district is adding more to an already overworked support staff. She said she supports the budget wholeheartedly and will not support any amendments to cut it. She said we are responsible for these children and must support them in some way which could end up costing more than this program.• Mrs. Rella said she understands the points made and she does feel that all students will be suffering from stress and anxiety coming back. If she was going to support additional funding, it would be for all, which would be more for Tier 1 and 2. She said there is no guarantee that ESS will prevent ODPs either. She said she has been impressed with the presentations and planning of the district and has full trust. She will not support the motion.• Mrs. Nabozny said she grappled with this last year too. She understands where the comments are coming from but will not support the motion. Any money put back in should go to focus on Tier 1 and 2. She feels a lot of times that the majority get left in the dust in a lot of areas, not just emotional support.	
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- Mr. Helmus said he finds the conversation awkward. For perspective, the special education operating budget, on page 53 in the budget book, grew 20%. He said he views Mrs. Olson and Ms. DiCorpo as consummate professionals. They explained and recommended a budget within the careful fiscal nature of the Town. He trusts that the staff is doing the right things to support students and he will not support the motion.
- Mrs. Faulenbach said she will not support the motion either. She said all Board members struggle throughout the budget process. There are many things that members would like to see added throughout that can't be done. She said the recommendation was not in the budget. She asked Ms. DiCorpo if it had made it in originally and been added to the "cutting room floor". Ms. DiCorpo said no.
- Mrs. Faulenbach said she is also concerned with adding a recurring expenditure every year going forward if it's put back in. Budgets are difficult every year.
- Mr. McCauley said he wants to make sure the Board keeps an eye on this area. The district wants more social workers as it is and one Tier 3 student can monopolize resources. He is very worried, but trusts administration to watch closely these students who often have no support otherwise.
- Mrs. Monaghan said she thinks it is logical to add the program back in. They will handle Tier 3 students, opening up staff to service other students. She said it is only a 0.3% increase to the budget. When you consider the funding given to areas like athletics, this is not fair and equitable to Tier 3 students.

The amendment failed 3-5.


**Aye: Mrs. Monaghan, Mr. McCauley,
Mrs. McInerney**

**No: Mr. Failla, Mrs. Faulenbach, Mr. Helmus,
Mrs. Nabozny, Mrs. Rella**

	<ul style="list-style-type: none"> • Mr. Failla said he had planned to make a motion to eliminate the parking fee at the high school but has decided not to with the hope that we can move forward with the budget we have to Town Council. He said he would like to make a comment to Town Council. New Milford's per pupil expenditure is what Bridgeport, a major city, spends. The BOE budget gets cut year after year. It is time to support the number that is put in front of the Town Council. This is what we need. Yes, it will cause a tax increase, but at some point we need to step up as a community. • Mr. McCauley said he appreciates Mr. Failla's comments and echoes what he said. He said Bridgeport also receives a lot of state and federal aid that New Milford is not eligible for. He said he hopes in the future to try for more programming not just an inflationary increase. • Mrs. Faulenbach said she pulled last year's minutes where the Board worked until 1:30 a.m. to make reductions. There are no reductions to offer this year. She would love to have a time when they get to actually add something instead. • Mrs. Faulenbach said she wanted to recognize Mayor Bass for sitting in on all budget meetings. The budget is a team effort and she appreciates his engagement and thanks him on behalf of the entire Board. • Mayor Bass thanked Mrs. Faulenbach for the invitation. <p>Mrs. Rella made a motion to adopt the 2021-2022 Board of Education Budget by approving the Superintendent's Proposed 2021-2022 budget as amended in the amount of \$65,846,024; seconded by Mr. Failla.</p> <p>The motion passed unanimously.</p>	<p>Motion made and passed unanimously to adopt the 2021-2022 Board of Education Budget by approving the Superintendent's Proposed 2021-2022 budget as amended in the amount of \$65,846,024.</p>
7.	Adjourn	Adjourn

	Mrs. Nabozny moved to adjourn the meeting at 8:02 p.m., seconded by Mrs. Rella and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 8:02 p.m.
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Respectfully submitted:



Cynthia Nabozny
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
February 10, 2021
Sarah Noble Intermediate School Library Media Center**

Handwritten signature

RECEIVED
TOWN CLERK

2021 FEB 11 A 10:01

NEW MILFORD, CT

Present:	Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
Also Present:	Ms. Alisha DiCorpo, Interim Superintendent of Schools Mr. Brandon Rush, Director of Technology

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. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none">There was none.	Public Comment
3.	Discussion and Possible Action A. Possible interview and/or discussion of Superintendent candidate. Possible discussion of potential election of candidate to position of Superintendent as well as possible terms and conditions of Superintendent contract. Executive session is anticipated. The Board may take action when it returns to public session. Mr. McCauley made a motion to enter into Executive Session to possibly interview and/or discuss the candidate for Superintendent of New Milford Public Schools; possibly discuss the potential election of the candidate to the position of Superintendent, as well as possible terms and conditions of the Superintendent contract; and to invite the candidate into the session, seconded by Mrs. McInerney.	Discussion and Possible Action A. Possible interview and/or discussion of Superintendent candidate. Possible discussion of potential election of candidate to position of Superintendent as well as possible terms and conditions of Superintendent contract. Executive session is anticipated. The Board may take action when it returns to public session. Motion made and passed unanimously to enter into Executive Session to possibly interview and/or discuss the candidate for Superintendent of New Milford Public Schools; possibly discuss the potential election of the candidate to the position of Superintendent, as

	<p>The motion passed unanimously.</p> <p>The Board and candidate entered executive session at 7:03 p.m.</p> <p>The candidate left executive session at 7:10 p.m. and re-entered at 7:53 p.m.</p> <p>The Board returned to public session at 7:58 p.m.</p> <p>Mr. McCauley made a motion that the Board elect Alisha DiCorpo as Superintendent of New Milford Public Schools, contingent upon the full execution of a Contract of Employment, and to move that the Board authorize the Board Chair and the Board's legal counsel to negotiate the terms and conditions of such Contract of Employment with Ms. DiCorpo, which Contract shall be subject to Board review and approval before becoming final and binding, seconded by Mr. Failla.</p> <p>The motion passed unanimously.</p>	<p>well as possible terms and conditions of the Superintendent contract; and to invite the candidate into the session.</p> <p>Motion made and passed unanimously that the Board elect Alisha DiCorpo as Superintendent of New Milford Public Schools, contingent upon the full execution of a Contract of Employment, and to move that the Board authorize the Board Chair and the Board's legal counsel to negotiate the terms and conditions of such Contract of Employment with Ms. DiCorpo, which Contract shall be subject to Board review and approval before becoming final and binding.</p>
4.	<p>Adjourn</p> <p>Mrs. McNerney moved to adjourn the meeting at 8:01 p.m., seconded by Mrs. Rella and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:01 p.m.</p>

Respectfully submitted:



Cynthia Nabozny
Secretary
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
February 23, 2021

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. ****Mrs. Alicia Daley**, Art Teacher, New Milford High School effective March 4, 2021.

Personal Reasons

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None

3. CERTIFIED STAFF

c. APPOINTMENTS

1. None

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. None

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. **Mr. Stephen Kurt**, Sanitation Attendant, Hill and Plain School effective February 5, 2021.

Personal Reasons

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. **** Mrs. Meegan Buckley**, Part-time Business Office Secretary, Central Office effective March 8, 2021.
2. **Mr. Erik Byrnes**, Sanitation Attendant, Hill and Plain School effective March 1, 2021.
3. **Ms. Kimberly Hannigan**, Library Clerk, Hill and Plain School and Northville Elementary School effective on or about March 15, 2021.

\$18.35 per hour, Step 1, Class II
20 hours per week
Calendar Year Secretary

Replacing: L. Thornton

\$15.00 per hour, 19 hours per week

Replacing: S. Kurt

\$17.41 per hour, Step 1, Class III
7 hours per day
School Year Secretary

Replacing: M. Jabbonsky

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. ****Mr. Ryan Rebstock**, Head Girls' and Boys' Indoor Track Coach, New Milford High School

Personal Reasons

13. COACHING STAFF

b. APPOINTMENTS

1. **Mrs. Eileen Fino**, Girls' and Boys' Intramural Unified Winter Sports Coach, Schaghticoke Middle School effective February 15, 2021.
2. **Mrs. Eileen Fino**, Girls' and Boys' Intramural Unified Spring Sports Coach, Schaghticoke Middle School effective April 15, 2021.

2020-2021 Stipend: \$992

Current staff member

2020-2021 Stipend: \$992

Current staff member

14. LEAVES OF ABSENCE

1. **Ms. Elizabeth Mott**, Paraeducator, New Milford High School requests an unpaid leave of absence from approximately April 7, 2021 through the remainder of the 2020-2021 school year.
2. **Ms. Elizabeth Mott**, Paraeducator, New Milford High School requests an unpaid leave of absence effective for the 2021-2022 school year.
3. **Mrs. Tracy Rossitto**, Grade 4 Teacher, Sarah Noble Intermediate School requests an unpaid leave of absence effective March 9, 2021 through the end of the 2020-2021 school year.

Unpaid leave

Unpaid leave

Unpaid leave



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	29,661,381	0	29,661,381	14,746,980	14,451,644	462,756	98.44%
100'S	SALARIES - NON CERTIFIED	9,375,760	0	9,375,760	4,564,009	2,984,777	1,826,974	80.51%
200'S	BENEFITS	11,074,320	-3,000	11,071,320	7,310,108	3,111,292	649,921	94.13%
300'S	PROFESSIONAL SERVICES	3,811,054	7,580	3,818,634	2,079,482	1,194,334	544,818	85.73%
400'S	PROPERTY SERVICES	917,680	-150	917,530	489,149	164,346	264,035	71.22%
500'S	OTHER SERVICES	7,918,036	-2,000	7,916,036	4,437,970	2,667,913	810,153	89.77%
600'S	SUPPLIES	2,604,719	-3,936	2,600,783	1,133,058	1,024,561	443,164	82.96%
700'S	CAPITAL	10,627	0	10,627	51	3,018	7,558	28.88%
800'S	DUES AND FEES	91,305	1,506	92,811	63,500	1,092	28,219	69.60%
900'S	REVENUE	-1,000,107	0	-1,000,107	-56,168	0	-943,939	5.62%
GRAND TOTAL		64,464,776	0	64,464,776	34,768,140	25,602,978	4,093,658	93.65%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	516,890	0	516,890	149,320	0	367,570	28.89%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,049,757	0	2,049,757	902,096	901,348	246,313	87.98%
51202	SALARIES - NON CERT - SUBSTITUTES	894,478	0	894,478	341,760	0	552,718	38.21%
51210	SALARIES - NON CERT - SECRETARY	1,871,103	0	1,871,103	1,022,668	688,971	159,464	91.48%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	88,272	0	187,423	32.02%
51240	SALARIES - NON CERT - CUSTODIAL	1,909,059	0	1,909,059	1,032,831	652,509	223,719	88.28%
51250	SALARIES - NON CERT - MAINTENANCE	920,442	0	920,442	490,363	354,128	75,951	91.75%
51285	SALARIES - NON CERT - TECHNOLOGY	471,446	0	471,446	262,318	195,313	13,815	97.07%
51336	SALARIES - NON CERT - NURSES	466,890	0	466,890	274,382	192,508	0	100.00%
TOTAL		9,375,760	0	9,375,760	4,564,009	2,984,777	1,826,974	80.51%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	610,906	-18,000	592,906	292,742	0	300,164	49.37%
52201	BENEFITS - MEDICARE	522,583	0	522,583	271,166	0	251,417	51.89%
52300	BENEFITS - PENSION	879,067	0	879,067	879,067	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	15,000	30,000	16,402	13,598	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,323,495	0	8,323,495	5,395,974	2,927,521	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	61,862	40,884	22,254	82.20%
52830	BENEFITS - LIFE INSURANCE	142,000	0	142,000	60,949	44,187	36,863	74.04%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	456,269	0	456,269	331,946	85,101	39,222	91.40%
TOTAL		11,074,320	-3,000	11,071,320	7,310,108	3,111,292	649,921	94.13%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	29,661,381	0	29,661,381	14,746,980	14,451,644	462,756	98.44%
51200	NON-CERTIFIED SALARIES	9,375,760	0	9,375,760	4,564,009	2,984,777	1,826,974	80.51%
52000	BENEFITS	11,074,320	-3,000	11,071,320	7,310,108	3,111,292	649,921	94.13%
53010	LEGAL SERVICES	218,945	0	218,945	181,896	37,049	0	100.00%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	26,304	4,500	54,196	36.24%
53200	PROFESSIONAL SERVICES	2,070,915	5,180	2,076,095	1,112,924	798,928	164,244	92.09%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	13,821	0	16,679	45.31%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	3,744	0	7,756	32.56%
53220	IN SERVICE	117,175	-600	116,575	6,253	26,808	83,514	28.36%
53230	PUPIL SERVICES	597,574	0	597,574	339,034	173,478	85,062	85.77%
53300	OTHER PROF/ TECH SERVICES	58,470	0	58,470	23,157	6,107	29,207	50.05%
53310	AUDIT/ACCOUNTING	45,000	3,000	48,000	48,000	0	0	100.00%
53500	TECHNICAL SERVICES	248,490	0	248,490	216,903	9,610	21,977	91.16%
53530	SECURITY SERVICES	214,385	0	214,385	60,161	137,855	16,369	92.36%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	47,286	0	65,814	41.81%
54101	CONTRACTUAL TRASH PICK UP	94,853	0	94,853	42,823	36,017	16,013	83.12%
54301	REPAIRS & MAINTENANCE	468,423	0	468,423	271,421	51,291	145,711	68.89%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,129	0	1,371	45.17%
54303	GROUPS MAINTENANCE	13,000	0	13,000	4,585	893	7,522	42.14%
54310	GENERAL REPAIRS	44,440	-150	44,290	12,361	2,504	29,424	33.56%
54320	TECHNOLOGY RELATED REPAIRS	32,847	0	32,847	5,643	1,120	26,083	20.59%
54411	WATER	68,195	0	68,195	22,926	31,383	13,887	79.64%
54412	SEWER	15,559	0	15,559	15,559	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	177,863	0	177,863	112,703	41,137	24,023	86.49%
55100	PUPIL TRANSPORTATION - OTHER	88,250	0	88,250	16,294	54,292	17,664	79.98%
55101	PUPIL TRANS - FIELD TRIP	25,450	-2,000	23,450	0	0	23,450	0.00%
55110	STUDENT TRANSPORTATION	4,693,947	0	4,693,947	2,602,613	1,459,514	631,821	86.54%
55190	STUDENT TRANSPORTATION PURCHAS	750	0	750	0	0	750	0.00%
55200	GENERAL INSURANCE	287,493	0	287,493	287,493	0	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	29,818	16,301	4,121	91.80%
55301	POSTAGE	33,255	0	33,255	8,987	24,268	0	100.00%
55302	TELEPHONE	78,498	0	78,498	59,186	19,312	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	6,000	0	6,000	552	0	5,448	9.20%
55505	PRINTING	52,129	0	52,129	14,877	3,077	34,175	34.44%
55600	TUITION - TRAINING	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	790,273	0	790,273	487,238	270,761	32,274	95.92%
55630	TUITION - PRIVATE PLACEMENTS	1,727,602	0	1,727,602	925,121	814,231	-11,751	100.68%
55800	TRAVEL	49,149	0	49,149	5,791	6,157	37,201	24.31%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,326	0	167,326	68,881	24,940	73,505	56.07%
56110	INSTRUCTIONAL SUPPLIES	405,132	-4,997	400,135	224,082	51,972	124,081	68.99%
56120	ADMIN SUPPLIES	29,788	0	29,788	10,941	3,711	15,136	49.19%
56210	NATURAL GAS	188,000	0	188,000	81,171	106,829	0	100.00%
56220	ELECTRICITY	974,971	0	974,971	360,017	574,542	40,412	95.86%
56230	PROPANE	3,870	0	3,870	944	2,805	121	96.87%
56240	OIL	207,901	0	207,901	59,577	81,686	66,638	67.95%
56260	GASOLINE	27,186	0	27,186	5,343	21,843	0	100.00%
56290	FACILITIES SUPPLIES	311,190	0	311,190	121,376	124,385	65,429	78.97%
56291	MAINTENANCE COMPONENTS	15,650	0	15,650	6,964	3,920	4,765	69.55%
56292	UNIFORMS/ CONTRACTUAL	13,000	0	13,000	9,211	3,475	314	97.58%
56293	GROUNDKEEPING SUPPLIES	23,060	0	23,060	6,040	4,789	12,231	46.96%
56410	TEXTBOOKS	57,036	4,810	61,846	35,795	13,969	12,082	80.46%
56411	CONSUMABLE TEXTS	102,146	0	102,146	100,019	0	2,127	97.92%
56420	LIBRARY BOOKS	31,000	0	31,000	16,922	4,736	9,342	69.87%
56430	PERIODICALS	16,559	-4,000	12,559	6,256	0	6,303	49.81%
56460	WORKBOOKS	2,650	0	2,650	2,620	0	30	98.87%
56500	SUPPLIES - TECH RELATED	28,254	251	28,505	16,900	959	10,647	62.65%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	51	3,018	1,431	68.20%
57400	GENERAL EQUIPMENT	6,127	0	6,127	0	0	6,127	0.00%
58100	DUES & FEES	91,305	1,506	92,811	63,500	1,092	28,219	69.60%
EXPENDITURE TOTAL		65,464,883	0	65,464,883	34,824,308	25,602,978	5,037,597	92.30%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-625,225	0	-625,225	0	0	-625,225	0.00%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-8,068	0	-52,439	13.33%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-9,494	0	-45,506	17.26%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-5,606	0	-22,345	20.06%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-18,000	0	-96,400	15.73%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	-15,000	0	-14,900	50.17%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	0	0	-25,400	0.00%
44861	PARKING PERMIT FEES	-59,824	0	-59,824	0	0	-59,824	0.00%
REVENUE TOTAL		-1,000,107	0	-1,000,107	-56,168	0	-943,939	5.62%

GRAND TOTAL	64,464,776	0	64,464,776	34,768,140	25,602,978	4,093,658	93.65%
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 1/31/21	550,620

<u>Turf Field Replacement Acct #43020000-10130</u>	
CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S & BANNER SALES</u>	10,225
CONTRIBUTION - <u>FROM TOWN DATED 6/4/20</u>	50,000
Total as of 1/31/21	160,225



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

Funding	Location	Vendor Name	Description	Amount	Object Code	PO #
GENERAL	SPED	NORTH BRANFORD BOARD OF ED.	20/21 YEARLY - TUITION (2 STUDENTS)	\$ 43,632.40	55610	2102432
GRANT	SPED	MICHELINE HARKIN	A.T. CONSULTATIONS AND REPORTS FOR JULY - DECEMBER	\$ 10,660.00	53230	2102428
GENERAL	NMHS	SELECT PHYSICAL THERAPY	ATHLETIC TRAINING SERVICES - PAYMENT 1 OF 3	\$ 9,355.00	53201	2102341
GENERAL	SPED	TOLLAND PUBLIC SCHOOLS	20/21 YEARLY - TUITION (1 STUDENT)	\$ 8,586.00	55610	2102431
GENERAL	TECH	WHALLEY COMOPUTER ASSOCIATES	SONICWALL SECURITY LICENSE - 1YR	\$ 7,369.00	53300	2102313
GENERAL	NMHS	SANDY HOOK PROMISE FOUNDATION	WINGMAN PROGRAM SESSIONS IN 20/21	\$ 6,000.00	53200	2102555
GRANT	NMHS	EDADVANCE	HEALTHCARE SHADOWING PROGRAM	\$ 6,000.00	53220	2102550
GENERAL	NES	THE BOOKSOURCE	LIBRARY BOOKS AND CONSUMABLE TEXTS	\$ 5,782.12	56411/56420	2102497
GENERAL	HR	EDADVANCE	HR PROFESSIONAL SERVICES DURING DIRECTOR VACANCY/TRANSITION	\$ 5,625.00	53200	2102503

Funding	Location	Vendor Name	Description	Amount	Object Code	PO #
COVID EXP	TECH	CDW	TEACHER LAPTOPS (425)	\$ 403,750.00	57999	N/A
COVID EXP	TECH	OMNI DATA	WIRELESS ACCESS POINTS (65)	\$ 34,368.10	57999	N/A
COVID EXP	FAC	FW WEBB	WATER BOTTLE FILLING STATIONS & FILTERS (120)	\$ 20,110.20	57999	2102196
COVID EXP	FAC	WESCO	ADDITIONAL DESK SHIELDS (400)	\$ 15,868.00	57999	N/A
COVID EXP	FAC	N/A	ADDITIONAL SANITATION ATTENDANTS FOR ANTICIPATED REOPEN PK-2 (3)	\$ 14,535.00	51999	N/A
COVID EXP	TECH	IPEVO, INC.	HIGH DEFINITION USB CAMERAS (40)	\$ 4,122.79	57999	N/A
COVID EXP	TECH	CDW	ADMIN LAPTOPS (3)	\$ 2,943.34	57999	2102391
COVID EXP	TECH	CDW	WEB CAMERAS (50)	\$ 2,150.00	57999	N/A
COVID EXP	SPED	SCHOOL SPECIALTY	FLOOR MATS FOR SECLUSION ROOM	\$ 930.52	56999	2102423
COVID EXP	SPED	LAKESHORE EQUIPMENT COMPANY	INDIVIDUAL EDUCATIONAL TOYS FOR PRESCHOOL CLASSES	\$ 792.32	56999	2102399

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



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
FEBRUARY 2021 MEETING

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

Informational Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
				NONE AT THIS TIME					

New Milford PTO
Parent Teacher Organization
PO Box 1343
New Milford, CT 06776

1 February 2021

Ms. Alisha DiCorpo
Interim Superintendent
50 East Street
New Milford, CT 06776

Dear Ms. DiCorpo:

The New Milford PTO is pleased to present the following gifts to the Board of Education for approval. Please arrange for these gifts to be placed on the agenda at the next Board of Education meeting.

Schaghticoke Middle School:

*Field Trip Zoom: \$299.95

FieldTripZoom offers live and interactive, curriculum based educational programs on a one-on-one basis. A first-of-its-kind live streaming calendar with hundreds of live streaming events organized around the academic subject areas. Their lineup of content partners is an amazing, diverse group of organizations.

*Science Field Trips:

Planetarium, Museum of Aviation: \$500

Live Stem Demonstration followed by a tour of a Museum Hangar.

Grade 6: Weathering, Erosion, Deposition Relay Race

Grade 7: Simulate the fluid shift felt by astronauts as they enter space.

Grade 8: Planetary Wobble and Newton's First Law

*Lowey Bundy Sichol STEM Author Visit: \$500

Award-winning children's author, MBA, Lowey writes FOR KIDS about ENTREPRENEURSHIP & BUSINESS and inspires kids to believe in their own ideas through the power of entrepreneurship, innovation, and STEM.

Total: \$1,299.95.

Jarrett Krosoczka, virtual author visit for all students in all grades. \$3500.00

Jarrett J. Krosoczka is the New York Times -bestselling author/illustrator behind more than forty books for young readers, including his wildly popular Lunch Lady graphic novels, select volumes of the Star Wars™: Jedi Academy series, and Hey, Kiddo, which was a National Book Award Finalist.

Total: \$4,799.95

Sincerely,
Mandi MacDonald
NMPTO President



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

3C-2
Operations Sub-Committee
February 2021

TO: Ms. Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: February 5, 2021
RE: Scholastic Books Donation

In accordance with Board Policy 3280(a) this is a notification that a donation exceeding \$1,000 in the form of 14 boxes filled with Scholastic Books has been received. With the approximate value of \$350 per box the total value of this donation is estimated to be \$4,900. These items were delivered to Hill and Plain Elementary School on January 23, 2021 and are being sorted by grade level for distribution to all applicable schools across the district based on level. A thank you will be sent following Board approval.

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

NEW MILFORD PUBLIC SCHOOLS

Fiscal Services Department

50 East Street

New Milford, Connecticut 06776

(860) 210-2201ext 223 FAX (860) 355-4966



Kathy Sanders
Accounting Manager

To: Alisha DiCorpo, Interim Superintendent

From: Kathy Sanders, Accounting Manager

Date: February 2, 2021

Re: Donation

In accordance with Board Policy 3280(a) this is a notification of a \$1,000 donation that has been received from an anonymous donor. It was indicated to be used for general purposes at the discretion of the Board and Superintendent. It is hoped to be utilized for new titles for our primary school libraries.

<p style="text-align: center;">RECOMMENDED FOR APPROVAL AT INITIAL BOARD PRESENTATION</p>
--

COMMENTARY: In 2019 the General Assembly passed legislation requiring all Connecticut employers with three or more employees (including boards of education) to provide sexual harassment recognition and prevention training to all existing employees by October 1, 2020. Governor Ned Lamont's Executive Order No. 7DDD, as amended by Executive Order No. 9L extended this Oct 1st Sexual Harassment Prevention Training deadline to February 9, 2021. It is unclear at this point in time whether another Executive Order will be issued to extend the February 9, 2021 deadline back further in light of the COVID pandemic. If and when that happens this policy should be amended to reflect a later date. Also, once the deadline has passed the policy should be amended to remove references to any training deadline and simply state that employees must be trained within six months of their date of hire. Another Executive Order has extended the deadline to April 19, 2021.

In addition, as shown in the highlighted text the District needs to update the Title IX coordinator reference since Ellamae Baldelli is no longer with the District. All other policies that reference the District's Title IX coordinator position should be updated as well.

4118.112(a)

4218.112(a)

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

It is the policy of the New Milford Board of Education to maintain a working and learning environment that is free from sexual and other unlawful harassment. The Board will not tolerate the harassment of any applicant, employee, independent contractor, volunteer, student or visitor based on sex, sexual orientation, gender identity or expression, race, color, religion, national origin, ancestry, marital status, age, disability, genetic information or status as a veteran. All forms of harassment are prohibited whether verbal, physical or visual, and regardless of the medium through which it occurs. Such harassment violates Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and/or the Connecticut Fair Employment Practices Act.

This policy prohibits sexual and other unlawful harassment by employees, teachers, administrators, Board members, volunteers, and others contractually or otherwise under the control of the school system. It also protects against harassment by any third person who is on school premises, at a school workplace or who otherwise comes in contact with school personnel in connection with their employment at the school system.

Definition of Unlawful Harassment

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with an employee's performance and/or employment opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive working environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct by an individual is used as the basis of employment decisions affecting the individual;
- The conduct has the purpose or effect of substantially interfering with an individual's work performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive work environment; or
- Such conduct constitutes sexual harassment whether or not a threat of adverse job consequences is carried out and whether or not the employee actually suffers any tangible adverse job consequences.

Sexual harassment includes a wide range of behaviors - from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature. Unwelcome sexual flirtations and advances, offensive touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and displays in the work place of sexually suggestive objects or pictures are some of the additional behaviors that constitute sexual harassment. Behavior appropriate in a social setting may not be appropriate in the school and work environment. Sexual harassment may be subtle and even unintentional. It may be directed towards members of the opposite or same sex.

Definition of Corrective Action

Corrective action means actions taken by an employer in response to an employee's claim of sexual harassment. Corrective action may include but is not limited to, employee relocation, assigning an employee to a different work schedule or other substantive changes to an employee's terms or conditions of employment.

The District shall not take immediate corrective action that modifies the conditions of a complaining employee's employment unless such employee agrees, in writing, to any modification of the terms of employment, or the District determines that such corrective action is reasonable and not of detriment to the employee who has brought a complaint of sexual harassment.

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

Examples of Sexual Harassment

While an exhaustive list is not possible, the following are examples of specific conduct that violate the law and policy and which, if severe and pervasive, constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

- Suggestive or obscene letters, notes, all electronic messages, voice mail messages, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or blocking movement, leering, gestures, noises, pulling at clothes, display of sexually suggestive objects, pictures or cartoons, sexual assault, attempted sexual assault;
- Continuing to express sexual interest after learning of or being informed that the interest is unwelcome.
- Coercive sexual behavior used to control, influence, or affect the career, salary and/or work environment of another employee, such as threats of reprisal, implying or withholding support for an appointment, promotion, transfer, or change of assignment;
- Discussion of one's own sexual activities or inquiries into others' sexual experiences;
- Suggesting a poor performance evaluation will be prepared or that a probationary period of employment will not be completed successfully;
- The creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment; and
- Inappropriate attention of a sexual nature.

Remedies Available to Address Sexual Harassment

Victims of sexual harassment may have a number of remedies available to them including, but not limited to: cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

Relationships at the Workplace

Sexual or romantic relationships between employees and students are strictly prohibited whether or not they constitute sexual harassment as defined in this policy. In addition, those working for the school system, and especially those in position of authority, should be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that may exist, in personal relationships with other school personnel.

Examples of Other Unlawful Harassment

Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information or status as a veteran is also prohibited by this policy. Examples of such unlawful harassment include, but are not limited to, the following:

- Intimidation and implied or overt threats of physical violence or physical acts of aggression or assault upon another or damage to another's property that is motivated by race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information, status as a veteran or any other basis prohibited by local, state and federal law;
- Depending upon the circumstances and context, demeaning jokes, taunting, slurs, derogatory nicknames, innuendos or other negative or offensive remarks relating to an individual's race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information, status as a veteran or any other basis prohibited by local, state and federal law;
- Depending upon the circumstances and context, graffiti, slogans, or visual displays such as cartoons, graphics or posters depicting slurs or derogatory sentiments relating to an individual's race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information, status as a veteran or any other basis prohibited by local, state and federal law.

Complaint Procedure

All members of the school community are responsible for helping to assure that sexual and other unlawful harassment is avoided. Any person who has observed or otherwise becomes aware of the conduct prohibited by this policy should bring the matter to the immediate attention of the Title IX Coordinator. The District's Title IX Coordinator is:

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

~~Ellamae Baldelli~~ Catherine Gabianelli
Director of Human Resources
50 East Street
New Milford, CT 06776
860-210-2200

Supervisors and administrators who become aware of possible violations of this policy and fail to report them may be subject to discipline.

The Superintendent of Schools is authorized to develop and maintain regulations establishing a complaint procedure for reporting violations of this policy. Any person who feels he or she has been harassed or victimized in violation of this policy should process a complaint in accordance with the Complaint Procedure described in the accompanying regulations.

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal. He or she may also be personally liable in any legal action brought against him or her.

District employees and job applicants who feel that they have been the victim of sexual or other unlawful harassment may also file a complaint with the Connecticut Commission on Human Rights and Opportunities ("CHRO"). More information concerning the illegality of sexual harassment, remedies available to the victims of sexual information and CHRO complaint filing procedures is available online at:

https://www.ct.gov/chro/libichro/Sexual_Harassment_Flyer.pdf

Retaliation

Retaliation against an individual because she or he has reported harassment or has cooperated in an investigation of alleged harassment is a violation of Board policy and state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of unlawful harassment.

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

Responsibilities of the Title IX Coordinator

The Title IX Coordinator is responsible for the following:

1. Ensuring that all complaints of unlawful harassment are investigated in a prompt and objective manner;
2. Ensuring the school district's compliance with various statutory record keeping, notice and training requirements in the area of harassment. This includes the requirement of posting in a prominent and accessible location information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment;
3. Reviewing the Board's policy on harassment and these accompanying administrative regulations periodically for appropriate updating, and monitoring them on an on-going basis for effective implementation;
4. Ensuring that the Board's policy and administrative regulations are distributed to all employees annually;
5. Ensuring that the definition of "harassment" as well as the process by which any person may make a complaint of sexual, racial or other unlawful harassment is part of the orientation for all employees at the start of the school year and new employees during the school year;
6. Ensuring employees are aware of who is serving as Title IX Coordinator for personnel for the District and how he or she may be reached.

Sexual Harassment Training

All district employees must attend a two-hour, school-sponsored sexual harassment training program. Such training shall include, at minimum, a description of the state and federal laws prohibiting sexual harassment, the definition of sexual harassment, a discussion of the types of conduct that may constitute sexual harassment, a description of the remedies available in such cases, a discussion of strategies to prevent sexual harassment and the warning that individuals who commit acts of sexual harassment may be subject to civil and criminal penalties.

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

Such training shall be provided to all existing employees by ~~October 1, 2020~~ ~~February 9, 2021~~ **April 19, 2021**, except that employees who received such training after October 1, 2018 shall not be required to attend such training a second time. Any new employee hired on or after October 1, 2019 shall receive such training not later than six months after his or her date of hire. All employees shall receive periodic supplemental training at least once every ten years after attending their initial sexual harassment training program.

Dissemination of Policy

A copy of this policy and its accompanying administrative regulation shall be emailed to all employees who have been assigned a New Milford Public Schools' email account and all employees who have not been assigned a New Milford Public Schools' email account but who have provided the District with a personal email account. Such email correspondence shall be sent by the District within three months of the employee's start date. A copy of this policy and its accompanying administrative regulation shall also be accessible via the District's website.

Legal References:

Connecticut General Statutes

10-153 Discrimination Based on Marital Status
46a-54(15) Commission powers
46a-60(a) Connecticut Fair Employment Practices Act
46a-81c Sexual Orientation Discrimination- Employment
~~Public Act 19-16 An Act Combatting Sexual Assault and Sexual Harassment~~
~~Public Act 19-93 An Act Concerning Sexual Harassment and Sexual Assault~~
R.S.C.A. 46a-54-200 through 46a-54-207

Connecticut Executive Orders:

Exec. Order No. 7DDD (June 29, 2020)
Exec. Order No. 9L (Nov. 9, 2020)
Exec. Order No. 10A (Feb. 8, 2021)

United States Code

20 U.S.C. 1681 Title DC of the Education Amendments of 1972
29 U.S.C. 623 Age Discrimination in Employment Act
29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973
42 U.S.C. 2000d and 2000e Titles VI and VII of the Civil Rights Act of 1964
42 U.S.C. 2000ff Genetic Information Nondiscrimination Act of 2008
42 U.S.C. 6101 Age Discrimination Act of 1975
42 U.S.C. 12101 Americans with Disabilities Act
29 C.F.R. 1604.11 EEOC Guidelines on Sexual Harassment

4118.112(h)
4218.112(h)

Personnel -- Certified/Non-Certified

Sexual and Other Unlawful Harassment

Policy adopted: December 9, 2003
Policy revised: November 7, 2005
Policy revised: June 14, 2011
Policy revised: October 11, 2011
Policy revised: May 12, 2015
Policy revised: February 27, 2018
Policy revised: October 15, 2019

NEW MILFORD PUBLIC SCHOOLS
New Milford, CT



TO: Ms. Alisha DiCorpo, Interim Superintendent
FROM: Brandon Rush, Director of Technology
Date: February 1, 2021
RE: Staff COVID Laptop Request

Since the start of COVID, we have distributed Chromebooks to many staff allowing them to be more mobile and work from home when necessary. During this time, we have experienced a number of issues with using Chromebooks, mostly due to technical limitations of these devices. For this reason, I am requesting that we cancel out the original teacher Chromebook order and replace it with an order for Windows laptops.

The purchase of laptops will allow for greater flexibility and will serve as a more future proof device. In addition, with the purchase of laptops, we will eventually be able to phase out desktops without a need for replacing them.

To accomplish this we will need to request an additional \$225,186 from COVID funding to make up the difference from previous requests.

Sincerely,
Brandon Rush
Director of Technology



New Milford Public Schools
Facilities Department
386 Danbury Road
New Milford, CT 06776
(860) 354-6265
FAX (860) 210-2233

To: Alisha DiCorpo, Interim Superintendent
From: Nestor Aparicio, Assistant Facilities Director
Date: February 5, 2021
Re: COVID-19 Related Materials Request

In order to properly protect our students, teachers and staff, I am requesting we use the funds available in the COVID-19 supply account to purchase specific items to help transition to an all-in learning model.

Desk shields for teachers and staff will permit a more fluid learning experience as these items would allow for full visibility of others within the classroom, as well as provide a physical barrier to allow for mask breaks, snack or other times when wearing a mask isn't feasible.

The total amount requested is \$15,868.00.

While I am sure we will have other expenditures on the horizon, these purchases are critical to allow us to have further discussions on returning students to the classroom full time.

WESCO Distribution Quotation



UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY WESCO'S STANDARD TERMS, BUYER AGREES THAT THIS QUOTE AND ANY RESULTING PURCHASE ORDER WILL BE GOVERNED BY WESCO'S TERMS AND CONDITIONS AVAILABLE AT [see link below](http://www.wesco.com/terms_and_conditions_of_sale.pdf), AS SUCH TERMS MAY BE UPDATED FROM TIME TO TIME, WHICH TERMS ARE INCORPORATED HEREIN BY REFERENCE AND MADE PART HEREOF. PLEASE CONTACT THE SELLER IDENTIFIED ON THIS QUOTE IF YOU REQUIRE A PRINTED COPY.

[HTTP://WWW.WESCO.COM/TERMS AND CONDITIONS OF SALE.PDF](http://www.wesco.com/terms_and_conditions_of_sale.pdf)

To: New Milford Public Schools 50 East Street New Milford, CT 06776	Date: 02/05/21 Project Name Dividers or Number: Quoted by: Sean Bryant sbryant@wesco.com
Attn: Kevin Munrett	

Item	Quantity	Part Number and Description	Unit price	Unit measure	Total Price	Notes
1	400	ZCUS-13779-1 Clear Plastic U-Shaped Divider - 1/8" T x 24" H x 24" W x 24" D	\$ 37.55		\$ 15,020.00	
2	800	ZBRCKT-10	\$ 0.56		\$ 448.00	
3			\$ -		\$ -	
4			\$ -		\$ -	
5			\$ -		\$ -	
6			\$ -		\$ -	
7			\$ -		\$ -	
8			\$ -		\$ -	
9			\$ -		\$ -	
10			\$ -		\$ -	
11			\$ -		\$ -	
12			\$ -		\$ -	
13		Line items included are quoted at fair market value per WESCO Sourcewell contract #121218-WES for Sourcewell member 10334	\$ -		\$ -	
14			\$ -		\$ -	
15			\$ -		\$ -	
16			\$ -		\$ -	
17			\$ -		\$ -	
18			\$ -		\$ -	
19			\$ -		\$ -	
20			\$ -		\$ -	
21			\$ -		\$ -	
22			\$ -		\$ -	
23			\$ -		\$ -	
24			\$ -		\$ -	
25			\$ -		\$ -	
26			\$ -		\$ -	
27			\$ -		\$ -	
28			\$ -		\$ -	
29			\$ -		\$ -	
30			\$ -		\$ -	
SUB TOTAL					\$ 15,468.00	
Estimated Freight					\$ 400.00	
TOTAL					\$ 15,868.00	

F.O.B. Point of shipment. The prices stated in this offer shall, unless renewed, automatically expire fifteen (15) days from the date of this offer.

WESCO Distribution, Inc.

Proposal of Service for New Milford Public Schools 2020-2021 Re: Human Resource Support

Service Goals:

- To design and implement an onboarding learning plan for Human Resource personnel that is a combination of self-directed learning and virtual coaching, supporting understanding of school-based programming related to recruitment, retention, and hiring.
- To support the Central Office Team organizationally and operationally as they navigate the remainder of 2020-2021 and strategically plan for 2021-2022.

Learning Design

Human Resource (HR) in schools and districts is integral to ensuring the needs of staff are understood and that initiatives related to the strategic plan and school improvement plan are realized through recruitment and hiring of staff as well as retention of staff. As a member of the Central Office Team focused on a singular vision, the Human Resource director is responsible for the design and delivery of new employee orientation as well as the coordination of training and professional development workshops throughout the district. These responsibilities all coincide with the responsibility of keeping the school district in compliance with state and federal employment laws and regulations.

As a new Director of Human Resource has been hired for New Milford Public Schools, the district requires an induction approach that will support an understanding of the above stated HR functions within the context of school environments. This of course begins with understanding school law and regulations. However, a comprehensive understanding of the teacher, leader, and specialist's standards of performance and practice and how they intersect with the district strategic plan and theories of action are also necessary to meeting the role and responsibility of the job. As part of the search for a Superintendent, students, families, and the greater community recently identified accountability as an important area of focus for New Milford Public Schools to address. The Human Resource Director's design and implementation of core talent management functions for administrators and teachers will be paramount to ensuring that the Central Office meets this challenge.

Therefore, Patrick Flynn and Amy Tepper will engage in the following activities to support onboarding related to key HR functions:

Human Resource Support	
Activities	Timeline
Organizational Review: 60-minute discussion with Superintendent to answer key design questions for Central Office organization	By Dec 22

DISC (60 min): New HR Director completion of DiSC profile (electronic survey) with 60-minute Virtual Coaching Early use of the DiSC in supporting the HR Director addresses two key induction needs: <ol style="list-style-type: none"> 1. Supports Tepper and Flynn, LLC in the design of differentiated approaches to support his/her learning 2. Supports HR Director in the use of the tool in the development of a hiring process and retention Use of the tool in two CT districts will be highlighted (more available if needed) for the HR Director to support the development of new strategic approaches to hiring in New Milford Public Schools	By Dec 22
Planning Meeting: 60-minute virtual meeting with the new HR Director. This meeting will include: <ul style="list-style-type: none"> • Review of learning design and support materials • Determination of current levels of readiness and design of strategic and realistic calendar for completion of induction series • Pre-assignments for Webinar 1 	By Jan 8
Virtual Webinar 1 (60 minutes): Understanding State Teacher and Leader Performance Standards <ul style="list-style-type: none"> • Understanding of the standards of practice (CCT, SESS, and CCL) • Understanding impact on recruitment, hiring and retention • Pre-assignments for Webinar 2 	By Jan 14
Coaching Interval 1 (30 minutes): <ul style="list-style-type: none"> • Review of levels of understanding and support for completion of overall action plans 	Jan 15
Virtual Webinar 2 (60 minutes): Understanding PDEC and Educator Evaluation Requirements <ul style="list-style-type: none"> • Understanding local and state approaches to the legislation • Understanding 2020-21 CSDE Flexibilities and potential long term impact in NMPS application of legislation • Pre-assignments for Webinar 3 	By Jan 21
Coaching Interval 2 (30 minutes): <ul style="list-style-type: none"> • Review of levels of understanding and support for completion of overall action plans 	Jan 22

Virtual Webinar 3 (60 minutes): Applying to NMPS Strategic Thinking and ToAs <ul style="list-style-type: none"> Applying new learning to development of approaches for remainder of 2020-2021 and long term planning for 2021-2022. Considerations include strategies for: <ul style="list-style-type: none"> Diversification of workforce; Collaborations with higher education; Talent accountability monitoring and management; Leadership roles and responsibilities 	By Jan 28
Coaching Interval 3 (30 minutes): <ul style="list-style-type: none"> Review of levels of understanding and support for completion of overall action plans 	Jan 29
Final Review of Plans with Superintendent and CO Team (3 hours) <ul style="list-style-type: none"> Final review of HR planning to support alignment to school and district short term and long term needs and goals. 	Week of Feb 1

Associated Costs

Significant hours will be applied to the project for development of training webinars to support self-directed learning segments. Hours for service delivery have been itemized in above learning design and development hours have been totaled below as part of the final compensation calculations:

Webinar Development Hours: 12 hours @\$500.00 = \$6000.00

Service Delivery Hours: 10.5 hours @1000.00 = 10,500.00

Total Costs: \$16,500.00

NEW MILFORD PUBLIC SCHOOLS ENROLLMENT PROJECTION REPORT



PREPARED FOR:
NEW MILFORD PUBLIC SCHOOLS
FEBRUARY 2021

PREPARED BY:



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EXECUTIVE SUMMARY

SLR International Corporation (SLR) (formerly Milone & MacBroom, Inc.) has analyzed demographic, housing, and economic trends; characteristics; and forecasts along with birth data and historic enrollment trends to create 8-year enrollment projections for the New Milford Public School District and its individual schools. The Office of School Construction Grant & Review (OSCGR) requires an 8-year enrollment projection for construction grant reimbursement. Projections must be both districtwide and school based. This projection report is intended to fulfill the requirements for New Milford's school construction grant application.

Factors Impacting Enrollment

New Milford Public Schools (NMPS) contracted with SLR to conduct a school enrollment analysis and to develop enrollment projections for the district. This report examines factors that influence school enrollments, namely trends in demographics, births, housing, and economics. These trends provide a framework for the districtwide and school-by-school enrollment projections.

Demographics, Housing, and Employment

Demographics

Recent population estimates for New Milford show a slight decline in population since 2010. 2019 population estimates provided by the Connecticut Department of Public Health show approximately 26,805 persons living in New Milford, down 4.8% from 2010.

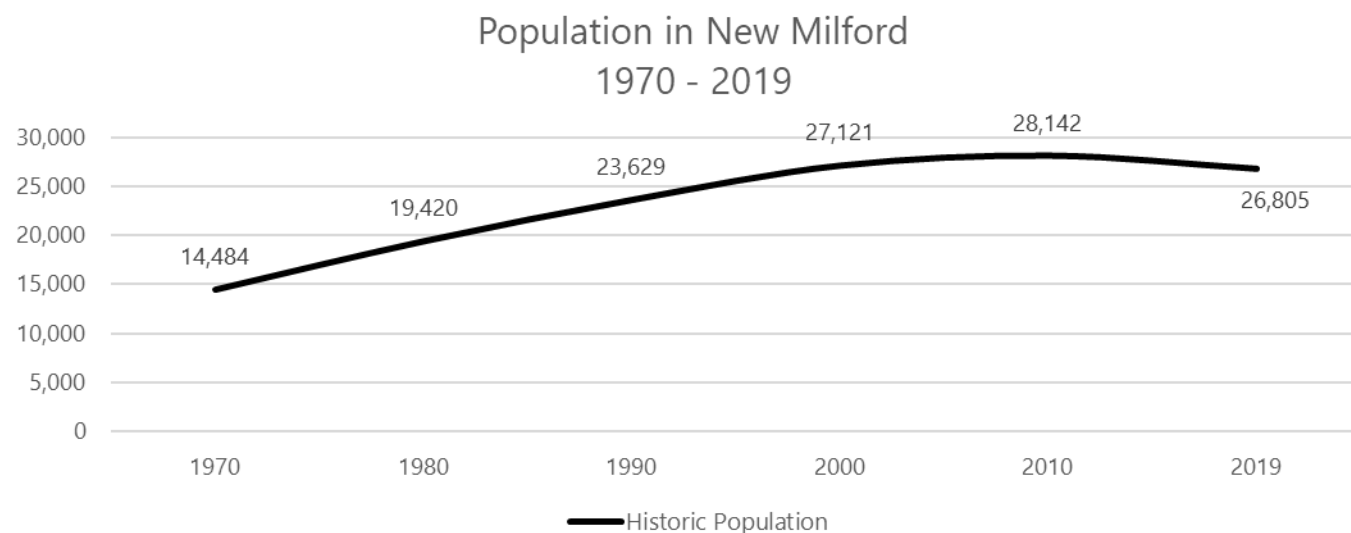


Figure 1: New Milford Population Over Time

Source: US Census, CT Dept. of Public Health

Housing

New Milford's housing market experienced an uptick in median single-family home sales from 2015 to 2018. Overall, single-family home sales have rebounded since the Recession, growing from a low of 210 sales in 2011 to a recent peak of 334 in 2018. January through November single-family sales for 2020 total 330 sales, estimated to reach 361 for the full year. The increase in housing sales activity in 2020 is likely tied to the trends observed throughout Connecticut during the ongoing COVID-19 pandemic. Condominium sales have also recovered since the Recession. January through November condominium sales for 2020 is 81, estimated to reach 89 for the full year, just under the 5-year average.

Home sale prices have spiked compared to last year. Based on data from the Warren Group, single-family homes have seen a 10.2% increase in median price from last year and condominium sale prices have increased 10.3%. The COVID-19 pandemic has contributed to higher sale prices in New Milford and throughout the state.

New single-family home construction is anticipated to have a minimal impact on student enrollments over the next 8 years. Between 2015 and 2019, New Milford averaged approximately 24 housing permits annually. However, the number of permits has been steadily declining, only 13 permits were issued in 2019. There is available land for the construction of new homes, so this may be a driver of enrollment

when the construction market strengthens in New Milford. In the next few years, 395 new housing units are anticipated to come online. Approximately 99% are multifamily developments of varying sizes, with two developments constituting 259 new units in the Hill and Plain attendance zone.

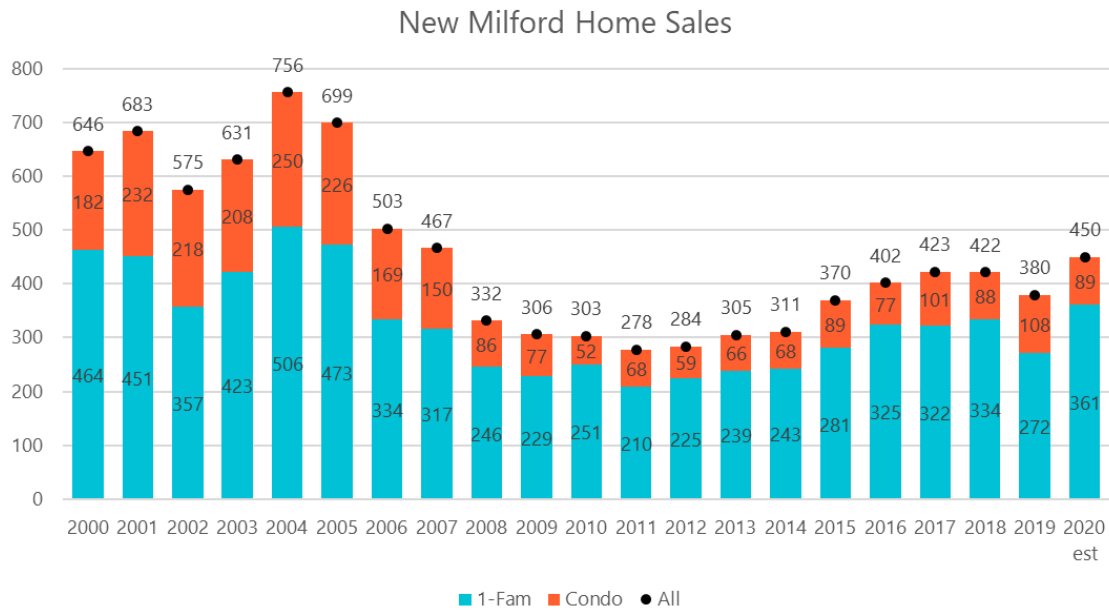


Figure 2: New Milford Home Sales, 2000-2020

Source: Warren Group, Home Sales

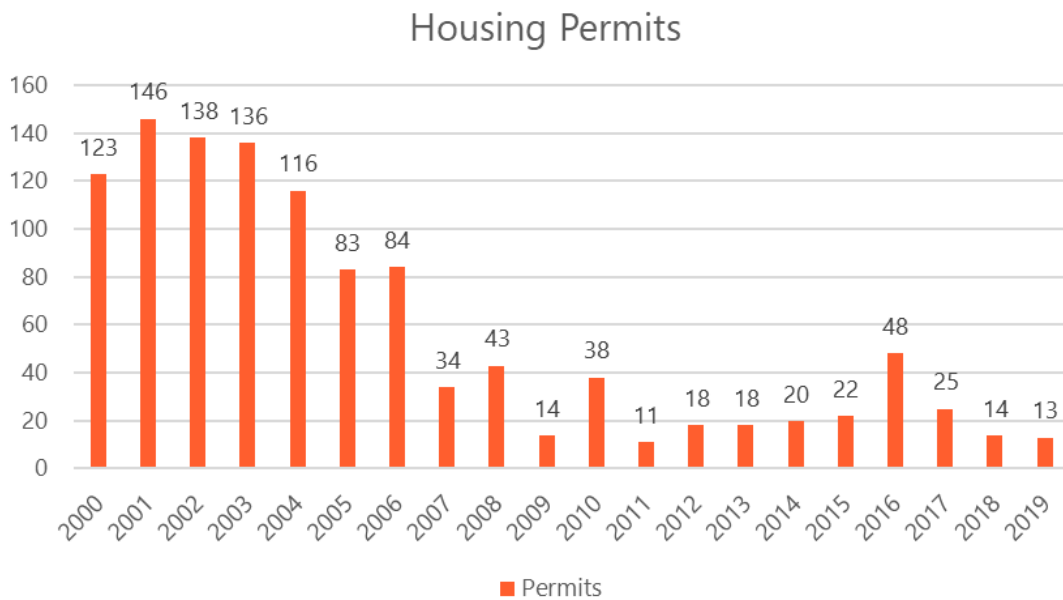


Figure 3: New Milford Housing Permits, 2000 - 2019

Source: DECD Housing Permits

Employment

The local and regional economy has improved significantly between 2010 and 2019. New Milford's unemployment rate has historically remained lower than the unemployment rate for Litchfield County. The town's unemployment rate declined every year between 2010 and 2019 reaching a rate of 3.2% in 2019.

The economic impacts of COVID-19 hit New Milford and Litchfield County hard. Unemployment rates in New Milford peaked at 9.5% for June 2020, although they have dropped since then. Some volatility in the unemployment rate is expected to continue throughout the pandemic, although we anticipate a gradual economic recovery as vaccines come to the market in the next few months.

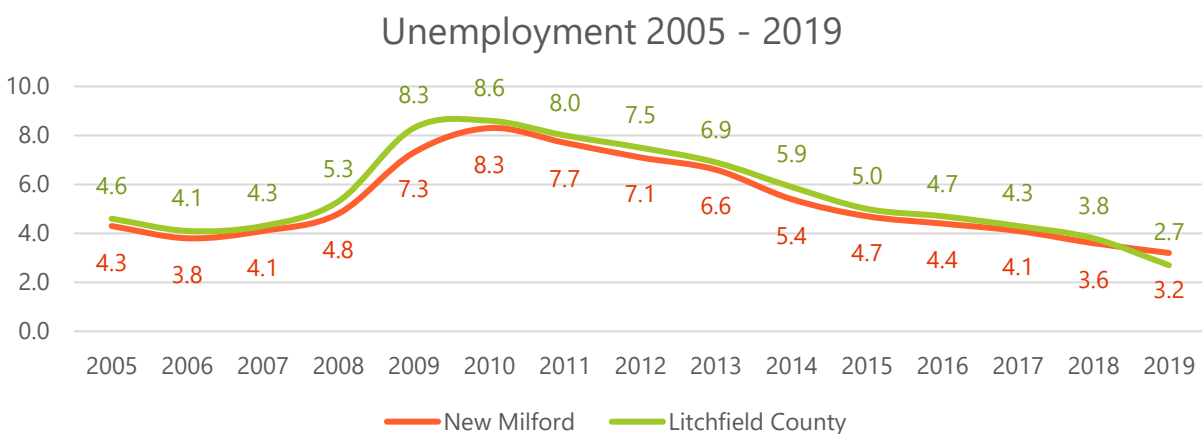


Figure 4: Town and County Unemployment, 2005 - 2019

Source: Connecticut Department of Labor – Local Area Unemployment Statistics

Birth Trends and Projections

Throughout the 2000s, New Milford births declined from 341 births in 2005 to 233 births in 2010. From 2010 onward, births have remained stable with minor fluctuations. From 2015 to 2019, births averaged 237 per year. Preliminary 2020 birth data provided by the Connecticut Department of Public Health indicate that births further decreased to 199 in 2020.

The development of birth projections for 2021 through 2023 are necessary to project Kindergarten classes in years 6 through 8 of the projection horizon. The birth projections use a regression model, which assumes the underlying economic and housing conditions of the last 3 years, excluding 2020, will persist into the near future. Projected births are estimated to remain flat over the next 3 years ranging from 220 to 251 births by 2023.

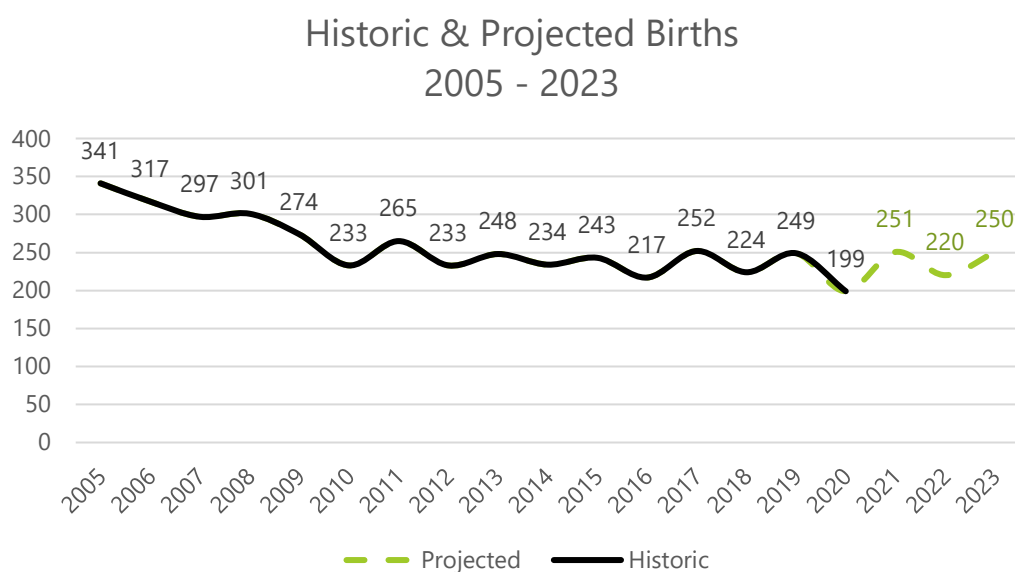


Figure 5: New Milford Historic and Projected Births, 2005 - 2023

Source: Connecticut Department of Health

Enrollment History and Trends

New Milford's school enrollments have been declining since 2010-11. There was a large drop in enrollment between 2019-20 and 2020-21, which can be attributed to the COVID-19 pandemic. This impacted enrollment across all grade groupings.

The following figure shows enrollment trends for grades PreK-12 in NMPS since 2010-11, broken down by grade groupings based on Pre-K, elementary (K-2), intermediate (3-5), middle school (6-8), and high school (9-12) grade alignment. Overall elementary enrollments declined steadily from 2010-11 to 2015-16. Since 2015-16, elementary enrollment has remained generally stable except for 2020-21. This aligns with the stabilization of births that began in 2010. Enrollment at the intermediate, middle, and high school grade levels have decreased consistently over the last 5 years.

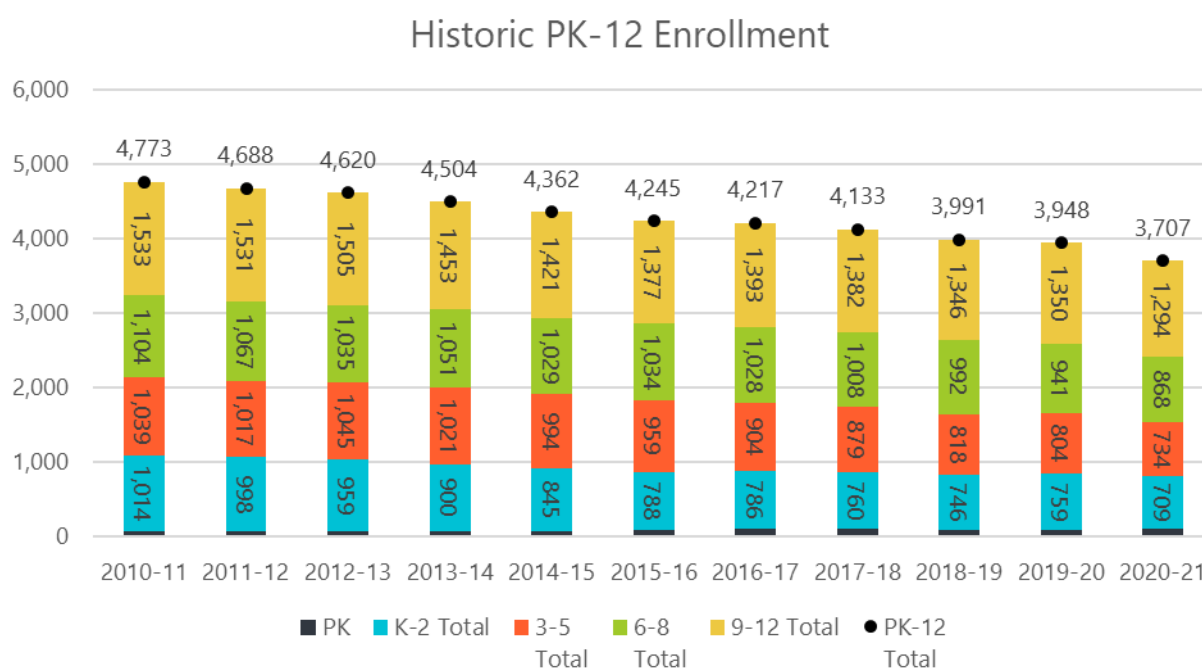


Figure 6: Historic PK-12 Enrollment

Source: EdSight, CT State Department of Education

Enrollment Projection Assumptions

Projection Building Blocks

The cohort-survival methodology, with some modifications, was used to calculate all projections in this report. This is a standard methodology for projecting populations and student enrollments. This methodology works well for stable populations, including those that are growing or declining at a steady rate. It is important to remember that the foundation of the cohort-survival methodology is that the recent past can be a good predictor of the near future. The persistency ratios calculated in this method account for the various factors affecting enrollments, including housing development, economic conditions, student transfers, and mobility into and out of a school district. Accurate birth and enrollment data used in this projection methodology are critical to its overall accuracy as each year builds upon the last. Kindergarten enrollments are calculated based on the number of births 5 years prior. Facility construction and programmatic changes in the district all have a bearing on enrollment.

This report projects future New Milford Public School enrollments over the next 8 years. SLR reviewed previous enrollment projection models and determined that the following projection model, which assumes moderate rate of recovery in local housing and labor markets, continues to represent the most likely future course for NMPS.

COVID-19 and Enrollment

The Connecticut State Department of Education released an Analysis of Preliminary Public School Enrollment in November 2020. This document outlines some key statewide trends that have been observed in an analysis of preliminary October 2020 PSIS data. Overall statewide enrollment is down. The greatest declines are seen in the earliest grades, which suggests that parents are choosing to delay the start of public schooling for their youngest children due to the COVID-19 pandemic. Pre-K enrollment is down 20% statewide. Kindergarten enrollment fell by nearly 12%, but without a corresponding decline in births, leading to the assumption that the decline in enrollment is due to delayed entry of Kindergarteners.

Persistency Ratios

Persistency ratios were calculated based on historic enrollment data to determine growth or loss in each class as it progresses through the school system. A persistency ratio of 1.00 means that the class size remains the same as it advances from one grade to the next. A persistency ratio of 1.05 means the class size increases by 5% or a class of 100 gains five additional students in the following year. Enrollment data from 2007-08 through 2019-20 combined with birth data from 2003 to the present were used to calculate Birth-K and grade-to-grade persistency ratios. The following table shows the calculated ratios. Due to the impact of the COVID-19 pandemic on enrollments, persistency ratios from 2020-21 were omitted.

The Birth-K persistency ratio relates the size of incoming Kindergarten cohorts to the number of births in the community 5 years prior. A ratio less than 1 indicates net out-migration during the intervening time period, while a ratio greater than 1 indicates net in-migration.

In recent years, Birth-K persistency ratios have remained steady, ranging from 0.96 to 1.16. This indicates a small level of net in-migration between the ages of 0 to 5. New Milford also experiences net out-

migration in the elementary and middle school grades, as indicated by a negative estimate of migration. This is likely due to out-migration of families with school-aged children, or increased enrollment in magnet school or private school systems in the region. The large jump in out-migration in 2020-21 is anomalously high and driven by the pandemic.

Year	Birth-K	K-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	Est of Migration (1-7 to 2-8)	Elem Migration (K-5 to 1-6)
2002-03	1.094	1.021	0.958	1.011	0.990	0.988	1.012	0.993	0.965	0.990	0.979	0.946	1.000	-1.23%	-0.38%
2003-04	1.000	1.049	0.997	1.008	1.037	1.012	1.029	1.002	1.011	0.922	1.000	0.951	0.966	1.38%	2.16%
2004-05	1.035	1.006	1.003	0.992	1.026	0.980	0.981	1.010	0.983	0.938	1.047	0.980	0.965	-0.39%	-0.26%
2005-06	1.017	1.045	0.964	1.011	0.992	0.992	1.010	0.971	0.972	0.947	0.969	0.936	0.977	-1.28%	0.22%
2006-07	0.914	1.052	0.997	1.006	1.030	1.005	1.008	0.987	0.997	1.127	0.972	1.015	0.840	0.41%	1.61%
2007-08	1.106	1.036	0.992	0.979	1.008	1.021	0.997	1.003	1.000	1.083	0.927	0.979	0.901	0.00%	0.46%
2008-09	1.006	1.044	0.984	0.984	0.975	0.989	1.000	1.000	1.015	1.098	0.907	0.951	0.909	-0.70%	-0.42%
2009-10	0.906	1.036	1.017	0.965	0.987	0.994	1.031	1.013	1.013	1.012	0.925	0.992	0.971	0.36%	0.53%
2010-11	0.959	1.040	1.003	1.003	1.017	0.987	0.997	0.984	0.995	1.047	0.924	0.987	0.948	-0.28%	0.68%
2011-12	0.984	1.073	0.985	0.994	0.986	1.013	0.997	0.989	0.986	1.033	0.933	1.018	0.946	-0.74%	0.73%
2012-13	1.037	0.984	0.980	0.985	1.017	1.008	1.019	0.995	1.017	1.048	0.941	1.021	0.964	0.29%	-0.10%
2013-14	0.917	1.029	1.000	0.988	1.015	0.986	1.027	1.000	0.992	1.031	0.919	0.969	0.990	0.13%	0.75%
2014-15	0.956	0.993	0.975	1.023	0.997	1.018	1.000	0.981	0.997	1.133	0.907	0.968	0.951	-0.17%	0.10%
2015-16	1.039	1.027	1.011	1.019	0.984	0.988	0.991	0.977	0.975	1.139	0.885	0.997	0.988	-0.87%	0.22%
2016-17	1.030	1.000	1.007	1.007	0.978	1.026	1.027	1.012	1.012	1.022	0.950	1.003	0.976	1.01%	0.80%
2017-18	0.996	1.007	1.045	1.007	1.043	1.023	1.025	0.988	1.003	1.053	0.964	0.936	0.964	1.76%	2.49%
2018-19	0.976	1.009	0.982	1.028	0.982	0.997	1.025	0.994	1.018	1.015	0.969	0.989	0.938	0.39%	0.37%
2019-20	1.158	1.058	0.991	1.004	1.023	0.996	1.014	1.000	1.003	1.035	0.951	0.954	0.940	0.46%	1.41%
2020-21	0.918	0.878	0.969	0.944	0.952	0.970	0.996	0.963	0.991	0.997	0.955	1.015	0.880	-2.99%	-4.86%
5-Year Avg. No 2020	1.040	1.020	1.007	1.013	1.002	1.006	1.016	0.994	1.002	1.053	0.944	0.976	0.961		
4-Year Avg. No 2020	1.040	1.019	1.006	1.012	1.007	1.011	1.023	0.999	1.009	1.031	0.959	0.971	0.955		
3-Year Avg. No 2020	1.043	1.025	1.006	1.013	1.016	1.005	1.021	0.994	1.008	1.034	0.961	0.960	0.947		

Table 1: Persistency Ratios

Districtwide Enrollment Projections

SLR developed a projection model based on our analysis of births, housing, enrollment data, and assumptions of future economic and social outcomes. NMPS developed a 1-year enrollment projection for the 2021-22 school year to inform their budget and staff planning. This model analyzed student withdrawals including home schooling and assumes that delayed entry students in Kindergarten and first grade will enroll in NMPS next year and that other students who opted out due to the pandemic return. SLR has reviewed the district's projections and concur with their methodology and assumptions. The SLR projection model builds off the districtwide projection for 2021-22 to project enrollments for the 2022-23 through 2028-29 school years. Student enrollments from future housing developments have also been incorporated into the projection model. The following chart shows projected enrollment for the model. This model assumes that birth rates remain stable; labor, housing market, and student migration trends return to pre-pandemic levels; and recent Birth-K trends will persist. The following table shows projected enrollments at the districtwide level based on SLR's projection model.

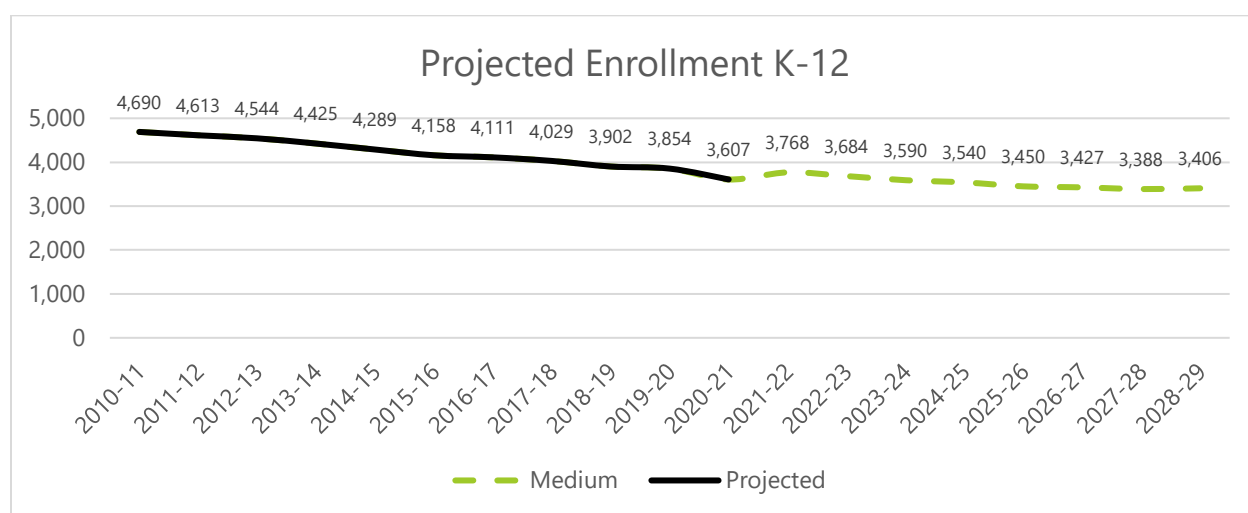


Figure 7: Projected Enrollment K-12

K-12 enrollment is projected to decrease as smaller birth cohorts already in the system matriculate to the higher grades. Kindergarten enrollment is projected to stay relatively stable at about 250 students per year, with some year-to-year variation. By 2027-28, K-12 enrollment is projected to decline to 3,388 students, a decrease of 6.1%, or 219 students from 2020-21. In 2028-29, there is a slight uptick to 3,406 students.

District Enrollment Projections: 2020-21 to 2028-29

School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK	K-2 Total	3-5 Total	6-8 Total	9-12 Total	K-12 Total	PK-12 Total
2020-21	2015	243	223	238	248	219	258	258	266	283	320	323	342	336	293	104	709	735	869	1,294	3,607	3,711
2021-22	2016	217	268	271	257	248	219	269	284	290	320	334	345	331	332	117	796	736	894	1,342	3,768	3,885
2022-23	2017	252	263	273	273	260	251	219	274	283	292	331	321	331	313	117	809	730	849	1,296	3,684	3,801
2023-24	2018	224	234	268	275	277	263	251	223	273	285	302	318	308	313	117	777	791	781	1,241	3,590	3,707
2024-25	2019	249	261	240	271	280	282	264	257	223	276	296	291	306	293	117	772	826	756	1,186	3,540	3,657
2025-26	2020	199	213	266	242	275	284	282	269	256	225	285	284	279	290	117	721	841	750	1,138	3,450	3,567
2026-27	2021	246	264	218	269	246	280	285	289	269	259	234	275	274	265	117	751	811	817	1,048	3,427	3,544
2027-28	2022	212	231	269	220	272	249	280	291	288	271	268	225	264	260	117	720	801	850	1,017	3,388	3,505
2028-29	2023	235	265	238	272	225	278	250	288	292	291	281	259	217	250	117	775	753	871	1,007	3,406	3,523

Table 2: District Enrollment Projections by Grade

Based on the 2020-21 enrollment, projected enrollment changes vary across grade levels. Elementary (K-2) enrollment is expected to increase 9.3% or 66 students by 2028-29, to a total of 775 students. Intermediate school enrollment (3-5) is projected to increase by 2.4% or 18 students to 753 students. Middle school enrollment (6-8) is projected to increase by 0.2%. High school (9-12) enrollment is projected to decrease by 22.2% or 287 students to 1,007. This is largely driven by smaller incoming 9th graders replacing larger graduating classes.

Elementary School Enrollment Projections

Elementary school enrollment projections were developed based on historic enrollment and persistency ratios. The following figures show the K-2 enrollment projections. Elementary enrollment is projected to increase up to 2022-23, as a larger birth cohort from 2017 enters Kindergarten and 3 large classes are enrolled at once. This also factors in the return of students in 2021-22 who opted out or delayed entry due to the pandemic. As these classes age out, enrollment will slowly decrease. Over the last 3 years, enrollment averages 750 students with year-to-year variation.

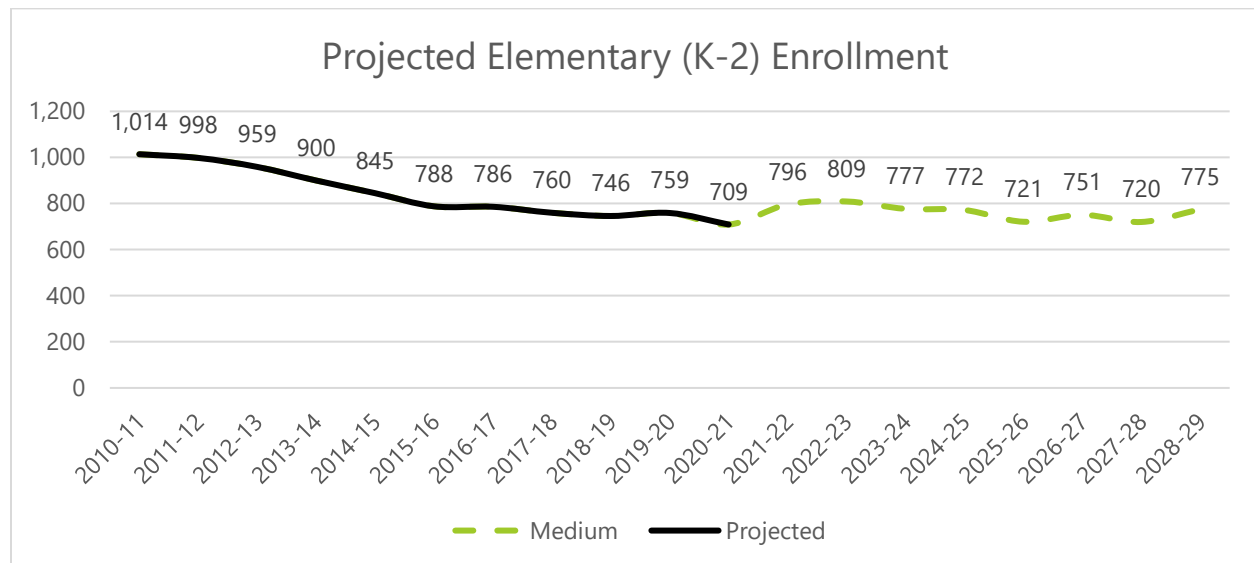


Figure 8: Projected K-2 Enrollment

Elementary (K-2) Enrollment Projections: 2020-21 to 2028-29

School Year	Birth Year	Births	K	1	2	K-2 Total
2020-21	2015	243	223	238	248	709
2021-22	2016	217	268	271	257	796
2022-23	2017	252	263	273	273	809
2023-24	2018	224	234	268	275	777
2024-25	2019	249	261	240	271	772
2025-26	2020	199	213	266	242	721
2026-27	2021	246	264	218	269	751
2027-28	2022	212	231	269	220	720
2028-29	2023	235	265	238	272	775

Table 3: Projected K-2 Enrollment by Grade

Individual Elementary Schools

Individual elementary school enrollment projections were developed for New Milford's elementary school based on historic enrollment and persistency ratios. The following figures show the enrollment projection for K-2nd grades. Enrollment is expected to rebound for the 2021-22 school year across both elementary schools as students who opted out or delayed entry due to the pandemic return. Enrollment is projected to stay relatively stable through 2024-25 before decreasing slightly over the next 3 years, although there is slight year-to-year variation. Enrollment is projected to increase again in 2028-29 as new housing developments are completed.

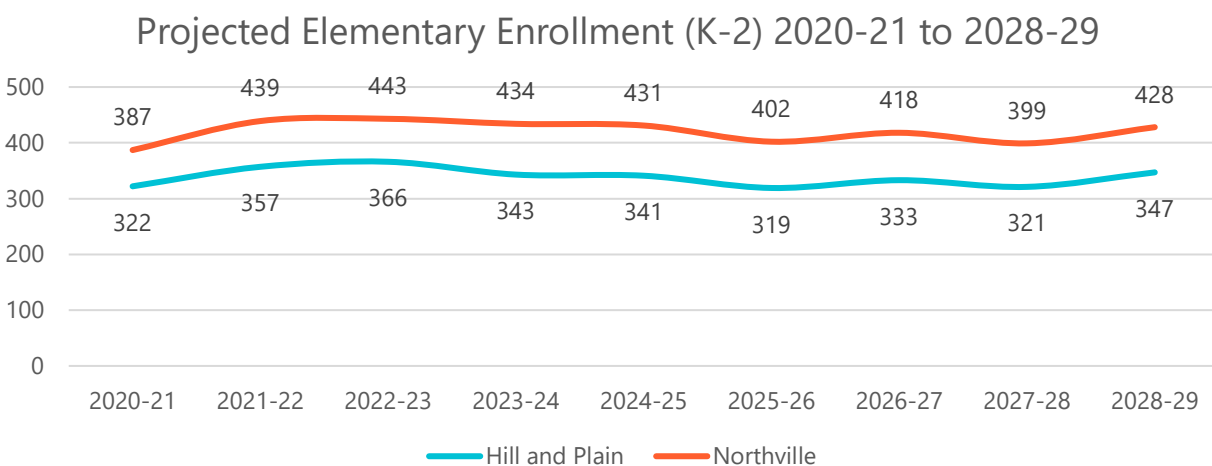


Figure 9: Projected K-2 Enrollment by School

Elementary (K-2) Enrollment Projections: 2020-21 to 2028-29

School	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Hill and Plain	322	357	366	343	341	319	333	321	347
Northville	387	439	443	434	431	402	418	399	428
Total	709	796	809	777	772	721	751	720	775

Table 4: Projected K-2 Enrollment by School by Grade

Hill and Plain Elementary School

Over the course of the projections, two major housing developments are expected to come online in the Hill and Plain attendance zone. Students generated by these developments have been estimated and added to these projections. Students generated from smaller housing developments are accounted for in the baseline projections model. Enrollment at Hill and Plain is projected to peak at 366 students in 2022-23 as three large cohorts are enrolled simultaneously. Enrollment is projected to decline through 2025-26 as these larger cohorts move up to the intermediate school. Students generated from future housing developments drive the projected enrollment increase over the final 3 years of the projections.

Northville Elementary School

Similar to districtwide trends, enrollment at Northville is expected to rebound next year as students who opted out and delayed entry return to NMPS. Enrollment is projected to peak in 2022-23 at 443 students as three large cohorts are enrolled simultaneously. Enrollment is projected to decrease to 402 students by 2025-26 as the larger cohorts graduate. Over the final 4 years of the projections, enrollment is projected to average about 412 students with year-to-year fluctuations depending on the size of the incoming Kindergarten class.

Intermediate School Enrollment Projections

Sarah Noble Intermediate School

Like the elementary schools, intermediate school enrollment projections were developed based on historic enrollment and persistency ratios. The following figures show the intermediate school projections. Intermediate enrollment is projected to jump in 2023-24 as a relatively large 2nd grade class enters 3rd grade. Enrollments are projected to continue increasing to a peak of 841 in 2025-26, when three large classes are all in intermediate school. This is an increase of 14.4% or 106 students. While this is a major change, it is still well below recent historic highs. As these large classes matriculate out and are replaced by smaller classes, enrollment is projected to decrease. Overall enrollment is expected to increase 2.4% over the 8-year projection horizon.

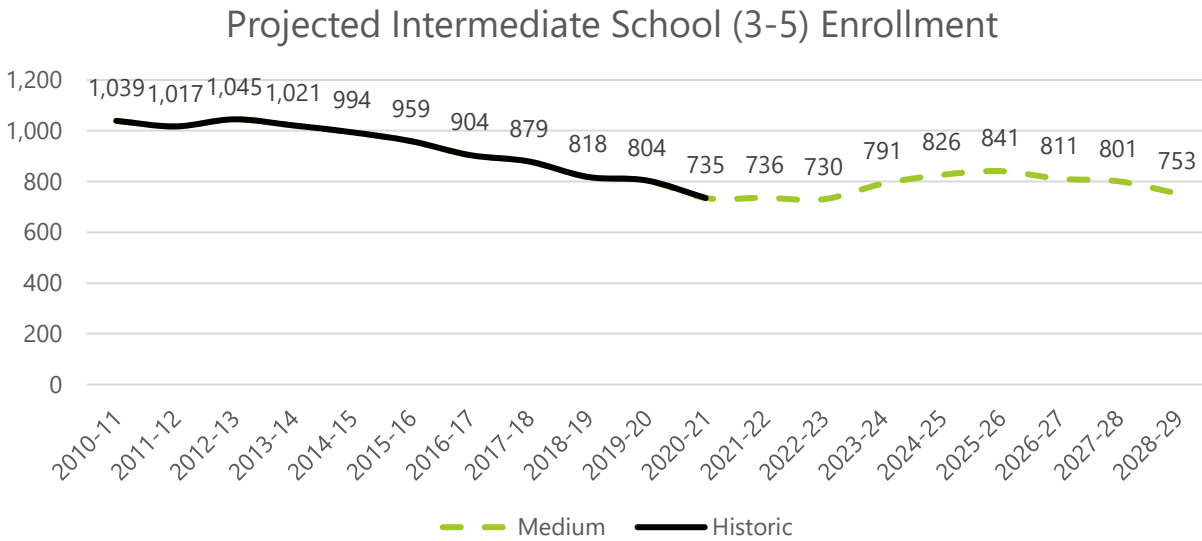


Figure 10: Projected 3-5 Enrollment

Intermediate (3-5) Enrollment Projections: 2020-21 to 2028-29

School Year	3	4	5	3-5 Total
2020-21	219	258	258	735
2021-22	248	219	269	736
2022-23	260	251	219	730
2023-24	277	263	251	791
2024-25	280	282	264	826
2025-26	275	284	282	841
2026-27	246	280	285	811
2027-28	272	249	280	801
2028-29	225	278	250	753

Table 5: Projected 3-5 Enrollment by Grade

Middle School Enrollment Projections

Schaghticoke Middle School

Middle school enrollment projections were developed based on historic enrollment and persistency ratios. The following figures show the enrollment projections for 6th-8th grades. Middle school enrollment is projected to peak for the 2021-22 school year. Once the large 7th and 8th grade classes matriculate to high school, middle school enrollment is projected to drop over the following 4 years reaching a nadir of 750 students in 2025-26, a 13.7% or 119 student decrease. Enrollment is projected to increase over the final 3 years of the projections as larger intermediate cohorts matriculate up. By 2028-29, middle school enrollment is projected to be 871 students, very similar to current enrollment.

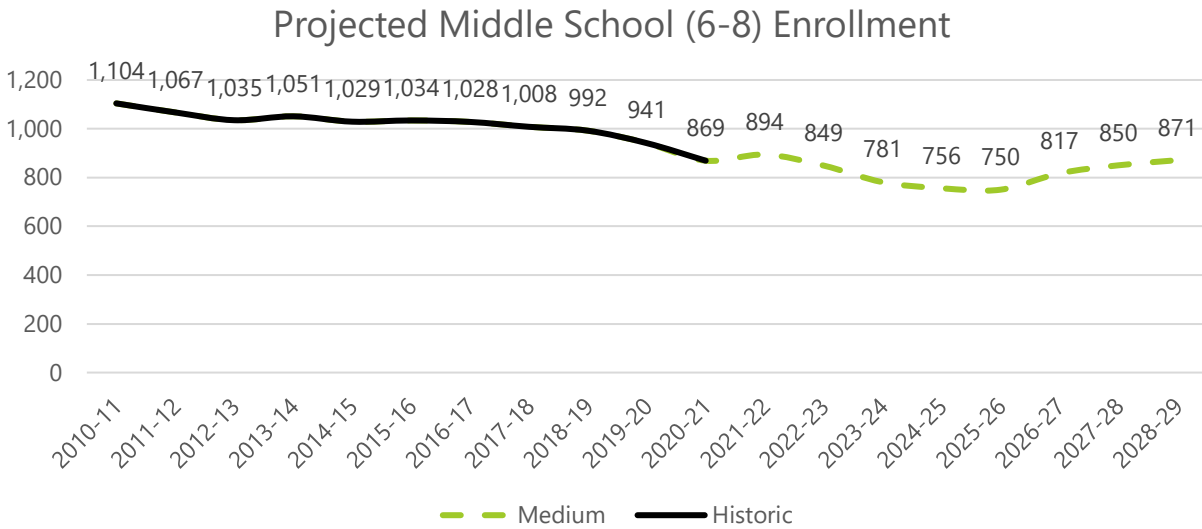


Figure 11: Projected 6-8 Enrollment

Middle School (6-8) Enrollment Projections: 2020-21 to 2028-29

School Year	6	7	8	6-8 Total
2020-21	266	283	320	869
2021-22	284	290	320	894
2022-23	274	283	292	849
2023-24	223	273	285	781
2024-25	257	223	276	756
2025-26	269	256	225	750
2026-27	289	269	259	817
2027-28	291	288	271	850
2028-29	288	292	291	871

Table 6: Projected 6-8 Enrollment by Grade

High School Enrollment Projections

New Milford High School

Enrollment projections were developed for high school based on historic enrollment and persistency ratios. The following figures show the enrollment projections for 9-12. High school enrollment is projected to rebound next year due to student returns to NMPS and then is projected to decrease each of the next 7 years as smaller grade cohorts move up to the high school. By 2028-29, enrollment is anticipated to fall to 1,007 students, a 22.2% decrease equivalent to 287 students.

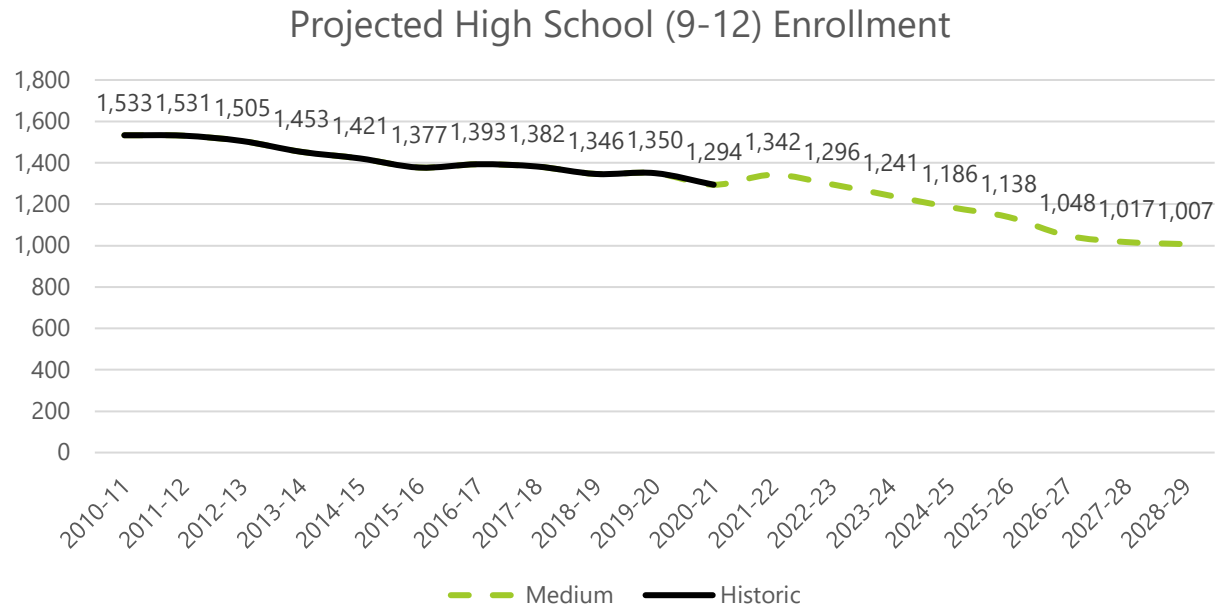


Figure 12: Projected 9-12 Enrollment

High School (9-12) Enrollment Projections: 2020-21 to 2028-29					
School Year	9	10	11	12	9-12 Total
2020-21	323	342	336	293	1,294
2021-22	334	345	331	332	1,342
2022-23	331	321	331	313	1,296
2023-24	302	318	308	313	1,241
2024-25	296	291	306	293	1,186
2025-26	285	284	279	290	1,138
2026-27	234	275	274	265	1,048
2027-28	268	225	264	260	1,017
2028-29	281	259	217	250	1,007

Table 7: Projected 9-12 Enrollment by Grade

February 18, 2021

Ms. Alisha L. DiCorpo
Interim Superintendent
50 East Street
New Milford, CT 06776

**Re: Board of Education (BOE) Relocation Feasibility Study
New Milford Public Schools (NMPS)
SLR #141.14959.P0005**

Dear Alisha:

SLR International Corporation (SLR), in association with Drummey Rosane Anderson, Inc. (DRA), is pleased to submit this proposal to assist NMPS with conducting a feasibility study for relocating the BOE operations from their current location to the Sarah Noble Intermediate School (SNIS). We envision this process running concurrently with the Ten-Year Enrollment Projection and Facility Utilization Study. Based on our initial understanding of BOE needs, the square footage of the program space is approximately between 2,500 and 3,000 square feet.

SCOPE OF SERVICES

1.0 Program Development and "Test-Fit"

- 1.1 The Project Team will visit the existing facility to understand the current physical space, organization, and use of space. Site visits to SNIS are covered under the scope of the Ten-Year Enrollment Projection and Facility Utilization Study.
- 1.2 The Project Team will meet either virtually or in person with NMPS administration leadership to establish the new space program.
- 1.3 Based on the above space program, the Project Team will develop two to three test-fit options for the new program at SNIS.
- 1.4 An order of magnitude cost estimate will be developed.

2.0 Meetings

Presentation of findings for the BOE Feasibility Study will occur in conjunction with the Ten-Year Enrollment Projection and Facility Utilization Study.

3.0 Deliverable

A Final BOE Feasibility Report will be issued as part of the Ten-Year Enrollment Projection and Facility Utilization Study Report.

TIME FOR COMPLETION

The estimated time schedule to perform this assignment is 6 to 8 weeks from authorization to proceed.

PROFESSIONAL FEES

SLR will provide the scope of services for a lump sum fee of \$6,500. The fee proposal presented is based upon the scope of services outlined above and SLR's Preferred Rate Schedule (attached). To the extent that the consultant's effort is increased or decreased, the fee will be adjusted accordingly.

CLARIFICATIONS AND EXCLUSIONS

The following items are not included in the above scope of services:

1. Developing education specifications
2. Environmental/Hazardous Materials Testing
3. Destructive Testing/Evaluation
4. Life Cycle Cost Analysis of MEP Systems
5. Conceptual site planning unless otherwise specified above
6. Traffic studies
7. Mechanical, electrical, and plumbing-related site analysis including photometric lighting, security, and technology studies
8. Survey services
9. Site remediation or environmental site assessments (including soil science services)
10. Whole Building Energy Modeling
11. Meetings beyond those specified above
12. Permitting
13. Design services beyond those described in the scope above
14. Geotechnical Exploration and Engineering

STANDARD TERMS AND CONDITIONS

Work will be performed in accordance with SLR's Standard Terms and Conditions (copy attached), incorporated by reference.

ACCEPTANCE

A copy of this proposal is enclosed. If it satisfactorily sets forth your understanding of the arrangement between us, we would appreciate your signing one copy in the space provided and returning it to us for our files.

We look forward to a pleasant and rewarding association with you on this project. If you have any questions, please feel free to contact me.

Sincerely,

SLR International Corporation



Michael Zuba, AICP
US Manager of Planning

Enclosures

141.14959.P0005.f1821.prop

The above proposal and attached Standard Terms and Conditions are understood and accepted:

By _____ Date _____

(Print name and title)

2021 Preferred Hourly Rates & Reimbursable Expenses

Connecticut Office

Clerical	\$ 65.00	Per Hour
Survey Crew Member	\$ 85.00	Per Hour
Draftsperson/Technician	\$ 85.00	Per Hour
Senior Draftsperson/Technician	\$ 95.00	Per Hour
Inspector	\$105.00	Per Hour
Senior Inspector	\$120.00	Per Hour
Chief Inspector	\$140.00	Per Hour
Resident Project Representative	\$160.00	Per Hour
Engineer/Designer/Planner	\$115.00	Per Hour
Senior Engineer/Designer/Planner	\$125.00	Per Hour
Licensed Professional/Specialist	\$145.00	Per Hour
Lead Licensed Professional/Specialist	\$155.00	Per Hour
Senior Licensed Professional/Specialist	\$175.00	Per Hour
Principal	\$220.00	Per Hour

Reimbursable Expenses

Bond Prints	\$ 2.00	Each
Large Bond Prints	\$ 3.00	Each
Fixed Line Mylars	\$75.00	Each
Color Plots/Mylars	\$30.00	Each
Large Color Plots/Mylars	\$45.00	Each
Photo Copies – 8½ x 11	\$ 0.12	Per Copy
Photo Copies – 11 x 17	\$ 0.24	Per Copy
Color Copies – 8½ x 11	\$ 1.25	Per Copy
Color Copies – 11 x 17	\$ 2.25	Per Copy
Binding 0-200 pages	\$ 6.00	Per Bound Copy
201 or more pages	\$ 7.50	Per Bound Copy
Board Mounting	\$25.00	Each
FedEx – \$0-\$25	\$25.00	Per FedEx
FedEx – Over \$25	Cost	Per FedEx
Mileage	(IRS Rate)	Per Mile

2020 ct pfd hourly rates.doc

STANDARD TERMS AND CONDITIONS

Unless specifically excluded in the Contract, these Terms and Conditions are incorporated by reference into the foregoing proposal or contract and shall be part of the Agreement under which Services are to be performed by SLR International Corporation (SLR) for the **Client**.

1. **Method of Payment:** Monthly, **SLR** will invoice **Client** for all Services rendered during the previous month. Invoices will be due upon receipt. Any unpaid invoices and charges will draw late payment fees at 1½% per month commencing 30 days after date of invoice. **Client** shall notify **SLR** in writing of any disputed amount within 10 days after date of invoice; otherwise, **Client** shall be deemed to have waived any objection to all invoice charges and agreed to the invoice being acceptable. Payment thereafter shall first be applied to accrued interest and then to the principal unpaid amount. Lump Sum Fee Price and Fixed Price contracts will be invoiced on a percent-complete basis as determined by **SLR**. Unless otherwise agreed, out-of-pocket costs for mileage, special mailing, reprographics, and similar costs will be invoiced as additional direct expenses. Subconsultant fees will be invoiced at cost plus a 10 percent markup for processing. In the event that **SLR** retains a collection agency or attorneys to recover any monies owed by **Client** to **SLR**, then **SLR** shall also be entitled to recover its reasonable cost of collection and legal costs from **Client**, including, but not limited to, all fees and costs incurred by **SLR** under mediation and litigation proceedings. **SLR** may suspend or terminate any and all of the Services if payment of any invoiced amount not reasonably in dispute is not received by **SLR** within 60 days from the date of **SLR's** invoice. Such suspension of services is done without waiving any other claim against **Client** and without incurring any liability to **Client** for such suspension due to **Client's** breach of payment terms. Termination shall not relieve **Client** of its obligation to pay amounts incurred up to termination.

The **Client's** obligation to pay for the Services performed under this Agreement is in no way contingent upon **Client's** ability to obtain financing, zoning, approval of governmental or regulatory agencies, favorable judgment of lawsuit, or upon **Client's** successful completion of project. Should Services be suspended for a period of ninety (90) days, **SLR** shall be entitled to additional compensation to reinstate work. Lump sum fees, if applicable, quoted in this Contract shall remain valid for a period of twelve (12) months from the date of Contract. Thereafter, they may be adjusted in accordance with **SLR's** current rate structure. Hourly personnel rates may be adjusted on an annual basis.

2. **Level of Services:** The Level of Service will be performed for the exclusive benefit of **Client**. **SLR** will perform the Services using that degree of skill and care ordinarily exercised under similar conditions by reputable members of **SLR's** profession practicing in the same or similar locality at the time of performance. No other warranty, express or implied, is made or intended, and the same are specifically disclaimed.

Client shall not be entitled to assert a claim against **SLR** based on any theory of professional negligence or violation of the standard of care unless and until **Client** has obtained the written opinion from a licensed, independent, and reputable engineering and/or environmental professional, as appropriate for the Services in question, that **SLR** has violated the standard of care applicable to **SLR's** performance of those Services under this Contract. **Client** shall promptly provide such independent opinion to **SLR**, and the parties shall endeavor in good faith to resolve the claim within 30 days.

3. **Deliverables:** All hard paper copies of deliverables, including, and limited to, any and all reports, drawings, plans, and specifications prepared by **SLR** hereunder shall be delivered to **Client** upon final payment for **SLR's** Services. Deliverables may not be used or reused by **Client**, its employees, agents, or subcontractors in any extension of the project or on any other project or any other use without the prior written consent of **SLR**. **Client** agrees that all deliverables furnished to the **Client** not paid for in full will be returned to **SLR** upon demand and will not be used for design, construction, permits, or licensing. All originals of such deliverables shall remain in possession of and the property of **SLR**. Copies of any electronic media or disks of originals of any of **SLR's** deliverables, such as designs, specifications, calculations, CAD documents, etc., shall not be made available unless a specific agreement is made to the contrary as part of the Scope of Services. All the drawings, plans, specifications, and deliverables prepared by **SLR** are instruments of **SLR's** service, and **SLR** shall be deemed the author of them and will retain all common law, statutory, and other reserved rights, including, but not limited to, the copyrights.

SLR shall have the right to include photographic or artistic representations of the Project among **SLR's** promotional and professional materials. **SLR** shall be given reasonable access to the Project to make such representations. **Client** shall advise **SLR** of confidential or proprietary information which should be excluded from promotional materials.

4. **Limitation of SLR's Liability to Client:** In recognition of the relative risks and benefits of the Project to both the **Client** and **SLR**, the **Client** agrees that except for circumstances caused by the willful misconduct of **SLR**, all claims for damages asserted against **SLR** by **Client**, including claims against **SLR's** directors, officers, shareholders, employees, and agents, are limited to the total fee for services rendered or \$250,000.00, whichever is less. **SLR** is solely responsible for its personnel only, and no others. **SLR** shall not be responsible for any special, incidental, indirect, or consequential damages (including loss of profits) incurred by **Client** as a result of **SLR's** performance or nonperformance of Services. **SLR** shall not be liable for extra work or other consequences due to changed conditions or for costs related to failure of the construction contractor or materialmen or service provider to install work in accordance with the plans, specifications, or applicable code, or for the actions or inactions of regulatory agencies. Any claim shall be deemed waived unless made by **Client** in writing and received by **SLR** within one (1) year after completion or termination of the Services.

5. **Client Indemnification:** **Client** shall indemnify and hold harmless **SLR** and its shareholders, directors, officers, employees, and agents against all losses or claims, and costs incidental thereto (including costs of defense, settlement, and reasonable attorney's fees) which any or all of them may incur, resulting from bodily injuries (or death) to any person, damage (including loss of use) to any property, or contamination of or adverse effects on the environment, arising out of or which are in any way connected with (i) the acts or omissions of **Client**, **Client's** employees, agents, and subcontractors, or (ii) **Client's** breach of Contract.
6. **Required Disclosures by Client:** **Client** shall provide **SLR** all information which is known or readily accessible to **Client** which may be reasonable and/or necessary for completion of the Services by **SLR** or protection or safety of **SLR** personnel.
7. **Force Majeure:** Neither party shall be responsible for damages or delays caused by Force Majeure or other events beyond the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Contract, Force Majeure includes, but is not limited to, adverse weather conditions; floods; epidemics; war; riot; strikes; lockouts and other industrial disturbances; unknown site conditions; accidents; sabotage; fire; loss of or failure to obtain permits; unavailability of labor, materials, fuel, or services; court orders; acts of God; and acts, orders, laws, or regulations of the Government of the United States or the several states, or any foreign country, or any governmental agency. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the Services may be continued.
8. **Termination:** This Contract may be terminated by either party upon thirty (30) days' written notice to the other party. Irrespective of which party terminates or the cause therefor, **Client** shall, within thirty (30) days of termination, compensate **SLR** for fees, charges for services, and costs incurred up to the time of termination, as well as those associated with termination activities. It is agreed, at any time after the total compensation payable to **SLR** under this Contract is met, that **SLR** shall have the right to suspend or terminate further performance or continuance of Services until **Client** and **SLR** have executed an extension to the contract or a new contract.
9. **Entire Contract:** This Contract constitutes the entire agreement, including herein-referenced proposal(s), attachments, and schedules, etc., between the parties and supersedes any and all prior written or oral agreements, negotiations, or understandings existing between the parties. This Contract may be amended only by written instrument signed by each party.
10. **Testimony:** Should **SLR** or any **SLR** employee be requested by any party or compelled by law to provide nonexpert testimony or other evidence with respect to the Services, and **SLR** is not a party to the dispute, **SLR** shall be compensated by **Client** for **SLR's** preparations, document retrieval, document reproduction, and testimony at **SLR's** current hourly rates. **SLR** shall provide expert witness testimony pertaining to any Services at premium rates of 1.5 times the then current hourly rates. **Client** agrees to reimburse **SLR** for reasonable travel, lodging, and meal expenses that are incurred in conjunction with providing either expert or nonexpert testimony or other evidence.
11. **Precedence and Survival:** This Contract shall take precedence over any inconsistent or contradictory provisions contained in any **Client**-issued purchase order, requisition, notice to proceed, or like document regarding the Services. All obligations arising prior to the termination of this Contract and all provisions of this Contract allocating responsibility or liability between **Client** and **SLR** shall survive the completion of Services hereunder and the termination of this Contract.
12. **Governing Law:** This Contract shall be governed by, construed, and interpreted in accordance with the laws of the State of Connecticut, excluding any choice of law rules which may direct the application of the laws of any other jurisdiction.
13. **Claims, Disputes/Mediation:** For any claim, dispute, or other matter in question between parties to this Contract arising out of or relating to this Contract or breach thereof, the parties shall first attempt to resolve such issue through discussions between **SLR** and **Client**. Any claim or dispute not resolved per the above discussions shall be subject to and decided by and through the process of nonbinding mediation. Such mediation process shall be done by and through an independent court-certified mediator. All mediation proceedings, hearings, and meetings shall be held in Cheshire, Connecticut. Any unsettled claims, disputes, or other matters in question between parties not settled and agreed to by this process of mediation shall be subject to and decided by and through litigation.
14. **Equal Opportunity/Non-Discrimination Statement:** **SLR** is an Affirmative Action Equal Opportunity Employer. **SLR** and the **Client** shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by **SLR** and the **Client** that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut; and **SLR** and the **Client** further agree to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by **SLR** and the **Client** that such disability prevents performance of the work involved.

SILVER / **PETRUCELLI** + ASSOCIATES

Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 x200 Fax: 203 230 8247

silverpetrucelli.com



February 15, 2021

Ms. Alisha DiCorpo
Interim Superintendent of Schools
New Milford Public Schools
50 East Street
New Milford, CT

Re: Architecture and Engineering Services Proposal
Architectural & Engineering Services Proposal: Schematics thru Const Admin
BOE Offices Relocation to Sarah Noble Intermediate School
S/P+A Project No. 21.056

Dear Superintendent DiCorpo: *Alisha*

With reference to our discussions on February 4, and our emails of February 9, Silver / Petrucelli + Associates is pleased to submit this proposal to assist the New Milford Public Schools (NMPS) with the preparation of schematic designs, construction documents, bid phase and construction administration services to relocate the administrative staff offices and storage spaces to Sarah Noble Intermediate School (SNIS). This study is currently being conducted by MMI/SLR to determine the facility condition and potential to convert a portion of the educational space to the administrative functions for a long term.

Since the MMI/SLR work is not yet underway, this proposal is a bit speculative but anticipates that 15,000 SF of classrooms are going to be modified for office uses. If the study doesn't include evaluating the State grant process for its potential applicability to the relocation and any related renovations, we will do that early in our process.

Our fee proposal is based on the general scope of work of interior conversion projects that we have completed often, with an estimated construction budget of \$2,250,000 before any SCG grant reimbursement. Our work will involve coordinating our services with the Board of Education's environmental consultant, addressing the hazardous material testing and potentially any design services that may be required by the New Milford or CT Departments of Health, regulating demolished materials containing hazardous materials.

Based on our knowledge of the school and our service to similar projects like these in the state and our familiarity with your review and approval process, we believe the following services are necessary to complete this project:

BASIC SERVICES

Phase I – Schematic Design

1. We will initiate this phase of the project with a scope affirmation review with you and the administrators and educators at the school to verify the details that will be recommended in the SLR report so that our understanding of the district's expectations and goals is complete and up to date. We will also doublecheck the Board of Education's review and approval needs during the project and develop a master schedule that we will both operate under.
2. We will review in greater detail the as-built or as-designed plans and documents provided by NMPS for the facility, confirming the information in the field with more detailed visits to the building. We will review all of the current site conditions and details at the building, including exploratory analysis of the existing structure. We will also review the conditions of the interior spaces where significant 'space changing' improvements are being anticipated.
3. Our field verifications and findings will be documented in CAD to serve as the base plans for all design and construction work. We will evaluate the building and accessibility codes in greater detail and especially the 'change in use' codes and those anticipated to be in effect at the time of bidding for the project. We will contact the code officials as required to review their requirements and our plan of action and any unique details.
4. Our field investigations will serve as the primary basis for the renovation and improvement program and the specific construction and material options with the program team, potentially developing a list of alternatives that might be analyzed for economic and technical compliance with the project budget while meeting the schedule requirements.
5. We will evaluate and present one or more layout options and engineering solutions in narrative form if graphics do not suffice, and detailed estimates will also be generated at the end of this phase.
6. We will coordinate the efforts of our entire design team, including your environmental engineering services consultant necessary to sample the interior or exterior materials if hazardous materials are present in the systems being removed. As we discussed, our proposal does not include the environmental asbestos hazard identification services nor environmental engineering services necessary to specify the removal of hazardous materials, if any are found. These services shall be contracted for directly by New Milford Public Schools.
7. Schematic design documents will include a cover sheet, overall and enlarged plans and representative sections/details. Outline specifications will also be included in this submission. We will also provide calculations and other narrative information on the selected designs ready for further development of the project. We will develop the opinions of probable construction cost beyond the study level for review; delineating separate add alternates for significant elements could be integrated into the project should bidding prove to be advantageous to NMPS or the Town.

Phase II - Construction Documents

1. With your approval of the schematic design phase, we will field verify more and detailed existing conditions, determining the conditions of the utility systems as well as the architectural and engineering features that need structural and/or ADA modifications that will influence the engineering designs around the building.

2. We will prepare construction documents, including plans, interior elevations of detailed spaces, sections, details, schedules and specifications, suitable for competitive bidding and per standards established by the BOE. Our engineering details will cover the HVAC, plumbing, fire protection and electrical systems that are affected by the renovations and modifications. We have anticipated that this will be a design/bid/build process soliciting bids from general contractors.
3. The construction documents will reflect the construction phasing that will be constructed during the summer of 2021 and into the fall.
4. A final construction cost estimate will be prepared detailing the labor and materials as well as related general condition costs that are customary for a project of this size and scope. The estimates will reflect anticipated escalation costs due to project phasing.
5. Once the construction documents have been quality reviewed in-house and approved, we will revise the plans as required to complete the construction documents, submitting the PDFs to you for review and distribution to potential bidders or for your bid set printing.
6. We don't anticipate any need for local land-use and/or regulatory approvals, such as site work or wetlands.

Phase III - Bid Phase

1. We will assist you and the Town's Purchasing team during the bid period by responding to contractor's inquiries and requests for additional information or approval of material substitutions.
2. Addenda will be prepared as required to clarify the scope of the work and specifications of material, products, and the execution of the work.
3. We will attend the pre-bid meeting with the contractors. At your request, we will review the bid proposals scanned to us, preparing a bid summary for your review. We will also check the contractor's references and work experience, as well as verifying the completeness of the bid submissions.
4. If requested, we will submit a recommendation for award of the contract and of course be available to the Board of Education or Building Committee for any virtual meetings to discuss this information.
5. It is anticipated that the project will be bid as one project with one phase during the course of 2021, with the bulk of the construction taking place during the summer break.

Phase IV - Construction Administration

1. We will tailor our construction administration services as required to provide the full range of services for the project. Our services will include:

Shop drawing review and approval
Design modifications and sketch preparation
Requisition review and approval
Attend project coordination and progress meetings
Contract interpretation and response to inquiries

Change order review and preparation

As built review and transmittal (reviewing the general contractor's field notes and markups)

Punchlist and contract closeout

2. We will attend the construction kickoff meeting and conduct once per week site visits (assuming a 5 month active construction schedule) to review the contractor's work and installation, preparing reports of the quality and workmanship for your review and action.
3. We will conduct (2) punch list/final observation visits to determine if the work is complete and in compliance with the contract documents. We will review the contractor's as-builts for completeness and accuracy and forward them to you along with close out documents, warranties and Operations and Maintenance Manuals for your future reference.

SERVICES NOT INCLUDED

We are capable of providing a wide range of additional services should you require the assistance or should the project scope be revised. These services include:

1. Environmental Engineering that includes testing, specification, and abatement removal oversight
2. CT School Construction Grant processes
3. Printing Bid or Permit Sets (PDFs of all graphics and reports will be provided for your convenient use and sharing). We will provide you with (2) bound records set for your use during bidding and construction.
4. Structural and Geotechnical Engineering services
5. Acoustical Engineering
6. Energy modelling and life cycle analyses
7. Furniture, fixtures and equipment (FF+E) design services.
8. Separate bid packages

COMPENSATION

For the services described above, we propose a fixed fee broken into the separate components as follows:

Schematic Design	\$ 33,750
Construction Documents	\$ 67,500
Bid Phase Services	\$ 6,750
Construction Administration	<u>\$ 27,000</u>
Total Fee	\$135,000

Our fee can be adjusted based on the actual construction cost estimates that are developed in the schematic design process. These proposed fees include in state travel, intra-office progress printing and standard mailing. Express mailing or next day delivery services will be reimbursable.

Any additional services that you may require during the project can be compensated on an hourly cost-plus basis, in accordance with the "Standard Hourly Rate Schedule" that is attached for your reference. If the scope is well defined, a mutually agreeable fixed fee can be negotiated. All other terms of our agreement will be in accordance with the "Standard Form of Agreement Between Owner and Architect", AIA Document B101 which we have already executed with New Milford for the High School project.

Ms. Alisha DiCorpo
Architectural & Engineering Services Proposal: Schematics thru Const Admin
BOE Offices Relocation to Sarah Noble Intermediate School
February 15, 2021

Page 5

SCHEDULE

We are ready to begin this assignment within one-two weeks of your authorization to proceed and we will develop a project schedule for your review and consideration right away thereafter.

We appreciate this opportunity to once again work with you on this significant project and please do not hesitate to contact me should you have any questions regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'DAP', is positioned above the typed name.

Dean A. Petrucelli, AIA
Principal

SILVER/**PETRUCELLI**+ASSOCIATES

Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 x200 Fax: 203 230 8247

silverpetrucelli.com



STANDARD HOURLY RATES

2021

<u>Personnel</u>	<u>Hourly Rate</u>
Principal/Project Manager	\$206
Principal/Project Architect	\$191
Principal Civil Engineer	\$210
Principal M/E Engineer	\$206
Principal Structural Engineer	\$176
Sr. Structural Project Engineer	\$146
Sr. Project Engineer/Manager	\$179
Civil Engineer	\$146
Architect	\$153
Interior Designer	\$118
Landscape Architect	\$192
Construction Administrator/Building Official/Fire Marshal	\$133
Architectural Designer/Job Captain/Specification Writer	\$128
Project Engineer	\$118
Civil CADD Operator	\$106
Engineering Designer	\$110
Architectural Draftsperson	\$103
Clerical/Word Processing	\$89

ITEM OF INFORMATION REGULATION REVISION
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COMMENTARY: Change to Human Resources Director name.

4118.112(a)

4218.112(a)

Personnel – Certified/Non-Certified

Sexual and Other Unlawful Harassment

Complaint Procedures

It is the policy of the New Milford Board of Education to encourage victims of sexual, racial or harassment as defined by Board policy 4118.112/4218.112 to promptly report such complaints. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

Any employee who feels that he/she has been harassed on the basis of sex, sexual orientation, gender identity or expression, race, color, religion, national origin, ancestry, marital status, age, disability, genetic information or any other basis prohibited by local, state and federal law should bring this/her complaint to the Principal, Assistant Principal or District Title IX Coordinator. The Principal or Assistant Principal will immediately inform the District Title IX Coordinator upon receipt of any such complaint, or the Superintendent if the District Title IX Coordinator is the subject of the complaint.

All complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained to the extent practical. Any reprisals or retaliations found to have occurred as a result of reporting sexual or other unlawful harassment may result in disciplinary action against the retaliator, up to and including discharge. All reports of conduct that violates this policy shall be reviewed regardless of whether the report has been made in writing.

The school district will provide staff development for new district administrators and other supervisors and will publish its policy and complaint procedure to employees in an effort to maintain an environment free of sexual and other unlawful harassment.

Responsibilities of Personnel

All Employees. Any staff member who feels that he or she is a victim of sexual, racial or other unlawful harassment is strongly urged to immediately report the incident to the Building Principal or Title IX Coordinator. If possible, the victim should consider firmly and immediately notifying the offender that his or her behavior is unwelcome and request that it stop. It is extremely important for victims to report any form of harassment to the Building Principal or Title IX Coordinator even if the offender has been told that his or her behavior is unwelcome and has been asked to stop the unwelcome conduct. If the Building Principal is the subject of the complaint, then the employee must make the complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, then the employee must make the complaint to the Superintendent.

Personnel – Certified/Non-Certified

Sexual and Other Unlawful Harassment

Any employee, supervisor or administrator who has not been victimized but is aware of a possible violation of the Board's policy on sexual and other unlawful harassment should likewise report such information verbally or in writing. Administrators and supervisors who fail to report possible violations of this policy may be subject to discipline up to and including termination of employment.

Administrators. Any complaint or other communication from an applicant for employment, an employee, a visitor, a government agency, or an attorney concerning sexual and/or other harassment should be immediately shared with the District Title IX Coordinator, who has responsibility for the proper resolution of all reports and complaints. If notification to the District Title IX Coordinator is impractical or inappropriate under the circumstances, the Superintendent should be contacted. Any and all investigations should be conducted with the guidance of the District Title IX Coordinator or Superintendent of his or her designee.

Title IX Coordinator. The Title IX Coordinator shall be responsible for the investigation of all verbal and written complaints of alleged discrimination including unlawful harassment. The Title IX Coordinator shall ensure a prompt and equitable resolution of all complaints.

Notice of Board Policy and Administrative Regulation

A copy of the Board's sexual and other unlawful harassment policy and this accompanying administrative regulation, shall be emailed to all employees who have been assigned a New Milford Public Schools' email account and all employees who have not been assigned a New Milford Public Schools' email account but who have provided the District with a personal email account. Such email correspondence shall be sent by the District within three months of the employee's start date and shall bear the subject line "Sexual Harassment Policy."

Copies of the Board's sexual and other unlawful harassment policies and this accompanying administrative regulation shall also be accessible via the District's website.

Reporting a Complaint of Unlawful Harassment

Any applicant or employee who feels that he/she has been harassed on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, or genetic information should immediately bring his/her complaint to the attention of one of the following school officials: Building Principal or district's Title IX Coordinator.

Personnel – Certified/Non-Certified

Sexual and Other Unlawful Harassment

The district's Title IX Coordinator is:

~~Ellamae Baldelli~~ **Catherine Gabianelli**
Director of Human Resources
50 East Street
New Milford, CT 06776
860-210-2200

Upon any notice from an employee that illegal harassment may be occurring, the school official taking the complaint should inform the employee of the school district's policy and regulations, including the school district's legal obligation to investigate every report even where the complainant is hesitant to pursue the complaint. If the complaint is not in writing, the administrator should encourage the employee to commit the complaint to writing and provide the employee a form that he or she may use for this purpose. The administrator may assist the employee in writing the complaint.

The written complaint should state the following (the form in Appendix A may be provided for the convenience of the complainant, but is not required):

1. name of the complainant;
2. date that the complaint was made;
3. name(s) of the alleged harasser(s);
4. date and place of the alleged harassment;
5. names of any witnesses, if any;
6. list of documentary evidence, if any;
7. statement of the facts supporting this complaint of harassment.

The school official should document the complaint even if the complainant refuses to commit the complaint to writing. In such instance, the school official should ask the complainant to review the complaint for accuracy and ask the complainant sign. If the complainant chooses not to sign, the school official should note so on the official's report of the complaint.

The administrator should advise the employee that confidentiality will be maintained to the extent possible and should advise participants in the investigation not to discuss the subject with others in the workplace. The administrator cannot make a blanket promise of complete confidentiality since information gained from the investigation may have to be disclosed to other school personnel or may be needed in subsequent government or court proceedings.

Personnel – Certified/Non-Certified

Sexual and Other Unlawful Harassment

The administrator should carefully document his or her knowledge of all communications and efforts concerning employee complaints, including any employee failure to take advantage of the opportunities provided by the school district's policy and procedure. Such documentation should be maintained in a separate investigative file.

The Building Principal shall immediately forward the complaint to the district's Title IX Coordinator without screening or investigating the report.

If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so. If the Superintendent is the subject of the complaint, it shall be submitted to the Board of Education and the Board shall appoint the investigator.

Investigation of the Complaint

Investigator: The Title IX Coordinator is responsible for investigating or supervising the investigation of any complaints of unlawful harassment. The advice of legal counsel should be sought as necessary. The investigation may also be conducted by outside counsel or an outside investigator.

Interim measures: The investigator shall assess whether there is a necessity to take immediate interim measures to prevent further allegations of unlawful harassment or retaliation of any kind while the investigation is pending.

Investigation: The investigation shall be conducted with objectivity and completed in a timely manner. The investigator shall consult with all individuals believed to have relevant information including the complainant, the person(s) accused of the unlawful harassment, potential witnesses and other possible victims of the alleged harassment. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the investigative process, the due process rights of the alleged harasser(s) shall be preserved. The investigator shall keep the complainant apprised of the status of the investigation on a periodic basis.

Documentation: The investigator should carefully document all aspects of the investigation. Documentation should be maintained in an investigative file. Documentation of disciplinary actions taken should be maintained in the employee's personnel file or the student's disciplinary file.

Personnel – Certified/Non-Certified

Sexual and Other Unlawful Harassment

Written Report: After an impartial and prompt investigation of the complaint, the investigator should ascertain (1) whether the alleged conduct occurred, and (2) whether such conduct constitutes a violation of the Board's policy. In determining whether there is a violation of the policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or patterns of behavior, the relationships between the parties involved and context in which the incidents occurred. If there is a violation, the investigator should determine what remedial action is necessary to eradicate the harassment and prevent any recurrence of such conduct in the future. The investigator should commit the findings and recommendations to writing and forward the report to the Superintendent of Schools. Unless unusual circumstances exist, the written report shall be completed without delay. If the Superintendent is the subject of the investigation, the Board of Education shall receive the findings and recommendations.

Notification of Results of Investigation: The results of the investigation will be communicated to the parties involved in a manner consistent with state and federal laws regarding data and records privacy.

Request for Review: If the complainant is unsatisfied with the results of the investigation, he/she may request a review by the Superintendent of Schools within 10 school days of the notification of the results of the investigation. The Superintendent (or designee) shall review the investigator's written report and further investigation may be conducted if necessary. The complainant may present additional evidence or witnesses for the reviewer to consider. Absent unusual circumstances, the Superintendent shall promptly notify the complainant in writing of the results of his/her review.

Corrective Action: Corrective action means actions taken by an employer in response to an employee's claim of sexual harassment. Corrective action may include but is not limited to, employee relocation, assigning an employee to a different work schedule or other substantive changes to an employee's terms or conditions of employment.

If unlawful harassment in violation of Board policy is determined to have occurred, the school district will take prompt corrective action that is reasonably calculated to stop the harassment and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to one or a combination of the following: counseling, awareness training, warning, reprimand, reassignment, transfer, suspension, termination or expulsion. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and other school district policies.

Personnel – Certified/Non-Certified

Sexual and Other Unlawful Harassment

The District shall not take immediate corrective action that modifies the conditions of a complaining employee's employment unless such employee agrees, in writing, to any modification of the terms of employment, or the District determines that such corrective action is reasonable and not of detriment to the employee who has brought a complaint of sexual harassment.

Alternative Complaint Procedures

The Connecticut Commission of Human Rights and Opportunities (CHRO) investigates complaints of harassment based upon race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, or genetic information. CHRO may be contacted at 21 Grand Street, Hartford, CT 06106 (860-541-5737). More information concerning illegal harassment and remedies available to address illegal harassment is available at:

https://www.ct.gov/chro/lib/chro/Sexual_Harassment_Flyer.pdf

The U. S. Equal Employment Opportunity Commission (EEOC) investigates complaints of harassment based upon race, color, sex, religion, national origin, age, or disability. The EEOC may be contacted at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 1-800-669-4000.

The EEOC applies a statute of limitation of one hundred and eighty (180) days to complaints of harassment. The CHRO applies statute of limitation periods of either one hundred and eighty (180) days or three hundred (300) days depending on when the alleged harassment occurred.

Regulation approved: December 9, 2003
Regulation revised: November 7, 2005
Regulation revised: June 14, 2011
Regulation revised: October 11, 2011
Regulation reviewed: February 24, 2015
Regulation revised: October 1, 2019

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ITEM OF INFORMATION REGULATION REVISION
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COMMENTARY: Change to Human Resources Director name.

5145.7(a)

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

Sexual harassment is prohibited within the New Milford Public Schools. Examples of conduct that may be sexual harassment include, but are not limited to, the following:

1. Where submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
2. Where a person is subjected to unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a District education program or activity.
3. Where submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the District.
4. Suggestive or obscene letters, notes, invitations, slurs, jokes, epithets, or gestures, derogatory comments, assault, touching, impeding or blocking movement, leering, display of sexually suggestive objects, pictures or cartoons.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of students, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s), i.e. student to student, employee to employee.
8. Sexual assault, dating violence, domestic violence or stalking.

How to Report Sexual Harassment

Any person may report sexual harassment, whether or not the person reporting is a person who is alleged to be the victim of conduct that could constitute sexual harassment. Such report may be made in person, by mail, by telephone or by electronic mail to a school-based Title IX coordinator or his/her designee. Such reports may be made anonymously. Individuals who believe that they have been sexually harassed at a District education program or activity, or those who have knowledge of sexual harassment occurring at or during a District education program or activity should report the same to the school-based Title IX coordinator for the school at which the harassment is alleged to have occurred.

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

School employees who receive reports of sexual harassment should immediately send the report to the school-based Title IX coordinator with a copy to the school principal.

Upon receipt of a report of sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the wishes of the complainant with regard to supportive measures, inform the complainant of the availability of supportive measures whether or not the complainant files a formal complaint, and explain to the complainant the process for filing a formal complaint.

Supportive measures may include, but are not limited to:

1. A change in class schedule;
2. Additional time to make up assignments/tests missed due to the alleged harassment;
3. Ability to withdraw from elective classes without penalty;
4. Separating the parties as much as possible during the school day;
5. Provision of support by the guidance counselor, school social worker or other designated individual;
6. Increased monitoring, supervision or security in locations or activities where the alleged misconduct occurred; and
7. Other similar measures.

Supportive measures provided must be kept confidential unless disclosure is necessary for the supportive measure's effectiveness.

The Title IX Coordinator must document that they have taken measures designed to restore or preserve equal access to the District's education program or activity and such documentation should address why the response was not deliberately indifferent. The Title IX Coordinator must document all supportive measures offered to and/or provided to the complainant. If the Title IX Coordinator does not provide supportive measures to a complainant, the Title IX Coordinator must document why such a response was not clearly unreasonable in light of the known circumstances.

A report of sexual harassment or sex discrimination is not a request for a formal Title IX complaint investigation. A complainant who wants a formal complaint investigation must file a formal written complaint with the District-wide Title IX Coordinator as outlined in the formal grievance procedure below.

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

Formal Grievance Procedure

The formal grievance procedure is designed to provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by Title IX and its implementing regulations. The grievance procedure applies only to claims of sex discrimination occurring in the District's education programs or activities. The formal grievance procedure is only initiated if the complainant or the complainant's parent/guardian signs a formal complaint or the Districtwide Title IX Coordinator signs a formal complaint alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment.

The Title IX Coordinator, investigator, decision-maker and any person designated to facilitate an informal resolution process will recuse themselves if they have a conflict of interest or a bias for or against complainants or respondents generally or to an individual complainant or respondent.

There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. "Responsible for the alleged conduct" is determined by the preponderance of the evidence standard whereby the respondent is responsible for the conduct if there is more than a 50% chance that they engaged in the alleged conduct.

The grievance process will be completed within a reasonable time frame. Although each complaint is different, a reasonable time frame generally means that the grievance process will be completed within sixty (60) days of when the formal complaint is filed. Time frames may be extended for good cause. Both the complainant and respondent should be informed in writing of any extension of the time frame and the reason for the extension. Good cause may include, but is not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity or Department of Child and Family investigation; or the need for language assistance or accommodation of disabilities.

If a respondent is found to be responsible for the alleged conduct and the alleged conduct is found to be a violation to Title IX, the respondent may be subject to discipline up to and including expulsion from school. If the respondent is found to be responsible for the alleged conduct and it is determined that the conduct does not violate Title IX as set forth in the regulations implementing Title IX but the conduct violates another Board policy or school rule, the respondent also may be subject to discipline up to and including expulsion from school if the respondent is a student or termination of employment if the respondent is an employee.

1. A written formal complaint should include:
 - a. The name of the complainant,

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Procedures for Reports and Complaints of Sexual Harassment of Students

- b. The date of the complaint,
 - c. The date of the alleged harassment,
 - d. The name or names of the harasser or harassers (if known),
 - e. Identification of the location where such harassment occurred,
 - f. A detailed statement of the circumstances constituting the alleged harassment.
2. Upon receipt of a formal complaint, the Title IX Coordinator must provide the following written notice to the parties who are known:
 - a. Notice of the District's grievance process including any informal resolution processes that are available.
 - b. Notice of the allegations of sexual harassment including sufficient details known at the time including the identifies of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment in violation of Title IX, and the date and location of the alleged incident (if known).
 - c. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process.
 - d. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - e. A statement that each party will have the opportunity to inspect and review evidence provided.
 - f. A statement that parties who knowingly make false statements or knowingly submit false information during the grievance process may be disciplined.
3. If, during the course of the investigation, the investigator decides to investigate allegations not included in the original notice, the investigator will provide notice of the additional allegations to the parties whose identities are known.
4. Risk Assessment: Upon receipt of a formal Title IX written complaint, the Districtwide Title IX Coordinator and/or designee will undertake an individualized safety and risk analysis. If the Districtwide Title IX Coordinator and/or their designee determines that there is an immediate threat to the physical health or safety of any student or other individual arising from the

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

allegations of sexual harassment that justifies removal of the respondent from the school setting, the Title IX Coordinator and/or their designee, in conjunction with the School Principal, if the respondent is a student, or the Director of Human Resources, if the respondent is an employee, will immediately remove the respondent from the school setting. If the respondent is a student, any decision to suspend or expel the student will follow the District's normal suspension/expulsion process. If the respondent is an employee, the District will follow its normal exclusionary proceedings for employees, including but not limited to placement on administrative leave.

5. The Title IX Coordinator will evaluate whether a report must be made to the Connecticut Department of Children and Families.
6. The District may consolidate two or more formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.
- 7a. Mandatory Dismissal of Formal Complaint: If, during the course of the investigation, it is determined that the respondent's conduct, even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, pursuant to the Title IX Regulations, the District is required to dismiss the formal complaint with regard to that conduct. Such dismissal must be approved by the Superintendent and/or designee. Such a dismissal does not preclude discipline under another provision of the District's Code of Conduct or another District policy including but not limited to Board Policies 4118.112/4218.112 (Sexual and Other Unlawful Harassment – Personnel) and 5145.5 (Sexual and Other Unlawful Harassment of Students).
- 7b. Permissive Dismissal of Formal Complaint: The District may dismiss the formal complaint or specific allegations therein, if (a) any time during the investigation or decision-making process, the complainant notifies the Districtwide Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, (b) the respondent is no longer enrolled or employed by the District, or (c) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Such dismissal must be approved by the Superintendent and/or designee. Such a dismissal does not preclude discipline under another provision of the District's Code of Conduct or another District policy including but not limited to Board Policies 4118.112/4218.112 (Sexual and Other Unlawful Harassment – Personnel) and 5145.5 (Sexual and Other Unlawful Harassment of Students).
8. Upon mandatory or permissive dismissal, the District must promptly send simultaneous written notice of the dismissal to all parties.

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

9. The exercise of rights protected under the First Amendment does not constitute sexual harassment under Title IX.

Formal Investigation Process:

1. The investigator must be free from bias and conflicts of interest and trained to serve impartially.
2. The investigator must ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District, not the parties.
3. The investigator and decision makers cannot access, consider, disclose or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment of the party, unless the investigator or decision maker obtains that party's parent's/guardian's voluntary, written consent to do so (or the written consent of the party if the party is over the age of eighteen).
4. The investigator will provide an equal opportunity for all parties to present witnesses, including fact and expert witnesses, and other evidence.
5. No party will be prohibited from discussing the allegations under investigation or gathering and presenting relevant evidence.
6. Each party may be accompanied to any meeting or proceeding by an advisor of their choosing. The advisor, however, is merely there to provide advice to the party and may not actively participate in the meeting or proceeding. The advisor will not be allowed to ask or answer questions during the meeting or proceeding.
7. Each party will be given written notice of the date, time, location, participants and purpose of all hearings, investigative interview or other meetings to which the party is invited, at least two days in advance in order to provide the party sufficient time to prepare to participate.
8. To the extent the documents and information are not protected from disclosure by the Family Educational Rights and Privacy Act (FERPA), the Americans with Disabilities Act, the Individuals with Disabilities in Education Act or any other federal law, both parties will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

9. Prior to completing the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will be given a minimum of ten (10) calendar days to submit a written response to that information. The investigator must consider any written response prior to completing the investigative report.
10. After completing the investigation, the investigator must create an investigative report that fairly summarizes the relevant evidence and, at least ten (10) days before the decision maker makes a determination of responsibility, send a copy of the investigation report to each party and the party's advisor, if any, in an electronic format or hard copy, for their review and written response.
11. Credibility determinations may not be based on a person's status as a complainant, respondent or witness.
12. The investigative report must include the following:
 - a. The identity of the parties;
 - b. The conduct potentially constituting sexual harassment;
 - c. A list of the evidence reviewed; and
 - d. Findings of fact.

The Formal Decision-Making Process The Decision maker will be the Superintendent of Schools.

1. The Decision-maker be the same person as the Title IX Coordinator or the investigator.
2. Before making a decision, the decision-maker must give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness. After posing the relevant questions to the party or witness, the decision-maker must provide each party with the answers and allow for additional, limited follow-up questions from each party.
3. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's sexual behavior with respect to the respondent and are offered to prove consent.
4. The Decision maker may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privileged has waived the privilege.

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Procedures for Reports and Complaints of Sexual Harassment of Students

5. If the Decision maker chooses to exclude any requested questions, the decision-maker should explain to the party proposing the questions the decision to exclude a question as not relevant. To the extent that explanation is given verbally, the Decision maker should document the decision in writing.
6. The Decision maker must make a determination regarding whether the respondent is responsible for sexual harassment in violation of Title IX. To reach the determination, the Decision maker must use the preponderance of the evidence standard. This standard is met if there is more than a fifty percent (50%) chance that the respondent is responsible for sexual harassment in violation of Title IX.
7. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
8. The Decision maker must issue a written determination that includes:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the District's code of conduct to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility. The formal report also must include any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant. To the extent that the District does not have permission from the relevant party to reveal the discipline, remedies provided, or other information protected by FERPA, the IDEA, the ADA or other federal law, such portion of the report must be redacted before providing it to the other party.
 - f. The District's appeal procedures and permissible bases for the complainant and respondent to appeal the decision.
9. The written decision must be provided to both parties simultaneously.

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

10. The decision is not considered final until after the date the District provides a written determination of any appeal or the deadline for appeal passes.
11. To the extent that the Decision maker determines that the conduct in question meets the District's criteria for expulsion, the provisions of C.G.S. §10-233d and Board policy must be followed prior to the institution of an expulsion.
12. The Title IX coordinator is responsible for effective implementation of any remedies.
13. Conduct that is not found to rise to the level of a Title IX violation may still constitute prohibited discrimination on the basis of sex or another protected category as defined in federal, state or local law, Board policy or the school's code of conduct. A finding of no responsibility under Title IX does not prohibit the District from investigating and determining that the respondent's conduct violated another provision of Board policy and/or the student code of conduct including but not limited to Board Policies 4118.112/4218.112 (Sexual and Other Unlawful Harassment – Personnel) and 5145.5 (Sexual and Other Unlawful Harassment of Students).

The Formal Appeal Process The Board of Education Student and Personnel Hearing Committee will make the final appeal decision.

Both parties have a right to appeal the determination of responsibility and/or the District's decision to dismiss the formal complaint or any allegations thereon. Appeals are only available on the following bases:

1. Procedural irregularities that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, and that could affect the outcome of the matter; and/or
3. The Title IX Coordinator, investigator(s), or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The appeal Decision maker will not be the same individual as the original Decision maker, the investigator and/or the Title IX Coordinator.

If an appeal is received, the appeal Decision maker will notify the other party in writing.

Before issuing his/her decision, the Decision maker must give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

The Decision maker must provide his/her/their written decision simultaneously to both parties. The written decision must describe the results of the appeal and the rationale for the result.

Informal Resolution Process

After a formal complaint has been filed, the parties may voluntarily agree to participate in the District's informal resolution process. The parties may not be required to participate in the informal resolution process as a condition of continued enrollment or employment or the enjoyment of any right to an investigation and/or adjudication of the formal complaint of sexual harassment.

Prior to participating in any informal resolution process, the parties will be provided with written notice disclosing the following:

1. The allegations;
2. The circumstances under which the informal resolution process would preclude the parties from resuming a formal complaint arising from the same allegations;
3. The right of any party to withdraw from the informal resolution process at any time prior to the parties agreeing to a resolution and to require the resumption of the formal complaint process after such withdrawal; and
4. The consequences resulting from participating in the informal resolution process, including whether records will be maintained or could be shared.

Each party must give written consent to engage in the informal resolution process. Such consent may be withdrawn at any time.

The informal resolution process may not be used to resolve allegations that an employee sexually harassed a student.

The District provides the following types of informal resolution processes:

1. Mediation,
2. An agreement to truncate the steps of the grievance procedure where the parties agree to some or all of the facts.

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

Recordkeeping

The District must maintain the following records for a minimum of seven years from the end of the grievance process:

1. The records of each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

The District must maintain for a minimum of seven years all materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District will make such training materials publicly available on its website.

Prohibition on Retaliation

Retaliation against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding a claimed Title IX violation is prohibited. Retaliation shall include intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment if the purpose is to interfere with any right or privilege secured by Title IX.

Complaints of retaliation must be filed through the formal complaint process.

The exercise of rights protected under the First Amendment does not constitute prohibited retaliation.

Students

Procedures for Reports and Complaints of Sexual Harassment of Students

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required

by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing or other proceedings arising thereunder.

Materially False Statements

A complainant, respondent or witness who is found to have made a materially false statement in bad faith during the grievance process shall be subject to discipline up to and including expulsion from school. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation. A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Title IX Coordinator

The Title IX Coordinator(s) for the New Milford Board of Education are:

STUDENTS:

Ms. Alisha DiCorpo
Assistant Superintendent
50 East Street
New Milford, CT 06776
Phone number: 860-354-3235
dicorpoa@newmilfordps.org

STAFF:

~~Ellamae Baldelli~~ Catherine Gabianelli
Director of Human Resources
50 East Street
New Milford, CT 06776
860-210-2200
baldellie@newmilfordps.org
gabianellic@newmilfordps.org

Publication

A copy of this regulation must be provided to all students, parents or legal guardians of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the District.

Students**Procedures for Reports and Complaints of Sexual Harassment of Students****Training**

All Title IX coordinators, investigators, decision-makers and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment in 34 C.F.R. §106.30, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision makers will receive training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behaviors are not relevant. Investigators will receive training on issues of relevance to create an investigation report that fairly summarizes relevant evidence.

Legal Reference: 20 U.S.C. § 1681 Title IX of the Education Amendments of 1972
34 CFR Section 106 Regulations implementing Title IX
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)



NEW MILFORD PUBLIC SCHOOLS
Office of the Interim Assistant Superintendent

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

TO: Ms. Alisha DiCorpo, Interim Superintendent
FROM: Mrs. Cathy Calabrese, Interim Assistant Superintendent
DATE: January 25, 2021
RE: Textbook Preview–Grade 9-12

The textbooks listed below will be brought before the Board of Education for adoption at the next Board of Education meeting. Board members may review these books, which will be located in the Interim Assistant Superintendent's office, between the hours of 8:00 a.m. and 4:00 p.m.

Grades 9 and 10: Ways of the World: Robert W. Strayer and Eric Nelson, Author/Bedford, Freeman & Worth Publishers

The current textbook, while excellent, does not align well with the AP World History curriculum. This book would be the foundation for AP World History. Students would use the textbook to assist them in learning the course content. They would begin using it in Grade 9 for Honors World History and continue using it in Grade 10 for AP World History. This book has been approved by the College Board as an acceptable textbook to use when teaching AP World History. It contains a multitude of primary and visual sources to assist students in gaining a deeper understanding of world history. It is organized thematically in a way that allows students to draw connections between different regions and offers a variety of lenses to learn about historical events; always making sure to include diverse perspectives.

Cost of Book: \$125.40
Number of Copies Needed: 85
Total: \$10,625.00 (does not include shipping)

Grade 11 and 12: Updated Myers' Psychology for the AP Course: Author: David Meyer/Nathan DeWall; Bedford, Freeman & Worth Publishers

In 2019, the AP Exam and course description for AP Psychology was updated. This text aligns with the College Board revision. In addition, the current text was published in 2004 and 16 years is a long time making many aspects of this textbook inaccurate. This is the most widely used text for AP Psychology courses. This textbook explores the themes presented in AP Psychology courses, encouraging students to use critical thinking to better understand the mind and human behavior.

Cost of Book: \$145.16
Number of Copies Needed: 115
Total: \$16,694.00



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

Item of Information 4-C
Operations Sub-Committee
February 2021

TO: Ms. Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: February 5, 2021
RE: Town of New Milford Audit Report dated June 30, 2020

On Wednesday, January 13, 2021, the independent Auditor's report was presented by Mahoney Sabol during the Board of Finance meeting. The important highlights are:

Weakness / Deficiency:

- There were zero (0) material weaknesses or deficiencies identified.

Expenses:

- BOE expenses in Fiscal Year 19/20 account for 69.2% of the total expenditures for all New Milford Governmental Activities.

Fund Balance at 19/20 Fiscal Year End:

- The unspent operating fund balance at the end of 19/20 for the Board of Education was \$2,910,097 or 4.50% of the original budget which was \$64,040,700:
 - \$2,027,540 was approved and has already been transferred into an account on the Board of Education side to be used for Board of Education COVID Expenditures going forward.
 - \$295,172 was approved and has already been transferred into an account on the Board of Education side to be used for Board of Education COVID Expenditures already incurred within Food Services.

The **Fiscal Year 19/20** fiscal year end balance, already approved to be used for COVID related expenditures but not yet requested from the Town, is in the amount of **\$587,385**.

The **Fiscal Year 18/19** fiscal year end balance, already approved to be used for COVID related expenditures but not yet requested from the Town, is in the amount of **\$200,000**.

The total still not drawn upon fiscal year end balances from both **18/19** and **19/20** combined is **\$787,385**. This amount, for transfer to the Board of Education account already setup for funding of ongoing Board of Education COVID related expenditures, may be requested of the Finance Director for the Town as we go. It does not need further Town Board approvals.

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

NEW MILFORD PUBLIC SCHOOLS 2021 – 2022 School Calendar

August 2021 5 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20 Teacher Work Day
23 Convocation/Prof. Dev.
24 Staff Meetings/K-5 Open House
25 Students Return

September 19 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

6 Labor Day
7 Rosh Hashanah
16 Yom Kippur
Curriculum Night - date TBD by principal

October 20 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

7 PD - Early Dismissal
11 Columbus Day

November 18 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 Parent Conferences (see below)
2 Parent Conferences (see below)
11 Veterans Day Observed
24 Early Dismissal
25-26 Thanksgiving Recess

December 17 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

9 PD - Early Dismissal
23 Early Dismissal
24-31 Holiday Recess

January 2022 20 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

17 Martin Luther King Day

February 19 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

21 Presidents' Day

March 23 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9 Parent Conferences (see below)
10 Parent Conferences (see below)
17 PD - Early Dismissal

April 16 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11-15 Spring Recess
(includes Good Friday)

May 21 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			







12 PD - Early Dismissal
30 Memorial Day
Spring evening event

June * 3 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

3 Last Day of School
(early dismissal for students)
6 Teacher Work Day

* NMHS Graduation Date will be set by the Board of Education at its September 2021 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or Parent confs.
-  Early Dismissal
-  Last Day of School
-  Contingency for snow days

181 Student Days Total
186 Teacher Days Total

June 7-10, 13-17 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with April 14 and working back.

Any additional days required in excess of those indicated will be taken from the remaining days in June.

Parent Conference Hours	
November 1	
K-5	3:30 p.m. to 5:30 p.m.
6-12	2:30 p.m. to 4:30 p.m.
November 2	
K-12	1:00 p.m. to 8:00 p.m.
March 9	
K-5	3:30 p.m. to 5:30 p.m.
6-12	2:30 p.m. to 4:30 p.m.
March 10	
K-5	3:30 p.m. to 5:30 p.m.
6-12	2:30 p.m. to 4:30 p.m.



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: Alisha DiCorpo, Interim Superintendent
DATE: February 5, 2021
RE: ESSER II Funding

- Superintendents and Business Officials received notification of the ESSER II funding allocation on Friday, January 29, 2021.
- Mr. Giovannone and I attended a webinar on Tuesday, February 2, 2021 at 1:30 PM and learned the following information from the State of Connecticut:
 - Application is being created by the State for districts
 - There is a needs analysis that must be completed
 - The Funding Application is due approximately March 22, 2021
 - Funding can only be used for COVID expenses
 - Funding cannot be used to supplant the operating budget expenditures
- New Milford's Allocation is \$1,333,864.

**New Milford Board of Education
Policy Sub-Committee Minutes
February 2, 2021
Via Zoom Virtual Meeting**

RECEIVED
TOWN CLERK

2021 FEB -4 A 11:55

NEW MILFORD, CT

Present: Mrs. Olga I. Rella, Chairperson
Joseph Failla
Mrs. Tammy McInerney
Mrs. Wendy Faulenbach, Alternate

Also Present: Ms. Alisha DiCorpo, Interim Superintendent of Schools
Mrs. Cathy Calabrese, Interim Assistant Superintendent
Mrs. Cathy Gabianelli, Human Resources Director
Mr. Brandon Rush, Technology Director

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Rella via Zoom. Mrs. Faulenbach was seated as an alternate due to a vacancy on the committee.</p> <ul style="list-style-type: none"> Mr. Rush said the meeting is available in closed caption format for the hearing impaired. There is an icon on the tool bar at the bottom of the zoom screen that may be enabled. 	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <p>1. 4118.112/4218.112 Sexual and Other Unlawful Harassment</p> <ul style="list-style-type: none"> Ms. DiCorpo said this is a simple revision recommended by the attorney. The deadline for required sexual harassment recognition and prevention training has been extended to February 9, 2021 by executive order. Ms. DiCorpo said training was provided to the administrative team in September with the intent of the administrative team to then train their staff. There is the possibility that the policy may need to be revised again should another 	<p>Discussion and Possible Action</p> <p>A. Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:</p> <p>1. 4118.112/4218.112 Sexual and Other Unlawful Harassment</p>

	<p>executive order come out. The revision also updates the Human Resources Director's name to the current Director.</p> <ul style="list-style-type: none"> • Mrs. Gabianelli said they are working with the Board attorney to provide a training PPT for all staff to view via zoom. She is also working with Mr. Rush on an electronic sign off and acknowledgment for record keeping. • Mrs. McInerney noted that this is up for approval on first review due to its time sensitive nature and the fact that it is driven by statute. • Mrs. Faulenbach noted that the February 9 deadline is prior to the Board meeting that will make the approval, so if another extension is given, the language could be adjusted prior to approval by the full Board. She suggested the motion reflect "with current executive order language". <p>Mrs. Faulenbach moved to bring policy 4118.112/4218.112 Sexual and Other Unlawful Harassment to the Board for approval with current executive order language, seconded by Mrs. McInerney.</p> <p>The motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring policy 4118.112/4218.112 Sexual and Other Unlawful Harassment to the Board for approval with current executive order language.</p>
4.	<p>Items of Information</p> <p>A. Regulation Revisions:</p> <ol style="list-style-type: none"> 1. 4118.112/4218.112 Sexual and Other Unlawful Harassment 2. 5145.7 Procedures for Reports and Complaints of Sexual Harassment of Students <ul style="list-style-type: none"> • Mrs. Faulenbach said the Board does not approve regulation revisions. Since the regulations provide a blueprint for how policies are enforced, changes are always brought forward to the Board as items of information. • Ms. DiCorpo said these revisions update the Human Resources Director information to reflect the current Director. Ms. DiCorpo said the regulation continues to list her name as Assistant Superintendent contact, as she will be 	<p>Items of Information</p> <p>A. Regulation Revisions:</p> <ol style="list-style-type: none"> 1. 4118.112/4218.112 Sexual and Other Unlawful Harassment 2. 5145.7 Procedures for Reports and Complaints of Sexual Harassment of Students

	<p>supporting the Interim Superintendent in this function for this year.</p> <ul style="list-style-type: none"> • Mrs. Rella said both regulations are on the floor for any additional commentary. She said both regulations will go to the full Board as items of information. 	
5.	<p>Discussion</p> <p>A. Next Policy series for review</p> <ul style="list-style-type: none"> • Ms. DiCorpo said she had reviewed options based on age. The three oldest from last review are the 4000 series – Personnel, 6000 series – Instruction, and 3000 series – Business. She said Personnel and Instruction both have new personnel at this time and she thinks it is valuable to give them time to gain perspective. She is recommending the 3000 series – Business for next review. The series has 39 policies encompassing fiscal services, food service, transportation and donations. Ms. DiCorpo said that timing is ideal coming off budget and, with all that COVID has encompassed, it might be especially helpful to look at the series now with fresh eyes. At the same time, she said any policies in other series that may need adjustment due to changes in the legislative session would be brought forward immediately as has been past practice. 	<p>Discussion</p> <p>A. Next Policy series for review</p>
6.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
7.	<p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 7:07 p.m. seconded by Mr. Failla and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:07 p.m.</p>

Respectfully submitted:



Olga I. Rella, Chairperson
Policy Sub-Committee

**New Milford Board of Education
Committee on Learning Meeting Minutes
February 2, 2021
Via Zoom Virtual Meeting**

RECEIVED
TOWN CLERK
2021 FEB -4 A 11:55

NEW MILFORD, CT

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

Also Present: Ms. Alisha DiCorpo, Interim Superintendent of Schools
Mrs. Catherine Calabrese, Interim Assistant Superintendent of Schools
Mrs. Catherine Gabianelli, Human Resources Director
Mr. Brandon Rush, Technology Director
Ms. Karen Bosco, Instructional Coach

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:30 p.m. by Mrs. McInerney via Zoom. Mrs. McInerney asked Mr. Helmus if he would like to be seated as an alternate due to a vacancy on the committee. Mr. Helmus said he would prefer to observe as he is new to the committee.</p> <ul style="list-style-type: none"> Mr. Rush said the meeting is available in closed caption format for the hearing impaired. There is an icon on the tool bar at the bottom of the zoom screen that may be enabled. 	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
3.	<p>Presentation</p> <p>A. SMS Science Pacing</p> <ul style="list-style-type: none"> Ms. DiCorpo said the Board had previously adopted CREC units of study as curriculum. SMS is starting to make adjustments using OpenSciEd units. They are presenting information tonight so that when the actual curriculum is written the Board will have this background for approval. Mrs. Calabrese introduced instructional coach 	<p>Presentation</p> <p>A. SMS Science Pacing</p>

Karen Bosco, who is the district-wide data coach, as well as the instructional coach who works closely with SMS science and math teachers. Ms. Bosco and SMS Assistant Principal Sasha Salem have worked closely with teachers on the pacing in conjunction with the Department of Instruction. Mrs. Salem is unavailable this evening so Ms. DiCorpo will present with Ms. Bosco.

- Ms. DiCorpo said the CREC units were viewed as a starting place for Next Generation Science Standards (NGSS) while the curriculum was being developed. As the years have gone on, the middle school has realized that the CREC units are not something to use alone and has started looking into how to improve. OpenSciEd units are being integrated in as well.
- Ms. Bosco described the two instructional models and the pacing calendar used to align the CREC and OpenSciEd units, as well as additional resources for remote learning. A powerpoint presentation is attached to these minutes. She said the OpenSciEd units are on a slow release schedule so other resources are needed to supplement now.
- Ms. DiCorpo said they may put off curriculum writing until February 2022 so that staff can compare the use of the additional OpenSciEd units with the CREC units.
- Ms. DiCorpo said the district has a current partnership with the Mandell Academy of the CT Science Center to support teachers in their work.
- Ms. Bosco said she participates in Wednesday Professional Learning Communities to provide building level support.
- Ms. DiCorpo said the pacing guide is a living document, as the Science department integrates new resources. She said if the Board is amenable, they will continue working this way towards a future curriculum.
- Mrs. McInerney thanked the presenters and said there was a lot of work ongoing.

4.	Discussion and Possible Action	Discussion and Possible Action
A.	<p data-bbox="228 380 915 411">Review and Approval of Curricula</p> <ul data-bbox="282 453 915 873" style="list-style-type: none"> <li data-bbox="282 453 915 621">• Mrs. McInerney said there are eleven curriculum for review. The CP & Honors are very similar, with different levels of rigor. She said she would recognize each curriculum individually and invite member comments. <li data-bbox="282 632 915 873">• Mrs. Calabrese said, as Interim Assistant Superintendent, she received assistance with curriculum vetting. This set of curricula was vetted by a SERC consultant. Mrs. Calabrese has reviewed them as well. Mrs. Calabrese gave a brief overview of each curriculum as it was discussed. <p data-bbox="282 915 915 947">1. English III CP & Honors</p> <ul data-bbox="282 989 915 1304" style="list-style-type: none"> <li data-bbox="282 989 915 1125">• Mr. McCauley said he loved the American Literature approach to this course. He pointed out that the Unit 2 resources were the same as Unit 1 in the College Prep version. <li data-bbox="282 1136 915 1230">• Mrs. Calabrese said she would go back to the curriculum writers to correct and report their response to the Board. <li data-bbox="282 1241 915 1304">• Mrs. McInerney noted that the course has a big social studies component as well. <p data-bbox="282 1346 915 1377">2. Journalism I CP</p> <p data-bbox="282 1377 915 1409">3. Journalism II CP</p> <ul data-bbox="282 1451 915 1848" style="list-style-type: none"> <li data-bbox="282 1451 915 1629">• Mrs. Calabrese said these are both half year courses starting with the fundamentals of journalism and moving on to actual writing. She said the Journalism II course did not run this year due to low student request. <li data-bbox="282 1640 915 1734">• Mrs. McInerney asked how often the student newspaper comes out. She said she would love to have the Board receive copies. <li data-bbox="282 1745 915 1797">• Ms. DiCorpo said she believes the newspaper is not running this year due to COVID. <li data-bbox="282 1808 915 1848">• Mrs. Calabrese said she would see if she could 	<p data-bbox="920 380 1487 411">A. Review and Approval of Curricula</p> <ol data-bbox="972 422 1487 695" style="list-style-type: none"> <li data-bbox="972 422 1487 453">1. English III CP & Honors <li data-bbox="972 453 1487 485">2. Journalism I CP <li data-bbox="972 485 1487 516">3. Journalism II CP <li data-bbox="972 516 1487 548">4. Grade 6 Social Studies <li data-bbox="972 548 1487 579">5. Grade 7 Social Studies <li data-bbox="972 579 1487 611">6. Grade 8 Social Studies <li data-bbox="972 611 1487 642">7. Spanish III CP & Honors <li data-bbox="972 642 1487 695">8. French III CP & Honors

<p>get the most recent edition.</p> <ul style="list-style-type: none"> 4. Grade 6 Social Studies 5. Grade 7 Social Studies 6. Grade 8 Social Studies <ul style="list-style-type: none"> • Mrs. Calabrese said these courses include inquiry based lessons that are hands on, interactive, and teach students to think critically. Grades 6 and 7 cover World Studies and Grade 8 is American History 1700s-1990s. • Mr. Failla asked how old the textbooks are since he believes they are out of date almost as soon as they are written • Ms. DiCorpo said it is a resource, not the primary source, for that reason. • Mrs. Calabrese said the revision includes many updated resources, including digital primary and secondary sources. • Mr. Failla said he was glad to see it moving in that direction. <ul style="list-style-type: none"> 7. Spanish III CP & Honors 8. French III CP & Honors <ul style="list-style-type: none"> • Mrs. Calabrese said both these curriculums follow a similar pattern. The topics are the same, just in a different language. Courses are 90% in the target language and include an exploration of culture as well. • Mrs. McInerney noted that the grade level consideration is 9-12. She asked how it is possible for a freshman to take level III based on what is offered at SMS. • Ms. DiCorpo said this is primarily an accommodation for students transferring in who may have additional credits in this area, but that it is rare. <p>Mr. McCauley moved to bring the following curricula to the full Board for approval:</p> <ul style="list-style-type: none"> 1. English III CP & Honors 	<p>Motion made and passed unanimously to bring the following curricula to the full Board for approval:</p> <ul style="list-style-type: none"> 1. English III CP & Honors
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	2. Journalism I CP 3. Journalism II CP 4. Grade 6 Social Studies 5. Grade 7 Social Studies 6. Grade 8 Social Studies 7. Spanish III CP & Honors 8. French III CP & Honors Seconded by Mr. Failla and passed unanimously.	2. Journalism I CP 3. Journalism II CP 4. Grade 6 Social Studies 5. Grade 7 Social Studies 6. Grade 8 Social Studies 7. Spanish III CP & Honors 8. French III CP & Honors
5.	Public Comment • There was none.	Public Comment
6.	Adjourn Mr. McCauley moved to adjourn the meeting at 8:25 p.m., seconded by Mr. Failla and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:25 p.m.

Respectfully submitted:



Tammy McInerney, Chairperson
 Committee on Learning

**New Milford Board of Education
Facilities Sub-Committee Minutes
February 9, 2021
Sarah Noble Intermediate School Library Media Center**

Present: Mr. Brian McCauley, Chairperson
Mrs. Eileen P. Monaghan
Mrs. Cynthia Nabozny
Mr. Pete Helmus, Alternate

Absent: Mrs. Olga I. Rella

Also Present: Ms. Alisha DiCorpo, Interim Superintendent
Mrs. Catherine Calabrese, Interim Assistant Superintendent
Mr. Nestor Aparicio, Assistant Facilities Director
Mr. Anthony Giovannone, Director of Operations and Fiscal Services
Mr. Brandon Rush, Technology Director

RECEIVED
TOWN CLERK
2021 FEB 11 A 10:01
[Signature]

NEW MILFORD, CT

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley. Mr. Helmus was seated in the absence of Mrs. Rella. Mr. Aparicio was present in the place of Mr. Munrett. <ul style="list-style-type: none"> Mr. McCauley said the agenda pertains to several ongoing projects in conjunction with the Town. Since Mrs. Faulenbach has attended several meetings with the Mayor on these topics, Mr. McCauley will invite her to share information with the committee as appropriate. Mr. Rush said the meeting is closed captioned for those who wish to use that option. 	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Joe Quaranta thanked the Board for adding the closed caption option. He asked if there is a way for the hearing impaired to communicate back to the Board. 	Public Comment
3.	Discussion and Possible Action A. Lillis Building <ul style="list-style-type: none"> Mr. Aparicio said they have reached out to SLR, 	Discussion and Possible Action A. Lillis Building

Sarah Noble Intermediate School Library Media Center

	<p>the vendor who was awarded the bid for the Ten Year Enrollment Projection, regarding a feasibility study for a move of administrative offices from the Lillis Building to SNIS. They have also reached out to Dean Petrucelli, of Silver Petrucelli & Associates, regarding an architectural study. They hope to have cost estimates for the full Board meeting.</p> <ul style="list-style-type: none">• Mr. McCauley said there has been lots of talk about this possible move and these studies are needed to see if it is possible.• Mrs. Faulenbach said there have been several meetings on this. It is hoped that the topic will be brought to the full Board for discussion and possible action to move forward and/or to approve expenditures to provide data so the Board can make an informed decision.• Ms. DiCorpo said the feasibility study will look at the space at SNIS and the duration of the stay in light of expected enrollment, as well as parking needs. The architectural study will look at more specific details, including mechanicals, to make sure any move would not overload the facility.• Mr. Helmus asked if these studies would need to be bid. Mr. Giovannone said the feasibility study is below the threshold for a formal RFP. The architectural study may require a bid, but there are only a few firms in the state who do this type of work and they may be on state contract which would negate the need to bid.• Mrs. Monaghan said she had previously requested a tour of JPCC so as to compare the space with SNIS. She would still like that to happen. <p>Mrs. Monaghan moved to bring the resolution of the Lillis Building to the full Board for discussion and possible action.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the resolution of the Lillis Building to the full Board for discussion and possible action.</p>
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4.	<p>Items for Information and Discussion</p> <p>A. NMHS Roof Project</p> <ul style="list-style-type: none"> • Mr. McCauley said he attended the MBC meeting and the project is very close to going out to bid. They are waiting on the enrollment study for the state to give approval of financing. • Mr. Helmus noted that this is a big money project. He requested that in the future a checklist and timeline be put together so that the Board can follow along more cleanly and tighten up reporting. • Ms. DiCorpo said the Town gathered preliminary information and paperwork then the district did the actual upload to the State. We are on the State's timeline now, waiting for approval. Once the project goes out to bid, we can iron out concrete timeframes. The hope is that the project will take place summer 2021. <p>B. SNIS Oil Tank</p> <ul style="list-style-type: none"> • Mr. Aparicio said this project is over budget. The MBC is looking at options including using the generator belly tank which is a 500 gallon tank or using a separate above ground tank, which would be more expensive. They did a load test last week to better understand oil consumption and the burn rate of the unit. They are hoping to complete the project over April break. • Mrs. Monaghan asked if excavating is required in the first option. Mr. Aparicio said no but they need to see if that option provides enough usage in an emergency situation. • Mr. Helmus noted that refilling the tank could be an issue in an emergency. He asked what the current tank size is. Mr. Aparicio said he believes it is 5000 gallons, which is oversized for the need. • Mr. Giovannone noted that the tank does not heat the building, it is just to feed the generator 	<p>Items for Information and Discussion</p> <p>A. NMHS Roof Projects</p> <p>B. SNIS Oil Tank</p>
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	<p>in the event that the building is used as an emergency shelter.</p> <ul style="list-style-type: none"> • Mrs. Nabozny asked if it had ever been used in that way. Mr. Aparicio said yes, several years ago. • For clarification, Mrs. Faulenbach said these reports are follow up to projects the Board is doing in concert with the Town and are provided to keep track of timelines as they are put in motion. • Mr. Helmus said that which option is chosen is really not the Board's decision since the Town is funding it and using the MBC to oversee. • Mr. McCauley said we need to monitor the projects in light of how they may affect our buildings. • Mr. Giovannone said the oil tank does not serve the daily function of SNIS and the Town is funding the project directly. 	
C.	NV5 Update	C. NV5 Update
	<ul style="list-style-type: none"> • Mr. Aparicio said detailed 60% plans of the energy audit should be available by the end of the week. They will provide a better understanding of projects to consider for Board approval for energy and cost savings. 	
D.	NMHS Tennis Courts	D. NMHS Tennis Courts
	<ul style="list-style-type: none"> • Mr. Aparicio said this Town funded project has been on hold this year. He reached out to the vendor and the vendor said they would honor the price as bid for the original project, but they would need to reevaluate the courts in their present state to see if any additions to the project are needed. The project will be scheduled for this summer. • Mr. Helmus said unless the bid has an expiration date, then he doesn't believe the price should change due to reevaluation. He said asking the Town for more money is not the way to go. • Mrs. Nabozny noted that it has been many, 	

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	<p>many years since the courts were last surfaced and they have been neglected.</p> <ul style="list-style-type: none">• Mr. McCauley agreed saying that they are in desperate need of repair.• Mr. Aparicio noted that the same vendor did the repair last time.	
5.	<p>Public Comment</p> <ul style="list-style-type: none">• Joe Quaranta said he appreciates having public comment available at the end of the meeting too. He asked if the Board follows the Town Charter for the bidding process because guidance might be found there. He suggested there might be a potential opportunity to open dialogue with Emergency Services personnel regarding an Emergency Operations Center.	<p>Public Comment</p>
6.	<p>Adjourn</p> <p>Mr. Helmus moved to adjourn the meeting at 7:23 p.m., seconded by Mrs. Nabozny and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:23 p.m.</p>

Respectfully submitted:



Brian McCauley, Chairperson
Facilities Sub-Committee

**New Milford Board of Education
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February 9, 2021
Sarah Noble Intermediate School Library Media Center**

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2021 FEB 11 A 10:04

NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson
Mr. Pete Helmus
Mrs. Eileen P. Monaghan
Mrs. Cynthia Nabozny

Also Present: Ms. Alisha DiCorpo, Interim Superintendent
Mrs. Catherine Calabrese, Interim Assistant Superintendent
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. Brandon Rush, Director of Technology
Mrs. Catherine Gabianelli, Director of Human Resources
Mr. Nestor Aparicio, Assistant Facilities Director
Mr. Greg Shugrue, New Milford High School Principal

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. <ul style="list-style-type: none"> Mr. Rush said the meeting is closed captioned for those who wish to use that option. 	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 asked for comments. There were none. Mrs. Monaghan moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval. Motion seconded by Mrs. Nabozny.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.

<p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated January 31, 2021 2. Purchase Resolution D-743 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mr. Giovannone said they will begin proving out encumbrances during the month of February. These will start to be reflected at the March meeting so we can begin to get a rough fiscal year projection to fine tune as we go. • Mrs. Faulenbach said this is in parallel with the COVID budget expenditures as well. • Mr. Giovannone said the Board can recommend that any unexpended fiscal year-end balance go to capital reserve, the turf field account or to a COVID account. • Mr. Giovannone said that the first excess cost payment is expected in February/March. • He said tuition for private placements is showing overdrawn as of January 31. This reflects only current and settled mediation. The amount could increase more as the year plays out. He is not recommending a transfer yet for this reason. There is about \$300,000 in the special education transportation line at this time if needed to backfill. This would be a transfer within major object code so would not require Board approval; however they will report the transfer to the Board for information purposes. • Mrs. Faulenbach asked if the 55630 line contains a legal component. Mr. Giovannone said no, this is to cover the outcome of any mediated agreement in special education. Legal fees are in the legal line. • Mr. Helmus asked if line 55110 includes all student transportation. Mr. Giovannone said that is correct. • Mrs. Faulenbach noted that revenue will be lower than budgeted because student parking fees have been waived by the Board for the year. Mr. Giovannone said that amount is 	<p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated January 31, 2021 2. Purchase Resolution D-743 3. Request for Budget Transfers
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	<p>budgeted at \$59,000.</p> <ul style="list-style-type: none"> • Mrs. Nabozny said building use fees received will also be much lower. • Mrs. Faulenbach said she was proud of the work that the district and Town did to set up the COVID accounts this year and she said that may be a consideration for the future to make sure we have what the community needs. <p>Mrs. Monaghan moved to bring the monthly reports: Budget Position January 31, 2021, Purchase Resolution D-743 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. New Milford PTO – Exhibit B 2. Scholastic Books 3. Anonymous Donor <ul style="list-style-type: none"> • Mrs. Monaghan said thank you for all the donations. • Mrs. Calabrese said the instructional coaches sorted the 14 boxes of Scholastic books last week for classroom libraries. Three boxes went to SMS, two each to HPS and NES and seven boxes to SNIS. <p>Mrs. Monaghan moved to bring Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p> <p>D. Staff Laptop COVID-19 Equipment Request</p> <ul style="list-style-type: none"> • Mr. Giovannone said this request dovetails to the CDW order on the purchase resolution. • Mr. Rush said they had originally ordered Chromebooks for teachers but have since 	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated January 31, 2021, Purchase Resolution D-743, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. New Milford PTO–Exhibit B 2. Scholastic Books 3. Anonymous Donor <p>Motion made and passed unanimously to bring Gifts and Donations to the full Board for approval.</p> <p>D. Staff Laptop COVID-19 Equipment Request</p>
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	<p>realized that laptops will meet staff needs better. He said he had surveyed twenty other districts and only one uses Chromebooks for staff. These laptops will replace classroom desktops eventually as well. This request replaces the Chromebook one at an additional cost of \$225,186.</p> <ul style="list-style-type: none"> • Mr. Giovannone said the full cost of the teacher laptops is reflected on the purchase resolution at \$403,750. This number does not include the cancellation of the Chromebook order. <p>Mrs. Nabozny moved to bring the Staff Laptop COVID-19 Equipment Request to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p>E. COVID-19 Related Materials Request</p> <ul style="list-style-type: none"> • Ms. DiCorpo said this is for additional partitions for Art at HPS and NES and for smaller classrooms. The request came forward following staff meetings. • Mrs. Faulenbach asked about the timeframe. Ms. DiCorpo said it will be another two weeks from the initial order, but it will not affect the full in person timeline. We will make adjustments within classrooms while we are waiting for the order. • Mrs. Faulenbach said the Board will continue to address expenditures as they are needed. • Ms. DiCorpo said the purchase resolution includes an additional three sanitation attendants: one each for HPS, NES and SNIS, for all in person. • Mrs. Faulenbach asked if this only shows on the purchase resolution and not as a separate breakdown. Mr. Giovannone said that is correct; it is listed with the COVID expenditures for approval. 	<p>Motion made and passed unanimously to bring the Staff Laptop COVID-19 Equipment Request to the full Board for approval.</p> <p>E. COVID-19 Related Materials Request</p>
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	<p>Mrs. Monaghan moved to bring the COVID-19 Related Materials Request to the full Board for approval.</p> <p>Motion seconded by Mrs. Nabozny.</p> <p>Motion passed unanimously.</p> <p>F. Human Resources Support Proposal</p> <ul style="list-style-type: none"> Ms. DiCorpo said the new HR Director is from general industry and there are some different nuances in the education environment. She said the proposal is to provide additional support in those areas through virtual coaching and self-directed learning. The timeline was delayed to allow time for the new Director to settle into her role and determine what areas would be most helpful for support. Ms. DiCorpo said she believes the cost can be covered as encumbrances are proved out. Mrs. Faulenbach asked if this firm has been used before. Ms. DiCorpo said they have done work in the district on evaluation training and they are assisting with principals' evaluations now. This work will tie in with previous district training. <p>Mrs. Monaghan moved to bring the Human Resources Support Proposal to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>G. Lillis Building</p> <ul style="list-style-type: none"> Mrs. Faulenbach said this was discussed at Facilities and is on here due to the possible financial component. Facilities moved this to the full Board already so no additional action is needed here. Decisions need to be made to move the project along one way or another. 	<p>Motion made and passed unanimously to bring the COVID-19 Related Materials Request to the full Board for approval.</p> <p>F. Human Resources Support Proposal</p> <p>Motion made and passed unanimously to bring the Human Resources Support Proposal to the full Board for approval.</p> <p>G. Lillis Building</p>
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<p>4.</p>	<p>Items of Information</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said these items are for discussion only; no action is needed. <p>A. Grant Update – No Kid Hungry</p> <ul style="list-style-type: none"> • Ms. DiCorpo said the district has been notified that they were not awarded any funds from this submitted grant. <p>B. ESSER II Funding</p> <ul style="list-style-type: none"> • Ms. DiCorpo said New Milford has been awarded \$1,333,864 in ESSER II Funding. She and Mr. Giovannone attended a webinar regarding how to access the funds, the timeline and what they can be used for. There is a quick turnaround of March 22. The State has just begun creating the application. As part of the funding, districts must conduct a needs assessment. The State is hoping to provide coaches to districts to help with the needs assessment. The funds may only be used for COVID expenditures through September 2023. The funding cannot supplant the operating budget. If it is used for hiring purposes, the terms and conditions of hire will need to be specified. This is important funding for student support and to help close any achievement gaps. • Mrs. Faulenbach said to clarify use that the funding will be carved out for community resources to help schools regroup: curriculum, staffing, technology, SEL, and intervention are all part of this. • Mr. Giovannone said the funds will be tracked in a separate account from the operating budget and other COVID funding. • Mrs. Monaghan said she hopes the district will look closely at providing emotional supports, including perhaps supporting ESS at the high school. • Ms. DiCorpo said that will be complicated in that usually this type of funding must support a 	<p>Items of Information</p> <p>A. Grant Update – No Kid Hungry</p> <p>B. ESSER II Funding</p>
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	<p>broad stroke of the student population and not a select group.</p> <ul style="list-style-type: none"> • Mr. Helmus said this provides big dollar value in a tight timeframe to execute. He asked if additional support is needed to make the application. Ms. DiCorpo said that is what the State is hoping to provide through coaches. She will need to see the application but it is a quick timeframe. • Mrs. Faulenbach asked if the funds are guaranteed once the application is submitted. Ms. DiCorpo said the State will look at the use of the funds. In addition, there are usually checkpoints to fill out and document the expenditures made in conjunction with the submitted plan. • Mrs. Faulenbach asked that the Board be kept in the loop of how this funding progresses. 	
C. Town of New Milford Audit Report dated June 30, 2020	<ul style="list-style-type: none"> • Mr. Giovannone said there were no material weaknesses. He thanked his team and the Town for their work together during the auditors' review. The unspent operating fund balance for 2019-20 was \$2,910,097. There is \$587,000 left to be drawn on for COVID expenditures. There is also \$200,000 already approved from 2018-19. That means there is \$787,385 already approved for use that can still be drawn on for COVID expenses. No further approvals are needed. Mr. Giovannone will request that amount be transferred to the BOE balance sheet now that the audit is complete. This will wrap up open audit items prior to the end of this fiscal year. 	C. Town of New Milford Audit Report dated June 30, 2020
D. NMPS 2021-2022 School Calendar	<ul style="list-style-type: none"> • Mrs. Nabozny said she was happy to see half days back. She asked if remote snow days will continue. • Ms. DiCorpo said the use of remote snow days 	D. NMPS 2021-2022 School Calendar

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will be determined by the State. She has no idea if they will be allowed post COVID. Ms. DiCorpo said that Mr. Shugrue led the committee that developed this calendar. She said the box about after school time is incorrect and will be removed before the full Board meeting.

- Mr. Helmus asked if the ESSER II funding will impact the calendar. Ms. DiCorpo said she doesn't think it will but they can bring it back for information if modifications are necessary.
- Mrs. Faulenbach asked what is different from previous years.
- Mr. Shugrue said the committee of teachers, parents, paraeducators, administrators and students started working on the calendar in 2019 with the goal to produce a two year calendar with built in practices and protocols for future calendars. They reviewed area calendars, looked at collective bargaining agreements, brainstormed ideas and wishes and built consensus. Teachers advocated to keep the start of the year structure the same. The half day professional development days happen one day per quarter. A teacher work day was added at the end of the year. They also took out a few full days off around breaks and changed them to early release days. The two day winter break was dropped to one. He will recommend a graduation date of June 4, 2022 to the Board in September, with an alternate of June 11, 2022.
- Mrs. Nabozny said many districts do not have Columbus Day off. Mr. Shugrue said this was brought up in committee, along with the Jewish holidays. There are contractual obligations with these days that will have to be negotiated for any change.
- Mrs. Faulenbach noted that the night conferences were down from two to one. Mr. Shugrue said the spring evening was dropped and the timing moved.
- Mrs. Faulenbach said this is not an easy task; everyone has opinions. She said the Board does not adopt the calendar by policy but she

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	appreciates the discussion.	
5.	Public Comment <ul style="list-style-type: none">• Joe Failla thanked the committee for eliminating the high school parking tax for the remainder of this year.• Mrs. Faulenbach said technically it was a full Board vote.	Public Comment
6.	Adjourn <p>Mr. Helmus moved to adjourn the meeting at 8:51 p.m. seconded by Mrs. Monaghan and passed unanimously.</p>	Adjourn <p>Motion made and passed unanimously to adjourn the meeting at 8:51 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee