

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

BOARD OF EDUCATION
MEETING NOTICE

DATE:	November 17, 2020
TIME:	7:30 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 or YouTube Live links provided below.

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/93493411286?pwd=ZFR3MndRb2xqZGtiMnZadUpvYVIYZz09>

Meeting ID: 934 9341 1286

Passcode: 631267

One tap mobile

+13126266799,,93493411286#,,,,,0#,,631267# US (Chicago)

+19292056099,,93493411286#,,,,,0#,,631267# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 934 9341 1286

Passcode: 631267

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

Watch via YouTube Live: <https://youtu.be/qav0oSfwMQM>

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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NEW MILFORD, CT

2. RECOGNITION

- A. NMPS Retiree: Mrs. Patricia Shanahan

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. Special Meeting Minutes October 20, 2020
2. Regular Meeting Minutes October 20, 2020
3. Special Meeting Minutes October 22, 2020
4. Special Meeting Minutes October 26, 2020
5. Special Meeting Minutes October 29, 2020
6. Special Meeting Minutes November 4, 2020

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 November 17, 2020
- B. Monthly Reports
1. Budget Position dated October 31, 2020
 2. Purchase Resolution: D-740
 3. Request for Budget Transfers
- C. Approval of Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs
- D. East Street Gym Request
- E. NMHS Activities Stipends
- F. COVID Staffing and Funding
- G. Food Service Historical and Projections re: 2019-20 Year End Balance
- H. Policy for Second Review:
1. 1900/4900/5900/6900 Operations of Schools During the COVID-19 Pandemic

9. ITEMS FOR INFORMATION AND DISCUSSION

- A. Five Year Capital Plan

10. ADJOURN

ITEMS OF INFORMATION

Facilities Subcommittee Minutes – November 10, 2020

Operations Subcommittee Minutes – November 10, 2020

**New Milford Board of Education
Special Meeting Minutes
October 20, 2020
New Milford High School Library Media Center**

Present:	Mrs. Angela C. Chastain Mr. Joseph Failla (via Zoom) Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
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NEW MILFORD, CT

Also Present:	Dr. Paul Smotas, Interim Superintendent Ms. Alisha DiCorpo, Assistant Superintendent Mr. Brandon Rush, Director of Technology
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1.	Call to Order The special meeting of the New Milford Board of Education was called to order at 6:05 p.m. by Mrs. Chastain.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Mrs. Chastain asked if any member of the public would like to speak. There were no comments made. 	Public Comment
3.	Discussion and Possible Action (Executive Session Anticipated) A. Discussion regarding superintendent search. Executive Session anticipated. Mr. McCauley made a motion that the Board enter into Executive Session to discuss the superintendent search, and invite into the session Dr. Paul Smotas, seconded by Mrs. Faulenbach. The motion passed unanimously. The Board entered executive session at 6:06 p.m. Dr. Smotas left executive session at 6:49 p.m.	Discussion and Possible Action (Executive Session Anticipated) A. Discussion regarding superintendent search. Executive Session anticipated. Motion made and passed unanimously that the Board enter into Executive Session to discuss the superintendent search, and invite into the session Dr. Paul Smotas.

New Milford Board of Education
Special Meeting Minutes
October 20, 2020
New Milford High School Library Media Center

Page 2

	The Board returned to public session at 7:29 p.m.	
4.	Adjourn Mrs. Faulenbach moved to adjourn the meeting at 7:30 p.m., seconded by Mrs. Nabozny and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
Regular Meeting Minutes
October 20, 2020
New Milford High School Library Media Center**

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TOWN CLERK
2020 OCT 21 P 1:21

NEW MILFORD, CT

Present:	Mrs. Angela C. Chastain Mr. Joseph Failla (via Zoom) Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
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Also Present:	Dr. Paul Smotas, Interim Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Director of Facilities Mr. Nestor Aparicio, Assistant Director of Facilities Mr. Brandon Rush, Director of Technology Mr. Greg Shugrue, New Milford High School Principal Mr. Keith Lipinsky, New Milford High School Athletic Director
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1. A.	Call to Order Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:33 p.m. by Mrs. Chastain. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2. A.	Recognition NMPS Retirees: Mrs. Mary Maloney and Ms. Ellamae Baldelli <ul style="list-style-type: none"> Dr. Smotas said Ms. Baldelli has been the heart and soul of the district for well over 40 years. She is a pillar of the community and district. He thanked her for her decades of distinguished service. Board members added their comments of appreciation. 	Recognition A. NMPS Retirees: Mrs. Mary Maloney and Ms. Ellamae Baldelli

	<ul style="list-style-type: none"> Dr. Smotas thanked Mrs. Maloney for her 20 years of service to New Milford schools as a Social Studies teacher. He said she will be missed, and he offered best wishes for a long and healthy retirement. Board members added their comments of appreciation. 	
3.	<p>Discussion</p> <p>A. NMPS Continuum for Learning</p> <ul style="list-style-type: none"> Mrs. Chastain invited Dr. Smotas to comment and Board members to ask questions. Dr. Smotas said it was his decision to open in the Hybrid based on the information available at the time and he still feels it is the model that provides the best chance to keep schools open in a safe and healthy manner. He acknowledged that it is a difficult model for teachers to work in. He said just today that other surrounding districts are identifying COVID cases and pausing instruction. New Milford schools do not have the capacity to follow mitigation measures of 6 foot distancing with more in person. He said there have been no issues at all with following mask protocols. He stands by his decision and says we should stay in Hybrid until something positive happens. Right now the CT positivity rate is at 3% and trending in the wrong direction. 	<p>Discussion</p> <p>A. NMPS Continuum for Learning</p>
4.	<p>Public Comment</p> <ul style="list-style-type: none"> Mrs. Chastain asked if any member of the public would like to speak. There were no comments made. 	<p>Public Comment</p>
5.	<p>PTO Report</p> <ul style="list-style-type: none"> Mandi MacDonald said the PTO's have been working incredibly hard to find creative ways to provide experiences for our students in this very different world we find ourselves living in. All the K-8 schools have held picture days for all students. All K-8 PTOs will be holding virtual book fairs. We hope to provide a lot of new books for the libraries and teacher's classrooms. 	<p>PTO Report</p>

	<ul style="list-style-type: none"> • The HS PTO is working on plans for a virtual paint night fundraiser. The HS PTO also approved funding to help Mrs. Cerra with the costs of an outdoor seating area for the library at the HS. • The SMS PTO has just wrapped up a flamingo flocking fundraiser. The SMS PTO is also looking into the possibility of a virtual cooking class for students. • SNIS PTO is having the first ever drive up “Boo-hoo Bash” for students next Friday evening. It will be an evening of spooky fun from the safety of their car! The SNIS PTO is also helping to provide items that are safe for indoor recess this year. • NES PTO has just finished a Raise Craze fundraiser. The NES PTO is also purchasing tents for the option of classes and mask breaks outdoors. • HPS PTO has just wrapped up a mums and pumpkins sale. HPS will also be holding a jack-o-lantern competition with a fall photo booth area. • Grad Party held an Oktoberfest fundraiser and Junk-in-the-trunk in September. • Discount cards are on sale. There are many great discounts for local businesses and discounts are valid until next August. They make a great gift! And, with help from the HS PTO President and Images Unlimited, we kicked off a “Peace, Love, New Milford” apparel fundraiser for the scholarship fund. The store will reopen before the holidays and include masks. 	
6.	Approval of Minutes	Approval of Minutes
A.	<p>Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes September 15, 2020</p> <p>Mrs. Nabozny moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes September 15, 2020, seconded by Mrs. Rella.</p>	<p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Special Meeting Minutes September 15, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education</p>

	<p>The motion passed unanimously.</p> <p>2. Regular Meeting Minutes September 15, 2020</p> <p>Mrs. McInerney moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes September 15, 2020, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> <p>3. Special Meeting Minutes September 23, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes September 23, 2020, seconded by Mrs. Nabozny.</p> <p>The motion passed 8-0-1. Mr. McCauley abstained.</p> <p>4. Special Meeting Minutes September 29, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes September 29, 2020, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <p>5. Special Meeting Minutes October 7, 2020</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes October 7, 2020, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p>	<p>Meeting Minutes: Special Meeting Minutes September 15, 2020.</p> <p>2. Regular Meeting Minutes September 15, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes September 15, 2020.</p> <p>3. Special Meeting Minutes September 23, 2020</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes September 23, 2020.</p> <p>4. Special Meeting Minutes September 29, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes September 29, 2020.</p> <p>5. Special Meeting Minutes October 7, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes October 7, 2020.</p>
7.	Superintendent's Report	Superintendent's Report
A.	Enrollment	A. Enrollment

	<ul style="list-style-type: none"> • Dr. Smotas said October 1st is the usual threshold for enrollment data to be sent to the state. These reports reflect that date. He said enrollment is down this year and it is not known if the students will return after the pandemic is controlled. Enrollment itself changes daily. There are more parents homeschooling as well. He said it is difficult to assess attendance with students in person, remote and logging in. • Mrs. Chastain said since the topic is enrollment she will allow discussion. • Mrs. McInerney asked about the separation of TAG students into talented or gifted and not both. • Ms. DiCorpo said they are separate definitions under state guidelines and must be reported separately. Gifted tends to be defined through more subject specific assessments. Talented is defined more through a “natural talent” of a level beyond the norm. • Dr. Smotas said he was honored to talk and welcome new inductees to the NM National Honor Society. He said it was the largest group he has seen in his tenure. He found it sad that the ceremony had to be held virtually and that there will have to be more events held similarly as the year progresses. It is disappointing for students and staff both. 	
8.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mrs. Chastain said the Board is actively searching for an interim superintendent and hopes to resolve the process over the next week or so. They have also begun work on the permanent replacement and will be reaching out to the community for advisory committee members. There will not be forums due to the pandemic. • Mrs. Chastain thanked Dr. Smotas for his leadership saying he came a long way in very little time to open schools. Other Board members added their praise and thanks. 	<p>Board Chairman's Report</p>

<p>9.</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 20, 2020</p> <p>Mrs. Rella moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of October 20, 2020, seconded by Mrs. Nabozny.</p> <ul style="list-style-type: none"> • Mrs. Chastain asked Mr. Lipinsky to give a report regarding fall sports before opening up for discussion of the exhibit. • Mr. Lipinsky first gave an update on last minute cancellations this evening to events already in motion. He said the Brookfield AD called him to say that the Superintendent had just announced the district was going remote immediately and that all activities were canceled. Mr. Lipinsky notified coaches and events were stopped. • Regarding athletics in general, Mr. Lipinsky distributed a report to the Board. The first page details the status of fall sports. He said every fall sports is doing something to the extent allowed. They are following a regionalized, reduced schedule. Football, competitive cheer and dance are considered high risk, so adjustments have been made. The second page of the report provides the parameters given to develop winter schedules, should the sports be approved for play. He said they are trying to keep within conference where they can and hold virtual meets for non-conference. Wrestling is considered high risk right now. Facility availability for some sports is also an issue. Spring sports are not under discussion yet. Right now, boys lacrosse is considered high risk. • Mrs. Rella asked what happens if winter sports are canceled. Mr. Lipinsky said page 3 is a proposal by the CIAC for a potential fourth season for canceled sports. • Mrs. Chastain said the coaches on Exhibit A are for fall sports. 	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated October 20, 2020</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of October 20, 2020.</p>
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	<p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated September 30, 2020 2. Purchase Resolution: D-739 3. Request for Budget Transfers <p>Mrs. Monaghan moved to approve monthly reports: Budget Position dated September 30, 2020; Purchase Resolution D-739; and Request for Budget Transfers, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • There were no questions. <p>The motion passed unanimously.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. Mask Donations for Students and Staff - Exhibit B <ol style="list-style-type: none"> a. Love Woolies <p>Mrs. Nabozny moved to accept mask donations from Love Woolies, estimated value \$4,500.00, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <ol style="list-style-type: none"> b. FEMA <p>Mrs. Rella moved to accept mask donations from FEMA, estimated value \$9,000.00, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <ol style="list-style-type: none"> c. Mask America's Kids <p>Mrs. Rella moved to accept mask donations from Mask America's Kids, estimated value \$7,452.80, seconded by Mrs. Monaghan.</p> <p>The motion passed unanimously.</p> <ol style="list-style-type: none"> d. Rotary Club of New Milford 	<p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated September 30, 2020 2. Purchase Resolution: D-739 3. Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports: Budget Position dated September 30, 2020; Purchase Resolution: D-739; and Request for Budget Transfers.</p> <p>C. Gifts & Donations</p> <ol style="list-style-type: none"> 1. Mask Donations for Students and Staff – Exhibit B <ol style="list-style-type: none"> a. Love Woolies <p>Motion made and passed unanimously to accept mask donations from Love Woolies, estimated value \$4,500.00.</p> <ol style="list-style-type: none"> b. FEMA <p>Motion made and passed unanimously to accept mask donations from FEMA, estimated value \$9,000.00.</p> <ol style="list-style-type: none"> c. Mask America's Kids <p>Motion made and passed unanimously to accept mask donations from Mask America's Kids, estimated value \$7,452.80.</p> <ol style="list-style-type: none"> d. Rotary Club of New Milford
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<ul style="list-style-type: none"> • Mrs. Chastain said no motion was needed for this because it is under the \$1,000 threshold but the Board sincerely appreciates the donation. <p>D. Approval of Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs</p> <p>Mrs. McInerney moved to approve the Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs, seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> • Mr. Giovannone noted that this form would change again in the near future, but that he is a secondary signature for any transition period needed. <p>The motion passed unanimously.</p> <p>E. Policies for Approval</p> <ol style="list-style-type: none"> 1. 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic 2. 6159 Special Education <p>Mrs. Nabozny moved to approve policy 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic.</p> <p>Seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> • There was no discussion <p>The motion passed unanimously.</p> <p>Mrs. McInerney moved to approve policy 6159 Special Education.</p> <p>Seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> • There was no discussion <p>The motion passed unanimously.</p>	<p>D. Approval of Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs</p> <p>Motion made and passed unanimously to approve the Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs.</p> <p>E. Policies for Approval</p> <ol style="list-style-type: none"> 1. 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic 2. 6159 Special Education <p>Motion made and passed unanimously to approve policy 1900/4900/5900/6900 Wearing Masks and Face Coverings During the COVID-19 Pandemic.</p> <p>Motion made and passed unanimously to approve policy 6159 Special Education.</p>
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	<p>F. Policy for First Review: 1. 1900/4900/5900/6900 Operations of Schools During the COVID-19 Pandemic</p> <ul style="list-style-type: none"> Mrs. Chastain said the first two policies are mandated; this one is not so the Board does not have to adopt it. The Policy subcommittee brought it forward for discussion. Consensus was to leave it on next month's agenda for second review and further discussion. <p>G. Tuition Rates for 2020-2021</p> <p>Mrs. McInerney moved to approve the Tuition Rates for 2020-2021 as follows: New Milford High School: \$13,404.00 Schaghticoke Middle School: \$11,565.00 Sarah Noble Intermediate School and Elementary Schools: \$11,519.00</p> <p>Seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> Dr. Smotas noted that these figures are not the per pupil spending for New Milford; they exclude special education costs. New Milford spends \$15,750, which is lower than neighboring towns that average \$17,000 to \$18,000. That is why these towns are able to do more now in some cases; they have more resources. <p>The motion passed unanimously.</p> <p>H. New Milford High School Graduation Date 2021</p> <p>Mrs. Rella moved to approve the New Milford High School Graduation Date 2021 for Saturday, June 19, 2021 at 2:00 p.m., seconded by Mrs. Nabozny.</p> <ul style="list-style-type: none"> Mrs. McInerney said last year's in-town graduation was very well received and she asked if there was a possibility of doing that again this year. Mr. Shugrue said right now the memo is for the O'Neill Center, but no contract is signed until the spring or deposit given, and it has an out clause. 	<p>F. Policy for First Review: 1. 1900/4900/5900/6900 Operations of Schools During the COVID-19 Pandemic</p> <p>G. Tuition Rates for 2020-2021</p> <p>Motion made and passed unanimously to approve the Tuition Rates for 2020-2021 as follows: New Milford High School: \$13,404.00 Schaghticoke Middle School: \$11,565.00 Sarah Noble Intermediate School and Elementary Schools: \$11,519.00.</p> <p>H. New Milford High School Graduation Date 2021</p> <p>Motion made and passed unanimously to approve the New Milford High School Graduation Date 2021 for Saturday, June 19, 2021 at 2:00 p.m.</p>
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	<p>We are just reserving the date for now so as not to lose a place if we want it.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this came up at Operations. She asked what happened to last year's deposit. Mr. Shugrue said it was never paid. No contract had been signed when schools closed. <p>The motion passed unanimously.</p> <p>I. COVID Staffing</p> <p>Mrs. Rella moved to approve the COVID Staffing as requested, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mr. Giovannone said the only new position here is the part-time hourly COVID Liaison on page 3; that is the only one that needs approval. He noted that some other already approved positions are not filled yet so some adjustments will be made to the overall projected cost as we move forward. <p>The motion passed unanimously.</p> <p>J. 2019-20 Year End Balance</p> <ul style="list-style-type: none"> • Mr. Giovannone said the Board typically requests the year end balance to go to capital reserve, pending final audit. This year is different in that the Board borrowed \$2.9 million against the year end balance for COVID expenses. He said that leaves another roughly \$900,000 for discussion. He reviewed the June 24 Board of Finance minutes where the final COVID approval was made and those minutes say surplus from 2019-20 to be placed on balance sheet to be used for COVID-19 opening expenses for the school year. So any additional withdrawals for COVID from the year end balance do not need further approval. He said the Town also designated \$1 million for COVID relief from its year end balance. Mr. Giovannone said if the Board wants to capture additional withdrawals in the audit, those withdrawals should be done next month. He said the balance in the COVID account is flexible due to 	<p>I. COVID Staffing</p> <p>Motion made and passed unanimously to approve the COVID Staffing as requested.</p> <p>J. 2019-20 Year End Balance</p>
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encumbrances still and he is hesitant to request more funding at this time.

- Mrs. Faulenbach said there was a lengthy conversation about this at Operations. She suggested the Board monitor these funds for now on a month to month basis before taking any action. She asked if there was any advantage to capturing COVID withdrawals for the audit versus waiting.
- Mr. Giovannone said just that if someone looks back years from now to trace the progression, they will have to look at more than one year for the whole picture. He said he would bring a recommendation in November to Operations for discussion and possible action.
- Mrs. Faulenbach asked if the Town Finance Director had weighed in yet. Mr. Giovannone said no, but he would speak with him.
- Mr. Giovannone said there is still a \$200,000 balance from 2018-19 that needs to be addressed by the Board and Town as well, perhaps to go to capital reserve or the turf field account. The Town has asked to hold off for now.
- Mrs. Rella asked if money sent to capital reserve can be pulled out for COVID expenses if needed.
- Mrs. Faulenbach said yes, but it makes it difficult when it doesn't need to be. The COVID use is already approved, whereas withdrawal from capital reserve would need approval by three separate boards.
- Mr. Helmus said the intent from Operations was to provide maximum flexibility to the Board.
- Mrs. McInerney noted that if no motion is made, the funds could roll back to the Town.
- Mrs. Faulenbach said that is why it is important to keep the topic on the Board's radar for a formal request.
- Mr. Giovannone noted that there was an additional \$525,000 in Facilities and Technology capital projects in the Board adopted budget that were zeroed out at budget time to be requested from capital reserve as needed and approved.
- Mrs. Faulenbach noted that the current total in the capital reserve account is \$550,229 and we will need to keep building on that.

	<ul style="list-style-type: none"> • Mrs. Rella said the Board needs to revisit copy machines too because right now they are month to month. With staff back in the buildings, there is a need. • Mrs. Chastain said there is no motion tonight, but the minutes should reflect the intention to discuss this topic again next month. <p>K. Proposed Administrator Evaluation Contracted Service</p> <p>Mrs. McInerney moved to approve the Proposed Administrator Evaluation Contracted Service, seconded by Mrs. Rella.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said there was a lengthy discussion at Operations on this topic. She asked for clarification whether if approved, both components of the proposal would be included. • Mr. Helmus noted that Operations requested a clarification in the numbers involved. He asked if that was done. • Ms. DiCorpo said it was and a corrected copy was included in the Board packet and that approval is requested for both components. <p>The motion passed unanimously.</p>	<p>K. Proposed Administrator Evaluation Contracted Service</p> <p>Motion made and passed unanimously to approve the Proposed Administrator Evaluation Contracted Service.</p>
10.	<p>Items For Information And Discussion</p> <p>A. BOE Annual Report 2019-20</p> <ul style="list-style-type: none"> • Mr. McCauley said it is nice to get a summary. <p>B. Field Trip Report</p> <ul style="list-style-type: none"> • Mrs. Chastain noted that the report was short and optimistic. <p>C. East Street Roof/Cupola</p> <ul style="list-style-type: none"> • Mr. McCauley said this topic was discussed at Facilities last month, as it has been for many years. He said the cupola actually has pieces falling off it, the roof needs replacement and the 	<p>Items For Information And Discussion</p> <p>A. BOE Annual Report 2019-20</p> <p>B. Field Trip Report</p> <p>C. East Street Roof/Cupola</p>

	<p>building itself is a money pit. He feels the Board needs to look to get out of the building.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said the Board will begin the budget process soon and they are not in a position to continue to put money into East Street. She acknowledged safety concerns too. She said the Board needs to start to pick up the conversation on this, but there is only so much money to go around. • Mr. Failla said he thinks the Board needs to give serious consideration to moving out of East Street. He called the building a disaster and said the Board owed it to administrative staff to move them out. • Mrs. Chastain asked that the minutes reflect the Board's intention to have the Facilities Chair, Board Chair and Superintendent meet with the Mayor regarding this issue. She asked that the topic be added to next month's agenda for further discussion. 	
11.	<p>Discussion and Possible Action</p> <p>A. Discussion of MOU regarding Human Resources Reorganization. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Mrs. McInerney moved that the Board enter into executive session to discuss the MOU regarding the Human Resources Reorganization and invite into the session Dr. Paul Smotas, seconded by Mrs. Rella and passed unanimously.</p> <p>The Board entered executive session at 8:53 p.m.</p> <p>The Board returned to public session at 9:33 p.m.</p> <ul style="list-style-type: none"> • Dr. Smotas said the last item on the agenda was a potential MOU relative to the creation and functioning of a reorganization plan for the central office which includes Mr. Shugrue taking over as interim HR Director. He said he feels confident in Mr. Shugrue's ability, but the Board 	<p>Discussion and Possible Action</p> <p>A. Discussion of MOU regarding Human Resources Reorganization. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Motion made and passed unanimously that the Board enter into executive session to discuss the MOU regarding the Human Resources Reorganization and invite into the session Dr. Paul Smotas.</p>

New Milford Board of Education
Regular Meeting Minutes
October 20, 2020
New Milford High School Library Media Center

Page 14

	did not receive the MOU from him until tonight at 9:00 p.m. As such, the Board would like another few days to review the document, consult legal counsel, and revisit before Friday hopefully. He is hopeful the revision will meet the needs of the district and the administrators involved.	
12.	Adjourn Mrs. Rella moved to adjourn the meeting at 9:35 p.m., seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn at 9:35 p.m.

Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
October 22, 2020
By Zoom Virtual Meeting**

[Signature]
RECEIVED
TOWN CLERK

2020 OCT 23 A 8:11

NEW MILFORD, CT

Present:	Mrs. Angela C. Chastain Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
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1.	Call to Order The special meeting of the New Milford Board of Education was called to order at 5:00 p.m. by Mrs. Chastain via Zoom virtual meeting.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Discuss interim superintendent candidates. Executive session is anticipated. Mr. McCauley made a motion that the Board enter into Executive Session to discuss interim superintendent candidates. Seconded by Mrs. Monaghan. The motion passed unanimously. The Board entered executive session at 5:04 p.m. The Board returned to public session at 6:53 p.m.	Discussion and Possible Action A. Discuss interim superintendent candidates. Executive session is anticipated. Motion made and passed unanimously that the Board enter into Executive Session to discuss interim superintendent candidates.
4.	Adjourn	Adjourn

**New Milford Board of Education
Special Meeting Minutes
October 22, 2020
By Zoom Virtual Meeting**

Page 2

	Mrs. Faulenbach moved to adjourn the meeting at 6:54 p.m., seconded by Mr. Helmus and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 6:54 p.m.
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Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
October 26, 2020
Lillis Administration Building – Board Room**

RECEIVED
TOWN CLERK
2020 OCT 27 A 8:01

NEW MILFORD, CT

Present:	Mrs. Angela C. Chastain Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
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1. A.	Call to Order Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mrs. Chastain. 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. A.	Discussion and Possible Action Interim superintendent search Mrs. Monaghan made a motion to appoint the Board of Education in its entirety as the Interim Superintendent Search Committee. Seconded by Mrs. Nabozny. The motion passed unanimously.	Discussion and Possible Action A. Interim superintendent search Motion made and passed unanimously to appoint the Board of Education in its entirety as the Interim Superintendent Search Committee.
4.	Adjourn	Adjourn

**New Milford Board of Education
Special Meeting Minutes
October 26, 2020
Lillis Administration Building – Board Room**

Page 2

	Mrs. Faulenbach moved to adjourn the meeting at 7:02 p.m., seconded by Mrs. Rella and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 7:02 p.m.
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Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
October 29, 2020
Via Zoom Virtual Meeting**

RECEIVED
TOWN CLERK

2020 OCT 30 A 8:25

NEW MILFORD, CT

Present:	Mrs. Angela C. Chastain Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny
Absent:	Mrs. Olga I. Rella

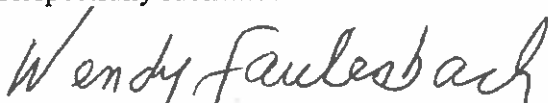
1.	Call to Order The special meeting of the New Milford Board of Education was called to order at 5:00 p.m. by Mr. Failla, via Zoom. Mrs. Chastain, while on the call, was limited in her connectivity.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Appointment of Interim Superintendent Mrs. McInerney made a motion to appoint Ms. Alisha DiCorpo as Interim Superintendent for New Milford Public Schools and to authorize the Board Chair and/or the Board's legal counsel to negotiate the Interim Superintendent's contract on behalf of the Board. Seconded by Mrs. Monaghan. The motion passed unanimously.	Discussion and Possible Action A. Appointment of Interim Superintendent Motion made and passed unanimously to appoint Ms. Alisha DiCorpo as Interim Superintendent for New Milford Public Schools and to authorize the Board Chair and/or the Board's legal counsel to negotiate the Interim Superintendent's contract on behalf of the Board.
4.	Adjourn	Adjourn

**New Milford Board of Education
Special Meeting Minutes
October 29, 2020
Via Zoom Virtual Meeting**

Page 2

	<ul style="list-style-type: none">• Due to connection issues with the zoom call, Mr. Failla offered one more opportunity for public comment. There was none. <p>Mr. McCauley moved to adjourn the meeting at 5:04 p.m., seconded by Mrs. Monaghan and passed unanimously.</p>	<p>Motion made and passed unanimously to adjourn the meeting at 5:04 p.m.</p>
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Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
November 4, 2020
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Angela C. Chastain Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella
Absent:	Mr. Pete Helmus

RECEIVED
TOWN CLERK
2020 NOV -5 P 1:23

NEW MILFORD, CT

Also Present:	Ms. Alisha DiCorpo, Interim Superintendent Mr. Brandon Rush, Director of Technology
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1.	Call to Order A. Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Chastain. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> Roseann Petruso congratulated Ms. DiCorpo on being named Interim Superintendent and said it was well deserved. Erin Haynes thanked district staff for all their hard work. She said her autistic child finds remote learning very challenging and she urged the district to consider the needs of students with disabilities for whom some in-person learning is critical. She asked that any changes to the schedule be shared with parents as soon as possible so that they can prepare. 	Public Comment
3.	Discussion and Possible Action A. Potential Learning Models for 11/25/20-1/3/21 <ul style="list-style-type: none"> Ms. DiCorpo said New Milford Public Health Director Mike Crespan and district Medical Advisor Dr. Evan Hack are at the meeting via 	Discussion and Possible Action A. Potential Learning Models for 11/25/20-1/3/21

	<p>Zoom. She said there has been joint discussion over the past few weeks, specifically regarding travel over the upcoming holidays and how it might impact school schedules. This is in addition to the daily/weekly discussions that already happen.</p> <ul style="list-style-type: none">• Ms. DiCorpo said both Mr. Crespan and Dr. Hack have been tremendous assets to the district. They participate in weekly meetings that include nurse coordinators, where cases are reviewed and general information shared. Contact tracing is a daily occurrence.• With holiday travel anticipated, Ms. DiCorpo wanted to discuss four learning model proposals publicly with the Board in front of the community for transparency. The first proposal is to make no change to the hybrid model. Proposal #1 listed is for remote learning for all students from 11/30/20 – 1/1/21. Proposal #2 is for remote learning for all students from 11/30/20 – 12/4/20. Proposal #3 is for remote learning from 11/30/20 – 12/11/20.• Ms. DiCorpo said that most COVID exposure is happening outside in the community, not within our schools, for which staff should be commended. She said there is definitely an uptick at this time in community spread.• Mr. Crespan agreed. He talked about the different metrics used to monitor cases and communities. He said New Milford is doing well now, but as a small community, it doesn't take much to see changes. He said the school system is doing a great job with social distancing and contact tracing and it is working at least for now. He said the hybrid model certainly helps, with 50% reduced exposure.• Ms. DiCorpo said the district has hired a part time contact tracer, but with the uptick, the person is working more than full time some days at the moment. She said the district is committed to transparency with the public, and they are working on a dedicated section of the website for sharing COVID data.• Dr. Hack said the school district did a great job this summer of getting ready, and with	
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mitigation strategies, and the schools are not a big site for COVID transmission. He said while the district can work to control what goes on inside the schools, it cannot control outside events. He said the wish to travel over the holidays, as well as COVID fatigue, and the ability to keep up with contact tracing are all factors in the discussion. In contrast, remote learning creates more stress for families. He said he wished there was a simple answer.

- Ms. DiCorpo said the district is trying to be proactive and get in front of the factors in play. She said her recommendation would be to go with Proposal #2: one week remote following the Thanksgiving break. This will give staff and families time to test and get PCR test results before reopening schools. Making the decision now gives parents and staff time to prepare, based on current metrics.
- Mrs. Rella asked if the special education population that currently attends four days would be remote that week. Ms. DiCorpo said they would be.
- Mrs. McInerney said safety must be the number one priority but she is really concerned for the special needs population. This means no learning that week for some children. She said there needs to be clear conversations in advance with case managers and teachers.
- Mrs. Faulenbach asked if one week would provide enough time to work through all the paperwork. Ms. DiCorpo said she does think it will. She said they will prioritize Cohort A first since they are the first students due back.
- Mrs. Nabozny asked about the Christmas break. Ms. DiCorpo said she did not think a remote break was needed since students do not return until January 4, but she said if staff/families do not return from travel until close to that time then they should stay remote and follow the executive order for testing.
- Mrs. Faulenbach said she appreciates letting the community participate in the discussion. She asked if letters going out regarding the change will include information on the executive orders, as they are subject to change.

	<p>Ms. DiCorpo said letters will include direct links.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if the PCR saliva and nasal tests are both acceptable. Mr. Crespan said PCR is the test that is done in the lab and it doesn't matter how the sample is collected. • Mrs. Rella said she is comfortable with Ms. DiCorpo's recommendation. She appreciates that it gives parents time to plan. • Mrs. Faulenbach asked if a motion is requested. Mrs. Chastain said the Board could make a motion of support, but ultimately it is the Superintendent's decision. She said the goal of tonight's meeting was to have a transparent conversation in front of the community so they will know the thoughts behind the recommendations and that the Board supports the decision made. Mrs. Chastain said she understands not everyone in the community may agree with the choice but she reminded everyone that the Board members are volunteers making what they feel are the best decisions. She said the nasty, hateful emails sent by some community members are unnecessary and uncalled for. She asked for kindness when expressing disagreement. • Mr. McCauley said he agrees with all that has been said. He said he works with the special needs population and he wondered if some exceptions might be explored. • Mrs. Monaghan said the recommendation is the most logical in allowing people time to follow state guidelines. • Mrs. Faulenbach noted that it is great to be able to inform day care providers ahead of time too. Ms. DiCorpo said there is a call tomorrow with providers and she will fill them in. She expects letters to go out to staff and parents tomorrow as well. 	
B. COVID letters to Staff and Parents regarding Holiday Travel	<ul style="list-style-type: none"> • Ms. DiCorpo said she is in the process of drafting letters to parents and staff, in conjunction with legal, regarding the process to 	B. COVID letters to Staff and Parents regarding Holiday Travel

follow before returning to school/work after traveling. The letters will include live links to guidelines and executive orders and a form to access to state intentions to travel. That way the district can begin to plan for how to manage the data and test results that will be coming. She said the contact tracing is constant and it would be very helpful to have another position to help with that.

- Mrs. Faulenbach asked if the current part time position is paid out of the COVID account. Ms. DiCorpo said it is. Mrs. Faulenbach suggested the additional position be added for discussion at Operations next week.
- Ms. DiCorpo said the staff letter from legal includes language that states that if a staff member does not choose to get tested and instead quarantines for fourteen days, that time would count towards sick and/or personal totals. She said that has not been the practice now, but it has also not been a problem because staff compliance with testing is very high since they want to get back to work as soon as possible. She asked if the Board wanted to keep the language in the letter.
- Mrs. Chastain said she thought the language should be there since legal suggested it and for consistency.
- Mrs. Faulenbach said she agrees the Board should follow legal advice. The language provides clarity going forward.
- Ms. DiCorpo said they will work through testing results as they come in. She encouraged travelers to test as soon as they are able when returning to the state. She said she had reached out to Katy Francis of the United Way to explore getting a testing site for New Milford after the holiday but that requires a lab partner and there is a cost, which is not known at this time. Ms. DiCorpo was on a municipal call today where they mentioned a referral at the state level so she will explore that. Mr. Crespan said he would make some calls as well to see what he can find out. Mrs. Chastain said she has reached out to Mayor Bass.

	<ul style="list-style-type: none">• Dr. Hack said the testing should be the PCR test, no matter where it is done, because that is the most reliable.• Mr. Failla said we may need to have patience with all since the availability of testing in New Milford is not good and centers will probably have increased demand around holiday travel. <p>C. Interim Superintendent Contract. Executive Session anticipated. The Board may take action when it returns to Public Session.</p> <p>Mrs. Nabozny made a motion that the Board enter into Executive Session to discuss the Interim Superintendent Contract, seconded by Mrs. Monaghan.</p> <p>The motion passed unanimously.</p> <p>The Board entered executive session at 7:47 p.m.</p> <p>The Board returned to public session at 7:52 p.m.</p> <p>Mrs. Rella made a motion that the Board approve the Interim Superintendent Contract as discussed in executive session, seconded by Mrs. Nabozny.</p> <p>The motion passed unanimously.</p>	<p>C. Interim Superintendent Contract. Executive Session anticipated. The Board may take action when it returns to Public Session.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session to discuss the Interim Superintendent Contract.</p> <p>Motion made and passed unanimously that the Board approve the Interim Superintendent Contract as discussed in executive session.</p>
4.	<p>Adjourn</p> <p>Mrs. Monaghan moved to adjourn the meeting at 7:53 p.m., seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:53 p.m.</p>

Respectfully submitted:



Wendy Faulenbach
Secretary
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
November 17, 2020
**as of November 17, 2020

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mr. Pierre de St. Croix**, Technology/PLTW Teacher, Schaghticoke Middle School effective October 26, 2020.
2. ****Mrs. Jessica Galan**, TESOL Teacher, Schaghticoke Middle School effective December 1, 2020.
3. ****Mr. Matthew Heiss**, Science Teacher, New Milford High School effective December 3, 2020.
4. **Ms. Diane Taylor**, Music Teacher, New Milford High School effective January 31, 2021.

Personal Reasons

Took position elsewhere

Moving

Retirement

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None currently

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Ms. Patricia Lynch**, Science Teacher, Schaghticoke Middle School effective November 23, 2020.
2020-2021 Salary – \$52,047 – Step 2 Bachelors, pro-rated to start date
2. ****Mrs. Kathleen Quader**, Special Education Teacher, Schaghticoke Middle School effective November 30, 2020.
2020-2021 Salary – \$69,960 – Step 10 Masters, pro-rated to start date

Education History:

AA: SUNY, Morrisville

Major: Liberal Arts

BS: WCSU

Major: Health Education

Additional coursework for Science cert.

Work Experience:

1 yr. CREC

Replacing: S. Robair

Education History:

BS: St. Joseph College (NY)

Major: Child Study

MA: University of St. Joseph (CT)

Major: Curriculum & Instruction

Work Experience:

13 yrs. Bethel Schools

2 yrs. Bridgeport Schools

Replacing: M. Przybysz

<p>3. **Ms. Shannon Rausch, Bilingual/TESOL Teacher, Schaghticoke Middle School effective December 2, 2020. 2020-2021 Salary – \$52,047 – Step 2 Bachelors, pro-rated to start date</p>	<p><i>Education History:</i> BS: WCSU Major: Elementary Education</p> <p><i>Work Experience:</i> 5 yrs. Tutor - Woodbury 11.5 yrs. Tutor – New Milford</p> <p>Replacing: J. Galan</p>
<p>4. MISCELLANEOUS STAFF a. RESIGNATIONS 1. None</p>	
<p>5. MISCELLANEOUS STAFF b. APPOINTMENTS 1. None</p>	
<p>6. NON-CERTIFIED STAFF AND LICENSED STAFF a. RESIGNATIONS 1. Mrs. Caroline Fortier, District Secretary, Central Office effective November 11, 2020. 2. **Mrs. Marshia King, Paraeducator, Northville Elementary School effective December 3, 2020. 3. Mr. Brian Kozikowski, Groundskeeper, Northville Elementary School/Schaghticoke Middle School effective November 2, 2020. 4. **Mrs. Irene Miller, Library Clerk, New Milford High School effective January 4, 2021.</p>	<p>Took position elsewhere</p> <p>Retirement</p> <p>Separation</p> <p>Retirement</p>
<p>7. NON-CERTIFIED AND LICENSED STAFF b. APPOINTMENTS 1. **Mrs. Paula Durr, Tutor, Sarah Noble Intermediate School effective November 16, 2020, pending board approval.</p>	<p><i>Education History:</i> BA: Geneva College Major: English</p> <p>\$16.00 per hour</p>

2. **Mrs. Catherine Gabianelli , Director of Human Resources, Central Office effective December 9, 2020. 2020-2021 Salary – \$115,000, pro-rated to start date	<i>Education History:</i> BA: Sacred Heart University Major: Business & Psychology Certificate in Human Resource Management from Fairfield University <i>Work Experience:</i> 16.5 yrs.- Human Resources Replacing: E. Baldelli
3. Mrs. Jennifer Gray , Nurse Paraeducator, Schaghticoke Middle School effective November 23, 2020.	\$15.06 per hour - Hire Rate \$16.64 per hour – Job Rate (after completion of probationary period) 7 hours per day/4 days per week New budgeted
4. **Mrs. Fionnuala Kavanagh , Sanitation Attendant, Northville Elementary School effective November 23, 2020.	\$15.00 per hour, 19 hours per week New budgeted
5. **Mrs. Elaine LaFontan , Tutor, Sarah Noble Intermediate School effective September 8, 2020, pending board approval.	<i>Education History:</i> BS: WCSU Major: Elementary Education \$16.00 per hour
6. Ms. Marybeth Lopez , Part-time Paraeducator, Hill and Plain School effective November 23, 2020.	\$15.06 per hour - Hire Rate \$16.64 per hour – Job Rate (after completion of probationary period) 3.5 hours per day/4 days per week New budgeted
7. Ms. Laura Lyons , Paraeducator, Sarah Noble Intermediate School effective November 23, 2020.	\$15.06 per hour - Hire Rate \$16.64 per hour – Job Rate (after completion of probationary period) 7 hours per day Replacing: P. Shanahan
8. Ms. Gabrielle Malick , Part-time Paraeducator, Northville Elementary School effective November 23, 2020.	\$15.06 per hour - Hire Rate \$16.64 per hour – Job Rate (after completion of probationary period) 3.5 hours per day Replacing: T. Gladstone
9. Mrs. Kathryn Post , Paraeducator, New Milford High School effective November 23, 2020.	\$15.06 per hour - Hire Rate \$16.64 per hour – Job Rate (after completion of probationary period) 7 hours per day Replacing: S. Duffy
8. ADULT EDUCATION STAFF a. RESIGNATIONS	
1. Mrs. Jill Olson , Adult Education Secretary, New Milford High School effective October 15, 2020.	Separation

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. ****Mrs. Elaine Donahue**, Part-time Secretary for Adult Education, New Milford High School effective November 23, 2020.

\$14.00 per hour, 28 hours per week

Replacing: J. Olson

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. None

13. COACHING STAFF

b. APPOINTMENTS

1. None

14. LEAVES OF ABSENCE

1. None

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
November 17, 2020

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mr. Pierre de St. Croix**, Technology/PLTW Teacher, Schaghticoke Middle School effective October 26, 2020.
2. **Mrs. Jessica Galan**, TESOL Teacher, Schaghticoke Middle School effective on or about December 1, 2020.
3. **Ms. Diane Taylor**, Music Teacher, New Milford High School effective January 31, 2021.

Personal Reasons

Took position elsewhere

Retirement

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None currently

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Patricia Lynch**, Science Teacher, Schaghticoke Middle School effective November 23, 2020.
2020-2021 Salary – \$52,047 – Step 2 Bachelors, pro-rated to start date

Education History:

AA: SUNY, Morrisville

Major: Liberal Arts

BS: WCSU

Major: Health Education

Additional coursework for Science cert.

Work Experience:

1 yr. CREC

Replacing: S. Robair

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. None

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. **Mrs. Caroline Fortier**, District Secretary, Central Office effective November 11, 2020.
2. **Mr. Brian Kozikowski**, Groundskeeper, Northville Elementary School/Schaghticoke Middle School effective November 2, 2020.

Took position elsewhere

Separation

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. **Mrs. Jennifer Gray**, Nurse Paraeducator, Schaghticoke Middle School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
7 hours per day/4 days per week

New budgeted

2. **Mrs. Elaine LaFontan**, Tutor, Sarah Noble Intermediate School effective September 8, 2020.

Education History:
BS: WCSU
Major: Elementary Education

\$16.00 per hour

3. **Ms. Marybeth Lopez**, Part-time Paraeducator, Hill and Plain School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
3.5 hours per day/4 days per week

New budgeted

4. **Ms. Laura Lyons**, Paraeducator, Sarah Noble Intermediate School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
7 hours per day

Replacing: P. Shanahan

5. **Ms. Gabrielle Malick**, Part-time Paraeducator, Northville Elementary School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
3.5 hours per day

Replacing: T. Gladstone

6. **Mrs. Kathryn Post**, Paraeducator, New Milford High School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
7 hours per day

Replacing: S. Duffy

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. **Mrs. Jill Olson**, Adult Education Secretary, New Milford High School effective October 15, 2020.

Separation

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

- 1. None**

12. COACHING STAFF

a. RESIGNATIONS

- 1. None**

13. COACHING STAFF

b. APPOINTMENTS

- 1. None**

14. LEAVES OF ABSENCE

- 1. None**



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	7,626,537	21,522,334	512,511	98.27%
100'S	SALARIES - NON CERTIFIED	9,375,760	0	9,375,760	2,437,541	4,525,977	2,412,242	74.27%
200'S	BENEFITS	11,074,320	0	11,074,320	5,021,357	5,120,965	931,998	91.58%
300'S	PROFESSIONAL SERVICES	3,697,954	0	3,697,954	1,173,990	1,889,231	634,733	82.84%
400'S	PROPERTY SERVICES	1,030,780	0	1,030,780	353,015	221,422	456,343	55.73%
500'S	OTHER SERVICES	7,918,036	0	7,918,036	2,253,265	4,672,975	991,796	87.47%
600'S	SUPPLIES	2,604,719	0	2,604,719	697,559	1,339,102	568,057	78.19%
700'S	CAPITAL	10,627	0	10,627	51	18	10,558	0.65%
800'S	DUES AND FEES	91,305	0	91,305	57,244	1,010	33,051	63.80%
900'S	REVENUE	-1,000,107	0	-1,000,107	-19,790	0	-980,317	1.98%
GRAND TOTAL		64,464,776	0	64,464,776	19,600,768	39,293,034	5,570,973	91.36%

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	0	0	516,890	0.00%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,049,757	0	2,049,757	456,698	1,330,807	262,251	87.21%
51202	SALARIES - NON CERT - SUBSTITUTES	894,478	0	894,478	126,335	0	768,143	14.12%
51210	SALARIES - NON CERT - SECRETARY	1,871,103	0	1,871,103	608,470	1,010,142	252,491	86.51%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	40,721	0	234,974	14.77%
51240	SALARIES - NON CERT - CUSTODIAL	1,909,059	0	1,909,059	622,682	1,012,452	273,925	85.65%
51250	SALARIES - NON CERT - MAINTENANCE	920,442	0	920,442	294,562	536,908	88,972	90.33%
51285	SALARIES - NON CERT - TECHNOLOGY	471,446	0	471,446	149,905	306,945	14,596	96.90%
51336	SALARIES - NON CERT - NURSES	466,890	0	466,890	138,168	328,722	0	100.00%
TOTAL		9,375,760	0	9,375,760	2,437,541	4,525,977	2,412,242	74.27%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	610,906	0	610,906	158,243	0	452,663	25.90%
52201	BENEFITS - MEDICARE	522,583	0	522,583	141,587	0	380,996	27.09%
52300	BENEFITS - PENSION	879,067	0	879,067	879,067	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	7,371	7,629	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,323,495	0	8,323,495	3,544,202	4,779,293	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	34,201	68,545	22,254	82.20%
52830	BENEFITS - LIFE INSURANCE	142,000	0	142,000	34,986	70,151	36,863	74.04%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	456,269	0	456,269	221,701	195,347	39,222	91.40%
TOTAL		11,074,320	0	11,074,320	5,021,357	5,120,965	931,998	91.58%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	29,661,381	0	29,661,381	7,626,537	21,522,334	512,511	98.27%
51200	NON-CERTIFIED SALARIES	9,375,760	0	9,375,760	2,437,541	4,525,977	2,412,242	74.27%
52000	BENEFITS	11,074,320	0	11,074,320	5,021,357	5,120,965	931,998	91.58%
53010	LEGAL SERVICES	218,945	0	218,945	180,249	38,696	0	100.00%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	1,475	0	83,525	1.74%
53200	PROFESSIONAL SERVICES	2,070,915	0	2,070,915	605,607	1,178,971	286,338	86.17%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	0	0	30,500	0.00%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	485	378	10,638	7.50%
53220	IN SERVICE	117,175	0	117,175	11,829	21,298	84,048	28.27%
53230	PUPIL SERVICES	597,574	0	597,574	114,933	452,988	29,653	95.04%
53300	OTHER PROF/ TECH SERVICES	58,470	0	58,470	10,410	4,009	44,051	24.66%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	48,000	0	-3,000	106.67%
53500	TECHNICAL SERVICES	248,490	0	248,490	186,617	9,262	52,612	78.83%
53530	SECURITY SERVICES	214,385	0	214,385	14,387	183,629	16,369	92.36%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	33,153	0	79,947	29.31%
54101	CONTRACTUAL TRASH PICK UP	94,853	0	94,853	24,434	54,406	16,013	83.12%
54301	REPAIRS & MAINTENANCE	468,423	0	468,423	184,935	104,725	178,763	61.84%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,129	0	1,371	45.17%
54303	GROUPS MAINTENANCE	13,000	0	13,000	508	3,469	9,022	30.60%
54310	GENERAL REPAIRS	44,440	0	44,440	5,935	7,168	31,336	29.49%
54320	TECHNOLOGY RELATED REPAIRS	32,847	0	32,847	1,008	4,106	27,733	15.57%
54411	WATER	68,195	0	68,195	16,637	37,672	13,887	79.64%
54412	SEWER	15,559	0	15,559	11,652	0	3,907	74.89%
54420	LEASE/RENTAL EQUIP/VEH	177,863	0	177,863	73,624	9,876	94,364	46.95%
55100	PUPIL TRANSPORTATION - OTHER	88,250	0	88,250	5,252	64,834	18,164	79.42%
55101	PUPIL TRANS - FIELD TRIP	25,450	0	25,450	0	0	25,450	0.00%
55110	STUDENT TRANSPORTATION	4,693,947	0	4,693,947	1,310,407	2,751,719	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	16,975	29,144	4,121	91.80%
55301	POSTAGE	33,255	0	33,255	4,078	29,177	0	100.00%
55302	TELEPHONE	78,498	0	78,498	43,381	35,117	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	6,000	0	6,000	662	0	5,338	11.03%
55505	PRINTING	52,129	0	52,129	8,469	3,311	40,349	22.60%
55600	TUITION - TRAINING	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	790,273	0	790,273	138,259	630,785	21,229	97.31%
55630	TUITION - PRIVATE PLACEMENTS	1,727,602	0	1,727,602	435,732	1,121,906	169,965	90.16%
55800	TRAVEL	49,149	0	49,149	2,555	6,984	39,610	19.41%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,326	0	167,326	42,382	25,641	99,303	40.65%
56110	INSTRUCTIONAL SUPPLIES	405,132	0	405,132	153,861	68,564	182,708	54.90%
56120	ADMIN SUPPLIES	29,788	0	29,788	3,798	8,125	17,866	40.02%
56210	NATURAL GAS	188,000	0	188,000	18,434	169,566	0	100.00%
56220	ELECTRICITY	974,971	0	974,971	222,909	712,565	39,497	95.95%
56230	PROPANE	3,870	0	3,870	187	3,562	121	96.87%
56240	OIL	207,901	0	207,901	0	141,263	66,638	67.95%
56260	GASOLINE	27,186	0	27,186	2,079	25,107	0	100.00%
56290	FACILITIES SUPPLIES	311,190	0	311,190	89,884	152,366	68,940	77.85%
56291	MAINTENANCE COMPONENTS	15,650	0	15,650	2,250	3,639	9,761	37.63%
56292	UNIFORMS/ CONTRACTUAL	13,000	0	13,000	0	3,372	9,628	25.94%
56293	GROUNDKEEPING SUPPLIES	23,060	0	23,060	2,964	6,880	13,216	42.69%
56410	TEXTBOOKS	57,036	0	57,036	31,181	4,314	21,541	62.23%
56411	CONSUMABLE TEXTS	102,146	0	102,146	98,719	320	3,108	96.96%
56420	LIBRARY BOOKS	31,000	0	31,000	7,281	10,021	13,698	55.81%
56430	PERIODICALS	16,559	0	16,559	6,076	180	10,303	37.78%
56460	WORKBOOKS	2,650	0	2,650	2,620	0	30	98.87%
56500	SUPPLIES - TECH RELATED	28,254	0	28,254	12,936	3,618	11,700	58.59%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	51	18	4,431	1.53%
57400	GENERAL EQUIPMENT	6,127	0	6,127	0	0	6,127	0.00%
58100	DUES & FEES	91,305	0	91,305	57,244	1,010	33,051	63.80%
EXPENDITURE TOTAL		65,464,883	0	65,464,883	19,620,558	39,293,034	6,551,290	89.99%



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	-2,790	0	-57,717	4.61%
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	-6,493	0	-48,507	11.81%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-3,507	0	-24,444	12.55%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-7,000	0	-107,400	6.12%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
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	-19,790	0	-980,317	1.98%

GRAND TOTAL	64,464,776	0	64,464,776	19,600,768	39,293,034	5,570,973	91.36%
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 10/31/20	550,467

<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 10/31/20	160,225



PURCHASE RESOLUTION D - 740

REVISED
NOVEMBER 2020 MEETING

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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 12	20/21 YEARLY - VOAG. TUITION 13 STUDENTS - 2 RECEIVING ADDITIONAL SERVICES	\$ 101,506.00	55610
GENERAL	SPED	CONN. TRANSPORTATION SOLUTIONS	20/21 YEARLY - TRANSPORTATION FOR 2 STUDENTS SHARING A RUN	\$ 70,040.00	55110
GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 14	20/21 YEARLY - VOAG. TUITION 5 STUDENTS - 0 RECEIVING ADDITIONAL SERVICES	\$ 34,115.00	55610
GENERAL	TECHNOLOGY	GO GUARDIAN	GO GUARDIAN ADMIN - TECHNOLOGY SOFTWARE LICENSE	\$ 12,826.71	53500
GRANT- TITLE IV	DOI	JO ANN FRIEBERG	VIRTUAL TRAINING SESSIONS ON SCHOOL CLIMATE	\$ 10,800.00	53300
GENERAL	DISTRICT	EDADVANCE	IN-DISTRICT SERVICES AND SUPPORT UNTIL FULL TIME H.R. DIRECTOR BEGINS NOT TO EXCEED	\$ 10,000.00	53200
CAPITAL - UNIFORMS**	NMHS	BSN SPORTS	BOYS LACROSSE UNIFORMS	\$ 8,640.00	56292
			GIRLS LACROSSE UNIFORMS	\$ 6,435.44	56292
			FOOTBALL PANTS UNIFORMS	\$ 6,183.95	56292

Funding	Location	Vendor Name	Description	Amount	Object Code
COVID EXP	SPED	THE NURSE NETWORK	20/21 YEARLY - ON SITE NURSE AT NMHS FOR ADULT EDUCATION PROGRAM	\$ 39,000.00	53999

THESE PURCHASES ARE BEING MADE BY THE BOE UTILIZING A TOTAL OF \$81,291 IN FUNDS PROVIDED BY THE TOWN FOR ATHLETIC EQUIPMENT AND UNIFORMS FOR THE HIGH SCHOOL APPROVED AT THE BOARD OF FINANCE MEETING DATED 6.24.20.



PURCHASE RESOLUTION D - 740

AGENDA ITEM 3B-2
NOVEMBER 2020 MEETING

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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 12	20/21 YEARLY - VOAG. TUITION 13 STUDENTS - 2 RECEIVING ADDITIONAL SERVICES	\$ 101,506.00	55610
GENERAL	SPED	CONN. TRANSPORTATION SOLUTIONS	20/21 YEARLY - TRANSPORTATION FOR 2 STUDENTS SHARING A RUN	\$ 70,040.00	55110
GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 14	20/21 YEARLY - VOAG. TUITION 5 STUDENTS - 0 RECEIVING ADDITIONAL SERVICES	\$ 34,115.00	55610
GENERAL	TECHNOLOGY	GO GUARDIAN	GO GUARDIAN ADMIN - TECHNOLOGY SOFTWARE LICENSE	\$ 12,826.71	53500
GRANT- TITLE IV	DOI	JO ANN FRIEBERG	VIRTUAL TRAINING SESSIONS ON SCHOOL CLIMATE	\$ 10,800.00	53300
CAPITAL - UNIFORMS**	NMHS	BSN SPORTS	BOYS LACROSSE UNIFORMS	\$ 8,640.00	56292
			GIRLS LACROSSE UNIFORMS	\$ 6,435.44	56292
			FOOTBALL PANTS UNIFORMS	\$ 6,183.95	56292

Funding	Location	Vendor Name	Description	Amount	Object Code
COVID EXP	SPED	THE NURSE NETWORK	20/21 YEARLY - ON SITE NURSE AT NMHS FOR ADULT EDUCATION PROGRAM	\$ 39,000.00	53999

***THESE PURCHASES ARE BEING MADE BY THE BOE UTILIZING A TOTAL OF \$81,291 IN FUNDS PROVIDED BY THE TOWN FOR ATHLETIC EQUIPMENT AND UNIFORMS FOR THE HIGH SCHOOL
APPROVED AT THE BOARD OF FINANCE MEETING DATED 6.24.20.***



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
NOVEMBER 2020 MEETING

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

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



Connecticut State Department of Education
Bureau of Health/Nutrition, Family
Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

For State Use Only

Effective date: _____
Agreement numbers:
School programs _____
Child care centers _____
Adult day care centers _____
Day care homes _____
Summer food service _____

Authorized Signatures Change Form

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Scan and e-mail a completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signature Change Form" in the subject line of the e-mail.

This is to certify that on November 17, 2020, as shown in the minutes of
Date

New Milford Board of Education

Name of corporation, board of education or governing body

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

Signature

Interim Superintendent of Schools

*Title (superintendent of schools, mayor, selectman, president
or chairperson of the board, pastor, or commissioner)*

Alisha DiCorpo

Printed name

November 17, 2020

Date

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

Signature

Director of Fiscal Services and Operations

*Title (assistant superintendent, business official, principal, headmaster, city
or town manager, executive director, or deputy commissioner)*

Anthony Giovannone

Printed name

November 17, 2020

Date

3. The signature below certifies the above action.

Signature

Secretary, New Milford Board of Education

*Title (secretary of corporation,
town clerk, secretary of the board)*

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChange.pdf>. The instructions are available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChangeInstructions.pdf>.



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

TO: Ms. Alisha DiCorpo, Interim Superintendent
FROM: Kevin Munrett, Facilities Director
DATE: November 13, 2020
RE: Camella's Cupboard Cooler Estimate

During the 11/10/20 Facilities Sub-Committee meeting, the Board discussed the possible installation of a walk-in cooler to be used for Camella's Cupboard.

During those deliberations, the question of installation and operating costs was raised. I have attached estimated monthly energy costs as found on the manufacturer's website. Under the proposed set up, the 10' x 12' cooler configuration has an estimated electrical impact of \$151.07 per month or \$1,812.84 annually.

In order to provide power to the unit, a sub panel, breaker and wiring will need to be installed. I estimate this to have a material cost, not to exceed \$1,000.00 and the labor could be provided by our in-house, licensed electrician.

The only other cost would be to charge the refrigerant for the cooler once it is assembled and connected. I have reached out to a local refrigeration specialist and he estimates approximately \$150 for the R22 coolant and another \$800 in labor to fully charge the unit.

Sincerely,
Kevin Munrett
Facilities Director



Refrigeration, Tips and Advice, Walk-ins

Operating Costs for Walk-In Coolers and Freezers

Written by Lane Shannon on September 6th, 2012. 19 Comments

Before purchasing your walk-in, you may be wondering how much it will cost to operate your walk-in.

Estimates for Standard Sized Walk-ins

To give you a rough estimate of how much it cost to operate a walk-in cooler or freezer, using the national average of \$0.1071 per kilowatt, look at the chart below.

Cooler	Average Cost per month	Freezer	Average Cost per month	*These numbers were figured using the 12-month rolling average of \$0.1071 kilowatt hour cost. According to the <u>Energy Information Administration</u> this is the average cost in the United States for commercial electricity as of November 2014.
6×6	\$70.74	6×6	\$244.13	
6×8	\$70.74	6×8	\$244.13	
8×8	\$126.49	8×8	\$244.13	
8×10	\$119.30	8×10	\$372.27	
8×12	\$119.30	8×12	\$372.27	
10×10	\$151.07	10×10	\$372.27	
10×12	\$151.07	10×12	\$435.66	

Note: The above figures are estimates in a controlled environment; your exact numbers will vary.

This chart was created using several assumptions that can affect your actual operating cost.

1. The type of insulation in the walk-in.
2. Efficiency of the refrigeration system.
3. Inside and outside temperature of walk-in.
4. Where the walk-in is located.
5. The temperature and the weight of the product entering the walk-in.

6. How often the door is opened.
7. The age of the walk-in.
8. Cost of electricity.

This is just to name a few. If you would like to be more accurate using your electric rate, follow the instructions below.

Most walk-in refrigeration systems are designed to run 80% of the time or between 16 and 18 hours per day. For a quick estimate of the cost to run your walk-in use the chart and formula below.

For standard sized walk-ins, we have estimated the average kilowatt hours used to run the selected sized walk-ins. To figure out your monthly cost, select the walk-in you want to calculate and multiply the associated AKWH (Average kilowatt hours) by your cost per kilowatt.

AKWH * C = Average Monthly cost

Cooler	Avg. KW hours per month (AKWH)	Freezer	Avg. KW hours per month (AKWH)
6×6	660.48	6×6	2,279.49
6×8	660.48	6×8	2,279.49
8×8	1,181.03	8×8	2,279.49
8×10	1,113.86	8×10	3,475.91
8×12	1,113.86	8×12	3,475.91
10×10	1,410.51	10×10	3,475.91
10×12	1,410.51	10×12	4,067.82

Note: The above figures are estimates; your exact numbers may vary.

For example, an 8×10 cooler would be figured by multiplying 1,113.86 by your monthly kilowatt cost per hour. In this example we used a cost of 11.89 cents per KWH.

1,113.86 (AKWH) * \$.1189 = \$132.44 per month

Estimate for a Custom Sized Walk-in

If you would like to calculate an estimate on a different sized walk-in, follow the provided formula below. You will need to get a BTU (British Thermal Unit) requirement for the walk-in you would like to calculate. You can get this information from calling your dealer, U.S. Cooler Company at 800-521-2665 or go to U.S. Cooler's [refrigeration sizing program](#) to size your walk-in. If you have your dealer or U.S. Cooler on the phone you will also need to get the voltage and amperage of the refrigeration system that will match your BTU requirement. When you have the amperage and volts of your refrigeration unit, follow the equation below for your average monthly electricity cost. Make sure you have the amperage and volts for both the condensing unit and evaporator coil.

Cooler: $((TW * 16) / 1000) * 30.42 * C = \text{Monthly Energy Cost}$

Freezer: $((TW * 18) / 1000) * 30.42 * C = \text{Monthly Energy Cost}$

16 = Design run time for a Cooler per day

18 = Design run time for a Freezer per day

30.42 = Average days in a month

A = Amperage

V = Total Voltage of refrigeration unit

C = Your cost per kilowatt in dollars (This could be found on your electricity invoice.)

$TW = (A \times V) \text{ for condensing unit} + (A \times V) \text{ for evaporator coil}$

This takes the amperage (A) times the voltage (V) of the condensing unit plus the amperage (A) times the voltage (V) of the evaporator coil to get the total watts (TW) of the refrigeration system. The amount of watts used is then multiplied by the number of hours the system will run per day. For coolers the average is 16 hours and freezers average 18 hours per day. This will give you the daily amount of kilowatts required daily. Multiply the daily required kilowatts by 30.42 which is the average days per month to get the monthly required kilowatts. Multiply that number by the Kilowatt cost of electricity in your area to get your cost per month. This will give you an estimate of what the walk-in will cost to run per day in your area.

Example: 8x10 cooler, Condensing Unit A = 9.5, V = 230, Evaporator Coil A = .9, V = 115

C = \$.1189

$9.5 \times 230 = 2,185$ condensing unit watts

$.9 \times 115 = 103.5$ evaporator unit watts

$TW = 2,185 + 103.5 = 2,288.50$

$((((2,288.50 \times 16) / 1,000) \times 30.42) \times \$0.1189 = \$132.44$

As discussed above these formulas will give you an idea of the cost to run your walk-in and are not to be considered exact figures. If you would like more accurate figures you need to contact a licensed mechanical engineer to design and calculate your system.

Previous Post:

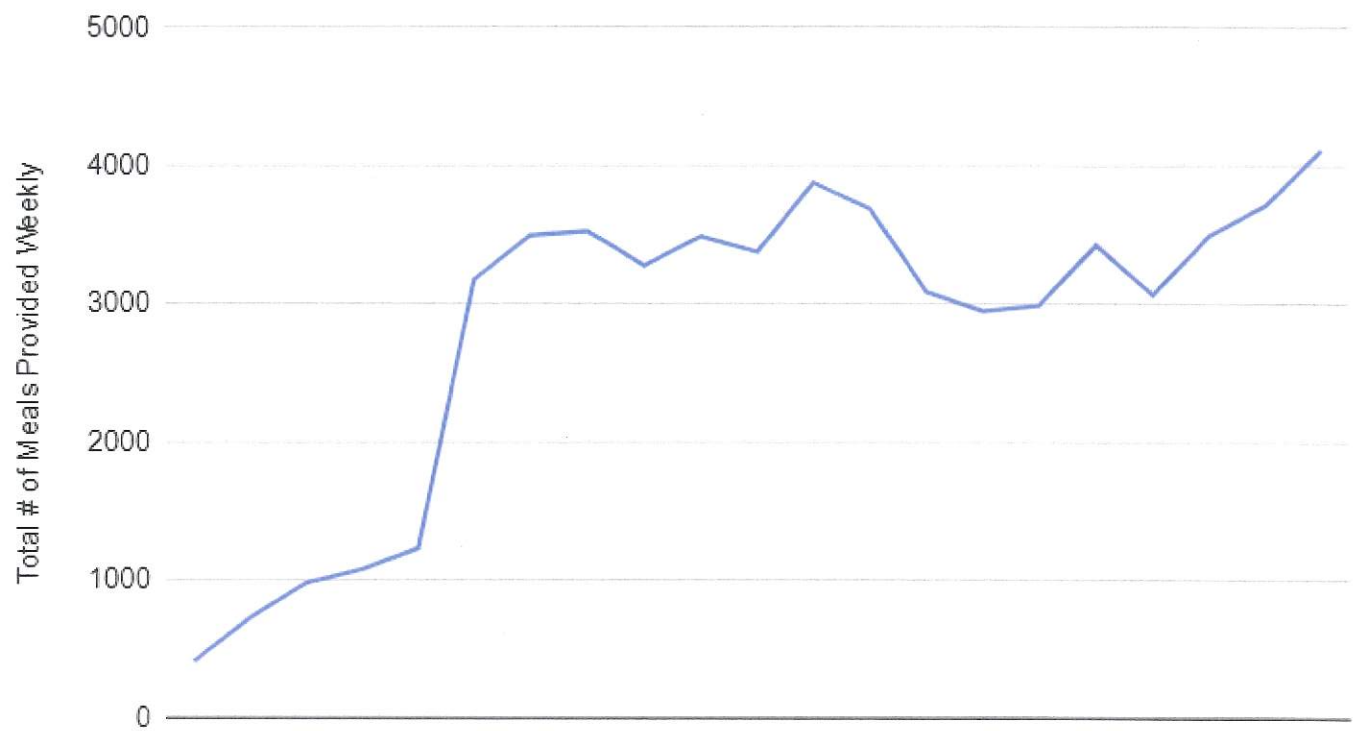
Troubleshooting Defrost Problems

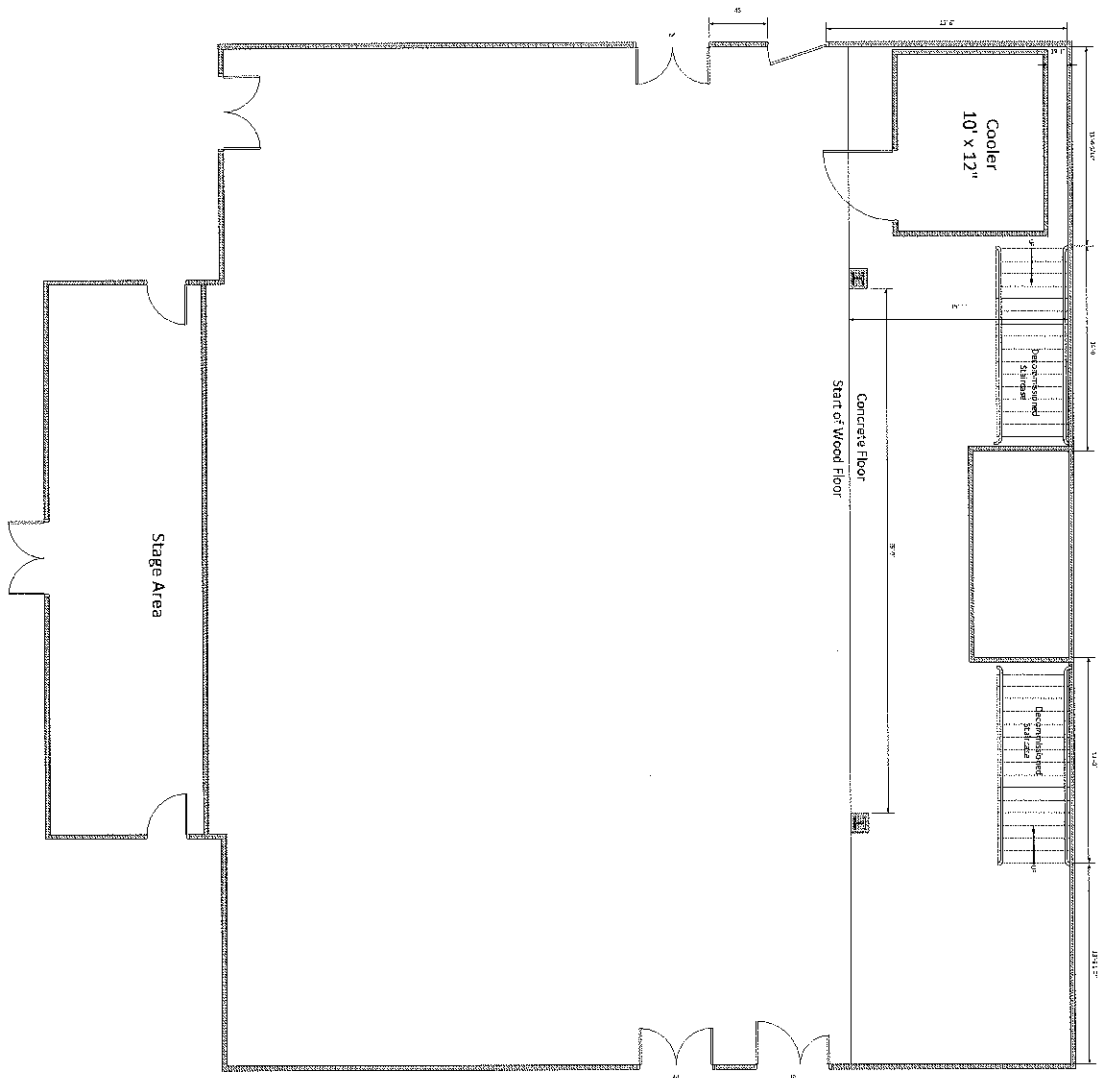
Next Post:

Walk-In Cooler & Freezer Installation Tips



Total # of Meals Provided Weekly







NEW MILFORD HIGH SCHOOL
MEMORANDUM

To: Dr. Paul Smotas – Superintendent of New Milford Public Schools
CC: Ellamae Baldelli, Human Resources Director, Greg Shugrue, Principal
From: Kevin Best, Assistant Principal overseeing Activities/Stipend Positions
Date: 10/20/2020
Re: Update on Activities Stipends at NMHS as of 10/20/2020

This memo is to provide updated information on the Stipend Activities at New Milford High School. To date, some activities had still been suspended due to the afterschool program restrictions based on COVID-19/district policy and/or allowing time for the students and faculty to get acclimated to the new norms of the academic school year. There are 4 categories that the stipends are organized under: **Currently operating and funded**, **Recommended to run/fund**, **Not recommended to run at this time (revisit)** and **Cut or Not Recommended to run/fund this year**. These distinctions are included on the attached spreadsheet.

Clubs/Activity Stipends that are **Currently operating and funded in Phase 1:**

Auditorium supervisor
Class Advisors (Freshmen, Sophomore, Junior, Senior)
Honor Societies (French, German, Math, National, Spanish)
Marching Band
School Climate Program Coordinators
Student Council Advisors
Yearbook Publication and Administration

The advisors of the clubs and activities that were not operating to start the year were given the opportunity to write a proposal (proposals are available upon request) about how their club/activity could still happen under the current Covid-19 restrictions and guidelines. After the proposals were read and discussed the following recommendations are made moving forward:

Clubs/Activity Stipends that are Recommended to run/be funded in the next phase:

All School Musical (Preliminary Planning Nov 1st: Virtual)
Chorus (Virtual concerts each quarter or until in-person concerts allowed)
DECA (Virtual competitions)
FBLA (Ability to plan/meet in virtual setting)
Gay-Straight Alliance (SEL component)
Key Club (Community outreach. Virtual component)
Math Team (Virtual competitions)
Piper (Magazine can be created virtually as it was in Spring of 2020)
SADD (Virtual meetings)

Clubs/Activity Stipends that are Not Recommended to run/be funded at this time in the next phase (These will be revisited in the near future):

Jazz Band (Waiting on more information on guidelines for indoor instrumental concerts)
Orchestra (Waiting on more information on guidelines for indoor instrumental concerts)
Emerging Artists (Revisit)
Senior Art Show (Revisit)
Winter Guard (Waiting on more information on guidelines)
Winter Percussion (Waiting on more information on guidelines)

Clubs/Activity Stipends that are Not Recommended to run this year:

Drama Club (Fall event in theatre)
ESports (Can't meet with the current restrictions)
HOSA (No advisor available : Not continuing / cut)
Newspaper (Not continuing / cut)
Robotics (Can't meet with the current restrictions)
Team Waramaug (No team travel / competitions this year)
United Countries (Not continuing / cut)

In addition to the narrative above, I have included a spreadsheet of all 2020 stipend activities. All clubs and activities currently running or potentially being moved forward in the next phase understand that current and future metrics may change the way the program has to run. This will be revisited as new data becomes available. The recommendations above provide an opportunity for students to have interactions with their peers and advisors and support Social-emotional well being. Please do not hesitate to contact me with any questions.

Sincerely,

Kevin Best

Assistant Principal - School Wide Programming

New Milford High School

Fall 2020 Stipend Activities proposal

Activities: BLE32042-51180

Position	Staff Member	Stipend	Notes
ALL SCHOOL MUSICAL			Recommended to run / fund
Asst. Producer - School Musical	Jim Luis	1,985.00	Recommended to run / fund
Choreographer - School Musical	Lindsay Pytel	1,985.00	Recommended to run / fund
Director - School Musical	Alessandro Amenta	4,468.00	Recommended to run / fund
Musical Pit - Orchestra	Timothy Polhemus	1,985.00	Recommended to run / fund
Producer/Musical Director	Rebekka Rosen	2,483.00	Recommended to run / fund
AUDITORIUM			
Auditorium	Steve Donahue	3,928.00	Currently operating/funded
Chorus	Diane Taylor	2,483.00	Recommended to run / fund
Drama Club	Marnie Taylor	1,486.00	GUT: Fall Production
Jazz Band - Revisit 11/10	David Syzdek	1,985.00	Not recommended to run at this time
Orchestra Director - Revisit 11/10	David Syzdek	1,985.00	Not recommended to run at this time
CLASS ADVISORS			
Freshman Class Advisor	Matt Hirsch	1,486.00	Currently operating/funded
	Ashlee Honiker	1,486.00	Currently operating/funded
Sophomore Class Advisor	Megan Boswell	1,486.00	Currently operating/funded
	Caitlin Granucci	1,486.00	Currently operating/funded
Junior Class Advisor	Corrine Palmer	1,486.00	Currently operating/funded
	Christina McCullough	1,486.00	Currently operating/funded
Senior Class Advisor	Katie Gardner	1,985.00	Currently operating/funded
	Lisa Lee	1,985.00	Currently operating/funded
	Jenilee Valencia	1,985.00	Currently operating/funded
HONOR SOCIETIES			
French Honor Society	Sasha Cordero	1,486.00	Currently operating/funded
German Honor Society	Nina Money	992.00	Currently operating/funded
Math Honor Society	Peter Miserendino	992.50	Currently operating/funded
(split between 2) \$1985	Kristen Sroka	992.50	Currently operating/funded
National Honor Society	Cara Abraham	1,985.00	Currently operating/funded
	Denise Duggan	1,985.00	Currently operating/funded
Spanish Honor Society	Jessica Pelletier	1,486.00	Currently operating/funded
SOCIAL-EMOTIONAL LEARNING			
School Climate Program Coord	Lisa Lee	827.66	Currently operating/funded
(split among 3) (\$2483.00)	Megan Boswell	827.66	Currently operating/funded
	Christine Taylor	827.66	Currently operating/funded
STUDENT ORGANIZATIONS			
DECA	Debbie Knipple	1,486.00	Recommended to run / fund
Emerging Artists Revisit 11/24	Kristi Soucie	330.66	Not recommended to run at this time
(split among 3) (\$971.00)	Annette Marcus	330.66	Not recommended to run at this time
	Alicia Daley	330.66	Not recommended to run at this time
Esports	Christine Taylor	1,985.00	Not recommended to run this year
FBLA	Janice Perrone	1,486.00	Recommended to run / fund

Fall 2020 Stipend Activities proposal

Activities: BLE32042-51180

Position	Staff Member	Stipend	Notes
Gay-Straight Alliance	Amy Brazauski	992.00	Recommended to run / fund
HOSA	Denise Duggan	1,486.00	CUT - No advisor
Key Club	Danielle Kiser	1,985.00	Recommended to run / fund
Math Team	Determined in March		Recommended to run / fund
(split among dept members) (\$1985.00)			
Newspaper	Ric Gasagrande	2,483.00	CUT
Piper	Michelle Minto	1,486.00	Recommended to run / fund
Robotics	James Wilson	1,985.00	Not recommended to run this year
SADD	Elizabeth Schlicher	1,486.00	Recommended to run / fund
Senior Art Show <i>Revisit 11/24</i>	Kristi Soucie	661.66	Not recommended to run at this time
(split among 3) (\$1985.00)	Annette Marcus	661.66	Not recommended to run at this time
	Alicia Daley	661.66	Not recommended to run at this time
Student Council (Type D)	Jeff Bronn	2,483.00	Currently operating/funded
Student Council (Type B)	Christine Benson	1,486.00	Currently operating/funded
Team Waramaug	Andrew Bimonte	2,483.00	CUT
United Countries	OPEN	992.00	CUT
Yearbook - Publication	Catherine Gardner	2,707.00	Currently operating/funded
Yearbook - Administration	Janice Perrone	2,707.00	Currently operating/funded

NMHS Band Stipends 2020-2021

Band: BLE34042-51180

Position	Staff Member	Stipend	Notes
Band	David Sydek	5,717.00	Currently operating/funded
Drumline Assistant	OPEN	1,486.00	Currently operating/funded
Drumline Caption Head	OPEN	1,486.00	Currently operating/funded
Guard Assistant - Fall	Veronica Woods	1,985.00	Will not fill
Guard Director - Fall	Veronic Woods	3,928.00	Currently operating/funded
	Taylor Davis (resigned)		
Guard Tech - Fall	Alissa Carrozza	1,486.00	Currently operating/funded
Music/Visual Tech	George Maloney	992.00	Currently operating/funded
Music/Visual Tech	Tim Polhemus	992.00	Currently operating/funded
Music/Visual Tech	Breanna Vanak	992.00	Currently operating/funded
Pit Instructor/Arranger	David Paradis	1,486.00	Currently operating/funded
Visual Captain Head	Zachary Whitlock	1,985.00	Currently operating/funded
Visual Tech	Gina Carrozza	1,486.00	Currently operating/funded
		24,021.00	
Winter Guard		1,985.00	Not recommended to run at this time
Winter Guard		1,985.00	Not recommended to run at this time
Winter Percussion Director	David Paradis	3,928.00	Not recommended to run at this time
Winter Percussion Assistant Director	Breanna Vanak	1,985.00	Not recommended to run at this time
Winter Percussion Pit Instruction	Christopher Loffredo	1,486.00	Not recommended to run at this time
Winter Percussion Visual Caption Head	Adam Heavens	1,985.00	Not recommended to run at this time
Winter Percussion Visual Tech	James Cannizzaro	1,486.00	Not recommended to run at this time

14,840.00

Total 38,861.00



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

3E
Operations Subcommittee
November 2020

TO: Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 6, 2020
RE: COVID Staffing and Funding

COVID Staffing

Distributed last month was an outline of all positions approved to be hired using COVID funding. The updates to that document are as follows:

- 1.0 FTE Nurse Paraeducator Position @ SMS will be filled once this month's Exhibit A is approved.
- 0.5 FTE Paraeducator Position @ HPS will be filled once this month's Exhibit A is approved (due to the Nurse Paraeducator position becoming full-time).
- 0.5 FTE Nurse Paraeducator Position @ NES and the 0.5 FTE Nurse Paraeducator Position @ SNIS remain unfilled. The need for these positions is still there as per the Director of Pupil Personnel and Special Services so we are still seeking to fill those.
- 1.0 FTE Nurse Facilitator position remains unfilled so the \$38,880 originally earmarked for this position has now been unencumbered and is part of the available balance under salaries on the 2nd page of this memo. Using an outside agency to fill the position may be an option. If the position remains unfilled at the end of this calendar year we will transfer the money allocated to purchase additional supplies as needed.
- The part-time hourly COVID Liaison to CSDE was filled.

The new requests are as follows:

- An additional part-time hourly COVID Liaison to CSDE. The work required to fulfill this role for the district has grown larger than anticipated when the Board of Education approved the initial request last month. With an additional COVID Liaison to CSDE we will be able to split the two of them to each be responsible for handling a separate range of grade levels. One will cover PreK-5 and the other 6-12. The rate of pay is anticipated to be the same, \$20 per hour.

COVID Funding

Distributed last month was an outline of all the funding sources being utilized for COVID expenses. The chart on the 2nd page of this memo is being provided as an update.

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



TOTAL COVID FUNDING LOCAL AND GRANT

MOC	LOCAL PLUS C.A.R.E.S. FUNDING					C.R.F. REPLENISH*	GRAND TOTAL BUDGET**	REVISED AVAILABLE**	REVISED % USED**
	REVISED BUDGET	ACTUAL	ENC.	AVAILABLE	% USED				
SALARIES & BENEFITS	765,083.40	85,728.54	519,729.98	159,624.88	79%	10,534.00	775,617.40	170,158.88	78%
PROFESSIONAL SERVICES	12,677.24	8,693.00	0.00	3,984.24	69%	593.00	13,270.24	4,577.24	66%
PROPERTY SERVICES	2,913.96	2,913.96	0.00	0.00	100%	0.00	2,913.96	0.00	100%
OTHER SERVICES	11,840.00	11,840.00	0.00	0.00	100%	0.00	11,840.00	0.00	100%
SUPPLIES	233,751.36	186,084.99	29,615.01	18,051.36	92%	98,015.00	331,766.36	116,066.36	65%
EQUIPMENT	1,270,624.98	304,711.46	656,525.66	309,387.86	76%	80,475.00	1,351,099.98	389,862.86	71%
TOTALS	2,296,890.94	599,971.95	1,205,870.65	491,048.34	79%	189,617.00	2,486,507.94	680,665.34	73%

* C.R.F. FUNDS NOT RECEIVED YET

** PROJECTED AFTER RECEIVING ALL FUNDING AND REIMBURSEMENTS FROM BOTH THE C.A.R.E.S. AND C.R.F. GRANTS



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

3F
Operations Subcommittee
November 2020

TO: Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 6, 2020
RE: Food Service Historical and Projections

Historic Fund Balance

The 10-year historical fiscal year-end balance for Food Services is represented below:

Date	Amount
6/30/2010	292,892.66
6/30/2011	472,948.56
6/30/2012	403,816.45
6/30/2013	618,548.34
6/30/2014	773,812.13
6/30/2015	620,407.60
6/30/2016	742,845.83
6/30/2017	904,770.31
6/30/2018	913,567.21
6/30/2019	944,461.68

Changes to Fund Balance mid-March 2020 through June 2020

Food Services was impacted significantly when schools went remote mid-March 2020 and remained that way through the end of the school year. The operating loss for those months is represented in the chart below:

MARCH 2020 - JUNE 2020	
LABOR & BENEFITS	(357,470.00)
FOOD	(13,000.00)
REPAIRS & SUPPLIES	(44,000.00)
INCOME	-
REIMBURSEMENT	62,298.00
TOTAL	(352,172.00)

If we count the reimbursement received as an offset exclusively against labor and benefits during that period of time (negotiated as per Governors Executive Order 7R) the amount of Food Services labor and benefits expenses represents **\$295,172** of the total \$352,172 loss for the time period mid-March 2020 through June 2020.



Fund Balance October 31st, 2020

The Food Services fund balance as of 10/31/20 totals \$387,595. This includes having paid the bill for the new NMHS serving line in the amount of \$123,974. This project pre-dates COVID-19 but design changes and final project close out with the vendor resulted in not being billed until after this summer.

A snapshot of the last 2 months' profit and loss

The profit and loss for the months of September and October are shown below. There are many reasons for the loss in September and the profit shown in October; most notably the increased participation and reimbursement for meals served at pickup. Mrs. Sandra Sullivan will be available in person at the Operations meeting on November 10th to explain in more detail. It still remains difficult at this time to project out for the months of November 2020 and beyond based solely off September 2020 and October 2020 because these two months vary widely. There are too many additional variables, still unknown, for future months to project an accurate fund balance at the end of this school year.

SEPTEMBER 2020		OCTOBER 2020	
LABOR & BENEFITS	(62,837.00)	LABOR & BENEFITS	(86,933.00)
FOOD	(27,059.00)	FOOD	(25,375.00)
REPAIRS & SUPPLIES	(9,500.00)	REPAIRS & SUPPLIES	(7,856.00)
INCOME	12,890.00	INCOME	7,250.81
REIMBURSEMENT	44,449.38	REIMBURSEMENT	120,808.00
TOTAL	(42,056.62)	TOTAL	7,894.81

Staffing going forward

Effective 11/16/20, the Food Services Director is decreasing some of the hours for part time general workers within the bargaining unit based on current workload. If there is an expansion of the pickup meal program, we may need to revisit this. There are currently no plans for a reduction in headcount if we continue to remain on a hybrid schedule and at least break even on a monthly basis.

Option to restore fund balance due to losses in Spring 2020

All the details contained in this memo are being provided in order to frame the recommended motion under item 3G, later on the agenda, to restore some of the Food Service fund balance by using some of the 2019-2020 fiscal year end balance due to the expenses incurred from labor and benefits in mid-March 2020 through June 2020. In order to correctly capture this in the audit the Board would need to make a motion at the November 2020 meeting.

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



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

3G
Operations Subcommittee
November 2020

TO: Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 6, 2020
RE: 2019-2020 Year End Balance

The unaudited fiscal year-end balance for 2019-2020 in the amount of \$2,910,099.72 is shown below sorted by major object code.

MAJOR OBJECT CODE	UNAUDITED AMOUNT AT FYE
CERTIFIED SALARIES	\$497.85
NON CERTIFIED SALARIES	\$124,336.28
BENEFITS	\$746,037.61
PROFESSIONAL SERVICES	\$272,108.71
PROPERTY SERVICES	\$161,383.68
OTHER SERVICES	\$1,154,868.43
SUPPLIES	\$402,262.64
CAPITAL	\$25,640.30
DUES & FEES	-\$2,422.74
REVENUE	\$25,386.96
TOTAL	\$2,910,099.72*

***\$2,027,540** of this balance has already been approved by all appropriate parties and committed towards unbudgeted COVID-19 expenses in 2020-2021 leaving a remaining fund balance, unaudited, in the amount of \$882,559.72.

I do not have a recommendation to draw against these funds for COVID related expenditures relative to salaries, supplies and equipment at this time for what we anticipate through the end of this school year. Agenda item 3E on this agenda demonstrates that we have the opportunity to transfer, later in the year if necessary, allocated salary funding for any positions that go unfilled. There is also grant money that we have received and utilized to restore some of our local funds that will allow for future ordering of COVID related supplies and equipment as needed.

I do recommend the Board of Education entertain a motion to draw against the \$882,559.72 to restore Food Service fund balance in the amount of \$295,172. This was previously discussed under item 3F on this agenda and has already been cleared by our Auditors.

I will be happy to discuss this at the Operations Subcommittee meeting in November.

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

Operations of Schools During the COVID-19 Pandemic

COMMENTARY: This policy is designed to serve as a comprehensive Board policy addressing key issues concerning the Board's operations during the COVID-19 pandemic. While the portion of this policy that addresses masks/face coverings is mandated by law as set forth in the Connecticut State Department of Education's "Adapt, Advance, Achieve" reopening plan and subsequent guidance, the other sections of the policy are not mandated by law so the Board has wide discretion to adopt or not adopt such sections as it sees fit.

Adopting a comprehensive COVID-19 policy, in addition to the District's reopening plan, is recommended for several reasons. First, proscribing COVID-19 related expectations for students and staff in Board policy gives the administration greater authority to impose disciplinary consequences for students or staff for any failure to adhere to COVID-19 safety practices, such as failing to wear a mask, failure to adequately engage in social distancing, failure to engage in appropriate hygienic practices, etc. Second, policy language that authorizes the superintendent (or other administrators) to take certain actions without the need for Board approval can speed up the decision-making process and clarify any ambiguity as to whether certain actions need Board approval prior to being implemented. Third, committing the Board's COVID-19 practices to policy informs parents, students, staff and community members as to what the Board's COVID-19 practices are to the extent any practices are not addressed in the District's reopening plan. Finally, such a policy is useful for clearly indicating that all contrary provisions in existing Board policies are superseded while this policy remains in effect.

Before enacting this policy, the Board and administration should carefully review the provisions set out in the District's reopening plan to ensure consistency. This policy is designed to apply more broadly than the reopening plan, but it is important to make sure they align with one another. Legal has reviewed the reopening plan posted on the District's website (dated July 17, 2020) and it appears the policy language included here would generally align with the Plan, since the Plan is more specific and the policy language is more general, however, there appear to be at least some provisions in the Plan that should be revised because of new SDE guidance. For instance, the provision that teachers are permitted to remove masks while delivering instruction has been significantly limited in SDE guidance. The SDE now recommends that teachers should still wear a face covering/mask at all times in school "except for in the rare circumstances where face covering is detrimental to the specific instruction being given." This guidance appears to apply even when a teacher is standing behind a desk shield. The exceptions section of the mask portion of the policy below (exception # 7) makes reference to this.

The Board has discretion as to where to locate this policy since it has application to various policy series' subjects (students, personnel, community relations, etc.). Legal suggests assigning the policy with the policy # 1900, 4900, 5900 and 6900 for ease of reference and to make clear the policy applies to various subjects. If this policy (or a version of it) is enacted after the Board enacts a mask/face covering policy it is recommended to include the applicable mask/face covering policy language in this policy and eliminate the free-standing mask/face covering policy.

Operations of Schools During the COVID-19 Pandemic

Purpose

The Board of Education understands that it has numerous important obligations during the COVID-19 pandemic. While the Board wishes to return to the District's pre-COVID-19 operating practices as soon as practicable, the Board's highest priority is safeguarding the health of the District's students, staff and community members. Decisions regarding District operations during the COVID-19 pandemic will be made in consultation with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors.

The Centers for Disease Control and Prevention ("CDC") is the primary source of reliable information for the latest medical developments and guidance on effective preventative practices. The CDC regularly posts updates and guidance on COVID-19 related matters. <https://www.cdc.gov/coronavirus/2019-ncov/> The District has consulted CDC guidance in developing the protocols set forth in this policy and will continue to do so in considering changes to it.

In addition, the District is complying to the greatest extent possible with guidance from the State of Connecticut (<https://portal.ct.gov/Coronavirus>), including the State Department of Education and its "Adapt, Advance, Achieve" guidelines. This includes implementing appropriate social distancing strategies in school settings, personal protection via requiring the wearing of masks/appropriate face covering, and the regular cleaning of District facilities. The Board expects all persons to follow basic hygienic precautions and is appropriately screening the health of students and staff (including but not limited to asking that all persons showing symptoms of COVID-19 not come to school). The Board will provide appropriate training and reminders on these protocols.

The provisions set forth in this policy are being adopted in order to 1) temporarily amend and supersede any inconsistent Board policies (and any provisions thereof) that are being temporarily suspended during the current pandemic, and to 2) supplement the District's "Path to Reopening" reopening plan which has been submitted to the State Department of Education (available here: <https://newmilford.schoolinsites.com/nmpspathtoreopening2020-21?version=20200727-08582041>).

In light of the rapidly evolving scientific understanding of COVID-19, the District must be flexible in order to respond to changing laws, regulations and guidance being issued at the federal, state, and local levels. In keeping with the need for such flexibility, the District may, in its sole discretion and as it deems necessary, modify its COVID-19 protocols in particular circumstances, consistent with this policy and the law. In the event of conflict between any official governmental requirements and this policy, the governmental requirement will control. Employees and students are expected to comply with this policy (along with other District policies and rules) and may be subject to discipline for any violations.

Operations of Schools During the COVID-19 Pandemic

In-Person Classes

After consultation with local and state health officials, the Superintendent may allow in-person classes (whether full time or part time) if the District's schools can be opened while complying with 1) the requirements set out in this policy, 2) CDC guidelines, as may be revised from time to time, and 3) those guidelines issued by the State Department of Education. The Superintendent is authorized to limit and suspend in-person classes at any time due to health and safety risks, and as may be directed by state and federal orders. The Superintendent will provide appropriate notice to parents and the community at large (and the State Department of Education) of these decisions and shall notify employees of their obligations with respect to performing their duties (whether in the schools/workplace, or remotely), consistent with any applicable collective bargaining agreements or contracts.

All decisions regarding the level of programming (and the extent of in-person programming) will be made based upon 1) consultation with state and local public health officials, 2) full consideration of applicable state and federal health and safety guidance, and 3) an assessment of the current medical health conditions and the levels of risk of spread of the virus (whether "low", "moderate" or "high"). The key is HEALTH AND SAFETY FIRST.

In exercising its lawful discretion, and based upon prevailing health conditions and governmental orders, the District reserves its rights to, among other things:

- a) require particular individuals or groups of students to return to school in phases, while others continue to participate in distance learning remotely until directed otherwise;
- b) assign students to a reduced or split schedule of classes, including splitting between attending school in person and remote learning (for example, by having students alternate between specified days in the class and other days learning remotely);
- c) revise school schedules so that the number of persons physically present in school at any particular time is sufficiently limited to permit requisite "social distancing," comply with applicable guidance for a safe school and safe workplace, minimize unnecessary congregation, and reduce the risk of exposure to COVID-19;
- d) create class and school day schedules that better provide for social distancing, including placing students in static groupings or "cohorts" to the extent possible and appropriate;
- e) use technology so that classroom learning taking place in the school may be transmitted to those who are not in school on a particular day;
- f) modify physical education, sports, arts, and music programs as may be necessary to control the spread of COVID-19;
- g) limit/cancel extracurricular activities, and limit use of such facilities, including fields, gyms, and locker rooms;
- h) limit access to the schools at times when classes are not in session;
- i) properly insure the District, its facilities, its programs and maintain appropriate policies and protocols to minimize liability, and/or
- j) take such other actions necessary to promote student and staff safety.

Operations of Schools During the COVID-19 Pandemic

Priority Access for Special Student Populations: The District may prioritize in-person learning opportunities and programs for students who require the most learning support. Students most in need of learning support include, but are not limited to:

- Students with special needs/disabilities;
- Students who are English Learners;
- Students who have had limited to no access to devices to engage in virtual distance learning, or;
- Students who otherwise did not access educational materials despite the District’s providing the opportunity during prior times of remote learning.

The District will conduct assessments and use available data to ensure that students are appropriately transitioned back into the schools.

Basic Hygiene

It cannot be over-emphasized that basic precautionary health measures (including cleaning, hygiene, sneezing/coughing etiquette, wearing mask/face covering and encouraging those who are sick to stay home) must be implemented by all employees and students. The District expects employees and students to use basic hygienic measures. The District will strictly enforce these important safety requirements, and those who violate these requirements may be disciplined.

The best strategy remains the most obvious. Whether at school or at home, everyone should follow the CDC guidelines for preventing transmission of COVID-19 including:

- staying at home when you are sick and when you have reason to believe you may have symptoms or may have been exposed to COVID-19
- frequent hand washing with warm, soapy water (for at least 20 seconds), especially after using the restroom, and/or using hand sanitizer frequently,
- avoiding touching mouth and nose,
- avoiding close contact with others (including maintaining six feet distance from other individuals wherever possible),
- wearing an appropriate face covering or mask at all times;
- enhanced cleaning and disinfecting of surfaces (especially high contact areas),
- using appropriate cough and sneeze etiquette (i.e., covering your mouth whenever you sneeze or cough - even if alone in an office, classroom or hallway), and
- discarding used tissues in wastebaskets.

The District shall maintain adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for staff and children old enough to safely use hand sanitizer), paper towels, tissues, and no-touch/foot pedal trash cans (if no touch trash cans cannot be used, then the lids from trash cans may be removed). The District will make hand sanitizer and/or disposable wipes available at all school entrances, in all rooms, and at all high contact areas.

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The school administration shall communicate those cleaning and hygiene protocols recommended by the CDC. The District will place posters encouraging basic sanitary practices and how to “stop the spread” at entrances to the schools and in other areas where they are likely to be seen to help stop the spread of COVID-19 and shall continue to reinforce such practices, with appropriate training and signage.

Personal Protection (Including Masks and Face Coverings)

Cloth face coverings (including masks) are meant to protect other people in case the wearer is unknowingly infected, as many people carry COVID-19 but do not have symptoms. Face coverings are essential in times when physical distancing is difficult. The Board recognizes that face coverings may be challenging for students (especially younger students) and staff members to wear in all-day settings such as a school. Nevertheless, unless meeting one of the exceptions listed below, all students and school personnel must always wear a face mask (or other cloth material covering both the mouth and nose) while on school property or a school bus. This requirement also applies to parents dropping off or picking up children or any other visitor to the school facilities. Information should be provided to staff and students on the proper use, removal, and washing (and/or disposal) of cloth face coverings, which is available from the Centers for Disease Control (“CDC”). <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

District schools will provide 1) masks to students and staff members who do not have one, and 2) appropriate and safe receptacles for the disposal of masks, coverings and other personal protective equipment. All masks and face cloth coverings must cover both the mouth and nose and comply with state and federal guidance (and school policies) covering dress/attire.

Exemptions

The following individuals are exempt from mandated wearing of face coverings per CDC and state guidelines:

- 1) Anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance;
- 2) Anyone who has a medical condition making it unsafe to wear a mask, in accordance with SDE guidance;
- 3) Children under the age of two;
- 4) To the extent that a student or an employee may be eating or drinking in places where such activity is permitted by the District, provided that appropriate social distancing can be maintained, and masks are removed for only as long as necessary to eat or drink;
- 5) As may be appropriate, and as permitted by law, students with disabilities and who cannot wear a mask safely or continuously, with the District considering alternatives (for example, extra distancing, extra protective equipment) to protect staff and students;
- 6) Continuous wearing of masks or face coverings is not required in outdoor spaces where employees or students are not within six feet of any other person; and/or

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- 7) Educators while teaching may remove masks if properly distancing (beyond six feet) or remaining static behind a physical barrier at their desk (e.g., plexiglass), to the extent removal of the mask is necessary for the effective delivery of the specific instruction being given.

Mask Breaks

The District's schools shall provide for and schedule age appropriate and safe mask breaks consistent with health and safety guidelines, and only where appropriate social distancing can be maintained. Such mask breaks may include: 1) outdoor breaks, 2) breaks in large rooms, and 3) breaks in classrooms where appropriate social distancing can be maintained. With respect to indoor mask breaks, students and/or staff should always stay six feet or more apart or more in well-ventilated areas and everyone should face in the same direction. During these breaks, students may talk (where permitted by the teacher); however, students must avoid loud talking, yelling, or singing. Generally, such mask breaks should be no more than 15 minutes.

Medical Exemptions

Unlike the guidance in effect for the public at large, the exemption for wearing a mask in the schools due to a medical condition is limited. Current SDE guidance provides that medical contraindications to the wearing of masks are generally limited to individuals suffering from severe chronic obstructive pulmonary disease ("COPD") such as might be seen with cystic fibrosis, severe emphysema, heart failure, or significant facial burns that would cause extreme pain or interfere with the healing of a skin graft. Indeed, the SDE strongly recommends that anyone suffering from any of the above-mentioned underlying conditions should remain at home and that students suffering from such severe health conditions should engage in full virtual learning due to their risk of developing severe complications if they become infected with COVID-19.

In accordance with current guidance, mild or intermittent respiratory or other common conditions such as asthma, cardiovascular diseases, kidney disease, or other similar conditions are generally not considered contraindications to the wearing of face coverings and will not justify an exemption from the mask mandate. However, if the work of breathing through a mask creates a significant health risk for a student or if psychological responses to a mask, such as claustrophobia, cannot be accommodated by trying different mask types (for example, a different cloth or a bandana), then the mask could be considered contraindicated and the student may be excused from wearing a mask.

A parent/guardian of a student who believes that their child is unable to safely wear a mask or cloth face covering because of a medical condition as described above should notify the School Nurse. An employee who believes that they are unable to safely wear a mask or covering because of a medical condition should notify Human Resources. The District will require documentation supporting a request for an exemption from the mask/face covering requirement, in accordance

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with applicable state and federal guidelines¹. However, the District may rely upon supporting documentation in a student's existing school medical records. All medical information received by the District will be kept confidential as required by law and duly considered.

Special Education and Section 504 Students

The District understands that it is possible that students with disabilities may not be able to tolerate or comply well with directives to wear a mask or face covering at school. The District will assess, on an individualized basis, the appropriate accommodations for students with disabilities who are unable to wear a mask, especially recognizing that students and staff involved with certain special education activities (e.g., speech therapy or where lip reading is required) may need to be exempted from wearing a mask intermittently. In cases where an exception is requested based upon a disability, a Planning and Placement Team or Section 504 meeting may be held to consider possible programming revisions or appropriate accommodations.

Generally, the fact that a student with a disability may be unable to consistently wear a mask in school is not a basis for their exclusion from school. In cases where close contact between educators and students is highly likely (such as when interacting with students with disabilities who may not be able to wear mask and/or cannot adequately socially distance), the District will provide educators with masks and face shields, and, as may be necessary, medical grade masks and disposable gowns. In addition, the District may use other mitigation strategies such as maximizing distancing, moving activities outdoors or to a well-ventilated space, and/or the use of other physical barriers in order to protect students and staff.

Students who do not wear a mask and who do not qualify for an exemption will be refused admission into District schools (and may instead be eligible for distance learning opportunities). In addition, the District reserves the right to take disciplinary action against those persons (whether students or staff) who violate the terms of this policy.

Preschool Students and Programs

In addition to the exceptions listed above, preschool students who are newly enrolled in the District's preschool program(s) within the past two months and who are working toward mask wearing are permitted to remove their masks or face coverings. Furthermore, children who have just turned three years old may have up to two months to acclimate to wearing a mask or face covering.

The District will work with such students and their parents, as may be appropriate, on developmental readiness and transitioning to wearing a mask or face covering, using age

¹ Currently, a person seeking to be excused from the mask or face covering requirement because of a medical condition must provide written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. *Executive Order 7NNN (8/14/20)*.

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appropriate strategies (including training, social stories, positive reinforcements, and frequent/gentle reminders) and addressing tactile and sensory issues. Wherever possible, the District will seek to avoid excluding preschool students who do not wear masks as required by this policy, but the District will instead seek alternative strategies toward increasing compliance and in addressing the concerns of such students and their parents.

In addition to those exceptions listed above for all students (for example, during times when they are eating or drinking), preschool students are not required to wear a mask when resting or during outdoor activities. During times when a student is not wearing a mask, it is paramount that distance between students must be maximized, maintaining at least six feet of distance wherever possible. For preschool programs, the maximum group size in any one space is sixteen children.

Social Distancing and Physical Spacing/Setup

The District has implemented protocols for social distancing in its schools. Social distancing means avoiding large gatherings and maintaining distance (approximately six feet) from others. Wherever possible, such six-foot distancing must be maintained between persons, with heightened social distancing in situations where students cannot wear masks (e.g., during musical activities). It is especially important that appropriate face coverings be worn in the few cases where such distancing is not possible.

The only times when distancing may not be possible should be when staff members are:

- Accommodating students with special health care needs or disabilities who may require direct contact (e.g. assisting with toileting or ambulation).
- Conducting health assessments or screenings (e.g. taking temperature or listening to lung sounds by the school nurse).
- Where necessary to enforce discipline or order (to the extent permitted and/or required by law).
- Where unavoidable congregation or the school facility set up makes social distancing impossible.

The schools shall do whatever is possible to control congregation. Students should not be permitted to congregate in common areas, including those where they typically socialize (e.g., a playground for younger students, the hallways, near lockers). To discourage congregation near student lockers, the District encourages students to use backpacks.

To ensure appropriate social distancing, our schools will utilize strategies recommended by the CDC's Interim Guidance for Administrators of US K-12 Schools and Child Care Programs and state guidelines. These strategies may include the following measures, to the extent such measures are feasible:

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- Rearranging student desks to maximize the space between students. Space seating/desks shall be at least six feet apart where ever feasible or practicable, in light of our facilities and classroom design. If practicable, the District may explore the use of other (larger) spaces in the schools for classes (such as gymnasiums and auditoriums), along with available space in the community. The District may explore the use of barriers (including portable barriers) for additional social distancing, especially for students in Grades K-5. Students will be assigned to specific seats in all classes.
- Turning desks to face in the same direction (rather than facing each other), or having students sit on only one side of tables, spaced apart, to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Staggering class arrival and/or dismissal times so as to limit the amount of close contact between students in high-traffic situations and times.
- Limiting face to face contact by designating foot traffic patterns (such as one-way hallways and staircases with appropriate signage/floor markings and designating entrance-only and exit-only doors, as may be feasible).
- Adopting scheduling practices so as to ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day if possible for Kindergarten through Grade Eight, where feasible for older students), with classes and students staying together and teachers instead rotating (and coming to the cohort) to provide specific academic content, with cohorts having their own assigned washing stations, restrooms, and building entrances/exits where possible.
- Restricting mixing between groups (especially during eating times, open periods, study halls).
- Staggering arrival and drop-off times or locations or putting in place other protocols to limit close contact with parents or caregivers as much as possible.
- Using touch free technologies where feasible. If touch free doors are not feasible, the District may consider keeping doors propped open and ensuring the frequent cleaning of door handles and similar high contact spots.

The District may limit events at school facilities (including outside usage), after school activities, and extracurricular activities to those that can maintain social distancing and support proper hygiene and may impose restrictions such as prohibiting or limiting attendance and participation. The District reserves the right to cancel all field trips, inter-group events, usage of school facilities by outside and community organizations, and extracurricular activities, upon consultation with medical advisors.

Limits on the Sharing of Equipment and Items

The schools will keep each child's belongings separated from others and in individually labeled containers, cubbies, or areas and encourage students to take such belongings home each day for cleaning.

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The schools will ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible. The schools will limit use of supplies and equipment by one group of children at a time and clean and disinfect between use. These materials include, but are not limited to: books, computers, calculators, other electronic devices, writing utensils, art supplies, toys, and other games or learning aids. The schools will restrict the sharing of such materials between individuals. No two individuals should use the same materials in a given school day. The schools shall appropriately clean, disinfect, or sanitize materials at the end of each school day.

Library books should be held out of circulation for at least 24 hours after their return before they may be used by another student.

Meetings

Employees must follow social distancing guidelines at all times (including on any elevators within our facilities). Until further notice, in-person staff (or other professional) meetings should be avoided as much as possible. Employees are encouraged to use telephone, video and online conferencing, and to use e-mail to conduct as much business as possible, even when participants are in the same building. Such remote meetings may also include PPT meetings and parent teacher conferences. When in-person meetings are absolutely necessary, they should be limited to a maximum number of persons in accordance with prevailing CDC and state guidelines. Each attendee must wear a mask (or face covering) covering his or her mouth and nose at all times, and a distance of six feet between persons must be maintained. Of course, employees should avoid all person-to-person contact such as shaking hands.

Meals and Cafeterias

The District shall will continue to follow (and provide meals in accordance with) federal and school nutrition requirements. However, the District may restrict or prohibit the use of close communal use spaces such as cafeterias, dining halls, and break rooms. The District's schools may stagger the use of such spaces, for example, by having limits on attendance at any one time in the cafeteria (including maintaining adequate separation between cohorts), by additional spacing/social distancing and additional lunch shifts, even if student usage of the cafeteria is just to pick up meals.

The schools may have meals consumed in classrooms, whether delivered to the classroom or served/distributed in the cafeteria. The District shall consult with health professionals in order to determine the minimum requirements for social distancing and other safety protocols that must be observed while students are eating in the classroom (including further staggering or reducing of the cohort/number of students present in the classroom during the lunch break and use of barriers). Basic hygienic measures (including prohibiting the sharing of foods and utensils) must be enforced.

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Student Transportation

Where bus transportation is provided during the pandemic, the District will assess current health conditions and consult with health officials and medical advisors. The District will survey parents to determine usage of transportation, provided that nothing in this policy will be deemed to prevent students who are entitled to transportation services from accessing such services.

During times when there is a low transmission risk in the community, and there are appropriate safety precautions in the schools, buses may be able to operate at full capacity, provided that:

- Face masks for all are required on bus rides, except among exempt individuals (with such individuals distanced from the remaining students where possible), with such masks provided to those who are not wearing them before boarding.
- Cleaning protocols must be utilized to properly clean and disinfect between use, but mindful of the need to include measures to prevent harmful human exposure to chemicals, with logs kept to track these efforts.
- Students may only board their assigned buses, and may be assigned seats.
- Drivers (and bus monitors, if any) must wear face masks at all times when children are in the bus.
- Boarding of the bus must take place to reduce the number of passengers walking by each other (for example, loading into the bus from the back row to the front row, and then unloading upon arrival at school from front to back by seat).
- Hand sanitizer will available for use by students as they board and exit the bus.

During times when there is a moderate transmission risk/spread of the virus, student seating on buses must allow for social distancing by adhering to the following additional restrictions:

- No more than one student seated per row, unless from the same household;
- Students seated no closer than every other row; and
- Students seated in a diagonal formation, where if one student is seated on the right side of the bus, the next student is seated on the left side of the bus.

The District will consult with public health officials in assessing the applicability of (and need for modifications to) these protocols for transportation. Students must comply with Board policies while receiving transportation services from the District.

Cleaning and Disinfecting

The District is doing all that it can to eliminate transmission points for COVID-19. The District has taken additional precautions to provide a clean learning environment and workplace, including increasing the frequency of regular cleanings and sanitization of objects and areas that are frequently used. The District shall ensure that a thorough cleaning and disinfecting of the schools take place at least once every school day (after school hours), and before the re-opening of schools after any closure. Consistent with CDC guidelines, and in addition to its normal cleaning of its

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facilities, the District shall clean and disinfect frequently touched surfaces within the school and on school buses at least daily (for example, desks, playground equipment, fitness/gym equipment and weight rooms, door handles and railings, sink handles, drinking fountains – if operating, and other high contact areas) as well as shared objects (for example, toys, games, art supplies, shop and lab equipment) between uses.

The District will encourage the washing of hands before and after the use of such items. The District expects its employees to engage in the safe and correct application of disinfectants and to keep such products away from children. The District will implement the use of cleaning logs to track cleaning frequency in all of its schools.

The District further expects the cooperation of its employees in the fight against COVID-19. Where possible employees are prohibited from using other employees' phones, desks, offices, or other work tools and equipment. If such items (or work stations) need to be shared, they must be cleaned before and after use.

The District shall seek to ensure that its ventilation systems operate properly (especially after any shutdowns), with any ceiling fans adjusted to draw air up to the ceilings as opposed to down at persons, and shall seek to increase the circulation of outdoor air as much as possible, such as by opening windows and doors. Windows and doors should not be opened if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility. The District may use outdoor instruction during temperate times where safety conditions and physical space so allow.

In addition, the District shall take measures to ensure that all water systems and features (for example, drinking and decorative fountains, if in use) are safe to use after a prolonged facility shutdown to minimize the risk of infections and diseases associated with water.

Restroom Protocols

Bathroom fixtures:

- Optimize ventilation –Should exhaust to outside, negative pressure. Optimize fresh air intake. Check ASHRAE guidelines.
- Do not use hand dryers. If they are present, tape them and indicate that they should not be used.
- Place a (preferably no touch) trash can and paper towel roll by the bathroom door to allow students and staff to prevent from touching the handle with their hands
- Consistent with safety and privacy, keep door to restroom propped open to otherwise prevent contact with door handles.
- Place signs indicating that toilet lids (if present) should be closed before flushing.
- Install touch-free or single-use paper towel dispensers, garbage bins (including foot pedal bins), faucets, urinals, and toilets if possible.

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Physical distancing:

- Multi-stall bathrooms should only be used by those who feel well. A separate bathroom should be designated for any student that becomes ill and/or may need to be isolated.
- In multi-stall shared bathrooms, and where there is sufficient capacity, in-use bathroom stalls and sinks should be greater than 6 feet apart. If that is not the case, stalls and sinks should be taped-off and a sign indicating they should not be used should be placed on them.
- Bathroom occupancy is determined by the number of persons that are able to use the facility while maintaining social distance; therefore, occupancy limits will vary based on the size and layout of each bathroom.
- No personal items should be stored within bathrooms.
- Toilet lids (if present) should be closed before flushing.
- Time in bathrooms should be limited.
- If there are multiple bathrooms available, specific bathrooms should be assigned to students by zone and students should only use their assigned bathroom. Where possible, consider designating separate bathrooms for different classes or setting shifts for classes to use the bathroom (and thus avoid mixing of classes).

As may be applicable and as needed, the District shall implement a shower schedule to accommodate for the decreased availability of shower stalls at a given time and/or to improve social distancing.

Cleaning practices:

- Bathrooms should be fully cleaned and disinfected twice a day, in accordance with CDC disinfecting and cleaning protocols. Employees must ensure that they:
 - Know how to use disinfectants correctly. READ THE LABEL to determine the appropriate application procedure, dilution contact/"dwell" time (time needed for disinfectant to work as indicated), and personal protective equipment (PPE) to be worn.
 - Clean surfaces before use. Disinfectants cannot penetrate the dirt barrier.
 - Use green products. Green products are certified by an independent third party. The CT Green Cleaning law requires such certification.
 - Conduct disinfection in the absence of children or periods of lowest occupancy.
 - Use the least amount of disinfectant as recommended.
- If bleach is used:
 - Treat as toxic. Open a new bottle every month as bleach loses its effectiveness when stored.
 - Make dilution daily. Use only on surfaces that need to be disinfected.
 - Limit spraying onto surfaces. Use a pump bottle or spray onto a cloth and wipe.
 - Bleach solution should be left on surface for two minutes or allowed to air dry. If the area or item is going to be used right away, rinse.
- In addition to full cleaning and disinfection twice daily, spot-disinfect high-touch surfaces throughout the day. These surfaces include: soap and paper towel dispensers, doors within toilet stalls, and toilet handles.
- Place signs reminding students/staff to wash hands before and after using the restroom.

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Training

The District shall post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, maintain social distance (including floor signage) and properly wear a face covering. In addition, as may be appropriate, all teachers, staff and students shall receive training (whether in person, virtually or by video training) that will cover social distancing, cleaning protocols, and hygiene practices (including the need to wash hands and cover coughs and sneezes, the use of masks/face coverings and other everyday protective measures).

Notice and Compliance

Compliance Liaison: The Superintendent shall appoint an employee of the District to serve as COVID 19 Health and Safety Compliance Liaison. The Liaison, whose contact information must be publicized, will engage with students, parents, faculty, staff, and administrators to answer questions about the health and safety requirements set out in this policy, address questions about compliance, and ensure appropriate communications to the District's stakeholders. The Liaison will support the implementation of these requirements in each of the District's schools and programs, as well as the implementation of other school health and safety measures relating to COVID-19 and any additional guidance and up to date relevant information provided by the State Department of Education, the CDC, or any other state or federal agency.

Notices/Communications: All employees and parents will receive (electronically or otherwise) a copy of these protocols along with any applicable/the latest CDC guidance on schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html> and risks, including additional risks associated with comorbidity and risk factors. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> All staff and parents and guardians, on behalf of the students, should sign written confirmation (electronic or otherwise) that they have received such notices. A participant's failure to sign confirmation regarding notice will be addressed on a case-by-case basis and in no case will a student be forbidden access to school on this basis. The District shall post these protocols /notices and associated safety protocols/guidelines on its website and at the schools in prominent places, along with any changes in its policies, protocols and guidelines. The District shall insure that frequent communication with its stakeholders takes place in order to inform the community of potential changes in its programs and services (and these protocols) in light of changing conditions and to solicit input. Such communications will be made available in a manner be accessible to those with visual and/or hearing impairments (and in relevant languages in the community).

Surveys: In addition to the above referenced surveying about the usage of transportation, the District may survey its parents to determine which students will be participating in in-person learning and (who will be opting out). The District shall not use such surveys to interfere with a student's right to educational opportunities or accommodations. Furthermore, the District may survey its staff to determine general availability for performing duties (including such duties that may be required to be performed at the schools or "in person"). Such surveys shall be compliance with state and federal equal employment opportunities/anti-discrimination (and applicable

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privacy) requirements and shall seek general information (for example, employee limitations on such availability based upon child care or health risk issues). Any further inquiries may be made in accordance with the “Medical Inquiries and Testing” section of this policy (below) and the law.

Closing of Schools and Distance Learning

The District is prepared to proceed with a continuum of in person learning, remote learning, or a hybrid. Indeed, the District recognizes that during the pandemic, parents may be concerned about the health of their students and may instead choose to have their students participate in schooling via remote means (and/or at home). The District will make available robust remote opportunities for such students who are not attending in-person classes.

Should it be necessary due to further government orders, changes in health conditions due to outbreaks of COVID-19, or otherwise, the District may, in its discretion, reduce its programs, close its schools and/or utilize a distance learning model in lieu of classroom attendance for some or all students (or classes and programs). The District will communicate any such decision to students, parents and employees as soon as practicable; the District will also notify the State Department of Education if it is contemplating the closure of schools. The District may seek to continue school programming and extend learning opportunities to those who may not be able to attend school. All distance learning shall comply with all applicable State Department of Education standards, including its “Reimagine CT Classrooms for Continuous Learning” guidance, and will endeavor to provide synchronous and nonsynchronous opportunities.

In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the District may close school for a period of time necessary for appropriate cleaning and disinfection. *See* “Response to COVID-19 Incident”, below.

Medical Inquiries and Testing

The District reserves the right to make reasonable medical inquiries of its students and its employees in order to address the risk of transmission of COVID-19. While not required or mandated at all times, the District reserves the right to measure employees’ and students’ temperatures upon entry to or while at the schools, especially where health conditions dictate such measures (for example, where there is an increased risk of spread or there are diagnosed cases). When conducting temperature screening, the screener should 1) use touchless, disposable or oral thermometers with single-use disposable covers or adequate disinfection between individual uses, and 2) wear a face mask and face shield.

The District reserves the right to inquire about symptoms associated with COVID-19, and about contact with other persons. The District reserves the right to require such other testing and/or make such other inquiries as it deems necessary to monitor and control potential and actual exposure of its employees and students to COVID-19, as may be permitted by law and as conditions may dictate, especially where one is out sick, shows symptoms of COVID-19 or may have been exposed to COVID-19. Among other lawful purposes, such inquiries may be made to

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confirm the employee's need for an absence, to confirm whether an absence relates to COVID-19, and/or to determine when it is appropriate for an employee or student to return to school.

The District reserves the right to require all staff and students to be screened for any observable illness or symptoms, including cough or respiratory distress, and to confirm that their temperature is below 100.4 degrees Fahrenheit. School administrators may use examples of screening methods set forth in the CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and the CDC's General Business FAQs for screening staff. Such screening shall be done safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Depending on health conditions, the District may require employees to complete (electronically or otherwise) or otherwise respond to a Daily Health Assessment Certification (sample attached as Exhibit A) before being permitted to enter any District facility. Any employee who answers yes to any of the Health Assessment questions or exhibits COVID-19 symptoms will be asked to leave the premises immediately and, if appropriate, seek medical care. If any questions arise regarding the health screener's assessment of the observable symptoms or next steps, the health screener should consult the nurse or medical professional in the District.

Even if not screened by the school, staff and students should self-assess daily for symptoms prior to coming to school. Staff and students should self-report symptoms or exposures. Each school shall create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures, while respecting the confidentiality of any information that may be reported. As noted in these protocols, staff who are sick should stay home and parents should keep sick children home as well.

Testing for COVID-19 may be available for staff or students if there is a suspected case of COVID-19. In addition, the District shall have contact tracing and testing protocols in place to enable efficient tracing within the school community in the event of a positive case. The District shall actively monitor staff and student absenteeism to identify trends that would suggest spread of illnesses such as COVID-19, and code such absences accordingly. In addition, the schools (via their nurses and other health staff) will monitor health clinic traffic/usage and the types of illnesses and symptoms among students.

In addition to the health office, each school must identify an isolation room or area (with separate/assigned restroom) for a) separating anyone who exhibits symptoms consistent with COVID-19 and b) holding students who exhibit such symptoms until a parent or guardian arrives. Students must never be left unattended in an isolation room. Each school shall establish procedures for safely transporting anyone sick home or to a healthcare facility.

Confidentiality of Medical Information

Medical information will be kept confidential as required by law. The District will treat all student and employee-provided medical information (including information with respect to contact tracing) as confidential medical records. The District will maintain the confidentiality of such information to the most reasonable extent possible, in compliance with applicable laws and

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regulations, including but not limited to the Americans with Disabilities Act and the Family Educational Rights and Privacy Act, as may be applicable. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls to those persons who have a legitimate need to know including but not limited to District administration, first aid and safety personnel, and government officials, as required by law or other relevant guidance.

Response to a COVID-19 Incident

If a staff member or student is suspected to be sick, or has been diagnosed with COVID-19, the school may notify families and staff about the exposure while maintaining the confidentiality of the sick staff member or student, to the most reasonable extent possible, and consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws. The District will also notify public health officials, as required by law, including but not limited to Conn. Gen. Stat. §10-210, which requires that 1) a school notify the local director of health whenever any child (or staff member) shows symptoms of a communicable disease, and 2) any such child be excluded from attendance at school and not be permitted to return without permission of the director of health.

Sick staff members and children should not return until they have met the current operative CDC criteria for discontinuing home isolation. Staff or students with signs or symptoms of COVID-19 may only return to school with a documented negative COVID-19 test result or a note from a healthcare provider clearing them to safely return to the school program. See “Staying Home When Ill,” below.

In addition, the District shall inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop, while respecting the privacy rights of all as required by law. If a person does not have symptoms, they should still follow appropriate CDC guidance for home isolation. See “Staying Home When Ill,” below.

The decision to limit, suspend or close a program or school for some or all participants as a result of a COVID-19 case shall be made by the Superintendent or his/her designee, upon consultation with public health officials and the school medical advisor, and based upon applicable guidance. Any school may implement short-term closure procedures regardless of community spread if an infected person has been in a school building (or program). This initial short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Superintendent, in consultation with the local health department, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

Decisions regarding the scope of the closure (e.g., a cohort, a part of or all of a program, a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community, along with consultation with public health officials. During school dismissals, the

Operations of Schools During the COVID-19 Pandemic

District shall also cancel extracurricular group activities and school-based afterschool programs. The District shall initiate recommended CDC cleaning (and ventilation) procedures following a confirmed COVID-19 case.

Decisions on which, if any, staff should be allowed in the school should be made in collaboration with the local health department and school medical advisor, if applicable. The Superintendent shall work with local health officials following a temporary closure to determine when students and staff can safely return to schools.

Medical Professional: The Superintendent must ensure that a nurse or other medical professional is available to each school in the District to manage positive and suspected cases, including overseeing testing and tracing. Nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people, including those with COVID-19.

Staying Home When Ill

Employees and students often report to school even though they feel ill. While they may have the best of intentions, *it is especially critical at the present time that employees and students not report to school when they are ill and/or experiencing any of the following symptoms:*

- Fever (i.e., temperature at or above 100.4 degrees Fahrenheit)
- cough
- sore throat
- runny or stuffy nose
- body aches
- headache
- chills
- respiratory issues
- loss of taste or smell
- gastrointestinal issues such as nausea, diarrhea and vomiting
- fatigue
- any other symptom(s) noted by the CDC or other public health officials as being associated with COVID-19.

Employees and students who report to school with these symptoms or become ill at school (including having a fever) will be sent home. The District will also require employees and students to remain home if they are sick with (or are known or suspected to have been exposed to) COVID-19, or if the District otherwise believes they pose a threat to the safety and health of others.

Guidelines for Employees Who Have Been Diagnosed With COVID-19 or Who Have Been in Close Proximity to a Person with Symptoms of (or who has been Diagnosed with) COVID-19

Operations of Schools During the COVID-19 Pandemic

In addition to immediately notifying their supervisor, such employees should:

- Not come to work;
- Consult their healthcare providers; and
- If symptomatic, follow CDC-recommended steps with respect to isolation (including isolation from persons within their homes), remaining at home, and returning to work.

Employees who are well but who have a sick family member at home with COVID-19 (or a presumed case of COVID-19 awaiting test results) should also follow CDC-recommended precautions and not report to work.

Employees exposed to or who have had COVID-19 may not return to work until the CDC criteria to discontinue home isolation are met, along with any other requirements imposed by the employee's healthcare providers and/or state and local health departments.

Leaves of Absence for Employees

An employee who has been assigned work, whether at the District's facilities or at home, but is unable to perform it for reasons related to the COVID-19 pandemic, may be entitled to a paid or unpaid leave of absence, consistent with any applicable collective bargaining agreements, contracts or District policies. Employees who meet the criteria for Emergency Paid Sick Leave ("EPSL") or Expanded FMLA ("EFMLA") Leave under the Families First Coronavirus Response Act ("FFCRA") will be provided with such leave. All employees should review the District's policies on leave (including family and medical leave) and notices/postings regarding leave that may be available under the Families First Coronavirus Response Act. Employees should contact Human Resources should they have any questions or to request such leave.

Employee Offsite Meetings and Travel

Employees should avoid any nonessential travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions. Employees should seek to minimize such in-person contact by providing and receiving services remotely (by telephone, video conference, or other remote means) to the extent possible. When offsite in-person duties must be performed, employees must 1) inform their supervisors before leaving the facilities, 2) wear a face covering during all interactions, 3) adhere to social distancing guidelines (even in transit and during any offsite meeting), and 4) follow basic hygienic measures as described above (including bringing with them and using hand sanitizer while in transit and at any such off-site locations/events).

Any employee who will be traveling out of state for any reason (business or personal) must inform their direct supervisor ahead of time, consistent with any obligations under District policy or applicable collective bargaining agreements. (A sample form for this purpose is attached as Appendix C and may be used in a manner consistent with any applicable collective bargaining agreement.) The District may require employees who travel out of state for any reason to stay home for fourteen (14) calendar days (or consistent with CDC guidance, as it may be updated)

Operations of Schools During the COVID-19 Pandemic

upon return. Quarantining of employees shall be determined on a case-by-case basis and based on an individualized assessment of the risk to the health and safety of others. These determinations will be made based on factors such as the location(s) visited by the employee, the length of time of the visit, the means of travel and the circumstances of the visit, and as further health, medical and scientific guidance becomes available.

Visitors to District/School Facilities

The District reserves the right to control access to its facilities by external visitors, including prohibiting entry into its facilities for all visitors, permitting visitors by appointment only (for example, as may be necessary to attend a PPT meeting where a parent objects to remote participation), or limiting the number of visitors at any particular time, as may be permitted by law. As permitted by law, visitors to the schools may be screened to limit the risk of exposure to our employees and students. Screenings may include, but are not limited to, interviewing visitors about their current health and recent travel history, taking temperatures at points of entry, and filling out additional forms or other paperwork. Visitors may also be required to complete (electronically or otherwise) or otherwise respond to a Visitor COVID-19 Screening Questionnaire (a sample of which is attached to these protocols as Exhibit B). Even if not screened by the District, visitors should self-assess/self-screen for symptoms prior to entering District facilities. In addition, visitors will be required to comply with posted safety and hygiene requirements, including but not limited to washing their hands with soap and water and/or hand sanitizer at the point of entry to the facility, and maintaining appropriate social distancing measures at all times (including by and between visitors and employees). All visitors must wear a mask or face covering at all times while on District premises in accordance with the terms of this policy.

Anti-Harassment and Non-Discrimination

The District has numerous policies prohibiting harassment and discrimination in the schools for both its employees and its students. The District will continue to fully comply with its obligation to provide reasonable accommodations to employees with disabilities, as required by state and federal law. These policies remain in effect during the COVID-19 outbreak, and employees should review District policies for additional information. Such policies provide procedures for requesting such accommodations and filing complaints of unlawful discrimination, harassment and retaliation. The District is committed to taking all actions necessary to provide a safe school with a welcoming and harassment free environment and an equal employment opportunity for all.

Special Student Populations and Student Needs

The District shall continue to carry out its legal obligations (whether during times of in-person, blended or remote learning) for 1) students with disabilities, including the provision of special education and related services and/or accommodations, and 2) and English Learners, in accordance with applicable federal and state guidance.

Operations of Schools During the COVID-19 Pandemic

The District may prioritize in-person learning opportunities and programs for students who require the most learning support. Students most in need of learning support may include, but are not limited to:

- Students with special needs/disabilities;
- Students who are English Learners;
- Students who have had limited to no access to devices to engage in virtual distance learning, or;
- Students who otherwise did not access educational materials despite the District’s providing the opportunity during prior times of remote learning.

In addition, remote learning may be used as an accommodation if a student is not able to access his/her education at the reopened school due to modifications necessitated by COVID-19.

The District understands that as students are returned to the classroom after an absence, they will need to be reengaged. As such, the District will conduct assessments and use available data to ensure that students are appropriately transitioned back into the schools. Each school will assess students through methods such as universal screenings, evaluations, parent and student interviews/discussions, observations, and other data collection practices to individualize student programming. If necessary, a PPT meeting may be held for students with special needs. The District may modify the content of instruction upon return to in-person instruction as it may deem appropriate, including the review of prior content and differentiation of instruction. In addition, the District remains committed to SRBI and providing appropriate supports.

The District understands that the time away from school may also present social and emotional challenges. In addition to its programs of counseling, the District reiterates its commitment to its policies to address particularized needs and challenges, especially for those most impacted by the pandemic. Without limiting the scope of this commitment, the District understands its obligations to address (and report) possible abuse and neglect, in accordance with its policies and state law. These trainings, programs and obligations will remain in place whether the schools are providing in-person instruction, a blended program, or distance learning.

Legal References:

Executive Order 7NNN – Protection of Public Health and Safety During COVID-19 Pandemic – Masks and Face Coverings, August 14, 2020.

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together, September 4, 2020.

Connecticut State Department of Education, Addendum 11 to Connecticut State Department of Education Adapt, Advance, Achieve, Reopening Guidance “Interim Guidance for the Use of Face Coverings in Schools during COVID-19,” August 31, 2020.

Operations of Schools During the COVID-19 Pandemic

Legal references continued:

Connecticut State Department of Education, Frequently Asked Questions Regarding Reopening K-12 Public Schools, Volume 3, September 2, 2020.

Letter from Dr. Miguel A. Cardone, Connecticut Commissioner of Education, to Superintendents of Schools with Preschool Classrooms, September 17, 2020.

Policy adopted:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

APPENDIX A

Employee Daily Health Assessment Certification

This form must be completed and returned to Human Resources for approval prior to entry/reentry to any District facility.

Name: _____ District Facility to be entered: _____

Please answer the following questions by circling Yes or No.

Have you experienced any of the following symptoms in the last 14 days? Yes or No

- | | |
|--------------------------------|---|
| • Fever | • Recent loss of taste or smell |
| • Chills | • Body aches |
| • Repeated shaking with chills | • Cough |
| • Muscle pain | • Respiratory issues |
| • Runny or stuffy nose | • Gastrointestinal issues |
| • Headache | • Any other symptom noted by the CDC or |
| • Fatigue | other public health officials as being |
| • Sore throat | associated with COVID-19 |

Have you ever had close contact with anyone who was sick with COVID-19? Yes or No

In the last 14 days, have you traveled to any area with clusters of COVID-19? Yes or No

In the last 14 days, have you traveled internationally? Yes or No

In the last 14 days, have you been a visitor to a nursing home, hospital or other high-risk congregate setting?
Yes or No

In the last 14 days, have you engaged in interstate travel on a plane, train, bus, or cruise ship?
Yes or No

Signature

Date

Note: Providing false information on this form may result in discipline or termination of employment.

Access may be denied to employees who answer “yes” to certain questions.

Confidentiality of Medical Information

Medical information will be kept confidential as required by law. We will treat all employee medical information (including information with respect to contact tracing) as confidential medical records. We will maintain the confidentiality of such information to the maximum extent possible, in compliance with applicable laws and regulations. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls, to those persons who have a legitimate need to know including but not limited to first aid and safety personnel, and government officials, as required by law or other relevant guidance.

APPENDIX B

VISITOR COVID-19 SCREENING QUESTIONNAIRE

This form must be completed and returned to _____ approval prior to entry/reentry to any District facility. All visitors will be required to wear a mask for the duration of their visit. Visitors who do not wear masks will not be permitted entry.

First Name: _____ Last Name: _____

Home Address: _____

Phone #: _____ Facility Being Entered: _____

Date of Entry: _____ Reason for Visit: _____

Please answer the following questions by circling Yes or No.

Have you experienced any of the following symptoms in the last 14 days? Yes or No

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Runny or stuffy nose
- Headache
- Fatigue
- Sore throat
- Recent loss of taste or smell
- Body aches
- Cough
- Respiratory issues
- Gastrointestinal issues
- Any other symptom noted by the CDC or other public health officials as being associated with COVID-19

Have you ever had close contact with anyone who was sick with COVID-19? Yes or No

In the last 14 days, have you traveled to any area with clusters of COVID-19? Yes or No

In the last 14 days, have you traveled internationally? Yes or No

In the last 14 days, have you been a visitor to a nursing home, hospital or other high-risk congregate setting?

Yes or No

In the last 14 days, have you engaged in interstate travel on a plane, train, bus, or cruise ship?

Yes or No

Signature

Date

For the safety of our guests and employees, access may be denied to visitors who answer “yes” to certain questions.

Confidentiality of Medical Information

Medical information will be kept confidential as required by law. We will treat all employee medical information (including information with respect to contact tracing) as confidential medical records. We will maintain the confidentiality of such information to the maximum extent possible, in compliance with applicable laws and regulations. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls, to those persons who have a legitimate need to know including but not limited to first aid and safety personnel, and government officials, as required by law or other relevant guidance.

Appendix C

Pre-Travel Disclosure Form

This form must be submitted to Human Resources prior to any interstate or international travel.

First Name: _____ Last Name: _____

Home Address: _____

Home Phone #: _____ Cell Phone #: _____

Travel Destination: _____

Dates of Travel (Departure and Return): _____

Please answer the following questions by circling yes or no.

1. Will you be traveling to any area with clusters of COVID-19? *yes or no*
2. Will you be traveling on a plane, train, bus, or cruise ship? *yes or no*

Signature

Date

Capital 5 Year Plan - Technology & Facilities


2020-2021 Final Budget

ORG	OBJ	LOCATION	DESCRIPTION	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL
BZZ25847	57500	NMHS	Chromebook - Refresh (60)	\$12,000	\$58,600	\$36,200	\$17,600	\$17,600	\$142,000
BZZ25847	57500	SMS	Chromebook - Refresh (55)	\$11,000	\$97,200	\$29,800	\$20,800	\$17,200	\$176,000
BZZ25847	57500	SNIS	Chromebook - Refresh (32)	\$6,400	\$50,400				\$56,800
BZZ25847	57500	HPS	Chromebook - Refresh (0)		\$4,000	\$15,400	\$30,800		\$50,200
BZZ25847	57500	NES	Chromebook - Refresh (6)	\$1,200	\$21,400	\$1,000	\$1,600		\$25,200
			subtotal CHROMEBOOK REFRESH (153 @ \$200 each)	\$30,600	\$231,600	\$82,400	\$70,800	\$34,800	\$450,200
BZZ25847	57500	NMHS	Chromebook - New Request (113)	\$22,600					\$22,600
BZZ25847	57500	SMS	Chromebook - New Request (0)		\$18,800				\$18,800
BZZ25847	57500	DW	Chromebook TAG - New Request (0)		\$4,000				\$4,000
			subtotal CHROMEBOOK NEW (113 @ \$200 each)	\$22,600	\$22,800	\$0	\$0	\$0	\$45,400
BZZ25847	57500	SMS	Chromebook Carts - New Request (0)		\$2,700				\$2,700
BZZ25847	57500	NMHS	Chromebook Carts - New Request (3)	\$2,700					\$2,700
			subtotal CHROMEBOOK CARTS NEW (3 @ \$900 each)	\$2,700	\$2,700	\$0	\$0	\$0	\$5,400
BZZ25847	57500	NMHS	PLTW Desktops/Laptops - Refresh (46)	\$50,600		\$50,600		\$50,600	\$151,800
BZZ25847	57500	SMS	PLTW Desktops/Laptops - Refresh (0)		\$25,000		\$25,000		\$50,000
			subtotal PLTW (46)	\$50,600	\$25,000	\$50,600	\$25,000	\$50,600	\$201,800
BZZ25847	57500	DW	Smartboard Refresh (14)	\$49,000	\$87,500	\$87,500	\$175,000	\$227,500	\$626,500
BZZ25847	57500	DW	Infrastructure Upgrades - Wireless Access Points (50)	\$27,500	\$23,500	\$40,000	\$40,000		\$131,000
BZZ25847	57500	DW	Desktop/Laptop Refresh (13)	\$10,000	\$20,000	\$60,000	\$100,000	\$100,000	\$290,000
BZZ25847	57500	DW	Raptor Badge Scanner - Refresh (12 Scanners)	\$6,500					\$6,500
BZZ25847	57500	DW	Infrastructure Upgrades - Firewall		\$35,000				\$35,000
			DEPARTMENT TOTAL - TECHNOLOGY	\$199,500	\$448,100	\$320,500	\$410,800	\$412,900	\$1,791,800
BZZ26846	57301	SNIS	HVAC REPLACEMENT - RTU #1 @ SNIS	NOT PART OF 20-21 FUNDING REQUEST, WILL REQUIRE FUNDING BEFORE END OF FISCAL YEAR					
BZZ26846	57300	DW	SECURITY ENHANCEMENTS - ACCESS CONTROLS	\$125,000	\$27,550	\$30,000	\$30,000	\$12,000	\$224,550
BZZ26846	57300	DW	BUILDING AUTOMATION	\$52,000	\$185,000				\$237,000
BZZ26846	57400	DW	VEHICLE REPLACEMENT (2019 Ford 350 with accessories)	\$49,200	\$115,000			\$95,000	\$259,200
BZZ26846	57300	SNIS	ELEVATOR RETROFIT	\$49,000					\$49,000
BZZ26846	57300	DW	ALARM PANEL UPGRADES	\$33,000	\$50,000		\$50,000		\$133,000
BZZ26846	57400	DW	CUSTODIAL EQUIPMENT (1 Floor Scrubber)	\$17,500	\$17,750	\$17,750	\$18,000	\$19,000	\$90,000
BZZ26846	57300	DW	RECURRING DOOR REPLACEMENTS		\$13,500		\$14,200		\$27,700
BZZ26846	57300	DW	ASBESTOS ABATEMENT		\$15,000	\$15,000	\$16,000	\$17,000	\$63,000
BZZ26846	57400	DW	GROUPS EQUIPMENT REPLACEMENTS		\$18,000	\$18,500		\$19,000	\$55,500
BZZ26846	57300	DW	ROOF REPAIRS		\$65,000	\$70,000	\$75,000	\$35,000	\$245,000
BZZ26846	57300	NES/HPS	BUILDING AUTOMATION		\$75,000		\$75,000		\$150,000
BZZ26846	57400	HPS	PLAYGROUND COMPLIANCE (MULCH & REPAIRS)				\$6,600		\$6,600
BZZ26846	57300	DW	MANDATORY 5 YEAR SPRINKLER TESTS				\$32,000		\$32,000
BZZ26846	57300	HPS	SEPTIC TANK REPAIR		\$35,000				\$35,000
BZZ26846	57300	SMS	SEPTIC TANK REPLACEMENT				\$225,000		\$225,000
BZZ26846	57400	NMHS	LED SIGN REPLACEMENT		\$60,000				\$60,000
BZZ26846	57399	DW	HVAC REPLACEMENT		\$55,000	\$55,000	\$55,000	\$55,000	\$220,000
BZZ26846	57400	DW	PAVING & STORM DRAIN REPAIRS		\$30,500	\$16,000	\$17,000	\$18,000	\$81,500
BZZ26846	57400	NMHS	FLOORING REPLACEMENT			\$55,000			\$55,000
BZZ26846	57300	NMHS	GYM CEILINGS				\$45,000		\$45,000
BZZ26846	57400	DW	REPLACEMENT OF SIDEWALKS		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
BZZ26846	57400	DW	ASPHALT REPLACEMENT (NES FIRST)		\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
BZZ26846	57400	DW	HVAC REPLACEMENT (HPS FIRST)		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
BZZ26846	57400	NMHS/NES	ROOF REPLACEMENT (NMHS, NES)		TBD		TBD		TBD
BZZ26846	57400	SMS	OIL TANK REPLACEMENT			\$225,000			\$225,000
BZZ26846	57300	CO	CUPOLA ROOF REPAIRS		\$60,000				\$60,000
BZZ26846	57300	CO	STEAM BOILER REPLACEMENT		\$95,000				\$95,000
BZZ26846	57300	CO	FOUNDATION REPAIR		\$40,000				\$40,000
BZZ26846	57300	CO	ROOF REPLACEMENT			\$900,000			\$900,000
			DEPARTMENT TOTAL - FACILITIES	\$325,700	\$1,407,300	\$1,852,250	\$1,108,800	\$720,000	\$5,414,050
			GRAND TOTAL	\$525,200	\$1,855,400	\$2,172,750	\$1,519,600	\$1,132,900	\$7,205,850

**New Milford Board of Education
Facilities Sub-Committee Minutes
November 10, 2020
Sarah Noble Intermediate School Library Media Center**

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

Also Present: Ms. Alisha DiCorpo, Interim Superintendent
Mr. Kevin Munrett, Facilities Director (via Zoom)
Mr. Nestor Aparicio, Assistant Facilities Director
Mr. Anthony Giovannone, Director of Operations and Fiscal Services
Mr. Brandon Rush, Technology Director

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:46 p.m. by Mr. McCauley.	Call to Order
2.	Public Comment • There was none.	Public Comment
3.	Item for Discussion and Possible Action A. East Street Gym Request <ul style="list-style-type: none"> Mr. Munrett said Camella's Cupboard has seen a tremendous growth in its program since the pandemic. Due to needs for expansion, they are requesting exclusive use of the East Street gym. Mr. Munrett said that is easy to accomplish operationally since there are not many events there. Mrs. Rella asked who uses the space now. Mr. Munrett said this year it has just been voting. Mrs. Monaghan asked if the space is big enough to allow for social distancing by the organization and Mr. Munrett said it is. Mr. Helmus asked Angie Chastain, the program's director, for details. Mrs. Chastain said Camella's Cupboard has used East Street since its beginnings, first the kitchen, then the stage area too, and now the whole gym. The average distribution on Friday 	Item for Discussion and Possible Action A. East Street Gym Request <div style="text-align: center;">  RECEIVED TOWN CLERK 2020 NOV 12 A 11:55 </div>

NEW MILFORD, CT

	<p>nights had been about 135 but now with COVID it is averaging 500 and showing no sign of slowing down. She is asking for exclusive use this year into the summer. She would also like to install a 10 x 12 cooler on concrete in the space. There will be no damage to the floor and it can be moved if needed.</p> <ul style="list-style-type: none"> • Mr. Helmus asked about insurance and Mrs. Chastain said the program has its own insurance. • Mr. Helmus asked if approval of the request will create additional operating expenses. • Mr. Munrett said there will probably be increased electric, which would be hard to separate out, and the cooler needs a small subpanel to handle the load. • Mrs. Rella said Camella's Cupboard provides a tremendous service to the community. • Mr. Helmus agreed but said they can't afford charity when the schools have needs too. He would like to see a breakdown of costs before the Board decides, including the cost of the panel install and electric/heat. • Mr. McCauley said that is a fair request and he asked that it be provided prior to next week's Board meeting. He said he thinks this is the time for charity and he hopes the Board will support this request. • Mrs. Monaghan asked if the cooler has already been purchased and Mrs. Chastain said it has been. <p>Mr. Helmus moved to bring the East Street Gym Request to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p>	
4.	<p>Items for Information and Discussion</p> <p>D. Lillis Building</p> <ul style="list-style-type: none"> • Due to technical difficulties with Mr. Munrett's Zoom feed, Mr. McCauley moved up Item D which he said he could speak to. Mr. McCauley 	<p>Items for Information and Discussion</p> <p>D. Lillis Building</p>

Sarah Noble Intermediate School Library Media Center

	<p>said they held the meeting with the Mayor that was requested last month. Mr. McCauley said the East Street building needs boiler repairs, a new roof and cupola work. He said the Mayor indicated they are looking to sell one of the Town buildings, of which East Street and John Pettibone are in consideration, but the Town needs to hold a referendum. This has been sidetracked by COVID. They discussed setting up a committee of Town and BOE members to work in conjunction with the MBC on this topic.</p> <ul style="list-style-type: none">• Mrs. Rella said she would prefer that the Board put any money into a move to SNIS, which has been proposed in the past.• Ms. DiCorpo said the possibility of that move is now two-fold. They need to review the space in light of continued social distancing needs for students and the fact that LHTC is now using SNIS space. She said she has Mr. Munrett working on a spacing needs plan, which she hopes to have next week. In addition, a proposal is needed for costs both to move and for what is needed to retrofit space for the long term once there. Town intentions also factor in. These will be important decisions because they will determine where money is budgeted over the next few years.• Mr. Helmus said until then, what happens regarding boiler repair. If the Board chooses not to spend money on repair, that forces a decision.• Ms. DiCorpo said the boiler is working now, but if it goes, the staff would be forced to work remote since they cannot relocate to other buildings at this time. With budget work and collaboration starting, that would be very difficult.• Mr. Helmus asked if it is possible to move to JPCC. Ms. DiCorpo said she did not ask the Mayor that question.• Mrs. Monaghan asked for a comparison of the costs to repair the furnace versus a retrofit at SNIS, as well as the costs to clean up and retrofit space at JPCC.• Mr. Munrett said each building has its pros and cons. He said the Five Year Plan shows \$95,000 for the boiler as well as another \$60,000 for cupola work. Phase 1 move to SNIS was	
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	<p>estimated at \$250,000.</p> <ul style="list-style-type: none"> • Mr. Giovannone said the plan presented in December 2019 to move to SNIS showed a bare bones cost of \$120,000 for the move with no retrofit. It was cost neutral, since cost savings from Lillis would be realized. • Mr. Helmus said he would prefer to see a plan that shows what is actually needed, not one just designed to be cost neutral. He agreed that he would like to see a plan laying out the three options' pros and cons, along with relative costs. • Ms. DiCorpo said they are also in discussions with the Town regarding use of the MAXX by LHTC in conjunction with the Youth Agency. The Town has someone reviewing the scope of that space. She suggested perhaps that person would help review the other spaces as well. • Mr. Helmus said he thought that would make sense since the Town will be involved at some point, and fresh eyes would be helpful. • Mrs. Rella asked about the cost for the Lillis roof. Mr. Giovannone said it is in the Five Year Plan at \$900,000. The building also needs \$40,000 in foundation repairs. Mr. Giovannone noted that the Five Year Plan has not been updated for this year yet; that will be done at budget time. • Mr. McCauley said this is obviously a needed ongoing discussion and he will put it on next month's agenda for further review. 	
A.	NV5 Update	A. NV5 Update
	<ul style="list-style-type: none"> • Mr. Munrett said they are starting to determine recommended projects and he hopes to have a listing by December. Under consideration are the SMS boiler, lighting upgrades and building controls, among others. He said the plan is to combine larger projects with MBC projects for bonding purposes. • Mrs. Monaghan asked if the bonding cycle is annual and Mr. Munrett said it is. 	
B.	Municipal Building Committee (MBC) Projects	B. Municipal Building Committee (MBC) Projects
	<ul style="list-style-type: none"> • Mr. Munrett said the MBC met last Thursday. 	

	<p>They are working on SNIS specs and waiting on the December 1st filing for the high school roof. Next, they will look at combining some school/town projects such as parking lots.</p> <ul style="list-style-type: none"> • Mr. McCauley asked how soon after December 1st roof work will begin. Mr. Munrett said it should be quick; they are ready from a design perspective. • Mrs. Monaghan asked about solar for the roof. Mr. Munrett said NV5 is considering solar for all schools. <p>C. Five Year Capital Plan</p> <ul style="list-style-type: none"> • Mr. McCauley said they have discussed this topic already and asked if Mr. Munrett had anything to add. • Mr. Munrett reiterated that it is a fluid document based on how needs develop. 	C. Five Year Capital Plan
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	Public Comment
6.	<p>Adjourn</p> <p>Mrs. Rella moved to adjourn the meeting at 7:26 p.m., seconded by Mr. Helmus and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:26 p.m.</p>

Respectfully submitted:




Brian McCauley, Chairperson
Facilities Sub-Committee

**New Milford Board of Education
Operations Sub-Committee Minutes
November 10, 2020
Sarah Noble Intermediate School Library Media Center**

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

Also Present: Ms. Alisha DiCorpo, Interim Superintendent
Mr. Anthony Giovannone, Director of Fiscal Services and Operations
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mr. Kevin Munrett, Facilities Director (via Zoom)
Mr. Nestor Aparicio, Assistant Facilities Director
Mr. Brandon Rush, Director of Technology
Mrs. Sandra Sullivan, Food and Nutrition Services Director

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:31 p.m. by Mrs. Faulenbach.	Call to Order
2.	Public Comment • 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"> • Ms. DiCorpo said they expect to have a Revised Exhibit A for the full Board meeting. She said they are also hopeful to have a candidate for HR Director to bring forward at a special meeting early next week. A committee is interviewing candidates on Thursday. • Mrs. Monaghan asked what happens with the approved winter coaches if winter sports do not take place. • Mrs. Faulenbach said she believes the Board has only approved fall coaches so far. • Ms. DiCorpo says she now has regular meetings scheduled with AD Keith Lipinsky to keep on top of what is permissible per the Department of Public Health (DPH). The DPH 	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <div style="text-align: center;">  RECEIVED TOWN CLERK 2020 NOV 12 A 11: 56 NEW MILFORD, CT </div>

	<p>just released a statement regarding winter sports. Mr. Lipinsky is also looking regionally to see what the majority are planning to run. Ms. DiCorpo said she will give an update next week as part of her Superintendent's Report. She said they have been successful this fall with practicing social distancing and modifications in conjunction with DPH guidelines.</p> <p>Mrs. Rella moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated October 31, 2020 2. Purchase Resolution D-740 3. Request for Budget Transfers <ul style="list-style-type: none"> Mr. Giovannone highlighted a few areas of the Budget Position. He noted the audit fee had gone up this year and was under budgeted, so a transfer for that line will be needed in the future. The 53530 security services line captures Securitas expenses for 20/21 and the SSOs working under the MOU with the New Milford Police Department. He noted that the Securitas contract is in its final year so that service will go out to bid prior to budget time. Lines 55610 and 55630 are for outplacement tuitions. He noted that they are being depleted much quicker than in previous years which is a concern. He said there are no large changes to the revenue lines, capital reserve or turf field accounts. Mrs. Faulenbach said the Board knows that a loss is coming to revenue due to COVID, around parking, gate receipts etc. Mr. Giovannone said that is correct, that money 	<p>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated October 31, 2020 2. Purchase Resolution D-740 3. Request for Budget Transfers
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	<p>will not come in.</p> <ul style="list-style-type: none">• Mrs. Rella asked about the regular and special education tuition revenue lines. Mr. Giovannone said they are for EXCEL and LHTC tuition students.• Mrs. Monaghan noted that lines for postage, telephones and gas are all at 100%. Mr. Giovannone said they represent annual encumbrances, which will be adjusted at the six month mark.• Mrs. Monaghan asked about the legal line. Mr. Giovannone said that represents the retainer. The other balance is for services provided by other legal for hearings.• Mrs. Monaghan asked if the HR Director salary was posted for applicants. Ms. DiCorpo said it was not. She said they have surveyed other districts regarding salary and based on an average, New Milford's current salary is in line.• Mrs. Monaghan asked if the HR helper that the Board authorized is in place. Ms. DiCorpo said yes, the person works three days in support.• Mrs. Monaghan asked about an Interim HR Director. Ms. DiCorpo said she is hoping to bring a permanent candidate forward next week for approval.• Mrs. Monaghan asked about an interim Assistant Superintendent and how salary would work for that.• Mrs. Faulenbach said the positions of Superintendent, Assistant Superintendent and HR Director are already budgeted for; it is just a matter of reallocating amounts as needed.• Regarding the Purchase Resolution, Mr. Giovannone pointed out that the bold, italicized lines are being made by the BOE utilizing funds already approved and provided by the Town for athletic equipment and uniforms for the high school. The funds of \$81,291 have been received and are set up in a separate account.• Mrs. Faulenbach asked if these are the first purchase requisitions against that account and	
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<p>Mr. Giovannone said they are.</p> <ul style="list-style-type: none"> • Mr. Giovannone said once the audit is complete the Town will also release \$75,000 for band uniforms, \$50,000 for a Student Enrollment Study and funds for the high school tennis courts. • Mrs. Faulenbach asked if there is any way to speed up funding for the enrollment study since that will be crucial information to have for budgeting. Mr. Giovannone said he would check. He said the RFP was prepared last spring. • Mrs. Faulenbach said she would like to thank the Town on behalf of the Board for helping them find a way to fund these capital items. She said she hopes this type of conversation and collaboration will continue. • Mrs. Monaghan asked if the \$10,000 under Title IV covers both presenters. Ms. DiCorpo said hers, this is the total cost of the Restorative Practices work. <p>Mrs. Rella moved to bring the monthly reports: Budget Position October 31, 2020, Purchase Resolution D-740 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p> <p>C. Approval of Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said this item is self explanatory. <p>Mrs. Rella moved to bring the Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs to the full Board for approval.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Budget Position dated October 31, 2020, Purchase Resolution D-740, and Request for Budget Transfers to the full Board for approval.</p> <p>C. Approval of Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs</p> <p>Motion made and passed unanimously to bring the Authorized Signatures Form for ED-099 Agreement for Child Nutrition Programs to the full Board for approval.</p>
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D.	NMHS Activities Stipends	D. NMHS Activities Stipends
	<ul style="list-style-type: none"> • Ms. DiCorpo said Dr. Smotas had previously asked principals for their recommendations regarding what activities to run this year. This is a summary of what is running at NMHS and recommendations for moving forward. She said a common theme of those approved is whether or not they can be run virtually and/or socially distanced. • Mrs. Faulenbach asked if Ms. DiCorpo is looking for Board approval for the recommendations. Ms. DiCorpo said yes. Stipend contracts would then be generated. She said there may be additional requests down the road for spring. • Mrs. Rella questioned why jazz band and orchestra are not recommended. Ms. DiCorpo said she would ask Mr. Shugrue and Mr. Best to attend the Board meeting to speak to that. • Mrs. Faulenbach said she would like more information regarding criteria and parameters. She would also be interested in whether these activities are happening in any form and, if so, what the participation rate is. • Mrs. Faulenbach asked for confirmation that she was reading the spreadsheet correctly: \$38,000 total with \$14,840 of that total not recommended. Mr. Giovannone said that is correct, and that the full total are all budgeted items so none of the funds represent additions to the budget. • Mrs. Rella said she would be interested in more information regarding the virtual all school musical. • Ms. DiCorpo read information provided by Mr. Amenta. Virtual work includes interviews and auditions, pit audio tracking, and general preparation for a possible spring show. • Mr. Helmus said he intends to recuse himself from any motion for approval since his son-in-law is involved in one of the activities. Mrs. Faulenbach said that is not necessary here since the motion will just move the item forward for 	

	<p>discussion and possible action. Mr. Helmus may recuse himself at the time of vote if he thinks it is prudent.</p> <p>Mrs. Rella moved to bring the NMHS Activities Stipends to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	
E. COVID Staffing and Funding	<ul style="list-style-type: none"> • Mr. Giovannone said this is an update on where we are with COVID staffing and funding. He said the CARES funding has been received and combined with the local funding. The CRF funding is expected within two weeks. He said the first five bullets update status of positions already approved. There is an additional request for another COVID Liaison position. • Ms. DiCorpo said the original position was supposed to be 20 hours per week, but with all the contract tracing, it has been closer to 20 hours per day. Another position would help split the grade level tracking and assist in managing the data. She said it is very time consuming to track, but that means the district is receiving a lot of communication and information which is a very good thing in keeping everyone safe. • Mr. Giovannone said there is currently \$491,048 still available and once the CRF funding is received that will go to \$680,665. He is not recommending any additional money here from the 19/20 year end balance. That leaves \$882,559 available from the year end balance, unaudited. • Mrs. Faulenbach asked if the plan is to take future expenditures from the CARES and CRF funds before local funding. Mr. Giovannone said definitely, especially from CRF because that grant period only goes until December 31. 	<p>Motion made and passed unanimously to bring the NMHS Activities Stipends to the full Board for discussion and possible action.</p> <p>E. COVID Staffing and Funding</p>

	<p>CARES goes until September 2021.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said New Milford is very fortunate to have the local COVID funding set up through collaboration with the Town. Mr. Giovannone agreed, saying it allowed us to open schools. • Mrs. Monaghan asked about the Tech Integration Specialists. Mr. Giovannone said they were approved last month and are part of the encumbered funds. Any delay in filling those positions would result in less actual funds expended, another reason he is not recommending any additional funding here from the year end balance. <p>Mr. Helmus moved to bring the COVID Staffing request for an additional COVID Liaison position to the full Board for approval.</p> <p>Motion seconded by Mrs. Rella.</p> <p>Motion passed unanimously.</p>	
F. Food Service Historicals and Projections	<ul style="list-style-type: none"> • Mr. Giovannone said the memo provides a general overview of the Food Service program, which is self-sustaining and not part of the general fund. It also shows the negative impact of COVID to the program from March on. The Governor's Executive Order 7R along with reduced reimbursement created an operating loss, through no fault of the program. Mr. Giovannone said the Food Service program is very well run and a tremendous credit to Mrs. Sullivan's leadership. He said there is a great deal of financial uncertainty still with the program and the pandemic. He suggested that there is an opportunity to take action now to restore some of the balance using COVID funds, rather than take the chance that action may be needed in May through a special appropriation. He is suggesting a reimbursement of \$295,172, which represents 	<p>Motion made and passed unanimously to bring the COVID Staffing request for an additional COVID Liaison position to the full Board for approval.</p> <p>F. Food Service Historicals and Projections</p>

	<p>the amount of Food Services labor and benefits expenses negotiated as per Governors Order 7R.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if the use of COVID funds for this reimbursement has been cleared with the auditors and the Town. Mr. Giovannone said yes. • Mrs. Faulenbach said she appreciates the effort to keep down expenses going forward that are referenced in the memo. She said it is important for the fund to stay solvent and perhaps this is an opportunity now versus being reactive in May. • Mr. Giovannone said this is a precursor to the next item regarding the 2019-20 year end balance so no motion is necessary here. <p>G. 2019-20 Year End Balance</p> <ul style="list-style-type: none"> • Mr. Giovannone said the memo restates the year end balance total of \$2,910,099 with \$882,559 remaining fund balance unaudited. He said it is his recommendation as stated earlier to use \$295,172 of that remaining balance to restore the Food Services fund, for Food Service COVID related expenses. <p>Mrs. Rella moved to bring the Food Service reimbursement from the 2019-20 Year End Balance to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Helmus.</p> <p>Motion passed unanimously.</p>	<p>G. 2019-20 Year End Balance</p> <p>Motion made and passed unanimously to bring the Food Service reimbursement from the 2019-20 Year End Balance to the full Board for discussion and possible action.</p>
4.	<p>Items of Information</p> <p>A. Update on Transportation Requests</p> <ul style="list-style-type: none"> • Mr. Giovannone said this is an annual update. 	<p>Items of Information</p> <p>A. Update on Transportation Requests</p>
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
November 10, 2020
Sarah Noble Intermediate School Library Media Center**

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6.	Adjourn Mrs. Rella moved to adjourn the meeting at 8:40 p.m. seconded by Mr. Helmus and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:40 p.m.
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Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee