

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

BOARD OF EDUCATION
MEETING NOTICE

DATE:	May 13, 2014
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

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

1. CALL TO ORDER

A. Pledge of Allegiance

2. RECOGNITION

A. CMEA Northern Region Music Festival: NMHS students Serina Ahmed, David Alvarado, Kayla Blackburn, Michael Carroll, Christopher Ciaglo, Anthony D'Andrea, Lawrence Davis, Nathaniel Diamond, Michael Fitch, Killian Greene, Brandon Halberg, Abigail Heydenburg, Mitchell Kellett, Amber Levine, Alyssa Luis, Francine Luo, Erin Lynch, Jaclyn Mercer, Mackenzie Morehouse, Rebecca Myhill, Sylvia Onorato, Allegra Peery, Nicholas Pitcher, Zachary Pitcher, Brandon Rehaag, Rachel Schaefer, Christian Scillitoe, Emilyn Tuomala, and Brianna Walker

3. PUBLIC COMMENT

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

4. PTO REPORT

5. STUDENT REPRESENTATIVES' REPORT

6. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
1. Regular Meeting Minutes April 8, 2014
 2. Special Meeting Minutes April 29, 2014

7. SUPERINTENDENT'S REPORT

8. BOARD CHAIRMAN'S REPORT

9. COMMITTEE REPORTS

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

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10. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 13, 2014
- B. Monthly Reports
 - 1. Purchase Resolution D-665
 - 2. Budget Position dated 4/30/14
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO – Exhibit B
- D. Grant Approval
 - 1. IDEA Grant
- E. Bid Award
 - 1. Waste Disposal
- F. Policies for Approval
 - 1. 1700 Possession of Firearms on School Property Prohibited (formerly titled Otherwise Lawful Possession of Firearms on School Property)
 - 2. 3300 Purchasing
 - 3. 3313.1 Local Purchasing
 - 4. 3516.3 Safety (formerly titled Accident Prevention and Reporting)
 - 5. 3516.4 Sex Offender Notification (formerly titled Safety)
- G. Food and Nutrition Services
 - 1. Healthy Food Certification Statement

11. ITEMS FOR INFORMATION AND DISCUSSION

- A. Field Trip Report

12. EXECUTIVE SESSION (Anticipated)

- A. Discussion of Superintendent's performance and performance evaluation and possible new contract of employment.

13. DISCUSSION AND POSSIBLE ACTION

- A. Discussion and possible authorization of Board Chair and Board Counsel to enter discussions and/or negotiations with Superintendent of Schools on new, three-year contract.

14. ADJOURN

ITEMS OF INFORMATION

Facilities Sub-Committee Minutes – May 6, 2014

Operations Sub-Committee Minutes – May 6, 2014

Policy Sub-Committee Meeting May 20, 2014 – 6:45 p.m. Lillis Administration Building, Room 2	Operations Sub-Committee Meeting June 3, 2014 – 7:30 p.m. Lillis Administration Building, Room 2
Committee on Learning May 20, 2014 – 7:30 p.m. Lillis Administration Building, Room 2	Board of Education Reception June 10, 2014 – 6:00 p.m. Sarah Noble Intermediate School, LMC
Board of Education Special Meeting May 27, 2014 – 7:00 p.m. Sarah Noble Intermediate School, LMC	Board of Education Meeting June 10, 2014 – 7:30 p.m. Sarah Noble Intermediate School, LMC
Facilities Sub-Committee Meeting June 3, 2014 – 6:45 p.m. Lillis Administration Building, Room 2	

**New Milford Board of Education
Regular Meeting Minutes
April 8, 2014
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Daniele Shook, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. David A. Lawson Mr. Dave Littlefield Mr. David R. Shaffer Mr. John W. Spatola Mrs. Theresa Volinski
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Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools Mr. Joshua Smith, Assistant Superintendent of Schools Mr. Gregg Miller, Director of Fiscal Services Ms. Roberta Pratt, Director of Technology Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. John Calhoun, Facilities Manager John Vazquez, Student Representative
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1.	Call to Order A. Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Recognition A. CMEA Northern Region Middle School Music Festival: SMS students Jessica Berkun, Michael Cavuoto, Nicholas Cavuoto, Jenna Drahota, Katherine Grinnell, Lukas Kugler, Ryan McNulty, Sunita Pfitzner, Michael Raffaele, Elizabeth Schlyer, and Jeffrey Schlyer and SNIS students Geovanna Coelho, Kasey Donnelly, Madyson Lubas and Eliza Peery Dr. Paddyfote called forward Music teachers Diane Taylor and Daryl Gregory to recognize the SMS students who received awards for their participation in the Connecticut Music Education Association Northern Region Middle School Music Festival and	Recognition A. CMEA Northern Region Middle School Music Festival: SMS students Jessica Berkun, Michael Cavuoto, Nicholas Cavuoto, Jenna Drahota, Katherine Grinnell, Lukas Kugler, Ryan McNulty, Sunita Pfitzner, Michael Raffaele, Elizabeth Schlyer, and Jeffrey Schlyer and SNIS students Geovanna Coelho, Kasey Donnelly, Madyson Lubas and Eliza Peery

Regular Meeting Minutes

April 8, 2014

Sarah Noble Intermediate School Library Media Center

	<p>Music teachers Michael Fitzgerald and Gloria Capone to do the same for the SNIS students.</p> <p>B. NMPS Retiree David Hawkins</p> <p>Dr. Paddyfote noted that Mr. Hawkins was retiring after 31 years in the school system. Mr. Calhoun said Mr. Hawkins worked in the Facilities Department for 31 years under seven different superintendents and six different principals.</p> <p>The meeting recessed at 7:44 p.m. for a brief reception and reconvened at 7:58 p.m.</p>	<p>B. NMPS Retiree David Hawkins</p>
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> Denise Bard, a New Milford resident, noted that according to information she has gleaned, in Connecticut, parents do not have access to their own child's data as a result of the Common Core testing. She said the standards for the testing for Common Core have been written and copyrighted by two organizations and there is no flexibility in the standards. She also noted that while there will be some international standards, many of those countries subsidize the mother staying home with the child until age three. She suggested if international benchmarks were going to be used then the same financial supports need to be put in place as in other countries. Jessica Higgins, a New Milford resident, said she is against Common Core State Standards but she does feel there is a need to fix the education system. She felt No Child Left Behind failed. She suggested that the school system cannot expect all students to be both career and college-ready. She also said the federal government cannot dictate educational standards to the local communities. Jenna Peloso, a New Milford resident, read 	<p>Public Comment</p>

	<p>some quotes from educators in New York who have implemented Common Core which included such comments as there is “no time for fun,” and “it is not healthy to do everything the same way.” She also asked when the voices of the parents will be heard.</p> <ul style="list-style-type: none"> • Kristine Stewart, a New Milford resident, asked the Board to be considerate of parents and students when they talk about cuts and closings. She felt class sizes needed to be smaller not larger. She also is not a fan of Common Core suggesting that teachers need to get back to teaching and being creative. Children cannot all be taught on the same level. She also urged the Board not to close John Pettibone School. 	
4.	<p>PTO Report</p> <ul style="list-style-type: none"> • Mrs. Romaniello noted the fundraisers are winding down now and they are turning to the process of figuring out scholarship dollars available. They are still accepting applications. Also, they are planning end of year activities. 	PTO Report
5.	<p>Student Representatives' Report</p> <ul style="list-style-type: none"> • Mr. Vazquez said the winter sports award ceremony was held April 7th. • The Senior class panoramic photo has been taken. • College planning night will take place at 7 p.m. on April 9th. • Sophomore ring ceremony will take place at 6 p.m. on April 10th. • The German Honor Society induction will be held on April 24th. • Poetry Slam is upcoming on April 25th. • Junior prom will be at the Amber Room on May 3rd. • April spring break is next week! 	Student Representatives' Report

	<ul style="list-style-type: none"> Mr. Coppola said Cats, the all-school musical, was outstanding. 	
6.	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes</p> <ol style="list-style-type: none"> Regular Meeting Minutes March 11, 2014 Special Meeting Minutes March 20, 2014 Special Meeting Minutes March 26, 2014 <p>Regular Meeting Minutes March 11, 2014</p> <p>Mr. Coppola moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes March 11, 2014, seconded by Mrs. Faulenbach and passed 7-0-2.</p> <p>Aye: Mrs. Chastain, Mr. Coppola, Mrs. Faulenbach, Mr. Lawson, Mr. Littlefield, Mrs. Shook, Mrs. Volinski</p> <p>Abstain: Mr. Shaffer, Mr. Spatola</p> <p>Special Meeting Minutes March 20, 2014</p> <p>Mr. Coppola moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 20, 2014, seconded by Mrs. Volinski and passed 8-0-1.</p> <p>Aye: Mrs. Chastain, Mr. Coppola, Mrs. Faulenbach, Mr. Lawson, Mr. Littlefield, Mrs. Shook, Mr. Spatola, Mrs. Volinski</p> <p>Abstain: Mr. Shaffer</p> <p>Special Meeting Minutes March 26, 2014</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes</p> <ol style="list-style-type: none"> Regular Meeting Minutes March 11, 2014 Special Meeting Minutes March 20, 2014 Special Meeting Minutes March 26, 2014 <p>Regular Meeting Minutes March 11, 2014</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes March 11, 2014</p> <p>Special Meeting Minutes March 20, 2014</p> <p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 20, 2014</p> <p>Special Meeting Minutes March 26, 2014</p>

	<p>Mr. Littlefield moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 26, 2014, seconded by Mrs. Volinski and passed 8-0-1.</p> <p>Aye: Mrs. Chastain, Mr. Coppola, Mrs. Faulenbach, Mr. Lawson, Mr. Littlefield, Mrs. Shook, Mr. Spatola, Mrs. Volinski</p> <p>Abstain: Mr. Shaffer</p>	<p>Motion made and passed to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 26, 2014</p>
7.	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Dr. Paddyfote congratulated all the people involved with the all-school musical Cats including the producers, music conductor, choreographer, etc. and all the students who performed in and assisted with the show. • April break is April 14th through the 18th with classes resuming on April 21st. 	<p>Superintendent's Report</p>
8.	<p>Board Chairman's Report</p> <ul style="list-style-type: none"> • Mrs. Shook said there will be a special meeting on April 29th at 6:30 p.m. to interview a possible candidate for the Director of Fiscal Services position. • Mrs. Shook is still working on setting a date for a special meeting regarding closing any of the schools and is awaiting answers to questions asked during the presentation and some that were e-mailed in after. 	<p>Board Chairman's Report</p>
9.	<p>Committee Reports</p> <p>A. Facilities Sub-Committee</p> <ul style="list-style-type: none"> • Mr. Littlefield said the committee discussed the proposed Eagle Scout project of a multi-purpose wall and heard updates on energy projects through CL&P. • Mr. Coppola said it is good to see the Eagle Scout projects that are being done on the 	<p>Committee Reports</p> <p>A. Facilities Sub-Committee</p>

	<p>school grounds.</p> <p>B. Operations Sub-Committee</p> <ul style="list-style-type: none"> Mrs. Shook said all the items discussed were on the agenda for discussion and action tonight. <p>C. Policy Sub-Committee</p> <ul style="list-style-type: none"> Mrs. Chastain said there was one policy for approval and five for second review on tonight's agenda. <p>D. Committee on Learning</p> <ul style="list-style-type: none"> Mr. Lawson said the Drama Workshop curriculum was on the agenda tonight for approval. The committee also discussed SRBI, smarter balance assessment, and math and writing curriculum. <p>E. Education Connection</p> <ul style="list-style-type: none"> Mr. Coppola said he will be going to a meeting on April 10th and was pleased to learn he is on the Board of Education Connection. <p>F. Connecticut Boards of Education</p> <ul style="list-style-type: none"> Mrs. Faulenbach had nothing new to report at this time. <p>G. Negotiations Committee</p> <ul style="list-style-type: none"> Mrs. Faulenbach said there were no negotiations ongoing. 	<p>B. Operations Sub-Committee</p> <p>C. Policy Sub-Committee</p> <p>D. Committee on Learning</p> <p>E. Education Connection</p> <p>F. Connecticut Boards of Education</p> <p>G. Negotiations Committee</p>
<p>10.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 8, 2014</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of</p>

	<p>Mr. Littlefield moved to approve Exhibit A: Personnel - Certified, Non-Certified, Appointments, Resignations and Leaves of Absence dated April 8, 2014, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> • Mr. Coppola said he was sorry to see Mrs. Helbig retire as he had taught with her. He was pleased to see that Dr. Tomasello would be staying on in an Interim basis at the listed salary level. <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-664 2. Budget Position dated 3/31/14 3. Request for Budget Transfers <p>Mr. Littlefield moved to approve monthly reports: Purchase Resolution D-664, Budget Position dated 3/31/14 and Request for Budget Transfers, seconded by Mrs. Faulenbach.</p> <ul style="list-style-type: none"> • Mr. Lawson asked what constituted purchased services and Mr. Miller said it was a catch-all for professional services. He noted there will be less of a breakout with the new uniform charts. • Mr. Coppola asked how the district was doing and Mr. Miller said the current available balance is \$4,753,701 which was just slightly less than \$100,000 to the good as compared to the same point last year. • Mr. Miller mentioned that the utility line looks slightly favorable through June 30th. <p>The motion passed unanimously.</p> <p>C. Gifts & Donations</p>	<p>Absence dated April 8, 2014</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel - Certified, Non-Certified, Appointments, Resignations and Leaves of Absence dated April 8, 2014.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-664 2. Budget Position dated 3/31/14 3. Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports: Purchase Resolution D-664, Budget Position dated 3/31/14 and Request for Budget Transfers.</p> <p>C. Gifts & Donations</p>
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<ol style="list-style-type: none"> 1. PTO — Exhibit B 2. Eagle Scout Project at SNIS — Exhibit C 3. Donation from GEDEB Realty — Exhibit D 4. Jessica Bradley Memorial Fund — Exhibit E <p>Mr. Lawson moved to accept Gifts and Donations: PTO - Exhibit B in the amount of \$23,003, Exhibit C - the Eagle Scout Project at SNIS in the amount of \$8,000, Exhibit D - GEDEB Realty in the amount of \$1,500 and Exhibit E - Jessica Bradley Memorial Fund in the amount of \$4,500, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> • Mr. Coppola noted the school district was fortunate to have so much community support. <p>The motion passed unanimously.</p> <p>D. Approval of the Following Curriculum</p> <ol style="list-style-type: none"> 1. Drama Workshop <p>Mr. Lawson moved to approve the following curriculum: Drama Workshop, seconded by Mrs. Volinski.</p> <p>The motion passed unanimously.</p> <p>E. Grant Approval</p> <ol style="list-style-type: none"> 1. Adult Education – ED 244 <p>Mrs. Volinski moved to approve the Adult Education Grant ED 244 in the amount of \$108,507, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> • Mr. Coppola thanked Mr. Smith for finding the new Adult Education Director, Dr. Brogis. <p>The motion passed unanimously.</p>	<ol style="list-style-type: none"> 1. PTO — Exhibit B 2. Eagle Scout Project at SNIS — Exhibit C 3. Donation from GEDEB Realty — Exhibit D 4. Jessica Bradley Memorial Fund — Exhibit E <p>Motion made and passed unanimously to accept Gifts and Donations: PTO - Exhibit B in the amount of \$23,003, Exhibit C - the Eagle Scout Project at SNIS in the amount of \$8,000, Exhibit D - GEDEB Realty in the amount of \$1,500 and Exhibit E - Jessica Bradley Memorial Fund in the amount of \$4,500.</p> <p>D. Approval of the Following Curriculum</p> <ol style="list-style-type: none"> 1. Drama Workshop <p>Motion made and passed unanimously to approve the following curriculum: Drama Workshop.</p> <p>E. Grant Approval</p> <ol style="list-style-type: none"> 1. Adult Education – ED 244 <p>Motion made and passed unanimously to approve the Adult Education Grant ED 244 in the amount of \$108,507.</p>
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	<p>F. Policy for Approval 1. 1250 Visits to the Schools</p> <p>Mr. Littlefield moved to approve the following policy: 1250 Visits to the Schools, seconded by Mr. Coppola.</p> <ul style="list-style-type: none"> Mr. Coppola thanked the Policy Subcommittee for listening to his comments in terms of encouraging visitors such as parents to come to the schools. <p>The motion passed unanimously.</p> <p>G. Policies for Second Review 1. 1700 Otherwise Lawful Possession of Firearms 2. 3300 Purchasing 3. 3313.1 Local Purchasing 4. 3516.3 Accident Prevention and Reporting 5. 3516.4 Safety</p> <p>H. New Milford High School Graduation Date 2014</p> <p>Mr. Littlefield moved to approve June 21, 2014 at 7:00 p.m. as the New Milford High School Graduation Date for 2014, seconded by Mrs. Volinski.</p> <ul style="list-style-type: none"> Mr. Shaffer noted that in the past the graduation time was 4:00 p.m. and wondered how this would affect the graduation party. Dr. Paddyfote said the organizers have been made aware of the time change and they will delay their start time until later to accommodate. <p>The motion passed unanimously.</p>	<p>F. Policy for Approval 1. 1250 Visits to the Schools</p> <p>Motion made and passed unanimously to approve the following policy: 1250 Visits to the Schools.</p> <p>G. Policies for Second Review 1. 1700 Otherwise Lawful Possession of Firearms 2. 3300 Purchasing 3. 3313.1 Local Purchasing 4. 3516.3 Accident Prevention and Reporting 5. 3516.4 Safety</p> <p>H. New Milford High School Graduation Date 2014</p> <p>Motion made and passed unanimously to approve June 21, 2014 at 7:00 p.m. as the New Milford High School Graduation Date for 2014.</p>
11.	Items for Information and Discussion	Items for Information and Discussion

A.	Field Trip Report	A. Field Trip Report
12.	Adjourn Mr. Littlefield moved to adjourn the meeting at 8:32 p.m., seconded by Mrs. Volinski. The motion passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:32 p.m.

Respectfully submitted:



Angela C. Chastain

Secretary

New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes
April 29, 2014
Lillis Administration Building – Board Room**

Present:	Mrs. Daniele Shook, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mrs. Wendy Faulenbach Mr. David A. Lawson Mr. Dave Littlefield Mr. David R. Shaffer Mr. John W. Spatola Mrs. Theresa Volinski
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Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources
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1.	Call to Order A. Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Shook. The Pledge of Allegiance immediately followed the call to order. Mr. Littlefield left the meeting at 6:32 p.m. and returned at 6:35 p.m.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> There was none. 	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 29, 2014 Mr. Coppola moved to approve Exhibit A: Personnel - Certified, Non-Certified, Appointments, Resignations and Leaves of Absence dated April 29, 2014, seconded by Mrs. Chastain.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 29, 2014 Motion made and passed unanimously to approve Exhibit A: Personnel - Certified, Non-Certified, Appointments, Resignations and Leaves of Absence

	<ul style="list-style-type: none"> • Mr. Spatola asked how the coaches would be able to handle two teams and Ms. Baldelli explained that the freshman and junior varsity usually practice together anyway and the two coaches had arranged the schedule to make sure everyone had proper coverage. • Mr. Spatola said he is concerned about safety. • Mrs. Chastain said that there are others around to assist. • Mrs. Volinski thanked the coaches for doing this. <p>The motion passed unanimously.</p>	dated April 29, 2014.
4.	<p>Executive Session (Anticipated)</p> <p>A. Interview and discuss candidate for the position of Director of Fiscal Services and Operations.</p> <p>Motion made by Mr. Littlefield that the Board enter into Executive Session to interview and discuss the candidate for the position of Director of Fiscal Services and Operations, and invite into the session Dr. JeanAnn Paddyfote and the candidate.</p> <p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p>The Board entered executive session at 6:32 p.m. Mr. Jay Hubelbank, candidate for the position of Director of Fiscal Services and Operations, entered executive session at 6:36 p.m.</p> <p>Mr. Hubelbank left executive session at 7:30 p.m.</p> <p>The Board returned to public session at 8:03 p.m.</p>	<p>Executive Session (Anticipated)</p> <p>A. Interview and discuss candidate for the position of Director of Fiscal Services and Operations.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session to interview and discuss the candidate for the position of Director of Fiscal Services and Operations, and invite into the session Dr. JeanAnn Paddyfote and the candidate.</p>
5.	<p>Discussion and Possible Action</p> <p>A. Appointment of candidate to the position of Director of Fiscal Services and Operations.</p>	<p>Discussion and Possible Action</p> <p>A. Appointment of candidate to the position of Director of Fiscal Services and Operations.</p>

**New Milford Board of Education
Special Meeting Minutes
April 29, 2014
Lillis Administration Building – Board Room**

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	<p>Motion made by Mr. Coppola that the Board of Education approve the appointment of: Mr. Jay Hubelbank as Director of Fiscal Services and Operations effective July 1, 2014 2014-2015 salary - \$127,000</p> <p>Motion seconded by Mr. Lawson.</p> <p>The motion passed 8 - 1.</p> <p>Aye: Mrs. Shook, Mrs. Chastain, Mr. Coppola, Mrs. Faulenbach, Mr. Lawson, Mr. Littlefield, Mr. Shaffer, Mrs. Volinski No: Mr. Spatola</p>	<p>Motion made and passed that the Board of Education approve the appointment of: Mr. Jay Hubelbank as Director of Fiscal Services and Operations effective July 1, 2014 2014-2015 salary - \$127,000</p>
6.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 8:06 p.m., seconded by Mr. Coppola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:06 p.m.</p>

Respectfully submitted:



Angela C. Chastain
Secretary
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
May 13, 2014
Released as of May 12, 2014

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

- | | |
|---|-------------------------|
| <p>1. Ms. Eleanore Dexter, English Teacher, New Milford High School
<u>Move</u> that the Board of Education accept the resignation of Ms. Eleanore Dexter as English Teacher at New Milford High School effective June 30, 2014.</p> | <p>Personal Reasons</p> |
| <p>2. Mrs. Melissa Khalatbari, Health Teacher, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education accept the resignation of Mrs. Melissa Khalatbari as a Health Teacher at Sarah Noble Intermediate School effective June 30, 2014.</p> | <p>Personal Reasons</p> |
| <p>3. Mrs. Joan Kick, Assistant Principal, Hill and Plain School/Sarah Noble Intermediate School
<u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Joan Kick as Assistant Principal at Hill and Plain School/Sarah Noble Intermediate School effective June 30, 2014.</p> | <p>Retirement</p> |
| <p>4. Mrs. Allison Marchionne, Physical Education/Health Teacher, New Milford High School
<u>Move</u> that the Board of Education accept the resignation of Mrs. Allison Marchionne as a Physical Education/Health Teacher at New Milford High School effective June 30, 2014.</p> | <p>Personal Reasons</p> |
| <p>5. Mrs. Linda Sheldon, Special Education Teacher, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Linda Sheldon as a Special Education Teacher at Sarah Noble Intermediate School effective June 30, 2014.</p> | <p>Retirement</p> |
| <p>6. **Dr. Donald Naiman, Assistant Principal, Sarah Noble Intermediate School
<u>Move</u> that the Board of Education accept the resignation, due to retirement, of Dr. Donald Naiman as Assistant Principal at Sarah Noble Intermediate School effective June 30, 2014.</p> | <p>Retirement</p> |

<p>7. **Mrs. Eileen Reed, Science Teacher, New Milford High School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Eileen Reed as Science Teacher at New Milford High School effective June 30, 2014.</p>	Retirement
2. CERTIFIED STAFF	
b. APPOINTMENTS	
<p>1. Ms. Deirdre Burke, Physical Education/Health Teacher, New Milford High School/Sarah Noble Intermediate School <u>Move</u> that the Board of Education appoint Ms. Deirdre Burke as a Physical Education/Health Teacher at New Milford High School/Sarah Noble Intermediate School effective July 1, 2014.</p>	Re-hire
<p>2. Ms. Michelle Minto, English Teacher, Schaghticoke Middle School <u>Move</u> that the Board of Education appoint Ms. Michelle Minto as an English Teacher at Schaghticoke Middle School effective July 1, 2014.</p>	Re-hire
<p>3. Mrs. Bethany Raymond, Special Education Teacher, New Milford High School <u>Move</u> that the Board of Education appoint Mrs. Bethany Raymond as a Special Education Teacher at New Milford High School effective July 1, 2014.</p>	Re-hire
3. NON-CERTIFIED STAFF	
a. RESIGNATIONS	
<p>1. Mrs. Gail Coyle, Assistant Cook, Schaghticoke Middle School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Gail Coyle as an Assistant Cook at Schaghticoke Middle School effective May 30, 2014.</p>	Retirement
<p>2. **Mr. Frank Peet, Custodian, Sarah Noble Intermediate School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mr. Frank Peet as Custodian at Sarah Noble Intermediate School effective June 30, 2014.</p>	Retirement
<p>3. Mrs. Mary Penn, Secretary to the Principal, Sarah Noble Intermediate School <u>Move</u> that the Board of Education accept the resignation of Mrs. Mary Penn as Secretary to the Principal at Sarah Noble Intermediate School effective May 16, 2014.</p>	Personal Reasons

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

1. None currently

5. SUBSTITUTES/INTERNS

a. APPOINTMENTS

1. **Ms. Kylie Hefford**, Substitute Teacher

Move that the Board of Education appoint **Ms. Kylie Hefford** as a Substitute Teacher effective May 14, 2014.

Education History:

BA: Wheelock College

Major: History & Education

2. **Ms. Chelsea Mirkhani**, Substitute Teacher

Move that the Board of Education appoint **Ms. Chelsea Mirkhani** as a Substitute Teacher effective May 14, 2014.

Education History:

BA: WCSU

Major: Fine Arts/Painting

3. **Ms. Iris Rainone**, Substitute Teacher

Move that the Board of Education appoint **Ms. Iris Rainone** as a Substitute Teacher effective May 14, 2014.

Education History:

BS: WCSU

Major: English/Secondary Education

MA: Providence College

Major: English

6. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None currently

7. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None currently

8. BAND STAFF

a. RESIGNATIONS

1. None currently

9. BAND STAFF

b. APPOINTMENTS

1. None currently

10. COACHING STAFF

a. RESIGNATIONS

1. None currently

11. COACHING STAFF

b. APPOINTMENTS

1. None currently

12. LEAVES OF ABSENCE

1. None currently

10. DISCUSSION AND POSSIBLE ACTION

**THE FOLLOWING ITEMS CAN BE FOUND ON THE
OPERATIONS WEB PAGE UNDER MAY 6, 2014**

- B. Monthly Reports
 - 1. Purchase Resolution D-665
 - 2. Budget Position dated 4/30/14
 - 3. Request for Budget Transfers
- C. Gifts and Donations
 - 1. PTO – Exhibit B
- D. Grant Approval
 - 1. IDEA Grant
- E. Bid Award
 - 1. Waste Disposal
- G. Food and Nutrition Services
 - 1. Healthy Food Certification Statement

Community Relations

Possession of Firearms on School Property Prohibited

The New Milford Board of Education prohibits all persons who are in possession of a firearm from entering school property. This prohibition includes individuals who are otherwise in lawful possession of an unloaded firearm and traversing school property for the purpose of gaining access to lands open to hunting or other lawful purposes. The prohibition does not apply to police officers on duty or qualified school resource officers who are authorized by the Board to carry a weapon in furtherance of their duties.

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section 10-233a.

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder.

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty.

53a-3 Definitions.

53a-217b Possession of a weapon on school grounds. Class D felony.

Business/Non-Instructional Operations

Purchasing

The purchasing of goods and services for the New Milford Public Schools shall be conducted in keeping with the following requirements:

1. As used in this section, "purchasing authority" shall mean the Superintendent of Schools, or his/her designee.
2. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property which is expected to exceed the sum of fifteen thousand dollars (\$15,000), such officer or employee shall submit the particulars and specifications of such purchase in writing to the purchasing authority for the purpose of inviting competitive bids. The purchasing authority shall solicit competitive bids for the item(s) to be purchased by publication in a newspaper having general circulation in the Town of New Milford, by invitations to known vendors or by posting electronically. Bids shall be advertised in the area newspaper for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid. All invitations to bid shall include detailed particulars and specifications or shall indicate where such particulars and specifications may be obtained; shall specify the time and place where the bids shall be filed and the time and place where the bids will be opened. If the item(s) to be purchased had been bid upon by any department or agency of the State of Connecticut and such bid price is also applicable to the town, the state bid price shall be considered a valid bid and shall properly be posted at the public opening. All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons may be invited to be present. The purchasing authority shall evaluate all bids received and, within a reasonable time after the opening of the bids, shall recommend the awarding of the bid to a particular vendor or provider to the Board of Education or shall reject such bids in accordance with the provisions of subsection five.
3. Responsibility for approving award of all bids shall rest with the Board of Education.
4. Subject to the bankruptcy laws of the United States and any other state or federal law or court order, any bidder which is found by the purchasing authority to be delinquent in the payment of taxes and/or sewer use charge due the Town of New Milford, for either personal or real property, shall not be deemed a qualified bidder unless such bidder first submits a plan acceptable to the Tax Collector to cure such tax delinquency. Such a plan may include a schedule of payments sufficient to make such bidder current in the payment of taxes within a time period deemed acceptable to the Tax Collector.

Business/Non-Instructional Operations

Purchasing

5. The Board of Education reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school district. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid and to negotiate with any successful bidder to the extent allowed by law. Any bid received after the time and date specified shall not be considered. If the purchasing authority determines that the bids submitted are inadequate in number in relation to the scope or character of the subject matter of the bid, that the bids submitted are excessive in price, or that any, or all of the bids submitted are unacceptable for any other good and substantial reason, the purchasing authority, in its discretion, may reject such bid or bids within a reasonable time after the opening of bids. Whenever the purchasing authority rejects any bid or bids, or whenever it decides to recommend award of a purchase to other than the lowest qualified bidder, s/he shall state the reasons for such action in a written report to the Board of Education.
6. All bids and awards shall be kept on file by said purchasing authority for five (5) years thereafter, or longer to the extent required by any state or federal record retention laws, and shall be available for public inspection during business hours.
7. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property the cost of which is expected to be greater than five thousand dollars (\$5,000) but less than fifteen thousand dollars (\$15,000), such officer or employee shall obtain a minimum of three (3) quotations from various providers or vendors. The quotations or evidence of the lack of providers or vendors shall be listed in a written attachment to the purchase order or contract, pertaining to said goods or services prior to its being submitted to the Superintendent and the Board of Education for approval. Whenever the officer or employee recommends the purchase of such goods or services from other than the provider quoting the lowest price, the reasons for such recommendation shall be set forth in writing along with the list of quotations. The district shall annually post a notification to potential vendors/providers on its website of the types of items or services for which the district anticipates seeking quotations. The notification shall inform vendors/providers that they may submit a letter of interest to be kept on file for at least one year for the district to consider when seeking quotations.
8. When, in an emergency, sufficient time shall be unavailable for the solicitation of competitive bids for a particular purchase, the Superintendent may authorize such purchase without competitive bidding. All such urgent transactions shall be reported to the Board of Education within one month of their occurrence.

Business/Non-Instructional Operations

Purchasing

9. All purchases in excess of \$5,000 shall be made only upon prior approval of the Board of Education. When the Superintendent believes that the purchase of goods or services in excess of \$2,500 which are not provided for in the annual capital budget would be in the best interests of the district, s/he shall request Board approval for such purchase.
10. Notwithstanding all other sections contained herein, the purchasing authority may elect to procure in the name of the Board of Education or the New Milford Public Schools and equipment, materials, services or property via the State of Connecticut – Department of Administrative Services (DAS) purchase contracts (RFP's), where advantageous, in lieu of conducting a formal bid.

Notwithstanding any provision of this policy, the Board of Education reserves the right to waive the requirement of competitive bidding when it concludes that such a waiver would be in the best interests of the district. Further, this policy shall not apply to the purchase or acquisition of textbooks and other educational literature or items of a unique nature.

(cf. 3312 – Standardization of Supplies and Equipment)

Policy adopted: June 11, 2002
Policy revised: June 10, 2003
Policy revised: June 10, 2008
Policy revised: March 8, 2011

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Business/Non-Instructional Operations

Local Purchasing

Local purchasing will be favored whenever the following factors are equal between local and nonlocal vendor:

1. Quality of product
2. Suitability of product
3. Price
4. Conformance to specifications
5. Convenience of delivery
6. General reputation of business firms
7. Past services to school district
8. Responsiveness and customer service
9. Any other factor bearing on the best interests of the school system.

Policy adopted: June 11, 2002
Policy revised: June 10, 2008

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Business/Non-Instructional Operations

Safety

The safety of students and staff is an integral part of the educational program of the New Milford Public Schools. Violence prevention, crisis and emergency response, fire prevention, traffic and pedestrian safety, driver education, maintenance of buildings, grounds and equipment, accident record keeping, and other potential safety issues shall be addressed by a written school security and safety plan.

Development of the school district's security and safety plan will involve local officials from town, police, fire, public health, emergency management and emergency medical services and be based upon the standards developed by the Department of Emergency Services and Public Protection.

To the extent required by law, the district's security and safety plan will include the following elements:

1. Local law enforcement and public safety officials will evaluate, score, and provide feedback on fire and crisis response drills.
2. Periodic reporting on fire and crisis response drills to the Department of Emergency Services and Public Protection as required;
3. A command center organization structure
4. Crisis management procedures and procedures for managing various types of emergencies;
5. School Security and Safety Committees for each school. The committees shall include, at minimum, a local police officer, a local first responder, a teacher, an administrator, a parent, and a mental health professional;
6. The Board of Education will conduct a security and vulnerability assessment for each school every two years and amend the plan based on the results of such assessment;
7. Safe School Climate Committees will collect, evaluate and report information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying to the safe school climate coordinator and school security and safety committee;
8. Training and orientation on the school security and safety plan and violence prevention training to each school employee.

Business/Non-Instructional Operations

Safety

The Superintendent of Schools is authorized to develop the district's school security and safety plan in accordance with this policy and the standards established by the State of Connecticut.

Legal Reference:

Public Act 13-3 An Act Concerning Gun Violence Prevention and Children's Safety.

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Business/Non-Instructional Operations

Sex Offender Notification

The Board is desirous of taking certain precautionary measures in situations where the District has been advised by law enforcement officials that a convicted sex offender resides within the District.

Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the District may give notice to certain staff members in accordance herewith in an effort to minimize the possibility that the released and registered sex offender will come into contact with students within the district while students are on school grounds under the supervision of school district personnel. In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well being of its students.

Whenever the Superintendent of Schools receives notice from the Department of Public Safety or other law enforcement official that a registered convicted sex offender is residing or planning to reside within the school district, such information may be disseminated at the discretion of the Superintendent to the following entities:

- (a) Building Principals;
- (b) Appropriate administrative and teaching staff;
- (c) Security personnel and those monitoring persons visiting on school district property;
- (d) Custodians;
- (e) Athletic coaches;
- (f) Supervisors of school related organizations or programs which regularly meet or are conducted on school district property;
- (g) Bus drivers.

Business/Non-Instructional Operations

Sex Offender Notification (continued)

The Board of Education recognizes that contact with sexual offenders is primarily a law-enforcement issue. However, the Superintendent may, at his or her discretion and depending on the circumstances, also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a specific and legitimate need to be notified of such information.

(cf. 1110.1- Parent involvement)
(cf. 1212-School volunteers)
(cf. 1250-Visits to Schools)
(cf. 1251-Loitering or Causing Disturbance)
(cf. 1411-Relations with Law Enforcement Agencies)
(cf. 3516-Safety)
(cf. 3517- Security of Buildings and Grounds)
(cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes

54-258 Availability of registration information. Immunity

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

APPROVED FIELD TRIPS

May 2014

<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
SNIS	Music/5-6	4/10/14	Thursday	60	2	Schaghticoke Middle School - New Milford, CT	Yes-1	\$0
NMHS	Key Club/12	5/2/14	Friday	9	1	Portuguese Cultural Club - Danbury, CT	No	\$0
NMHS	Health/11-12	5/5/14	Monday	27	1	Washington Montessori School - Washington, CT	Yes-1	\$0
NMHS	Fine Arts/11-12	5/6/14	Tuesday	14	1	J&J Printing - New Milford, CT	Yes-1	\$0
NMHS	World Language	5/9 & 24/14	Friday & Saturday	12	1	John F. Kennedy Airport - Queens, NY	Yes-1	\$0
NMHS	Health/11-12	5/19/14	Monday	27	1	Naugatuck Community College - Waterbury, CT	Yes-1	\$0
NMHS	Guidance/10-12	5/20/14	Tuesday	7	1	The Maxx - New Milford, CT	No	\$0
JPS	2	5/23/14	Friday	90	20	New Milford Green - New Milford, CT	No	\$2.58
NMHS	English/12	5/27/14	Tuesday	16	1	Northville Elementary School - New Milford, CT	Yes-1	\$0
NMHS	Social Studies/11-12	5/27/14	Tuesday	28	3	Brighton Beach - Brooklyn, NY	Yes-2	\$45
SMS	7-8	5/29/14	Thursday	12	3	All Aboard Pizza - New Milford, CT	Yes-2	\$0
NES	1	6/3/14	Tuesday	55	13	John J. McCarthy Observatory - New Milford, CT	No	\$0
NES	1	6/4/14	Wednesday	56	13	John J. McCarthy Observatory - New Milford, CT	No	\$0
JPS	3	6/5/14	Thursday	100	7	Sarah Noble Intermediate School - New Milford, CT	No	\$0
JPS	1	6/6/14	Friday	95	19	Butterfly Farm - Pawling, NY	No	\$0
NES	1	6/10/14	Tuesday	56	10	Pratt Nature Center - New Milford, CT	No	\$14.53
NES	1	6/12/14	Thursday	55	10	Pratt Nature Center - New Milford, CT	No	\$14.53

**New Milford Board of Education
Facilities Sub-Committee Minutes
May 6, 2014
Lillis Administration Building, Room 2**

RECEIVED
TOWN CLERK

2014 MAY -9 A 9:40

NEW MILFORD, CT

Present: Mr. Dave Littlefield, Chairperson
Mrs. Angela C. Chastain
Mr. Robert Coppola
Mrs. Wendy Faulenbach

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

1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. Littlefield.	Call to Order
2.	Public Comment <ul style="list-style-type: none">• Lou Alhage said he had spoken to the Facilities Sub-Committee a few years ago regarding the need for a turf field. He said the need is still not met and he will be approaching the town about taking action. Field conditions in town are atrocious. He thinks the Lynn Deming project approval is good but the turf field will have a bigger impact. He will be going to future Town Council and Board of Education meetings.• Mr. Coppola asked what fields they wanted to convert to turf and Mr. Alhage said the varsity, stadium and a practice field on the existing footprint at the high school.• Mr. Littlefield asked about the cost of the field. Mr. Alhage said they are asking for someone else to determine that as part of a site analysis.• Mr. Coppola said the town has money in the Waste Management fund designated for educational and recreational purposes so that may be a possible source of funding.	Public Comment

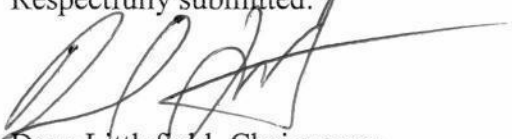
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|---|--|
| <ul style="list-style-type: none">• Mr. Alhage said the lack of a turf field is a competitive disadvantage for sports and band and does not help attract new residences to town.• Mrs. Chastain asked if they were looking to install turf at the high school only and Mr. Alhage said yes.• Jason Ezra said he is involved in youth lacrosse and pop warner in New Milford and he is aware of field conditions first hand and the injuries caused by conditions and problems created by weather cancellations. He said there is a lack of melding between the high school program and youth teams. Organizations can't use high school fields and the town fields are in poor shape. A turf field could be a revenue stream with tournaments and playoffs.• Kathy Rehaag said she was speaking on behalf of the high school band parents. The band and color guard cannot use the fields and must practice on the parking lot from July through November including band camp. The hot asphalt is very hard on feet and legs. It also can lead to damage to band instruments if dropped. It is also a competitive disadvantage because they cannot practice their markings on the field where they perform.• Kim Doris said field hockey can never use the stadium field due to divots and cannot host playoffs because turf is required. She said there are no night games possible and this is a title 9 violation.• Pat Murphy said he has coached soccer and basketball in town for over 50 seasons and sports produce well rounded kids, gives them something to do, helps other transitions. He said kids are going to play in other towns that have fields with turf and lights. In town, teams have forfeited due to lack of fields. He said a turf field would help with maintenance of other fields which are now overused. Turf fields would be an attraction to families looking to move here. | |
|---|--|

	<ul style="list-style-type: none"> • Peter Bayers said he was proud of our school system and the signature high school which is a beautiful building. It is too bad we do not have a signature sports facility to match. He said turf field costs could be offset by additional usage. • Lance Brevard said he is president of New Milford Youth Football and says the lack of field space creates issues and that current field maintenance is also an issue. • Dawn Hough said she coaches field hockey and track and field at the high school and estimated that they missed one out of six practices last year due to field conditions. Makeups were condensed which hurt student studies. She said the teams have to give up home and playoff games because other towns won't come or because turf is required. Our athletes are at a competitive disadvantage because they don't practice or play regularly on turf the way other towns do. • Mr. Coppola asked if a turf field was in the capital plan and Mr. Littlefield said no. 	
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Facilities Overtime Analysis <ul style="list-style-type: none"> • Mr. Olenik distributed a summary of overtime usage from July 2013 to the present. Overtime was broken down into different categories. Rental reimbursement was over \$25,000. • Mrs. Faulenbach asked if that was recouped and Mr. Olenik said it was, through user fees, so that cost was actually a wash. • Mr. Coppola asked where the overtime came into play for snow removal specifically and Mr. Olenik said it was for time required outside of the normal work day. For example, sometimes the workers needed to come in at 4:00 a.m. to ready buildings for school. • Mr. Coppola asked if the overtime rate was time and a half and Mr. Olenik said for all time 	Facilities Overtime Analysis

	<p>but Sunday which was paid at double time.</p> <ul style="list-style-type: none">• Mr. Olenik said the after-hours charges were for repairs that could not be done during the school day because of the disruption that would be caused.• Mrs. Chastain asked if any maintenance workers were scheduled to work evenings and Mr. Olenik said only one and he is a painter who receives straight time.• Mr. Littlefield asked about the expenses for summer cleaning and moving. If these are events we have scheduled why can't they be planned for so that overtime is avoided?• Mrs. Chastain asked if these were district programs or outside groups.• Dr. Paddyfote said the programs were ours, primarily summer school with more involved students. The program had been condensed to one school and takes up a whole wing.• Mr. Miller noted that there is a shorter summer now than in the past. The program starts almost as soon as school gets out and goes to the week before school starts.• Mr. Olenik said they are planning on hiring additional summer help at low wages to try and cut down on this area going forward.• Mr. Olenik said the winter building checks probably saved the district money in the long run as this year checks revealed a broken pipe and non-working boiler.• Mrs. Chastain asked what school and town events had unreimbursed overtime. Mr. Olenik said not all events are chargeable.• Mrs. Chastain said PTO was listed and she thought they had paid overtime charges in the past. Mr. Olenik said he would check.• Mr. Littlefield noted the meeting time was almost done as the Operations Sub-Committee meeting was due to start at 7:30 p.m. and not all items on the agenda had been addressed. He asked what happened in this case.• Dr. Paddyfote said the meeting could be	
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	<p>recessed and restarted after the Operations meeting concluded this evening or the meeting could be adjourned and a special meeting scheduled if the committee members thought it necessary.</p> <ul style="list-style-type: none">• Mrs. Faulenbach noted that special meetings are not uncommon this time of year as the Board tries to wrap up end-of-year business.• Mr. Littlefield said it would be difficult for him to stay this evening.• Mr. Coppola said it was ridiculous to only allow 45 minutes for a meeting especially when it included 20 minutes of public participation.• Mrs. Faulenbach said this was not an issue in the past and that in fact other Board members had complained in the past about having down time between the two meetings.	
5.	<p>Adjourn</p> <p>Mr. Coppola moved to adjourn the meeting at 7:34 p.m. seconded by Mrs. Chastain and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:34 p.m.</p>

Respectfully submitted:



Dave Littlefield, Chairperson
Facilities Sub-Committee

NEW MILFORD, CT

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Gregg Miller, Director of Fiscal Services
Ms. Roberta Pratt, Director of Technology
Mrs. Laura Olson, Director of Pupil Personnel and Special Services
Mrs. Sandra Sullivan, Director of Food and Nutrition Services

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:34 p.m. by Mrs. Faulenbach.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <ul style="list-style-type: none"> Mrs. Faulenbach, with committee members' agreement, moved up items 3.F. and 4.A. to accommodate Mrs. Sullivan. 	<p>Discussion and Possible Action</p>
F.	<p>Food and Nutrition Services</p> <p>1. Healthy Food Certification Statement</p> <ul style="list-style-type: none"> Mrs. Sullivan said this is the seventh year the district has participated in this program. This program governs the type of food that can be sold to students in terms of calorie, fat, sugar and sodium content for breakfast and lunch service as well as fundraisers and other point of sale. By participating, the Food and Nutrition Services program receives ten cents for every lunch sold. Historically that has resulted in funds of approximately \$37,000 annually. Mrs. Sullivan recommends renewing the program 	<p>Food and Nutrition Services</p> <p>1. Healthy Food Certification Statement</p>

for the coming year.

- Mr. Spatola asked about the statement on the first page that said that any fundraiser on school premises whether school sponsored or not must meet program guidelines and asked if that meant we were responsible for sales by outside organizations. Mrs. Sullivan said there is an exemption in section 3 that covers those events.
- Mrs. Sullivan said of the 194 eligible districts in Connecticut, 150 participate and the number has increased each year.
- Mrs. Faulenbach asked if the program helped Food Services to be self-sustaining and Mrs. Sullivan said it did.
- Mr. Spatola asked for clarification regarding the school store. Mr. Smith said it operates at the high school during the day. Mrs. Sullivan said there is a regulation in the lunch program that the store cannot sell food during lunch service. They sell food items at other times which they purchase through Food Services to ensure that it meets the required guidelines.
- Mr. Spatola asked who oversees the school store and Mr. Smith said the Marketing teacher does as part of the class and DECA (Distributive Education Club of America). The class teaches business skills and entrepreneurship. The store is a practical outreach for the class.
- Mr. Shaffer asked if this was a state program and if there was any chance the reimbursement might be reduced. Mrs. Sullivan said yes it was, and there had been talk of a reduction in the past but it has not happened in the history of the program.
- Mr. Shaffer asked if the school store sold items for what it cost them to buy them. Mr. Smith said they do make a profit. Mrs. Sullivan said they charge what Food Services charges for consistency. Mr. Miller said he believed the profit went into a student activity account for DECA to use for competition expenses.

	<p>Mrs. Volinski moved to bring the Healthy Food Certification Statement to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Healthy Food Certification Statement to the full Board for approval.</p>
<p>4.</p> <p>A. Health Inspections</p> <ul style="list-style-type: none"> • Mrs. Sullivan said the New Milford Health Department inspects the kitchens three times per year. Inspections typically earn a score of 97 or above, many times reaching a perfect score of 100. The report shared is for the most recent inspection in January. Mrs. Sullivan said the inspection reports are posted in each kitchen. • Mrs. Faulenbach asked if anyone has ever asked to see them or if they are on the district website. Mrs. Sullivan said no but there is an accomplishment section on the website where she discusses the results in a general fashion. • Mr. Shaffer asked that Mrs. Sullivan pass on a “job well done” from the Board. • Mrs. Volinski offered kudos to the staff. 	<p>Items of Information</p> <p>Health Inspections</p>	<p>Items of Information</p> <p>Health Inspections</p>
<p>3.</p> <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> • Ms. Baldelli said she would probably have a revision to Exhibit A prior to Tuesday’s Board meeting. She noted that two non-renewals have been brought back due to resignations. <p>Mrs. Volinski 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. Shaffer.</p>	<p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p>	<p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p>

	<p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-665 2. Budget Position dated 4/30/14 3. Request for Budget Transfers <ul style="list-style-type: none"> • Mrs. Faulenbach asked for comments or questions on the purchase resolution. • Mrs. Volinski asked if the items were all budgeted for. Mr. Miller said yes, purchases take place throughout the year and per Board policy approval is required for purchases over \$5000. • Mr. Shaffer asked for clarification on the Omni Data purchase. Ms. Pratt said this was license and support for the district wireless. • Mrs. Faulenbach asked if this would be a recurring expense each year and Ms. Pratt said yes. • Mrs. Faulenbach asked if the camera license was reimburseable at all as they were for security. Mr. Miller said no because it is a recurring cost. Mr. Smith said grants sometimes allowed for startup maintenance agreements but then the district has to pick up the cost going forward. • Mrs. Faulenbach asked for comments or questions on the budget position. • Mr. Miller said in comparison to the same time last year we are approximately \$103,000 behind however last year there was a healthy surplus so he is very comfortable with where the district is presently. He said it may be feasible to put together a small capital list for end of year projects to consider in June. • Mrs. Faulenbach said there tends to be lots of movement at the end of the year and agreed that it would be good to have a list ready for Operations to consider at end of year if favorable. • Mr. Spatola asked about the status of the sub account. Mr. Miller said that an adjustment 	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolution D-665 2. Budget Position dated 4/30/14 3. Request for Budget Transfers
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had been approved a month or so ago and he thought that amount would cover it with very little surplus. He said that the account may have to be considered in June when making adjustments to the 2014-15 budget.

- Mrs. Volinski asked why subs were not available. Ms. Baldelli said they continue to monitor the account. She had already mentioned to the Board the possibility of increasing the sub rate of pay in order to attract more subs. This time of year there is a greater need as staff uses up their personal days.
- Mr. Spatola asked if there was any incentive not to use personal time and Ms. Baldelli said no, there is no carryover available.
- Mr. Shaffer said he had heard that teachers were taking more time off due to SEED and the need to prepare for their observations. Ms. Baldelli said she had no evidence of that and that it shouldn't be necessary as teachers should always have lesson plans ready.
- Mr. Spatola asked about the medical insurance line. Mr. Miller said that is done in conjunction with the town and is reconciled after audit.
- Mr. Shaffer asked for clarification of the approved and adjusted columns. Mr. Miller said the approved was the budget as passed and the adjustments were the movement during the course of the year.
- Mrs. Faulenbach asked for questions or comments on the budget transfers and there were none.

Mrs. Volinski moved to bring the monthly reports: Purchase Resolution D-665, Budget Position dated 4/30/14 and Request for Budget Transfers to the full Board for approval.

Motion seconded by Mr. Shaffer.

Motion passed unanimously.

Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-665, Budget Position dated 4/30/14 and Request for Budget Transfers to the full Board for approval.

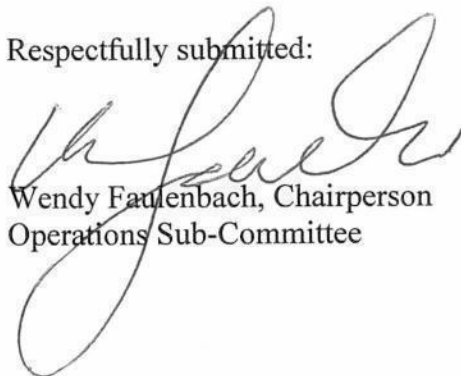
<p>C.</p>	<p>Gifts & Donations 1. PTO – Exhibit B</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said PTO is very generous and asked if Mr. Miller knew the total of PTO donations so far this year. Mr. Miller said he would find out and report to the full Board. • Mrs. Volinski asked if the Warner Theatre donation was for a previously approved field trip and Mr. Smith said it was. The author is an in-house presentation. <p>Mrs. Volinski moved to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p> <p>Motion passed unanimously.</p>	<p>Gifts & Donations 1. PTO – Exhibit B</p> <p>Motion made and passed unanimously to bring Gifts & Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Grant 1. IDEA Grant</p>
<p>D.</p>	<p>Grant 1. IDEA Grant</p> <ul style="list-style-type: none"> • Mrs. Olson said the district applies for this Individuals with Disabilities Education Act (IDEA) grant each year through the federal government. It mandates how we operate and service our special needs students. It is a two year overlapping grant. This year the amount has been reduced by approximately \$54,000. Most of the grant covers salaries but there are also some funds for in-service activities, parent education and technology. • Mr. Spatola asked about public and non-public categories. Mrs. Olson said it is mandated under IDEA that a portion must be used for non-public students at Faith Academy and Canterbury primarily for tutors and assessment. This year that amount is about \$18,000. • Mr. Miller said if the non-public entities don't spend that amount it must be returned to the state. • Mr. Spatola asked if they apply for it and Mrs. 	

<p>E.</p>	<p>Olson said no we offer it and she meets with the principals to facilitate it.</p> <ul style="list-style-type: none"> • Dr. Paddyfote said we are required to do this. • Mr. Shaffer asked if it was a federal program and Mr. Miller said it was but that it flowed through the state. Mr. Shaffer asked if the state could block funds. Mrs. Olson said not typically, that reductions come from the federal level. <p>Mr. Shaffer moved to bring the IDEA Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>Bid Award</p> <p>1. Waste Disposal</p> <ul style="list-style-type: none"> • Mrs. Faulenbach asked if we always bid this in conjunction with the town. Mr. Miller said yes but that the bid is written in such a way that the district and town can use different providers if that works out better. This year there were three bidders and the same one was chosen for both. The award goes into effect July 1st. Mr. Miller said he knew this service was going out to bid this year so he adjusted the budget for next year in anticipation. • Mr. Spatola asked about the different costs for items. Mr. Miller said that had to do with the type of pick up. • Mrs. Volinski asked if we pick the number of bidders and Mr. Miller said no, the bid is advertised and any vendor can choose to submit. <p>Mrs. Volinski moved to bring the bid award for Waste Disposal to Winter Brothers to the full Board for approval.</p> <p>Motion seconded by Mr. Shaffer.</p>	<p>Motion made and passed unanimously to bring the IDEA Grant to the full Board for approval.</p> <p>Bid Award</p> <p>1. Waste Disposal</p> <p>Motion made and passed unanimously to bring the bid award for Waste Disposal to Winter Brothers to the full Board for approval.</p>
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	Motion passed unanimously.	
4.	Items of Information B. Stipend List <ul style="list-style-type: none"> • Mr. Shaffer said he had requested this information because he was wondering how our stipend positions matched up with other districts and because the number of positions had greatly increased following the retirement of the past band director. • Dr. Paddyfote said it was her recollection that following the band director's retirement parents emphasized that they wanted a competitive band which in turn led to more stipends and more costs. • Ms. Baldelli said other districts have similar costs. She said none of the stipends go to the band director. In most cases, they are all different individuals with the exception of the fall and winter positions for example who are usually the same person. • Mr. Shaffer asked about the certified staff positions. Ms. Baldelli said supervision by a certified staff member is required by the state and these positions are usually filled by persons with musical expertise only so an additional certified person must be used. • Mr. Spatola noted that this is an expensive program and said that since we charge for sports perhaps we should be charging for this type of activity too. • Dr. Paddyfote said that per the Board attorney you cannot charge for anything that is part of the instructional day. Students receive instruction and credit for band. • Ms. Baldelli said guard and percussion are after school so could be charged if the Board wished to consider it. • Mrs. Volinski asked how the dollar amounts of the stipends are determined. Ms. Baldelli said 	Items of Information Stipend List

	<p>there was a stipend committee formed several years ago that developed a rubric to determine it based on number of students, hours involved etc. and then that is matched to categories in the teacher contract.</p> <ul style="list-style-type: none">• Mrs. Volinski asked how many students were involved in band at the high school. Mr. Smith guessed approximately 100. Mrs. Volinski said that seemed like a lot of money for not a large number.• Mr. Spatola said he found it troubling that parents worry about sports and fields and band but do not seem as concerned with educational priorities.	
5.	<p>Adjourn</p> <p>Mrs. Volinski moved to adjourn the meeting at 8:50 p.m. seconded by Mr. Shaffer and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:50 p.m.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee