

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

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

**DATE:** March 8, 2016  
**TIME:** 7:30 P.M.  
**PLACE:** Sarah Noble Intermediate School – Library Media Center

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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. PRESENTATION**

A. SMS students sing "Circle of Life" from The Lion King, Jr.

**3. RECOGNITION**

A. CMEA Northern Region Middle School Music Festival: SMS students Joshua Abel, Nicholas Bon Tempo, Emma Chamberlin, Sophia Delohery, Kasey Donnelly, Olivia Esposito, Brian Hinger, Corryn Ivey, Scott Klimowich, Madison Lafontan, Samantha Learson, Lorelai Lee Swanek, Allan Lian, Madelyn Malinowski, Amanda Manaog, Lucy McKay, Gianna Militana, Sarah Morris, Eliza Peery, Teagan Piskura, Juliana Rella, Grace Schuette, Terrell Williams, Andrew Xu, and Grace Zona

B. Board of Education Appreciation for Service

**4. 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.

**5. PTO REPORT**

**6. STUDENT REPRESENTATIVES' REPORT**

**7. APPROVAL OF MINUTES**

- A. Approval of the following Board of Education Meeting Minutes
  - 1. Special Meeting Minutes February 9, 2016
  - 2. Regular Meeting Minutes February 9, 2016
  - 3. Special Meeting Minutes February 17, 2016

**8. SUPERINTENDENT'S REPORT**

**9. BOARD CHAIRMAN'S REPORT**

**10. COMMITTEE AND LIAISON REPORTS**

- A. Facilities Sub-Committee – Mr. Coppola
- B. Operations Sub-Committee – Mrs. Faulenbach
- C. Policy Sub-Committee – Mr. Schemm
- D. Committee on Learning – Mr. Dahl
- E. Education Connection – Mr. Coppola
- F. Connecticut Boards of Education (CABE) – Mr. Coppola
- G. Negotiations Committee – Mr. Dahl
- H. Magnet School – Mr. Schemm

**11. DISCUSSION AND POSSIBLE ACTION**

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated March 8, 2016
- B. Monthly Reports
  - 1. Purchase Resolution: D-684
  - 2. Budget Position dated 2/26/16
  - 3. Request for Budget Transfers
- C. Gifts & Donations
  - 1. PTO-Exhibit B
- D. Changes to Signatories on District Accounts – Exhibit C
- E. Textbook Approvals: Grade 10; Grades 11 and 12
- F. Five Year Technology Capital Plan 2016-2021
- G. Eagle Scout/Buddy Bench Project
- H. Early Retirement Incentive Program

**12. ITEMS FOR INFORMATION AND DISCUSSION**

- A. Field Trip Report
- B. Textbook Previews: Grades 7 and 8

**13. ADJOURN**

**ITEMS OF INFORMATION**

Facilities Sub-Committee Minutes – March 1, 2016

Operations Sub-Committee Minutes – March 1, 2016

Policy Sub-Committee Meeting March 15, 2016 – 6:45 p.m. Lillis Administration Building, Room 2	Operations Sub-Committee Meeting April 5, 2016 – 7:30 p.m. Lillis Administration Building, Room 2
Committee on Learning Meeting March 15, 2016 – 7:30 p.m. Lillis Administration Building, Room 2	New Milford Board of Education Regular Meeting April 12, 2016 – 7:30 p.m. Sarah Noble Intermediate School, LMC
Facilities Sub-Committee Meeting April 5, 2016 – 6:45 p.m. Lillis Administration Building, Room 2	

**New Milford Board of Education  
Special Meeting Minutes  
February 9, 2016  
Sarah Noble Intermediate School Library Media Center**

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Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Dave Littlefield Mr. Brian McCauley (arrived at 7:15 p.m.) Mrs. Tammy McInerney Mr. J.T. Schemm
Absent:	Mr. Bill Dahl Mrs. Wendy Faulenbach

Also Present:	Mr. Joshua Smith, Interim Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Ms. Roberta Pratt, Director of Technology Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School
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1.	<b>Call to Order</b> A. <b>Pledge of Allegiance</b> The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> A. <b>Pledge of Allegiance</b>
2.	<b>Public Comment</b>  There was none.	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b> A. <b>Presentation of New Milford Public Schools 2016 Superintendent Search Leadership Profile Report</b> <ul style="list-style-type: none"> <li>James Ritchie from the consulting firm of Cooperative Educational Services was present to discuss the Superintendent Search Leadership Profile Report. He noted that they conducted six focus groups with 40 participants in total and an on-line survey with 338 respondents.</li> <li>Mr. Ritchie presented the executive summary of the general themes of what people are looking for in their next Superintendent. These</li> </ul>	<b>Discussion and Possible Action</b> A. <b>Presentation of New Milford Public Schools 2016 Superintendent Search Leadership Profile Report</b>

include a well experienced educator, central office leadership experience, a demonstrated ability to improve student achievement, ability to create a climate of trust, a strategic thinker, no doctorate is needed but is preferred, the ability to address significant challenges, and having strong ethical values.

- The report shows the demographics of respondents including how many non-parent residents, parent residents, students, school staff, and town officials responded.
- The report also shows the number of respondents per the top eight issues and top challenges.
- The Appendix attached provides detail of what each focus group said in terms of wishes for professional experience, achievement, educational background, challenges, personal characteristics, and other important issues.
- Mr. Coppola asked what the common themes were and Mr. Ritchie noted they were the items listed in the executive summary including the well-being of students, collaboration with the community, and concern over the budget in the context of decreasing enrollment.
- Mr. Lawson asked if the search firm was confident that there would be candidates to fill the position per this leadership profile and Mr. Ritchie said yes, that they were already receiving paperwork from applicants.
- Mr. Littlefield asked how the focus groups were formed and Mr. Ritchie said the high school students were chosen by the administrators and guidance counselors; teachers, staff and administrators were advised and invited to attend; a School Messenger notice and press release were used for parents and the community as well as notice on the district website; and they reached out to the Mayor and other town leaders.
- Mr. Schemm asked how the survey and focus groups compared with other communities and Mr. Ritchie said typically, these days, more people are doing things on-line than going out

	<p>to meetings and focus groups.</p> <p>Mr. McCauley arrived at 7:15 p.m.</p> <ul style="list-style-type: none"><li>• Mrs. McInerney asked what communications vehicle was used because she heard people were not aware of the focus groups and Mr. Lawson said the communication was the Board's responsibility.</li><li>• Mr. Coppola asked for the timetable and Mr. Ritchie said applications were due back on the 12<sup>th</sup> of February and it is planned that the Board would get together with the consultants on the 17<sup>th</sup> for first review.</li></ul> <p><b>Mr. Coppola moved that the Board of Education adopt the New Milford Public Schools 2016 Superintendent Search Leadership Profile Report as presented, seconded by Mrs. McInerney and passed unanimously.</b></p>	<p><b>Motion made and passed unanimously that the Board of Education adopt the New Milford Public Schools 2016 Superintendent Search Leadership Profile Report as presented.</b></p>
4.	<p><b>Adjourn</b></p> <p><b>Mr. Littlefield moved to adjourn the meeting at 7:22 p.m., seconded by Mr. Coppola and passed unanimously.</b></p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:22 p.m.</b></p>

Respectfully submitted:

  
Tammy McInerney  
Assistant Secretary  
New Milford Board of Education

**New Milford Board of Education  
Regular Meeting Minutes  
February 9, 2016  
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Dave Littlefield Mr. Brian McCauley Mrs. Tammy McInerney Mr. J.T. Schemm Mrs. Wendy Faulenbach (arrived at 8:02 p.m.)	RECEIVED TOWN CLERK 2016 FEB 12 A 8:56
Absent:	Mr. Bill Dahl	

NEW MILFORD, CT

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Also Present:	Mr. Joshua Smith, Interim Superintendent of Schools Dr. Eugenia Slone, Acting Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Jay Hubelbank, Director of Fiscal Services and Operations Mrs. Roberta Pratt, Director of Technology Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School Dr. Len Tomasello, Principal, Schaghticoke Middle School Mrs. Paula Kelleher, Principal, Hill & Plain Elementary School  Mr. Eric Vasquez, Student Representative (arrived at 7:36 p.m.)
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1.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b> The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order.	<b>Call to Order</b> <b>A. Pledge of Allegiance</b>
2.	<b>Recognition</b> <b>A. VFW Patriot's Pen Essay Contest: SMS students Katherine Lukens, Helen Ma and Kaley Toth</b> <ul style="list-style-type: none"> <li>Mr. Smith invited Mrs. Solomon up to present the awards. Mrs. Solomon noted that Katherine Lukens received first place recognition while Helen Ma and Kaley Toth received honorable mention.</li> </ul> <b>B. National Geographic Geography Bee: SMS student Ryan Murphy</b> <ul style="list-style-type: none"> <li>Dr. Tomasello said there were 1000</li> </ul>	<b>Recognition</b> <b>A. VFW Patriot's Pen Essay Contest: SMS students Katherine Lukens, Helen Ma and Kaley Toth</b>  <b>B. National Geographic Geography Bee: SMS student Ryan Murphy</b>

	<p>participants total and Ryan Murphy won the SMS building level competition and has taken the state test from which 100 students will be chosen.</p> <p><b>C. NMPS Retiree: Ms. Joanna Desmarais</b></p> <ul style="list-style-type: none"> <li>Mr. Smith noted that Ms. Desmarais started her career in New Milford in 1988 teaching transitional first grade and has taught at all three of the elementary schools. He invited Mrs. Kelleher up and she said that Ms. Desmarais was always concerned with teaching the students well and she taught them to be respectful and kind to each other too.</li> </ul> <p>The meeting recessed at 7:36 p.m. for a brief reception and reconvened at 7:49 p.m.</p>	<p><b>C. NMPS Retiree: Ms. Joanna Desmarais</b></p>
<b>3.</b>	<p><b>Public Comment</b></p> <p>There was none.</p>	<p><b>Public Comment</b></p>
<b>4.</b>	<p><b>PTO Report</b></p> <ul style="list-style-type: none"> <li>Kathleen Lewis reported that the K-5 holiday shops were held in December and were successful.</li> <li>She noted that the K-5 Readathons are going on at Northville, Hill &amp; Plain, and Sarah Noble and the Schaghticoke PTO will kick off the Battle of the Books before their Readathon.</li> <li>The PTO is looking for a new photographer for the K-8 photos.</li> <li>Seniors can look for the PTO scholarship on Naviance – last year they budgeted for 17 and gave out 13.</li> <li>The PTO and the Grad Party have merged in an effort to breathe some new life into the Grad Party.</li> </ul>	<p><b>PTO Report</b></p>
<b>5.</b>	<p><b>Student Representative's Report</b></p> <ul style="list-style-type: none"> <li>Winter recess will be held this weekend with no school on Monday or Tuesday.</li> </ul>	<p><b>Student Representative's Report</b></p>

	<ul style="list-style-type: none"> <li>February 24<sup>th</sup> will be an open house for Project Lead the Way for all students.</li> <li>February 25<sup>th</sup> the chorus will have a concert.</li> <li>February 26<sup>th</sup> will be the Mr. Green Wave competition which is a talent show.</li> <li>The Spring sports information meeting is February 29<sup>th</sup>.</li> <li>On March 2<sup>nd</sup> the science CAPT and SATs will be conducted with freshmen taking a practice CAPT, sophomores taking the actual test, and juniors taking the SATs.</li> <li>March 3<sup>rd</sup> Students Against Destructive Decisions will hold an Open Mic night.</li> </ul>	
<b>6.</b>	<p><b>Approval of Minutes</b></p> <p><b>A. Approval of the following Board of Education Meeting Minutes</b></p> <ol style="list-style-type: none"> <li>1. Annual Meeting Minutes December 8, 2015</li> <li>2. Regular Meeting Minutes December 8, 2015</li> <li>3. Special Meeting Minutes December 14, 2015</li> <li>4. Special Meeting Minutes December 17, 2015</li> <li>5. Special Meeting Minutes December 28, 2015</li> <li>6. Budget Hearing/Adoption Minutes January 19, 20, 26 and 27, 2016</li> </ol> <p><b>Mr. Coppola moved to approve the following Board of Education Meeting Minutes: Annual Meeting Minutes December 8, 2015, Regular Meeting Minutes December 8, 2015, Special Meeting Minutes December 14, 2015, Special Meeting Minutes December 17, 2015, Special Meeting Minutes December 28, 2015 ,Budget Hearing / Adoption Minutes January 19, 20, 26 and 27, 2016, seconded by Mrs. McNerney and passed unanimously.</b></p>	<p><b>Approval of Minutes</b></p> <p><b>A. Approval of the following Board of Education Meeting Minutes</b></p> <ol style="list-style-type: none"> <li>1. Annual Meeting Minutes December 8, 2015</li> <li>2. Regular Meeting Minutes December 8, 2015</li> <li>3. Special Meeting Minutes December 14, 2015</li> <li>4. Special Meeting Minutes December 17, 2015</li> <li>5. Special Meeting Minutes December 28, 2015</li> <li>6. Budget Hearing/Adoption Minutes January 19, 20, 26 and 27, 2016</li> </ol> <p><b>Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Annual Meeting Minutes December 8, 2015, Regular Meeting Minutes December 8, 2015, Special Meeting Minutes December 14, 2015, Special Meeting Minutes December 17, 2015, Special Meeting Minutes December 28, 2015, Budget Hearing/Adoption Minutes January 19, 20, 26 and 27, 2016.</b></p>

7.	<p><b>Superintendent's Report</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith thanked the Board for all of their hard work as evidenced in the sets of minutes just approved.</li> <li>• February 3<sup>rd</sup> was the 100<sup>th</sup> day of school and as of that date there were no snow days. The elementary school students dressed like centenarians in honor of the 100<sup>th</sup> day.</li> <li>• The Food Services audit, which is done every three years, was complete and the report was favorable.</li> <li>• The first snow day of the year was Friday, February 5<sup>th</sup> so the last day of school is currently projected at June 9<sup>th</sup>.</li> <li>• Mr. Smith is working on a district calendar summary per last year where the important dates are listed. This page will be available by the end of February with the full calendar available by the end of March.</li> </ul>	<p><b>Superintendent's Report</b></p>
8.	<p><b>Board Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• Mr. Lawson said a memo had gone out to Board members to create an advisory personnel committee to screen candidates for various positions and three members had expressed interest so far.</li> <li>• Next week there will likely be a special meeting on Wednesday, February 17<sup>th</sup> to appoint a Director of Fiscal Services and Operations.</li> <li>• The adopted budget will be delivered to the Mayor's office and Town Council/Board of Finance.</li> </ul>	<p><b>Board Chairman's Report</b></p>
9.	<p><b>Committee and Liaison Reports</b></p> <p><b>A. Facilities Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola thanked Mr. Munrett for adjusting quickly to his position.</li> <li>• Luke McCoy who is the architectural engineer for the turf fields gave a report to the committee. Mr. Munrett is in constant contact</li> </ul>	<p><b>Committee and Liaison Reports</b></p> <p><b>A. Facilities Sub-Committee</b></p>

	<p>with the builders even though the Town is building the field. The fields will need to be replaced in 10-12 years and the original turf field committee will try to raise funds to rebuild at that time. Also the water main issue was discussed. The two fields should be turned over to the schools in June or sometime this summer.</p> <ul style="list-style-type: none"> <li>• The roof work at Schaghticoke was discussed with the Board overseeing the work and the Town funding the work. There is some asbestos removal that needs to be done and so the work is on hold until the students are out of school. The PCB issue was discussed.</li> <li>• The overtime update will be discussed at the next meeting.</li> </ul>	
<b>B.</b>	<b>Operations Sub-Committee</b>	<b>B. Operations Sub-Committee</b>
	<ul style="list-style-type: none"> <li>• Mr. Lawson noted, in the absence of Mrs. Faulenbach, that items were on the agenda tonight for approval.</li> </ul>	
<b>C.</b>	<b>Policy Sub-Committee</b>	<b>C. Policy Sub-Committee</b>
	<ul style="list-style-type: none"> <li>• Mr. Schemm said the group had not met yet but would do so on February 23<sup>rd</sup> and will probably look at the field trip policy right away.</li> </ul>	
<b>D.</b>	<b>Committee on Learning</b>	<b>D. Committee on Learning</b>
	<ul style="list-style-type: none"> <li>• Mr. Lawson noted, in the absence of Mr. Dahl, that the Committee on Learning had not met yet.</li> </ul>	
<b>E.</b>	<b>Education Connection</b>	<b>E. Education Connection</b>
	<ul style="list-style-type: none"> <li>• Mr. Coppola said Education Connection had hired a replacement for the retiring Director who will start on April 16<sup>th</sup>.</li> </ul> <p>Mrs. Faulenbach arrived at 8:02 p.m.</p> <ul style="list-style-type: none"> <li>• Mr. Coppola handed out a map of the Education Connection territory noting it goes</li> </ul>	

	<p>from the Danbury border up to the Massachusetts line and over to the Waterbury border.</p> <ul style="list-style-type: none"> <li>• He noted that Education Connection had attempted to fight the regional calendar but was unsuccessful but there are five flex days built in for each school to use for their own purposes such as starting date.</li> </ul> <p><b>B. Operations Sub-Committee</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach, having joined the meeting, said the Operations Committee also discussed the new reports that are available for budget purposes and said if any Board member had a report request they should bring that forward to her.</li> </ul> <p><b>G. Negotiations Committee</b></p> <ul style="list-style-type: none"> <li>• Mr. Lawson reported, in the absence of Mr. Dahl, that there are currently no ongoing negotiations.</li> </ul> <p><b>F. Connecticut Boards of Education (CABE)</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola said there is a CABE Day on the Hill event upcoming and Board members should let Mrs. Silverman know if they would like to go. Also, there is a regional CABE meeting on February 24<sup>th</sup>.</li> </ul> <p><b>H. Magnet School</b></p> <ul style="list-style-type: none"> <li>• Mr. Schemm said he had not been to a meeting as of yet.</li> </ul>	<p><b>B. Operations Sub-Committee</b></p> <p><b>G. Negotiations Committee</b></p> <p><b>F. Connecticut Boards of Education (CABE)</b></p> <p><b>H. Magnet School</b></p>
<b>10.</b>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 9, 2016</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated February 9, 2016</b></p>

<p><b>Mrs. Faulenbach moved to approve, seconded by Mr. Littlefield.</b></p> <ul style="list-style-type: none"><li>• Mr. Coppola said he was sorry to see teachers such as Joanna Desmarais go who had such empathy for students.</li></ul> <p><b>The motion passed 7-0-1.</b> <b>Aye: Mr. Littlefield, Mrs. Chastain, Mrs. Faulenbach, Mr. Schemm, Mr. Lawson, Mr. McCauley, Mrs. McInerney</b> <b>Abstain: Mr. Coppola</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Purchase Resolution: D-683</b></li><li><b>2. Budget Position dated 1/29/16</b></li></ol> <p><b>Mrs. Faulenbach moved to approve monthly reports - Purchase Resolution: D-683 and Budget Position dated 1/29/16, seconded by Mr. McCauley.</b></p> <ul style="list-style-type: none"><li>• Mr. Coppola asked how the district was doing and Mr. Hubelbank said we are doing okay including on the fuel account because the weather has been good and on the overtime because the custodians have not been brought in to clean up from the snow.</li><li>• Mr. Coppola thanked Mr. Hubelbank and wished him well on his retirement.</li><li>• Mr. Schemm thanked Mr. Hubelbank for walking them through the new budget reports.</li></ul> <p><b>The motion passed unanimously.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"><li><b>1. PTO-Exhibit B</b></li></ol> <p><b>Mr. Schemm moved to accept Gifts and Donations: PTO - Exhibit B, seconded by Mrs. McInerney.</b></p> <ul style="list-style-type: none"><li>• Mrs. Chastain said as PTO President she would be abstaining from the vote.</li><li>• Mr. Lawson thanked the PTO.</li></ul> <p><b>The motion passed 7-0-1.</b></p>	<p><b>Motion made and passed to approve.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Purchase Resolution: D-683</b></li><li><b>2. Budget Position dated 1/29/16</b></li></ol> <p><b>Motion made and passed unanimously to approve monthly reports - Purchase Resolution: D-683 and Budget Position dated 1/29/16.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"><li><b>1. PTO Exhibit B</b></li></ol> <p><b>Motion made and passed to approve.</b></p>
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	<p><b>Aye: Mr. Littlefield, Mrs. Faulenbach, Mr. Schemm, Mr. Lawson, Mr. McCauley, Mrs. McNerney, Mr. Coppola</b>  <b>Abstain: Mrs. Chastain</b></p> <p><b>2. Goldring Family Foundation - Exhibit C (revised 2/3/16)</b></p> <p><b>Mr. Lawson moved to accept Gifts and Donations: Goldring Family Foundation - Exhibit C (revised 2/3/16), seconded by Mr. Coppola.</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola asked how many years this donation had been ongoing and Mr. Hubelbank said four.</li> <li>• Mr. Coppola said he appreciated this donation that helped to support Project Lead the Way and the scholarships.</li> <li>• Mr. Lawson echoed Mr. Coppola's appreciation.</li> </ul> <p><b>The motion passed unanimously.</b></p> <p><b>D. Policies for Approval</b></p> <ol style="list-style-type: none"> <li><b>1. 3240 Tuition Fees</b></li> <li><b>2. 5157 Use of Physical Force</b></li> </ol> <p><b>Mrs. McNerney moved to approve the following policies: 3240 Tuition Fees and 5157 Use of Physical Force, seconded by Mr. McCauley and passed unanimously.</b></p>	<p><b>2. Goldring Family Foundation - Exhibit C (revised 2/3/16)</b></p> <p><b>Motion made and passed unanimously to approve.</b></p> <p><b>D. Policies for Approval</b></p> <ol style="list-style-type: none"> <li><b>1. 3240 Tuition Fees</b></li> <li><b>2. 5157 Use of Physical Force</b></li> </ol> <p><b>Motion made and passed unanimously to approve the following policies: 3240 Tuition Fees and 5157 Use of Physical Force.</b></p>
<b>11.</b>	<p><b>Items for Information and Discussion</b></p> <p><b>A. Field Trip Report</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola asked what the leadership conference was all about and Mr. Smith said that was for the Future Business Leaders of America statewide conference.</li> <li>• Mr. Coppola asked who was paying for the music festival field trips and Mr. Smith said the music department has a line item for transportation.</li> </ul>	<p><b>Items for Information and Discussion</b></p> <p><b>A. Field Trip Report</b></p>

	<p><b>B. Textbook Previews – Grade 10; Grades 11 and 12</b></p> <ul style="list-style-type: none"> <li>• Mr. Littlefield asked about the Scrapbook of Frankie Pratt and Dr. Slone said it is an early part of the 20<sup>th</sup> century coming of age novel that is written in scrapbook form and is a supplemental book for English 10.</li> <li>• Mr. Coppola asked about the Economics textbook and asked if this was a general course and Mr. Smith said there is a Personal Finance course offered as well.</li> <li>• Mr. Schemm asked what the cost was and Dr. Slone said it was \$102.</li> </ul> <p><b>C. Town of New Milford Audit Report dated June 30, 2015</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said the audit was a good report and she was pleased there were no material weaknesses cited.</li> <li>• Mr. Coppola said the Board has taken a hit with audit reports in the past so it is nice to have a positive one.</li> </ul> <p><b>D. Board of Education Adopted 2016-2017 Budget</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith noted that Mr. Hubelbank had prepared replacement pages as needed for the budget books.</li> <li>• Mrs. Faulenbach asked if the website has been updated and Mr. Hubelbank said it had.</li> <li>• Mrs. Faulenbach said it would be good if the Board was reminded of the date of the presentation to the Town Council/Board of Finance as the date came closer. Mr. Smith said the date was March 3<sup>rd</sup> and he would send a reminder.</li> </ul>	<p><b>B. Textbook Previews – Grade 10; Grades 11 and 12</b></p> <p><b>C. Town of New Milford Audit Report dated June 30, 2015</b></p> <p><b>D. Board of Education Adopted 2016-2017 Budget</b></p>
<p><b>12.</b></p>	<p><b>Discussion and Possible Action (Executive Session Contemplated)</b></p> <p><b>Discussion of written legal opinion from the Board's attorney pertaining to Superintendent's contract and/or formation of same and related legal</b></p>	<p><b>Discussion and Possible Action (Executive Session Contemplated)</b></p> <p><b>Discussion of written legal opinion from the Board's attorney pertaining to Superintendent's</b></p>

	<p>issues. Action may be taken by the Board upon its return to Open Session.</p> <p><b>Mrs. Faulenbach moved that the Board enter into Executive Session for the purposes of reviewing and discussing a written legal opinion from the Board's attorney pertaining to the Superintendent's contract and/or formation of same and related legal issues and invite into the session Attorney Michael McKeon, seconded by Mr. Littlefield and passed unanimously.</b></p> <p>The Board and Attorney McKeon entered executive session at 8:30 p.m.</p> <p>The Board returned to public session at 9:03 p.m.</p>	<p>contract and/or formation of same and related legal issues. Action may be taken by the Board upon its return to Open Session.</p> <p><b>Motion made and passed unanimously that the Board enter into Executive Session for the purposes of reviewing and discussing a written legal opinion from the Board's attorney pertaining to the Superintendent's contract and/or formation of same and related legal issues and invite into the session Attorney Michael McKeon.</b></p>
13.	<p><b>Adjourn</b></p> <p><b>Mr. Littlefield moved to adjourn the meeting at 9:12 p.m., seconded by Mrs. Chastain and passed unanimously.</b></p>	<p><b>Adjourn</b></p> <p><b>Motion passed unanimously to adjourn the meeting at 9:12 p.m.</b></p>

Respectfully submitted:



Tammy McInerney  
Assistant Secretary  
New Milford Board of Education

**New Milford Board of Education  
Special Meeting Minutes  
February 17, 2016  
Lillis Administration Building – Room 2**

RECEIVED  
TOWN CLERK  
2016 FEB 18 P 12:55  
NEW MILFORD, CT

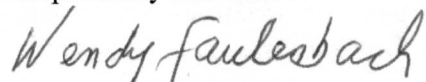
Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach Mrs. Tammy McInerney Mr. J.T. Schemm
Absent:	Mr. Dave Littlefield Mr. Brian McCauley

Also Present:	Mr. Joshua Smith, Interim Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources
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<b>1.</b>	<b>Call to Order</b>	<b>Call to Order</b>
<b>A.</b>	<b>Pledge of Allegiance</b>  The special meeting of the New Milford Board of Education was called to order at 6:00 p.m. by Mr. Lawson. The Pledge of Allegiance immediately followed the call to order.	<b>A. Pledge of Allegiance</b>
<b>2.</b>	<b>Public Comment</b>  • There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Executive Session (Anticipated)</b>	<b>Executive Session (Anticipated)</b>
<b>A.</b>	<b>Interview and discuss candidate for the position of Director of Fiscal Services and Operations</b>  Motion made by Mr. Coppola that the Board enter into Executive Session to interview and discuss the candidate for the position of Director of Fiscal Services and Operations, and invite into the session Mr. Joshua Smith and the candidate.  Motion seconded by Mrs. Faulenbach.  Motion passed unanimously.	<b>A. Interview and discuss candidate for the position of Director of Fiscal Services and Operations</b>  <b>Motion made and passed unanimously that the Board enter into Executive Session to interview and discuss the candidate for the position of Director of Fiscal Services and Operations, and invite into the session Mr. Joshua Smith and the candidate.</b>

	<p>The Board and Mr. Smith entered executive session at 6:02 p.m.</p> <p>The candidate for the position of Director of Fiscal Services and Operations entered executive session at 6:03 p.m.</p> <p>The candidate and Mr. Smith left executive session at 6:24 p.m.</p> <p>Mr. Smith returned to executive session at 6:28 p.m.</p> <p>The Board and Mr. Smith returned to public session at 6:39 p.m.</p>	
<b>4.</b>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Appointment of candidate to the position of Director of Fiscal Services and Operations</b></p> <p>Motion made by Mrs. McInerney that the Board of Education approve the appointment of: Mr. Anthony Giovannone as Director of Fiscal Services and Operations effective on or about March 14, 2016 2015-2016 salary - \$115,000</p> <p>Motion seconded by Mrs. Faulenbach.</p> <p>The motion passed unanimously.</p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Appointment of candidate to the position of Director of Fiscal Services and Operations</b></p> <p><b>Motion made and passed unanimously that the Board of Education approve the appointment of: Mr. Anthony Giovannone as Director of Fiscal Services and Operations effective on or about March 14, 2016 2015-2016 salary - \$115,000</b></p>
<b>5.</b>	<p><b>Adjourn</b></p> <p>Mrs. Faulenbach moved to adjourn the meeting at 6:41 p.m., seconded by Mr. Dahl and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 6:41 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach  
Secretary  
New Milford Board of Education

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut

March 8, 2016

**\*\*As of March 4, 2016**

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **\*\*Mrs. Jaclyn Mattison**, Special Education Teacher, New Milford High School  
Move that the Board of Education accept the resignation of **Mrs. Jaclyn Mattison** as Special Education Teacher at New Milford High School effective on or about April 1, 2016.

Took position elsewhere

2. **Mrs. Ellen Tracy**, Math Teacher, New Milford High School  
Move that the Board of Education accept the resignation of **Mrs. Ellen Tracy** as Math Teacher at New Milford High School effective February 12, 2016.

Personal Reasons

**2. CERTIFIED STAFF**

**b. APPOINTMENTS**

1. **Mrs. Yvonne de St. Croix**, K-8 Enrichment Teacher  
Move that the Board of Education appoint **Mrs. Yvonne de St. Croix** as K-8 Enrichment Teacher effective on or about March 28, 2016, pending Connecticut certification.  
2015-2016 Salary: \$87,963 (step 15I), pro-rated to start date

*Education History:*  
BA: Univ. of South Carolina  
Major: English  
BS: Univ. of South Carolina  
Major: Anthropology  
MA: Univ. of South Carolina  
Major: Secondary Language Arts  
Education

*Work Experience:*  
4 yrs. Arizona, 4 yrs. Virginia  
9 yrs. North Carolina

Replacing: E. Cooper

**3. NON-CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **None currently**

**4. NON-CERTIFIED STAFF**

**b. APPOINTMENTS**

1. **\*\* Ms. Amanda Rebstock**, Paraeducator, Sarah Noble Intermediate School  
Move that the Board of Education appoint **Ms. Amanda Rebstock** as a Paraeducator at Sarah Noble Intermediate School effective March 9, 2016, pending interview.

\$13.04 per hour - Hire Rate  
\$13.38 per hour – Job Rate (after  
completion of probationary period)

Replacing: S. Beebe

**5. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None currently

**6. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. **Mrs. Rita Guariglia**, Mandated Teacher – ESL, Adult Education Program

Move that the Board of Education appoint **Mrs. Rita Guariglia** as a Mandated Teacher –ESL for the Adult Education Program effective March 9, 2016, pending interview.

Hourly rate: \$34.76

*Education History:*

BA: Illinois State University

Major: English Education

MA: WCSU

Major: English Education

**7. BAND STAFF**

**a. RESIGNATIONS**

1. None

**8. BAND STAFF**

**b. APPOINTMENTS**

1. None

**9. COACHING STAFF**

**a. RESIGNATIONS**

1. None

**10. COACHING STAFF**

**b. APPOINTMENTS**

1. **\*\*Mr. Jason Arnauckas**, Girls' Varsity Tennis Coach, New Milford High School

Move that the Board of Education appoint **Mr. Jason Arnauckas** as Girls' Varsity Tennis Coach at New Milford High School effective March 9, 2016.

2015-2016 stipend: \$3,015

Current staff member

2. **\*\*Mr. Chris Bacich**, Boys' Assistant Track and Field Coach, New Milford High School

Move that the Board of Education appoint **Mr. Chris Bacich** as Boys' Assistant Track and Field Coach at New Milford High School effective March 9, 2016.

2015-2016 stipend: \$3,028

3. **\*\*Mr. Lawrence Badaracco**, Boys' Varsity Tennis Coach, New Milford High School

Move that the Board of Education appoint **Mr. Lawrence Badaracco** as Boys' Varsity Tennis Coach at New Milford High School effective March 9, 2016.

2015-2016 stipend: \$3,015

Current staff member

<p>4. <b>Ms. Tricia Blood</b>, Girls' Interscholastic Softball Coach, Schaghticoke Middle School  <u>Move</u> that the Board of Education appoint <b>Ms. Tricia Blood</b> as Girls' Interscholastic Softball Coach at Schaghticoke Middle School effective March 9, 2016.</p>	<p>2015-2016 stipend: \$1,895  Current staff member</p>
<p>5. <b>Mrs. Daniella Brooks</b>, Girls' and Boys' Grade 4 Intramural Baseball Coach, Sarah Noble Intermediate School  <u>Move</u> that the Board of Education appoint <b>Mrs. Daniella Brooks</b> as Girls' and Boys' Grade 4 Intramural Baseball Coach at Sarah Noble Intermediate School effective March 9, 2016.</p>	<p>2015-2016 stipend: \$1,895  Current staff member</p>
<p>6. <b>**Mr. Robert Burkhart</b>, Girls' Freshman Lacrosse Coach, New Milford High School  <u>Move</u> that the Board of Education appoint <b>Mr. Robert Burkhart</b> as Girls' Freshman Lacrosse Coach at New Milford High School effective March 9, 2016.</p>	<p>2015-2016 stipend: \$2,361  Current staff member</p>
<p>7. <b>**Mr. Tom Ferrell</b>, Boys' and Girls' Assistant Track and Field Coach, New Milford High School  <u>Move</u> that the Board of Education appoint <b>Mr. Tom Ferrell</b> as Boys' and Girls' Assistant Track and Field Coach at New Milford High School effective March 9, 2016.</p>	<p>2015-2016 stipend: \$1,804  Current staff member</p>
<p>8. <b>**Mr. Ryan Fitzsimmons</b>, Girls' Varsity Track and Field Coach, New Milford High School  <u>Move</u> that the Board of Education appoint <b>Mr. Ryan Fitzsimmons</b> as Girls' Varsity Track and Field Coach at New Milford High School effective March 9, 2016.</p>	<p>2015-2016 stipend: \$4,660  Current staff member</p>
<p>9. <b>**Mr. Terry Flynn</b>, Volunteer Boys' Freshman Baseball Coach, New Milford High School  <u>Move</u> that the Board of Education appoint <b>Mr. Terry Flynn</b> as Volunteer Boys' Freshman Baseball Coach at New Milford High School effective March 9, 2016.</p>	<p>Volunteer</p>
<p>10. <b>**Mr. Mark Grant</b>, Boys' JV Baseball Coach, New Milford High School  <u>Move</u> that the Board of Education appoint <b>Mr. Mark Grant</b> as Boys' JV Baseball Coach at New Milford High School effective March 9, 2016.</p>	<p>2015-2016 stipend: \$3,068  Current staff member</p>

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| <p><b>11. Mr. Rob Hibbard</b>, Boys' Intramural Baseball Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Rob Hibbard</b> as Boys' Intramural Baseball Coach at Schaghticoke Middle School effective March 9, 2016.</p>  | <p>2015-2016 stipend: \$947<br/>Current staff member</p>   |
| <p><b>12. **Mr. Aaron Johnson</b>, Volunteer Boys' Varsity Baseball Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Aaron Johnson</b> as Volunteer Boys' Varsity Baseball Coach at New Milford High School effective March 9, 2016, pending coaching permit.</p> | <p>Volunteer</p>   |
| <p><b>13. **Mr. Mike Madden</b>, Boys' Freshman Baseball Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Mike Madden</b> as Boys' Freshman Baseball Coach at New Milford High School effective March 9, 2016.</p>  | <p>2015-2016 stipend: \$2,361</p>                          |
| <p><b>14. **Ms. Nicole Madorran</b>, Girls' Varsity Lacrosse Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Ms. Nicole Madorran</b> as Girls' Varsity Lacrosse Coach at New Milford High School effective March 9, 2016.</p>  | <p>2015-2016 stipend: \$4,626</p>                          |
| <p><b>15. **Mr. Sean Mahon</b>, Girls' Freshman Softball Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Sean Mahon</b> as Girls' Freshman Softball Coach at New Milford High School effective March 9, 2016.</p>  | <p>2015-2016 stipend: \$2,361<br/>Current staff member</p> |
| <p><b>16. Mrs. Theresa McGuinness</b>, Girls' Interscholastic Track Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mrs. Theresa McGuinness</b> as Girls' Interscholastic Track Coach at Schaghticoke Middle School effective March 9, 2016.</p>                  | <p>2015-2016 stipend: \$1,895<br/>Current staff member</p> |
| <p><b>17. **Mr. Gary Millar</b>, Girls' JV Softball Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Gary Millar</b> as Girls' JV Softball Coach at New Milford High School effective March 9, 2016.</p>  | <p>2015-2016 stipend: \$3,068</p>                          |

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| <p><b>18. **Mr. James Mullin</b>, Boys' Varsity Golf Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. James Mullin</b> as Boys' Varsity Golf Coach at New Milford High School effective March 9, 2016.</p>   | <p>2015-2016 stipend: \$2,999</p>                          |
| <p><b>19. Mr. David Mumma</b>, Girls' and Boys' Grade 4 Intramural Baseball Coach, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education appoint <b>Mr. David Mumma</b> as Girls' and Boys' Grade 4 Intramural Baseball Coach at Sarah Noble Intermediate School effective March 9, 2016.</p> | <p>2015-2016 stipend: \$1,895<br/>Current staff member</p> |
| <p><b>20. Mr. David Mumma</b>, Boys' Interscholastic Baseball Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mr. David Mumma</b> as Boys' Interscholastic Baseball Coach at Schaghticoke Middle School effective March 9, 2016.</p>                                       | <p>2015-2016 stipend: \$1,895<br/>Current staff member</p> |
| <p><b>21. **Mr. Sean Murray</b>, Boys' JV Lacrosse Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Sean Murray</b> as Boys' JV Lacrosse Coach at New Milford High School effective March 9, 2016.</p>   | <p>2015-2016 stipend: \$3,008<br/>Current staff member</p> |
| <p><b>22. **Mr. Mike Nahom</b>, Girls' Assistant Track and Field Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Mike Nahom</b> as Girls' Assistant Track and Field Coach at New Milford High School effective March 9, 2016.</p>   | <p>2015-2016 stipend: \$3,028</p>                          |
| <p><b>23. **Mr. Tony Nocera</b>, Girls' JV Lacrosse Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Tony Nocera</b> as Girls' JV Lacrosse Coach at New Milford High School effective March 9, 2016.</p>   | <p>2015-2016 stipend: \$3,008<br/>Current staff member</p> |
| <p><b>24. **Mr. Ryan Rebstock</b>, Boys' Varsity Track and Field Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Ryan Rebstock</b> as Boys' Varsity Track and Field Coach at New Milford High School effective March 9, 2016.</p>   | <p>2015-2016 stipend: \$4,660<br/>Current staff member</p> |

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| <p><b>25. **Mrs. Robin Renner</b>, Co-Ed Track and Field Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mrs. Robin Renner</b> as Co-Ed Track and Field Coach at Schaghticoke Middle School effective March 9, 2016, pending coaching permit.</p> <p><b>26. **Mr. Howie Senior</b>, Volunteer Girls' Lacrosse Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Howie Senior</b> as Volunteer Girls' Lacrosse Coach at New Milford High School effective March 9, 2016.</p> <p><b>27. Mr. Matt Wall</b>, Boys' Interscholastic Track Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Matt Wall</b> as Boys' Interscholastic Track Coach at Schaghticoke Middle School effective March 9, 2016.</p> <p><b>28. **Mr. David Warren</b>, Boys' Freshman Lacrosse Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. David Warren</b> as Boys' Freshman Lacrosse Coach at New Milford High School effective March 9, 2016.</p> | <p>2015-2016 stipend: \$1,895<br/>Current staff member</p> <p>Volunteer</p> <p>2015-2016 stipend: \$1,895<br/>Current staff member</p> <p>2015-2016 stipend: \$2,361</p> |
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**11. LEAVES OF ABSENCE**

- 1. None**

**THE FOLLOWING ITEMS CAN BE FOUND ON THE  
OPERATIONS WEB PAGE UNDER MARCH 1, 2016**

**11.**

**DISCUSSION AND POSSIBLE ACTION**

- B. Monthly Reports
  - 1. Purchase Resolution D-684
  - 2. Budget Position dated 2/26/16
  - 3. Request for Budget Transfers
- C. Gifts and Donations
  - 1. PTO – Exhibit B
- D. Changes to Signatories on District Accounts – Exhibit C
- F. Five Year Technology Capital Plan Update

**THE FOLLOWING ITEM CAN BE FOUND ON THE FACILITIES  
WEB PAGE UNDER MARCH 1, 2016**

**DISCUSSION AND POSSIBLE ACTION**

- G. Eagle Scout/Buddy Bench Project



**NEW MILFORD PUBLIC SCHOOLS**  
**Office of the Acting Assistant Superintendent**

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

TO: Joshua Smith, Interim Superintendent  
FROM: Dr. Genie Slone, Acting Assistant Superintendent  
DATE: March 8, 2016  
RE: Textbook Approvals – Grades 10; 11-12

*Slone*

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The textbooks listed below have been on review by the Board of Education. I ask that you recommend adoption of these books by the Board at the March meeting.

**The Scrapbook of Frankie Pratt** by Caroline Preston (Harper Collins) – Grade 10

This book would be an addition to current texts. It combines history, literacy allusion, accomplished narrative with art, thereby providing numerous and varied teaching/learning opportunities. The book is a coming of age story that begins in rural New Hampshire and moves with the main character to college in New York, Greenwich Village and Paris during the Jazz age, and then back to her beginnings in New England, as she searches for her purpose in the world.


**Economics** by Roger A. Arnold (Thames & Hudson) – Grades 11-12

This book aligns with the New Milford Public Schools approved curriculum and is supported by helpful supplemental materials provided by the publisher. The book includes the standard economics curriculum but also provides real world examples to make the subject matter more engaging to high school students.



**NEW MILFORD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**50 East Street**  
**New Milford, Connecticut 06776**  
**Telephone (860)-355-8406**

## **MEMORANDUM**

**TO: Board of Education**  
**FROM: Joshua Smith, Interim Superintendent**   
**DATE: March 4, 2016**  
**RE: Teacher Retirement Incentive**

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Attached please find several different scenarios that reflect the possible impact of a teacher retirement incentive. Similar models can be built for the administrators and secretarial bargaining units, but the potential candidates are far fewer and listing the salary scenarios would identify the parties involved. Although participation by other bargaining units will increase the budgetary savings, the primary driver would be the teachers and so we have included that information below.

The savings to the 2016-2017 budget and any future cost avoidance is determined in large part by the number of teachers that retire, and the role in which they teach. In the charts provided we have outlined the cost savings/cost avoidance for both teachers who are in a shortage area as well as for those who are not. We have been able to estimate models where anywhere for zero to six of the possible retirements come from shortage areas and the budgetary impacts range wildly.

In order to calculate the potential cost savings in the 2016-2017 operating budget and the cost avoidance for subsequent budgets, use the line titled "Net savings/cost avoidance" and multiply by the number of teachers in each assumption category. We do not anticipate any scenario where *all* retirees are in a shortage area or where *none* of the retirees are in a shortage area. Otherwise, there are many different possibilities as to the number of teachers and which group they are from.

The following pages show an example of how the calculation would work and detail possible scenarios.

### Sample Model 1

Total of 10 teachers participate in the incentive:

5 teachers from a shortage area @ \$10,551

5 teachers from non-shortage areas @ \$23,401

Year 1 operating budget savings:  $5(\$10,551) + 5(\$23,401) = \$169,760$

Year 2 salary cost avoidance:  $5(\$11,223) + 5(\$24,111) = \$176,670$

Year 3 and after cost avoidance cannot be calculated until a new salary scale is negotiated.

Payout options:

Included in the tables on the following page are costs based on both two and three year payouts. All are based on a sum of \$30,000 and built off of the terms from the 2011 incentives. We have also included copies on the incentive for each bargaining unit that participated in the 2011 agreements.

The actual payment distribution and the financial terms are flexible and include many health savings and tax deferred options.

Scenario One: Incentive includes a \$30,000 payout disbursed annually over three years

<b>Assumption 1: Retiring teacher is in a shortage area</b>			
<b>Year</b>	<b>16-17</b>	<b>17-18 (end of current contract)</b>	<b>18-19 (new contract)</b>
<b>Retired</b>	<b>89,396</b>	<b>90,274</b>	<b>TBD</b>
<b>Replacement in Shortage Area (MA +12 Step10)</b>	<b>68,845</b>	<b>69,051</b>	<b>TBD</b>
<b>Difference</b>	<b>20,551</b>	<b>21,223</b>	
<b>Minus 10,000 payment</b>	<b>10,551</b>	<b>11,223</b>	
<b>Net savings/cost avoidance</b>			

<b>Assumption 2: Retiring teacher is not in a shortage area</b>			
<b>Year</b>	<b>16-17</b>	<b>17-18 (end of current contract)</b>	<b>18-19 (new contract)</b>
<b>Average Salary Retired (MA Step15)</b>	<b>89,396</b>	<b>90,274</b>	<b>TBD</b>
<b>Replacement (MA-4)</b>	<b>55,995</b>	<b>56,163</b>	<b>TBD</b>
<b>Difference</b>	<b>33,401</b>	<b>34,111</b>	<b>TBD</b>
<b>Minus 10,000 payment</b>	<b>23,401</b>	<b>24,111</b>	<b>TBD</b>
<b>Net savings/cost avoidance</b>			

Scenario Two: Incentive includes a \$30,000 payout disbursed annually over two years

<b>Assumption 1: Retiring teacher is in a shortage area</b>		
<b>Year</b>	<b>16-17</b>	<b>17-18</b>
<b>Average Salary Retired (MA Step15)</b>	<b>89,396</b>	<b>90,274</b>
<b>Replacement in Shortage Area (MA +12 Step10)</b>	<b>68,845</b>	<b>69,051</b>
<b>Difference</b>	<b>20,551</b>	<b>21,223</b>
<b>Minus 15,000 payment</b>		
<b>Net savings/cost avoidance</b>	<b>5,551</b>	<b>6,223</b>

<b>Assumption 2: Retiring teacher is not in a shortage area</b>		
<b>Year</b>	<b>16-17</b>	<b>17-18</b>
<b>Average Salary Retired (MA Step15)</b>	<b>89,396</b>	<b>90,274</b>
<b>Replacement (MA Step 4)</b>	<b>55,995</b>	<b>56,163</b>
<b>Difference</b>	<b>33,401</b>	<b>34,111</b>
<b>Minus 15,000 payment</b>		
<b>Net savings/cost avoidance</b>	<b>18,401</b>	<b>19,111</b>

## NEW MILFORD BOARD OF EDUCATION

To: Eligible New Milford Education Association Members  
From: New Milford Board of Education  
Re: Retirement Incentive Program  
Date: September 20, 2011

The New Milford Board of Education (the "Board") is offering members of the New Milford Educational Association a one time opportunity to elect to participate in a Retirement Incentive Program (the "Program") in accordance with the terms of the attached Election Form, Agreement, Release and Waiver and Memorandum of Agreement. Please review these attachments carefully as this letter highlights some of the more significant aspects of the Program but does not include all of the provisions of the offer.

To be eligible to participate in the Program, the teacher must be a) eligible for normal, pro-ratable or early retirement benefits under Section 10-183f of the Connecticut General Statutes, b) employed by the Board with no less than **20 years of continuous service** on the payroll (on the payroll since on or before July 1, 1992), c) **age 55 years or more as of June 30, 2012**, and d) **on maximum step** on any track of the teachers' salary schedule. The teacher must resign and retire from his/her employment with the Board **effective June 30, 2012**.

The retirement incentive benefit shall be a monetary sum of **\$38,000.00** (less federal and state taxes and FICA contributions) payable over three years as described in the attached MOA, and the opportunity to continue group health benefits for up to three years at the teacher's own expense. Health care coverage may extend beyond three years by operation of C.G.S. § 10-183t (Teachers' Retirement Benefit – Health Insurance) or other law.

To participate in the program, the teacher must **accept** our offer by executing the attached Election Form, Agreement, Release and Waiver **no later than the close of business Friday, October 14, 2011**. This Program shall be implemented only if a **minimum of ten (10) teachers to a maximum of twenty (20) teachers** retire effective **June 30, 2012**, in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based upon the date/time the applicant's completed Election Form is received in the superintendent's office.

Should any members have questions regarding this incentive, please contact the superintendent's office.

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is by and between the New Milford Board of Education (hereinafter, "the Board") and the New Milford Education Association (hereinafter, "the Association").

The purpose of this Memorandum of Agreement is to offer members of the bargaining unit a one time opportunity to elect to participate in a Retirement Incentive Program (the "Program") as described herein.

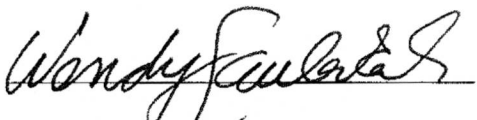
The terms of this Memorandum of Agreement are as follows:

- I. **Eligibility.** To be eligible to participate in the Program, the teacher must be a) eligible for normal, pro-ratable or early retirement benefits under Section 10-183f of the Connecticut General Statutes, b) employed by the Board with no less than **20 years of continuous service** (on the payroll since on or before July 1, 1992), c) **age 55 as of June 30, 2012**, and d) **on maximum step** on any track. The teacher must resign and retire from his/her employment with the New Milford Board of Education effective **June 30, 2012**, and not reapply for a full time certified position with the Board in the future.
- II. On Tuesday, September 20, 2011, each eligible teacher will receive the attached Election Form, Agreement, Release and Waiver offering the Program. To participate in the Program, the teacher must accept the offer by executing the Election Form, Agreement, Release and Waiver no later than **October 14, 2011**. This Retirement Incentive Plan shall be implemented only if a **minimum of ten (10) to a maximum of twenty (20) teachers** elect to participate in the Program in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based upon the date/time the applicant's completed Election Form is received in the superintendent's office. Any teacher who provides notice of retirement after October 14, 2011, shall not be eligible for this Retirement Incentive Plan.
- III. The retirement incentive benefit shall be (a) total monetary sum of **\$38,000.00** payable in three installments as follows: the first installment of \$14,000.00 to be paid in July 2012, the second installment of \$12,000.00 to be paid in July 2013, and the final installment of \$12,000.00 to be paid in July 2014. Such payments shall be subject to the usual deductions for federal and state taxes and FICA contributions, and (b) the offer by the Board of continuation of group health care benefits in a plan provided to active teachers, as may be amended from time to time, at the teacher's own expense for up to three years (to which the incentive payment may be applied). Health care coverage may extend beyond three years by operation of C.G.S. § 10-183t (Teachers' Retirement Benefit – Health Insurance) or other law. This retirement incentive benefit is payable to the employee only. In the event of the death of the teacher before the payment is made, no such payment will be due to the teacher's estate, beneficiaries, heirs or assigns, nor shall group insurance coverage continue except as required by law.

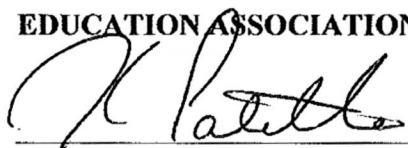
- IV. The Program described herein is offered by the Board this one time only. The offer expires at 4:00 p.m. on October 14, 2011.
- V. The Board and the Association acknowledge that this Memorandum of Agreement does not constitute a past practice and establishes no precedent for the future.

IN WITNESS WHEREOF, the parties hereto cause this instrument to be executed and signed by their mutually authorized officers or representatives.

NEW MILFORD  
BOARD OF EDUCATION

  
Date: 9/13/11

NEW MILFORD  
EDUCATION ASSOCIATION

  
Date: 9/9/11

## **NEW MILFORD BOARD OF EDUCATION**

### **RETIREMENT INCENTIVE PROGRAM**

#### **ELECTION FORM, AGREEMENT, RELEASE AND WAIVER**

1. The undersigned Employee (hereinafter, referred to as "Employee") hereby irrevocably resigns and retires from his/her employment with the New Milford Board of Education (hereinafter, referred to as "Board"), effective the close of business June 30, 2012. The Employee will not re-apply for a full time certified employment position with the Board in the future.
2. The Employee accepts the offer of the Board and will participate in the Retirement Incentive Program pursuant to the Memorandum of Agreement between the New Milford Board of Education and the New Milford Education Association.
3. The Board will provide the Employee the benefits which are set forth in the Retirement Incentive Program.
4. The Employee acknowledges that the Retirement Incentive Program provides benefits in addition to those benefits to which the employee would otherwise be entitled and that such additional benefits are in consideration for his/her voluntary acceptance of the Program offer and his/her voluntary execution of this Election Form, Agreement, Release and Waiver (hereinafter, referred to collectively as "Agreement").
5. By attaching his/her signature hereto, and effective with his/her execution hereof, the Employee, for himself/herself, his/her heirs, executors, administrators and assigns, hereby releases the New Milford Board of Education and its members, officials, agents, legal representatives, affiliates and employees (hereinafter referred to collectively as the "Releasees") from any and all claims demands, causes of action, fees and liabilities of any kind whatsoever, whether known or unknown, which he/she may have had, now has or may have against the Board under law, equity or contract, with regard to or arising out of his/her employment by the Board and/or the circumstances surrounding his/her resignation, or otherwise, including but not limited to any claim that he/she was discriminated against on account of his/her race, color, religion, creed, sex, marital status, age, national origin, past or present history of mental disorder, mental retardation or physical disability and any claims of libel, slander and/or defamation. The Employee UNDERSTANDS THAT THIS RELEASE APPLIES TO POSSIBLE CLAIMS UNDER THE AGE DISCRIMINATION IN EMPLOYMENT ACT THAT AROSE ON OR BEFORE THE DATE OF THIS AGREEMENT. The employee does not waive any rights or claims, known or unknown, under the

terms of the Connecticut Workers' Compensation Act or to enforce this Agreement.

6. Without limiting the generality of the foregoing, this Agreement is intended to and shall release the Releasees from any and all claims, whether known or unknown, which the Employee ever had or now has against the Releasees arising out of his/her employment with the Board, including but not limited to: (I) any claim under the Civil Rights Acts of 1866, 1871, and 1964, as amended, the Americans With Disabilities Act of 1990, the Rehabilitation Act of 1973, as amended, the Age Discrimination in Employment Act, as amended, the Family and Medical Leave Act of 1993, the Connecticut Fair Employment Practices Act, Connecticut General Statutes, Sec. 46a-51, et seq., and any other claim (whether based on federal, state, local, statutory or decisional law); (II) any claim arising out of the terms and conditions of the Employee's employment with the Board, or his/her separation from employment and/or any of the events relating directly or indirectly to or surrounding that employment or the separation from that employment whether in contract, express or implied, or in tort; (III) any other judicial, quasi-judicial or administrative action in law or equity; and (IV) any claim for attorneys' fees, costs, disbursements and the like.
7. The entering of this Agreement by the Employee occurs with his/her full understanding and appreciation of the act and its ramifications and is free from coercion of any kind by the Board and/or its members, officials, agents, affiliates, legal representatives, and employees. The Employee represents that he/she has carefully read and understands this Agreement and that he/she has entered into this Agreement knowingly and voluntarily after having had an opportunity to consult with his/her personal legal advisors, which he/she has been encouraged to do by the Board.
8. The Employee acknowledges that he/she has been advised by the Board to consult an attorney of his/her own choosing prior to executing this Agreement and that he/she has had at least **twenty-one (21) days to decide whether to execute this Agreement**. The Employee may **revoke this Agreement within seven (7) days** following its execution, and this Agreement, notwithstanding any of the above terms, shall not become effective or enforceable until this revocation period has expired. The effective date of this Agreement is the eighth day following the employee's execution unless he or she has revoked this Agreement. To revoke this Agreement, the employee must provide written notice of his or her decision to revoke this Agreement to:

JeanAnn Paddyfote, Ph.D.  
Superintendent's Office  
New Milford Public Schools  
50 East Street  
New Milford, CT 06776

Such notice must be physically received in the Office of the Superintendent no later than **5:00 p.m. on the seventh day** after the employee executed this Agreement. This Agreement shall be void if the employee gives notice of revocation as provided herein.

IN WITNESS WHEREOF, the Employee has set his/her hand hereto, and the New Milford Board of Education has caused the same to be executed as set forth below.

\_\_\_\_\_  
New Milford Board of Education

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## NEW MILFORD BOARD OF EDUCATION

To: Eligible New Milford School Administrators Association Members  
From: New Milford Board of Education  
Re: Retirement Incentive Program  
Date: September 20, 2011

The New Milford Board of Education (the "Board") is offering members of the New Milford School Administrators Association a one time opportunity to elect to participate in a Retirement Incentive Program (the "Program") in accordance with the terms of the attached Election Form, Agreement, Release and Waiver and Memorandum Agreement. Please review these attachments carefully as this letter highlights some of the more significant aspects of the Program, but does not include all of the provisions of the offer.

To be eligible to participate in the Program, the administrator must be a) eligible for normal, pro-ratable or early retirement benefits under Section 10-183f of the Connecticut General Statutes, b) employed by the Board with no less than **15 years of continuous service**, c) **age 55 as of June 30, 2012**, and d) **on maximum step** on any track of the administrators' salary schedule. The administrator must resign and retire from his/her employment with the Board effective **June 30, 2012**.

The retirement incentive benefit shall be a monetary sum of **\$38,000.00** (less federal and state taxes and FICA contributions) payable over three years as described in the attached MOA, and the opportunity to continue group health benefits for up to three years at the administrator's own expense as further described in the MOA. Health care coverage may extend beyond three years by operation of C.G.S. § 10-183t (Teachers' Retirement Benefit – Health Insurance) or other law.

To participate in the Program, the administrator must accept our offer by executing the attached Election Form, Agreement, Release and Waiver **no later than 4:00 p.m. on Friday, October 14, 2011**. This Program shall be implemented only if **no more than four (4) administrators** retire effective **June 30, 2012**, in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based upon the date/time the applicant's completed Election Form is received in the superintendent's office.

Should any members have questions regarding this incentive, please contact the superintendent's office.

## MEMORANDUM OF AGREEMENT

This memorandum of Agreement is by and between the New Milford Board of Education (hereinafter, "the Board") and the New Milford School Administrators Association (hereinafter, "the Association").

The purpose of this Memorandum of Agreement is to offer members of the bargaining unit a one time opportunity to elect to participate in a Retirement Incentive Program (the "Program") as described herein.

The terms of this Memorandum of Agreement are as follows:

- I. Eligibility. To be eligible to participate in the Program, the administrator must be a) eligible for normal, pro-ratable or early retirement benefits under Section 10-183f of the Connecticut General Statutes, b) employed by the Board with no less than **15 years of continuous service**, c) **age 55 as of June 30, 2012**, and d) **on maximum step** on any track. The administrator must resign and retire from his/her employment with the New Milford Board of Education effective **June 30, 2012**, and not reapply for a full time certified position with the Board in the future.
- II. On Tuesday, September 20, 2011, each eligible administrator will receive the attached Election Form, Agreement, Release and Waiver offering the Program. To participate in the Program, the administrator must accept the offer by executing the Election Form, Agreement, Release and Waiver no later than **Friday, October 14, 2011**. This Retirement Incentive Plan shall be implemented only if **no more than four (4) administrators** elect to participate in the Program in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based upon the date/time the applicant's completed Election Form is received in the superintendent's office.
- III. The retirement incentive benefit shall be (a) total monetary sum of **\$38,000.00** payable in three installments as follows: the first installment of \$14,000.00 to be paid in July 2012, the second installment of \$12,000.00 to be paid in July 2013, and the final installment of \$12,000.00 to be paid in July 2014. Such payments shall be subject to the usual deductions for federal and state taxes and FICA contributions, and (b) the offer by the Board of continuation of group health care benefits in a plan provided to active administrators, as may be amended from time to time, at the administrator's own expense for up to three years (to which the incentive payment may be applied). Health care coverage may extend beyond three years by operation of C.G.S. § 10-183t (Teachers' Retirement Benefit – Health Insurance) or other law. This retirement incentive benefit is payable to the employee only. In the event of the death of the administrator before the payment is made, no such payment will be due to the administrator's estate, beneficiaries, heirs or assigns, nor shall group insurance coverage continue except as required by law.
- IV. The Program described herein is offered by the Board this one time only. The offer expires at **4:00 p.m. on Friday, October 14, 2011**.

- V. The Board and the Association acknowledge that this Memorandum of Agreement does not constitute a past practice and establishes no precedent for the future.

IN WITNESS WHEREOF, the parties hereto cause this instrument to be executed and signed by their mutually authorized officers or representatives.

NEW MILFORD

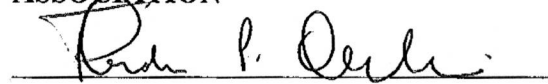
BOARD OF EDUCATION



Date: 9/13/11

NEW MILFORD

SCHOOL ADMINISTRATORS  
ASSOCIATION



Date: 9/12/11

## **NEW MILFORD BOARD OF EDUCATION**

### **RETIREMENT INCENTIVE PROGRAM**

#### **ELECTION FORM, AGREEMENT, RELEASE AND WAIVER**

1. The undersigned Employee (hereinafter, referred to as "Employee") hereby irrevocably resigns and retires from his/her employment with the New Milford Board of Education (hereinafter, referred to as "Board"), effective the close of business June 30, 2012. The Employee will not re-apply for a full time certified position with the Board in the future.
2. The Employee accepts the offer of the Board and will participate in the Retirement Incentive Program pursuant to the Memorandum of Agreement between the New Milford Board of Education and the New Milford School Administrators Association.
3. The Board will provide the Employee the benefits which are set forth in the Retirement Incentive Program.
4. The Employee acknowledges that the Retirement Incentive Program provides benefits in addition to those benefits to which the employee would otherwise be entitled and that such additional benefits are in consideration for his/her voluntary acceptance of the Program offer and his/her voluntary execution of this Election Form, Agreement, Release and Waiver (hereinafter, referred to collectively as "Agreement").
5. By attaching his/her signature hereto, and effective with his/her execution hereof, the Employee, for himself/herself, his/her heirs, executors, administrators and assigns, hereby releases the New Milford Board of Education and its members, officials, agents, legal representatives, affiliates and employees (hereinafter referred to collectively as the "Releasees") from any and all claims demands, causes of action, fees and liabilities of any kind whatsoever, whether known or unknown, which he/she may have had, now has or may have against the Board under law, equity or contract, with regard to or arising out of his/her employment by the Board and/or the circumstances surrounding his/her resignation, or otherwise, including but not limited to any claim that he/she was discriminated against on account of his/her race, color, religion, creed, sex, marital status, age, national origin, past or present history of mental disorder, mental retardation or physical disability and any claims of libel, slander and/or defamation. The Employee UNDERSTANDS THAT THIS RELEASE APPLIES TO POSSIBLE CLAIMS UNDER THE AGE DISCRIMINATION IN EMPLOYMENT ACT THAT AROSE ON OR BEFORE THE DATE OF THIS AGREEMENT. The employee does not waive any rights or claims, known or unknown, under the terms of the Connecticut Workers' Compensation Act or to enforce this Agreement.
6. Without limiting the generality of the foregoing, this Agreement is intended to and shall release the Releasees from any and all claims, whether known or unknown, which the

Employee ever had or now has against the Releasees arising out of his/her employment with the Board, including but not limited to: (I) any claim under the Civil Rights Acts of 1866, 1871, and 1964, as amended, the Americans With Disabilities Act of 1990, the Rehabilitation Act of 1973, as amended, the Age Discrimination in Employment Act, as amended, the Family and Medical Leave Act of 1993, the Connecticut Fair Employment Practices Act, Connecticut General Statutes, Sec. 46a-51, et seq., and any other claim (whether based on federal, state, local, statutory or decisional law); (II) any claim arising out of the terms and conditions of the Employee's employment with the Board, or his/her separation from employment and/or any of the events relating directly or indirectly to or surrounding that employment or the separation from that employment whether in contract, express or implied, or in tort; (III) any other judicial, quasi-judicial or administrative action in law or equity; and (IV) any claim for attorneys' fees, costs, disbursements and the like.

7. The entering into of this Agreement by the Employee occurs with his/her full understanding and appreciation of the act and its ramifications and is free from coercion of any kind by the Board and/or its members, officials, agents, affiliates, legal representatives, and employees. The Employee represents that he/she has carefully read and understands this Agreement and that he/she has entered into this Agreement knowingly and voluntarily after having had an opportunity to consult with his/her personal legal advisors, which he/she has been encouraged to do by the Board.
8. The Employee acknowledges that he/she has been advised by the Board to consult an attorney of his/her own choosing prior to executing this Agreement and that he/she has had at least **twenty-one (21) days to decide whether to execute** this Agreement. The Employee may **revoke** this Agreement **within seven (7) days** following its execution, and this Agreement, notwithstanding any of the above terms, shall not become effective or enforceable until this revocation period has expired. The effective date of this Agreement is the eighth day following the employee's execution unless he or she has revoked this Agreement. To revoke this Agreement, the employee must provide written notice of his or her decision to revoke this Agreement to:

JeanAnn Paddyfote, Ph.D.  
Superintendent's Office  
New Milford Public Schools  
50 East Street  
New Milford, CT 06776

Such notice must be physically **received** in the Office of the Superintendent no later than **5:00 p.m. on the seventh day** after the employee executed this Agreement. This Agreement shall be void if the employee gives notice of revocation as provided herein.

IN WITNESS WHEREOF, the Employee has set his/her hand hereto, and the New Milford Board of Education has caused the same to be executed as set forth below.

\_\_\_\_\_  
New Milford Board of Education

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **NEW MILFORD PUBLIC SCHOOLS**

**Department of Human Resources**

**50 East Street**

**New Milford, Connecticut 06776**

**(860) 210-2200 FAX (860) 210-2643**



**Ellamae Baldelli**

**Director of Human Resources**

To: New Milford Educational Secretaries Union

From: New Milford Board of Education

Re: Retirement Incentive Program

Date: May 2, 2011

The New Milford Board of Education (the "Board") is offering members of the New Milford Educational Secretaries Union, Chapter of Local 136, I.F.P.T.E. a one time opportunity to elect to participate in a Retirement Incentive Program (the "Program") in accordance with the terms of the attached Election Form, Agreement, Release and Waiver and Memorandum of Agreement. Please review these attachments carefully as this letter highlights some of the more significant aspects of the Program but does not include all of the provisions of the offer.

To be eligible to participate in the Program, the bargaining unit member must be employed by the Board with no less than twenty (20) years of continuous service and on the payroll as of May 2, 2011. The employee must resign and retire on or before June 30, 2011, and not reapply for employment with the Board in the future.

The retirement incentive shall be a lump sum payment from the Board that is equal to 25% of the employee's annual salary as of June 30, 2011, subject to the usual deductions for federal and state taxes and FICA contributions. Said payment shall be made in one lump sum in July 2011. This retirement incentive is payable to the employee only. In the event of the death of the employee before the payment is made, no such payment will be due to the employee's estate, beneficiaries, heirs or assigns.

To participate in the program, the employee must accept our offer by executing the attached Election Form, Agreement, Release and Waiver no later than the close of business May 31, 2011. This Program shall be implemented only if a minimum of two (2) bargaining unit members to a maximum of six (6) bargaining unit members retire effective June 30, 2011, in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based upon the date/time the applicant's completed Election Form is received in the Superintendent's Office.

Should any members have questions regarding this incentive, please contact the Human Resources Department.

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is by and between the New Milford Board of Education (hereinafter, "the Board") and the New Milford Educational Secretaries Union, Chapter of Local 136, I.F.P.T.E. (hereinafter, "the Union").

The purpose of this Memorandum of Agreement is to offer members of the bargaining unit a one time opportunity to elect to participate in a Retirement Incentive Program (the "Program") as described herein.


The terms of this Memorandum of Agreement are as follows:

- I. Eligibility. To be eligible to participate in the Program, the bargaining unit member must be employed by the Board with no less than twenty (20) years of continuous service and on the payroll as of May 2, 2011. The employee must resign and retire on or before June 30, 2011, and not reapply for employment with the Board in the future.
- II. During the week of May 2, 2011, each eligible bargaining unit member will receive the attached Election Form, Agreement, Release and Waiver offering the Program. To participate in the Program, the bargaining unit member must accept the offer by executing the Election Form, Agreement, Release and Waiver no later than May 31, 2011. This Retirement Incentive Plan shall be implemented only if a minimum of two (2) to a maximum of six (6) bargaining unit members elect to participate in the Program in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based upon the date/time the applicant's completed Election Form is received in the Superintendent's Office.
- III. The retirement incentive shall be a lump sum payment from the Board that is equal to 25% of the employee's annual salary as of June 30, 2011, subject to the usual deductions for federal and state taxes and FICA contributions. Said payment shall be made in one lump sum in July 2011. This retirement incentive is payable to the employee only. In the event of the death of the employee before the payment is made, no such payment will be due to the employee's estate, beneficiaries, heirs or assigns.
- IV. The Program described herein is offered by the Board this one time only. The offer expires at 11:59 p.m. on May 31, 2011.
- V. The Board and the Union acknowledge that this Memorandum of Agreement does not constitute a past practice and establishes no precedent for the future.

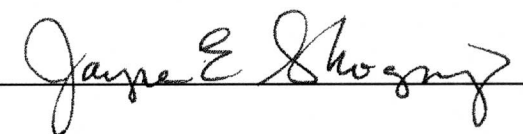
*Jack  
5/31/11  
BOE  
motion  
to  
amend  
to  
one  
person  
(minimum)*

IN WITNESS WHEREOF, the parties hereto cause this instrument to be executed and signed by their mutually authorized officers or representatives.

NEW MILFORD  
BOARD OF EDUCATION

  
Date: 4/12/2011

NEW MILFORD  
EDUCATIONAL SECRETARIES UNION

  
Date: April 12, 2011

# **NEW MILFORD PUBLIC SCHOOLS**

**Department of Human Resources**

**50 East Street**

**New Milford, Connecticut 06776**

**(860) 210-2200 FAX (860) 210-2643**



**Ellamae Baldelli**

**Director of Human Resources**

## **NEW MILFORD BOARD OF EDUCATION RETIREMENT INCENTIVE PROGRAM ELECTION FORM, AGREEMENT, RELEASE AND WAIVER**

1. The undersigned Employee (hereinafter, referred to as "Employee") hereby irrevocably resigns and retires from his/her employment with the New Milford Board of Education (hereinafter, referred to as "Board"), effective the close of business June 30, 2011. The Employee will not re-apply for employment with the Board in the future.
2. The Employee accepts the offer of the Board and will participate in the Retirement Incentive Program pursuant to the Memorandum of Agreement between the New Milford Board of Education and the New Milford Educational Secretaries Union.
3. The Board will provide the Employee the benefits which are set forth in the Retirement Incentive Program.
4. The Employee acknowledges that the Retirement Incentive Program provides benefits in addition to those benefits to which the employee would otherwise be entitled and that such additional benefits are in consideration for his/her voluntary acceptance of the Program offer and his/her voluntary execution of this Election Form, Agreement, Release and Waiver (hereinafter, referred to collectively as "Agreement").
5. By attaching his/her signature hereto, and effective with his/her execution hereof, the Employee, for himself/herself, his/her heirs, executors, administrators and assigns, hereby releases the New Milford Board of Education and its members, officials, agents, legal representatives, affiliates and employees (hereinafter referred to collectively as the "Releasees") from any and all claims demands, causes of action, fees and liabilities of any kind whatsoever, whether known or unknown, which he/she may have had, now has or may have against the Board under law, equity or contract, with regard to or arising out of his/her employment by the Board and/or the circumstances surrounding his/her resignation, or otherwise, including but not limited to any claim that he/she was discriminated against on account of his/her race, color, religion, creed, sex, marital status, age, national origin, past or present history of mental disorder, mental retardation or physical disability and any claims of libel, slander and/or defamation. The Employee UNDERSTANDS THAT THIS RELEASE APPLIES TO POSSIBLE CLAIMS UNDER THE AGE DISCRIMINATION IN EMPLOYMENT ACT THAT AROSE ON OR BEFORE THE DATE OF THIS AGREEMENT. The employee does not waive any rights or claims, known or unknown, under the terms of the Connecticut Workers' Compensation Act or to enforce this Agreement.

6. Without limiting the generality of the foregoing, this Agreement is intended to and shall release the Releasees from any and all claims, whether known or unknown, which the Employee ever had or now has against the Releasees arising out of his/her employment with the Board, including but not limited to: (I) any claim under the Civil Rights Acts of 1866, 1871, and 1964, as amended, the Americans With Disabilities Act of 1990, the Rehabilitation Act of 1973, as amended, the Age Discrimination in Employment Act, as amended, the Family and Medical Leave Act of 1993, the Connecticut Fair Employment Practices Act, Connecticut General Statutes, Sec. 46a-51, et seq., and any other claim (whether based on federal, state, local, statutory or decisional law); (II) any claim arising out of the terms and conditions of the Employee's employment with the Board, or his/her separation from employment and/or any of the events relating directly or indirectly to or surrounding that employment or the separation from that employment whether in contract, express or implied, or in tort; (III) any other judicial, quasi-judicial or administrative action in law or equity; and (IV) any claim for attorneys' fees, costs, disbursements and the like.
7. The entering of this Agreement by the Employee occurs with his/her full understanding and appreciation of the act and its ramifications and is free from coercion of any kind by the Board and/or its members, officials, agents, affiliates, legal representatives, and employees. The Employee represents that he/she has carefully read and understands this Agreement and that he/she has entered into this Agreement knowingly and voluntarily after having had an opportunity to consult with his/her personal legal advisors, which he/she has been encouraged to do by the Board.
8. The Employee acknowledges that he/she has been advised by the Board to consult an attorney of his/her own choosing prior to executing this Agreement and that he/she has had at least twenty-one (21) days to decide whether to execute this Agreement. The Employee may revoke this Agreement within seven (7) days following its execution, and this Agreement, notwithstanding any of the above terms, shall not become effective or enforceable until this revocation period has expired. The effective date of this Agreement is the eighth day following the employee's execution unless he or she has revoked this Agreement. To revoke this Agreement, the employee must provide written notice of his or her decision to revoke this Agreement to:

JeanAnn Paddyfote, Ph.D.  
Superintendent's Office  
New Milford Public Schools  
50 East Street  
New Milford, CT 06776

Such notice must be physically received in the Office of the Superintendent no later than 5:00 p.m. on the seventh day after the employee executed this Agreement. This Agreement shall be void if the employee gives notice of revocation as provided herein.

IN WITNESS WHEREOF, the Employee has set his/her hand hereto, and the New Milford Board of Education has caused the same to be executed as set forth below.

\_\_\_\_\_  
New Milford Board of Education

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Date

# APPROVED FIELD TRIPS

## March 2016

<u>School</u>	<u>Grade/Dept.</u>	<u>Trip Date</u>	<u>Day(s) of the Week</u>	<u># of Students</u>	<u># of Adults</u>	<u>Destination</u>	<u>Subs</u>	<u>Student Cost</u>
SNIS	3-5	2/18/16	Thursday	50	4	NMHS-String Festival Rehearsal	0	\$0
NES	2	3/8/16	Tuesday	84	7	Pratt Nature Center/Sullivan Farm	7	PTO Funded
NES	2	3/9/16	Wednesday	84	7	Pratt Nature Center/Sullivan Farm	7	PTO Funded
NMHS	10-12	3/15/16	Tuesday	25	1	The Maxx	0	\$0
NMHS	9-12 Music	3/17/16	Thursday	40	2	SMS/NES/HPS/SNIS (All School Musical Preview)	1	\$0
HPS	2	3/29/16	Tuesday	80	8	Pratt Nature Center/Sullivan Farm	4	PTO Funded
HPS	2	3/30/16	Wednesday	60	6	Pratt Nature Center/Sullivan Farm	4	PTO Funded
NMHS	10	5/3/16	Tuesday	50	5	Metropolitan Museum of Art	1	\$39.58
SNIS	5	5/9/16	Monday	112	27	Norwalk Maritime Center	5	\$30 after PTO Grant
SNIS	4	5/16/16	Monday	156	64	Bronx Zoo	10	\$43 does not inc. PTO Funding
SNIS	4	5/17/16	Tuesday	153	64	Bronx Zoo	10	\$43 does not inc. PTO Funding
SNIS	5	5/18/16	Wednesday	113	23	Norwalk Maritime Center	5	\$30 after PTO Grant
NMHS	12	5/20/16	Friday	218	15	Lake Compounce/Physics	5	\$26
SNIS	5	5/25/16	Wednesday	114	26	Norwalk Maritime Center	5	\$30 after PTO Grant
SNIS	5	5/26/16	Thursday	162	29	Pratt Nature Center	8	PTO Funded
SNIS	5	5/27/16	Friday	185	36	Pratt Nature Center	8	PTO Funded



**NEW MILFORD PUBLIC SCHOOLS**  
**Office of the Acting Assistant Superintendent**

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

TO: Josh Smith, Interim Superintendent  
FROM: Dr. Genie Slone, Acting Assistant Superintendent  
DATE: March 4, 2016  
RE: Textbook Previews – Grades 7-8

A handwritten signature in black ink, appearing to be "JS", located to the right of the "FROM:" line.

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The textbook listed below will be brought before the Board of Education for adoption at the April Board of Education meeting. Board members may review this book, which will be located in the Acting Assistant Superintendent's office, between the hours of 8:00 a.m. and 4:00 p.m.

**Connected Mathematics 2; Prentice Hall; Grade 7**

The mathematical content developed in Connected Mathematics covers number, geometry, measurement, statistics, probability, and algebra appropriate for the middle grades. Connected Mathematics 2 provides 24 units (8 at each grade level). Three additional units continue to be available from the first edition of Connected Mathematics to meet specific state or local needs (1 at each grade level). Every unit develops a "big mathematical idea," that is, an important cluster of related concepts, skills, procedures, and ways of thinking.

**Connected Mathematics 3: Prentice Hall- Grade 8**

The goal of Connected Mathematics 3 is to help students develop mathematical knowledge, conceptual understanding, and procedural skills, along with an awareness of the rich connections between math topics—across grades and across content areas. Through the "Launch-Explore-Summarize" model, students investigate and solve problems that develop rigorous higher-order thinking skills and problem-solving strategies.

Curriculum development for CMP3 has been guided by an important mathematical idea: All students should be able to reason and communicate proficiently in mathematics. They should have knowledge of and skill in the use of the vocabulary, forms of representation, materials, tools, techniques, and intellectual methods of mathematics. This includes the ability to define and solve problems with reason, inventiveness, and technical proficiency.

Connected Mathematics embraces the essence of the CT Core Standards. Given its instructional philosophy—the emphasis on inquiry and applications—it fully addresses the Common Core State Standards for Mathematical Practice. Throughout the program, students focus on problem-solving strategies, habits of mind, and mathematical proficiency. Students learn to communicate their reasoning by constructing viable arguments, offering proofs, and using representations.

**New Milford Board of Education  
Facilities Sub-Committee Minutes  
March 1, 2016  
Lillis Administration Building, Room 2**

Present: Mr. Robert Coppola, Chairperson  
Mrs. Angela C. Chastain  
Mr. Bill Dahl  
Mr. David A. Lawson

Also Present: Mr. Joshua Smith, Interim Superintendent of Schools  
Mr. Kevin Munrett, Facilities Manager  
Mr. Nestor Aparicio, Assistant Facilities Manager  
Ms. Roberta Pratt, Director of Technology

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2016 MAR -3 P 12:57

NEW MILFORD, CT

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<b>1.</b>	<b>Call to Order</b>  The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. Coppola.	<b>Call to Order</b>
<b>2.</b>	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>  <b>A. Eagle Scout/Buddy Bench Project</b> <ul style="list-style-type: none"> <li>Mr. Munrett said Scout Will Gynn, a sophomore at NMHS, is proposing to build a buddy bench and storage shed for NES as his Eagle Scout project. The buddy bench will use the same design as the ones currently at HPS and SNIS. He distributed a detailed handout of the project.</li> </ul> <p>Mr. Lawson moved to bring the Eagle Scout/Buddy Bench Project to the full Board for approval.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p>	<b>Discussion and Possible Action</b>  <b>A. Eagle Scout/Buddy Bench Project</b>   <b>Motion made and passed unanimously to bring the Eagle Scout/Buddy Bench Project to the full Board for approval.</b>

<b>B. SNIS Fields – Proposed Agreement</b>	<ul style="list-style-type: none"><li>• Mr. Munrett said Rob Beebe, President of New Milford Youth Baseball and Softball (NMYBBSB), had proposed a lease agreement regarding the two softball fields that the league has refurbished at SNIS which the Board attorney has reviewed.</li><li>• Mr. Smith said he walked the fields with Mr. Munrett yesterday and work has been done. He said the Board attorney does not recommend a formal agreement. The Board owns the fields and cannot lease them to a third party; they must be maintained by the Board. Instead the Board may provide priority access to NMYBBSB “in kind” for the work they have done. He is recommending that the league be given the first opportunity for sign up for the fields each year through the building use process. When the league is not using the fields, they would be available for other building use requests.</li><li>• Mrs. Chastain asked if the fields were in use currently and if there was any concern about needing them as an alternate to high school fields during the turf field project.</li><li>• Mr. Munrett said they were not used currently and that he had spoken with Mr. Lipinsky, the high school Athletic Director, and there is no anticipated conflict. If other fields are needed, the JPS fields will be used with the Town’s approval.</li><li>• Mr. Dahl asked what fields were being discussed specifically and Mr. Smith said it was the two fields behind the old tennis courts behind Home Depot.</li><li>• Mr. Coppola said there had been previous discussion by an outside group about revitalizing a front field at SNIS and wondered if they would be given priority use. Mr. Smith said no work has been done on that field and anyone wishing to use it</li></ul>	<b>B. SNIS Fields – Proposed Agreement</b>
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	<p>would go through the building use process.</p> <ul style="list-style-type: none"><li>• The committee concurred that “in kind” priority for use would be given to NMYBBSB in recognition of their work and investment in the two fields.</li></ul>	
<b>C. Turf Fields Update</b>	<ul style="list-style-type: none"><li>• Mr. Coppola said Mr. Munrett was the Board’s representative and liaison to the Turf Field Construction Committee.</li><li>• Mr. Munrett said he had attended the last Turf Field Construction Committee meeting and found it very informative. At that meeting, it was unanimously decided to change the fill to coated crumb rubber.</li><li>• Turf Field Committee members Mr. Joseph Failla, Vice Chair, and Mrs. Wendy Faulenbach, were present to discuss the project. Mr. Failla said concerns had been raised about the fill originally planned to be used and the decision was made to switch to a coated crumb rubber which is completely encapsulated by acrylic so that there is no worry about emissions from the rubber. It is also a cool fill so will help keep down field heat in the hotter summer months. It is being supplied by the same company and has the same maintenance requirements as the original fill. The Town Council unanimously approved the change and the change order is before the Mayor for signature now. The additional cost to the project for the coated crumb fill use is \$57,000 total for both fields. Two other changes have already been approved: adding privacy fencing near the Observatory at a cost of \$6,500 and adding a water coupling device underground for water accessibility at a cost of \$5,500. This total of approximately \$70,000 is still well within the total budget for the project and leaves an additional contingency amount of \$426,000. The Committee is getting estimates on variations to the water main now. Mr. Failla</li></ul>	<b>C. Turf Fields Update</b>

	<p>said it is anticipated that the fields will be ready for June 15<sup>th</sup> per the contract. He said New Milford would have the most sophisticated, state of the art fields in the state when completed and that the community should be proud.</p> <ul style="list-style-type: none"><li>• Mr. Dahl thanked the committee for allaying safety and heat concerns.</li><li>• Mr. Coppola asked if the committee wanted this topic listed for discussion at the full Board meeting next week or if the minutes of this meeting would suffice and it was agreed that the minutes would suffice.</li><li>• Mr. Lawson asked if a ribbon cutting was being planned and Mr. Failla said there would be an appropriate ceremony.</li></ul>	
<b>D. PCB Testing Update</b>	<ul style="list-style-type: none"><li>• Mr. Munrett said he had arranged a conference call with John Insall, National Client Manager, Partner Engineering and Science Inc. and Kathleen Pane, Senior Project Manager, Fuss &amp; O'Neil Enviroscience, LLC to answer questions the committee has regarding PCB testing.</li><li>• Ms. Pane said there is no requirement to test, but when dealing with potential roofing materials there could be concerns raised with materials prior to 1980 regarding handling and disposal.</li><li>• Mr. Insall agreed and said it makes sense to look at older materials such as flashing. In general, he said lower levels or none at all tend to be found in roofing; they are more likely to be in caulking and expansion jointing.</li><li>• Mr. Lawson said it had already been recommended that testing should be done in suspected areas and the Town Council had made that request. He asked what the cost would be and how long testing would take.</li><li>• Mr. Insall said it depends on the size of the</li></ul>	<b>D. PCB Testing Update</b>

	<p>area, scope of materials and the number of samples. He said a lab would typically charge \$65 per sample. There would also be a cost for the person's time to take the samples. A roofing contractor would have to be hired to patch the roof after the samples were obtained. He estimated the cost at a few thousand dollars total.</p> <ul style="list-style-type: none"> <li>• A question was asked about testing beyond the roof materials and Ms. Pane said testing is usually only done when waste materials are being created, not to intact materials that are not being disturbed.</li> <li>• Mr. Insall agreed and said that especially outdoors there is no need to sample.</li> <li>• Mr. Coppola asked for general advice and Mr. Insall said it was important to think ahead before testing as to what you will do if any results are positive and what that would trigger next.</li> <li>• Mr. Lawson said he would like to continue discussing the topic of PCB testing at next month's Facilities meeting and the committee agreed with putting it on the agenda.</li> <li>• Mrs. Chastain asked how the consultants were chosen for the conference call. Mr. Munrett said both are engineers specializing in PCB issues. Mr. Lawson provided Mr. Insall's name and the district has worked with Fuss and O'Neil previously.</li> </ul> <p><b>E. SMS Skylight Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said he spoke incorrectly last month regarding which skylight will be replaced. Replacement will be to a small skylight over the second floor hallway.</li> </ul>	
<b>4.</b>	<b>Items of Information</b>	<b>Items of Information</b>
<b>A.</b>	<b>SNIS Catwalk Update</b> <ul style="list-style-type: none"> <li>• Mr. Munrett said the request for bid has gone</li> </ul>	<b>A. SNIS Catwalk Update</b>

	<p>out for this project and there is a mandatory construction meeting scheduled for this week.</p> <p><b>B. Overtime Update</b></p> <ul style="list-style-type: none"><li>Mr. Coppola said discussion would need to wait until next month since this meeting needed to adjourn for the next scheduled meeting. He asked that the item be put first on the agenda as it has been pushed off for two months now without discussion due to time constraints.</li></ul>	<p><b>B. Overtime Update</b></p>
<p>5.</p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"><li>There was none.</li></ul>	<p><b>Public Comment</b></p>
<p>6.</p>	<p><b>Adjourn</b></p> <p>Mr. Dahl moved to adjourn the meeting at 7:31 p.m., seconded by Mrs. Chastain and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:31 p.m.</b></p>

Respectfully submitted:



Robert Coppola, Chairperson  
Facilities Sub-Committee

**New Milford Board of Education  
Operations Sub-Committee Minutes  
March 1, 2016  
Lillis Administration Building, Room 2**

Present: Mrs. Wendy Faulenbach, Chairperson  
Mr. Robert Coppola  
Mr. Brian McCauley  
Mr. J.T. Schemm

Also Present: Mr. Joshua Smith, Interim Superintendent of Schools  
Ms. Ellamae Baldelli, Director of Human Resources  
Mr. Jay Hubelbank, Director of Fiscal Services and Operations  
Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
Ms. Roberta Pratt, Director of Technology  
Mrs. Sandra Sullivan, Director of Food Services

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2016 MAR -3 P 12: 57

NEW MILFORD, CT

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1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:32 p.m. by Mrs. Faulenbach.	<b>Call to Order</b>
2.	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
3.	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b> <ul style="list-style-type: none"> <li>Ms. Baldelli said she will have a revised Exhibit A for next week to include spring coaches for the high school.</li> <li>Mr. Coppola asked if any progress had been made in filling the Math teacher vacancy at the high school. Ms. Baldelli said it is posted but there has been no luck so far. She said the plan is to have five current math teachers at the high school each teach an extra class to cover the vacancy. She said these teachers have been doing this with the students since the beginning of the year except for a brief period so it will help with continuity for the end of the year.</li> </ul>	<b>Discussion and Possible Action</b>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>

	<ul style="list-style-type: none"><li>• Mr. Smith said he was very pleased with the hiring of a fantastic talented and gifted teacher who will be joining the district shortly.</li></ul> <p>Mr. Coppola moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Purchase Resolution D-684</b></li><li><b>2. Budget Position dated 2/26/16</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked if the insurance payment was for the teamsters and Mr. Hubelbank said yes, the amount represented a half year payment for custodian insurance and is paid this way as a result of the new collective bargaining agreement.</li><li>• Mr. Coppola asked Mr. Hubelbank for a budget status and Mr. Hubelbank was pleased to report that excess costs came in at 80% versus the 70% that was budgeted so that will go a long way towards adjusting the special education cost concerns. He said he had no other concerns at this time.</li><li>• Mr. Schemm asked for clarification of the revenue line: transfer in, other. Mr. Hubelbank said this is where custodial fees for building use are added.</li><li>• Mr. Coppola said he was pleased to see transfers happening within the same account only.</li></ul> <p>Mr. Schemm moved to bring the monthly reports: Purchase Resolution D-684, Budget Position dated 2/26/16 and Request for Budget Transfers to the full Board for approval.</p>	<p><b>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>1. Purchase Resolution D-684</b></li><li><b>2. Budget Position dated 2/26/16</b></li><li><b>3. Request for Budget Transfers</b></li></ol> <p><b>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-684, Budget Position dated 2/26/16 and Request for Budget</b></p>
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	<p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b> <b>1. PTO – Exhibit B</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola thanked the PTO for their continued support.</li> </ul> <p>Mr. Coppola moved to bring Gifts and Donations: PTO – Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>D. Changes to Signatories on District Accounts – Exhibit C</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach noted that these changes were due to Mr. Hubelbank’s upcoming retirement.</li> <li>• Mr. Coppola said there appeared to be a lot of different accounts and he asked if this could be an audit issue as it has been in the past. Mr. Hubelbank said no, there are basically two accounts per school, scholarship accounts etc. and all are acceptable.</li> </ul> <p>Mr. Coppola moved to bring Changes to Signatories on District Accounts – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p> <p><b>E. Five Year Technology Capital Plan Update</b></p> <ul style="list-style-type: none"> <li>• Ms. Pratt said the goal with the technology capital plan is to keep the refresh cycle that has been started going forward so as to keep expenditures relatively gradual.</li> </ul>	<p><b>Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b> <b>1. PTO – Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO – Exhibit B to the full Board for approval.</b></p> <p><b>D. Changes to Signatories on District Accounts – Exhibit C</b></p> <p><b>Motion made and passed unanimously to bring Changes to Signatories on District Accounts – Exhibit C to the full Board for approval.</b></p> <p><b>E. Five Year Technology Capital Plan Update</b></p>
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	<ul style="list-style-type: none"> <li>• Mr. Hubelbank said over 800 computers aged 2008 or earlier had been replaced over the last few years.</li> <li>• Mrs. Faulenbach clarified that this is a fluid document and the Board is approving the concept as presented versus actual dollar amounts.</li> <li>• Mr. Schemm asked how items are identified for refresh and Ms. Pratt said they look at use, age, and history of help desk tickets.</li> <li>• Mr. Smith said the focus is to get computers six years or older off the network.</li> <li>• Mr. Schemm said he thought it was important to fund this item each year to keep the refresh cycle going.</li> </ul> <p>Mr. Schemm moved to bring the Five Year Technology Capital Plan Update to the full Board for approval.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	
<b>F.</b>	<p><b>Teacher Retirement Incentive Program</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said he had been asked to explore a teacher retirement incentive program so he went back to the last time one was offered, four years ago, as a starting model for discussion.</li> <li>• Mr. Coppola asked how many teachers would qualify under the plan as presented in Mr. Smith's memo which limits the total number to ten. Ms. Baldelli said she believed the number who would qualify is fifteen so under this plan as presented they would use a first come, first serve structure.</li> <li>• Mr. Coppola said he felt strongly that all teachers who were eligible should be able to take the incentive if they wished.</li> <li>• Mrs. Faulenbach asked if the incentive was offered to other bargaining units last time. Ms.</li> </ul>	<p><b>Motion made and passed unanimously to bring the Five Year Technology Capital Plan Update to the full Board for approval.</b></p> <p><b>F. Teacher Retirement Incentive Program</b></p>

	<p>Baldelli said it was offered to administrators and secretaries as well.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked why other units were not included this time and Mr. Smith said the memo is only a starting point for discussion and that he is looking to the Board for further direction. Mrs. Faulenbach said that she personally would like to see other units included in the discussion.</li><li>• Mrs. Faulenbach asked for clarification on the financial piece of the plan. Mr. Hubelbank said it would be a cost savings in year one and then the incentive would become a cost factor in the budget for year two and three regarding its effect on the budget percentage increase.</li><li>• Mrs. Faulenbach expressed concern that this year's budget percentage increase of 2.3% is digestible and it might not be as low in the future.</li><li>• Mr. Schemm asked if the plan could be structured as a two year deal and Mr. Hubelbank said it could be. Mr. Smith said that would decrease the initial savings and Mr. Hubelbank said that would also result in a higher payment in year two.</li><li>• Mr. Schemm suggested that a retiree health reimbursement account be considered as an alternative to the cash payment, since it would have tax benefits.</li><li>• Mr. Coppola said that the savings would be over all three years. Mr. Smith said that was true in decreasing the base salary account for cost avoidance but would not reflect in the percent increase. Mr. Coppola said that he felt the district was not selling the budget correctly then as we should talk about actual dollars versus percent.</li><li>• Mr. Schemm said he thought it would be helpful for future discussions if the Board could hear the dollar amounts associated with various plan scenarios.</li></ul>	
Mr. Coppola moved to bring an early retirement		<b>Motion made and passed</b>

	<p>incentive program to the full Board for discussion.</p> <p>Motion seconded by Mr. Schemm.</p> <p>Motion passed unanimously.</p>	<p><b>unanimously to bring an early retirement incentive program to the full Board for discussion.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p> <p><b>B.</b></p>	<p><b>Items of Information</b></p> <p><b>Certified Substitute Coverage</b></p> <p><b>Professional Development Absences</b></p> <ul style="list-style-type: none"><li>Mr. Smith said he and Ms. Baldelli would like to discuss items A. and B. together as part of a broader discussion on absences. He said discussion on this issue has been going on for some time. Much of the information provided is very labor intensive to gather. As such, he is looking for guidance from the committee as to what questions they ultimately want answered.</li><li>Mr. Coppola asked why we were still looking at this data. Mr. Smith said the committee had originally been concerned about an overage in the substitute account. Then had asked to look at absence patterns to see if there was any correlation with district decisions regarding conferences, professional development etc.</li><li>He and Ms. Baldelli shared a powerpoint presentation on trend analysis of absenteeism which showed no pattern with the exception of high absenteeism on Fridays. Mr. Smith said the district avoids professional development on that day.</li><li>Mrs. Faulenbach said she appreciated the work done and thought it was a useful exercise. She said committee members might want to consider asking about the amount of work involved in providing answers to future requests so that they could make a decision on the scope involved.</li><li>Ms. Baldelli suggested going forward that she would like to provide a fill rate report only so that the committee could monitor substitute</li></ul>	<p><b>Items of Information</b></p> <p><b>A. Certified Substitute Coverage</b></p> <p><b>B. Professional Development Absences</b></p>

	<p>rates and whether or not the increased pay continued to have an effect.</p> <ul style="list-style-type: none"> <li>• Mr. Schemm suggested that spot checking of absences should continue but by administration not the Board.</li> </ul>	
<b>C. Food Services Audit</b>	<ul style="list-style-type: none"> <li>• Mr. Hubelbank said Food Services is audited by the state every three years. He said he has worked in a number of districts and that this is the best audit report he has seen. In fact, the state person told him that they refer districts with issues to New Milford for suggestions on how to fix their problems. He commended Food Services Director Sandra Sullivan on an excellent job.</li> <li>• Mrs. Sullivan said she was pleased with the audit as well. Only three very minor issues were identified and they were all corrected immediately.</li> <li>• Mrs. Faulenbach offered her congratulations and recognition of a job well done.</li> </ul>	<b>C. Food Services Audit</b>
<b>D. Legal Fees</b>	<ul style="list-style-type: none"> <li>• Mr. Smith provided information that addressed a previous question about the cost of legal fees to answer an FOI complaint brought by a former Board member regarding teacher evaluation data.</li> <li>• Mr. Coppola said he felt this was an uncalled for expense and he does not see the purpose of this data at the Board level.</li> <li>• Mr. Schemm said he had watched the proceedings of this complaint and thought the Board was well represented.</li> <li>• Mr. Smith said the question is still to be answered as to who is responsible for releasing this data in the future, the state or the individual districts. He said if it is the district then there is no uniform format. He gave as</li> </ul>	<b>D. Legal Fees</b>

	<p>example student test scores which are released by the state not the individual district where the student is tested.</p>	
<b>E.</b>	<p><b>Update on Munis</b></p> <ul style="list-style-type: none"> <li>Mr. Hubelbank said Munis continues to progress as they work through a few growing pains during the first year. He suggested that the committee might want to consider removing this update as a regular agenda item at this point.</li> </ul>	<b>E. Update on Munis</b>
<b>F.</b>	<p><b>Sending Town Agreement for the Shepaug Valley Regional Agriscience STEM Academy</b></p> <ul style="list-style-type: none"> <li>Mr. Smith said the Board had approved a previous agreement for this program. He has been asked by Region 12 to sign a new updated agreement with a small change that says the district is willing to increase the number of students over its current three year average. The previous agreement required a signature by the Board chair and by the superintendent; this one only requires the superintendent signature. He is informing the Board of his intention to sign and soliciting any feedback.</li> <li>Mr. Coppola asked why the change to the agreement and Mr. Hubelbank said the state is looking for additional confirmation of support.</li> <li>Mr. Schemm asked if participation has been limited before and Mr. Smith said no. At this time, we average six students a year to Nonnewaug with five currently on a wait list.</li> <li>Mr. Schemm asked if current Nonnewaug students would be allowed to finish that program and Mr. Smith said they would. This agreement pertains to students entering in 2018.</li> </ul>	<b>F. Sending Town Agreement for the Shepaug Valley Regional Agriscience STEM Academy</b>

<b>G.</b>	<b>Important Dates New Milford Public Schools 2016-2017 School Calendar</b> <ul style="list-style-type: none"> <li>Mr. Smith said he hopes to bring the full calendar to committee next month but this calendar provides basic information on start and end dates and holidays. Days in bold follow the regional calendar. He said October 11 is being used as a flex day around other days off to give families a five day break. He said he wanted to give a heads up regarding an unanticipated problem the regional calendar is creating in that all high schools in the region will be getting out at roughly the same time so there will be issues with space for graduation at the O'Neill Center at WCSU which is used by most high schools in the area. He has already talked to Grad Party representatives and other area superintendents about the potential issue.</li> </ul>	<b>G. Important Dates New Milford Public Schools 2016-2017 School Calendar</b>
<b>5.</b>	<b>Public Comment</b> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<b>Public Comment</b>
<b>6.</b>	<b>Adjourn</b> <ul style="list-style-type: none"> <li>Mr. Coppola offered best wishes to Mr. Hubelbank on his upcoming retirement. Mrs. Faulenbach also wished him well on behalf of the Board.</li> </ul> <p>Mr. Coppola moved to adjourn the meeting at 9:05 p.m. seconded by Mr. McCauley and passed unanimously.</p>	<b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 9:05 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee