

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

BOARD OF EDUCATION
MEETING NOTICE

DATE:	April 27, 2021
TIME:	7:00 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

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

There will be live public comment offered through the Zoom format for items on the agenda. Public comment may also be emailed to suptoffice@newmilfordps.org for distribution to Board members.

Join Zoom Meeting

<https://zoom.us/j/98516143171?pwd=Yk8vY0k1Z3BXSmZwaVZoR2ZldlB3UT09>

Meeting ID: 985 1614 3171

Passcode: 906564

One tap mobile

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Dial by your location

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Find your local number: <https://zoom.us/u/adKjUA3xFn>

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NEW MILFORD, CT

AGENDA

New Milford Public Schools Mission Statement

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

1. CALL TO ORDER

A. Pledge of Allegiance

2. RECOGNITION

- A. NMPS Stars: Alessandro Amenta, Donna Difabbio, Amy D’Orio, Danielle Kiser, Tammy Siegle, Christine Zona

3. PUBLIC COMMENT

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

4. PTO REPORT

5. APPROVAL OF MINUTES

- A. Approval of the following Board of Education Meeting Minutes
1. Regular Meeting Minutes March 16, 2021
 2. Special Meeting Minutes March 23, 2021
 3. Special Meeting Minutes April 6, 2021

6. SUPERINTENDENT’S REPORT

7. BOARD CHAIRMAN’S REPORT

8. DISCUSSION AND POSSIBLE ACTION

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated April 27, 2021
- B. Monthly Reports
1. Budget Position dated March 31, 2021
 2. Purchase Resolution: D-745
 3. Request for Budget Transfers
- C. Gifts & Donations
1. New Milford PTO - Exhibit B
 2. Anonymous Donor
 3. Kimberly Clark
- D. Grant Approval
1. Adult Education Grant ED 244
- E. Policies for Second Review
1. 3000 Concept and Roles in Business and Non-Instructional Operations
 2. 3110 Budget Planning
 3. 3160 Budget and Transfer of Funds
 4. 3230 Federal Funds
 5. 3231 Medical Reimbursement for Special Education Students
 6. 6200 Adult Education
- F. Policies for First Review
1. 3152 Spending Public Funds for Advocacy
 2. 3300 Purchasing
- G. Food and Nutrition Services – Exhibit C
1. Healthy Food Certification Statement
 2. Food Certification Exemptions for School Fundraisers
 3. Beverage Certification Exemptions
- H. New Milford Fire Request
- I. Maxx Facilities Upgrades
- J. NMHS Electronic Sign

9. ITEMS FOR INFORMATION AND DISCUSSION

- A. Staples Donation
- B. ESSER II Funding
- C. 2021 COVID-19 Special Education Stipend
- D. Enrollment Study and Feasibility Study Updates
- E. Facilities End of Year Project
- F. District-wide Access Card System

10. DISCUSSION AND POSSIBLE ACTION

- A. Discussion of Superintendent's request for approval of employment contract's carryover provision; Interim SMS Assistant Principal; and Sherman contract. Executive Session Anticipated. The Board may take action when it returns to public session.

11. ADJOURN

ITEM OF INFORMATION

Policy Subcommittee Minutes – April 6, 2021

**New Milford Board of Education
 Regular Meeting Minutes
 March 16, 2021
 Sarah Noble Intermediate School Library Media Center**

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

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Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Mrs. Catherine Calabrese, Interim Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Kevin Munrett, Director of Facilities Mr. Brandon Rush, Director of Technology Mrs. Catherine Gabianelli, Director of Human Resources Mr. Nestor Aparicio, Assistant Director of Facilities
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1. A.	Call to Order Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:04 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2. A. B.	Recognition NMPS Stars: Cindy Cotter, Todd Miltimore, Jennifer Morrison, Nicole Orletski, Giles Vaughan <ul style="list-style-type: none"> ● Ms. DiCorpo congratulated the monthly “Stars” and read the comments submitted by the person who nominated them. Board of Education Appreciation for Service <ul style="list-style-type: none"> ● Ms. DiCorpo said March is Board of Education Appreciation Month. On behalf of the district and school staff, she thanked the Board for the 	Recognition A. NMPS Stars: Cindy Cotter, Todd Miltimore, Jennifer Morrison, Nicole Orletski, Giles Vaughan B. Board of Education Appreciation for Service

	<p>countless hours, tireless effort, and commitment to help the district achieve our goals, align funding in the local budget to support the schools and adopt policies in support of the district.</p>	
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> ● Joe Failla said he attended the last Policy subcommittee meeting via Zoom and he couldn't hear meeting participants well due to masks and the general set up. He would like the Board to make adjustments for clarity and sound. 	<p>Public Comment</p>
<p>4.</p>	<p>PTO Report</p> <ul style="list-style-type: none"> ● Mrs. Mandi MacDonald said the K-8 school PTOs are all wrapping up book fairs. All schools are already looking ahead to make plans for teacher and bus driver appreciation coming up in early May. ● Hill & Plain had a very successful read-a-thon and is making plans for a 2nd grade send-off celebration. ● NES also had a successful read-a-thon and one class that read the most will get to celebrate with a pajama day! ● SNIS has provided treats and goodies for the teachers to welcome them back into full classes five days a week. SNIS will also be selling flowergrams for students and parents to show a little extra kindness toward each other and boost school spirit. ● Schaghticoke PTO sold swag bags with a Willy Wonka theme and several students won a golden ticket to shop the Scholastic book fair! ● The HS PTO is running restaurant wars. Each class has an assigned night at All Aboard Pizzeria. A PTO member who is an artist is doing paint nights with the next one geared toward a design for the 2021 Senior class. ● The town-wide PTO will be running a couple more fundraisers to put toward scholarships for 	<p>PTO Report</p>

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	<p>Seniors. Keep your eyes and ears open for Krispy Kreme coming soon!</p>	
<p>5.</p> <p>A.</p>	<p>Approval of Minutes</p> <p>Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes February 23, 2021</p> <p>Mrs. Rella moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes February 23, 2021, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mrs. McNerney said she wanted to clarify the comments attributed to her on page 8 of the minutes. She was in favor of the laptop purchases replacing desktops down the road as the laptops are rolled out and the desktops come to end of service. <p>The motion passed unanimously.</p> <p>2. Special Meeting Minutes March 9, 2021</p> <p>Mrs. McNerney moved to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 9, 2021, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p>	<p>Approval of Minutes</p> <p>A. Approval of the following Board of Education Meeting Minutes:</p> <p>1. Regular Meeting Minutes February 23, 2021</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes February 23, 2021.</p> <p>2. Special Meeting Minutes March 9, 2021</p> <p>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Special Meeting Minutes March 9, 2021.</p>
<p>6.</p>	<p>Superintendent's Report</p> <ul style="list-style-type: none"> • Ms. DiCorpo said the SNIS reopen to in person learning on March 15 went smoothly. She said she may be speaking to the police about adding an officer for traffic control in the afternoon. She completed successful post-reopening walkthroughs at HPS and NES with Health 	<p>Superintendent's Report</p>

	<p>Director Lisa Morrissey. A Parent Night for parents of remote students is planned for April 1st from 6-7 PM via Zoom. The district will have a planned remote learning week from April 19-23, following April vacation. SMS and NMHS are planning for reopen on April 26.</p> <ul style="list-style-type: none">● Field trip requests will be considered on a venue by venue basis in consultation with the Health Director. Two were approved in September by the Board and will go forward: the Sherman parade and the senior trip.● Mr. Lipinsky couldn't be here tonight but he provided an update to share. The winter season has been a success for New Milford. Although many schools around us had to quarantine certain teams, New Milford has made it through up to this point without having to quarantine any teams. Many of our teams are in postseason play at this point. Spring sports will be starting Saturday, March 27. All spring sports were given the green light to participate this spring. We will be continuing with our daily COVID screenings and check in at the start of each practice. Each spring sport will have an almost full schedule of competitions for the regular season and any tournaments. Mr. Lipinsky said they are excited for the spring coaches and athletes to get started after not having an in person spring last year. The unified sports spring season for track and field begins at NMHS on April 1st.● Updated Kindergarten registrations are at 75 students at NES (up 3 from last week) and 62 students (up 6 from last week) at HPS.● Ms. DiCorpo said she was fortunate to attend a virtual author visit for SMS, sponsored by the PTO, featuring an author who specializes in graphic novels. She thanked the PTO and the SMS instructional coaches for arranging the visit.● Parent conferences were held Wednesday and Thursday last week across the district.● All staff, bus drivers, substitutes and contracted service providers were offered vaccination	
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	<p>appointments. At this point, all staff who had their first appointments will have their second appointment within the next two to three weeks.</p> <ul style="list-style-type: none"> ● We held our weekly COVID review with the Health Director, Medical Advisor and head nurses. This week, there was 1 student positive case at HPS and 1 staff positive case at SNIS. ● On February 22nd, Dr. Ames Sikora from Columbia University presented “Parenting in a Pandemic: Strategies for Transitioning Back, Staying Strong, and Keeping It Together” as part of our Parents as Partners series. There was a high turnout and the response was very positive. ● Ms. DiCorpo thanked Mr. Rush for his service to the district and wished him well. 	
<p>7.</p>	<p>Board Chairman’s Report</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach also thanked Mr. Rush for his service. She said the April Facilities and Operations subcommittee meetings will not be held and all business will be brought to the full Board meeting on April 27. She reached out to the Chair of the Board of Finance for the next step in the budget process time frame. Nothing is set yet but the estimate is mid April. ● Regarding the public comment made earlier, Mrs. Faulenbach said the Board has been meeting in person for some time now and it has been a collaborative effort in conjunction with the virtual Zoom format. The intent is to move forward with all in person. Members who cannot attend a meeting should let the Chair know so an alternate may be tapped when available. ● She said she had a brief conversation with the Mayor this afternoon about another matter, and following that conversation she will be bringing a motion forward under the monthly reports. 	<p>Board Chairman’s Report</p>
<p>8.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of March 16, 2021 (Revised)</p>	<p>Discussion and Possible Action</p> <p>A. Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of</p>

	<p>Mrs. Rella moved to approve Revised Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of March 16, 2021, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> ● Mr. McCauley noted the seven teacher retirees on the Exhibit. He thanked them for their many years of service. He added his thanks to Mr. Rush for his technology support to parents, students and staff during this difficult time. He said the Board needs to see how they can retain talented staff. ● Mrs. Faulenbach said the retirees were highlighted at the Operations meeting too. She agreed it is difficult to capture the experience lost with their leaving. ● Mrs. Gabianelli highlighted the other various positions on the report. <p>The motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated February 28, 2021 2. Purchase Resolution: D-744 (Revised) 3. Request for Budget Transfers <p>Mrs. Rella moved to approve monthly reports: Budget Position dated February 28, 2021; Revised Purchase Resolution D-744; and Request for Budget Transfers, seconded by Mrs. McInerney.</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach said they had an overview of financials at Operations where they looked at line items and lost revenue. She asked about excess cost. ● Mr. Giovannone said the district received notification of the first payment today. It is \$655,154, which is over the original budgeted amount, even without the May payment to come. This is favorable to revenue, unlike other lines. 	<p>Absence as of March 16, 2021 (Revised)</p> <p>Motion made and passed unanimously to approve Revised Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of March 16, 2021.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated February 28, 2021 2. Purchase Resolution: D-744 (Revised) 3. Request for Budget Transfers <p>Motion made and passed unanimously to approve monthly reports: Budget Position dated February 28, 2021; Revised Purchase Resolution: D-744; and Request for Budget Transfers.</p>
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- Mrs. McInerney asked how much is expected in May. Mr. Giovannone said it varies based on statewide caps but this first payment is usually about 80% of the total amount.
- Mr. Giovannone noted that the COVID requests on tonight's purchase resolution are not included on page 5 of 5 of the budget position. They will appear in April if approved.
- Mrs. McInerney noted the request for tent and chair rentals and she asked if any thought has been given to purchase since they may be needed beyond this year.
- Ms. DiCorpo said they want to see how they function this spring. She was also not sure if they are designed to be used in fall and winter.
- Mr. Munrett said they are just rented through June for now, not permanent structures.
- Mr. Helmus asked if the zoning permits view them as temporary and Mr. Munrett said they do.
- Mr. Failla noted with a rental, set up and removal are included so there are fewer liability concerns.
- Ms. DiCorpo noted there were no chairs requested at the high school level because they have sufficient on hand.

The motion passed unanimously.

- Mrs. Faulenbach asked for a motion that the Board, according to policy 3300, authorize up to \$12,000 from repair line BFE2624354301 for the designated purpose of NMHS tennis court repairs.

Mr. McCauley moved that the Board, according to policy 3300, authorize up to \$12,000 from repair line BFE2624354301 for the designated purpose of NMHS tennis court repairs, seconded by Mrs. Rella.

- Mrs. Faulenbach said this item came up today as an issue. The Town had set aside \$79,000 from Waste Management for the tennis courts project, pending final audit approval. In the meantime, it has been a tough winter and additional repairs are needed to fill cracks. That estimate is \$8,000.

Motion made and passed unanimously that the Board, according to policy 3300, authorize up to \$12,000 from repair line BFE2624354301 for the designated purpose of NMHS tennis court repairs.

	<p>The rest of the amount requested is a differential from the original bid of a year ago. She said at Operations it was noted that the repair line was favorable. Tennis season starts March 27. If the repair is to be made before then, Board approval is needed tonight.</p> <ul style="list-style-type: none">● Mrs. McInerney agreed the courts must be fixed; they are in bad condition, but she asked why there is a difference from what the vendor bid in the fall. She also asked if the Board could request reimbursement from the Town.● Mr. Munrett said the original bid was higher than the money that had been funded in the capital plan so the project could not be funded from there.● Mrs. Faulenbach said at the end of the fiscal year, the Town allocated funding pending the audit, that was not until this winter. In the meantime there was more deterioration. The Board is grateful for Town funding, but the project is now short overall. She said she supports bringing this project to completion at the cost of \$12,000 with the rest coming from Waste Management.● Mrs. McInerney asked if it was possible to get additional money from Waste Management and Mrs. Faulenbach said it was doubtful and that there is an opportunity here to use the repair line.● Mrs. Rella asked Mr. Munrett if he was comfortable taking this funding out of the repair line and Mr. Munrett said yes.● Mrs. Faulenbach said if other repairs come up, there is still movement possible in some lines. She asked Mr. Giovannone if it was fair to say that money will be available at end of year, Mr. Giovannone said yes and using that line does not require a transfer for the project.● Mr. Helmus said he has asked previously what the “use by date” of the contractor was for the quote. He said the question has never been answered. He is not in favor of going back to the Town for more funds. He asked if the contractor can complete the project by March 27, the start of the tennis seasons.	
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	<ul style="list-style-type: none">• Mrs. Faulenbach said the crack repair will be done by then, not the whole project. This is to make the courts playable safely.• Mr. Helmus said if it is a safety issue then it must be taken care of.• Mr. McCauley said we owe it to our student athletes to take care of this repair.• Mrs. McInerney asked when the full project will be done. Mr. Munrett said after the season in early June.• Mrs. Faulenbach noted that our buildings will be very busy this summer with facilities projects and students. She said it is important to keep the Board and public aware of the schedule.• Mrs. Nabozny asked if the windscreens are going up and Mr. Munrett said they are. <p>The motion passed unanimously.</p> <p>C. Gifts & Donations 1. New Milford PTO - Exhibit B (Revised)</p> <p>Mrs. Rella moved to approve Gifts & Donation New Milford PTO - Exhibit B (Revised) in the amount of \$8,939.40, seconded by Mr. McCauley.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said these donations are so appreciated. <p>The motion passed unanimously.</p> <p>D. Authorization of Signatory on School District Accounts</p> <p>Mrs. McInerney moved to approve the Authorization of Signatory on School District Accounts, seconded by Mrs. Rella.</p> <ul style="list-style-type: none">• Mrs. Faulenbach said this is self explanatory. <p>The motion passed unanimously.</p> <p>E. Policies for First Review 1. 3000 Concept and Roles in Business and Non-</p>	<p>C. Gifts & Donations 1. New Milford PTO - Exhibit B (Revised)</p> <p>Motion made and passed unanimously to approve Gifts & Donation New Milford PTO - Exhibit B (Revised) in the amount of \$8,939.40.</p> <p>D. Authorization of Signatory on School District Accounts</p> <p>Motion made and passed unanimously to approve the Authorization of Signatory on School District Accounts.</p> <p>E. Policies for First Review 1. 3000 Concept and Roles in</p>
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<p>Instructional Operations</p> <ol style="list-style-type: none"> 2. 3110 Budget Planning 3. 3160 Budget and Transfer of Funds 4. 3230 Federal Funds 5. 3231 Medical Reimbursement for Special Education Students 6. 6200 Adult Education <ul style="list-style-type: none"> • Mrs. Faulenbach said this starts the review of the 3000 series. These policies are on for first review. There was a brief call with the attorney following the Policy meeting for clarification and they will report back to Policy and then bring them back to the Board for second review. Policy 6200 was not discussed fully at Policy yet so it too will go back to the Policy subcommittee prior to second review at the full Board. • Mr. Failla said that policy 6200, section III, discusses waiving fees for adults with disabilities and those 62 years and older. He asked if that is done currently. Ms. DiCorpo said no, but it is anticipated that it will be if the revision is approved. • Mr. Failla noted the “catch all” nature of the courses described in Section II B. Ms. DiCorpo said this allows the facilitator flexibility to create courses as needed either due to state mandate or local interest. • Mr. Failla asked if classes are open to all. Ms. DiCorpo said enrichment classes are. The GED program is open to those who meet criteria. • Mr. Failla asked for Adult Education enrollment numbers. Mrs. Calabrese said she would check. <p>F. Approval of the Following Curricula</p> <ol style="list-style-type: none"> 1. Introduction to Video Productions 2. Kindergarten General Music 3. Grade 1 General Music 4. Grade 2 General Music 5. Grade 3 General Music 6. Health Grade 1 7. Health Grade 2 8. Health Grade 3 	<p>Business and Non-Instructional Operations</p> <ol style="list-style-type: none"> 2. 3110 Budget Planning 3. 3160 Budget and Transfer of Funds 4. 3230 Federal Funds 5. 3231 Medical Reimbursement for Special Education Students 6. 6200 Adult Education <p>F. Approval of the Following Curricula</p> <ol style="list-style-type: none"> 1. Introduction to Video Productions 2. Kindergarten General Music 3. Grade 1 General Music 4. Grade 2 General Music 5. Grade 3 General Music 6. Health Grade 1
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<p>9. Health Grade 4 10. Health Grade 5</p> <p>Mrs. Nabozny moved to approve the following curricula:</p> <ol style="list-style-type: none"> 1. Introduction to Video Productions 2. Kindergarten General Music 3. Grade 1 General Music 4. Grade 2 General Music 5. Grade 3 General Music 6. Health Grade 1 7. Health Grade 2 8. Health Grade 3 9. Health Grade 4 10. Health Grade 5 <p>Seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p>	<p>7. Health Grade 2 8. Health Grade 3 9. Health Grade 4 10. Health Grade 5</p> <p>Motion made and passed unanimously to approve the following curricula:</p> <ol style="list-style-type: none"> 1. Introduction to Video Productions 2. Kindergarten General Music 3. Grade 1 General Music 4. Grade 2 General Music 5. Grade 3 General Music 6. Health Grade 1 7. Health Grade 2 8. Health Grade 3 9. Health Grade 4 10. Health Grade 5
<p>G. COVID-19 Related Materials and Staffing Requests (Revised)</p> <p>Mrs. Rella moved to approve the COVID-19 Related Materials and Staffing Requests, as revised, in the amount of \$160,894.20, seconded by Mr. McCauley.</p> <ul style="list-style-type: none"> • Mr. Failla noted the incredible expenses resulting from the pandemic, with over \$100,000 for shields alone just tonight. He said we are fortunate to have funding. • Mrs. Faulenbach noted the purchases have been done piecemeal throughout the year as needed. She said there are more conversations to come. <p>The motion passed unanimously.</p>	<p>G. COVID-19 Related Materials and Staffing Requests (Revised)</p> <p>Motion made and passed unanimously to approve the COVID-19 Related Materials and Staffing Requests, as revised, in the amount of \$160,894.20.</p>
<p>H. Textbook Approvals</p> <p>Mrs. McInerney moved to approve the following textbooks: <u>Ways of the World</u> and <u>Updated Myers' Psychology for the AP Course</u>, seconded by Mrs.</p>	<p>H. Textbook Approvals</p> <p>Motion made and passed unanimously to approve the following textbooks: <u>Ways of the World</u> and</p>

<p>Rella.</p> <ul style="list-style-type: none">• Mr. Failla said he was sorry not to have enough time to read them all. <p>The motion passed unanimously.</p> <p>I. NMHS Roof Replacement Project Certification for Bidding</p> <p>Mr. Failla moved that the Board approve the following certification for the NMHS Roof Replacement Project:</p> <p>The New Milford Board of Education hereby certifies that these final plans and project manual(s) as prepared for bidding and dated March 12, 2021, and the professional cost estimate, completed in accordance with Level 3 of ASTM International Standard E1557, Standard Classification of Building Elements and Related Sitework-UNIFORMAT II for the New Milford High School Roof Replacement Project, dated March 12, 2021, have been reviewed and approved for this project on the dates shown above.</p> <p>Seconded by Mrs. Nabozny.</p> <ul style="list-style-type: none">• Mr. Dean Petrucelli, architect for Silver Petrucelli and Associates, was present to answer questions. He said his firm has worked on over 600 school projects throughout the state, most through the state reimbursement program. This roof project is eligible for 46% reimbursement. A laborious process is required for approval. Many pieces are required by the state. The application was approved last week, and a state project number assigned. Now numerous forms and signatures are needed prior to the project being approved by the state for public bidding. This motion is another piece. The Board is accepting “the project in theory” tonight in advance of state review and bidding. The project will be bid for a metal roof, with asphalt as a deduct. The metal roof is preferred by all. Bids	<p><u>Updated Myers’ Psychology for the AP Course.</u></p> <p>I. NMHS Roof Replacement Project Certification for Bidding</p> <p>Motion made and passed unanimously that the Board approve the following certification for the NMHS Roof Replacement Project:</p> <p>The New Milford Board of Education hereby certifies that these final plans and project manual(s) as prepared for bidding and dated March 12, 2021, and the professional cost estimate, completed in accordance with Level 3 of ASTM International Standard E1557, Standard Classification of Building Elements and Related Sitework-UNIFORMAT II for the New Milford High School Roof Replacement Project, dated March 12, 2021, have been reviewed and approved for this project on the dates shown above.</p>
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	<p>will be delivered to the MBC.</p> <ul style="list-style-type: none"> ● Mrs. Faulenbach said it has been a long road to get to this point and she asked about the time line going forward. ● Mr. Petrucelli said the bid should be awarded by May with a contractor ready to begin in June. He said bidding is done according to money and time so the length of time of the project will vary depending on the contractor chosen. He said most of the heavy lifting should be complete by September. ● Mrs. McInerney asked if work can be done when school is in session. Mr. Petrucelli said yes by code, but the heavy work is ideally done best when the buildings are not occupied. ● Mr. McCauley asked if the Board has a say should the MBC choose the asphalt option. Mr. Petrucelli said he can't speak to that. ● Mrs. Faulenbach said Board members are in the loop for MBC meetings. ● Mr. McCauley said he will speak loudly against asphalt if it is considered. ● Mrs. Nabozny said she agrees with Mr. McCauley. The high school has had issues with the asphalt shingles for many years. ● Mr. Petrucelli agreed the shingle roof had significant issues even prior to the microburst. He said they were very brittle due to lack of ventilation below. At the time, the project met requirements and industry standards. He is confident that if the MBC does go with the shingle option it can be warrantied for 30 years under current industry standards. He reiterated that the preferred option is the metal roof and said that the MBC just wants to weigh all options. <p>The motion passed unanimously.</p>	
<p>9.</p> <p>A.</p>	<p>Items for Information and Discussion</p> <p>ESSER II Funding</p> <ul style="list-style-type: none"> ● Ms. DiCorpo said she attended a CASBO 	<p>Items for Information and Discussion</p> <p>A. ESSER II Funding</p>

	<p>webinar on this topic with Mr. Giovannone. She said the application is due by April 5. We are waiting on a coach from CAPSS. Internally, the cabinet started planning on Monday with a review of district data, along with what can and cannot be done with the funding. The cabinet met with building leadership today to solicit their input. There are still a lot of questions. The district is looking closely at any potential additional funding coming from other sources too that may have specific parameters for use. Ms. DiCorpo said we want to make sure to spread needs out appropriately to best capture any funding. It will be a daunting task with developing programs and hiring positions.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted that every district will be looking for the same type of supports, which increases the challenge. • Ms. DiCorpo said they are seeing it already with the summer programs. There is a lot of COVID fatigue in play. • Mrs. Faulenbach asked to see a more detailed explanation of the ESSER II funding and she asked that Ms. DiCorpo keep the Board updated of planning. <p>B. Excess Cost</p> <ul style="list-style-type: none"> • This topic was discussed earlier in the evening. <p>C. BOE 2021-2022 Budget Update</p> <ul style="list-style-type: none"> • Mrs. Faulenbach said they are just waiting on the date from the Board of Finance as the next step. That should be mid-April. 	<p>B. Excess Cost</p> <p>C. BOE 2021-2022 Budget Update</p>
<p>10.</p>	<p>Discussion and Possible Action</p> <p>A. Discussion of and possible action on pending and/or potential litigation regarding closure of out-of-district educational program and reimbursement of tuition from same. Discussion of and possible action on written attorney-client privileged communication</p>	<p>Discussion and Possible Action</p> <p>A. Discussion of and possible action on pending and/or potential litigation regarding closure of out-of-district educational program and reimbursement of tuition</p>

<p>concerning Agriscience contract. Executive Session is anticipated. The Board may take action upon returning to open session.</p> <p>Mrs. McInerney moved that the Board enter into Executive Session for the purposes of discussing both pending and/or potential litigation regarding closure of out-of-district educational program and consequent tuition reimbursement and written attorney-client privileged communication concerning Agriscience contract, and to further move that Superintendent DiCorpo, the Board's legal counsel, Attorney McKeon, and Mr. Anthony Giovannone be invited into Executive Session, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> <p>The Board entered executive session at 8:40 p.m.</p> <p>Mr. Failla left executive session at 9:36 p.m. and the meeting at 9:59 p.m.</p> <p>The Board returned to public session at 10:00 p.m.</p> <p>Mrs. McInerney moved that the Board authorize its legal counsel to take the appropriate steps discussed in Executive Session, up to and including litigation, to seek reimbursement of tuition paid to a subsequently closed, out-of-district educational program; and to further move that the Board authorize its Chair, Superintendent DiCorpo, and its legal counsel to negotiate and otherwise amend the terms and conditions of the Agriscience agreement currently in place with Regional School District No. 12 as discussed in Executive Session, with the understanding that any final agreement will be subject to Board approval, seconded by Mrs. Rella.</p>	<p>from same. Discussion of and possible action on written attorney-client privileged communication concerning Agriscience contract. Executive Session is anticipated. The Board may take action upon returning to open session.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session for the purposes of discussing both pending and/or potential litigation regarding closure of out-of-district educational program and consequent tuition reimbursement and written attorney-client privileged communication concerning Agriscience contract, and to further move that Superintendent DiCorpo, the Board's legal counsel, Attorney McKeon, and Mr. Anthony Giovannone be invited into Executive Session.</p> <p>Motion made and passed unanimously that the Board authorize its legal counsel to take the appropriate steps discussed in Executive Session, up to and including litigation, to seek reimbursement of tuition paid to a subsequently closed, out-of-district educational program; and to further move that the Board authorize its Chair, Superintendent DiCorpo, and its legal counsel to negotiate and otherwise amend the terms and conditions of the Agriscience</p>
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	The motion passed unanimously.	agreement currently in place with Regional School District No. 12 as discussed in Executive Session, with the understanding that any final agreement will be subject to Board approval.
11.	Adjourn Mrs. Rella moved to adjourn the meeting at 10:03 p.m., seconded by Mr. McCauley. The motion passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 10:03 p.m.

Respectfully submitted:



Cynthia Nabozny
Secretary
New Milford Board of Education

**New Milford Board of Education
 Special Meeting Minutes
 March 23, 2021
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Cynthia Nabozny Mrs. Olga I. Rella	RECEIVED TOWN CLERK 2021 MAR 24 A 10:43 
Absent:	Mr. Joseph Failla Mrs. Eileen P. Monaghan	

NEW MILFORD, CT


Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Mr. Brandon Rush, Technology Director
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1. A.	Call to Order Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:02 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> • There was none. 	Public Comment
3. A.	Discussion and Possible Action Consideration and possible approval of proposed Director of Information Technology temporary staffing agreement. Mrs. Rella moved to approve the proposed Director of Information Technology temporary staffing agreement and to authorize the Board Chair to sign the agreement on its behalf, seconded by Mr. Helmus and passed unanimously.	Discussion and Possible Action A. Consideration and possible approval of proposed Director of Information Technology temporary staffing agreement. Motion made and passed unanimously to approve the proposed Director of Information Technology temporary staffing agreement and to authorize the Board Chair to sign the agreement on its behalf.
4.	Adjourn	Adjourn

**New Milford Board of Education
Special Meeting Minutes
March 23, 2021
Sarah Noble Intermediate School Library Media Center**

	Mrs. Rella moved to adjourn the meeting at 7:31p.m., seconded by Mrs. McInerney and passed unanimously.	Motion made and passed unanimously to adjourn the meeting at 7:31p.m.
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Respectfully submitted:



Cynthia Nabozny
Secretary
New Milford Board of Education

**New Milford Board of Education
 Special Meeting Minutes
 April 6, 2021
 Sarah Noble Intermediate School Library Media Center**

DPH

Present:	Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mrs. Cynthia Nabozny Mrs. Olga I. Rella	RECEIVED TOWN CLERK 2021 APR -8 A 7:46
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NEW MILFORD, CT

Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Mrs. Catherine Gabianelli, Human Resources Director Mr. Anthony Giovannone, Director of Operations and Fiscal Services
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1.	Call to Order A. Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:34 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> • There was none. 	Public Comment
3.	Discussion and Possible Action A. Discussion and possible action regarding: MOU between the New Milford Board of Education and the New Milford School Administrators Association; and Interim Facilities Director. Executive session is anticipated. The Board may take action when it returns to public session. Mrs. Rella moved that the Board enter into Executive Session to discuss: MOU between the New Milford Board of Education and the New Milford School Administrators Association; and	Discussion and Possible Action A. Discussion and possible action regarding: MOU between the New Milford Board of Education and the New Milford School Administrators Association; and Interim Facilities Director. Executive session is anticipated. The Board may take action when it returns to public session. Motion made and passed unanimously that the Board enter into Executive Session to discuss: MOU between the New Milford

	<p>Interim Facilities Director; and invite into the executive session Superintendent Alisha DiCorpo, Human Resources Director Cathy Gabianelli and Director of Operations and Fiscal Services Anthony Giovannone, seconded by Mrs. McInerney and passed unanimously.</p> <p>The Board entered executive session at 7:36 p.m.</p> <p>The Board returned to public session at 8:16 p.m.</p> <p>Mrs. Rella moved that the Board of Education approve the MOU between the New Milford Board of Education and the New Milford School Administrators Association and authorize the Board Chair to sign it on its behalf.</p> <p>Seconded by Mrs. Monaghan and passed unanimously.</p> <p>Mrs. Rella moved that the Board of Education approve the appointment of Nestor Aparicio as Interim Facilities Director effective April 9, 2021; 2021 salary is per diem @ \$417.75 per day.</p> <p>Seconded by Mrs. Nabozny and passed unanimously.</p>	<p>Board of Education and the New Milford School Administrators Association; and Interim Facilities Director; and invite into the executive session Superintendent Alisha DiCorpo, Human Resources Director Cathy Gabianelli and Director of Operations and Fiscal Services Anthony Giovannone.</p> <p>Motion made and passed unanimously that the Board of Education approve the MOU between the New Milford Board of Education and the New Milford School Administrators Association and authorize the Board Chair to sign it on its behalf.</p> <p>Motion made and passed unanimously that the Board of Education approve the appointment of Nestor Aparicio as Interim Facilities Director effective April 9, 2021; 2021 salary is per diem @ \$417.75 per day.</p>
4.	<p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 8:19 p.m., seconded by Mrs. Rella and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:19 p.m.</p>

Respectfully submitted:



Cynthia Nabozny
 Secretary
 New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
April 27, 2021

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

- | | |
|--|-------------------------|
| 1. Mrs. Maureen Dunkerton , Special Education Teacher, Hill and Plain School effective June 30, 2021. | Retirement |
| 2. Ms. Ashlee Honiker , Math Teacher, New Milford High School effective June 30, 2021. | Personal Reasons |
| 3. Ms. Patricia Lynch , Science Teacher, Schaghticoke Middle School effective June 30, 2021. | Personal Reasons |
| 4. Mrs. Andrea Norem , English Teacher, New Milford High School effective March 16, 2021. | Personal Reasons |
| 5. Mr. Michael Savo , School Counselor, New Milford High School effective June 30, 2021. | Retirement |
| 6. Mrs. Katherine Sheikh , Elementary Teacher, Sarah Noble Intermediate School effective June 30, 2021. | Personal Reasons |
| 7. Mr. Greg Shugrue , Principal, New Milford High School effective June 30, 2021. | Took position elsewhere |
| 8. Mrs. Teresa Sokaitis , Social Studies Teacher, New Milford High School effective June 30, 2021. | Retirement |

2. CERTIFIED STAFF

b. NON-RENEWALS

- 1. None**

3. CERTIFIED STAFF

c. APPOINTMENTS

- 1. None**

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

- 1. None**

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

- 1. None**

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. **Mr. Kevin Munrett**, Director of Facilities, Central Office effective April 10, 2021.
2. **Mr. Gerson Rivera**, Technology Specialist, District-wide effective May 6, 2021.
3. **Ms. Nicole Scalzo**, Computer Technician I, Hill and Plain School and Northville Elementary School effective March 26, 2021.
4. **Mrs. Veronica Terrell**, Covid Liaison, District-wide effective March 19, 2021.

Took position elsewhere

Took position elsewhere

Separation

Personal Reasons

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. **Mr. Oren Givoni**, Tutor, Hill and Plain School effective April 28, 2021.

Education History:

BS: WCSU

Major: Music Education

\$16.00 per hour

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

- | | |
|--|--------|
| <p>1. Mrs. Sandra Cipolla, Food Service Worker, Northville Elementary School requests an unpaid leave of absence beginning immediately through the end of the 2020-2021 school year</p> | Unpaid |
| <p>2. Mrs. Noelle Fanas, Elementary Teacher, Northville Elementary School requests an unpaid leave of absence from March 23, 2021 through the end of the 2020-2021 school year.</p> | Unpaid |
| <p>3. Mrs. Oligerta Gjoka-Hughes, Math Teacher, New Milford High School requests an unpaid leave of absence from May 26, 2021 through the end of the 2020-2021 school year.</p> | Unpaid |
| <p>4. Mrs. Jaclyn Mattison, Special Education Teacher, Hill and Plain School requests an unpaid leave of absence from April 9, 2021 through the end of the 2020-2021 school year.</p> | Unpaid |



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	29,661,381	0	29,661,381	20,637,525	8,582,720	441,136	98.51%
100'S	SALARIES - NON CERTIFIED	9,375,760	0	9,375,760	6,429,829	1,646,993	1,298,938	86.15%
200'S	BENEFITS	11,074,320	-3,000	11,071,320	8,667,985	1,976,903	426,432	96.15%
300'S	PROFESSIONAL SERVICES	3,811,054	7,963	3,819,017	2,730,722	642,180	446,115	88.32%
400'S	PROPERTY SERVICES	917,680	-150	917,530	628,292	127,895	161,343	82.42%
500'S	OTHER SERVICES	7,918,036	-3,115	7,914,921	6,496,698	1,234,369	183,853	97.68%
600'S	SUPPLIES	2,604,719	-4,319	2,600,400	1,569,819	689,308	341,273	86.88%
700'S	CAPITAL	10,627	0	10,627	3,150	18	7,459	29.81%
800'S	DUES AND FEES	91,305	2,621	93,926	69,206	762	23,958	74.49%
900'S	REVENUE	-1,000,107	0	-1,000,107	-1,011,079	0	10,972	101.10%
GRAND TOTAL		64,464,775	0	64,464,775	46,222,146	14,901,149	3,341,480	94.82%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	516,890	0	516,890	236,348	0	280,542	45.73%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,049,757	0	2,049,757	1,285,602	545,329	218,827	89.32%
51202	SALARIES - NON CERT - SUBSTITUTUES	894,478	0	894,478	601,792	0	292,686	67.28%
51210	SALARIES - NON CERT - SECRETARY	1,871,103	0	1,871,103	1,376,469	358,379	136,255	92.72%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	136,551	0	139,144	49.53%
51240	SALARIES - NON CERT - CUSTODIAL	1,909,059	0	1,909,059	1,388,879	381,016	139,165	92.71%
51250	SALARIES - NON CERT - MAINTENANCE	920,442	0	920,442	658,541	197,658	64,243	93.02%
51285	SALARIES - NON CERT - TECHNOLOGY	471,446	0	471,446	362,271	81,098	28,077	94.04%
51336	SALARIES - NON CERT - NURSES	466,890	0	466,890	383,377	83,513	0	100.00%
TOTAL		9,375,760	0	9,375,760	6,429,829	1,646,993	1,298,938	86.15%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	610,906	-18,000	592,906	407,933	0	184,973	68.80%
52201	BENEFITS - MEDICARE	522,583	0	522,583	379,467	0	143,116	72.61%
52300	BENEFITS - PENSION	879,067	0	879,067	879,067	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	15,000	30,000	23,115	6,885	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,323,495	0	8,323,495	6,402,961	1,920,534	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	79,269	23,476	22,254	82.20%
52830	BENEFITS - LIFE INSURANCE	142,000	0	142,000	79,129	26,008	36,863	74.04%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	456,269	0	456,269	417,044	0	39,225	91.40%
TOTAL		11,074,320	-3,000	11,071,320	8,667,985	1,976,903	426,432	96.15%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	29,661,381	0	29,661,381	20,637,525	8,582,720	441,136	98.51%
51200	NON-CERTIFIED SALARIES	9,375,760	0	9,375,760	6,429,829	1,646,993	1,298,938	86.15%
52000	BENEFITS	11,074,320	-3,000	11,071,320	8,667,985	1,976,903	426,432	96.15%
53010	LEGAL SERVICES	218,945	0	218,945	212,147	6,798	0	100.00%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	29,004	1,800	54,196	36.24%
53200	PROFESSIONAL SERVICES	2,070,915	5,563	2,076,478	1,483,075	447,320	146,084	92.96%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	13,821	0	16,679	45.31%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	5,500	0	6,000	47.83%
53220	IN SERVICE	117,175	-600	116,575	18,759	17,083	80,734	30.75%
53230	PUPIL SERVICES	597,574	0	597,574	447,598	94,185	55,792	90.66%
53300	OTHER PROF/ TECH SERVICES	58,470	0	58,470	30,149	7,521	20,800	64.43%
53310	AUDIT/ACCOUNTING	45,000	3,000	48,000	48,000	0	0	100.00%
53500	TECHNICAL SERVICES	248,490	0	248,490	238,179	3,844	6,467	97.40%
53530	SECURITY SERVICES	214,385	0	214,385	134,356	63,631	16,399	92.35%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	70,135	0	42,965	62.01%
54101	CONTRACTUAL TRASH PICK UP	94,853	0	94,853	54,394	24,446	16,013	83.12%
54301	REPAIRS & MAINTENANCE	468,423	0	468,423	357,807	29,522	81,094	82.69%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,129	0	1,371	45.17%
54303	GROUNDS MAINTENANCE	13,000	0	13,000	5,162	816	7,022	45.98%
54310	GENERAL REPAIRS	44,440	-150	44,290	16,084	10,558	17,648	60.15%
54320	TECHNOLOGY RELATED REPAIRS	32,847	0	32,847	6,790	2,195	23,862	27.36%
54411	WATER	68,195	0	68,195	34,904	20,155	13,137	80.74%
54412	SEWER	15,559	0	15,559	15,559	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	177,863	0	177,863	136,463	40,204	1,196	99.33%
55100	PUPIL TRANSPORTATION - OTHER	88,250	0	88,250	28,270	42,429	17,551	80.11%
55101	PUPIL TRANS - FIELD TRIP	25,450	-3,115	22,335	0	0	22,335	0.00%
55110	STUDENT TRANSPORTATION	4,693,947	0	4,693,947	3,984,332	494,983	214,632	95.43%
55190	STUDENT TRANSPORTATION PURCHAS	750	0	750	435	0	315	57.95%
55200	GENERAL INSURANCE	287,493	0	287,493	287,493	0	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	41,458	6,672	2,110	95.80%
55301	POSTAGE	33,255	0	33,255	14,581	18,674	0	100.00%
55302	TELEPHONE	78,498	0	78,498	72,771	5,727	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	6,000	0	6,000	552	0	5,448	9.20%
55505	PRINTING	52,129	0	52,129	14,979	3,303	33,847	35.07%
55600	TUITION - TRAINING	35,000	0	35,000	0	5,900	29,100	16.86%
55610	TUITION - PUBLIC PLACEMENTS	790,273	0	790,273	706,972	116,972	-33,672	104.26%
55630	TUITION - PRIVATE PLACEMENTS	1,727,602	0	1,727,602	1,336,216	534,851	-143,465	108.30%
55800	TRAVEL	49,149	0	49,149	8,639	4,858	35,652	27.46%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,326	0	167,326	88,747	18,282	60,297	63.96%
56110	INSTRUCTIONAL SUPPLIES	405,132	-4,997	400,135	276,033	33,899	90,203	77.46%
56120	ADMIN SUPPLIES	29,788	0	29,788	18,092	755	10,941	63.27%
56210	NATURAL GAS	188,000	0	188,000	147,276	40,724	0	100.00%
56220	ELECTRICITY	974,971	0	974,971	492,220	441,067	41,684	95.72%
56230	PROPANE	3,870	0	3,870	1,758	1,991	121	96.87%
56240	OIL	207,901	0	207,901	162,889	0	45,012	78.35%
56260	GASOLINE	27,186	0	27,186	9,055	18,131	0	100.00%
56290	FACILITIES SUPPLIES	311,190	0	311,190	147,653	102,738	60,798	80.46%
56291	MAINTENANCE COMPONENTS	15,650	0	15,650	7,450	6,046	2,154	86.23%
56292	UNIFORMS/ CONTRACTUAL	13,000	0	13,000	9,211	3,475	314	97.58%
56293	GROUNDSKEEPING SUPPLIES	23,060	0	23,060	20,097	2,963	0	100.00%
56410	TEXTBOOKS	57,036	4,810	61,846	37,558	16,456	7,832	87.34%
56411	CONSUMABLE TEXTS	102,146	0	102,146	101,864	0	282	99.72%
56420	LIBRARY BOOKS	31,000	0	31,000	22,077	1,855	7,068	77.20%
56430	PERIODICALS	16,559	-4,383	12,176	6,256	0	5,920	51.38%
56460	WORKBOOKS	2,650	0	2,650	2,620	0	30	98.87%
56500	SUPPLIES - TECH RELATED	28,254	251	28,505	18,964	926	8,615	69.78%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	3,150	18	1,332	70.40%
57400	GENERAL EQUIPMENT	6,127	0	6,127	0	0	6,127	0.00%
58100	DUES & FEES	91,305	2,621	93,926	69,206	762	23,958	74.49%
EXPENDITURE TOTAL		65,464,882	0	65,464,882	47,233,225	14,901,149	3,330,508	94.91%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-625,225	0	-625,225	-910,770	0	285,545	145.67%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-29,368	0	-31,139	48.54%
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	-11,535	0	-43,465	20.97%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-8,406	0	-19,545	30.08%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-36,000	0	-78,400	31.47%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	-15,000	0	-14,900	50.17%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	0	0	-25,400	0.00%
44861	PARKING PERMIT FEES	-59,824	0	-59,824	0	0	-59,824	0.00%
REVENUE TOTAL		-1,000,107	0	-1,000,107	-1,011,079	0	10,972	101.10%

GRAND TOTAL	64,464,775	0	64,464,775	46,222,146	14,901,149	3,341,480	94.82%
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 3/31/21	550,803

<u>Turf Field Replacement Acct #43020000-10130</u>	
CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S & BANNER SALES</u>	10,225
CONTRIBUTION - <u>FROM TOWN DATED 6/4/20</u>	50,000
Total as of 3/31/21	160,225



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

Funding	Location	Vendor Name	Description	Amount	Object Code
GRANT	NMHS	CDW GOVERNMENT INC	THINKPAD LAPTOPS (16)	\$ 14,160.00	57400
GENERAL	TECHNOLOGY	OMNI DATA	20/21 YEARLY - ARUBA CONTROLLERS & SOFTWARE UPDATE RENEWAL	\$ 12,225.54	53500
GENERAL	FACILITIES	HINDING TENNIS	REPAIRS TO NMHS TENNIS COURT - NOT TO EXCEED	\$ 12,000.00	54301
GRANT	SPED	PATRICIA BRADBURY	BCBA SERVICES FOR REMAINDER OF 20/21 SCHOOL YEAR	\$ 9,105.59	53230
GENERAL	DOI	BRAIN POP	20/21 YEARLY - K-6 SOFTWARE ACCESS RENEWAL	\$ 8,617.50	53220
GENERAL	SPED	ESPECIAL NEEDS, LLC	PADDED WALL PANELS FOR NES, HPS, SNIS (66)	\$ 8,388.60	56110
GENERAL	DOI	REGIONAL SCHOOL DISTRICT 1	20/21 YEARLY - TUITION FOR STUDENT (1)	\$ 6,800.00	55610
GENERAL	FACILITIES	HIGH TECH CONTROLS	INVERTER REPLACEMENT & REPAIRS OF HVAC'S VARIABLE FREQUENCY DRIVE (VFD)	\$ 6,637.70	54301
GENERAL	BOE	MYKE FOO MEDIA	20/21 YEARLY - A/V SERVICES	\$ 6,600.00	53200
GRANT	NMHS	ROCKLER WOODWORKING & HARDWARE	WOODWORKING MACHINERY - CNC MACHINE (1) & SANDER (1)	\$ 6,427.99	57400

Funding	Location	Vendor Name	Description	Amount	Object Code
COVID EXP	SNIS	FINAL TOUCH ACCESSORY	MUSICAL INSTRUMENT SAFETY COVERS	\$ 1,862.00	57999
COVID EXP	TECHNOLOGY	CDW GOVERNMENT INC	THINKPAD LAPTOP (1)	\$ 959.92	57999
COVID EXP	FACILITIES	W.B. MASON	PPE SUPPLIES FOR SUMMER PROGRAMS - MASKS, FACE SHIELDS, GLOVES, GOWNS, SANITIZER	\$ 835.95	56999
COVID EXP	FACILITIES	JEFF LOVE, LLC		\$ 530.00	56999

Funding	Location	Vendor Name	Description	Amount	Object Code
CAPITAL - UNIFORMS	NMHS	VARSITY BRANDS HOLDING CO	FOOTBALL TEAM JERSEYS (80 HOME & 80 AWAY)	\$ 19,776.00	56292
		VARSITY BRANDS HOLDING CO	SOFTBALL TEAM APPAREL	\$ 4,894.56	56292
		VARSITY BRANDS HOLDING CO	BASEBALL TEAM APPAREL	\$ 4,165.30	56292

THESE PURCHASES ARE BEING MADE BY THE BOE UTILIZING A TOTAL OF \$81,291 IN FUNDS PROVIDED BY THE TOWN FOR ATHLETIC EQUIPMENT AND UNIFORMS APPROVED AT THE BOARD OF FINANCE MEETING DATED 6.24.20. WITH THE APPROVAL OF THE ABOVE 3 ITEMS THERE IS \$2,817.61 LEFT IN THE ACCOUNT TO SPEND.

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



BUDGET TRANSFER REQUESTS

AGENDA ITEM 8B-3
APRIL 2021 MEETING

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

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
SPED-1	MOVING FUNDS AVAILABLE IN SPED TRANSPORTATION TO COVER INCREASED EXPENDITURES VERSUS ORIGINAL BUDGET FOR SPED OUT OF DISTRICT PLACEMENT TUITION	\$33,672.00	DISTRICT	BTZ27111 SPED TRANSPORTATION	55110 SPED STUDENT TRANSPORTATION	DISTRICT	BSZ10028 SPED	55610 TUITION - PUBLIC PLACEMENTS SPED
		\$143,465.00					BSZ10028 SPED	55630 TUITION - PRIVATE PLACEMENTS SPED

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

7 April 2021

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

Dear Ms. DiCorpo:

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

Hill & Plain School:

1. A grant for \$1,500.00 for a taco truck for staff/teacher luncheon.

Sarah Noble Intermediate School:

1. A grant for \$2,200.00 for 3rd and 4th graders to attend a virtual literacy presentation by author Grace Lin.
2. A grant for \$1,000.00 to assist with the 5th grade Walking Project.
3. A grant for \$1,752.00 for 3rd grade for Journey to Earth's Extreme Environments virtual science experiment.

Total: \$ 6,452.00

Sincerely,
Mandi MacDonald
NMPTO President

NEW MILFORD PUBLIC SCHOOLS

Fiscal Services Department

50 East Street

New Milford, Connecticut 06776

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



Kathy Sanders
Accounting Manager

To: Alisha DiCorpo, Superintendent

From: Kathy Sanders, Accounting Manager

Date: April 9, 2021

Re: Donation

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

New Milford Public Schools

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

To: Alisha DiCorpo, Superintendent
Cc: Anthony Giovannone, Director of Operations and Fiscal Services
From: Nestor Aparicio, Interim Facilities Director
Date: April 20, 2021
Re: Kimberly Clark Donation

On March 22, 2021 Kimberly Clark reached out to our district offices about a program that is donating face masks and other products to school districts that have Kimberly Clark plants in their community. I contacted Kimberly Clark to follow up on this program and they would like to donate the following items listed below. The total monetary value of all 3 products is approximately \$7,477.

PRODUCT	QUANTITY
Kimberly-Clark General Purpose Face Masks (SKU 53539)	56,000 masks
Scott® Gel Hand Sanitizer with Moisturizers 32 oz. (SKU 53458)	12 cases
Scott® 24 hour Sanitizing Wipes (SKU 53609)	10 cases



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

Mrs. Catherine Calabrese
Interim Assistant Superintendent of Schools

TO: Alisha DiCorpo
FROM: Catherine Calabrese *cc*
DATE: April 1, 2021
RE: Adult Education ED-244 Grant

The Adult Education ED-244 Grant is reflective of what New Milford is required by law to provide to the community.

Grant ED-244 covers the basic cost of running a minimal Adult Education program serving High School Completion (through High School Diploma Classes or GED Prep Classes), English as a second Language and Citizenship Classes.

The ED 244 is the combination of State and local funds for Adult Ed for the 20-21 school year. Our service area includes all of New Milford and Region 12. New Milford's population has changed over the past several years and with it the needs of its adult population. An increase in ESL and ESL transitioning to High School diploma with huge gaps in basic skills requiring more educational support is one major change. The requirements of State and Federal guidelines for Adult Education is another component that drives this budget. As New Milford follows the College and Career readiness standards and prepares all our students for the future as productive employees, parents and community members we continually need to be offering relevant, challenging programming that move our students forward.

The figures are based on:

1. What our local BOE budgets: \$121,287
2. What our cooperating district (Region 12) pays us: \$2,400.00
3. The percentage of this amount that the State contributes (varies year to year), usually \$24,000-\$30,000
4. Supplements from the Enrichment funds

This grant is used to pay for direct instruction, Guidance, Program Manager, Facilitator Office staff, Security, materials and textbooks.

Our budget for 21-22 school year is \$147,436. This reflects the fact that the Federal grants which we have utilized to enhance our programs have changed in availability and amount resulting in \$38,000 less than we have received in the past.

The received amount fluctuates each year depending on BOE funding, which affects the state dollar amount as it is based on a percentage of local funding.

FOR SECOND REVIEW

COMMENTARY: This policy is not legally mandated but is commonly found in districts across the state. It's not clear what the "whole school program" refers to so the Board may want to consider whether that phrase is appropriate here. Likewise, the phrase "unit expenditure" is a little vague so the Board may want to consider eliminating that paragraph entirely. Finally, the changes in the last paragraph are recommended for clarity.

3000

Business/Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that finances and financial management are critical to the support of ~~the whole school program~~ **district operations**. ~~To make that support as effective as possible~~ **To that end**, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical sources of financial support.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Establish top-quality accounting, control, and reporting procedures.
5. Maintain the level of unit expenditure needed to provide quality education within the ability of the community to pay.

Non-Instructional Operations

The operation and maintenance of **the District's schools, equipment and other property dedicated to Board of Education use shall be in accordance with reasonable standards designed to ensure student, staff and visitor safety and health**, ~~school plant and equipment shall set reasonable standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally~~ the efforts of the staff to provide a good education.

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR SECOND REVIEW

ADDITIONAL COMMENTARY (4/1/21): This policy is not legally mandated but is fine for the Board to keep for general informational purposes. The last sentence however is vague and legal recommends deleting as unnecessary.

COMMENTARY: Some districts outline the timeline for the budget submission process in this policy and/or in a "Budget Calendar" policy (see sample attached). Setting out a budget timeline in policy is not mandated by law but the Board may wish to do so for the benefit of the public and/or administrative staff. While certain deadlines like the Board's budget submission date to the Board of Finance (for New Milford the first business day in February) are mandated pursuant to Town Charter, the Board may elect to set internal deadlines for the budget development process in addition to the ultimate budget submission deadline. The advantage of such an approach is that it creates a standardized, mandated process for budget development each year. The drawback is the potential loss of flexibility.

This policy in current form is fine although the last sentence is a little ambiguous as to whether a budget development administrative regulation is required.

3110

Business/Non-Instructional Operations

Budget: Planning

As a preliminary part of the development of the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to receive input at Regular and Special Board meetings from the community, students, certified and non-certified staff, and the administrative staff in the budget process. ~~The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office upon the formal approval of the Board of Education.~~

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget.

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR SECOND REVIEW

ADDITIONAL COMMENTARY (4/1/21): The changes below are designed to better align this policy with Conn. Gen. Stat. § 10-222 which addresses line-item transfers, supplemental appropriations and other issues. The “Town Charter” section at the end of the policy is added to make clear the District will comply with all applicable Charter provisions relating to budgeting except to the extent any of those provisions conflict with the law.

COMMENTARY: Conn. Gen. Stat. § 10-222 is the primary law governing board of education budgeting. The law requires boards of education to submit annual budgets to the town fiscal authority for review and includes a procedure by which the town fiscal authority can recommend consolidations and other financial efficiencies. The statute also gives boards of education wide discretion to determine how to transfer funds within the approved district budget. Pursuant to this law, boards of education are free to transfer between “itemized estimates” within the budget (i.e. line-items) so long as the transfer is from unexpended funds within an itemized estimate.

Based on the language of the statute Legal recommends that the first paragraph be amended as shown below. The deleted text is not necessary for a Board-level policy (an administrative regulation that goes into detail into the administration’s assignments/deadlines for the budget making process may be more appropriate). The second paragraph closely tracks the Board’s responsibilities under Conn. Gen. Stat. § 10-222 for responding to budget suggestions from the Board of Finance.

Adding the sentence under “Budget Reports” on page 2 is recommended to make it explicit that the Superintendent is ultimately responsible for Board expenditures. This is covered elsewhere in the Board’s policies – i.e. the Board’s policy regarding the responsibilities of its Superintendent of Schools -- #2131 – but there is no downside to adding a reference here as well.

Conn. Gen. Stat. § 10-222 authorizes boards of education to enact policies (such as this one) that allow designated district personnel to make line-item transfers in emergency circumstances so long as the transfer is announced at the next regularly scheduled board meeting and a written explanation of the transfer is provided to the legislative body of the Town. The statute does not set a maximum emergency transfer amount so the Board has discretion to choose what that amount will be, if any. It may be wise to set this amount as a percentage – such as “no greater than 5% of any designated line item” – rather than as a flat dollar amount to make sure that the policy reflects the degree of discretion that the Board wants to confer on the Superintendent/Director of Finance for such transfers. In addition, the statute does not define what constitutes an “emergency” that allows for line-item transfer between Board meetings. As a result, the Board may want to consider deleting the definition in the bracketing that follows the word emergency on page 2 in order to allow for more flexibility as to what constitutes an “emergency.” On the other hand, if the Board wants to exercise close control over the budget/line-item transfer process it can leave this language as is.

Lastly, the added section on Supplemental Appropriations at the end of the policy does not need to be committed to policy, however it may be advisable to do so to provide clear direction to the Board and administration. The language in that section closely tracks the language of Conn. Gen. Stat. § 10-222 which sets out the procedure by which a board of education may receive a supplemental appropriation.

Business/Non-Instructional Operations

Budget and Transfer of Funds

Budget

In accordance with Conn. Gen. Stat. § 10-222, ~~The administration shall prepare and submit to the Board of Education~~ **shall prepare an itemized estimate of its budget each year for submission to the Town Board of Finance for review and appropriation.** ~~an itemized estimate of revenues and expenditures for the next fiscal year's budget.~~ An "itemized estimate" means an estimate in which broad categories including, but not limited to, salaries, fringe benefits, utilities, supplies and grounds maintenance are divided into one or more line items.

The Board of Education shall review any recommendations and suggestions that may be made by the Board of Finance in response to the Board of Education's estimated budget. As required by law, the Board of Education shall provide the Board of Finance with a written explanation of any rejection of recommendations or suggestions made by the Board of Finance.

More specific line items (such as summaries by program) may be used by the administration to assist in the development, administration and monitoring of the budget. The administration shall maintain a chart of accounts that is organized to conform to the requirements for state and federal reporting.

Budget Reports

The Superintendent shall be responsible for administering and monitoring the Board of Education's annual budgets. Monthly reports shall be prepared and submitted to the Board. These reports will show for each of the line items listed above:

1. Original budget amount
2. Revised budget amount
3. Expended amount
4. Encumbered amount
5. Current balance
6. Percent used

Business/Non-Instructional Operations

Budget and Transfer of Funds

Budget Transfers

The Board of Education may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of the Board's itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

In the event of an emergency (health or welfare of students and/or staff or the protection of district facilities including components of the same) where the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, the Superintendent and/or School Business Manager/Director of Fiscal Services shall be authorized to transfer an amount not to exceed \$20,000. Any such emergency transfer(s) shall be announced at the next regularly scheduled meeting of the Board and a written explanation of the transfer shall be provided to the Board of Selectmen for the Town of New Milford.

All proposed budget transfers, other than an emergency transfer set forth above, will be submitted to the Board of Education for approval at the next regularly scheduled meeting, and prior to the execution of any procurement dependent on or related to the submitted request for transfer.

Supplemental Appropriations

The Board of Education shall not expend more money than it has been appropriated by the Town of New Milford or has received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and shall submit a request for additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Town Charter

The Board of Education shall comply with all applicable Town Charter provisions regarding the development and approval of the District and Town budgets except where otherwise required by law.

Business/Non-Instructional Operations

Budget and Transfer of Funds

Legal Reference: Connecticut General Statutes

10-221 Boards of education to proscribe rules, policies and procedures
10-222 Appropriations and budget

Policy adopted: June 11, 2002
Policy revised: June 10, 2003
Policy revised: June 10, 2008
Policy revised: May 10, 2011
Policy revised: October 8, 2013
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR SECOND REVIEW

COMMENTARY: From a legal perspective the Board's existing policy is fine as is. There is no statutory requirement that the Board maintain a policy on this topic, so the Board has wide discretion to enact (or not) enact policy language as it sees fit.

With this being said, if the Board does wish to have a policy addressing grant funding, the changes below are recommended. A reference to state funding should be added here since there is not a separate free-standing state funding policy. The clause at the end of the first paragraph that states that "provided such funds will be used in a manner consistent with the Board's goals and objectives" is significant because it makes clear that the district is not obligated to apply for or receive grants that impose obligations contrary to the Board's interests.

3230(a)

Business/Non-Instructional Operations

State and Federal Funds

It is the policy of the Board of Education to seek sources of state and federal revenue to supplement funds provided by local taxation and the basic aid offered by the State of Connecticut, provided such funds will be used in a manner consistent with the Board's goals and objectives.

In accordance with this policy, the Superintendent or his or her designee should:

- 1. Investigate new sources of revenue consistent with the stated goals and objectives of the Board of Education.**
- 2. Propose new revenue sources and associated programs to the Board of Education for approval.**
- 3. Implement measures necessary to apply for/receive additional revenues.**

The Board authorizes the Superintendent or designee to sign all forms for state and federal aid programs following the Board's approval of the program or its continuation.

The Superintendent shall report annually, as part of budget preparation, on the status of all state and federal grant funding and shall advise the Board on his or her recommendation as to whether to continue to seek each particular source of aid.

~~Each year when it is believed that the school district is eligible for federal assistance under the provisions of Public Laws, the Superintendent may authorize application for said assistance, so long as acceptance of the funds does not include conditions contrary to Board policy. The Superintendent will seek Board of Education approval when required by the grantor.~~

Business/Non-Instructional Operations

State and Federal Funds

~~Expenditures and accounting for such funds are to be in accordance with procedures established for the Board's regular operating budget with any applicable law, and any stipulation identified in the grant.~~

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

COMMENTARY: No changes suggested.

3231

Business/Non-Instructional Operations

Medical Reimbursement for Special Education Students

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law. No child shall be denied special education and related services in the event the parent or guardian refuses to apply for Medicaid.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR SECOND REVIEW

COMMENTARY: The recommended changes below – except for those changes in Section IV – Adult Education Diploma – are designed to better align this policy with relevant adult education statutes. Since 2013 when this policy was last updated there have only been a handful of relatively minor changes to Connecticut’s adult education statutes. The revisions below incorporate those changes. A reference has also been added to Connecticut’s student expulsion statute since that statute explicitly provides that an adult education program may constitute a suitable alternative educational program for expelled students in certain circumstances.

The changes to Section IV are not mandated by law, but have been recommended by the Administration to better align the District’s adult education graduation requirements with the District’s traditional graduation requirements as set forth in Policy 6146.

6200(a)

Instruction

Adult Education

The Board of Education recognizes that education is a lifelong process. Therefore, the Board shall establish and maintain a program of adult education classes for its adult residents of the school district. The Board may choose to provide its adult education program through cooperative arrangements with one or more other Boards of Education, eligible entities, or regional educational service centers.

I. Eligible participants

The adult education program is available to the following:

1. Any person seventeen (17) years of age or older who is not enrolled in a public elementary or secondary school;
2. Students age seventeen (17) or older who have been assigned to an adult education class as an alternative educational opportunity pursuant to an expulsion proceeding;
3. A public school student who is both under seventeen (17) years of age and a mother may request permission from the Board of Education to attend adult education classes. The Board of Education, by motion duly made and ~~voted upon~~ **majority vote**, may assign such student to adult education classes;
4. Students enrolled in full-time program in any local or regional school district may enroll in an adult education activity with the approval of the principal of the school in which the student is enrolled.

Instruction

Adult Education

II. Instruction

- A. The adult education program must provide classes to adult residents of the school district in the following subjects:
1. Americanization and U.S. citizenship
 2. English for adults with limited English proficiency
 3. Elementary and secondary school completion
- B. The adult education program may also make classes available to adults (residents and non-residents of the school district) in any of the following subjects:
1. Any subject provided by the elementary and secondary schools including vocational education
 2. Adult literacy
 3. Parenting skills
 4. College preparatory classes for adults who have obtained a high school diploma or its equivalent and require further education to enable them to enroll directly in a program at an institution of higher education.
 5. Any other subject or activity

III. Fees

No fees may be charged to adult residents enrolled in any of the classes listed in Section II(A) above. The Board of Education may fix tuition and/or registration fees and collect fees for books and materials provided to students in any class or activity of the adult program listed in Section II(B). Students who are assigned to adult education classes as part of a mandated program may not be assessed fees. The Board may also lend books or materials and require students to pay a deposit which will be refunded upon the return, in good condition, of the books or materials which were loaned to the student. Such deposit may not exceed the actual cost of such books or materials. The Board may waive fees **of any kind to an adult with a disability, or to a person sixty-two (62) years of age or older enrolled in any subjects identified in Section II(B) above, or as may otherwise be required by law** ~~in accordance with law.~~

Instruction

Adult Education

IV. Adult Education Diploma

The adult education program provided by the school district shall grant an adult education diploma to a participant who satisfactorily completes a minimum of ~~twenty (20)~~ **twenty-four (24)** adult credits, of which not fewer than four (4) shall be in English, three-**and-a-half (3.5)** in mathematics, three (3) in social studies (including one in ~~American~~ **United States** history and at least a 0.5 credit course in civics, ~~and American government~~), two ~~(2)~~ **three-and-a-half (3.5)** in science, ~~and one (1) in the~~ **vocational** arts ~~(fine or vocational)~~. **and nine (9) in electives including 0.25 credit in Orientation to Adult Education and 0.25 credit for Portfolio.**

V. Alternative methods for earning adult education credits

The adult education program provided by the school district shall award credit for the following:

1. Experiential learning, including (a) not more than two non-required credits for military experience, including training; (b) not more than one vocational educational non-required credit and one required or not more than two non-required credits for occupational experience, including training; and (c) not more than one non-required credit for community service or **a** vocational skills;
2. Successful completion of courses taken for credit at state-accredited institutions, including public and private community colleges, technical colleges, community-technical colleges, four-year colleges and universities, and approved public and private high schools and vocational-technical schools;
3. Satisfactory performance on subject matter tests that demonstrate prior learning competencies, but not more than six such credits;
4. Independent study projects, but not more than three such credits, provided that not more than one of such credit shall be applied for a required subject.

The adult education program shall determine the number of weeks per semester that the program shall operate and shall provide certified counseling staff to provide adult education participants with educational and career counseling.

Instruction

Adult Education

Legal Reference: Connecticut General Statutes
10-67 Definitions
10-69 Adult Education
10-70 Rooms and personnel
10-73a Adult Education Fees and Charges
10-73d Request of certain students to attend adult education classes.
Assignment
10-233d Expulsion of pupils
~~Public Act 12-120, An Act Concerning Minor Revisions to the Education Statutes.~~

Policy adopted: June 10, 2003
Policy revised: June 8, 2010
Policy revised: October 9, 2012
Policy revised: October 8, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: It appears that this administrative regulation is not directly related to any specific Board policy. This is fairly unusual and the Board should consider elevating the substance of this regulation into a policy with the suggested amendments shown below, particularly in light of Board policy # 2231 which explicitly provides that “(a)administrative regulations provide detailed instructions for the implementation of Board policies.”

The following changes are recommended assuming the Board does wish to elevate the regulation into a Board policy. These changes closely follow Connecticut State Enforcement Elections Commission guidance on referendum advocacy. As with much of the rest of the 3000 series, a policy is not mandated on this topic, but it may be worth adding to make the district’s legal obligations clear to the administration and the general public.

3152(a)

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

The Board of Education recognizes that the District may not expend public funds to influence any person to vote for or against a referendum. The administration is directed to avoid violating this prohibition which applies to in-kind expenditures as well as direct expenditures of money.

Prohibited activities may include but are not limited to the dissemination of printed materials, the preparation of video and website presentations, or the use of school facilities, supplies, equipment, or postal permits to advocate for a position on a referendum. Parent teacher organizations and administrators may not use school equipment to prepare or copy advocacy material even if the school district is reimbursed for such use. Individuals violating this prohibition may be held personally liable in accordance with law.

Notwithstanding this prohibition, the Board further recognizes that school officials and Board members retain their First Amendment rights to express their position on the proposed school budget or other referendum questions. The prohibition contained in this policy only pertains to the expenditure of public funds. It is further recognized that individuals, individually or collectively, can spend private funds to advocate for a referendum result, as they see fit, as permitted by law.

Spending Public Funds to Inform Citizens Regarding Referenda

A referendum is pending under the law when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

Section 9-369b, **of the** Connecticut General Statutes is the exclusive method by which a municipality may expend public funds for printing and distribution of information concerning a referendum question. It sets forth, among other things, the following conditions for such expenditure:

- a. A vote of the municipality's legislative body is needed to authorize the "explanatory text;"
- b. The preparation of the text must be made by the municipal clerk and approved by the municipal attorney;
- c. The text shall specify the intent and purpose of each referendum or question; and
- d. Such text shall not advocate either the approval or the disapproval of the referendum proposal or question.

Materials in addition to the explanatory text may be prepared and printed with public funds as long as they (1) do not advocate either approval or disapproval of the referendum; (2) are authorized by a vote of the local legislative body; and (3) are approved by the municipal attorney.

~~When a referendum is pending:-~~

The school district may not expend public funds to influence any person to vote for or against the referendum. One exception to this rule is that a school official may express his/her views on the referendum at a bona fide news conference and may use public funds to prepare a press release to be disseminated at the conference.

Students may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via student in school.

No person may use or authorize the use of funds to send an unsolicited communication to a group of residents regarding a referendum via electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging such residents to vote in a referendum, provided such prohibition shall not apply to a regularly published newsletter or similar publication.

School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such committees or groups on a non-discriminatory basis. Any charges accessed for the use of school facilities must be accessed evenly to all political committees or groups seeking the use of a school facility.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

~~The prohibition on state and municipal funds applies to the use of school facilities, supplies, equipment, and postal permits to advocate for a position on a referendum. Parent teacher organizations and administrators may not use school equipment to prepare or copy advocacy material even if the school district is reimbursed for such use.~~

Legal Reference: Connecticut General Statutes

9-369b. Explanatory text related to lead question. Expenditures of state and municipal funds to influence vote prohibited. Exception. Civil penalty.

Connecticut State Elections Enforcement Commission

May 2008 Guidance Regarding Prohibition on Expenditure of Public Funds Relating to Referenda

Regulation approved: June 11, 2002
Regulation revised: June 10, 2008
Regulation revised: March 8, 2011
Regulation revised: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: This policy is not mandated by law but virtually all districts have a purchasing policy (or policies) and administrative regulations that set out protocols for the district's procurement of goods and services.

Legal recommends raising the dollar thresholds highlighted below. These are recommendations and can be raised or lowered as the Board sees fit. The Board will need to decide how much each of these should be raised. The below language changes streamline the RFP process and create a clear procedure for emergency purchasing.

3300(a)

Business/Non-Instructional Operations

Purchasing

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

1. As used in this section, "purchasing authority" shall mean the Superintendent of Schools, or his/her designee.
2. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property which is expected to exceed the sum of ~~fifteen thousand dollars (\$15,000)~~ **fifty thousand dollars (\$50,000)**, such officer or employee shall submit the particulars and specifications of such purchase in writing to the purchasing authority for the purpose of inviting competitive bids. The purchasing authority shall solicit competitive bids for the item(s) to be purchased. ~~by publication in a newspaper having general circulation in the Town of New Milford, by invitations to known vendors or by posting electronically. Bids shall be advertised in the area newspaper for at least one day.~~ Suppliers ~~shall~~ **may** be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed **or emailed** to all merchants and firms who have indicated an interest in bidding on the items or services being bid. All invitations to bid shall include detailed particulars and specifications or shall indicate where such particulars and specifications may be obtained; shall specify the time and place where the bids shall be filed and the time and place where the bids will be opened. If the item(s) to be purchased had been bid upon by any department or agency of the State of Connecticut and such bid price is also applicable to the town, the state bid price shall be considered a valid bid and shall properly be posted at the public opening. All bids must be **sealed or otherwise** submitted in **a confidential manner**. ~~sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening.~~ Bids shall be opened at the time specified and all bidders and other interested persons may be invited to be present. The purchasing authority shall evaluate all bids received and, within a reasonable time after the opening of the bids, shall recommend the awarding of the bid to a particular vendor or provider to the Board of Education or shall reject such bids in accordance with the provisions of subsection five.

Business/Non-Instructional Operations

Purchasing

3. Responsibility for approving award of all bids shall rest with the Board of Education.
4. Subject to the bankruptcy laws of the United States and any other state or federal law or court order, any bidder which is found by the purchasing authority to be delinquent in the payment of taxes and/or sewer use charge due the Town of New Milford, for either personal or real property, shall not be deemed a qualified bidder unless such bidder first submits a plan acceptable to the Tax Collector to cure such tax delinquency. Such a plan may include a schedule of payments sufficient to make such bidder current in the payment of taxes within a time period deemed acceptable to the Tax Collector.
5. The Board of Education reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school district. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid and to negotiate with any successful bidder to the extent allowed by law. Any bid received after the time and date specified shall not be considered. If the purchasing authority determines that the bids submitted are inadequate in number in relation to the scope or character of the subject matter of the bid, that the bids submitted are excessive in price, or that any, or all of the bids submitted are unacceptable for any other good and substantial reason, the purchasing authority, in its discretion, may reject such bid or bids within a reasonable time after the opening of bids. Whenever the purchasing authority rejects any bid or bids, or whenever it decides to recommend award of a purchase to other than the lowest qualified bidder, s/he shall state the reasons for such action in a written report to the Board of Education.
6. All bids and awards shall be kept on file by said purchasing authority for five (5) years thereafter, or longer to the extent required by any state or federal record retention laws, and shall be available for public inspection during business hours.
7. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property the cost of which is expected to be greater than ~~five thousand dollars (\$5,000) but less than fifteen thousand dollars (\$15,000)~~ **twenty-five thousand dollars (\$25,000) but less than fifty thousand dollars (\$50,000)**, such officer or employee shall obtain a minimum of three (3) quotations from various providers or vendors. The quotations or evidence of the lack of providers or vendors shall be listed in a written attachment to the purchase order or contract, pertaining to said goods or services prior to its being submitted to the Superintendent and the Board of Education for approval. Whenever the officer or employee recommends the purchase of such goods or services from other than the provider quoting the lowest price, the reasons for such recommendation shall be set forth in writing along with the list of quotations. The district shall annually post a notification to potential vendors/providers on its website of the types of items or services for which the district anticipates seeking quotations.

Business/Non-Instructional Operations

Purchasing

The notification shall inform vendors/providers that they may submit a letter of interest to be kept on file for at least one year for the district to consider when seeking quotations.

8. When, in an emergency, sufficient time shall be unavailable for the solicitation of competitive bids for a particular purchase, the Superintendent may ~~authorize such purchase without~~ **elect to waive the competitive bidding requirements set forth in this policy**. All ~~such urgent transactions~~ **competitive bid waivers** shall be reported to the Board of Education within one month of their occurrence.
9. All purchases in excess of ~~\$5,000~~ **twenty-five thousand dollars (\$25,000)** shall be made only upon prior approval of the Board of Education. **This requirement shall apply for all purchases regardless of whether competitive bidding requirements have been waived by the Superintendent in accordance with the preceding section.** ~~When the Superintendent believes that the purchase of goods or services in excess of \$2,500 which are not provided for in the annual capital budget would be in the best interests of the district, s/he shall request Board approval for such purchase.~~
10. **The Superintendent or his or her designee shall be authorized to make all purchases below twenty-five thousand dollars (\$25,000) in value without prior approval of the Board of Education. Purchases valued at five thousand dollars (\$5,000) or less may be made in the ordinary course of District operations without the need for prior Board approval or post-purchase reporting to the Board so long as such purchase is made for goods or services specified in an identified line-item in the District's adopted budget for the fiscal year. Purchases valued in excess of five thousand dollars (\$5,000) in value but less than twenty-five thousand dollars (\$25,000) in value may be made in emergency situations by the Superintendent or his or her designee without the need for prior Board approval but must be reported to the Board by the Superintendent at the Board's next scheduled meeting.**
11. Notwithstanding all other sections contained herein, the purchasing authority may elect to procure in the name of the Board of Education or the New Milford Public Schools and equipment, materials, services or property via the State of Connecticut – Department of Administrative Services (DAS) purchase contracts (RFP's), where advantageous, in lieu of conducting a formal bid.

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

Business/Non-Instructional Operations

Purchasing

(cf. 3312 – Standardization of Supplies and Equipment)

Policy adopted: June 11, 2002
Policy revised: June 10, 2003
Policy revised: June 10, 2008
Policy revised: March 8, 2011
Policy revised: May 13, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut



EXHIBIT C

STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director
Health, Nutrition, Family Services and Adult Education

DATE: March 10, 2021

SUBJECT: Operational Memorandum No. 03-21
Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2021-22

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that **each** local board of education or governing authority (BOE) for public schools¹ participating in the National School Lunch Program (NSLP) **must certify each year** whether all food items sold to students (separately from reimbursable meals) **will or will not** meet the [Connecticut Nutrition Standards](#) (CNS). This memo provides the **required motion language** and instructions for the HFC application process for school year (SY) 2021-22.

HFC Eligibility Requirements for BOEs opting to implement HFC

The BOE must complete a vote on the required motion language in this memo by **July 1, 2021**, or the BOE will not be eligible for HFC during SY 2021-22 (July 1, 2021, through June 30, 2022). Each BOE must choose one of the two options below to satisfy this requirement and be eligible for HFC.

- **Option 1:** Using the exact language included in this memo, the BOE conducts three votes: 1) whether the district will **participate** in the healthy food option; 2) whether the district will allow **food exemptions**; and 3) whether the district will allow **beverage exemptions**.
- **Option 2:** Using the exact language included in this memo, the BOE conducts two votes: 1) whether the district will **participate** in the healthy food option; and 2) whether the district will allow **food and beverage exemptions**.

Required healthy food option vote for all BOEs

The BOE must vote “**yes**” or “**no**” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes **must include the exact language below**:

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school

¹ Public schools include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Required vote for food exemptions for BOEs opting to implement HFC

If the BOE votes “yes” for implementing the healthy food option, the board-approved meeting minutes and motion must reflect a “yes” or “no” vote on the *exact language below*.

Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

Note: If the BOE votes “no” for the healthy food option, a vote on whether to allow food exemptions is **not** required.

Optional vote for beverage exemptions for all BOEs

The state beverage requirements ([C.G.S. Section 10-221q](#)) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. If the BOE does not have a beverage exemption in place, the BOE’s schools can **never** sell noncompliant beverages to students. **If the BOE chooses to allow beverage exemptions**, the motion and board-approved meeting minutes **must include the exact language** below:

Motion language for beverage exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

Option to combine food and beverage exemptions

Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions into one motion by using the exact language below:

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the

location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

HFC Application Process for SY 2021-22

All public school sponsors of the NSLP applying for HFC for SY 2021-22 must complete the three steps below to meet the HFC application deadline of **July 1, 2021**.

1. Schedule the two required votes (healthy food option and food exemptions) at a BOE meeting **before June 30, 2021**. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conduct the vote on beverage exemptions at the **same time** as the HFC votes.
2. Maintain a copy of the board-approved meeting minutes indicating the results of the HFC votes.
3. **May 2021:** Complete the online HFC application module in the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the board-approved meeting minutes indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable).
Note: The CSDE will notify sponsors when the HFC application module and instructions are available. Do **not** access the CNP System prior to receiving this notification.

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

Refer to Appendix A for a list of resources with the requirements that schools must follow to ensure HFC compliance. For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

Appendix A

This appendix accompanies the Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 03-21: Requirements for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2021-22](#). It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, review the CSDE's document, [Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools](#).

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements \(CSDE webpage\)](#)
- [Connecticut Nutrition Standards \(CSDE webpage\)](#)
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards \(CSDE webpage\)](#)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification \(CSDE webpage\)](#)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages \(CSDE webpage\):](#)
- [Overview of Connecticut Competitive Foods Regulations](#)
- [Presentation: Beverage Requirements for Connecticut Public Schools](#)
- [Presentation: Complying with Healthy Food Certification](#)
- [Presentation: Connecticut Nutrition Standards](#)
- [Presentation: Healthy Food Certification Fundraiser Requirements](#)
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#)
- [Requirements for Competitive Foods in HFC Public Schools](#)
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools](#)
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)

New Milford Public Schools

Facilities Department

386 Danbury Road

New Milford, CT 06776

(860) 354-6265

FAX (860) 210-2233

To: Alisha DiCorpo, Superintendent
Cc: Anthony Giovannone, Director of Operations and Fiscal Services
From: Nestor Aparicio, Interim Facilities Director
Date: April 21, 2021
Re: New Milford Fire Football

The Facilities department was contacted by the Town and the New Milford Fire football team regarding the possibility of using the high school stadium to host their home games this upcoming inaugural season. As of now, the New Milford Fire is looking to host 5 regular season games with the possibility of 3 playoff games if the team qualifies. The football team is hoping to attract at least 100 plus spectators for each game.

I have attached a chart showing the different billing types for a rental at the HS Stadium field. The chart shows the rates for a for profit, non-profit, and a fee waiver rate that was offered by the Mayor that includes police presence and lights. The New Milford Fire has also filed for tax exempt status and their application is pending. The Fire's accountant has said that they can operate as a tax exempt organization until they receive the determination from the IRS.

We have notified New Milford Fire that NMHS sports teams are given priority for use of the field. NMHS events will take precedence should there be any schedule changes due to weather or an unforeseen event, and the field is needed on a day that the Fire is scheduled. Every effort will be made to reschedule the Fire's event.

<u>Org. Type 2 (non-profit)</u>			<u>Org. Type 5 (for profit)</u>			<u>Fee Waiver Rates</u>		
Roster fee	\$15 x 60 players	\$900.00	Roster fee	\$15 x 60 players	\$900.00	Roster fee	\$15 x 60 players	\$900.00
Turf field OT (Sat. game)*		\$150.00	Turf field fee*	\$250/hr. x 4 hrs.	\$1,000.00	Turf field fee*		\$250.00
Application fee		\$20.00	Application fee		\$30.00	Application fee		\$30.00
Lighting charges (2 hr. minimum)		\$31.02	Lighting charges (2 hr. minimum)		\$31.02	Lighting charges included		
Sound booth rental		\$25.00	Sound booth rental		\$25.00	Sound booth rental		\$25.00
Booster barn-Gridiron Club running concessions/keep profits		\$150.00	Booster barn-Gridiron Club running concessions/keep profits		\$150.00	Booster barn-Gridiron Club running concessions/keep profits		\$150.00
TOTAL		\$1,276.02	TOTAL		\$2,136.02	TOTAL		\$1,355.00
*All turf field rates are calculated for one 4 hour game								

Org. Type 2 (non-profit)			Org. Type 5 (for profit)			Fee Waiver Rates		
Roster fee	\$15 x 60 players	\$900.00	Roster fee	\$15 x 60 players	\$900.00	Roster fee	\$15 x 60 players	\$900.00
Turf field rental fee	is roster fee		Turf field fee	\$250/hr. x 32 hrs.*	\$8,000.00	Turf field fee	8 x \$250	\$2,000.00
Application fee		\$20.00	Application fee		\$30.00	Application fee		\$30.00
Lighting charges (2 hr. minimum)		\$248.16	Lighting charges (2 hr. minimum)		\$248.16	Lighting charges included		
Turf field OT (Sat. game)	\$150 x 8	\$1,200.00	Turf field OT (Sat. game)	\$150 x 8	\$1,200.00	Turf field OT (Sat. game)	\$150 x 8	\$1,200.00
Sound booth rental	\$25 x 8	\$200.00	Sound booth rental	\$25 x 8	\$200.00	Sound booth rental	\$25 x 8	\$200.00
Booster barn-Gridiron Club running concessions/keep profits		\$150.00	Booster barn-Gridiron Club running concessions/keep profits		\$150.00	Booster barn-Gridiron Club running concessions/keep profits		\$150.00
TOTAL		\$2,718.16	TOTAL		\$10,728.16	TOTAL		\$4,480.00
*based on 8 games @ 4 hours/game								
Potential game dates:								
Scrimmage Sat. June 5-north field								
6/19/2021-stadium								
7/10/2021-stadium								
7/24/2021-stadium								
8/7/2021-stadium								
8/14/2021-stadium								
Playoffs Sept. 11-stadium								
Conference finals Sept. 18-stadium								

DANBURY HS RENTAL COMPARISON

<u>Non-Profit Organization</u>		<u>For Profit Organization</u>	
Stadium (\$100/hr)	\$3,200.00	Stadium (\$250/hr.)	\$8,000.00
Park Maintainer (\$65/hr)	\$2,600.00	Park Maintainer (\$65/hr)	\$2,600.00
Custodian (\$53/hr for concession stand/bathrooms)	\$1,696.00	Custodian (\$53/hr for concession stand/bathrooms)	\$1,696.00
Site Supervisor (\$65/hr-present at all games, or practices that are not local youth groups)	\$2,080.00	Site Supervisor (\$65/hr-present at all games, or practices that are not local youth groups)	\$2,080.00
TOTAL	\$9,576.00	TOTAL	\$14,376.00
*based on 8 games @ 4 hrs/game			
**fees from DHS stadium fee chart			

Turf Field Rental Fee Comparisons

School	Field Rental Fee for School and In Town Youth Groups	Other Fees	Field Rental Fee Non-Profit Organizations	Other Fees	Field Rental Fee For Profit Organizations	Other Fees
Brookfield	No Charge for School or in Town Youth Groups	None	\$100/hr	If needed: \$150 clean up fee	\$100/hr	If needed: \$150 clean up fee
Danbury	No Charge for School or in Town Youth Groups	If needed: Lights - \$35/hr DHS Staff - \$40/hr Custodian - \$52/hr	\$100/hr	If needed: Lights - \$35/hr Maintenance - \$65/hr Custodian - \$52/hr	\$250/hr	If needed: Lights - \$35/hr Maintenance - \$65/hr Custodian - \$52/hr
New Fairfield	No Charge for School Groups. Youth Groups - \$40 per participant (one time fee per season)	If needed for youth groups: Lights – \$25/hr Custodian – Mon-Sat \$35.85/hr, Sun \$47.46/hr	\$150/hr 1 st day \$100/hr additional days	If needed: Lights - \$25/hr Maintenance - \$50/hr Saturdays (min 3 hrs) \$70/hr Sundays (min 3 hrs)	\$200/hr 1 st day \$150/hr additional days	If needed: Lights - \$25/hr Maintenance - \$50/hr Saturdays (min 3 hrs) \$70/hr Sundays (min 3 hrs)
Weston	\$10 per person per season	If needed: Lights - \$17.05/hr	No outside groups allowed to use the field	N/A	No outside groups allowed to use the field	N/A
New Milford	No charge for School Groups. Youth Groups - \$5 per participant (one time fee per season)	If needed: Lights - \$15.51/hr Maintenance - \$34/hr Sound Booth - \$25	\$150/hr	If needed: Lights - \$15.51/hr Maintenance - \$34/hr Sound Booth - \$25	\$150/hr	If needed: Lights - \$15.51/hr Maintenance - \$34/hr Sound Booth - \$25

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

PRIORITY LIST FOR USE OF PUBLIC FACILITIES

1. ALL ACTIVITIES UNDER THE JURISDICTION OF THE BOARD OF EDUCATION:

Educational activities for public school children and school employees.

LOCAL TOWN GOVERNMENT AND CONTINUING EDUCATION:

This category includes: All official Town Meetings and regular meetings which are open to the general public such as Evening School, elections, Civil Defense Organizations, Red Cross and Emergency Preparedness Organizations.

PARENT-TEACHER AND OTHER SCHOOL ASSOCIATED GROUPS:

This category includes: PTO, Graduation Party Committee and other school associated groups.

2. RECREATION FOR CHILDREN:

(Non-Profit Organization) e.g. Girl & Boy Scouts Organizations, Parks & Recreation, Youth Agency, and other non-profit youth activities.

RECREATION FOR ADULTS:

(Non-Profit Organization) e.g. Adult recreational or cultural activities, Senior Citizen Organizations, etc.

3. OTHER NON-PROFIT GROUPS:

(Non-Profit Organization) e.g. Church Youth Groups, Service Organizations, Church meetings etc.

COMMERCIAL VENTURE:

This category includes commercial ventures of definite cultural value, for the specific benefit of the youth of New Milford.

4. POLITICAL PARTY MEETINGS:

To be used for conducting party business and not for rallies with the exception of caucuses.

PRIVATE PARTY MEETINGS:

Civic and Fraternal programs: e.g. Women's Club, Condo Associations, alumni groups, Masons, Elks, etc.

5. COMMERCIAL VENTURE:

This category includes commercial venture for organizational promotion.

USE OF FACILITIES FEE SCHEDULE
(Effective November 19, 2019)

Elementary and Intermediate Schools

Org. Type	Classroom	Cafetoreum	Library	Kitchen	Gym, MPR	Fields/Parking
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
3	\$50.00	\$150.00	\$150.00	\$100.00	\$150.00	\$125.00
4	\$75.00	\$200.00	\$200.00	\$150.00	\$250.00	\$175.00
5	\$125.00	\$350.00	\$250.00	\$200.00	\$350.00	\$225.00

Middle and High Schools

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Arena	MPR	Theater	Turf Fields
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00*
3	\$50.00	\$150.00	\$150.00	\$150.00	\$150.00	\$250.00	\$150.00	\$600.00	\$15.00*
4	\$75.00	\$200.00	\$200.00	\$200.00	\$250.00	\$450.00	\$250.00	\$800.00	\$200.00/hour
5	\$125.00	\$350.00	\$250.00	\$300.00	\$350.00	\$750.00	\$350.00	\$1,200.00	\$250.00/hour

Utility Fees (per event)

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Theater	Turf Field Lights
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
3	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
4	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
5	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
A/C Charges Where Applicable	\$35.00	\$70.00	\$65.00	\$35.00	\$70.00	\$250.00	n/a

- Custodial & Maintenance overtime fees will be billed at \$34.00 per hour Monday-Saturday, \$44.00 per hour on Sundays.
- Turf Field Overtime rate will be \$50.00 per hour for 1-3 hours of use; \$150.00 flat rate for 3+ hours per Monday-Saturday event; and \$200.00 flat rate for 3+ hours per Sunday event.
- A.V. or Computer Tech. fees will be billed at \$37.00 per hour Monday-Saturday, \$47.00 per hour on Sundays.
(Required for NMHS Theatre Sound Booth and any other on-site support)
- Cafeteria employees' services will be billed separately and in addition to any fees incurred by this permit.
- There will be a one time application fee of \$20.00 for groups in Org. Type 2 & 3.
- There will be a one time application fee of \$30.00 for groups in Org. Type 4 & 5.
- There will be a flat rate fee of \$175.00 per use for the school piano or sound system.
- There will be a flat rate fee of \$150.00 each per use for a school computer, copier, and/or audio/visual equipment.
- Fee of \$25.00 per use of Turf Field Sound Booth (organization types 2-5). Usage of this also requires pre-use authorization form.
- Fee of \$150.00 per use of Turf Field Booster Barn (organization types 2-5). Usage of this also requires pre-use authorization form.

* There will be a \$15.00 per person roster fee for use of turf fields as explained in the Field Use Manual for Org. Types 2&3.

NEW MILFORD PUBLIC SCHOOLS
Office for Student Affairs
50 East Street
New Milford, CT 06776
(860) 354-2654 Fax: (860) 210-2682



Laura M. Olson
Director of Special Services and Pupil Personnel

To: Ms. Alisha DiCorpo, Superintendent
From: Mrs. Laura Olson, Director of Special Services and Pupil Personnel
Re: Request for Updates to Litchfield Hills Transition Center/The Maxx
Date: April 9, 2021

Litchfield Hills Transition Program (LHTC) provides mandated special education services to students with disabilities, ages 18-22. Now in its 12th year, LHTC has developed into a highly reputable and cost effective program. Due to COVID restrictions, the program is temporarily housed at SNIS, but plans to return to The Maxx building at 94 Railroad Street for the upcoming 2021-2022 school year.

In order to provide comprehensive services and programming that aligns with IDEA and CSDE guidelines for Transition Services, the program is being recommended for enhancement and portions of the Maxx for renovations. The renovation is intended to improve student learning outcomes and to provide services and programming for expected increases in the roster for the 2022-2023 school year.

The enhancements and renovations include the following components:

- Activities of Daily Living Skills: laundry area, kitchen area, bedroom, lockers
- Technology: laptop/phone/iPad area for student online learning and communication
- Social Skills: large and small group meeting areas
- Academics: smartboards, conference table and chairs
- Vocational Skills Instruction: smartboard, seating areas, conference table and chairs

Please see attached list for requested furniture and appliances with projected costs.

cc: Silverman, P.
Giovannone, A.
Morse, L.

Maxx Reno estimates

Area:	Needs:
Entrance	LHTC/Youth Agency Signs (for outside building, front and side) Picnic Tables Large Bulletin Board \$220 https://www.wbmason.com/ProductDetail.aspx?ItemDesc=Quartet-Classic-Cork-Bulletin-Board-72-x-48-Oak-Finish-Frame&ItemID=QRT307&uom=EA&COID=&SearchID=682893981&ii=2
Laundry Room	Countertop/cabinets - not included, need specs & costs Washer & Dryer- cost around \$500-600 ea. (total cost for both washer and dryer around \$1,200) depending on different models for https://www.homedepot.com/p/Hotpoint-6-2-cu-ft-240-Volt-White-Electric-Vented-Dryer-HTX24EASKWS/207188948 https://www.homedepot.com/p/Hotpoint-3-8-cu-ft-White-Top-Load-Washing-Machine-with-Stainless-Steel-Tub-HTW240ASKWS/207188935
Locker Area	Double stacked lockers, 6 in a set, need 5 sets for 30 total) \$575 x 5 = \$2875 https://www.lockers.com/12-inch-wide-double-tier-standard-metal-locker-3-wide-6-feet-high-18-inches-deep-blue-assembled/
Tech Area	Chairs (40 for all areas - tech area, extra seating, conference table, hobby area - \$28/ea x 40 = \$1120) https://1stackablechairs.com/stacking_chair_bucket_chair.htm Floating Desks 3 x \$140 = \$420 https://www.mybobs.com/furniture/home-office/desks/p/2014361002 Tech Strips/Outlets 3 x \$20= \$60 https://www.amazon.com/dp/B086JQRG9Y/ref=sspa_dk_detail_0?psc=1&pd_rd_i=B086JQRG9Y&pd_rd_w=LVuBi&pf_rd_p=4269e1a0-a218-4fbd-9748-1cd337d2f2a5&pd_rd_wg=V7Kn3&pf_rd_r=G9ERAQ3HWYCJMQ8Z7WP&pd_rd_r=4667f5d9-ff26-4d6c-b47d-dc4c5b8d5980&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPU EyRVdYTkM4U0YyNVBDJmVuY3J5cHRIZElkPUeWNTg1OTExM04xVEYzU1ZNUk4mZW5jcnlwdGVkQWRJZD1BMDMwODk4MTY5SURBRTQyRzdaRiZ3aWRnZXROYW1IPXNwX2RldGFpbCZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU=
Hobby Area	Table \$500 https://www.mybobs.com/furniture/dining-room/dining-tables/p/20031237 Chairs (included above)

Maxx Reno estimates

	<p>Storage Cabinet https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM49043/products_id/PRO65367 \$1800.</p>
Extra Seating Area	<p>Tables 3 x \$230/ea = \$690 https://www.worthingtondirect.com/tables/4848r-48-round-2230-legs-adjustable-height-table.htm Chairs included above</p>
LHTC Kitchen	<p>Countertop/cabinets - not included, need specs & costs Front Control Dishwasher in White, 64 dBA in white \$339.00 https://www.homedepot.com/p/GE-Front-Control-Dishwasher-in-White-64-dBA-GSD2100VWW/202868433 Electric Range with Self-Cleaning Oven in White (30 in. 5.3 cu.ft) \$485.00 https://www.homedepot.com/p/GE-30-in-5-3-cu-ft-Electric-Range-with-Self-Cleaning-Oven-in-White-JB258DMWW/306260081 Pub Table/Chairs (to use kitchen island) \$650 https://www.btfurnishings.com/en/5-pc-axis-pub-set Sink \$290 https://www.homedepot.com/p/Glacier-Bay-All-in-One-Dual-Mount-Stainless-Steel-25-in-2-Hole-Single-Bowl-Tight-Radius-Kitchen-Sink-in-Brushed-Finish-with-Faucet-VDR2522A1/302928165</p>
LHTC conference Area	<p>Conference table (30"H x 120"L x 44"W) \$1,659.99 (rectangular table made of solid wood sitting on top of a contemporary black metal base) (chairs include above in tech area) https://www.wayfair.com/meeting-collaborative-spaces/pdp/loon-peak-heilman-ligna-li-rectangular-conference-table-w004389575.html?_pageId=I%2FWEwmBvFdc0rxE4EBefAg%3D%3D&_isPageRequest=false&piid=410474673 Chairs included above Rolling SMARTBoard (may have one in district)</p>
Living Room Area	<p>Sofa and Love Seat \$800 https://www.mybobs.com/furniture/living-room/living-room-sets/p/20060055 Coffee Table/Side Tables \$200 https://www.mybobs.com/furniture/living-room/coffee-tables/p/20032024 Chair \$280</p>

Maxx Reno estimates

	https://www.mybobs.com/furniture/living-room/chairs/p/20056138001
LHTC Office	<p>Staff desks (2) color black \$149.99 (have desk chairs)</p> <p>https://www.amazon.com/INVIE-Office-Computer-Workstation-Drawers/dp/B07T674GWS/ref=sr_1_3_sspa?crid=1SQOUJORLXRFM&dchild=1&keywords=office+desk+with+drawers&qid=1617892304&srefix=office+desk+%2Caps%2C218&sr=8-3-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEyT09NUjZDTjZRUDFVJmVuY3J5cHRIZEikPUEwMjM4OTA0M0U5T001T0dPNU1FOCZlbnNyeXB0ZWRBZEikPUEwNzQ3MzAxMUZGR1RCSDI4UjVUUVSZ3aWRnZXROYW1lPjNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU=</p> <p>Needs new flooring and to be repainted (already have flooring at Maxx)</p>
Bedroom Area	<p>Murphy Bed (twin) includes mattress \$1,119.27</p> <p>https://www.amazon.com/Atlantic-Furniture-Southampton-Charging-Station/dp/B08VWMYH7G/ref=sr_1_2?crid=11JUWD5HGDUV&dchild=1&keywords=twin%2Bmurphy%2Bbed&qid=1617891709&srefix=twin%2Bmurphy%2Bbed%2Caps%2C157&sr=8-2&th=1</p> <p>(will need pillow and case, sheets, comforter)</p>
Cover for Pool Table	Hard cover for multiple uses \$300.
Other	<p>Updated security system</p> <p>Painting</p> <p>Lighting</p>
	Approx Cost: \$15,160. (not including labor, kitchen cabinets, laundry cabinets and “other”)

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

To: Alisha DiCorpo, Superintendent
Cc: Anthony Giovannone, Director of Operations and Fiscal Services
From: Nestor Aparicio, Interim Facilities Director
Date: April 21, 2021
Re: NMHS Sign

Last month, our Facilities department met with Fiberdine Labs Inc. to take a look at the electronic sign in front of New Milford High School. Our current sign is outdated, with broken lights and sockets that have become obsolete. Fiberdine inspected the damaged sign and took measurements of the monument where the screen sits. A few weeks later, two quotes and renderings were submitted by Fiberdine for a new LED sign to replace our current sign.

The first rendering is a standard 3'X6' LED screen along with a 3'X4" vinyl logo.

The second rendering is a customized 3'X 9' LED screen. It covers the majority of the open space in the monument.

I have attached copies of the specs, quotes and drawing of what each rendering looks like. I think that the 3'x9' LED sign would be a good choice for this monument. Due to the day distance this sign sits away from the road, the larger sign would be easier to read for cars driving by the high school and notify them of any event happening in the school district.



Quote 041421_New Milford School District LED Display_e

April 14, 2021

Board of Education
New Milford Public Schools
50 East Street
New Milford, CT 06776

Dear Board of Education,

Thank you for the opportunity to provide you a quote for a new LED Display from Herkimer Industries. We are a NYS non-profit agency that provides supports, services, and employment opportunities to individuals with disabilities. Our Mission Statement is *"Empowering people with disabilities and enriching lives throughout our community."*

As part of our mission and goals, we have partnered with Fiberdyne Labs in providing LED Displays to numerous customers over the years. We send a crew of people we support to Fiberdyne where they perform value add to the LED Displays. We have worked with Fiberdyne in this capacity for over a decade. Our signs can be found at various schools around New York State, the NY State Fairgrounds, and if you're familiar with Times Square's giant American Flag LED display, that was us too!

We are pleased to provide the following two quotes to New Milford Public Schools for your consideration. Please see attached.

We are planning on being available to answer questions at your next Board meeting on 4/27, but please also feel free to contact me in the interim. Thank you for the opportunity to earn your business, and for providing employment opportunities to individuals with disabilities.

Sincerely,

Ethan Durham
Government Sales Director
Arc Herkimer / Herkimer Industries
315-574-7633
edurham@archerkimer.org

Arc Herkimer, Herkimer Industries Division
Industries.archerkimer.org
304-306 Fourth Ave., Herkimer, NY 13350



Quote 041421_New Milford School District LED Display_e

Option 1) 3'x6' LED Display with Fixed, Lighted "New Milford Green Wave Sign"

- Larger 3ft x 6ft LED sign (Electronic Message Center) in highest resolution (real 6.67mm pixel pitch), DUAL-Sided:
 - Edison Displays© full color, programmable, outdoor LED sign
 - Double sided LED cabinet 6.67mm front maintenance, framed
 - Real 6.67mm resolution - 41,472 Pixels/per side
 - Sign Resolution: 288 x 144 Pixels (per side / sign face)
 - Dimensions (WxHxD): approx. 78" x 40" x 8" (22 sq. ft. per sign face)
 - Custom product with Meanwell© UL recognized power supplies.
 - Power (average/maximum at 120V): Per side 6A/18A
 - Graphic capability: Pictures, Animated Graphics, Video
 - Controller: Edison CLOUD Player 1 (outdoor/indoor)
 - Software: Edison CLOUD Player Software License and Edison EDITOR graphics software and templates

- Full Turn-Key Installation
 - Full Turn-key Installation with Accessories
 - Custom structural elements,
 - pedestal sign wrapping,
 - vinyl illuminated side panel with custom graphics,
 - on-site labor*,
 - metal kit with attachment pieces

- * This job has been quoted at non-prevailing wages. Should prevailing wage apply, a change order will be issued.
- Terms: 50% when placing order and 50% prior to shipping.

- Total for above: \$39,491.76

Quote 041421_New Milford School District LED Display_e

Option 1) 3'x6' LED Display with Fixed, Lighted "New Milford Green Wave Sign"





Quote 041421_New Milford School District LED Display_e

Option 2) 3'x9' LED Display

- Larger 3ft x 9ft LED sign (Electronic Message Center), in highest resolution (real 6.67mm pixel pitch), DUAL-Sided:
 - Edison Displays© full color, programmable, outdoor LED sign
 - Double sided LED cabinet 6.67mm front maintenance, framed
 - Real 6.67mm resolution- 62,208 pixels/side
 - Sign Resolution: 432 x 144 Pixels (per side / sign face)
 - Dimensions (WxHxD): approx. 37" x 113" x 8" (22 sq. ft. per sign face)
 - Custom product with Meanwell© UL recognized power supplies.
 - Graphic capability: Pictures, Animated Graphics, Video
 - Controller: Edison CLOUD Player 1 (outdoor/indoor)
 - Software: Edison CLOUD Player Software License and Edison EDITOR graphics software and templates

- Full Turn-key Installation with Accessories
 - Custom structural elements,
 - pedestal sign wrapping,
 - metal kit with attachment pieces,
 - on-site labor*

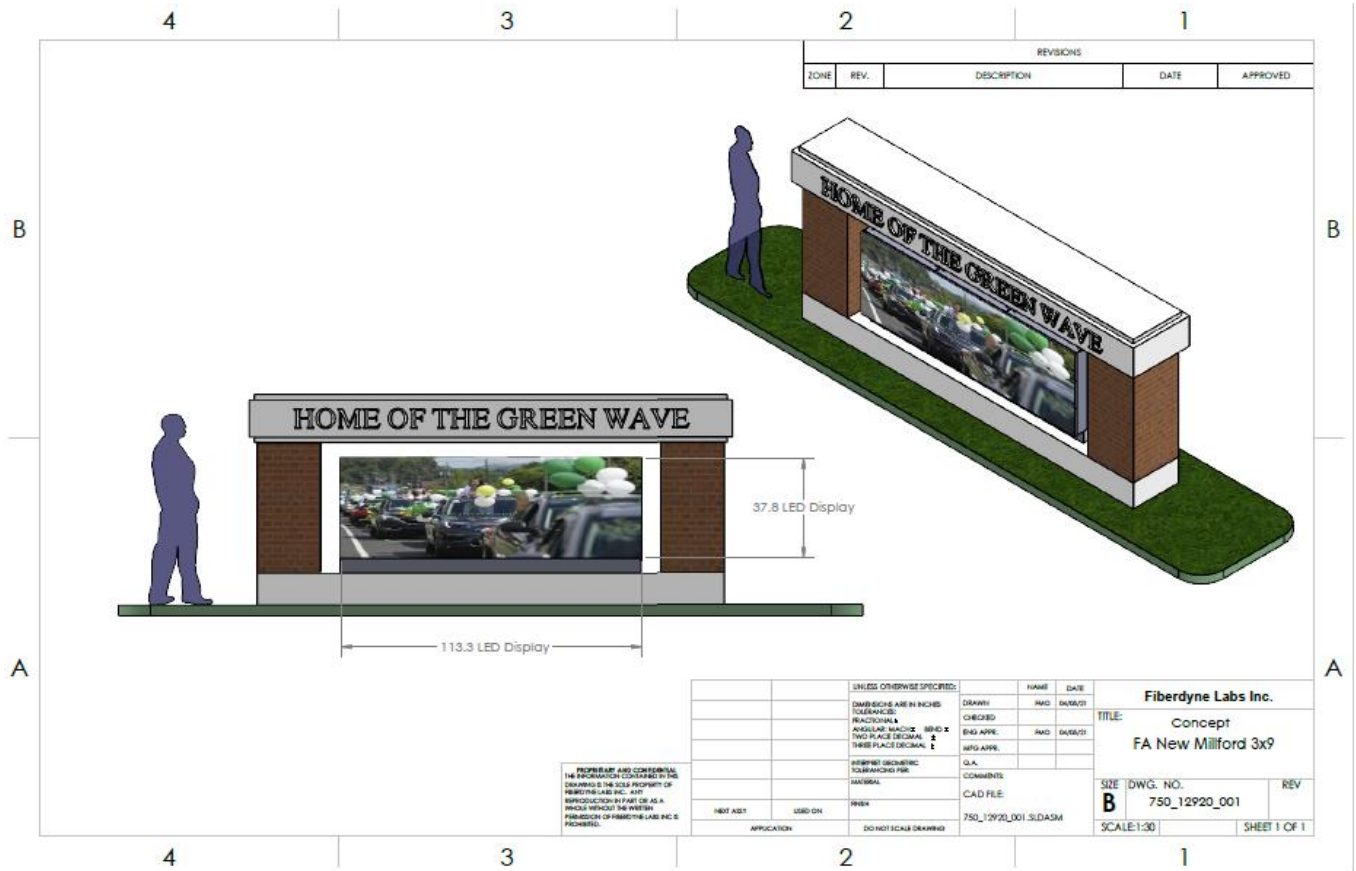
- *This job has been quoted at non-prevailing wages. Should prevailing wage apply, a change order will be issued.

- Terms: 50% when placing order and 50% prior to shipping.

- Total for above: \$45,229.00

Quote 041421_New Milford School District LED Display_e

Option 2) 3'x9' LED Display





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

To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 3, 2021
Re: Staples Donation

The New Milford branch manager of Staples (Mr. Steven Ruzicka) had contacted the Northville Elementary School on March 18 regarding a donation of school supplies (crayons, pencils, paper etc.).

I contacted the store the following day and the team at Staples told me the donation amount is just under our Board Policy threshold for approval (approx. \$800.00). We took delivery of the items on March 19 and brought them to Northville for distribution.

I wanted to bring this donation to your attention as we are tremendously grateful for the additional school supplies and generosity from our community members.

Sincerely,
Kevin Munrett



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

ITEM OF INFORMATION

9B

TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 20, 2021
RE: ESSER II Funding Update

As previously communicated:

- Superintendents and Business Officials received notification of the ESSER II funding allocation on Friday, January 29, 2021.
- New Milford Public Schools (NMPS) allocation stands at \$1,333,864.
- This funding can only be used for COVID expenses and cannot be used to supplant any operating budget expenditures.

Updates regarding this matter:

- The application was submitted on March 31, 2021 ahead of original deadline but it has yet to be approved in order to begin the drawing down of funds.
- The Connecticut State Department of Education (CSDE) notified all districts on April 19, 2021 that due to several districts receiving an extension, the due date was extended until midnight April 26, 2021.
- NMPS was not one of the districts that requested or received an extension and we are now just waiting on approval of our original application.
- The CSDE will update NMPS via the "Application Review Status Checklist" through their on-line portal. This checklist is a means of communication between the CSDE and districts regarding specific approval of individual items submitted in the funding application.
- Page #2 of this memo outlines the NMPS application broken out by major object code.

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



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

ITEM OF INFORMATION

9B

ESSER II BUDGET APPLICATION SUBMITTED 3/31/21
 TO EXPEND ALL FUNDING IN ONE SCHOOL YEAR

Description	Salary	Benefits	Professional	Transp.	Equipment	TOTAL	% OF GRANT
Interventionist* - HPS	\$66,555	\$23,035				\$89,590	74%
Interventionist* - NES	\$66,555	\$23,035				\$89,590	
Interventionist* - SNIS	\$66,555	\$23,035				\$89,590	
Coordinator* - K-5 Math	\$66,555	\$23,035				\$89,590	
Coordinator* - K-5 Literacy	\$66,555	\$23,035				\$89,590	
Coordinator* - 6-12 Math	\$66,555	\$23,035				\$89,590	
Coordinator* - 6-12 Literacy	\$66,555	\$23,035				\$89,590	
Counselor* - HPS/NES	\$66,555	\$23,035				\$89,590	
Counselor* - SMS	\$66,555	\$23,035				\$89,590	
Tech Integration Specialist / Remote Learning Coordinator* - District	\$66,555	\$23,035				\$89,590	
Tech Integration Specialist / Remote Learning Coordinator* - District	\$66,555	\$23,035				\$89,590	
HPS / NES August 9-13 Jump Start (at hourly rates)	\$44,085			\$55,000		\$99,085	7%
SMS Homework Program Expansion (at hourly rates)	\$22,405					\$22,405	2%
Tier 3 & Special Education Consulting Services			\$50,000			\$50,000	4%
Tech Director Consulting Services - 12 month contract			\$102,000			\$102,000	8%
Strategic Planning & Rebuilding - District Systems after COVID			\$20,000			\$20,000	1%
Tech Equipment - 114 Access Points @ \$480 each					\$54,884	\$54,884	4%
	\$798,595	\$253,385	\$172,000	\$55,000	\$54,884	\$1,333,864	100%

2021 COVID-19 Special Education Stipend

In an effort to supplement COVID-19 special education recovery efforts, the Connecticut State Department of Education (CSDE), Bureau of Special Education (BSE), is making available an opportunity for a one-time stipend to school districts. School districts are encouraged to apply by completing and submitting the attached stipend proposal form (page 2).

Stipend: COVID-19 Special Education Stipend
Amount of Stipend: Up to \$20,000.00
Use of Funds: The stipend is intended to assist school districts with addressing delayed, interrupted, suspended or inaccessible IEP supports and services for students with IEPs in your school district. These funds can also be used to provide students with IEP supports and services to remediate skills and/or address lack of progress due to the COVID-19 pandemic.
Stipend Proposal Submission Requirements: School district proposals will be reviewed by the BSE and award recipients will be chosen based upon the quality of the proposal and timeliness of submission. Proposals must be submitted electronically to the BSE via Regina Gaunichaux at, Regina.Gaunichaux@ct.gov by April 30, 2021, at 4:00 p.m. Late proposal submissions will not be considered. (No Exceptions)
Expenditure Examples (requests not limited to examples provided): Stipend funds must be used during the 2020-2021 school year, during the summer of 2021 or the fall of 2021; to: <ul style="list-style-type: none">● Conduct/complete evaluations;● Deliver specialized instruction/related services;● Administer Early Childhood assessment or instruction;● Provide Transition services for eligible students;● Increase the capacity of qualified individuals to deliver specialized instruction/related services via professional development; and● Contract services for the purpose of providing IEP services. Other activities may include staff/parent training, enhancement in the delivery of remote instruction, collaboration with community-based programs or assistive technology activities.
All funds must be expended by September 30, 2021

The completed proposal form(s) must be received electronically by April 30, 2021 at 4:00 p.m. Proposals must be emailed to: Regina.Gaunichaux@ct.gov

Proposed Activity/Activities <i>(required)</i>	<ul style="list-style-type: none"> ● Provide additional behavioral and social emotional support to IEP'd students and classrooms during the ESY program. 10 additional hours. ● Provide additional Social Work support for our students in the ESY program as well as students on remote instruction. Lunch Bunch, Family outreach, remote learner support, Social Skills Lessons. Up to 19 days, 4-5 hours per day. ● Job Coaches: provide transition support for student(s) in our transition program so that they can participate in vocational related activities throughout the summer. ● Provide after school academic support and instruction for grades 3, 4, and 5 until the end of the school year.
Student Population (Age Group) <i>(required)</i>	<ul style="list-style-type: none"> ● 250+ students with disability are enrolled in our ESY program, ages 3-22 ● 1-2 students participating in the 18-22 year old transition program.
Materials <i>(complete this section if applicable)</i>	<ul style="list-style-type: none"> ●
Equipment/Resources Assistive Technology <i>(complete this section if applicable)</i>	<ul style="list-style-type: none"> ● Purchase standing desks for SWD in general ed and special ed classrooms.
Professional Development <i>(complete this section if applicable)</i>	<p>(Intended Audience/Anticipated Number Trained)</p> <ul style="list-style-type: none"> ● BCBA training of certified and support staff for students during the ESY session.
Other <i>(complete this section if applicable)</i>	<ul style="list-style-type: none"> ●

2021 COVID-19 Special Education Stipend Application

The completed proposal form(s) must be received electronically by April 30, 2021 at 4:00 p.m. Proposals must be emailed to: Regina.Gaunichaux@ct.gov

District:New Milford

Name of Applicant:Laura M. Olson

Email Olsonl@newmilfordps.org

The completed proposal form(s) must be received electronically by April 30, 2021 at 4:00 p.m. Proposals must be emailed to: Regina.Gaunichaux@ct.gov

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

To: Alisha DiCorpo, Superintendent
Cc: Anthony Giovannone, Director of Operations and Fiscal Services
From: Nestor Aparicio, Interim Facilities Director
Date: April 21, 2021
Re: Enrollment and Feasibility Studies




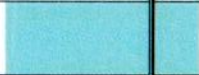




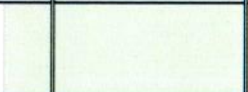
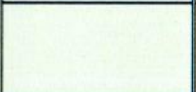










Enrollment and Feasibility Studies

We had our kickoff meeting on March 31, 2021 with SLR in which we discussed the process and schedule for the enrollment and feasibility studies. Mike Zuba requested school floor plans and egress plans that were sent over to Mike's office the following day. Mr. Zuba also informed us that a "working group" needed to be formed by the Superintendent in order to act as an oversight/input group in order to provide insight into the building use, programming space etc. The group will include BOE members, Town representatives and school facilities staff.

SLR has begun inspecting our schools as part of their projects to evaluate the space we have. I have attached a copy of the "Process and Schedule" that SLR provided us so we can follow their scheduled progress on a weekly basis.



Process & Schedule

Ten-Year Enrollment Projection & School Facility Utilization Study				
Tasks	Month 1	Month 2	Month 3	Month 4
	Task 1. PROJECT INITIATION			
Task 2. COMPREHENSIVE DEMOGRAPHICS AND HOUSING ANALYSIS				
Task 3. ENROLLMENT PATTERNS				
Task 4. ENROLLMENT PROJECTIONS				
Task 5. SCHOOL FACILITY EVALUATION				
Task 6. FACILITY UTILIZATION				
Task 7. PLANNING FOR THE FUTURE - OPTIONS				
Task 8. COMMUNITY ENGAGEMENT		 	 	 
 Project Kick-Off Meeting				
 BOE Presentation				
			 Recommendations to BOE	

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

To: Alisha DiCorpo, Superintendent
Cc: Anthony Giovannone, Director of Operations and Fiscal Services
From: Nestor Aparicio, Interim Facilities Director
Date: April 21, 2021
Re: Facilities end of the year project

NMHS Gym Floors

The two gym floors at NMHS have delamination or flaking from the finish being applied over the years. Floors need to be professionally cleaned and resurfaced in order to reduce the flaking concerns. However, this approach may not fully solve the problem. In order to do so, a full sanding and repainting of the floors is recommended.

I have attached quotes from two different vendors for two scopes.

Scope A - Dry scrub and resurface the main gym and small gym at the high school.

Scope B - Dry scrub to the bare wood. Then prep the bare wood, install game lines, logo and lettering. Last, resurface the gym floors in the main gym and small gym.

At this time, I think the gym floors would benefit from having a professional gym floor company come in and dry scrub and resurface our gyms. It is recommended that we do a full service, bare to the wood, every 10 years and it's been 7 years since our last full service resurface. Currently the painting and relining of the courts are in good condition which could last us for 3 more years.

Atlantic Sport Floors
607 Gateway Avenue
Valley Cottage, NY 10989 US
info@gymfloorsander.com
www.atlanticsportfloors.com



Estimate

ADDRESS

New Milford Public Schools CT
388 Danbury Road
New Milford, CT 06776

ESTIMATE # 1744

DATE 04/22/2021

EXPIRATION DATE 08/18/2021

ACTIVITY	QTY	RATE	AMOUNT
Service:Sand and Refinish Main Gym (approximately 10,800sf)	1	28,000.00	28,000.00

- 1 - Furnish all labor and materials necessary to completely sand and refinish gymnasium floor as per specifications of the MFMA (Maple Flooring Manufacturers Association) and finish manufacturer.
- 2 - Sand wood flooring with drum sander, edger, buffer, and hand scraper as conditions require, producing a smooth, level surface.
- 3 - Use course, medium, and fine grit sandpaper in that ordering as needed.
- 4 - After sanding with drum sander, buff entire floor using 100 grit screen back or equal grit sand paper with a heavy duty buffer.
- 5 - Clean and tack floor to remove dust, leaving floor clean and ready for finish.
- 6 - Floor shall present a smooth surface without drum stop marks, gouges, streaks or shiners.
- 7 - 2 coats of oil modified polyurethane to be applied after sanding and proper preparation has been completed.
- 8 - Install original game lines, lettering, and logo.
- 9 - 2 coats of oil modified polyurethane to be applied after the lines and lettering are dry.
- 10 - All workmanship and materials required to complete the job shall be MFMA approved and strictly adhered to.
- 11 - All debris shall be cleaned up and properly removed.

Price is based on the layout submitted, any changes may result in price differences.

Permanent lighting and HVAC must be functional during work.

Owner will provide accessible dumping facilities.

Please contact me with questions and concerns.

TOTAL

\$28,000.00

Accepted By

Accepted Date

Atlantic Sport Floors
607 Gateway Avenue
Valley Cottage, NY 10989 US
info@gymfloorsander.com
www.atlanticsportfloors.com



Estimate

ADDRESS

New Milford Public Schools CT
388 Danbury Road
New Milford, CT 06776

ESTIMATE # 1746

DATE 04/22/2020

ACTIVITY	QTY	RATE	AMOUNT
Service:Screen and 2 Coats Main Gym Perform all necessary preparation work needed to the floor including: gum, tape, and other debris removal. **Excluding tar and athletic equipment** 1 - Dry scrub the entire floor surface with an abrasive 150 grit screen (depending upon the condition of the floor). The screen removes most black marks and abrades the existing floor finish to promote proper adhesion. The cleaning solution washes the entire surface removing old spills, dirt, oils, grease, sweat, etc. 2 - Vacuum and tack the floor with damp Turkish towels to remove all dirt and debris. Apply two coats of Bona Sport 350 Voc compliant oil based polyurethane.	1	5,320.00	5,320.00
Service:Screen and 2 Coats Small Gym Perform all necessary preparation work needed to the floor including: gum, tape, and other debris removal. **Excluding tar and athletic equipment** 1 - Dry scrub the entire floor surface with an abrasive 150 grit screen (depending upon the condition of the floor). The screen removes most black marks and abrades the existing floor finish to promote proper adhesion. The cleaning solution washes the entire surface removing old spills, dirt, oils, grease, sweat, etc. 2 - Vacuum and tack the floor with damp Turkish towels to remove all dirt and debris. Apply two coats of Bona Sport 350 Voc compliant oil based polyurethane.	1	3,356.00	3,356.00

****Please be advised due to the peeling of the floor finish at the present time there is no guarantee on our end the floor will not continue to peel and cannot be held responsible**** We do recommend a complete sanding of the gym floor

Please be advised due to the peeling of the floor finish at the present time there is no guarantee on our end the floor will not continue to peel. Permanent lighting and HVAC must be functional during work. Owner will provide accessible dumping facilities. Please contact me with questions and concerns.

TOTAL

\$8,676.00

Accepted By

Accepted Date



45 Nutmeg Rd. So., South Windsor, CT 06074-0145

PROPOSAL

www.DaleneFlooring.com
Ph: 860-289-4305 Fax: 860-290-3774

To: New Milford Public Schools
Address: 50 East Street
New Milford, CT 06776
Phone: 860-354-6265
Fax:
Email: Munrettk@NewmilfordPS.org

Project Name: New Milford High School
ANNUAL MAINTENANCE
Address: 388 Danbury Road
New Milford, CT 06776
Contact: Kevin Munrett
Facilities Director
Date: March 24, 2021

We propose to furnish and install the following items according to plans and specifications as noted below.

ANNUAL ATHLETIC FLOOR MAINTENANCE AGREEMENT	PACKAGE TYPE:	MVP
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DALENE HARDWOOD FLOORING AGREES TO:

- 1 Chemically abraid and prepare floor system using Bona Kemi Prep system
- 2 Increases chemical and mechanical bond of finish coats to avoid delamination
- 3 Removes contaminants and other foreign materials which can break bond of finish leading to premature refinishing
- 4 Removes dirt and other foreign matter which causes darkening and discoloring of floor, game lines, & artwork
- 5 Touch up of game lines and artwork as necessary prior to recoating
- 6 Recoating of floor with 2 coats of Bona Kemi Super Sport catalyzed water based polyurethane Gymnasium Floor Finsih
- 7 All work to be done with Factory Certified Finishers
- 8 Maintenance Training for the facility staff
- 9 Supply 2 pails of Bona Sport Cleaner Concentrate which is compatible with specified floor finish to enhance adhesion
- 10 Technical support regarding activities or conditions outside of normal occurances

	Area		For The Sum Of:
a	Main Gymnasium	\$	8,174.00
b	Auxiliary Gymnasium	\$	5,769.00

Notes: This project is tax exempt.
No foot traffic is permitted for a minimum of 48 hours after application (depending on temperature, humidity, and air movement)
Owner is responsible to remove all objects, foreign debris, and shoe marks prior to the start of work.

Dalene Hardwood Flooring Co., Inc. Connecticut State Contract # 12PSX0307

We hereby propose to furnish labor and materials complete in accordance with the above specifications For The Sum Of: \$ -

TERMS: NET 10 DAYS FROM DATE OF INVOICE

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Failure of the contractor/customer to make payment to DALENE HARDWOOD FLOORING CO., INC. as they become due shall excuse DALENE HARDWOOD FLOORING CO., INC. from performance of any additional portion of this contract at its option, but DALENE HARDWOOD FLOORING CO., INC. shall be entitled to all payments due for work performed to date. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance. Interest shall be charged at the rate of 1-1/2" PER MONTH (18% ANNUALLY) on the entire account if not paid when due as specified above. All costs, disbursements and attorney's fees made or incurred in collecting payment of this account shall be included and paid as part of the debt due hereunder. This proposal is valid for a period of thirty (30) days.

Authorized Signature

Digitally signed by Gordon Crunden
DN: cn=Gordon Crunden, o=Dalene
Hardwood Flooring Co., Inc., ou,
email=GCrunden@DaleneFlooring.co
m, c=US
Date: 2021.03.24 09:45:00 -04'00'

Gordon Crunden, Director

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the works as specified. Payment will be made as outlined above.

Accepted: _____

Date: _____



45 Nutmeg Rd. So., South Windsor, CT 06074-0145

PROPOSAL

www.DaleneFlooring.com
Ph: 860-289-4305 Fax: 860-290-3774

To: New Milford Public Schools
Address: 50 East Street
New Milford, CT 06776
Phone: 860-354-6265
Fax:
Email: Munrettk@NewmilfordPS.org

Project Name: New Milford High School
Gymnasium Floor Refinishing
Address: 388 Danbury Road
New Milford, CT 06776
Contact: Kevin Munrett
Facilities Director
Date: May 12, 2020

We propose to furnish and install the following items according to plans and specifications as noted below.

Gymnasium Floor Refinishing

- 1 Sand existing wood flooring system to bare wood removing existing urethane finish and game markings.
- 2 Fine sand floor system as required to produce suitable surface for refinishing.
- 3 Apply two coats of Bona Kemi DTS water based gymnasium floor sealer.
- 4 Layout and apply all existing game lines and artwork in colors as selected by Owner.
- 5 All game line markings and artwork are to be painted using Bona Kemi Courtlines game line paint.
- 6 After game line paint has properly cured, paint is to be abraded and prepared for coating.
- 7 All game line markings and artwork are to be painted using Bona Kemi Courtlines game line paint.
- 8 Apply two coats of Bona Kemi Super Sport catalyzed water based urethane finish over floor.

	Area		For The Sum Of:
a	Main Gymnasium	\$	30,334.00
b	Auxiliary Gymnasium	\$	15,243.00

Notes: This project is tax exempt.
Owner is responsible for electrical hook up and disconnect.
 Owner is responsible to remove all moveable objects from area prior to the start of work.
 Work will take approximately three weeks from start date to complete.
Owner is to provide dumpster for disposal of sanding dust.
 Owner is responsible for final cleaning.

Dalene Hardwood Flooring Co., Inc. Connecticut State Contract # 12PSX0307

We hereby propose to furnish labor and materials complete in accordance with the above specifications For The Sum Of:

TERMS: NET 10 DAYS FROM DATE OF INVOICE \$ 45,577.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Failure of the contractor/customer to make payment to DALENE HARDWOOD FLOORING CO., INC. as they become due shall excuse DALENE HARDWOOD FLOORING CO., INC. from performance of any additional portion of this contract at its option, but DALENE HARDWOOD FLOORING CO., INC. shall be entitled to all payments due for work performed to date. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Interest shall be charged at the rate of 1-1/2% PER MONTH (18% ANNUALLY) on the entire account if not paid when due as specified above. All costs, disbursements and attorney's fees made or incurred in collecting payment of this account shall be included and paid as part of the debt due hereunder. This proposal is valid for a period of thirty (30) days.

Authorized Signature

Digitally signed by Gordon Crunden
DN: cn=Gordon Crunden, o=Dalene
Hardwood Flooring Co., Inc., ou,
email=GCrunden@DaleneFlooring.c
om, c=US
Date: 2020.05.12 07:07:06 -0400

Gordon Crunden, Director

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the works as specified. Payment will be made as outlined above.

Accepted: _____

Date: _____

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

To: Alisha DiCorpo, Superintendent
Cc: Anthony Giovannone, Director of Operations and Fiscal Services
From: Nestor Aparicio, Interim Facilities Director
Date: April 20, 2021
Re: District-wide Access Card System

As part of our end of year projects, we had earmarked to replace our district-wide Access Card System. The system has outlasted its lifespan and replacement parts have become obsolete. Earlier this month, the state came out with the **School Security Competitive Grant Program (R5 SSGP)**. Eligible projects under SSGP include Scan Cards-Access Control Systems.

Last week, I met with a representative from Avigilon to talk about replacing our card access system. A few years back we switched our security camera system to Avigilon. The Avigilon card access system and cameras are compatible and collaborate to provide better security in our schools. Avigilon is aware of this SSGP grant and has informed us that they can help us with the grant writing for this project.

I will keep you informed as we pursue this grant to provide better security for our schools.

**New Milford Board of Education
 Policy Sub-Committee Minutes
 April 6, 2021
 Sarah Noble Intermediate School Library Media Center**

RECEIVED
 TOWN CLERK
AKC

2021 APR -8 A 7:46

NEW MILFORD, CT

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

Also Present: Ms. Alisha DiCorpo, Superintendent of Schools
 Mrs. Cathy Calabrese, Interim Assistant Superintendent
 Mrs. Cathy Gabianelli, Human Resources Director
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services
 Ms. Christy Martin, Adult Education Facilitator
 Mr. Nestor Aparicio, Assistant Director of Facilities

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mrs. Rella. Mrs. Faulenbach was seated to fill the vacancy. Mrs. Rella noted that closed captioning is available through Zoom.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Policies for Second Review:</p> <ol style="list-style-type: none"> 6200 Adult Education <ul style="list-style-type: none"> • Mrs. Calabrese said she and Christy Martin, Adult Education Facilitator, are present to share the proposal to increase the 2021-2022 Adult Education graduation requirements. A 25 credit requirement is not yet in the statute but it will be in 2022-2023 and it will also be the NMHS graduation requirement at that time too. In the meantime, the Connecticut State Department of Education recommends that there be an incremental increase in credits. • Ms. Martin said the increases recommended for the next school year are an additional 0.5 credit in both Math and Science, along with current 	<p>Discussion and Possible Action</p> <p>A. Policies for Second Review:</p> <ol style="list-style-type: none"> 6200 Adult Education 3000 Concept and Roles in Business and Non-Instructional Operations 3110 Budget Planning 3160 Budget and Transfer of Funds 3230 Federal Funds 3231 Medical Reimbursement for Special Education Students

	<p>requirements, for a total of 24 credits. The following year would add an additional credit in the elective area.</p> <ul style="list-style-type: none">● Mr. Failla asked what orientation to Adult Ed consists of. Ms. Martin said it is 16 hours total for all new students and includes a career inventory, review of rules and regulations, group work and team building. <p>2. 3000 Concept and Roles in Business and Non-Instructional Operations</p> <ul style="list-style-type: none">● Mrs. McInerney noted that adjustments had been made to this policy following the last meeting. <p>3. 3110 Budget Planning</p> <ul style="list-style-type: none">● Mrs. Rella noted that these are minor changes.● Mrs. McInerney noted that legal is recommending an additional strikethrough.● Mrs. Faulenbach said budget planning is significant so it is felt that this policy should be maintained, just with the language clean up. <p>4. 3160 Budget and Transfer of Funds</p> <ul style="list-style-type: none">● Mrs. McInerney said she questions the first paragraph which only references the Board of Finance, when New Milford requires submission to the Town Council as well.● Mrs. Faulenbach said legal was questioned on this and the wording is specifically tied to state statute. A reference to the Town Charter was added on page 3160(b) for further clarity. <p>5. 3230 Federal Funds</p> <ul style="list-style-type: none">● Mrs. Rella noted this is clean up and new language.● Mrs. Faulenbach said this policy is not mandated but it is good to have to identify district needs and practices in relation to state and federal funds. <p>6. 3231 Medical Reimbursement for Special Education Students</p>	
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- Mrs. Rella noted that no changes are recommended.
- Mrs. McInerney asked Mrs. Olson if special education parents can still seek aid themselves if the school is also seeking reimbursement.
- Mrs. Olson said the entities run separately and this doesn't affect insurance either.
- Mrs. McInerney suggested this be spelled out more clearly when sending out annual notifications. Mrs. Olson said the notifications are state forms but she would look into it.
- Mrs. Rella added that the state offers a Q&A downloadable form to answer these questions.

- Mrs. Rella said the policies discussed will automatically go back to the Board this month for second review.
- Mrs. Faulenbach said if no further changes are made in April, they will go for approval in May.

**B. Policy for First Review:
1. 3300 Purchasing**

- Mrs. Faulenbach said the recommended changes are designed to streamline the RFP process and emergency purchasing. The Board can set whatever threshold they are comfortable with. She said it is important to know the process.
- Mrs. McInerney said she thinks it is a big jump in the dollar amount.
- Mr. Giovannone said the first page, item 2, affects the level at which a formal RFP must be bid.
- Mrs. Faulenbach asked how the \$50,000 threshold was chosen.
- Mr. Giovannone said it was suggested by legal based on what other districts use for a full RFP.
- Mr. Failla said he is fine with this. The district is not getting a blank check. It is still run past the Board in the end, this just removes additional hurdles to get there.
- Mrs. McInerney said she agrees we should streamline where we can but suggested that amount of money should go through a vetting process.

**B. Policy for First Review:
1. 3300 Purchasing**

- Mr. Giovannone said the district would still get quotes, and the change doesn't preclude a formal RFP if the additional exposure is thought to be warranted.
- Mr. Giovannone said the recommended increase under item 7 ups the dollar amount for which three quotes are obtained as part of the process but a formal bid is not required. Item 9 changes what the Board sees on the purchase resolution from anything over \$5,000 to anything over \$25,000. This mimics the change suggested in item 7.
- Mrs. McInerney said she is not comfortable with this change. She thinks the Board should at least see items between \$5,000-\$24,999 as items of information.
- Mr. Failla agreed, saying the Board is ultimately responsible for all funds spent.
- Mr. Giovannone said he would like to go on the record that he thinks the \$5,000 threshold is too low. He said many of the large dollar amounts are tied to annuals that the Board typically sees in August and September.
- Mr. Failla said the discussion should take place with all Board members.
- Mrs. Faulenbach said the protocol will be to bring this policy to the full Board for first review, so there will be ample opportunities for discussion.
- Ms. DiCorpo said she wished to clarify that these are non-emergency purchases that have been budgeted for. The Board would have seen them in the budget lines as they are developed and approved, just not again on the purchase resolution. Anything else would require approval and possibly a transfer as well.
- Mr. Giovannone said he would prepare a listing of purchase resolution items over the last twelve months before the full Board discussion so the Board can see the \$5,000-\$25,000 level.
- Mrs. Faulenbach said that will be very helpful for overall discussion.
- Mrs. Faulenbach said the new language in item 10 deals with emergency purchases.
- Ms. DiCorpo said this revision would be incredibly helpful to expedite things for non-budgeted items needed in an emergency

	<p>situation. The Board is still notified within a month.</p> <ul style="list-style-type: none"> • Mrs. McInerney said she likes that it comes before the Board after at least. <p>Mrs. Faulenbach moved to bring policy 3300 Purchasing to the full Board for first review, seconded by Mrs. McInerney.</p> <p>The motion passed unanimously.</p> <p>C. Regulation for Review:</p> <p>1. 3152 Spending Public Funds for Advocacy</p> <ul style="list-style-type: none"> • Mrs. Faulenbach noted that it is legal's recommendation that this regulation be revised as a policy. <p>Mrs. Faulenbach moved to bring regulation 3152 Spending Public Funds for Advocacy, revised as a policy, to the full Board for first review, seconded by Mrs. McInerney.</p> <p>The motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring policy 3300 Purchasing to the full Board for first review.</p> <p>C. Regulation for Review:</p> <p>1. 3152 Spending Public Funds for Advocacy</p> <p>Motion made and passed unanimously to bring regulation 3152 Spending Public Funds for Advocacy, revised as a policy, to the full Board for first review.</p>
<p>4.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
<p>5.</p>	<p>Adjourn</p> <p>Mrs. McInerney moved to adjourn the meeting at 7:31 p.m. seconded by Mrs. Faulenbach and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:31 p.m.</p>

Respectfully submitted:



Olga I. Rella, Chairperson
 Policy Sub-Committee