

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

**BOARD OF EDUCATION**  
**MEETING NOTICE**

**DATE:** May 19, 2020  
**TIME:** 7:30 P.M.  
**PLACE:** By Zoom Virtual Meeting

**To join the meeting:**

**<https://zoom.us/j/91996621438?pwd=ZU4YTBTaXJta1daUzMvZlJqOGd6Zz09>**

**Meeting ID: 919 9662 1438**

**Password: 674885**

**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**  
**2. 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.

**3. APPROVAL OF MINUTES**

- A. Approval of the following Board of Education Meeting Minutes
  - 1. Regular Meeting Minutes April 28, 2020
  - 2. Special Meeting Minutes May 7, 2020

**4. SUPERINTENDENT'S REPORT**

- A. Technology Update
- B. Facilities Update

**5. BOARD CHAIRMAN'S REPORT**

**6. DISCUSSION AND POSSIBLE ACTION**

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated May 19, 2020
- B. Monthly Reports
  - 1. Budget Position dated April 30, 2020
  - 2. Purchase Resolution: D-734
  - 3. Request for Budget Transfers

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C. Grant Approval

1. IDEA Grant

D. Policies for Approval

1. 5117 School Attendance Areas

2. 5118.1 Homeless Students

7. **ITEMS FOR INFORMATION AND DISCUSSION**

A. Copier Services

B. East Street Greenhouse

C. NMPS Distance Learning Grading Plan

D. NMHS Graduation of the Class of 2020

E. Update on 2019-2020 Budget

F. Update on 2020-2021 Budget

8. **ADJOURN**

**ITEMS OF INFORMATION**

Policy Sub-Committee Minutes – May 5, 2020

Committee on Learning Minutes – May 5, 2020

Facilities Sub-Committee Minutes – May 12, 2020

Operations Sub-Committee Minutes – May 12, 2020

**New Milford Board of Education  
Regular Meeting Minutes  
April 28, 2020  
By Zoom Virtual Meeting**

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TOWN CLERK  
2020 APR 29 P 12:36

NEW MILFORD, CT

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| Present: | <p>Mrs. Angela C. Chastain<br/>Mr. Joseph Failla<br/>Mrs. Wendy Faulenbach<br/>Mr. Pete Helmus<br/>Mr. Brian McCauley<br/>Mrs. Tammy McInerney<br/>Mrs. Eileen P. Monaghan<br/>Mrs. Cynthia Nabozny<br/>Mrs. Olga I. Rella</p> |
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| Also Present: | <p>Dr. Kerry Parker, Superintendent of Schools<br/>Ms. Alisha DiCorpo, Assistant Superintendent<br/>Mr. Anthony Giovannone, Director of Operations and Fiscal Services<br/>Ms. Ellamae Baldelli, Director of Human Resources<br/>Mrs. Laura Olson, Director of Pupil Personnel and Special Services<br/>Mr. Kevin Munrett, Director of Facilities<br/>Mr. Brandon Rush, Director of Technology<br/>Mr. Keith Lipinsky, NMHS Athletic Director</p> |
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| 1. | <p><b>Call to Order</b></p> <p>The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. by Mrs. Chastain, via Zoom Virtual Meeting.</p>   | <p><b>Call to Order</b></p>  |
| 2. | <p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>Mrs. Chastain acknowledged participants and asked each if they wished to make public comment.</li> <li>Megan Byrd thanked educators for all their efforts. In light of the Board of Finance's \$1 million dollar cut to next year's budget, she encouraged the Board to make the public aware of specific reductions ahead of Town Council enactment. She is concerned about additional unbudgeted costs that schools may face with continued social distancing requirements.</li> <li>Greg Lasser spoke regarding policy 5117. He requested that the Board hold off on approval</li> </ul> | <p><b>Public Comment</b></p> |

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|    | <p>with all the current upheaval, or that at the least a grandfather clause be added.</p> <ul style="list-style-type: none"> <li>Amy Photopoulos encouraged the Board to share specific scenarios for the \$1 million cut. She thanked administrators and teachers for all their behind the scenes work. Regarding the new live interaction piece of distance learning, she is concerned with the optional nature and would prefer some level be required, with flexibility.</li> </ul>   |  |
| 3. | <p><b>Approval of Minutes</b></p> <p><b>A. Approval of the following Board of Education Meeting Minutes:</b></p> <p>1. Special Meeting Minutes March 19, 2020</p> <p>Mrs. McInerney moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 19, 2020, seconded by Mrs. Monaghan.</p> <p>The motion passed unanimously.</p>   | <p><b>Approval of Minutes</b></p> <p><b>A. Approval of the following Board of Education Meeting Minutes:</b></p> <p>1. Special Meeting Minutes March 19, 2020</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 19, 2020.</p> |
| 4. | <p><b>Superintendent's Report</b></p> <p><b>A. Distance Learning Update</b></p> <ul style="list-style-type: none"> <li>Dr. Parker said schools have been closed for six weeks now and this is day 20 of district learning. She said the district purposely chose to "start small and grow tall", rolling out district learning in chunks to be strategic in planning and enable feedback. She said next steps will include live interactions this week, webpages, webinars, grading options and procedures, and plans for graduation. She thanked everyone in the district for their hard work, present and future.</li> </ul> <p><b>B. Special Education Update</b></p> <ul style="list-style-type: none"> <li>Mrs. Olson said she typically gives a special education update at this time annually. She provided a breakdown of the IDEA grant and</li> </ul> | <p><b>Superintendent's Report</b></p> <p><b>A. Distance Learning Update</b></p> <p><b>B. Special Education Update</b></p>  |

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|           | <p>said she will provide more detail in May at Operations.</p> <ul style="list-style-type: none"> <li>• She said she is extremely proud of the effort regarding distance learning and special education, as they follow legal guidance, state mandates and best practices, which continue to evolve. The priority is to be flexible in meeting families' needs. Mrs. Olson said they made careful decisions about the PPT process and are adhering to mandated timelines. Occupational and physical therapy, speech and language, ESS, guidance, behaviorists, social workers and psychologists are all providing support. There are webinars in the works for families and staff.</li> <li>• Mrs. McInerney asked how annual PPTs and 504s are being handled. Mrs. Olson said annual reviews are happening virtually. Incomplete referrals are on pause until schools reopen. Ms. DiCorpo's office is working on 504s.</li> <li>• Mrs. McInerney asked how out of district students are being checked. Mrs. Olson said they have distance learning contracts and mandated PPTs and communication is strong.</li> <li>• Mrs. Monaghan thanked Mrs. Olson and staff for their wonderful work and asked how many students they service. Mrs. Olson said 603.</li> <li>• Mrs. McInerney asked that Mrs. Olson's PowerPoint presentation be sent to all BOE members. Mrs. Olson encouraged them to watch the referenced videos.</li> </ul> |                                       |
| <b>5.</b> | <p><b>Board Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Chastain said the virtual meeting environment is new and she appreciates everyone's patience. She thanked all staff and parents for their role in educating students. She thanked students too for all their efforts. The 2020-21 district calendar was presented at Operations last week, sent out to parents and published on the district website.</li> <li>• Mrs. McInerney said she was surprised it was not on tonight's agenda to allow comment by the full Board; she said she would prefer that in the future.</li> </ul>   | <p><b>Board Chairman's Report</b></p> |

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|           | <ul style="list-style-type: none"> <li>Mrs. Faulenbach said all documents presented are public information. The Board does not approve the calendar; it is presented as an item of information. At this time, the district was being proactive in getting the calendar out to the community, but in the future, it can certainly wait until after the full Board commentary.</li> </ul>                                    |   |
| <b>6.</b> | <b>Discussion and Possible Action</b>  | <b>Discussion and Possible Action</b>   |
| <b>A.</b> | <p><b>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 28, 2020</b></p> <p>Mr. McCauley moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 28, 2020, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p>  | <p><b>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 28, 2020</b></p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of April 28, 2020.</p>  |
| <b>B.</b> | <p><b>Monthly Reports</b></p> <ol style="list-style-type: none"> <li>Budget Position dated March 31, 2020</li> <li>Purchase Resolution: D-733</li> <li>Request for Budget Transfers</li> </ol> <p>Mrs. Faulenbach moved to approve monthly reports: Budget Position dated March 31, 2020; Purchase Resolution D-733; and Request for Budget Transfers, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> | <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>Budget Position dated March 31, 2020</li> <li>Purchase Resolution: D-733</li> <li>Request for Budget Transfers</li> </ol> <p>Motion made and passed unanimously to approve monthly reports: Budget Position dated March 31, 2020; Purchase Resolution: D-733; and Request for Budget Transfers.</p> |
| <b>C.</b> | <p><b>Grant Approval</b></p> <ol style="list-style-type: none"> <li>Adult Education ED 244</li> </ol> <p>Mrs. Monaghan moved to approve the Adult Education ED 244 Grant in the amount of \$150,000.00, seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p>   | <p><b>C. Grant Approval</b></p> <ol style="list-style-type: none"> <li>Adult Education ED 244</li> </ol> <p>Motion made and passed unanimously to approve the Adult Education ED 244 Grant in the amount of \$150,000.00.</p>   |
| <b>D.</b> | <p><b>Audit Adjustment to 19-20 Budget from 18-19 Fiscal Year End Balance</b></p>  | <p><b>D. Audit Adjustment to 19-20 Budget from 18-19 Fiscal Year End Balance</b></p>  |

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|           | <p><b>Mrs. Faulenbach moved to make a request that the Town Council and Board of Finance close out the Audit Adjustment to the 19-20 Budget from the 18-19 Fiscal Year End Balance, seconded by Mrs. McInerney.</b></p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach asked that the Board be notified when this is acted upon, in order to close the loop.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>E. Policies for Second Review</b></p> <ol style="list-style-type: none"> <li><b>5117 School Attendance Areas</b></li> <li><b>5118.1 Homeless Students</b></li> </ol> <ul style="list-style-type: none"> <li>Mrs. Chastain said these are for second review tonight and will be back next month for approval.</li> <li>Mrs. McInerney said she was on board with the recommended revisions for policy 5117 in March when it was discussed. She agrees we need to tighten up movement between schools. However, due to the current uncertainties, she is concerned about moving students who are already doing this currently. She is in favor of tightening the policy for new requests only.</li> <li>Mr. Failla said he thinks the revisions should be moved forward for approval. He trusts administration to be flexible with individual cases, if needed in the current environment.</li> <li>Mrs. Faulenbach said these are for second review tonight so there is still some time for discussion. She suggested legal be consulted for one more look to see if the recommended revisions still make sense in light of recent events.</li> <li>Mrs. Chastain said there is a Policy meeting before the next Board meeting and they can be discussed there as well.</li> </ul> | <p><b>Motion made and passed unanimously to make a request that the Town Council and Board of Finance close out the Audit Adjustment to the 19-20 Budget from the 18-19 Fiscal Year End Balance.</b></p> <p><b>E. Policies for Second Review</b></p> <ol style="list-style-type: none"> <li><b>5117 School Attendance Areas</b></li> <li><b>5118.1 Homeless Students</b></li> </ol> |
| <b>7.</b> | <b>Items For Information And Discussion</b>  | <b>Items For Information And Discussion</b>   |
| <b>A.</b> | <b>Update on 2019-2020 Budget</b>  | <b>A. Update on 2019-2020 Budget</b>  |
| <b>B.</b> | <b>Update on 2020-2021 Budget</b>  | <b>B. Update on 2020-2021 Budget</b>  |

- Dr. Parker said Mr. Lipinsky had provided a document to the Board regarding spring coaches.
- Mr. Lipinsky said 300 students had signed up for spring sports. The CIAC has canceled post season championships, on the governor's recommendation. They are still hopeful to run a modified league schedule if students return to school. He requested that spring coaches be paid, saying they work with students throughout the year and support them virtually now.
- Mrs. McNerney asked how many spring coaches there are and of those, how many are full time district employees too. Mr. Lipinsky said there are 25, including those who are paid and who volunteer, and about 6-7 are full time too.
- Mr. Failla said Mr. Lipinsky provided a well written justification and he strongly recommends paying the coaches.
- Mrs. Monaghan agreed, saying the funds are budgeted, and this will support keeping programs going while hoping for a return.
- Mr. Helmus asked when stipends are paid. Mr. Lipinsky said in June.
- Mrs. Chastain asked Mr. Lipinsky if he had personally spoken to all coaches regarding the proposals in his document. Mr. Lipinsky said no, the document was formulated based on league and other districts' practices for distance learning. He said districts that have implemented them currently are very positive.
- Mr. Helmus asked if all the athletes have current physicals. Mr. Lipinsky said some have expired physicals so the voluntary nature of participation is important.
- Dr. Parker said a document was shared at Operations regarding general categories for possible savings and additional expenses due to COVID-19.
- Mr. Giovannone said historically the average end of year balance is approximately \$350,000. COVID-19 will have an additional impact, but figures are just unknown at this point, as changes evolve daily.
- Mrs. Faulenbach said that both the Board and the Town are looking at financials daily, as there



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|           | <p>will be both expenditures and savings, as well as possible revenue shortfalls.</p> <ul style="list-style-type: none"> <li>• Mrs. McInerney said any end of year savings roll to the Town and the Board then makes a request for placement in capital reserve. She asked if there was any change due to COVID-19 that would allow those funds to be used for the operating budget.</li> <li>• Mrs. Chastain said that she and Dr. Parker spoke with the Mayor today to look at ways to move forward to capture any savings for use in next year's budget. She said they are all cognizant of the \$1 million decrease by the Board of Finance and of the fact that needs may be different for schools when they reopen. They are working together to look for answers, as all districts are at this time.</li> <li>• Dr. Parker said they are not waiting; they are working on a variety of plans in order to be ready.</li> </ul> |   |
| <b>8.</b> | <p><b>Discussion and Possible Action</b></p> <p><b>A. Discussion of records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford. *Executive Session anticipated.</b></p> <p><b>B. Discussion of draft proposals/responses and written attorney-client privileged communications concerning bus contract vendor payments. *Executive Session anticipated.</b></p> <p><b>C. Discussion of employment status/payment of student care workers. *Executive Session anticipated.</b></p> <p><b>Mr. McCauley moved that the Board enter into executive session in order discuss:</b></p>  | <p><b>Discussion and Possible Action</b></p> <p><b>A. Discussion of records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford. *Executive Session anticipated.</b></p> <p><b>B. Discussion of draft proposals/responses and written attorney-client privileged communications concerning bus contract vendor payments. *Executive Session anticipated.</b></p> <p><b>C. Discussion of employment status/payment of student care workers. *Executive Session anticipated.</b></p> <p><b>Motion made and passed unanimously that the Board enter into executive session in order discuss:</b></p> |

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|    | <ul style="list-style-type: none"> <li>• records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford;</li> <li>• draft proposals/responses and written attorney-client privileged communications concerning bus contract vendor payments;</li> <li>• employment status/payment of student care workers;</li> </ul> <p>And to invite into the session Dr. Kerry Parker, Ms. Ellamae Baldelli, Mr. Anthony Giovannone and Mrs. Laura Olson.</p> <p>Seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> <p>The Board entered executive session at 8:50 p.m.</p> <p>The Board returned to public session at 11:01 p.m.</p> <p>Mrs. Monaghan moved to authorize the Board Chair to sign the MOU with CEA New Milford on the Board's behalf, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> | <ul style="list-style-type: none"> <li>• records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford;</li> <li>• draft proposals/responses and written attorney-client privileged communications concerning bus contract vendor payments;</li> <li>• employment status/payment of student care workers;</li> </ul> <p>And to invite into the session Dr. Kerry Parker, Ms. Ellamae Baldelli, Mr. Anthony Giovannone and Mrs. Laura Olson.</p> <p>Motion made and passed unanimously to authorize the Board Chair to sign the MOU with CEA New Milford on the Board's behalf.</p> |
| 9. | <p><b>Adjourn</b></p> <p>Mrs. Faulenbach moved to adjourn the meeting at 11:02 p.m., seconded by Mrs. McInerney and passed unanimously.</p>  | <p><b>Adjourn</b></p> <p>Motion made and passed unanimously to adjourn at 11:02 p.m.</p>   |

Respectfully submitted:

*Wendy Faulenbach*

Wendy Faulenbach  
Secretary  
New Milford Board of Education

**New Milford Board of Education  
Special Meeting Minutes  
May 7, 2020  
By Zoom Virtual Meeting**

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TOWN CLERK  
2020 MAY -8 A 9:46

NEW MILFORD. CT

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| Present: | Mrs. Angela C. Chastain<br>Mr. Joseph Failla<br>Mrs. Wendy Faulenbach<br>Mr. Pete Helmus<br>Mr. Brian McCauley<br>Mrs. Tammy McInerney<br>Mrs. Eileen P. Monaghan (arrived at 6:35 p.m.)<br>Mrs. Cynthia Nabozny<br>Mrs. Olga I. Rella |
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| Also Present: | Dr. Kerry Parker, Superintendent of Schools<br>Mr. Anthony Giovannone, Director of Operations and Fiscal Services<br>Ms. Ellamae Baldelli, Director of Human Resources<br>Attorney William Connon, Pullman & Comley, LLC |
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| <b>1.</b> | <b>Call to Order</b><br><br>The special meeting of the New Milford Board of Education was called to order at 6:32 p.m. by Mrs. Chastain, via Zoom Virtual Meeting.   | <b>Call to Order</b>   |
| <b>2.</b> | <b>Public Comment</b><br><br><ul style="list-style-type: none"> <li>There were no comments.</li> </ul>   | <b>Public Comment</b>  |
| <b>3.</b> | <b>Discussion and Possible Action</b><br><br><b>A. Discussion of records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford. *Executive Session anticipated.</b><br><b>B. Discussion of draft proposals/responses and written attorney-client privileged communications concerning bus contract vendor payments. *Executive Session anticipated.</b><br><b>C. Discussion of written attorney-client privileged communication concerning unexpended education funds account. *Executive session anticipated.</b> | <b>Discussion and Possible Action</b><br><br><b>A. Discussion of records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford. *Executive Session anticipated.</b><br><b>B. Discussion of draft proposals/responses and written attorney-client privileged communications concerning bus contract</b> |

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| <p>Mrs. Faulenbach moved that the Board enter into executive session in order discuss:</p> <ul style="list-style-type: none"> <li>• records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford;</li> <li>• draft proposals/responses and written attorney-client privileged communications concerning bus contract vendor payments;</li> <li>• written attorney-client privileged communication concerning unexpended education funds account;</li> </ul> <p>And to invite into the session Dr. Kerry Parker, Ms. Ellamae Baldelli, Mr. Anthony Giovannone and Attorney William Connon.</p> <p>Seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <p>The Board entered executive session at 6:36 p.m.</p> <p>The Board returned to public session at 7:48 p.m.</p> <p>Mrs. Rella moved to authorize the Board Chair to sign the MOU between the New Milford Board of Education and CEA New Milford, as discussed in executive session, seconded by Mrs. Nabozny.</p> <p>The motion passed unanimously.</p> <p>Mrs. McInerney moved to adopt the settlement with All Star Transportation as recommended by the business manager; to authorize Attorney Connon to draft the agreement; and to authorize the Board Chair to sign it on the Board's behalf, seconded by Mrs. Rella.</p> | <p>vendor payments. *Executive Session anticipated.</p> <p>C. Discussion of written attorney-client privileged communication concerning unexpended education funds account. *Executive session anticipated.</p> <p>Motion made and passed unanimously that the Board enter into executive session in order discuss:</p> <ul style="list-style-type: none"> <li>• records concerning strategy and negotiations with respect to collective bargaining with CEA New Milford;</li> <li>• draft proposals/responses and written attorney-client privileged communications concerning bus contract vendor payments;</li> <li>• written attorney-client privileged communication concerning unexpended education funds account;</li> </ul> <p>And to invite into the session Dr. Kerry Parker, Ms. Ellamae Baldelli, Mr. Anthony Giovannone and Attorney William Connon.</p> <p>Motion made and passed unanimously to authorize the Board Chair to sign the MOU between the New Milford Board of Education and CEA New Milford, as discussed in executive session.</p> <p>Motion made and passed unanimously to adopt the settlement with All Star Transportation as recommended by the business manager; to authorize Attorney Connon to draft the agreement; and</p> |
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|    | <p>The motion passed unanimously.</p> <p>Mrs. Monaghan moved to authorize the Board Chair to execute the required documents between the New Milford Board of Education and the Town of New Milford regarding the 2019-20 end of year budget surplus, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> | <p>to authorize the Board Chair to sign it on the Board's behalf.</p> <p>Motion made and passed unanimously to authorize the Board Chair to execute the required documents between the New Milford Board of Education and the Town of New Milford regarding the 2019-20 end of year budget surplus.</p> |
| 4. | <p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 7:51 p.m., seconded by Mrs. Nabozny and passed unanimously.</p>   | <p>Adjourn</p> <p>Motion made and passed unanimously to adjourn at 7:51 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

May 19, 2020

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

1. None

**2. CERTIFIED STAFF**

**b. NON-RENEWALS**

1. None

**3. CERTIFIED STAFF**

**c. APPOINTMENTS**

1. **Mrs. Ashley Wyka**, Special Education Teacher, Schaghticoke Middle School  
Move that the Board of Education rescind the resignation of **Mrs. Ashley Wyka** as Special Education Teacher at Schaghticoke Middle School for the 2020-2021 school year effective May 19, 2020.

Rescind resignation from  
March 17, 2020

**4. MISCELLANEOUS STAFF**

**a. RESIGNATIONS**

1. None

**5. MISCELLANEOUS STAFF**

**b. APPOINTMENTS**

1. None

**6. NON-CERTIFIED STAFF AND LICENSED STAFF**

**a. RESIGNATIONS**

1. None

**7. NON-CERTIFIED AND LICENSED STAFF**

**b. APPOINTMENTS**

1. None

**8. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None

**9. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. None

**10. BAND STAFF**

**a. RESIGNATIONS**

- 1. None**

**11. BAND STAFF**

**b. APPOINTMENTS**

- 1. None**

**12. COACHING STAFF**

**a. RESIGNATIONS**

- 1. None**

**13. COACHING STAFF**

**b. APPOINTMENTS**

- 1. None**

**14. LEAVES OF ABSENCE**

- 1. None**



## SUMMARY BY MOC (MAJOR OBJECT CODE)

| RANGE              | MAJOR OBJECT CODE DESCRIPTION | ORIGINAL BUDGET   | TRANSFERS | REVISED BUDGET    | YTD ACTUAL        | ENCUMBRANCES      | BALANCE          | % USED        |
|--------------------|-------------------------------|-------------------|-----------|-------------------|-------------------|-------------------|------------------|---------------|
| 100'S              | SALARIES - CERTIFIED          | 28,786,342        | -1,360    | 28,784,982        | 22,746,714        | 6,095,444         | -57,176          | 100.20%       |
| 100'S              | SALARIES - NON CERTIFIED      | 9,334,085         | 0         | 9,334,085         | 7,502,492         | 1,055,443         | 776,150          | 91.68%        |
| 200'S              | BENEFITS                      | 11,327,946        | 0         | 11,327,946        | 9,602,781         | 1,458,320         | 266,845          | 97.64%        |
| 300'S              | PROFESSIONAL SERVICES         | 4,087,606         | 25,119    | 4,112,726         | 2,931,851         | 878,813           | 302,062          | 92.66%        |
| 400'S              | PROPERTY SERVICES             | 969,278           | -3,411    | 965,867           | 652,255           | 164,964           | 148,647          | 84.61%        |
| 500'S              | OTHER SERVICES                | 7,628,684         | -43,813   | 7,584,871         | 5,348,232         | 1,769,024         | 467,615          | 93.83%        |
| 600'S              | SUPPLIES                      | 2,626,716         | -3,302    | 2,623,414         | 1,778,594         | 560,139           | 284,680          | 89.15%        |
| 700'S              | CAPITAL                       | 84,047            | 27,243    | 111,290           | 44,160            | 39,220            | 27,910           | 74.92%        |
| 800'S              | DUES AND FEES                 | 88,621            | -476      | 88,145            | 83,273            | 795               | 4,077            | 95.37%        |
| 900'S              | REVENUE                       | -892,633          | 0         | -892,633          | -745,312          | 0                 | -147,321         | 83.50%        |
| <b>GRAND TOTAL</b> |                               | <b>64,040,692</b> | <b>0</b>  | <b>64,040,692</b> | <b>49,945,039</b> | <b>12,022,163</b> | <b>2,073,489</b> | <b>96.76%</b> |

## SALARIES - NON CERTIFIED BREAKOUT

| OBJECT       | ACCOUNT DESCRIPTION                 | ORIGINAL BUDGET  | TRANSFERS | REVISED BUDGET   | YTD ACTUAL       | ENCUMBRANCES     | BALANCE        | % USED        |
|--------------|-------------------------------------|------------------|-----------|------------------|------------------|------------------|----------------|---------------|
| 51180        | SALARIES - NON CERT - STIPENDS      | 565,784          | 0         | 565,784          | 260,415          | 0                | 305,369        | 46.03%        |
| 51201        | SALARIES - NON CERT - PARA EDUCATOR | 2,009,328        | 0         | 2,009,328        | 1,559,080        | 364,924          | 85,324         | 95.75%        |
| 51202        | SALARIES - NON CERT - SUBSTITUTES   | 854,478          | 0         | 854,478          | 820,589          | 0                | 33,889         | 96.03%        |
| 51210        | SALARIES - NON CERT - SECRETARY     | 1,888,333        | 0         | 1,888,333        | 1,601,251        | 235,645          | 51,436         | 97.28%        |
| 51225        | SALARIES - NON CERT - TUTORS        | 300,695          | 0         | 300,695          | 222,797          | 0                | 77,898         | 74.09%        |
| 51240        | SALARIES - NON CERT - CUSTODIAL     | 1,891,646        | 0         | 1,891,646        | 1,524,917        | 246,578          | 120,151        | 93.65%        |
| 51250        | SALARIES - NON CERT - MAINTENANCE   | 920,746          | 0         | 920,746          | 720,588          | 109,112          | 91,047         | 90.11%        |
| 51285        | SALARIES - NON CERT - TECHNOLOGY    | 457,410          | 0         | 457,410          | 384,190          | 62,184           | 11,037         | 97.59%        |
| 51336        | SALARIES - NON CERT - NURSES        | 445,665          | 0         | 445,665          | 408,665          | 37,000           | 0              | 100.00%       |
| <b>TOTAL</b> |                                     | <b>9,334,085</b> | <b>0</b>  | <b>9,334,085</b> | <b>7,502,492</b> | <b>1,055,443</b> | <b>776,150</b> | <b>91.68%</b> |

## BENEFIT BREAKOUT

| OBJECT       | ACCOUNT DESCRIPTION                | ORIGINAL BUDGET   | TRANSFERS | REVISED BUDGET    | YTD ACTUAL       | ENCUMBRANCES     | BALANCE        | % USED        |
|--------------|------------------------------------|-------------------|-----------|-------------------|------------------|------------------|----------------|---------------|
| 52200        | BENEFITS - FICA                    | 638,931           | -360      | 638,571           | 469,545          | 0                | 169,026        | 73.53%        |
| 52201        | BENEFITS - MEDICARE                | 534,567           | 0         | 534,567           | 418,071          | 0                | 116,496        | 78.21%        |
| 52300        | BENEFITS - PENSION                 | 840,836           | 360       | 841,196           | 841,696          | 0                | -500           | 100.06%       |
| 52600        | BENEFITS - UNEMPLOYMENT COMP       | 15,000            | 0         | 15,000            | 40,479           | 0                | -25,479        | 269.86%       |
| 52810        | BENEFITS - HEALTH INSURANCE        | 8,572,329         | 0         | 8,572,329         | 7,212,267        | 1,360,062        | 0              | 100.00%       |
| 52820        | BENEFITS - DISABILITY INSURANCE    | 125,000           | 0         | 125,000           | 85,520           | 39,480           | 0              | 100.00%       |
| 52830        | BENEFITS - LIFE INSURANCE          | 121,000           | 0         | 121,000           | 87,719           | 33,281           | 0              | 100.00%       |
| 52900        | BENEFITS - OTHER EMPLOYEE BENEFITS | 480,283           | 0         | 480,283           | 447,483          | 25,498           | 7,302          | 98.48%        |
| <b>TOTAL</b> |                                    | <b>11,327,946</b> | <b>0</b>  | <b>11,327,946</b> | <b>9,602,781</b> | <b>1,458,320</b> | <b>266,845</b> | <b>97.64%</b> |



*EXPENDITURES*

| OBJECT | ACCOUNT DESCRIPTION            | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED  |
|--------|--------------------------------|-----------------|-----------|----------------|------------|--------------|---------|---------|
| 51110  | CERTIFIED SALARIES             | 28,786,342      | -1,360    | 28,784,982     | 22,746,714 | 6,095,444    | -57,176 | 100.20% |
| 51200  | NON-CERTIFIED SALARIES         | 9,334,085       | 0         | 9,334,085      | 7,502,492  | 1,055,443    | 776,150 | 91.68%  |
| 52000  | BENEFITS                       | 11,327,946      | 0         | 11,327,946     | 9,602,781  | 1,458,320    | 266,845 | 97.64%  |
| 53010  | LEGAL SERVICES                 | 213,500         | 0         | 213,500        | 242,101    | 0            | -28,601 | 113.40% |
| 53050  | CURRICULUM DEVELOPMENT         | 75,000          | 0         | 75,000         | 42,776     | 0            | 32,224  | 57.03%  |
| 53200  | PROFESSIONAL SERVICES          | 2,020,502       | -55,520   | 1,964,982      | 1,191,383  | 607,985      | 165,614 | 91.57%  |
| 53201  | MEDICAL SERVICES - SPORTS      | 30,500          | 0         | 30,500         | 19,667     | 0            | 10,833  | 64.48%  |
| 53210  | TIME & ATTENDANCE SOFTWARE     | 10,500          | 0         | 10,500         | 3,596      | 42           | 6,862   | 34.64%  |
| 53220  | IN SERVICE                     | 118,560         | -14,803   | 103,757        | 66,133     | 3,133        | 34,491  | 66.76%  |
| 53230  | PUPIL SERVICES                 | 931,976         | 97,360    | 1,029,336      | 852,482    | 141,929      | 34,925  | 96.61%  |
| 53300  | OTHER PROF/ TECH SERVICES      | 65,215          | -3,518    | 61,697         | 42,314     | 1,516        | 17,867  | 71.04%  |
| 53310  | AUDIT/ACCOUNTING               | 45,000          | 0         | 45,000         | 45,000     | 0            | 0       | 100.00% |
| 53500  | TECHNICAL SERVICES             | 260,690         | 1,600     | 262,290        | 196,100    | 52,874       | 13,316  | 94.92%  |
| 53530  | SECURITY SERVICES              | 206,163         | 0         | 206,163        | 134,828    | 71,335       | 0       | 100.00% |
| 53540  | SPORTS OFFICIALS SERVICES      | 110,000         | 0         | 110,000        | 95,471     | 0            | 14,529  | 86.79%  |
| 54101  | CONTRACTUAL TRASH PICK UP      | 92,995          | 0         | 92,995         | 59,640     | 17,310       | 16,046  | 82.75%  |
| 54301  | REPAIRS & MAINTENANCE          | 455,243         | 0         | 455,243        | 325,708    | 95,546       | 33,989  | 92.53%  |
| 54302  | FIRE / SECURITY MAINTENANCE    | 2,500           | 0         | 2,500          | 1,203      | 0            | 1,297   | 48.11%  |
| 54303  | GROUND MAINTENANCE             | 14,028          | 0         | 14,028         | 7,025      | 2,175        | 4,828   | 65.58%  |
| 54310  | GENERAL REPAIRS                | 48,446          | -4,046    | 44,400         | 19,410     | 10,777       | 14,213  | 67.99%  |
| 54320  | TECHNOLOGY RELATED REPAIRS     | 36,430          | 0         | 36,430         | 18,314     | 0            | 18,116  | 50.27%  |
| 54411  | WATER                          | 68,195          | 0         | 68,195         | 45,463     | 22,732       | 0       | 100.00% |
| 54412  | SEWER                          | 22,900          | 0         | 22,900         | 22,025     | 184          | 691     | 96.98%  |
| 54420  | LEASE/RENTAL EQUIP/VEH         | 228,541         | 635       | 229,176        | 153,468    | 16,240       | 59,468  | 74.05%  |
| 55100  | PUPIL TRANSPORTATION - OTHER   | 106,250         | 0         | 106,250        | 74,033     | 29,342       | 2,875   | 97.29%  |
| 55101  | PUPIL TRANS - FIELD TRIP       | 23,000          | -2,813    | 20,187         | 19,686     | 0            | 501     | 97.52%  |
| 55105  | TRANSPORTATION - SUMMER        | 16,000          | 0         | 16,000         | 0          | 0            | 16,000  | 0.00%   |
| 55110  | STUDENT TRANSPORTATION         | 4,560,865       | 0         | 4,560,865      | 3,200,501  | 1,283,051    | 77,314  | 98.30%  |
| 55190  | STUDENT TRANSPORTATION PURCHAS | 1,500           | 0         | 1,500          | 0          | 0            | 1,500   | 0.00%   |
| 55200  | GENERAL INSURANCE              | 279,746         | 0         | 279,746        | 279,746    | 0            | 0       | 100.00% |
| 55300  | COMMUNICATIONS                 | 48,668          | 0         | 48,668         | 36,928     | 11,740       | 0       | 100.00% |
| 55301  | POSTAGE                        | 35,531          | 0         | 35,531         | 18,937     | 16,594       | 0       | 100.00% |
| 55302  | TELEPHONE                      | 77,145          | 0         | 77,145         | 73,145     | 4,000        | 0       | 100.00% |

*EXPENDITURES*

| OBJECT                   | ACCOUNT DESCRIPTION            | ORIGINAL BUDGET   | TRANSFERS | REVISED BUDGET    | YTD ACTUAL        | ENCUMBRANCES      | BALANCE          | % USED        |
|--------------------------|--------------------------------|-------------------|-----------|-------------------|-------------------|-------------------|------------------|---------------|
| 55400                    | ADVERTISING                    | 5,000             | 0         | 5,000             | 2,867             | 0                 | 2,133            | 57.35%        |
| 55505                    | PRINTING                       | 51,372            | 0         | 51,372            | 33,991            | 4,228             | 13,153           | 74.40%        |
| 55600                    | TUITION                        | 35,000            | 0         | 35,000            | 1,858             | 0                 | 33,142           | 5.31%         |
| 55610                    | TUITION TO IN STATE DIST       | 796,641           | -41,000   | 755,641           | 540,272           | 68,777            | 146,592          | 80.60%        |
| 55630                    | TUITION TO PRIVATE SOURCES     | 1,540,697         | 0         | 1,540,697         | 1,045,169         | 344,695           | 150,833          | 90.21%        |
| 55800                    | TRAVEL                         | 51,269            | 0         | 51,269            | 21,100            | 6,597             | 23,572           | 54.02%        |
| 56100                    | GENERAL INSTRUCTIONAL SUPPLIES | 168,242           | -635      | 167,607           | 108,420           | 8,711             | 50,476           | 69.88%        |
| 56110                    | INSTRUCTIONAL SUPPLIES         | 415,078           | 2,207     | 417,285           | 288,417           | 14,495            | 114,373          | 72.59%        |
| 56120                    | ADMIN SUPPLIES                 | 28,397            | 0         | 28,397            | 15,859            | 533               | 12,006           | 57.72%        |
| 56210                    | NATURAL GAS                    | 194,960           | 0         | 194,960           | 142,639           | 52,321            | 0                | 100.00%       |
| 56220                    | ELECTRICITY                    | 964,971           | 0         | 964,971           | 676,558           | 288,413           | 0                | 100.00%       |
| 56230                    | PROPANE                        | 4,500             | 0         | 4,500             | 1,690             | 1,189             | 1,620            | 63.99%        |
| 56240                    | OIL                            | 205,437           | 0         | 205,437           | 141,152           | 64,285            | 0                | 100.00%       |
| 56260                    | GASOLINE                       | 33,246            | 0         | 33,246            | 9,001             | 16,707            | 7,538            | 77.33%        |
| 56290                    | FACILITIES SUPPLIES            | 308,111           | 0         | 308,111           | 205,830           | 75,697            | 26,584           | 91.37%        |
| 56291                    | MAINTENANCE COMPONENTS         | 15,000            | 0         | 15,000            | 14,650            | 43                | 307              | 97.95%        |
| 56292                    | UNIFORMS/ CONTRACTUAL          | 14,200            | 0         | 14,200            | 8,941             | 3,000             | 2,259            | 84.09%        |
| 56293                    | GROUNDKEEPING SUPPLIES         | 22,750            | 0         | 22,750            | 5,264             | 11,780            | 5,706            | 74.92%        |
| 56410                    | TEXTBOOKS                      | 60,228            | 245       | 60,473            | 60,473            | 0                 | 0                | 100.00%       |
| 56411                    | CONSUMABLE TEXTS               | 55,481            | -5,040    | 50,440            | 10,691            | 12,746            | 27,003           | 46.46%        |
| 56420                    | LIBRARY BOOKS                  | 58,696            | 520       | 59,216            | 40,062            | 6,186             | 12,968           | 78.10%        |
| 56430                    | PERIODICALS                    | 19,157            | -475      | 18,682            | 16,299            | 0                 | 2,383            | 87.24%        |
| 56460                    | WORKBOOKS                      | 13,916            | 0         | 13,916            | 13,732            | 172               | 12               | 99.92%        |
| 56500                    | SUPPLIES - TECH RELATED        | 44,346            | -124      | 44,222            | 18,917            | 3,860             | 21,446           | 51.50%        |
| 57340                    | COMPUTERS/TECH HARDWARE        | 14,100            | 0         | 14,100            | 9,853             | 32                | 4,214            | 70.11%        |
| 57345                    | INSTRUCTIONAL EQUIPMENT        | 8,140             | 0         | 8,140             | 2,788             | 440               | 4,912            | 39.66%        |
| 57400                    | GENERAL EQUIPMENT              | 49,683            | 27,243    | 76,926            | 28,009            | 38,747            | 10,170           | 86.78%        |
| 57500                    | FURNITURE AND FIXTURES         | 12,124            | 0         | 12,124            | 3,510             | 0                 | 8,614            | 28.95%        |
| 58100                    | DUES & FEES                    | 88,621            | -476      | 88,145            | 83,273            | 795               | 4,077            | 95.37%        |
| <b>EXPENDITURE TOTAL</b> |                                | <b>64,933,325</b> | <b>0</b>  | <b>64,933,325</b> | <b>50,690,352</b> | <b>12,022,163</b> | <b>2,220,810</b> | <b>96.58%</b> |



## REVENUES

| OBJECT               | ACCOUNT DESCRIPTION               | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET  | YTD ACTUAL      | ENCUMBRANCES | BALANCE         | % USED        |
|----------------------|-----------------------------------|-----------------|-----------|-----------------|-----------------|--------------|-----------------|---------------|
| 43103                | EXCESS COSTS                      | -533,633        | 0         | -533,633        | -553,320        | 0            | 19,687          | 103.69%       |
| 43105                | MEDICAID REIMBURSEMENT            | -51,000         | 0         | -51,000         | -32,420         | 0            | -18,580         | 63.57%        |
| 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         | -22,826         | 0            | -32,174         | 41.50%        |
| 49102                | BUILDING USE FEES (CUSTODIAL)     | -27,951         | 0         | -27,951         | -17,247         | 0            | -10,704         | 61.70%        |
| 44800                | REGULAR ED TUITION                | -104,725        | 0         | -104,725        | -43,000         | 0            | -61,725         | 41.06%        |
| 44822                | SPECIAL ED TUITION                | -18,200         | 0         | -18,200         | 0               | 0            | -18,200         | 0.00%         |
| 44860                | ADMISSIONS/ATHLETIC GATE RECEIPTS | -25,400         | 0         | -25,400         | -23,500         | 0            | -1,900          | 92.52%        |
| 44861                | PARKING PERMIT FEES               | -64,824         | 0         | -64,824         | -53,000         | 0            | -11,824         | 81.76%        |
| 44862                | SCHOOL MUSICAL TICKET SALES       | -10,000         | 0         | -10,000         | 0               | 0            | -10,000         | 0.00%         |
| <b>REVENUE TOTAL</b> |                                   | <b>-892,633</b> | <b>0</b>  | <b>-892,633</b> | <b>-745,312</b> | <b>0</b>     | <b>-147,321</b> | <b>83.50%</b> |

|                    |                   |          |                   |                   |                   |                  |               |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|
| <b>GRAND TOTAL</b> | <b>64,040,692</b> | <b>0</b> | <b>64,040,692</b> | <b>49,945,039</b> | <b>12,022,163</b> | <b>2,073,489</b> | <b>96.76%</b> |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|

| <u>BOE Capital Reserve Acct #43020000-10101</u> |         |
|---|---------|
| Total as of 4/30/20                             | 548,943 |

| <u>BOE 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 &amp; BANNER SALES</u> | 10,225  |
| Total as of 4/30/20  | 110,225 |



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

| Funding                | Location          | Vendor Name                 | Description   | Amount              | Object Code  |
|------------------------|-------------------|-----------------------------|---|---------------------|--------------|
| 5 YEAR CAPITAL         | TECHNOLOGY        | CDW GOVERNMENT              | 129 CHROMEBOOKS WITH LICENSES - REFRESH CYCLE<br>(funding for this was already withdrawn from BOE Capital Reserve account after approval by BoF on 10.9.19) | \$ 30,057.00        | 57340        |
| GENERAL                | TECHNOLOGY        | CDW GOVERNMENT              | 83 CHROMEBOOKS WITH LICENSES  | \$ 21,143.00        | 57400        |
| GENERAL                | TECHNOLOGY        | APPLE, INC.                 | 13 REPLACEMENT COMPUTERS WITH APP BUNDLES - NMHS MAC LAB  | \$ 16,036.87        | 57400        |
| GENERAL                | SPED              | THE WAVERLY GROUP           | OUTSIDE EVALUATIONS THROUGH MARCH 2020  | \$ 13,900.00        | 53230        |
| GENERAL                | TECHNOLOGY        | ZONES, INC.                 | 95 HARD DRIVE REPLACEMENTS WITH ADAPTERS TO EXTEND DESKTOP LIFE   | \$ 8,445.00         | 57400        |
| GENERAL                | TECHNOLOGY        | WHALLEY COMPUTER ASSOCIATES | 5 SMARTBOARDS WITH PROTECTION PLAN  | \$ 8,830.00         | 53500        |
| GENERAL                | TECHNOLOGY        | RAPTOR TECHNOLOGIES, LLC    | 13 REPLACEMENT BADGE SCANNERS   | \$ 6,435.00         | 53500        |
| <b>GRANT- PEGPETIA</b> | <b>TECHNOLOGY</b> | <b>DISCOVER VIDEO LLC</b>   | <b>VIDEO DISTRIBUTION EQUIPMENT &amp; TRAINING</b>  | <b>\$ 55,804.52</b> | <b>57340</b> |
| <b>GRANT- TITLE 1</b>  | <b>TECHNOLOGY</b> | <b>SHI INTERNATIONAL</b>    | <b>115 CHROMEBOOKS WITH LICENSES</b>  | <b>\$ 38,661.40</b> | <b>53300</b> |
| <b>GRANT- TITLE 1</b>  | <b>TECHNOLOGY</b> | <b>OMNI DATA</b>            | <b>26 WIRELESS ACCESS POINTS</b>  | <b>\$ 26,442.00</b> | <b>53300</b> |
| <b>GRANT- IDEA</b>     | <b>SPED</b>       | <b>MICHELINE HARKIN</b>     | <b>ASSISTIVE TECHNOLOGY SERVICES FOR 19-20</b>  | <b>\$ 11,245.00</b> | <b>53230</b> |
| <b>GRANT- IDEA</b>     | <b>SPED</b>       | <b>JEFFREY WICKLINE</b>     | <b>GRANT PORTION OF OT/PT SERVICES FOR 19-20</b>  | <b>\$ 7,573.00</b>  | <b>53230</b> |
| <b>GRANT- PEGPETIA</b> | <b>TECHNOLOGY</b> | <b>B&amp;H PHOTO</b>        | <b>2 CAMCORDERS, 2 TRIPODS AND BAGS, 1 ELECTRONIC DRY CABINET FOR STORAGE</b>   | <b>\$ 6,705.97</b>  | <b>57340</b> |

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



# BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
MAY 2020 MEETING

| DETAIL  |   |              | FROM (-) |                               |                                 | TO (+)   |                        |                         |
|---------|---|--------------|----------|-------------------------------|---------------------------------|----------|------------------------|-------------------------|
| #       | REASON  | AMOUNT       | LOCATION | ORG                           | OBJECT                          | LOCATION | ORG                    | OBJECT                  |
| SPED-1  | MORE OUTSIDE EVALUATIONS AS SHOWN ON PURCHASE RESOLUTION D-734 THIS MONTH. TO BE FUNDED WITH LESS OUTPLACED TUITION COSTS.  | \$ 15,000.00 | DISTRICT | BSZ10028<br>SPECIAL EDUCATION | 55610<br>TUITION - PUBLIC       | DISTRICT | BPZ21343<br>HEALTH     | 53230<br>PUPIL SERVICES |
| TECH -1 | ADDITIONAL CHROMEBOOKS ANTICIPATING SHORTER LIFE SPAN WHILE DEPLOYED FOR DISTANCE LEARNING PLUS FUNDS TO REPLACE AGING NMHS COMPUTER LAB AS SHOWN ON PURCHASE RESOLUTION D-734 THIS MONTH. TO BE FUNDED WITH LESS PROFESSIONAL DEVELOPMENT, REPAIR AND SUPPLY MONEY WITHIN THIS DIVISION OF TECHNOLOGY. | \$ 13,802.65 | DISTRICT | BDZ10026<br>TECHNOLOGY        | 53220<br>PROFESSIONAL SERVICES  | DISTRICT | BDZ10026<br>TECHNOLOGY | 57400<br>TECH EQUIPMENT |
|         |   | \$ 3,518.00  |          |                               | 53300<br>TECH SERVICES          |          |                        |                         |
|         |   | \$ 3,202.00  |          |                               | 54310<br>GENERAL REPAIRS        |          |                        |                         |
|         |   | \$ 6,720.39  |          |                               | 56110<br>INSTRUCTIONAL SUPPLIES |          |                        |                         |

| DETAIL   |  |             | FROM (-) |                             |               | TO (+)   |                             |                       |
|----------|--|-------------|----------|-----------------------------|---------------|----------|-----------------------------|-----------------------|
| #        | REASON   | AMOUNT      | LOCATION | ORG                         | OBJECT        | LOCATION | ORG                         | OBJECT                |
| FISCAL-1 | ADDITIONAL COSTS INCURRED DUE TO INCREASED NUMBER OF PENSION QUOTE REQUESTS FROM PERSPECTIVE EMPLOYEES WISHING TO RETIRE VERSUS WHAT WAS IN THE ORIGINAL BUDGET. TO BE FUNDED WITH SAVINGS IN THE BENEFITS ACCOUNT WHERE FICA IS PAID. | \$500.00    | DISTRICT | BAZ25043<br>FISCAL SERVICES | 52200<br>FICA | DISTRICT | BAZ25043<br>FISCAL SERVICES | 52300<br>PENSION      |
| FISCAL-2 | ADDITIONAL UNEMPLOYMENT COSTS VERSUS WHAT WAS IN THE ORIGINAL BUDGET. TO BE FUNDED WITH SAVINGS IN THE BENEFITS ACCOUNT WHERE FICA IS PAID. THIS MAY NEED ANOTHER TRANSFER TO COVER MORE EXPENSES BETWEEN NOW AND FISCAL YEAR END.     | \$25,479.00 | DISTRICT | BAZ25043<br>FISCAL SERVICES | 52200<br>FICA | DISTRICT | BAZ25043<br>FISCAL SERVICES | 52600<br>UNEMPLOYMENT |

# NEW MILFORD PUBLIC SCHOOLS

Office for Student Affairs  
50 EAST STREET  
NEW MILFORD, CONNECTICUT 06776  
(860) 354-2654 FAX (860) 210-2682



Laura M. Olson  
Director of Special Services

## MEMORANDUM

TO: Dr. Kerry Parker, Superintendent  
FROM: Laura M. Olson  
DATE: May 6, 2020  
RE: IDEA Grant

Attached you will find the Budget Narrative and State Budget pages for the IDEA, Part B, Section 611 and Section 619 grants. These are entitlement grants, not competitive grants, and funds must be spent on activities that support district goals for special education students. IDEA-611 is for students 3-21 years old and IDEA-619 is solely for activities supporting children 3-5 years old. The major expenditures for each of these grants are on staffing. The budget narrative pages explain the full-time equivalents and the actual expenditure line for each category. The IDEA-611 grant is \$893,595 and IDEA-619 is \$33,519.

District Goals supporting the grants:

1. To increase opportunities for all students with disabilities meaningful learning time with nondisabled peers.
2. To increase parent partnerships in the participation of their child's educational program.
3. To increase opportunities for students with disabilities to access technology, to promote communication, access to general curriculum and learning.
4. To provide appropriate instruction for students with specific learning and behavioral needs.
5. To increase the proficiency and accuracy of paperwork, written goals and data related to special education.
6. To promote best practices for transition planning.
7. To promote best special education preschool programming within a fully inclusive environment with nondisabled typical peers.
8. To enhance preschool programming addressing state Preschool Curriculum and other best practices.

Budget

**New Milford School District (096-000) Public School District - FY 2021 - IDEA - Rev 0 - IDEA 611**

| Object  | Total        |
|---|--------------|
| 111A - Non-Instructional Salaries             | \$77,700.00  |
| 111B - Instructional Salaries                 | \$699,018.00 |
| 200 - Personal Services - Employee Benefits   | \$0.00       |
| 321 - Tutors (Instructional, Non-Payroll)     | \$0.00       |
| 322 - In Service                              | \$37,400.00  |
| 323 - Pupil Services (Non-Payroll)            | \$48,762.00  |
| 324 - Field Trips                             | \$0.00       |
| 325 - Parent Activities                       | \$3,215.00   |
| 330 - Employee Training (Non-Direct Services) | \$20,500.00  |
| 340 - Other Professional Services             | \$0.00       |
| 341 - Audit                                   | \$0.00       |
| 350 - Technical Services                      | \$0.00       |
| 440 - Rentals                                 | \$0.00       |
| 450 - Construction Services                   | \$0.00       |
| 510 - Student Transportation Services         | \$0.00       |
| 530 - Communications                          | \$0.00       |
| 560 - Tuition                                 | \$0.00       |
| 580 - Travel                                  | \$500.00     |

|   |                   |              |
|---|-------------------|--------------|
| 600 - Supplies - Technology/Instructional |                   | \$6,500.00   |
| 730 - Equipment                           |                   | \$0.00       |
| 734 - Technology Related Hardware         |                   | \$0.00       |
| 735 - Technology Software                 |                   | \$0.00       |
| 917 - Indirect Costs                      |                   | \$0.00       |
|   | <b>Total</b>      | \$893,595.00 |
|   | <b>Allocation</b> | \$893,595.00 |
|   | <b>Remaining</b>  | \$0.00       |



Budget

**New Milford School District (096-000) Public School District - FY 2021 - IDEA - Rev 0 - IDEA 619**

| Object  | Total       |
|---|-------------|
| 111A - Non-Instructional Salaries             | \$0.00      |
| 111B - Instructional Salaries                 | \$23,605.00 |
| 200 - Personal Services - Employee Benefits   | \$0.00      |
| 321 - Tutors (Instructional, Non-Payroll)     | \$0.00      |
| 322 - In Service                              | \$500.00    |
| 323 - Pupil Services (Non-Payroll)            | \$7,573.00  |
| 324 - Field Trips                             | \$0.00      |
| 325 - Parent Activities                       | \$750.00    |
| 330 - Employee Training (Non-Direct Services) | \$0.00      |
| 340 - Other Professional Services             | \$0.00      |
| 341 - Audit                                   | \$0.00      |
| 350 - Technical Services                      | \$0.00      |
| 440 - Rentals                                 | \$0.00      |
| 450 - Construction Services                   | \$0.00      |
| 510 - Student Transportation Services         | \$0.00      |
| 530 - Communications                          | \$0.00      |
| 560 - Tuition                                 | \$0.00      |
| 580 - Travel                                  | \$0.00      |

|   |                    |
|---|--------------------|
| 600 - Supplies - Technology/Instructional | \$540.00           |
| 730 - Equipment                           | \$0.00             |
| 734 - Technology Related Hardware         | \$551.00           |
| 735 - Technology Software                 | \$0.00             |
| 917 - Indirect Costs                      | \$0.00             |
| <b>Total</b>                              | <b>\$33,519.00</b> |
| <b>Allocation</b>                         | <b>\$33,519.00</b> |
| <b>Remaining</b>                          | <b>\$0.00</b>      |

## FOR APPROVAL

*COMMENTARY: This policy had its second review by the full Board on April 28, 2020. Per request, legal counsel reviewed the policy following the meeting for any impact by COVID-19 guidelines and states that the suggested changes to the policy previously recommended should stay as is. The subject matter addressed has not been impacted by any of the Governor's executive orders or any other state or federal law so there is no need to change anything from a legal perspective. Also on April 28, the Board discussed adding a "grandfathering clause". At Policy subcommittee on May 5, 2020, the committee reviewed Version 1 (unchanged) and Version 2 (with grandfathering clause added) and moved to bring Version 2 back to the full Board for approval.*

*Version 2 incorporates the idea of a "grandfathering clause" for students who are presently attending a district school outside of their assigned school attendance area. If desired, legal counsel suggests adding it as a grounds for possible waiver rather than as a separate grandfathering clause. This way the administration could potentially deny an existing student from attending a school outside of their attendance area if they felt that was appropriate; otherwise, it would be automatic. This approach provides some discretion. **The changes to the Waiver section to reflect this amendment are shown in bold and green type.***

**5117(a)**

### **Students**

#### **School Attendance Areas**

The New Milford Board of Education shall establish school attendance areas to facilitate educational programming, to ensure equity and balance, and to use existing facilities with optimal effectiveness and efficiency. Students shall attend the school(s) designated in their school attendance area unless a waiver is granted by an authorized administrator pursuant to the terms of this policy.

#### **Designation of School Attendance Areas**

The Board of Education shall designate school attendance areas to facilitate educational programs and to use existing facilities to maximize effectiveness and efficiencies. The Superintendent shall propose school attendance areas to the Board in accordance with the following criteria:

1. Safety of students;
2. Student educational needs;
3. Educational programs housed in school facilities;
4. Optimum use of existing facilities;
5. Student **and municipal** residential patterns;
6. Ages of students served;
7. Racial/ethnic balance as required by state law.

Once designated by the Board, school attendance areas may only be changed by subsequent Board action.

## Students

### School Attendance Areas

#### **Waivers -- Attendance Outside of Assigned Area**

Parents ~~or guardians who desire~~ requesting that their children ~~may~~ attend a school other than the one ~~assigned to their school attendance area in the area in which they are living must file a statement to this effect on a form provided by the school or central office.~~ **may request a school attendance area waiver from the Superintendent or his or her designee. Such waivers must be requested by parents or guardians on an annual basis.**

In general, ~~permission or refusal will be based on whether or not~~ **approval or denial of a waiver request shall be based on the following considerations:**

1. Documented educational needs of the student;
2. ~~There is~~ **Available** room within the grade and/or school which the parent/guardian has requested;
3. Parent/guardian commitment to furnish transportation to and from the school requested; ~~will be responsible for transportation.~~
4. **Whether** the request is justified by good and sufficient (educational or medical) reason. Supportive data such as recommendations from professional sources must be provided by the parent(s) or guardian(s).
5. **Whether the student was attending school outside their designated school attendance area during the 2019-20 school year.**

Waiver requests shall not be based on the following factors:

1. Previous attendance by the student at the desired school except in the case of mid-year changes in school attendance area and **for students attending school outside of their designated school attendance area during the 2019-20 school year and** except where otherwise stated herein;
2. School attendance of brothers, sisters or friends;
3. Place or time of employment of parent/guardian;
4. School start or end time preference;
5. Personal convenience of family or student (i.e. to facilitate day-care or after-school arrangements);
6. Athletic team preference;
7. Preferred school, program, or staff;

## Students

### School Attendance Areas

8. Availability of space in the preferred school as sole reason.

No request shall be granted if it would result in an overcrowded classroom or program, would cause a racial/ethnic imbalance as defined by state law or would require the District to hire additional staff.

### Revocation of Waiver

An out-of-attendance area student must remain in good standing at his or her non-designated school or the privilege of out-of-area attendance shall be revoked by the Superintendent or his or her designee. In order to remain in good standing the out-of-attendance area student must:

1. Not be subject to discipline for inappropriate conduct as set forth in Board policy;
2. Remain in good academic standing;
3. Not have a record of excessive absenteeism;
4. Not be habitually tardy.

~~Such permission, if granted, shall be in keeping with the guidelines established under the accompanying guidelines to this policy. (cf. 5117—School Attendance Areas)~~

~~Once a student enters grade nine and thereafter if he/she is granted an out of area transfer request that results in a change of school, the same athletics restrictions shall apply as in the change in high school district residency policy (cf. 6145.2—Interscholastic Athletics)~~

~~The Planning and Placement Team, of which the parent of a special education student is a part, is responsible for determining on at least an annual basis what constitutes an appropriate placement in the least restrictive environment for the student. Therefore, parents of students who are receiving special education services must raise any requests with respect to school placement with the Planning and Placement Team.~~

### Mid-year Transfers and Requests to Remain in a Previously Designated Attendance Area

Any student who begins an academic year within their designated attendance area school but who then moves to another school attendance area within the District (i.e. family moves within Town, change in parent custody, etc.) may be allowed to finish the school year in their initially assigned school provided that there is space permitting. In such circumstances, the parents/guardians of such student must submit a school attendance area waiver request in accordance with this policy. **Should such request be granted, the District shall not be responsible for transportation to and from the non-designated school attendance area school.**



## Students

### School Attendance Areas

#### Parental Disagreement Regarding Waiver Requests

In most cases school attendance waiver request forms shall be signed by all parents or guardians who have legally-designated educational decision making authority regarding the student. Consent from parents without educational decision making authority regarding the student shall not be required for school attendance waiver requests made by parents or guardians with sole educational decision making authority.

Where a school attendance area waiver request is made by only one parent and both parents share educational decision making authority, the Superintendent or his or her designee shall attempt to contact the student's other parent or guardian to determine if that parent or guardian consents to the waiver request. School attendance area waiver requests shall only be considered where all parents/guardians with educational decision making authority consent to the request. Where such consent is denied or cannot be determined the waiver request shall not be considered.

#### Racial Imbalance

As required by state law, on an annual basis the Board submits data to the State Board of Education regarding the total number of students and teachers of racial minorities and the total number of students eligible for free or reduced price lunches in each of the District's schools. As set forth above, school attendance area waiver requests may be denied in the event that the Superintendent or his or her designee determines that granting a waiver may cause a District's school to be "racially imbalanced" as that term is defined under state law. Pursuant to Conn. Gen. Stat. § 10-226b a "racial imbalance" is defined as a condition in which the proportion of students of racial minorities in all grades of a public school substantially exceeds or substantially falls short of the proportion of such public school pupils in all of the same grades as the school district.

#### Homeless Students

Homeless students who secure temporary housing outside of their previously designated school attendance area may remain enrolled in their school of origin in accordance with federal law.

Legal Reference: Connecticut General Statutes

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

10-221(b) Boards of education to prescribe rules.

10-226a Documentation of pupils and teachers of racial minorities and pupils eligible for free or reduced price lunches

10-226b Existence of racial imbalance

**Students**

**School Attendance Areas**

Legal Reference:

United States Code

20 U.S.C. §1412(a)(5)

20 U.S.C. §1414(e)

42 U.S.C. §11301 et seq. McKinney-Vento Homeless Assistance Act

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

# FOR APPROVAL

*COMMENTARY: This policy had its second review by the full Board on April 28, 2020 and another review at the Policy subcommittee on May 5, 2020. It is unchanged from that review. Per request, legal counsel reviewed the policy following the meeting for any impact by COVID-19 guidelines and states that the suggested changes to the policy previously recommended should stay as is. The subject matter addressed has not been impacted by any of the Governor's executive orders or any other state or federal law so there is no need to change anything from a legal perspective.*

**5118.1(a)**

## **Students**

### **Homeless Students**

The Board of Education shall make reasonable efforts to identify homeless children residing within the district, encourage their enrollment and eliminate any existing barriers to their education.

The Board of Education shall ensure that homeless students are not stigmatized, segregated or discriminated against on the basis of their status as homeless. Homeless students, as defined by law, residing within the New Milford Public School District or residing in shelters within the school district shall be entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school that the student attended when permanently housed or the school of last enrollment ["school of origin"]; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the student's school ~~of~~ of origin, unless it is against the wishes of the parent/guardian.

Homeless children shall be provided with educational services that are comparable to those provided to other students enrolled in the district, including but not limited to: Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs. Homeless children not in the physical custody of a parent or guardian shall be entitled to knowledge of and have access to all educational, medical or similar records in his or her cumulative record.

The Assistant Superintendent of Schools shall coordinate such efforts and be designated as the District's Homeless Liaison. **As the District's Homeless Liaison, the** The Assistant Superintendent shall **assume primary responsibility for** ~~refer~~ **referring** identified homeless children under the age of eighteen who may reside within the school district ~~unless such children are emancipated minors~~ to the State of Connecticut Department of Children and Families ["DCF"], **when there is reasonable suspicion of neglect or abuse. Such referrals to DCF shall always be made on a case-by-case basis since homelessness by itself does not automatically constitute abuse or neglect. Nothing in this policy shall be deemed to limit or impair the legal obligations of the District's mandated reporters to report incidents of suspected abuse or neglect to DCF.**



## **Students**

### **Homeless Students**

The administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors of school age as follows:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted immediately to obtain records.
2. Other enrollment requirements that may constitute a barrier to education of the homeless child may be waived at the discretion of the Superintendent. If the school district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child, may be waived at the Superintendent's discretion.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records policies and regulations shall be waived at the Superintendent's discretion in compliance with federal and state statutes.
6. The school district shall make a reasonable effort to locate immunization records from available information. The Assistant Superintendent shall assist the parent/guardian in obtaining the necessary immunizations and records. **The District's medical advisor may assist the Assistant Superintendent in such efforts.**

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. Pay tuition to the district in which the temporary shelter is located.

If a homeless child is denied school accommodations on the basis of residency, he or she shall be entitled to a hearing in accordance with state law and Board policy.

If the school district where the child would otherwise be located cannot be identified, the school district in which the temporary shelter is located shall be financially responsible for the child's educational costs, except that if DCF places a student who requires special education and related services in a temporary shelter, the school district in which the child resided immediately prior to the DCF placement shall be responsible for the cost of such special education and related services.

## Students

### Homeless Students

If a student requiring special education has been placed in an out-of-district program by either a school board or by a state agency, the school district in which the child would otherwise reside shall continue to be responsible for the child's education until such time as a new residence is established, even though the child or the child's family resides in a temporary shelter.

The Superintendent of Schools or the Superintendent's designee, shall develop administrative regulations, including a procedure for mediation of disputes, to ensure compliance with this policy and applicable law.

#### (cf. 5141 – Student Health Services)

(cf. 5143 – Student Health Assessments and Immunizations)

(cf. 5146 – Child Abuse and Neglect)

(cf. 5118 – Nonresident Students)

#### Legal Reference:

Connecticut General Statutes

**10-205 Appointment of school medical advisors**

**10-207 Duties of medical advisors**

10-253(e) School privileges for children in certain placements, non resident children and children in temporary shelters.

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.

17a-102 Report of danger of abuse.

17a-103 Reports by others.

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

46b-120 Definitions.

Public Act 19-179 An Act Concerning Homeless Students' Access to Education

United States Code

42 U.S.C. §11432 Grants for state and local activities for the education of homeless children and youths.

Policy adopted:

June 10, 2003

NEW MILFORD PUBLIC SCHOOLS

Policy revised:

June 12, 2007

New Milford, Connecticut

Policy revised:

September 17, 2019



**3D-1**  
**Operations Sub-Committee**  
**May 2020**

**TO: Kerry Parker, Superintendent**  
**FROM: Brandon Rush, Director of Technology**  
**Date: May 8, 2020**  
**RE: Bid Award E-1920-103119 – Digital Copiers**

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The bid packet for the **Copier Services** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper. The bid close date was on Tuesday December 3, 2020.

On that date, eight (8) vendors submitted bids for the project:

- A & A Office Systems, Inc.
- Base Technologies
- Canon
- Connecticut Business Systems (CBS)
- LDI Kota
- Prism
- Ricoh
- Ryan Business Systems, Inc.

Of the eight (8) vendors, four (4) vendors were moved forward and then made presentations to Technology staff and the Director of Fiscal Services and Operations remotely to complement their bid submission. This recommendation for award is based off of the following factors:

- Track record of positive experiences with NMPS
- Flexibility in how/when devices are deployed due to COVID-19
- Options for support of our existing HP printer fleet
- Print management software
- Vendor's familiarity with our district's infrastructure
- Presentation, delivery and follow up throughout the RFP Process

It is my recommendation, shared with Anthony J. Giovannone, the Director of Fiscal Services and Operations, that the Board consider awarding this bid to Ricoh for services starting July 1, 2020.



Following this bid award, a contract will be signed with the vendor in June to allow the swapping out of machines to be coordinated with the vendor and our staff over the summer. Since the COVID-19 pandemic may still be an issue as we enter the summer and next school year, Ricoh is willing to work out a modified rollout schedule. This item will next appear on the first Purchase Resolution of the 2020/2021 fiscal year in July 2020, in order to generate a purchase order to the vendor. I will be glad to discuss this at the Operations meeting on May 12, 2020 to answer any and all questions regarding this decision.

Sincerely,  
Brandon Rush  
Director of Technology

## 5 Year Pricing

\*Bids were based on a monthly usage of 607,800 B&W and 9,700 Color

- **A & A Office Systems, Inc. #1:**

Base Bid: \$3,854.92 Estimated Monthly Total: \$6,885.02

- **Base Technologies #2:**

Base Bid: \$4,138.99 Estimated Monthly Total: \$7,999.66

- **Canon #3:**

Base Bid: \$3,521.17 Estimated Monthly Total: \$7,010.49

- **Connecticut Business Systems (CBS) #4:**

Base Bid: \$3,820.00 Estimated Monthly Total: \$7,162.48

- **LDI Kota #5:**

Base Bid: \$5,490.99 Estimated Monthly Total: \$9,247.17

- **Prism #6:**

Base Bid: \$3,128.74 Estimated Monthly Total: \$6,013.82

- **Ricoh #7:**

Base Bid: \$4,619.97 Estimated Monthly Total: \$7,439.17

- **Ryan Business Systems, Inc. #8:**

Base Bid: \$3,403.50 Estimated Monthly Total: \$6,745.98



## **NEW MILFORD PUBLIC SCHOOLS DISTANCE LEARNING GRADING PLAN**

New Milford Public Schools has developed Distance Learning Grading Procedures in alignment with the Connecticut State Department of Education (CSDE) recommendations relative to end of year grading for the 2019-20 school year. During this time, we are finding innovative ways to deliver instruction, but also are looking at our assessment practices to ensure all learners have the opportunity to succeed and are not penalized in any way by our current grading system.

### **ELEMENTARY DISTANCE LEARNING GRADING PLAN SPRING 2020**

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**Hill and Plain Elementary School \* Northville Elementary School \* Sarah Noble Intermediate School**

#### **KINDERGARTEN through GRADE 5**

- All teachers will provide 1-2 positive comments on year long progress, not limited to time during distance learning in reading, writing and math.
- All teachers will provide 1-2 positive comments on participation.
- Special or Unified Arts teachers will write narratives based on participation.

# SCHAGHTICOKE MIDDLE SCHOOL

## DISTANCE LEARNING GRADING PLAN SPRING 2020

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### Year-long Courses and Second Semester Courses

*Note: First Semester courses (August-January) = grades earned remain unchanged.*

### NEW CALCULATIONS SPRING 2020

#### **Step 1: Reduce the weighting of Quarter 4 on overall grades**

- Year-Long Courses = Q1 (30%) + Q2 (30%) + Q3 (25%) + Q4 (15%)
- Semester 2 Courses = Q3 (75%) + Q4 (25%)

#### **Step 2: Student selection of Quarter 4 grading option must be completed by June 5th**

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### STUDENTS MUST SELECT EITHER OPTION #1 or #2 BY COURSE BY JUNE 5

Students can opt for either Option #1 or #2 for each course on their schedule

#### **OPTION #1: PASS/FAIL**

- Quarter 4 Failing Grades (F) will be valued at 64
- Quarter 4 Grades between a 65-85 will be given a Pass (P)
- Quarter 4 Grades between 86-100 will be given a Pass with Distinction (P+)
- Pass (P) will be given a numerical grade of 85
- Pass with Distinction (P+) will be given a numerical grade of 93
- *Those with a grade higher than a 93 should choose Option #2*

#### **OPTION #2: NUMERICAL GRADING**

- Students will receive the earned numerical value for Quarter 4
- Middle school courses that earn high school credit will do so again this year based on the same thresholds in BOE policy (80% final grade in the World Languages & Geometry). Middle school courses taken at the high school do not count toward a high school Grade Point Average (GPA).

### Additional Information for Option 1 & 2

- ALL Quarter 3 failing grades to be raised to 60
- Option #1 will be set as the Quarter 4 default for all students in Admin Plus (P, P+, F)
- Pass, Pass with Distinction, or Fail will only be reflected on the Quarter 4 report card and will NOT be reflected on the student's transcript.
- Incomplete (INC) will be used for students in grades 6-8 with extenuating circumstances as deemed by administration.
  - All Incomplete grades will be resolved by September 2020
- Students or parents requesting Option #2 must submit the request by **June 5, 2020** via email to individual teachers and their guidance counselor. Students electing to go with Option #1 need not do anything.
- No Quarter 4 Honor Roll

## STUDENT EXAMPLES OF GRADING OPTIONS AT SMS

**TRADITIONAL \* Year-Long = Q1(25%) + Q2 (25%) + Q3 (25%) + Q4 (25%)**

\* Traditional refers to percentage weighting under normal circumstances

### Distance Learning Plan 2020 (DLP-20) CALCULATIONS

- Year-Long Course 1 = Q1 (30%) + Q2 (30%) + Q3 (25%) + Q4 (15%)
- Semester 2 = Q3 (75%) + Q4 (25%)

**Option #1 = Pass/Fail with adjusted calculation**

**Option #2 = Numerical Grade with adjusted calculation**

| SAMPLE                   | Q1 (25%) | Q2 (25%) | Q3 (25%) | Q4 (25%) | GRADE      |
|--------------------------|----------|----------|----------|----------|------------|
| STUDENT 1<br>Traditional | 70       | 58       | 58       | 65       | 62.8 = F   |
| DLP - 20                 | Q1 (30%) | Q2 (30%) | Q3 (25%) | Q4 (15%) | GRADE      |
| Option #1                | 70       | 58       | 60       | P = 85   | 66.15= D   |
| Option #2                | 70       | 58       | 60       | 65       | 63.15 = F  |
|                          |          |          |          |          |            |
| STUDENT 2<br>Traditional | 73       | 75       | 78       | 75       | 75.25 = C  |
| DLP - 20                 | Q1 (30%) | Q2 (30%) | Q3 (25%) | Q4 (15%) | GRADE      |
| Option #1                | 73       | 75       | 78       | P = 85   | 76.65 = C+ |
| Option #2                | 73       | 75       | 78       | 75       | 75.15 = C  |
|                          |          |          |          |          |            |
| STUDENT 3<br>Traditional | 89       | 85       | 82       | 90       | 86.5 = B+  |
| DLP - 20                 | Q1 (30%) | Q2 (30%) | Q3 (25%) | Q4 (15%) | GRADE      |
| Option #1                | 89       | 85       | 82       | P+ = 93  | 86.7 = B+  |
| Option #2                | 89       | 85       | 82       | 90       | 86.2 = B   |
|                          |          |          |          |          |            |
| STUDENT 4<br>Traditional | 96       | 96       | 91       | 99       | 95.5 = A   |
| DLP - 20                 | Q1 (30%) | Q2 (30%) | Q3 (25%) | Q4 (15%) | GRADE      |
| Option #1                | 96       | 96       | 91       | P+= 93   | 94.3 = A-  |
| Option #2                | 96       | 96       | 91       | 99       | 95.2 = A   |

# NEW MILFORD HIGH SCHOOL

## DISTANCE LEARNING GRADING PLAN SPRING 2020

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### Year-long Courses and Second Semester Courses

*Note: First Semester courses (August-January) will count towards Grade Point Averages (GPA) and grades earned remain unchanged.*

### NEW CALCULATIONS SPRING 2020

#### **Step 1: Reduce weight of Quarter 4 on overall grades & eliminate final exams**

- Year-Long Courses = Q1 (25%) + Q2 (25%) + ME (10%) + Q3 (25%) + Q4 (15%) (Counted towards GPA)
- Semester 2 Courses = Q3 (75%) + Q4 (25%) (Not counted towards GPA)

#### **Step 2: Student selection of Quarter 4 grading option must be completed by June 8th**

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### STUDENTS MUST SELECT EITHER OPTION #1 or #2 BY COURSE BY JUNE 8

Students can opt for either Option #1 or #2 for each course on their schedule

#### **OPTION #1: PASS/FAIL**

- Quarter 4 Failing Grades (F) will be valued at 64
- Quarter 4 Grades between a 65-85 will be given a Pass (P)
- Quarter 4 Grades between 86-93 will be given a Pass with Distinction (P+)
- Pass (P) will be given a numerical grade of 85
- Pass with Distinction (P+) will be given a numerical grade of 93
- *Those with a grade higher than a 93 should choose Option #2*

#### **OPTION #2: NUMERICAL GRADING**

- Students will receive the earned numerical value for Quarter 4

#### **Additional Information for Option 1 & 2**

- ALL Quarter 3 failing grades to be set to 60
- Option #1 will be set as the Quarter 4 default for all students in Admin Plus (P/P+/F)
- Pass, Pass with Distinction, or Fail will only be reflected on the Quarter 4 report card and will NOT be reflected on the student's transcript.
- Incomplete (I) will be used for students in grades 9-11 with extenuating circumstances
  - ALL Incomplete grades will be resolved by September 2020
- Students or parents requesting Option #2 must submit the request by **June 8, 2020** via email to individual teachers and their guidance counselor. Students electing to go with Option #1 need not do anything.
- No Quarter 4 Honor Roll



## STUDENT EXAMPLES OF GRADING OPTIONS AT NMHS

**TRADITIONAL \* Year-Long = Q1(20%)+Q2(20%)+ME(10%)+Q3(20%)+Q4(20%)+FE(10%)**

\* Traditional refers to percentage weighting under normal circumstances

### Distance Learning Plan 2020 (DLP-20) CALCULATIONS

- Year-Long Course 1 = Q1 (25%) + Q2 (25%) + ME (10%) + Q3 (25%) + Q4 (15%)
- Semester 2 = Q3 (75%) + Q4 (25%)

**Option #1 = Pass/Fail with adjusted calculation**

**Option #2 = Numerical Grade with adjusted calculation**

| SAMPLE                   | Q1 (20%) | Q2 (20%) | ME (10%) | Q3 (20%) | Q4 (20%) | Final Exam (10%) | GRADE on Transcript |
|--------------------------|----------|----------|----------|----------|----------|------------------|---------------------|
| STUDENT 1<br>Traditional | 70       | 58       | 63       | 58       | 65       | 63               | 62.8 = F            |
| DLP - 20                 | Q1 (25%) | Q2 (25%) | ME (10%) | Q3 (25%) | Q4 (15%) | N/A              | GRADE               |
| Option #1                | 70       | 58       | 63       | 60       | P = 85   | N/A              | 66.05 = D           |
| Option #2                | 70       | 58       | 63       | 60       | 65       | N/A              | 63.5 = F            |
|                          |          |          |          |          |          |                  |                     |
| STUDENT 2<br>Traditional | 73       | 75       | 73       | 78       | 75       | 73               | 74.8 = C            |
| DLP - 20                 | Q1 (25%) | Q2 (25%) | ME (10%) | Q3 (25%) | Q4 (15%) | N/A              | GRADE               |
| Option #1                | 73       | 75       | 73       | 78       | P = 85   | N/A              | 76.55 = C+          |
| Option #2                | 73       | 75       | 73       | 78       | 75       | N/A              | 75.05 = C           |
|                          |          |          |          |          |          |                  |                     |
| STUDENT 3<br>Traditional | 89       | 85       | 87       | 82       | 90       | 87               | 86.6 = B+           |
| DLP - 20                 | Q1 (25%) | Q2 (25%) | ME (10%) | Q3 (25%) | Q4 (15%) | N/A              | GRADE               |
| Option #1                | 89       | 85       | 87       | 82       | P+ = 93  | N/A              | 86.65 = B+          |
| Option #2                | 89       | 85       | 87       | 82       | 90       | N/A              | 86.2 = B            |
|                          |          |          |          |          |          |                  |                     |
| STUDENT 4<br>Traditional | 96       | 94       | 88       | 94       | 89       | 88               | 92.2                |
| DLP - 20                 | Q1 (25%) | Q2 (25%) | ME (10%) | Q3 (25%) | Q4 (15%) | N/A              | GRADE               |
| Option #1                | 96       | 94       | 88       | 94       | P = 85   | N/A              | 91.95 = A-          |
| Option #2                | 96       | 94       | 88       | 94       | 96       | N/A              | 94.2 = A            |

**New Milford Board of Education  
Policy Sub-Committee Minutes  
May 5, 2020  
By Zoom Virtual Meeting**

**Present:** Mrs. Angela C. Chastain, Chairperson  
Mrs. Wendy Faulenbach  
Mrs. Tammy McInerney  
Mrs. Cynthia Nabozny

**Also Present:** Dr. Kerry Parker, Superintendent of Schools  
Ms. Alisha DiCorpo, Assistant Superintendent of Schools  
Mr. Brandon Rush, Director of Technology

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2020 MAY -7 A 8 45

NEW MILFORD, CT

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| <b>1.</b> | <b>Call to Order</b><br><br>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:48 p.m. by Mrs. Chastain, via Zoom Virtual Meeting.  | <b>Call to Order</b>  |
| <b>2.</b> | <b>Public Comment</b><br><br><ul style="list-style-type: none"> <li>Greg Lasser said he appreciates seeing Version 2 of Policy 5117 and he hopes the committee will send that one forward. It will help his son and others maintain normalcy next year and not add more stress.</li> </ul>   | <b>Public Comment</b>   |
| <b>3.</b> | <b>Discussion and Possible Action</b><br><br><b>A. Policies for Review:</b><br><br><b>1. 5117 School Attendance Areas</b><br><br><b>2. 5118.1 Homeless Students</b><br><br><ul style="list-style-type: none"> <li>Mrs. Faulenbach clarified that these policies are currently at the second review stage and will go forward next month to the full Board for approval.</li> <li>Mrs. McInerney said she read through these policies again and she wants to confirm that the only new changes suggested are in green in Version 2 of Policy 5117.</li> <li>Mrs. Chastain said that is correct, the other suggested changes have already been reviewed</li> </ul> | <b>Discussion and Possible Action</b><br><br><b>A. Policies for Review:</b><br><br><b>1. 5117 School Attendance Areas</b><br><br><b>2. 5118.1 Homeless Students</b> |

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|  | <p>twice at Board level.</p> <ul style="list-style-type: none"> <li>• Mrs. McInerney said she is pleased to see the changes in Version 2, which speak to the specific circumstances of this year leading into next year.</li> <li>• Mrs. Faulenbach said she was glad to see legal review the policies again in light of COVID-19. It was a prudent move. She asked if legal had expressed a preference for Version 1 or 2.</li> <li>• Mrs. Chastain said not to her knowledge.</li> <li>• Mrs. Faulenbach asked for confirmation that the waiver request must be made annually.</li> <li>• Ms. DiCorpo said that is correct. If parents don't reach out, her office provides an email reminder and/or phone call at the end of the school year. All requests are held until August and reviewed together with any new requests. She said current students are already in the counts for that school.</li> <li>• Mrs. McInerney asked if there is a waiver form. Ms. DiCorpo said the revision does have a form that the Board saw previously; it was not included in the packet this month.</li> <li>• Mrs. Chastain said both policy 5117 and 5118.1 would automatically go back to the Board for approval next month. She asked if committee members would like to make a motion on which version of Policy 5117 they would like to see adopted.</li> </ul> <p>Mrs. McInerney moved to bring Policy 5117 School Attendance Areas Version 2 to the Board for approval, seconded by Mrs. Nabozny.</p> <p>The motion passed unanimously.</p> <p><b>B. Student Device Loan Agreement</b></p> <ul style="list-style-type: none"> <li>• Dr. Parker said they provided the current Responsible Use policy in the packet for discussion, and highlighted in yellow sections that pertain to damage and liability. With Chromebooks out and about, replacement and</li> </ul> | <p><b>Motion made and passed unanimously to bring Policy 5117 School Attendance Areas Version 2 to the Board for approval.</b></p> <p><b>B. Student Device Loan Agreement</b></p> |
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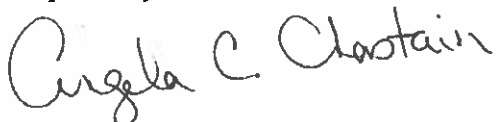
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|           | <p>budgeting could be an issue so she wanted to start discussion with the Board. She is asking for guidance from the Board as to whether they want to beef up financial responsibility in light of possible future damages.</p> <ul style="list-style-type: none"> <li>• Mr. Rush said they are already getting some Chromebooks back broken. He is looking for guidance as to whether the district is requesting payment or budgeting for replacements. He said the current policy talks about unintentional damage only.</li> <li>• Mrs. Faulenbach said she and other Board members helped with distribution and while there was a sign off form, it did not address any financial liability. She suggested that a regulation be developed to cover financial specifics. Since the Board does not approve regulations, this would give the district more flexibility to tweak as needed. The regulation could be brought to the next Policy meeting as an item of information, so as to keep the Board informed.</li> <li>• Mrs. Chastain agreed. She said they need some way to protect the district financially and a regulation would be a good way to do it. She asked if current damages could be covered through the CARES Act.</li> <li>• Dr. Parker said not through CARES; that is more Title I. She said they are listing it in FEMA paperwork.</li> <li>• Mrs. Faulenbach suggested that other districts may have regulations that the district could use as templates.</li> <li>• Mrs. McInerney asked how Chromebooks would be returned. She is concerned about them being out all summer.</li> <li>• Dr. Parker said Mr. Rush is working on dates and times for return. Mr. Rush said there are a total of 743 Chromebooks in circulation currently, of which 95-96% are for student use.</li> </ul> |                       |
| <b>4.</b> | <p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Olga Rella said if a regulation is developed, she</li> </ul>  | <b>Public Comment</b> |

**New Milford Board of Education  
Policy Sub-Committee Minutes  
May 5, 2020  
By Zoom Virtual Meeting**

**Page 4**

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|           | would like to see the actual dollar amount of the liability listed in the contract so that parents are aware.                      |   |
| <b>5.</b> | <b>Adjourn</b><br><br>Mrs. Faulenbach moved to adjourn the meeting at 7:21 p.m. seconded by Mrs. McInerney and passed unanimously. | <b>Adjourn</b><br><br><b>Motion made and passed unanimously to adjourn the meeting at 7:21 p.m.</b> |

Respectfully submitted:



Angela C. Chastain, Chairperson  
Policy Sub-Committee

**New Milford Board of Education  
Committee on Learning Minutes  
May 5, 2020  
By Zoom Virtual Meeting**

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

**Also Present:** Dr. Kerry Parker, Superintendent of Schools  
Ms. Alisha DiCorpo, Assistant Superintendent of Schools  
Mr. Greg Shugrue, Principal, New Milford High School

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2020 MAY -7 A 8:45

NEW MILFORD, CT

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| <b>1.</b> | <b>Call to Order</b><br><br>The meeting of the New Milford Board of Education Committee on Learning was called to order at 7:30 p.m. by Mr. Failla, via Zoom Virtual Meeting.  | <b>Call to Order</b>   |
| <b>2.</b> | <b>Public Comment</b><br><br><ul style="list-style-type: none"> <li>Sarah Beck, a student at NMHS, asked the Board to consider both a Pass/Fail and letter grade option for classes this year to benefit all students.</li> </ul>  | <b>Public Comment</b>  |
| <b>3.</b> | <b>Discussion</b><br><br><b>A. NMPS Distance Learning Grading Plan</b><br><br><ul style="list-style-type: none"> <li>Ms. DiCorpo said this draft is a reflection of discussions with administration, and a review of state guidelines and other districts' plans. There is still work to do but the draft is a summary of where the district is heading. It captures the first three marking periods and describes how the 4<sup>th</sup> marking period will be incorporated to reflect the realities of distance learning.</li> <li>Mrs. McInerney noted that the public has not seen the draft yet and asked if it could be posted for view, because it answers a lot of questions.</li> <li>Dr. Parker said they wanted to share the working plan with the Board first to get their</li> </ul> | <b>Discussion</b><br><br><b>A. NMPS Distance Learning Grading Plan</b> |

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|  | <p>feedback.</p> <ul style="list-style-type: none"><li>• At the elementary level, Ms. DiCorpo said the focus is on the “do no harm” philosophy and providing feedback on student work. The middle school and high school plans are similar to each other; there is a slight calculation difference for year long and semester classes at the two levels. At the middle and high school, there are two options: either Pass/Pass +/-Fail or numerical grade. Students who wish to take the option to receive a numerical grade for a course must indicate that choice by June 5 at the middle school and June 8 at the high school; otherwise, the default is Pass/Pass +/-Fail. The request must be in writing by email so that the district has a receipt of the request. Middle school courses that offer high school credit if criteria is met will still work that way.</li><li>• Mr. Failla suggested that the deadline to choose the numerical option be strongly emphasized so students and parents are well aware.</li><li>• Ms. DiCorpo said if a student has not been able to access content, teachers will issue an incomplete. Students will have through September of 2020 to complete the content. The district will work on a case by case basis to see what the obstacles are and offer support.</li><li>• Mr. Failla said the plan reflects tremendous work and effort to meet the variety of student needs. It is fair and provides options.</li><li>• Mrs. McInerney said she appreciates the two options offered to students. She asked why there is no Honor Roll for the 4<sup>th</sup> marking period.</li><li>• Ms. DiCorpo said they looked at other surrounding area schools and they are also not doing a 4<sup>th</sup> quarter Honor Roll. Based on the inequities of distance learning under COVID-19, they don’t want to penalize students due to circumstances out of their control.</li><li>• Mr. Shugrue agreed, saying some students who would normally be high powered in a</li></ul> |  |
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|  | <p>brick and mortar classroom are struggling in distance learning. The absence of the Honor Roll aligns with the state motto of “no harm” grading.</p> <ul style="list-style-type: none"><li>• The committee discussed the various scenarios relating to student choice of option 1 or 2.</li><li>• Dr. Parker clarified that the Pass/Pass +/-Fail or numeric choice is by course so if a student grade is not as high in one class, the student may choose Pass/Pass +/-Fail for that class only, and still elect numerical grades for other classes.</li><li>• Mrs. McNerney said she thinks the fact that it is not “all or nothing” is helpful. She said students must also weigh that all grades may not be in by the beginning of June.</li><li>• Ms. DiCorpo said there are no final exams to factor in under this plan and they are working with teachers and administrators to keep grades up to date in the portal, so that should not be a factor in the decision.</li><li>• Dr. Parker said the overall intent of the plan is to be fair and give credit, while not penalizing students due to the closure of schools. The focus is on supporting students and teachers.</li><li>• Mr. Failla said colleges and universities are also well aware of the struggle, and have said they will be more flexible in their thought processes regarding grades for admissions.</li><li>• Mr. McCauley asked if the district is tracking students who are not participating. Dr. Parker said they are. In general, participation for all schools is in the high 90%. She had sent the Board a snapshot of distance learning attendance previously, and will provide an update.</li><li>• Mr. McCauley asked if there is follow up for the students who are not participating. Ms. DiCorpo said there is. Counselors and social workers, as well as teachers, reach out to the family to offer support. She said live interactions are also helping with that. She said these cases are why the incomplete option</li></ul> |  |
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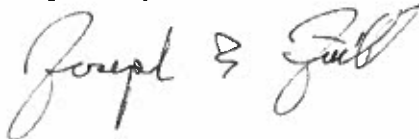


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|           | <p>is so important.</p> <ul style="list-style-type: none"> <li>• Mrs. McInerney asked who will grade the incompletes and when. Ms. DiCorpo said they are working through the structure with administrators, but it will be the teacher of record who will review, with support.</li> </ul> <p><b>B. NMHS Graduation for the Class of 2020</b></p> <ul style="list-style-type: none"> <li>• Mr. Shugrue said he feels horrible both for the teachers retiring this year and for the senior students who are missing out on the many rites of passage that senior year provides. He said the intent of the proposed graduation plan is to provide a celebratory personal touch within the confines of the pandemic. He held a virtual meeting with representatives from the Grad Party, PTO, and Band Boosters last week regarding the “senior experience”. He is meeting with the NM Chief of Police on Wednesday to discuss a graduation parade that will incorporate families and the community.</li> <li>• The plan is to distribute caps and gowns ahead of time to graduates who will, at a date still to be determined, line up in one car each with their family at SNIS to participate in a motor parade down Route 7 to the high school where they will be presented with their diploma and graduation program. The car may be decorated however the graduate wishes. Speeches will be recorded and available on Youtube. Students will be instructed to tune to an FM channel when they arrive at the high school that will be broadcasting graduates’ names. There will be a camera crew at both SNIS and NMHS recording the event. Adult Education graduates will be incorporated the same way.</li> <li>• Mrs. McInerney said she thinks the proposal sounds great. She said she hopes that the Class can get together sometime in the future for a structured in person celebration of some kind.</li> </ul> | <p><b>B. NMHS Graduation for the Class of 2020</b></p> |
| <b>4.</b> | <b>Public Comment</b>   | <b>Public Comment</b>                                  |

- Lisa Mosey, an SMS teacher, said teachers are working hard but it is difficult. She said at SMS teachers have no way of emailing students directly, and it would be helpful if they did. She said she is also concerned about the Fall and how school will look then.
- Sandi asked how honor society cords will be distributed.
- Mr. Failla said Public Comment is not structured for question and answer but, in light of the pandemic, he would allow it tonight if answers are available.
- Dr. Parker said times for pick up of any needed items will be worked out over the next few weeks.
- Sandi suggested the electronic billboard at the high school be utilized to display graduate names and that the local paper be contacted to do the same along with graduate pictures. Mr. Shugrue said he would look into both.
- Wendy Faulenbach said she found the grading presentation very impressive. She likes the flexibility and that it encompasses all students. She suggested that anything in the draft that parents and students need to do be put in bold and highlighted, to make sure it is not missed. She suggested that a rain date be considered for the graduation parade for full enjoyment, since it is an outdoor event.
- Kim Foss, a teacher, suggested the district consider a form that students/parents can use to designate grading options for all classes. That way the requests are all in one place and there is less chance of a teacher missing a request.
- Olga Rella spoke on behalf of the Grad Party. She thanked Mr. Shugrue for including them in the graduation plan and she said they are looking forward to enhancing the senior experience with as many activities as they can.
- Jen Lipari asked if the parade is the only option. Mr. Shugrue said they have been talking about possibilities for weeks but

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|    | <p>holding off until the governor made his decision not to reopen schools for this year. With the size of the Class, over 340 students, and the wish to include the greater community in the celebration while maintaining social distancing, this seems like the best celebration.</p> <ul style="list-style-type: none"><li>• Sharon Chamberlin asked about plans for awards nights and senior scholarship presentations. Mr. Shugrue said they will be in touch with plans to celebrate the events as best they can so that students are recognized.</li><li>• In response to Ms. Mosey's comment regarding SMS student emails, Mr. Rush said he is working out the details with Principal Longo now.</li><li>• Dr. Parker said tonight is just a snapshot of the in depth work that the district team K-12 has been working so hard at every day. She said the principals have done an amazing job. More details will follow as they work through the processes.</li><li>• Mr. Failla thanked all of tonight's participants.</li></ul> |  |
| 5. | <p><b>Adjourn</b></p> <p>Mrs. McInerney moved to adjourn the meeting at 8:51 p.m., seconded by Mr. McCauley and passed unanimously.</p>  | <p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:51 p.m.</b></p> |

Respectfully submitted:



Joseph Failla, Chairperson  
Committee on Learning

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2020 MAY 13 P 2:58

NEW MILFORD, CT

**Also Present:** Dr. Kerry Parker, Superintendent  
Mr. Kevin Munrett, Facilities Director  
Mr. Nestor Aparicio, Assistant Facilities Director  
Mr. Anthony Giovannone, Director of Operations and Fiscal Services  
Ms. Alisha DiCorpo, Assistant Superintendent  
Mr. Brandon Rush, Technology Director  
Ms. Ellamae Baldelli, Human Resources Director

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| 1. | <b>Call to Order</b>                        | <p>The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley, via Zoom Virtual Meeting. Mr. McCauley said the meeting was being recorded.</p>   | <b>Call to Order</b>                        |
| 2. | <b>Public Comment</b>                       | <ul style="list-style-type: none"> <li>There was none.</li> </ul>   | <b>Public Comment</b>                       |
| 3. | <b>Items for Information and Discussion</b> | <b>Items for Information and Discussion</b>   | <b>Items for Information and Discussion</b> |
| A. | <b>NV5 (formerly Celtic Energy) Update</b>  | <ul style="list-style-type: none"> <li>Mr. Munrett said they are making tremendous progress. The chosen ESCO has been examining the mechanical systems in the schools for the energy audit. They are two weeks ahead of schedule. They have weekly update meetings. Mr. Munrett said he and Jack Healy, from the Town, are talking to NV5 about incorporating UV scanners into the project for health scanning purposes.</li> </ul> | A. NV5 (formerly Celtic Energy) Update      |
| B. | <b>SNIS Elevator</b>                        | <ul style="list-style-type: none"> <li>Mr. Munrett said this project was approved last month. The PO has been issued and materials</li> </ul>   | B. SNIS Elevator                            |

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|  | <p>ordered. There is a two to three week timeframe for the project and they hope to begin by early June.</p>  |   |
|  | <p><b>C. SNIS Air Conditioner - Cafeteria</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said this project was also approved last month. The unit is expected on site by June 22. It should take a week or two to remove the old unit and install the new one. They continue to coordinate with Eversource regarding the \$6,250 rebate.</li> <li>• Mrs. Monaghan asked if the district had received rebates on previous replacements. Mr. Munrett said only on one previously. The rebate is size specific and other replacements were too small to qualify.</li> </ul>  | <p><b>C. SNIS Air Conditioner - Cafeteria</b></p> |
|  | <p><b>D. NMHS Tennis Courts</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said he followed up with the vendor after last month's discussion. The quote for patch and repair of the six courts is \$80,000. Patching by linear foot would be \$62,000. To do post tension concrete, which has a 20-30 year lifespan, is \$450,000. Mr. Munrett asked if the project could be done in phases and the vendor said yes, two courts at a time, but that would drive up the individual price slightly. Mr. Munrett said doing the project in stages would be a problem for tournaments which require usage of all six courts.</li> <li>• Mr. McCauley asked when the courts were last repaired. Mr. Munrett said patching and surface repainting was done in 2014.</li> <li>• Mrs. Rella asked how long the patching usually lasts. Mr. Munrett said it depends on the freeze and thaw cycle and how much water enters cracks. Last time was a full cover and it has been five or six years since then. Mr. McCauley said he was aware cracks returned within a few years last time. He said cement courts can be tough for athletes. Stress fractures may occur due to the hardness of the cement.</li> </ul> | <p><b>D. NMHS Tennis Courts</b></p>               |

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|                    | <ul style="list-style-type: none"> <li>• The committee agreed they would like to see work done on all six courts but questioned funding.</li> <li>• Mr. Munrett said using the Waste Management Fund was brought up last month. Mr. McCauley said he thought it was worthwhile to bring the request to the Town, and asked Mr. Munrett to work with the Superintendent to set up a virtual meeting. Mr. McCauley said he would be happy to attend.</li> </ul>   |                    |
| <b>E. NMHS Gym</b> | <ul style="list-style-type: none"> <li>• Mr. Munrett said it was brought up at last month's meeting that the finish on the floors is peeling. His staff usually coats the floors in the summer. He had four outside vendors come in for pricing to recoat or fully sand and repaint. To recoat would cost approximately \$2,300 for the small gym and \$4,300 for the arena. Full sanding and repainting would be \$13,000 for the small gym and \$30,000 for the arena.</li> <li>• Mrs. Rella asked how long a sand/repaint lasts. Mr. Munrett said it depends on use and wear and tear. Some companies offer a guarantee but the cost is higher.</li> <li>• Mrs. Monaghan asked if the floors had been resanded previously. Mr. Munrett said they were done six years ago when the logos were added. They have maintained them internally since then. He said the floors themselves are in good shape, it is just the finish that is peeling.</li> <li>• Mr. McCauley asked if Mr. Munrett had a recommendation. Mr. Munrett said it depends on what the Board wants to spend, but there is no money budgeted for the project currently. He suggested the usual finish coat be done for now.</li> <li>• Mrs. Monaghan suggested it be added as a project for the next budget cycle.</li> <li>• Mr. Helmus said the Board doesn't know yet if there will be an end of year surplus; perhaps funds might be available there.</li> <li>• Mrs. Monaghan noted with all the uncertainties</li> </ul> | <b>E. NMHS Gym</b> |

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|           | <p>leading into next year, it is difficult to say how much use the floors will even get.</p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said they are pursuing year-end totals but there are many, many uncertainties due to the pandemic, both for this year and next. As such, the list of year-end projects that the Board usually begins to consider annually at this time has not been developed or proposed.</li> <li>• Mr. McCauley said the discussion of the project will be tabled for now.</li> </ul>  |   |
| <b>F.</b> | <p><b>Building Access</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said there is a conference call with the Commissioner of Education on Friday where they are hoping to receive guidance regarding summer activities. In the meantime, maintenance and custodians are in the buildings now readying for pick-ups from staff, and eventually students as needed, to clear out the buildings so they can begin deep cleaning for fall.</li> <li>• Dr. Parker said, as superintendents, they continue to push for decisions to be made in a more timely manner. She said summer is only a month away and they are still waiting for guidelines for summer learning and what will be allowed and required. They are actively looking at all alternatives and reaching out to vendors, all with a focus on safety.</li> <li>• Mr. McCauley asked if there was any guidance for Fall yet from the state. Dr. Parker said none; they are still waiting on guidelines for graduation and summer camps. She said she is very concerned about the delay in decision making and superintendents continue to plead for guidelines. Right now they are planning for the "what ifs" without a lot of timely direction from the state. They continue to review any information available in order to look at options.</li> </ul> | <b>F. Building Access</b>                             |
| <b>G.</b> | <p><b>Municipal Building Committee (MBC) Projects</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said there are three projects under</li> </ul>  | <b>G. Municipal Building Committee (MBC) Projects</b> |

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|           | <p>consideration. The RFP for the SNIS oil tank engineering services is out. Regarding the high school roof, the Town grant writer is getting the voluminous paperwork together for state reimbursement. The NES roof, which was the priority before the microburst, is just starting to be a focus.</p> <ul style="list-style-type: none"> <li>• Mr. McCauley asked when work on the high school roof will start. Mr. Munrett said that is hard to say because working with the state for the grant is a lengthy process.</li> <li>• Mrs. Rella said it has been two years since the microburst. She asked if the roof is currently leaking. Mr. Munrett said the tarps are holding for now and they check them regularly.</li> </ul> <p><b>H. Lillis Building Greenhouse</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said that Joe Quaranta had reached out to the district about resuscitating the East Street greenhouse to grow vegetables for community use by organizations such as Camella's Cupboard. He is in favor of the project but wanted to bring it forward to the Board for information and discussion, as he does with any proposed donation.</li> <li>• Mr. Quaranta said he is part of a local non-profit, Helping Hands for Heros, which is a rapid response organization for community services. This particular initiative is in collaboration with local farmers and the Bridgewater Grange, which includes New Milford. They will collaborate to use the greenhouse to expand the space needed for seedlings. Mr. Quaranta said he built the greenhouse 25 years ago for the Youth Agency and now will be renovating it as a "Garden of Life".</li> <li>• The committee members enthusiastically supported the project and thanked Mr. Quaranta for his efforts moving forward.</li> </ul> |                       |
| <b>4.</b> | <b>Public Comment</b>  | <b>Public Comment</b> |



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|    | <ul style="list-style-type: none"><li>• Tammy McInerney said she approves the greenhouse project and thanked Mr. Quaranta.</li><li>• She asked the district to keep in mind how much the special education community is struggling and in distress with distance learning. She said it is just not working for many parents of special education students. She asked that the district provide an ESY program onsite in schools this summer.</li></ul> |   |
| 5. | <b>Adjourn</b><br><br>Mrs. Monaghan moved to adjourn the meeting at 7:33 p.m., seconded by Mrs. Rella and passed unanimously.  | <b>Adjourn</b><br><br><b>Motion made and passed unanimously to adjourn the meeting at 7:33 p.m.</b> |

Respectfully submitted:



Brian McCauley, Chairperson  
Facilities Sub-Committee

**New Milford Board of Education  
Operations Sub-Committee Minutes  
May 12, 2020  
By Zoom Virtual Meeting**

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NEW MILFORD, CT

**Present:** Mrs. Wendy Faulenbach, Chairperson  
Mr. Pete Helmus  
Mrs. Eileen P. Monaghan  
Mrs. Olga I. Rella

**Also Present:** Dr. Kerry Parker, Superintendent  
Ms. Alisha DiCorpo, Assistant Superintendent  
Ms. Ellamae Baldelli, Director of Human Resources  
Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
Mr. Kevin Munrett, Facilities Director  
Mr. Brandon Rush, Director of Technology

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| <b>1.</b> | <b>Call to Order</b><br><br>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:36 p.m. by Mrs. Faulenbach, via Zoom Virtual Meeting.  | <b>Call to Order</b>  |
| <b>2.</b> | <b>Public Comment</b><br><br>• There were no comments.   | <b>Public Comment</b>   |
| <b>3.</b> | <b>Discussion and Possible Action</b><br><br><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b> <ul style="list-style-type: none"> <li>• Mrs. Monaghan asked if there were any retirements. Ms. Baldelli said not for this exhibit.</li> <li>• Mr. Helmus asked why the resignation was rescinded. Ms. Baldelli said the staff member was moving out of state but plans changed.</li> </ul> <p>Mr. Helmus moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> | <b>Discussion and Possible Action</b><br><br><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b><br><br><p><b>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.</b></p> |

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| <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated April 30, 2020</b></li><li><b>2. Purchase Resolution D-734</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked Mr. Giovannone if he wished to highlight any items before she opened up for questions on the Budget Position.</li><li>• Mr. Giovannone said the Position was as of April 30 and that there would be many changes from now until June 30. He said non-certified stipends will have expenditures. Health insurance will likely see movement. Excess cost is due a payment in May. There are pending refunds to such items as student parking. A transfer will be needed for legal fees. The 18-19 fund balance to 19-20 is not reflected yet. These are just examples; there are lots of moving pieces still.</li><li>• Mrs. Faulenbach said this is why the Board reviews these reports monthly. They are fluid.</li><li>• Mrs. Faulenbach asked if there are any remaining actions pending for capital reserve. Mr. Giovannone said there is nothing pending.</li><li>• Mr. Giovannone said he organized the Purchase Resolution a little differently this month to more clearly show purchases from the general fund versus those from grants. He wants to be clear that the Board is not spending down for end of year. He also highlighted the Technology purchases, reminding the Board that they are purchased in chunks throughout the year, with some held to the end of year in case a shift is needed for emergencies or evolving technology.</li><li>• Mrs. Monaghan asked about the Chromebook purchases from CDW, given that EdAdvance had provided consortium pricing prior. Mr. Rush said CDW was cheaper and they are under the state contract as well.</li><li>• Mrs. Faulenbach asked about the unemployment line in the Budget Transfers. Mr. Giovannone said he had said originally that</li></ul> | <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Budget Position dated April 30, 2020</b></li><li><b>2. Purchase Resolution D-734</b></li><li><b>3. Request for Budget Transfers</b></li></ol> |
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|   | <p>he was going to wait until the end of the year to capture this but changed his mind. These claims are unrelated to COVID-19, so doing the transfer now makes it clearer for COVID-19 reporting going forward.</p> <p>Mr. Helmus moved to bring the monthly reports: Budget Position April 30, 2020, Purchase Resolution D-734 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> |  |
| <p>C. Grant</p> <p>1. IDEA Grant</p> <ul style="list-style-type: none"><li>• Mrs. Olson said she provided an overview to the Board last month regarding this grant. The grant starts with goals. These determine where to put funding for students, increasing partnerships with general education and community, compliance paperwork, and PreK and transitional programs. She provided a breakdown by categories of how the money is spent. A large portion is for staffing and training.</li><li>• Mrs. Monaghan asked about goal #7 and the effect of distance learning. Mrs. Olson said they are doing the best they can. All students are getting services, though not always together, through the preschool teachers and through SLP, OT, and PT when warranted.</li><li>• Mrs. Monaghan asked if staffing numbers will change as a result of the grant money. Mrs. Olson said they use the funding to keep the staff they have and move them as needed.</li></ul> <p>Mrs. Rella moved to bring the IDEA Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> | <p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated April 30, 2020, Purchase Resolution D-734, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Grant</b></p> <p><b>1. IDEA Grant</b></p> <p><b>Motion made and passed unanimously to bring the IDEA Grant to the full Board for approval.</b></p>   |  |

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| <p><b>D.</b></p>                  | <p><b>Bid Award</b></p> <p><b>1. Copier Services</b></p> <ul style="list-style-type: none"> <li>• Mr. Rush said eight vendors bid, and four were fully vetted. He is recommending continuing with the current vendor, Ricoh. They provide excellent service and flexibility within the COVID-19 environment. They also provide cost avoidance in that there will be no expense to remove currently leased and owned copiers.</li> <li>• Mrs. Faulenbach noted that five-year pricing was presented and questioned whether the Board should be making a five-year commitment at this time with all the current uncertainties. She asked how the contract is billed. Mr. Giovannone said monthly, with any overage charges towards the end of the year.</li> <li>• Mrs. Faulenbach said she would like to see more options for flexibility, such as 1 year and 3 year pricing.</li> <li>• Mr. Helmus asked about warranties. What happens if a copier is not used for some reason, such as the current crisis. When does the warranty start, with receipt of machine or use?</li> <li>• Mr. Giovannone said the intent with a new contract is to provide coverage for any needed repairs and clear out owned machines. He said he recommends continuing to work with Ricoh while negotiating the scope of that work.</li> <li>• Mrs. Faulenbach said the minutes could reflect that intention. She said she would like to see additional options defined before bringing the actual bid award to the Board.</li> <li>• It was agreed to bring the bid back to the June Operations meeting. There was no motion, but Mrs. Faulenbach said the Chair could choose to bring the topic to the full Board for information and discussion.</li> </ul> | <p><b>D. Bid Award</b></p> <p><b>1. Copier Services</b></p>                                       |
| <p><b>4.</b></p> <p><b>A.</b></p> | <p><b>Items of Information</b></p> <p><b>Substitute Recruitment and Retention Services</b></p> <ul style="list-style-type: none"> <li>• Ms. Baldelli said the current vendor</li> </ul>   | <p><b>Items of Information</b></p> <p><b>A. Substitute Recruitment and Retention Services</b></p> |

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|           | <p>approached her and Mr. Giovannone regarding a renewal of services. Per Policy, that will require an RFP, which will be prepared and brought to the June Operations meeting.</p> <ul style="list-style-type: none"> <li>• Mrs. Rella asked about coverage percentages with ESS. Ms. Baldelli said it varies by category. ESS has upped the percentages for teachers and paraeducators, and also provides custodian and nurse subs. She said they provide recruitment resources that the district could not do in-house.</li> </ul>  |                                      |
| <b>B.</b> | <b>Update on 2019-2020 Budget</b>   | <b>B. Update on 2019-2020 Budget</b> |
| <b>C.</b> | <b>Update on 2020-2021 Budget</b>   | <b>C. Update on 2020-2021 Budget</b> |
|           | <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said both budgets have lots of unknowns. The 19-20 budget is very tricky, with unknowns in savings and expenditures. The Board Chair, Superintendent and others have done a lot of work already to weed through details that change daily. She said it was already discussed at tonight's Facilities meeting that there was no proposed list of end of year projects as would normally be seen annually. She said last year the Board worked with the Town on line items, capital and five-year capital, to partner with the Town regarding possibilities for funding and cost savings. She suggested a similar meeting be set up for this year.</li> <li>• Dr. Parker said they continue to dialogue with the Town on needs going forward, such as the UV scanners that were referenced during the Facilities meeting. Town buildings will have the same needs for cleaning, public access etc. going forward so it makes sense to partner for savings. It will be important to keep that in mind for unexpected expenses going forward.</li> <li>• Mrs. Faulenbach said we just don't know at this point what the end of year balance will be, how it may be used, and what set up with be needed and/or allowed for 20-21. These are important conversations to have. She said the</li> </ul> |                                      |

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|    | <p>20-21 budget has been reduced right now. The Board will need to look at how to meet that reduction.</p> <ul style="list-style-type: none"> <li>• Mr. Helmus said the questions are just like the answers right now, there is so much chaos it is hard to answer anything. He appreciates the effort to get numbers together but it is just not possible to be specific right now.</li> <li>• Mrs. Faulenbach agreed that numbers will change right into and through June. They need to identify savings and expenditures and the best way to move forward.</li> <li>• Mr. Giovannone said historically the budget at year end is usually within a ½ of 1%. He likened that to landing a 747 on the head of a pin. This year he said it is like doing that with a tornado added.</li> <li>• Mrs. Faulenbach said it is a process. The Board will continue to look at monthly reports, review expenditures and savings and continue to dialogue the best way to close out this year and see where we are going to be at next year. She said we need to look at how we use our end of year balance to close out this year, maybe offset something in the future, and try and gauge expenditures we may be looking at in the future. Those are the buckets we are looking at.</li> </ul> |                       |
| 5. | <p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Olga Rella spoke on behalf of the Grad Party. She said they are planning a Virtual Party for seniors on June 20 at 9 PM and is requesting that seniors be allowed to keep borrowed Chromebooks through then.</li> <li>• Cynthia Nabozny spoke on behalf of the Grad Party. She said they will be checking with the Technology department to make sure the Chromebooks support the Virtual Party experience.</li> </ul>  | <b>Public Comment</b> |
| 6. | <b>Adjourn</b>  | <b>Adjourn</b>        |

**New Milford Board of Education  
Operations Sub-Committee Minutes  
May 12, 2020  
By Zoom Virtual Meeting**

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|  | Mrs. Monaghan moved to adjourn the meeting at 8:41 p.m. seconded by Mrs. Rella and passed unanimously. | <b>Motion made and passed unanimously to adjourn the meeting at 8:41 p.m.</b> |
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Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee