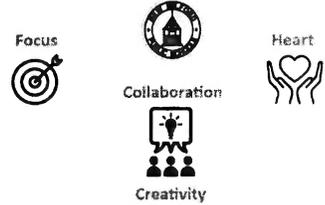


NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776



BOARD OF EDUCATION
MEETING NOTICE

DATE:	March 18, 2025
TIME:	6:30 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

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

1. CALL TO ORDER

A. Pledge of Allegiance

2. PUBLIC COMMENT

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

A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.

B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. STUDENT RECOGNITION: HILL & PLAIN SCHOOL AND NORTHVILLE ELEMENTARY SCHOOL

4. PRESENTATION: NEW SOLUTIONS K-12 SPECIAL EDUCATION OPPORTUNITY REVIEW FINDINGS - Virtual Presentation by Dr. Nathan Levenson from New Solutions K-12

5. PTO REPORT

6. STUDENT REPRESENTATIVES' REPORT

7. APPROVAL OF MINUTES

A. Approval of the following Board of Education Meeting Minutes:

1. Regular Meeting Minutes February 18, 2025

2. Budget Hearing Minutes January 14, 15, 21 & 22, 2025

8. SUPERINTENDENT'S REPORT

9. BOARD CHAIRPERSON'S REPORT

10. SUBCOMMITTEE REPORTS

A. Policy

B. Committee on Learning

C. Facilities

D. Operations

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11. DISCUSSION AND POSSIBLE ACTION

A. Monthly Reports

1. Budget Position dated February 28, 2025
2. Purchase Resolution D-792
3. Request for Budget Transfers

B. Policy Revisions Recommended for First Read

1. 4118.112 Policy Regarding Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
2. 4112.5 Employment and Student Teacher Background Checks
4212.5

C. Policies for Second Review and Approval:

1. 2500 Retention and Disposition of Records and Information
2. 4131 Social Media
4231
1. 5112 Policy Regarding Admission to the Public Schools at or Before Age Five
2. 5118.1 Homeless Children and Youth
3. 5125 Confidentiality and Access to Education Records
4. 5131.9 Student Use of the District's Computer Systems and Internet Safety
5. 5141.5 Suicide Prevention and Intervention
6. 5158 Policy to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)
9. 1330 Policy Regarding Use of School Facilities
10. 3160 Board Budget Procedures and Line Item Transfers
11. 3260 Disposal of Obsolete or Surplus Equipment/Materials
12. 3280 Policy Regarding Gifts, Grants, and Bequests to the District
13. 3300 Purchasing
14. 3453 School Activity Funds

C. Bylaws Not Required, but the Board May Wish to Retain Them after Review for Compliance:

1. 9005 Role of the Board and Its Members (Integrity)
2. 9115 Annual Organizational Meeting of the Board
3. 9125 Attorney
4. 9132 Standing Committees
5. 9150 Board Consultants
6. 9160 Student Involvement in Decision Making
7. 9230 Orientation of New Board Members
8. 9240 Board Member Development
9. 9271 Code of Ethics
10. 9325.2 Order of Business
11. 9400 Monitoring Products and Processes (Self-Evaluation)
12. 9410 Public Announcements and Accomplishments
13. 9420 Recognition of Accomplishments by Citizens, Students, Staff Members or the Board

D. Bylaw for Second Review and Approval

1. 9005 Official Duties—Assistant Secretary

12. ITEMS OF INFORMATION

A. Items of Information

1. 2500 R Administrative Regulations Regarding the Retention and Disposition of Records and Information
 2. 4118.112 R Administrative Regulations Regarding Section 504 of the
4218.112 R Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
 3. 4131 R Administrative Regulations Regarding Social Media
4231 R
 4. 5112 R Administrative Regulations Regarding Admission to the Public Schools Before Age Five
 5. 5118.1 R Administrative Regulations Regarding Homeless Children and Youth
 6. 5125 R Administrative Regulations Regarding Confidentiality and Access to Education Records
 7. 5131.9 R Administrative Regulations Regarding Student Use of the District's Computer Systems and Internet Safety
 8. 5141.5 R Administrative Regulations Regarding Suicide Prevention and Intervention
 9. 5158 R Administrative Regulations to Improve the Completion Rates of the Free Application for Federal Financial Aid (FAFSA)
 10. 1330 R Administrative Regulation (Appendix 1) Regarding Use of School Facilities
 11. 3280 R Administrative Regulations Regarding Gifts, Grants and Bequests to the School District
 12. 3453 R Administrative Regulations Regarding School Activity Accounts
- B. Employment Report - March 2025
 - C. Enrollment Report - March 3, 2025
 - D. Ongoing Facilities Projects
 - E. Field Trip Report
 - F. Gifts and Donations

13. ADJOURN

New Milford Board of Education

Meeting Minutes

February 18, 2025

Sarah Noble Intermediate School Library Media Center

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NEW MILFORD, CT

Present:	Mrs. Leslie Sarich, Chairperson Mr. Eric Hansell Mrs. Tammy McInerney Mrs. Sarah Herring Mr. Dean Barile Mrs. Wendy Faulenbach Mr. Tom O'Brien Mr. Randall Scofield <i>arrived 7:05pm</i>
Absent:	Mr. Brian McCauley

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Jeffrey Turner, Director of Technology Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Mrs. Teresa Kavanagh, Director of Human Services Mr. Antonio Caldareri, Student Representative Ms. Penelope Morrissey, Student Representative
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1.	A.	Call to Order Pledge of Allegiance The meeting of the New Milford Board of Education was called to order at 6:30 pm by Mrs. Leslie Sarich, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	A.	Public Comment There was none.	Public Comment
3.		STUDENT RECOGNITION: LITCHFIELD HILLS TRANSITION CENTER AND NEW MILFORD HIGH SCHOOL Ashley Albanese, the Coordinator for Litchfield Hills Transition Center (LHTC), stated the students took on the NexTrex recycling challenge. NexTrex is a program where the students collect stretchable plastic. Once they have collected 1,000 lbs, they send it to NexTrex who makes it into a park bench.	STUDENT RECOGNITION: LITCHFIELD HILLS TRANSITION CENTER AND NEW MILFORD HIGH SCHOOL

**New Milford Board of Education
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February 18, 2025
Sarah Noble Intermediate School Library Media Center**

	<p>Last year, LHTC had a bench made and now they are helping the three elementary schools collect plastic to make benches.</p> <p>Dr. Parlato distributed certificates to LHTC students Lucca Fabrizio-Garcia, Gina Galligan, Sammy Garcia, Tyler Hottes, and Donny Mazzella recognizing each of them for being an Ideal Student.</p> <p>Dr. Parlato continued the presentation by recognizing students who were awarded National Letters of Accommodation for their performance on the PSAT in grade 11. Isla Rocca, Phebe Seppa, Connor Wandeloski, and Adam Zimmitti scored in the top 2% nationwide.</p> <p>Dr. Parlato stated she wanted to recognize a group of heroic students who, on the night of the Super Bowl, noticed a chimney fire at a neighbor's house. The students alerted the homeowners of the fire and helped evacuate everyone to safety. Dr. Parlato stated Brayden Cerra, Jackson Olmstead, and Christopher Setear showed true heroism.</p>	
<p>4.</p>	<p>PTO REPORT Debra VanVranken stated the high school PTO sold "Good Luck on Midterms" treat bags and hosted hot chocolate for seniors on SAT day. There will be a schoolwide spirit week at the end of the week.</p> <p>The Schaghticoke Middle School PTO focused on events that promote atmosphere and climate. They hosted a color run and sold Friend Grams for Valentine's Day. They are planning to reschedule the dance due to a lack of available volunteers.</p> <p>At Sarah Noble Intermediate School, 5th graders had Abraham Lincoln come and speak to them and the 4th grade enjoyed performances by Pilobolus. For Valentine's Day, the PTO sold Valentine Grams. They also host the monthly school store where volunteers help students count change and learn to budget.</p>	<p>PTO REPORT</p>

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<p>5.</p>	<p>STUDENT REPRESENTATIVE’S REPORT Mr. Caldareri stated, at Sarah Noble Intermediate School, all three grades learned coding and STEM in classes. New Milford High School students came to teach 5th graders at the World Language Expo. They also hosted President Abraham Lincoln. Northville did vision screening. The EXCEL preschool students had a visit from Dental Associates and a tutorial on proper teeth brushing. February CARES assembly focused on citizenship.</p> <p>Ms. Morrissey stated Mrs. Calabrese attended an Elementary Celebration of the Arts at the Aqua Turf. The Hill & Plain leadership team participated in its first in-house learning walk. There was also a lesson on bus behavior.</p> <p>Schaghticoke Middle School had no updates. New Milford High School is having their String Fest and Chorus “Fly Up” next week.</p>	<p>STUDENT REPRESENTATIVE’S REPORT</p>
<p>6.</p>	<p>A. APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes December 17, 2024 2. Annual Meeting Notice Minutes December 17, 2024 3. Special Meeting Minutes November 19, 2024 <p><i>Mr. O’Brien moved to approve the Regular Meeting Minutes, December 17, 2024, Annual Meeting Notice Minutes December 17, 2024 and Special Meeting Minutes November 19, 2024 . Secoded by Mr. Hansell. Motion passed unanimously.</i></p>	<p>APPROVAL OF MINUTES A. Approval of the following Board of Education Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Regular Meeting Minutes December 17, 2024 2. Annual Meeting Notice Minutes December 17, 2024 3. Special Meeting Minutes November 19, 2024 <p>Motion made and passed to approve the Regular Meeting Minutes December 17, 2024, Annual Meeting Notice Minutes December 17, 2024 and Special Meeting Minutes November 19, 2024.</p>

**New Milford Board of Education
Meeting Minutes
February 18, 2025
Sarah Noble Intermediate School Library Media Center**

7.	<p>SUPERINTENDENT’S REPORT</p> <p>Dr. Parlato stated we are more than halfway through the school year and wanted to remind everyone of the goals we are working on regarding student achievement, transparent budgeting, and high quality work. Dr. Parlato stated she will continue to share the many projects being worked on to make those goals a reality.</p> <p>Dr. Parlato continued by stating, over the past few days, the salaries of our district employees were published online and in print. While salaries of public school educators are public information, and should be as they are compensated mostly through dollars from the local taxpayer, she believes publishing these salaries just for the sake of publishing them, always around budget time, has an intent that is simply not helpful, as if our staff members don’t deserve what they make. She stated that stirring the pot and insinuating that the work we do isn’t quite worth it generates website hits and sells papers. She believes the missing sentence in the article should have read, “These are the public school salaries, for which the employees, regardless of title, earned every dime, in support of the community’s children and for the hours of care, thought, and preparation provided each day.”</p> <p>The Board will present the adopted budget to the Town Council and Board of Finance on February 27th at 7:00 pm.</p>	<p>SUPERINTENDENT’S REPORT</p>
8.	<p>BOARD CHAIRMAN’S REPORT</p> <p>Mrs. Sarich thanked everyone for their hard work on the budget. Mrs. Sarich stated she supports every administrator and teacher who works in the school system.</p>	<p>BOARD CHAIRMAN’S REPORT</p>
9.	<p>A. SUBCOMMITTEE REPORTS</p> <p>Policy</p> <p>Mrs. McInerney stated all Board policies have been updated. Tonight on the agenda there are policies for first review, second review and Board approval, and administrative regulations as items of information.</p>	<p>SUBCOMMITTEE REPORTS</p> <p>A. Policy</p>

**New Milford Board of Education
Meeting Minutes
February 18, 2025
Sarah Noble Intermediate School Library Media Center**

	<p>B. Committee on Learning Mrs. Herring stated the committee reviewed course proposals for ECE classes at the high school as well as a Cultural Connection pilot class at Schaghticoke.</p> <p>C. Facilities Mr. O'Brien stated Mr. Cunningham will give an update on the various projects.</p> <p>D. Operations Mrs. Faulenbach stated the monthly reports will be reviewed. There is a bid award to consider. The audit report was favorable, which is extremely important. Also, part of the budget to be remembered is the ESG payment.</p>	<p>B. Committee on Learning</p> <p>C. Facilities</p> <p>D. Operations</p>
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<p>10.</p>	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated January 31, 2025 2. Purchase Resolution: D-791 3. Request for Budget Transfers <p>Mr. Giovannone stated we are within 1% of where we were last year. There will be two transfers later in the year for outplacement for nursing services and the payment for the CoGen at the high school. The first excess cost payment will be in late February or early March.</p> <p><i>Mrs. Faulenbach moved to approve the Budget Position dated January 31, 2025; Purchase Resolution D-791; and Request for Budget Transfers. Seconded by Mr. Hansell. Motion passed unanimously.</i></p> <p>B. Bid Award - Theatre Audio Video Upgrades E-2425-003 Mrs. Faulenbach stated she appreciated the follow up to the questions she had at Operations and asked if this company had done work in Connecticut. Mr. Turner confirmed they have. Mr. Giovannone added</p>	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Monthly Reports</p> <ol style="list-style-type: none"> 1. Budget Position dated January 31, 2025 2. Purchase Resolution: D-791 3. Request for Budget Transfers <p>Motion made to approve the Budget Position dated January 31, 2025; Purchase Resolution D-791; and Request for Budget Transfers. Motion passed.</p> <p>B. Bid Award - Theatre Audio Video Upgrades E-2425-003</p>
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	<p>that the company is providing a one-year warranty on their work.</p> <p><i>Mr. Barile moved to approve the Bid Award - Theatre Audio Video Upgrades E-2425-003. Seconded by Mr. Hansell. Motion passed unanimously.</i></p> <p>C. Policy Revisions for First Read</p> <ol style="list-style-type: none"> 1. 2500 Retention and Disposition of Records and Information 2. 4131 Social Media 4231 3. 5125 Confidentiality and Access to Education Records 4. 5131.9 Student Use of the District's Computer Systems and Internet Safety 5. 5112 Policy and Administrative Regulations Regarding Admission to the Public Schools at or Before Age Five <p>No discussion.</p> <p>D. Policy for Second Review and Approval</p> <ol style="list-style-type: none"> 1. 5000 Non-Discrimination (Students) 2. 5111 Student Attendance, Truancy and Chronic Absenteeism 3. 5131 Student Discipline 4. 5142 Administration of Student Medications in Schools 5. 5145.45 Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 	<p>Motion made to approve the Bid Award - Theatre Audio Video Upgrades E-2425-003. Motion passed.</p> <p>C. Policy Revisions for First Read</p> <ol style="list-style-type: none"> 1. 2500 Retention and Disposition of Records and Information 2. 4131 Social Media 4231 3. 5125 Confidentiality and Access to Education Records 4. 5131.9 Student Use of the District's Computer Systems and Internet Safety 5. 5112 Policy and Administrative Regulations Regarding Admission to the Public Schools at or Before Age Five <p>D. Policies for Second Review and Approval</p> <ol style="list-style-type: none"> 1. 5000 Non-Discrimination (Students) 2. 5111 Student Attendance, Truancy and Chronic Absenteeism 3. 5131 Student Discipline 4. 5142 Administration of Student Medications in
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	<p style="text-align: center;">6. 5165 Graduation Requirements</p> <p>No discussion</p> <p><i>Mrs. McInerney moved to approve the above policies listed in item 10.D. Seconded by Mrs. Faulenbach. Motion passed unanimously.</i></p> <p>E. Curricula for Review and Approval:</p> <ol style="list-style-type: none"> 1. ECE Calculus 2. ECE Statistics 3. ECE Microeconomics 4. ECE Chineses Studies 5. ECE Middle Eastern Studies 6. ECE US History Since 1877 7. ECE English 8. ECE Intermediate Marketing 9. ECE Exercise Physiology <p>Mrs. McInerney thanked Mr. Manka and his team, noting these courses provide opportunities for students to get dual credit at the high school and for college. Some ECE courses will be co-seated with honors classes or AP classes. Mr. Barile pointed out that this will help with our district accountability indicators. Ms. Hollander stated these are anticipated to be in place for the coming fall. Curriculum writing will begin as soon as they are approved. Dr. Parlato added that the district is working with UCONN, Western Connecticut State University, and Sacred Heart University.</p>	<p>Schools</p> <p>5. 5145.45 Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990</p> <p>6. 5165 Graduation Requirements</p> <p>Motion made and passed to approve the above policies in item 10. D. Motion passed.</p> <p>E. Curricula for Review and Approval:</p> <ol style="list-style-type: none"> 1. ECE Calculus 2. ECE Statistics 3. ECE Microeconomics 4. ECE Chineses Studies 5. ECE Middle Eastern Studies 6. ECE US History Since 1877 7. ECE English 8. ECE Intermediate Marketing 9. ECE Exercise Physiology
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New Milford Board of Education
 Meeting Minutes
 February 18, 2025
 Sarah Noble Intermediate School Library Media Center

	<p><i>Mrs. McInerney moved to approve the curricula listed above in item 10 E. Seconded by Mr. Barile Motion passed unanimously.</i></p>	<p>Motion made to approve the curricula listed above in item 10 E. Motion passed.</p>
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<p>11.</p>	<p>ITEMS OF INFORMATION</p> <p>A. Items of Information</p> <ol style="list-style-type: none"> 1. 2500 R Administrative Regulations Regarding the Retention and Disposition of Records and Information 2. 4131 R Administrative Regulations Regarding Social Media 4231 R 3. 5125 R Administrative Regulations Regarding Confidentiality and Access to Education Records 4. 5131.9 R Administrative Regulations Regarding Student Use of the District's Computer Systems and Internet Safety 5. 5112 Policy and Administrative Regulations Regarding Admission to the Public Schools at or Before Age Five 6. 5000 R Administrative Regulations Regarding Non-Discrimination (Students) 7. 5111R Administrative Regulations Regarding Student Attendance, Truancy and Chronic Absenteeism 8. 5131 R Administrative Regulations Regarding Alternative Educational Opportunities for Expelled Students 9. 5145.45 R Administrative Regulations Regarding Students and Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 <p>Mr. Barile stated he wanted to ensure that teachers are informed on the regulations regarding Social Media and are aware of what should and</p>	<p>ITEMS OF INFORMATION</p> <p>A. Items of Information</p> <ol style="list-style-type: none"> 1. 2500 R Administrative Regulations Regarding the Retention and Disposition of Records and Information 2. 4131 R Administrative Regulations Regarding Social Media 4231 R 3. 5125 R Administrative Regulations Regarding Confidentiality and Access to Education Records 4. 5131.9 R Administrative Regulations Regarding Student Use of the District's Computer Systems and Internet Safety 5. 5112 Policy and Administrative Regulations Regarding Admission to the Public Schools at or Before Age Five 6. 5000 R Administrative Regulations Regarding Non-Discrimination (Students) 7. 5111R Administrative
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**New Milford Board of Education
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	<p>should not be posted. Dr. Parlato stated she sends all that information to the staff.</p> <p>B. Employment Report February 2025 Mrs. Kavanaugh noted Mrs. Laura Olson will be retiring in September. Mrs. McInerney thanked Mrs. Olson for all her years of service. Mrs. Olson stated that she loves the school district and community. Dr. Parlato stated 30 years of service is laudable.</p> <p>C. Enrollment Report - February 2025 Dr. Parlato stated the report is close to the projected numbers.</p> <p>D. Fiscal Year 23/24 Audit Report Mr. Giovannone stated there are zero material weaknesses and deficiencies. Mr. Giovannone thanked his team and the Finance Department for all their hard work. It's their processes that allow for a clean audit. The memo provided also carves out the pieces of the fiscal year end balance and the motions that were already approved. They have not been posted in MUNIS but there will be a follow up with the town Finance Department. Dr. Parlato thanked fiscal services.</p>	<p>Regulations Regarding Student Attendance, Truancy and Chronic Absenteeism</p> <p>8. 5131 R Administrative Regulations Regarding Alternative Educational Opportunities for Expelled Students</p> <p>9. 5145.45 R Administrative Regulations Regarding Students and Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990</p> <p>B. Employment Report February 2025</p> <p>C. Enrollment Report - February 2, 2024</p> <p>D. Fiscal Year 23/24 Audit Report</p>
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**New Milford Board of Education
Meeting Minutes
February 18, 2025
Sarah Noble Intermediate School Library Media Center**

	<p>E. Busing Mr. Giovannone stated this item is a carryover from the Operations meeting discussion and the need for an Executive Session. Dr. Parlato stated that the situation with the buses is unacceptable. It is causing disruptions to families as well as loss of instructional time.</p> <p>F. Pilot Course at SMS - Cultural Connection Ms. Hollander stated this course is in response to the middle school's quest to limit study halls. It is designed to help students, who may not want to take a world language, gain exposure to them along with disciplinary literacy. Once it is closely examined, a proper course proposal will be put forward.</p> <p>G. Review Facilities 5 Year Capital Items for 24/25 Mr. Cunningham stated there was an in-depth review of the capital items at the Facilities meeting. All the equipment ordered has arrived and the F350 is currently in production. The facilities team has completed masonry repairs and security cameras are almost complete. The playground equipment project will include neurodiverse equipment. They are currently looking at the Hill & Plain and Schaghticoke Middle School septic systems. The RFP for the high school gutter seam repairs is out. Mr. O'Brien noted the playground equipment project involved focus groups with the students and close work with the Special Education Department. It was an intelligent move, making it something special.</p> <p>H. Field Trip Report Dr. Parlato stated there are a lot of trips for winter guard and winter sports.</p> <p>I. Gifts and Donations Dr. Parlato stated PTO fundraising is happening. The high school has received another donation from Battell-Stoeckel Music Trust in the amount of \$9,500.</p>	<p>E. Busing</p> <p>F. Pilot Course at SMS - Cultural Connection</p> <p>G. Review Facilities 5 Year Capital Items for 24/25</p> <p>H. Field Trip Report</p> <p>I. Gifts and Donations</p>
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**New Milford Board of Education
Meeting Minutes
February 18, 2025
Sarah Noble Intermediate School Library Media Center**

	<p>Mrs. Sarich asked about the paperwork regarding the planetarium. Dr. Parlato stated we are upgrading the planetarium at Sarah Noble. We will use the 2% carveout money for the upgrade. This upgrade will allow the planetarium to also use the McCarthy Observatory content and incorporate more curriculum. Currently it is being used by the Library Media Center and Art. Mr. Scofield asked about clarification on the funding. Dr. Parlato stated it is part of the educational cost sharing. We are able to apply for 2% of that and keep it in the school district while the remainder of educational cost sharing funding goes to the town. Mrs. McInerney noted that the district reimburses the town the 2%. Mrs. Faulenbach reiterated that the town does not lose that revenue. The Board agreed we would take the 2%, but pay it back from the end-of-year balance. Dr. Parlato stated that those funds are not meant to supplant the general fund budget, and should be used for upgrades such as the planetarium.</p>	
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<p>12.</p>	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. Executive session anticipated.</p> <p><i>Mrs. Sarich moved that the Board enter into executive session for the purpose of review and consideration of the New Milford Educational Secretaries Association. Invited into executive session are Dr. Janet Parlato, Superintendent of New Milford Public Schools, Mr. Anthony Giovannone, Director of Fiscal Services and Operations, Mrs. Teresa Kavanaugh, Director of Human Services, and</i></p>	<p>DISCUSSION AND POSSIBLE ACTION</p> <p>A. Discussion and possible action concerning proposed collective bargaining agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. Executive session anticipated.</p> <p>Motion made and passed that the Board enter into executive session for the purpose of review and consideration of the New</p>
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**New Milford Board of Education
Meeting Minutes
February 18, 2025
Sarah Noble Intermediate School Library Media Center**

	<p><i>Attorney Zachary Schurin. Seconded by Mr. O'Brien. Motion passed unanimously.</i></p> <p><i>The Board entered Executive Session at 7:27pm.</i></p> <p><i>The Board returned from Executive Session at 7:56pm.</i></p> <p><i>Mrs. Faulenbach moved that the Board ratify the successor collective bargaining agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association and authorize the Board Chairperson to execute such collective bargaining in agreement, subject to any necessary legal review. Seconded by Mr. Hansell. Motion passed unanimously.</i></p> <p><i>Mrs. Faulenbach moved to authorize the Board Chairperson to execute the Memorandum of Understanding discussed by the Board in executive session with the New Milford Educational Secretaries Association. Seconded by Mr. Barile. Motion passed unanimously.</i></p> <p>B. Discussion and possible action regarding student transportation issues and consideration of attorney-client privileged communication regarding same. Executive session anticipated.</p> <p><i>Mr. Hansell moved that the Board enter into executive session for the purpose of review and consideration of written attorney-client privileged communication regarding student transportation issues and invited into the session Superintendent, Dr. Parlato, Mr. Anthony Giovannone, Director of</i></p>	<p>Milford Educational Secretaries Association.</p> <p>Motion made and passed that the Board ratify the successor collective bargaining agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association and authorize the Board Chairperson to execute such collective bargaining in agreement, subject to any necessary legal review.</p> <p>Motion made and passed that the Board authorize the Board Chairperson to execute the Memorandum of Understanding discussed by the Board in executive session with the New Milford Educational Secretaries Association.</p> <p>B. Discussion and possible action regarding student transportation issues and consideration of attorney-client privileged communication regarding same. Executive session anticipated.</p> <p>Motion made and passed that the Board enter into executive session for the purpose of review and consideration of written attorney-client privileged</p>
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New Milford Board of Education
Meeting Minutes
February 18, 2025
Sarah Noble Intermediate School Library Media Center

		<p><i>Fiscal Services and Operations, and Attorney Zachary Schurin. Seconded by Mr. Scofield. Motion passed unanimously.</i></p> <p><i>The Board entered Executive Session at 8:01pm.</i></p> <p><i>The Board returned from Executive Session at 8:46pm.</i></p>	<p>communication regarding student transportation issues.</p>
13.		<p>ADJOURN <i>Mr. O'Brien moved to adjourn the meeting at 8:47p.m. Seconded by Mr. Hansell. Vote passed unanimously.</i></p>	<p>ADJOURN Motion made to adjourn the meeting at 8:47 p.m. Motion passed unanimously.</p>

Respectfully Submitted,

Mrs. Tammy McInerney
 Secretary
 New Milford Board of Education

**New Milford Board of Education
 Budget Hearings & Adoption Minutes
 January 14, 15, 21 & 22 2025
 Sarah Noble Intermediate School Library Media Center**

RECEIVED
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 2025 JAN 28 P 1:52
 NEW MILFORD, CT

**Budget Hearing Minutes
January 14, 2025
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Leslie Sarich, Chairperson Mr. Eric Hansell Mrs. Tammy McInerney Mrs. Sarah Herring Mr. Dean Barile Mrs. Wendy Faulenbach Mr. Brian McCauley Mr. Tom O'Brien Mr. Randall Scofield Mayor Pete Bass, <i>ex-officio</i>
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Jeffrey Turner, Technology Director Mrs. Teresa Kavanaugh, Human Resource Director Mr. Matthew Cunningham, Facilities Director Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Gwen Gallagher, Northville Elementary School Principal Mrs. Catherine Calabrese, Hill and Plain Elementary School Principal
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1.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 6:30pm. by Mrs. Leslie Sarich, Chairperson. The Pledge of Allegiance immediately followed the call to order.	Call to Order Pledge of Allegiance
2.	Presentation of the Superintendent's Proposed 2025-2026 Budget Dr. Parlato stated the budget and presentation will give purpose, goals, and indicators of progress: overview of proposed budget; demonstrate impact of fixed costs; serve as a springboard for questions and dialogue; and showcase the efforts and progress, as well as common themes, of the district's direction and the work of the district.	Presentation of the Superintendent's Proposed 2025-2026 School Budget

	<p>Dr. Parlato displayed the Connecticut Association of Board of Education’s School Governance position statement from 2016: The Superintendent is responsible for preparing, advocating, and implementing the budget. It is to address the goals and meet the needs of all students and report regularly to the Board of Education on the status of the budget. Along with this, the mission statement is to prepare each student to compete and excel in an ever changing world, embrace challenges, and respect and appreciate others.</p> <p>Dr. Parlato continued by stating the budget development begins in October. During this time, enrollment projects are finalized, schools and departments submit their budgets, the Superintendent and Mr. Giovannone meet with the departments, and by December, a preliminary budget is created. The Superintendent and Cabinet members then decide what is included in the proposed budget, decisions are sent out to the departments, and in January the budget is proposed.</p> <p>Dr. Parlato stated the goals of the Board of Education:</p> <ul style="list-style-type: none">● Student Achievement● Family and Community Engagement● Budget Development and Fiscal Management● District and School Environment and District Workforce <p>The District Priorities are:</p> <ul style="list-style-type: none">● Support Pk-12 students to meet their academic growth targets.● Build and strengthen relationships with students, families and the broader community.● Foster a safe, welcoming and respectful school climate to support teaching and learning. <p>Dr. Parlato stated the proposed budget aligns with these goals and priorities. The district-wide concepts are the ideas we live by, including</p>	
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	<p>instructional core, defining what “on track” is, and the instructional keystones.</p> <p>Dr. Parlato reviewed accountability indicators that were part of the Board of Education workshop in November and stated they are making progress to align with these indicators:</p> <ul style="list-style-type: none"> ● English/Language Arts Performance ● Mathematics Performance ● English/Language Arts Academic Growth ● Progress Toward English Proficiency ● On Track to High School Graduation ● Four Year Graduation Rate ● Six Year Graduation Rate for High Needs Students ● Chronic Absenteeism Rate ● Arts Access ● Physical Fitness ● Preparation for College and Career Readiness ● Post-Secondary Entrance <p>Dr. Parlato reviewed the 2025-2026 Fixed Costs, explaining they are required items and elements that carry forward from one year to the next.</p> <p>2025-2026 Fixed Costs:</p> <ul style="list-style-type: none"> ● Contractual Salary Increases for All Bargaining Units ● Contractual Benefits for All Bargaining Units (medicare, pension contributions, FICA, etc.) ● Bus Contract: Currently on year 2 of 5 of the contract, and has a 4% increase per year ● Utilities ● Other Insurance (student accident, cyber, liability for auto and property) <p>The fixed costs increase is \$2,481,672, 3.38% over the 24-25 budget. 78.3% of the entire budget is employee salaries and benefits. Other insurances are included such as student accident, cyber, liability, etc.</p> <p>The additional requests to be discussed are an increase of .55% or \$408,456. This is a total budget increase from last year of \$2,890,128, or</p>	
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3.93%. The 24-25 proposed increase was 4.46% and in 23-24 it was 5.03%.

Dr. Parlato proposed the following salary reductions from the current 2024-25 budget:

- 2.0 Certified Staff Grades K-5
- 5.0 Certified Staff Grades 6-12
- 3.0 Paraprofessionals Grades K-12

The total is 10.0 Full Time Employees (FTE) and a reduced salary amount of \$597,375. Dr. Parlato stated that even though there are fewer students in the district, there are proposed additions. Dr. Parlato stated there has been an increase of high needs students over time, a particularly large explosion of English Learner (EL) students from 2.7% in 2014-2015 to 9.4% in 2024-2025, and 1 out of 3 students is eligible for free or reduced lunch. The district has more need, even though fewer students are enrolled in the district.

In the presentation, Dr. Parlato noted the high needs students by school in 2024-25:

	Free & Reduced Lunch	Multilingual Learners	Students with Disabilities
HPS	40%	16%	15%
NES	31%	8%	16%
SNIS	35%	11%	19%
SMS	33%	9%	19%
NMHS	29%	6%	14%

Dr. Parlato reviewed the personnel requests for 2025-26:

- 1.0 Armed School Security Officer at New Milford High School (NMHS)
- 1.0 Career and Technical Education Teacher at NMHS
- 1.0 Social Worker at Schaghticoke Middle School (SMS)
- 0.5 School Psychologist at SMS

	<ul style="list-style-type: none"> ● 1.0 Multilingual Learners (MLL) Teacher at SMS ● 1.0 Special Education Teacher at SMS ● 1.0 Special Education Teacher at Sarah Noble Intermediate School (SNIS) ● 1.0 Interventionist from Title I to the General Fund ● 0.5 School Psychologist at SNIS ● 0.4 Assistant Principal at HPS ● 1.0 Central Office Secretary <p>Dr. Parlato noted the Armed School Security Officer replaces some of the current Securitas personnel that are in place. The replacement makes it an almost budget neutral replacement. The 1.0 Career and Technical Education (CTE) teacher at NMHS is the old “Industrial Arts,” and is a restored position reduced in 24-25. The 1.0 Social Worker at SMS replaces the Effective School Solutions employee, giving more coverage for student needs and providing savings. The 1.0 Multilingual Learners teacher at SMS is being requested because of the need. Dr. Parlato explained she is requesting a 1.0 Special Education teacher at SMS, even though the number of students has remained stable, because the severity of the need has increased. There is a request for a 1.0 Special Education Teacher at SNIS because of the increase in severity of students with special needs and there is need for help with PPTs. Dr. Parlato proposed moving 1.0 interventionist from Title I to the general fund. The interventionist is a necessary employee that should not supplant the general fund by using Title funds. Dr. Parlato explained some positions will be moved from grant funding to general funds because they are essential to the functioning of the school. The 0.5 Psychologist at SNIS is for student needs. The 0.4 Assistant Principal is to make the current 0.6 Assistant Principal a 1.0 FTE. The 1.0 Central Office Secretary will be split between the Assistant Superintendent and the Superintendent. The role will cover registering students in one location so it is consistent and standardized. The secretary will also focus on residency and doing residency checks, along with the many tasks that exist in the office.</p>	
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Dr. Parlato noted that the K-3 Literacy Curriculum Materials did not make it into the budget. The reason is because it can be covered by the 2% set aside funding and end of year funds from the insurance line. Request for personnel that were not included are:

- 6.0 Kindergarten general education paraprofessionals
- 0.4 School psychologist HPS
- 0.5 Nurse paraprofessional HPS
- 0.5 Nurse paraprofessional NES
- 1.0 Music teacher SMS
- 0.6 Assistant principal SMS
- 0.5 Speech and language pathologist SMS
- 0.5 Library clerk SMS
- 1.0 Math and reading interventionist SMS
- 1.0 Social Studies teacher NMHS
- 1.0 Social Worker NMHS
- 0.6 Speech and Language Pathologist LHTC

The above positions were considered and are positions that would help student support and the functioning of the school district.

When looking at District Accountability Indicators from 24/25 vs. 23/24, there have been increases, perhaps low, but increases have happened. There have also been areas of decrease and there are steps to move forward to increase them all.

Year over Year Increases In:	Year over Year Decreases In:
+Overall District Performance +Overall English Language Arts +English/Language Arts: High Needs +Math: High Needs +Growth Target Met: English/Language Arts Overall	-Overall Math Performance -Overall Science Performance -Science Performance: High Needs -College/Career Readiness: % Taking Courses -College/Career Readiness: % Passing Exams

		<p>+Growth Target Met: English/Language Arts: High Needs +Growth Target Met: Math Overall +Growth Target Met: Math: High Needs +Progress Toward English Proficiency: Literacy +Progress Toward English Proficiency: Oral +Chronic Absenteeism Reduced Overall +Chronic Absenteeism Reduced: High Needs +Six-Year Graduation Rate: High Needs +Two- and four-year college entrance +Arts Access</p>	<p>–On-Track to High School Graduation –Four-Year Graduation Rate –Physical Fitness</p>	
<p>Dr. Parlato stated this is an honest budget that shows every line, every page. There is a responsibility to balance the district's needs with fiscal responsibility. The student needs are increasing and we are continuing to grow and improve. The goal is to maximize our staff for maximum impact and effectiveness.</p> <p>Mr. McCauley asked about having more than one adult in with kindergarteners and what it would cost to have the 6.0 paraprofessionals. Mr. Giovannone stated he would send Mr. McCauley that information.</p> <p>Mrs. Herring stated, regarding the salary reductions, she is concerned about cutting 7.0 teachers and 3.0 paraprofessionals. The current personnel requests are not direct teaching in the classroom. It's important to note the more we chisel away at other needs, we pull away from the classroom and the teachers. We add in people who don't work directly with students. Mrs. Herring then asked how the staff will be reconfigured with the elimination of staff at the middle school. Dr. Parlato stated it will mostly affect grades 9-12. Dr.</p>				

	<p>Parlato stated the Career and Tech Education teacher will have 120 students. The MLL teacher teaches MLL students in sheltered English, directly facing students. The Special Education teacher will also be directly facing students. Mrs. Herring replied by stating money should be put towards the general education of children. Money is being moved away from the direction of the general education child. We're taking that money away and making classes larger because we need more MLL teachers and Special Education teachers.</p> <p>Mrs. Faulenbach asked if the overall personnel piece is a net 0.6. Dr. Parlato stated that is correct. Mrs. Faulenbach cross compared from the presentation last year and pointed out the reductions in enrollment. Mrs. Faulenbach stated she is pleased we're looking at the enrollment piece because it has been a topic of discussion in the past.</p> <p>Mrs. McInerney asked if any of the reductions affect the pathways and new curriculum at SMS and NMHS, specifically the Social Studies teacher. Dr. Parlato confirmed the curriculum being adopted would not be affected by the reductions.</p>	
<p>3.</p>	<p>Discussion of the Superintendent's Proposed 2025-2026 Budget including but not limited to, PK - Grade 5, Transportation, Benefits, Revenue, District-Wide Departments</p> <p><u>Presentation of Grades K-5:</u> Mrs. Calabrese, Mrs. Gallagher, and Mrs. Bilko thanked the Board of Education for their support and continued commitment. Together they explained that everything that is done in Hill & Plain School (HPS), Northville Elementary School (NES) and Sarah Noble Intermediate School (SNIS) is driven by our mission statement. It is important to help children to be respectful individuals who become a credit to their community and society.</p> <p>Mrs. Calabrese stated that HPS has 19 general education teachers, 3 Excel teachers, 4 Special</p>	<p>Discussion of the Superintendent's Proposed 2025-2026 Budget including but not limited to, PK - Grade 5, Transportation, Benefits, Revenue, District-Wide Departments</p>

	<p>Education teachers, and 4 Unified Arts teachers. Projected enrollment is 351 with 45 in Preschool, 98 in Kindergarten, 92 in 1st grade, and 115 in 2nd grade. Projected class size would be 7.5 students in Preschool for 3 teachers, 16.3 students in Kindergarten with 6 teachers, 15.3 students in 1st grade with 6 teachers, and 19.3 students in 2nd grade with 6 teachers.</p> <p>Mrs. Gallagher stated Northville has 21 teachers, 3 Excel teachers, 5 Special Education teachers and 4 Unified Arts teachers. Projected enrollment is 407, with 58 in Preschool, 112 in Kindergarten, 106 in 1st grade, and 131 in 2nd grade. Projected class size is 9.7 for Excel with 3 teachers, 16 in Kindergarten with 7 teachers, 15.1 students in 1st grade with 7 teachers, and 18.7 students in 2nd grade with 7 teachers.</p> <p>Mrs. Bilko stated SNIS has 35 general education teachers, 11 Special Education teachers, 11 Unified Arts teachers. The projected enrollment is 757 students with 259 in 3rd grade, 259 in 4th grade, and 235 in 5th grade. The projected class size would be 21.6 students in 3rd grade with 12 teachers, 21.4 students in 4th grade with 12 teachers, and 21.9 students in 5th grade with 11 teachers.</p> <p>Mrs. Bilko stated SNIS is currently doing benchmark assessments and mid-year data will be coming soon. Mrs. Calabrese stated at HPS the students are doing daily work in several areas including STEM, reading, mathematics, culture and climate, writing, and more. Mrs. Gallagher stated the budget covers necessary materials such as UFLI, Science of Reading, Bookworms (a new program), Heggarty, iReady, STEM programing, and supporting Multilingual Learners (MLL), interventionists, and special education.</p> <p>Mrs. Gallagher showed a video that displayed all the programs that were covered by last year's budget. Mrs. Bilko stated, in addition to academics, the budget helps with other aspects. It's the other things we do so children are ready to learn. Our budget attends to guidance lessons,</p>	
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	<p>lunch groups, character assemblies, and recognitions. These are the things that look at the whole child and help them grow in character. It's important because these help them be in the right frame of mind to learn and grow.</p> <p>Mrs. Calabrese stated they have collaborated with organizations such as Camella's Cupboard, New Milford Social Services, and Litchfield Hills Transition Center (LHTC). They've worked together on the plastic-for-benches project and have raised money for Connecticut Children's Medical Center. Mrs. Gallagher added that they wanted to thank the PTO for all their support.</p> <p>Mrs. Bilko noted that combined, they are about 15% of the overall budget. Mrs. Gallagher stated this budget will help them stay on track to be successful. Mrs. Bilko noted it is about the student and ensuring they are ready for the transition from school to school and collaborating with families.</p> <p>Mrs. Calabrese explained that HPS is requesting a 0.4 Assistant Principal. This would make the current Assistant Principal position full time. Mrs. Calabrese stated the part time role does not allow for the needed consistency given the 6 day cycle. As the only certified staff member, if she is unavailable, it creates challenges. A full time certified staff member would allow for consistency for student support. It may not be a forward facing classroom position, but it will still help students, especially those facing challenges. There are 386 students and of those 386, 16% are Multilingual Learners, 40% are Free and Reduced Lunch, 15% have IEP's and there are special education students. These are all considered high needs learners. The position is necessary for student support and advocacy. The position works with building relationships with families, discipline and behavior challenges, crisis management, teacher support with professional development, data analysis and school improvement. It's important to understand the root causes of behavioral issues. This requires ongoing conversations with the families and nurturing the relationship. The Assistant Principal connects families with the</p>	
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	<p>school based health clinic, and is often a key point of contact during times of crisis. We are all managers of our buildings and instructional leaders. Being full time, there can be more support for the teachers, professional development planning, and effective teaching strategies. This is hard to accomplish with a disjointed schedule.</p> <p>Mrs. McNerney asked if NES had a full time assistant principal. Mrs. Gallagher stated no, she has a 0.6 Assistant Principal. Mr. O'Brien asked if it is shared with another school. Mrs. Gallagher stated no.</p> <p>Mrs. Faulenbach asked if the 6 paraprofessionals that did not make the budget were meant to have 3 at NES and 3 at HPS for kindergarten. Dr. Parlato stated yes. Mrs. Faulenbach stated, looking at overall enrollment, HPS is down 24 and understands the intent behind moving things around, but is concerned about the support of 20 students in a class at that young age. Mr. Giovannone stated that a paraprofessional salary is roughly \$25,000 a year for salary only, not benefits. If a teacher is reduced and staff is moved around, there will be roughly 19 students per class at HPS.</p> <p>Mayor Bass asked about the HPS salaries for Physical Education. In 23/24, the actual was \$55,000, budgeted was \$72,711, and it is currently budgeted for \$74,000. Mayor Bass asked why it went from \$55,000 to \$74,000, and that he has the same question for Music and ELA. Mr. Giovannone stated it could be there is replacement staff coming in at different steps but would look into it and get the Mayor the specifics. Mayor Bass asked Mr. Giovannone for more detail regarding page 17 and the Principal Office from \$148,156 in 23/24 to \$243,036 in 25/26, and asked if it includes an additional person. Mr. Giovannone stated it was not for an additional staff member and would get the details for the Mayor. Mayor Bass asked for clarification for \$82,345 in 23/24 to \$107,943 in 25/26. Mayor Bass asked for breakout and details on what is current, and what we are with the trend line of today. Mr. Giovannone stated</p>	
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	<p>what is displayed on the page is budget to budget. Then asked to clarify that the Mayor is asking for the actuals for 23/24, the budget for 24/25 and and 25/26. Mayor Bass stated that was correct. Mr. Barile asked what caused the budget to come in so under. Mr. Giovannone replied, in many cases there are replacement staff that come in that may be higher or lower than the outgoing salary.</p> <p>Mr. Scofield asked if sharing one STEM teacher was enough. Mrs. Bilko stated she did not want to speak for the group but would welcome having a dedicated STEM teacher. Under the umbrella of the whole district, to be fiscally responsible, it was not something that could be done. Mr. Scofield asked about possible endeavors with non-profits. Mrs. Bilko stated Kimberly-Clark comes in and works with the students. Also, they offer clubs such as robotics. Mayor Bass suggested looking into partnering with Robotics & Beyond.</p> <p><u>Transportation:</u></p> <p>Mr. Giovannone reviewed Transportation, stating it is for general education busing for the district. It is going up 3.68% Y/Y. All Star is up 4%, the rest is not increasing at the same rate as the All Star contract.</p> <p>Mrs. McInerney asked if the \$176,000 includes bus tracking. Mr. Giovannone stated that is just the base amount in the bus contract. Tracking is an additional \$7,560. Mrs. Faulenbach urged the board to discuss sending a survey to parents to see if they could sign a waiver to not use buses. It might open up an opportunity to reduce the number of buses used. We have 46 in the fleet. The survey would not cost anything and the waiver could be workable. The savings could be used towards staff reductions. Dr. Parlato stated there is a plan to send a survey at the end of January. Mr. Giovannone added a reduction of bus runs might free up a driver for athletic events, and it would be less than going out to bid for another company to complete the run.</p>	
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	<p><u>Benefits:</u></p> <p>Mr. Giovannone reviewed benefits, stating that there is a 5.35% increase. This includes FICA and medicare, which are functions of payroll and projected by the Town Finance Director. Unemployment represents an increase adjusted for prior year actuals. Workers' compensation is a 4.91% increase that is projected through CIRMA. Health insurance is provided by Brown & Brown. There are employees on State Partnership Plan (SPP). Partnership is based on premiums of enrollment. Brown & Brown is anticipating an 8-10% increase. This will happen in March and the district is using 8% for budget purposes. The line item for Health Insurance will not be a straight line of 8% increase. That is because Brown & Brown is looking at trend projections based on current experience. In our current year's health insurance budget, we have an amount over the budget requirement. This was passed by the Board of Finance and left in the budget. This is being currently transferred to fund other pieces of the budget. When we begin budgeting for 25/26 for health care insurance, we don't take the current year's budget number because that is already inflated by \$292,000. We start with the actuarial number, add an 8% trend, then control for any benefit packages, which will fluctuate based on the FTEs benefit packages that are hired for next year. That is the reason why we are using a projected trend increase per Brown & Brown but you do not see a true 8% from budget line item to line item. This is a large percentage of the budget in benefits. It is \$13,295,745. It is going up year over year approximately \$675,000. The biggest piece of that is the health insurance at \$409,000.</p> <p>Mrs. Faulenbach asked if there were comparisons being done and asked when they last spoke to Brown & Brown. Mr. Giovannone stated the last conversation was in September and they will speak again in March. Mrs. Faulenbach recalled last year when they had a conversation with Brown & Brown, the projection went from 6% to 5% and it saved \$90,000 in reduction. Mrs. Faulenbach asked about ISF, noticing that it has not been used in the budget for two years. Mrs.</p>	
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	<p>Faulenbach asked what is currently in the ISF, and what is the threshold to fund it to keep that balance. Mayor Bass stated he would get that for Mrs. Faulenbach.</p> <p>Mayor Bass asked about the reduction from \$408,000 to \$409,000, using what the Board of Finance gave you to drive down the cost of that line. Mr. Giovannone stated the current year's budget for health insurance is \$9,598,448. When projecting for next year, that number was over by \$282,292, and had to first be backed out. After that, there is then a projection of an 8% escalator on top of that new number. Then we have two reductions for health insurance benefit packages corresponding to the FTE reductions in the overall. Mayor Bass stated, even in backing that out, that line is still robust of \$200,000. Mr. Giovanonne stated that was correct, for this year only. Mayor Bass noted that would be a safety net, in case the number escalates. Mr. Giovannone stated that is only in this current budget year of 24/25 and it is not being carried over into next year. It is why that number is not going up 8%.</p> <p><u>Revenue:</u></p> <p>Mr. Giovannone stated for revenue, the district is projected to get \$71,004 more next year than this current year. The largest piece is related to excess cost. That is to adjust for current placements continuing to next year and any anticipated new placements at the 68% reimbursement rate, which is the same rate used for this year. Medicaid was adjusted based on a three year prior average ending line balance. There is an additional 3% added for building use. The excel tuition is being adjusted down by \$7,000, based on prior year actuals. We have an increase in participation that qualifies for reduced rates. The special education tuition is projected flat. DCF tuition is \$85,000, and zero for next year. There was no collection in 23/24 or 24/25. This is for DCF students placed in the district. There is an \$85,000 increase to the budget because we're eliminating that expected revenue. The admission/athletic gate receipts and the parking permit fees are flat.</p>	
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	<p>Mr. O'Brien asked about Special Education tuition being flat. Mr. Giovannone stated the district charges out for students who are placed here that get special services, which is expected to continue. For that reason, we kept the expected revenue budget unchanged. Mr. O'Brien asked if it is the same students or just a placeholder that is filled by different students each year. Mrs. Olson stated it is for students placed at LHTC and the services they need, which is a formula.</p> <p>Mayor Bass asked about the ECS grant and taking 2% from the town side. Mrs. Faulenbach noted the agreement is to reimburse the town the 2% this year and going forward. Mayor Bass inquired about the Sherman tuition revenue and the revenue tuition. Mr. Giovannone stated the Sherman revenue tuition is less due to declining enrollment. For the tuition revenue, it is not in the Board's budget, but believes it was \$14,236 last year. This is the tuition the town receives from a staff member's child attending New Milford Public Schools. Teachers can pay tuition at ½ the cost and it goes directly to the town.</p> <p>Mayor Bass asked if the DCF tuition was for foster kids. Mr. Giovannone stated any child placed by DCF would be in that line, but there are none at this time. Dr. Parlato added that it depends on how DCF places them and what district the student belongs to. Mr. Giovannone stated this year it is expected to collect zero. In the past \$85,000 was listed as anticipated revenue, but they have not gotten it in the past, so the number is being reduced to zero.</p> <p>Mr. Barile asked about an excess cost breakout. Mr. Giovannone stated they are separate items. Special Education is for extra services for a child placed out of district at LHTC. Excess cost is transportation and tuition for out placed students. There is a formula through the state, and if a threshold is met, you are eligible for reimbursement. The reimbursement kicks in after the district has paid \$86,000 out of pocket. Afterwards, we are reimbursed .68 cents on the dollar. It changes constantly, making it hard to</p>	
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	<p>budget. The state allocates a certain amount of money, and they often run out. For example, instead of .68 cents on the dollar reimbursement, the district may only get .62 cents on the dollar.</p> <p>Mrs. Herring asked if the social security repeal would have a negligible impact on the budget. Mr. Giovannone stated that was correct. Mrs. Herring suggested looking at bus routes with the declining numbers. Mr. Giovannone stated the bus company does that but it has not been done since 2021/2022. Dr. Parlato noted the reduction of buses could add to the amount of time on the buses. Mrs. Faulenbach stated it is important to not violate board policy of time on the bus.</p> <p><u>Department of Fiscal Services:</u> Mr. Giovannone stated Professional Services covers Quickbooks, ACA reporting, MUNIS, etc. These are shared fees with the town along with the audit fee. Printing and travel are being reduced, supply lines are flat, and cyber insurance is projected by CIRMA.</p> <p>Mrs. Faulenbach asked about the line item for MUNIS. Mayor Bass stated it is an annual cost for the platform.</p> <p><u>Board of Education Budget:</u> Mr. Giovannone stated it is a 2.3% increase. There is an increase for legal fees of 2% over prior year. Shipman & Goodwin is a 2% increase. Advertising for legal notices is increasing for projects. The dues and fees for CABA are based on prior year actuals.</p> <p>Mrs. Faulenbach stated she appreciated the increase in legal and taking into account fees for negotiations for the upcoming bargaining units happening.</p> <p>Mayor Bass asked which negotiations were already settled. Mr. Giovannone stated paraprofessionals and secretaries have been negotiated. They are currently in negotiations with nurses. Teachers and administrators are in the next cycle.</p>	
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	<p>Mr. Giovannone stated, on page 64, there is an increase for the Superintendent at 2.64% and 2.75% for salary non-certified. All others are flat.</p> <p>Mrs. Herring asked what is the benefit of CABB. Mr. Giovannone stated it is a yearly membership and that he would get details to the board. Mr. Hansell noted it would be useful to know how much it is utilized.</p>	
<p>4.</p>	<p>Opportunity for the Public to be heard Mrs. Megan Byrd, 2 Carlson Road, noted the budget is not on the website for public viewing. Dr. Parlato addressed this particular comment to let her and the public know it is traditionally posted after the first evening's presentations.</p> <p>Ms. Elizabeth Holton, 96 Lanes Road, stated she is a Kindergarten teacher at HPS. Ms. Holton asked the board to consider the importance of early intervention. General education teachers are dedicated and sometimes it is almost impossible to cover this and the proposed student facing rolls. It is important to meet the needs of all students. The student population is changing and it is important to keep class sizes small.</p> <p>Mrs. Alexandra Thomas, 187 Aspetuck Ridge Road, stated she has seen first hand the changes in the school culture. Mrs. Thomas stated the schools are doing a phenomenal job. The environment is so much more warm and seemingly happier. There is a worry about the kindergarten and paraprofessionals. It is critical that they get enough support to avoid future struggles. Our town is changing, our situation is such that we are an aging town but cultural changes in the community are very real. We will continue to have trouble funding the school as we need. We have to address the needs of all our students, not just the students who do well or have special services. Mrs. Thomas stated she would like to hear what the cost would be to include the kindergarten paraprofessionals.</p>	<p>Opportunity for the Public to be heard</p>

5.		Recessed to Wednesday January 15, 2025 The budget hearing meeting of the New Milford Board of Education was called to recess at 8:40p.m. by Mrs. Leslie Sarich, Chairperson.	Recessed to January 15, 2025 The meeting recessed at 8:40 p.m.
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**Budget Hearing Minutes
January 15, 2025
 Sarah Noble Intermediate School Library Media Center**

Present:	Mr. Eric Hansell, Vice Chairperson Mrs. Tammy McInerney Mrs. Sarah Herring Mr. Dean Barile Mrs. Wendy Faulenbach Mr. Brian McCauley Mr. Tom O'Brien Mr. Randall Scofield Mayor Pete Bass, <i>ex-officio</i>
Absent:	Mrs. Leslie Sarich, Chairperson

Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mr. Jeffrey Turner, Technology Director Mrs. Teresa Kavanaugh, Human Resource Director Mr. Matthew Cunningham, Facilities Director Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Raymond Manka, New Milford High School Principal Mr. Keith Lipinsky, New Milford High School Athletic Director Ms. Linda Scoralick, Schaghticoke Middle School Principal
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1.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 6:30pm. by Eric Hansell, Vice-Chairperson. The Pledge of Allegiance immediately followed the call to order to resume the meeting.	Call to Order Pledge of Allegiance
2.	Opportunity for the Public to be heard Mr. Rich McCoy, 12 Wishing Well Lane, stated he is a Data Specialist for New Milford Public Schools in the Fiscal Services Dept. His wife is one of the teachers being eliminated in the budget. Mr. McCoy stated he	Opportunity for the Public to be heard

	<p>and his wife are proud to both live and work in New Milford. His wife left a teaching position of 20 years to work in New Milford. There are reasons to retain exceptional staff and they take great pride in being staff members of New Milford Public Schools. Mr. McCoy asked the Board to give consideration towards the job removal in the proposed budget.</p>	
<p>3.</p>	<p>Discussion of the Superintendent’s Proposed 2025-2026 Budget including, but not limited to, Grades 6-12 and District-Wide Departments</p> <p><u>Schaghticoke Middle School (SMS):</u></p> <p>Mrs. Scoralick stated the mission statement is a major driver in the budget. Middle school is about preparing students to embrace challenges and contribute to society. As always, they keep in mind the ideas we live by: Focus, Heart, Collaboration and Creativity. SMS has 796 students and 140 staff members. The demographics are shifting rapidly. There is an increased need for students with social emotional needs. They have been working on climate and culture. The hallways are quieter, and the environment is more conducive to learning. They are fostering leadership opportunities and opportunities for fun. One initiative is Student Leaders for Change. It allows students to network with student leaders throughout the state. It’s a great opportunity that will be offered again this year. It creates an environment where students learn those skills and bring them back to the school community, like planning for 6th grade open house and the student/staff basketball game. There have been other school activities, such as color wars and a door decorating contest. They are working hard to improve academics through Social Studies, Mathematics, ELA, and Science. They are working on forms of assessments through disciplined literacy and having teachers teaching academic vocabulary so they can be successful in specific areas. This can identify gaps and help students grow. In Science, the department has been working with the high school so students can be successful moving forward. In ELA, they have been working on comprehension standards, standards alignment, and school-wide rubrics, such as speaking and writing. Social Studies has new standards with new project based learning, which will impact all three grade levels. Math is working on instructional-based</p>	<p>Discussion of the Superintendent’s Proposed 2025-2026 Budget including, but not limited to, Grades 6-12 and District-Wide Departments</p>

practices, designed to build critical thinking and problem solving with students. It's about getting kids out of their seats and working in small groups. They are seeing gains for students in this environment. Students are more successful and persevering in problem solving. They continue to build capacity with teacher leaders for core content areas to effectively lead their departments based on what support is necessary. They continue the work on redesigning the STEM courses and updating them to meet the needs of what's happening in the world.

Mrs. Scoralick explained the budget priorities are focused on the students. The biggest is maintaining and strengthening current programming. Daily items have increased in cost, and maintaining current activities such as clubs and athletics is a big part of the budget. There are equipment and materials that are at the end of life. They are asking for funds for the Moses platform for French and Spanish, which will help with instructional methods. They are requesting whiteboards for classrooms. They are looking to improve Computer Science (CS) courses and shifting from CS 6th grade, 7th grade and 8th grade, to CS 1, 2 and 3. The prerequisites for CS are important and breaking it out by grade level wasn't successful. They are requesting equipment to support CS 3 next year which includes robotics. Mrs. Scoralick displayed a picture of Mr. Fortuna, explaining that he speaks to the STEM class because he runs a haunted attraction. He had students build their own models for an attraction, using what they learned from him. They want to foster opportunities to learn outside the classroom which includes getting guest speakers and special programs into the school. Prior speakers have included Detective Mark Conway, Tyshawn Jenkins of the Wounded Warrior Project, and Jackson Olson of the Savannah Bananas.

Mr. O'Brien asked if the \$20,824 funds being requested were for CS. Mrs. Scoralick stated yes. Mrs. Faulenbach asked about the proposed additions, including the Social Worker. She asked if it was in place of the Effective School Solutions (ESS) clinician. Dr. Parlato stated yes, for ESS we use 3rd tier behavior support and the proposal will replace that

program with our own Social Worker. It allows for a larger case load, and being our own employee, more connected to our community. The savings will be roughly \$64,000. Mrs. Faulenbach stated this was brought up last year and we kept ESS because it was working well. Dr. Parlato replied that they were looking at the level of need and it was decided for this year to make the change. Mayor Bass asked Mr. Giovannone if he could provide some clarification for SMS salaries for page 28, line 51115 ELA Salary/Cert at \$944,644, and page 29, 51115 Social Studies Salary/Cert, to explain budgeted and actual. Mayor Bass also asked for clarification for page 28 ELL (English Language Learners). The 23/24 was zero and asked if that was staff that was added since it went up to \$26,658. Dr. Parlato answered they will be sending clarification for questions and will include this. The salary questions will include turnovers for clarification.

New Milford High School (NMHS):

NMHS Principal, Mr. Raymond Manka and NMHS Athletic Director, Keith Lipinsky, began their presentation. Mr. Manka thanked his team, department chairs, and staff. He stated their goal is to provide an environment that will allow students to excel and contribute to society. After displaying the budget for the Board, found on page 35, Mr. Manka stated they are continuing to work on Pathways, attendance, and the Wingman program. The high school has the following staff and enrollment:

Certified	Teachers: 106 (includes department chairs) Special Ed Department Chair: 1.0 Pathways Coordinator: 1.0
Support Staff	Social Workers: 2.0 Psychologist: 1.5 Substance Abuse: 1.0 Counselors: 6 Paras: 15 (2 vacant) SCW: 1 (1 vacant)

	S&L: 1.5 OT/PT: 2.0 shared
Projected Enrollment	Class of 2026: 285 Class of 2027: 302 Class of 2028: 249 Class of 2029: 281

Mr. Manka went through the Vision of the Graduate and stated the key is communication, collaboration, and flexibility. They have begun building language behind learning blocks and instructional rounds. This instructional core is being utilized to create meaningful tasks so students can excel. The committees work regularly to do analysis of data so others can understand what and why things are done. There are no accountability measures, but to make sure we understand the strengths and needs, using those to identify high leverage areas for each department and so goals can come to life. There is a push to secure grants to help supplement costs. Mr. Manka showed the initiative map to layout who is responsible for what. That they are all in communication and aligned with Board goals and the Vision of the Graduate. It's about forward progress while staying on track. There has been an effort to study other schools and see how they are helping get students in the classroom to meet their daily academic attendance. There is a push to reduce suspensions and apply for grants to help train staff and help students be more welcoming of others.

The Wingman Movement has 146 Student Leaders that fall in line with the CASEL aligned standards. It is about Social-Emotional Learning, Social Awareness, Relationship Skills, Responsible Decision Making, Self-Management, and Self Awareness. This all leads to lessons that are crafted for what students need and the "Look Up, Look Out & Look After." There is a palliative and recognizable difference over the last few years. They want students to be engaged, not disengaged. The Pathways Program has been championed by Dr. Dwyer. Her efforts have included partnering with state agencies and local businesses to give strategic courses, with the hopes students will be able to earn college credits and work certifications.

<p>There are 11 potential pathways where students enter the Freshman Academy to start their path for internships and potential for certifications.</p> <p>Mr. Manka explained, on the schedule are tentative Early College Experience (ECE) courses. Two years ago there was a report that NMHS had the lowest values in the state with students who graduated with 3+ college credits, and was one of the lowest state-wide. There are now nine proposed classes going forward. They range from Social Studies, Mathematics, Exercise Physiology, and more. The cost will range from \$0 dollars, to \$65 for a three credit class. Students could potentially take up to six classes, that would then be transferable to that college or university. Mr. O'Brien asked how the courses are taken. Mr. Manka stated they would be part of the course selection process for students. Once scheduled through the scheduling process, students would have to register with the institution. For example, UCONN would send a liaison and the students can register on site. Mr. O'Brien asked if the courses would be in person. Mr. Manka confirmed they would be.</p> <p>Mr. Manka continued his presentation by highlighting the alternative education program, known as The Summit. It is a heavy lift for staff with planning and organizing, but it has allowed students to reach their credit accumulation and receive a diploma. The Summit supports social, emotional, and academic needs. It's all run with existing staff. The attendance has been outstanding. Students who may have had school avoidance now have near perfect attendance. Mr. Manka stated he is proud of the work of the staff and students.</p> <p>Mr. Manka reviewed the budget requests. There is a request for the return of 1.0 FTE Certified Technical Education teacher, add 1.0 Security School Officer by reducing 1.0 Securitas.</p> <p><u>Athletics:</u></p> <p>Mr. Lipinsky began his presentation by stating the mission of the district is a big part of the athletic program. Core pieces of the athletic program are competing fairly and getting recognized at the state</p>	
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level for sportsmanship and positive school spirit. Student athletes are learning to help others and seeing the benefits of being a leader. Athletics also helps in the classroom with life skills such as adversity, handling success or failure and managing time. New Milford offers 28 programs at the high school. There is close to 50% participation in athletics among the students. The biggest part of the budget is transportation, staffing for events, referees, scorekeepers, and there is the cost to rent facilities for programs such as golf, swim, ice hockey, etc. Smaller expenses include repairs and professional development. Something that is being done is grade checks for students and offering help to struggling students. The athletic budget will help pay for equipment, transportation, staffing, dues and fees, tournament entry fees, and rental fees for those that rent facilities off campus.

Mr. McCauley asked about the increase of \$20,000 for Pupil Transportation and asked if it was part of the All Star contract. Mr. Lipinsky stated it is not. All Star cannot be utilized for any trip that departs the school before 4:40pm. The \$20,000 increase is to allot for the use of charter bus companies. Mr. Manka added that they have worked hard to try and not go over budget year over year. Dr. Parlato noted the better the team does, the more travel needs to happen, adding to the cost.

Mrs. Herring asked about the cutting of the Spanish teacher. Mr. Manka stated it is a world language position and it's yet to be determined what language it will be. Recently they had a Spanish teacher that passed away, and they have not been able to fill that position. It is one of the deficiencies and it has been decided to eliminate it.

Mayor Bass asked about revenue rental of the turf fields. Mr. Giovannone stated that is part of building use fees. Mayor Bass asked Mr. Giovannone to provide how much New Milford nonprofits pay for turf fields and details on the weight lifting area of the high school. Mr. Lipinsky stated there is \$7,500 to devote to equipment upgrades for the weight room. Mr. Giovannone noted the breakout is in the

appendix. There are two lines dedicated to athletics, \$7,500 in 25/26 for weight room upgrades, not part of the general fund budget request. They will use 5 Year Capital Reserve money to fund the \$7,500. Mrs. Faulenbach noted the uniforms were on a one year refresh cycle and alternate with something else such as the weight room. That request will eventually go before Town Council and Board of Finance. Dr. Parlato stated, if there is end of year money, we sometimes purchase things. There is also the Capital Reserve Plan that allows us to intentionally plan for certain things, such as the weight room. Mrs. Faulenbach stated it is listed, but it is not part of the operational budget. It's put in there to be fully transparent to show the intent of the board for the money left over to be placed in the Capital Reserve. Mr. Giovannone confirmed and stated these are not usually funded via end of year but they use end of year money that is unspent. It then goes through the audit, gets deposited into the Capital Reserve account and then approved by the Board of Finance and Town Council. Once approved it then comes back to the district and we fund the projects. Mayor Bass asked about the tennis court replacement of \$1,500,000. Dr. Parlato stated they do that now and revise as needs are seen over time.

Mrs. Faulenbach asked if the reductions were enrollment driven. Dr. Parlato stated it is based on the number of students each teacher had in a given department. It should be that each teacher should have 105-110 students. Some teachers were as low as 75, which shows there's room in that department for reductions.

Mrs. Faulenbach asked about details on The Summit program. Mr. Manka stated there are 10 students enrolled in the program. Mrs. Faulenbach asked about the \$77,144 increase on page 38 in the Tech Ed line and asked to get the cost of it with benefits. Mr. Giovannone stated he would get that but benefits depend on the level they are. Mayor Bass asked if it was for one person. Mr. Giovannone stated it is for the increase in contractual salary for one person and the cost of the additional proposed position. It is for two salaries.

Department of Instruction:

Ms. Hollander began her presentation stating the mission of the Department of Instruction (DOI) is to provide coherency and consistency. They look closely at programs and create an environment so there is partnership in learning and an instructional core. The roles and responsibilities are in two buckets: Operational and Instructional. It is currently supported by 1.0 secretary (currently an open position). One of the items Dr. Parlato proposed is a secretary at CO to support the Department of Instruction. This position will help create a centralized registration process which will help identify ELL students. The position will also take over the residency checks.

The DOI supports teaching, learning, curriculum, and instruction. Some of what is happening at DOI is Science of Reading, iReady, aligning of 6-8 mathematics curriculum, middle school math acceleration, the Pathways curriculum, K-5 STEM units of study, and the K-5 NGSS units of study. The Committee on Learning (COL) works hard to be transparent. Part of the educator evaluation system is about professional learning.

Ms. Hollander stated Systems of Coherence has been a personal goal for her. Taking into account the needs and responsive strategies it will bring to strengthen student involvement. There are certain things that need to happen, which include updating the report card process. This year has focused on teacher leadership. There are now lab classrooms, a Report Card Committee, Mathematics Vision Work, instructional rounds, and a classroom walkthrough model.

Ms. Hollander stated she hopes to have a Multilingual Learner position included in the budget. It is required by law to provide support to the MLL students. The position will not be part of the classroom but still a support to the teachers. Ms. Hollander displayed an historical lookback of MLL students over the years. In 2003-2004 there were 84 MLL students. For 2024-2025 there are 337 MLL students. There is a

<p>need for clarity and consistency in identification during registration. There are other supports needed, including building based programming and translation tools to meet state mandates. SMS has a need for an additional 1.0 MLL teacher. They have been making due with a part time tutor but the hope is to add the position. Ms. Hollander noted support for the MLL students and families are mandated by the state.</p> <p>Mayor Bass asked what additional resources the typical MLL student needs. Ms. Hollander stated it depends on the student, but typically includes translation services, social services, and helping them get acclimated and comfortable with the environment. Mayor Bass noted it went up after covid roughly 166% and asked if it's district-wide or if one school has a higher population. Dr. Parlato stated HPS is the highest at 16%. Ms. Hollander stated the high school has also increased. There are up to 17 languages spoken by the students. It is a transient population.</p> <p>Ms. Hollander continued by stating there is an audit of the programming, addressing key things such as transition from middle school to high school for servicing. Mrs. Herring asked what positions fall under DOI. Mr. Giovannone stated all staffing budgeted for DOI are in appendix C6.</p> <p>Mrs. Faulenbach asked to clarify object 51210, the increase of \$35,539 for Salary/Non-Cert - Assistant Superintendent. Mr. Giovannone stated that it includes two pieces. There is the vacancy for the existing secretary, which was reset back to the midpoint salary range. The second piece is the request for the 1.0 secretary in the amount of \$51,100. The position will require benefits but that is not included in the line item. The \$100,224 is for both of the positions. Mrs. Faulenbach asked about tutors. Mr. Giovannone stated it is for five General Education tutors. After the reduction, there are now five tutors. Each tutor is budgeted for five hours a day at \$19 dollars an hour and 180 days. Mrs. Faulenbach asked how they were being budgeted after last year's reallocation. Dr. Parlato stated that is an increase in their rate. Mrs. Faulenbach asked to confirm it is not</p>	
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	<p>an increase in the number of tutors. Mr. Giovannone stated that was correct.</p> <p>Mr. Barile asked why the budget number went down so much for ELA, object 51115 on page 44. Dr. Parlato stated that it was from the ESSER reduction.</p> <p>Ms. Hollander stated she wants to take an interventionist from Title I and move them to general funds.</p> <p>Mr. Giovannone stated the difference between what was spent in 23/24 and 24/25 budget is reflective of the removal of interventionist positions that were paid through ESSER. The increase of 111% and 63% for Salary/Cert-English and 63% increase for Sal/Cert-Math represent existing salaries that are there, they are contractual salary raises. The movement in ELA of a .5 interventionist coming over from the grant and the other 0.5 is in math. So if you add up those two increases for 25/26 you get roughly \$103,000; \$4,900 is tied to contractual salary raises for existing staff members and \$98,000 is tied to the 1.0 FTE that will no longer come from the grant and be paid from the general fund.</p> <p>Mrs. Faulenbach asked about the line item for student transportation in DOI on page 44, object 55110. Ms. Hollander stated it may be for homeless students.</p> <p>Mr. Scofield asked how many open tutor positions there are. Dr. Parlato stated 1-2 are currently open.</p> <p>Ms. Hollander continued her presentation by stating the Adult Education program is something to be proud of. Christy Martin has been instrumental and operated in the capacity of facilitation and a director role. Ms. Hollander stated she wants to make sure it is not all under Christy. The program staffing includes the following: 1.0 Program Director, 1.0 Program Facilitator, 1.5 Guidance Counselor, 1.0 Secretary, 1.0 Adult Education Evaluator and 12 Teachers. Many of the teachers are teachers who are in the schools during the day. The number of students has remained the same over the last three years. Some of the</p>	
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services offered are collaboration with Danbury. One example is giving students instruction for the GED in Spanish. The budget remains flat, the increase is for the salary of the additional person.

Tuition:

Ms. Hollander stated the Shepaug Agriscience program has 29 seats, and the total tuition cost is \$197,867. Western Connecticut Academy of International Studies in Danbury has 18 seats with a total tuition cost of \$39,501. Henry Abbott Technical High School has 17 seats on average from SMS, and anywhere from 70-100 district-wide.

Ms. Hollander stated they are staying the course. They continue to commit to high quality data driven decisions, observing how students are engaged in their learning through Science of Reading and other methods.

Ms. Hollander displayed a graph showing the growth of 3rd graders over time. The same group of students over the last three years have grown in ELA through literacy and numeracy. Reading instruction is complex and the teachers teach where the deficiencies are. The 3rd grade students are getting foundational skills they need as opposed to two years ago.

Mrs. Faulenbach asked about the open position in the DOI office. Ms. Hollander explained the work was done by a mighty and skilled individual. Looking at it, it is a lot of jobs for one person. The addition of a second secretary will handle residency, registration and help with other projects as needed for the Superintendent and the Assistant Superintendent's office. Mrs. Faulenbach stated she thought they were doing ok with registration and knew the Board had concerns over residency. Ms. Faulenbach stated she understood the initiative to make it more cohesive. Dr. Parlato stated the position will shift registration from the schools to Central Office. Ms. Hollander stated they are planning to have people re-engage with proof of residency. The district looks into the sales of homes, and other methods. Once everything is verified, they send a letter of disenrollment.

<p>Mayor Bass asked how other districts handle residency. Dr. Parlato stated most have a centralized registration and residency. Mayor Bass asked if someone checks the addresses at the house. Dr. Parlato stated there are methods, which can include an investigator. Ms. Hollander stated that it is self serving, and making sure all the boxes are checked, planful, and clear.</p> <p>Technology:</p> <p>Mr. Turner stated the mission is to have every student compete and excel in an ever engaging environment that is safe while using devices. He explained he works collaboratively with the schools by meeting with principals to see what is needed in the district. The department has 9.0 FTE: 4 Tech positions, 1.0 Secretary, 1 District Database Administrator, 1.0 Tech 2, 1.0 Network Systems Analyst, and 1.0 IT Director.</p> <p>Mr. O'Brien asked what a Network Systems Analyst does. Mr. Turner stated it is a very proactive employee that keeps things running.</p> <p>Mr. Turner continued his presentation by stating they are continuing the 1:1 program. Grades 3-12 use devices at home and at school, K-2 chromebooks are staying in the classrooms and they are no longer being taken home. They are looking to upgrade the NES gym sound system and the HPS stage and cafeteria sound system. Mr. Turner stated he continues to apply for grants. The district has been fortunate to receive the PEGPETIA grant. The SNIS LMC has been upgraded from it, and now they can have author visits and the visit can be streamed directly to classrooms, allowing all students to participate rather than just a few classes. They are using budget and capital improvement to update hardware optimal daily.</p> <p>Mr. Turner explained infrastructure updates include switches, access points, servers, and phone systems. Switches and access points are part of the E-Rate savings. They are looking to go cloud-based, and that will allow for faster internet and less chance of crashing. Software includes library, Parent Square, Clever, HR software, etc.</p>	
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Communication upgrades include an upgrade to ParentSquare. The district has 3,571 students, 741 staff, 4,451 parents and 30 guests on ParentSquare. Guests are typically people such as BOE members or members of the town.

Virtual Reality (VR) goggles are being used in classrooms for students and teachers. The SNIS library is utilizing them for STEAM stations. Dr. Parlato noted they did a collaboration at the public library to show residents the national parks through the VR goggles.

Mr. Turner noted AI tools are the wave of the future. He will work with Ms. Hollander on programs such as Canva, Gemini, and Adobe. This allows for learning differentiation and more engagement from students. Dr. Parlato stated AI is the frontier and the Board will be involved with the process.

Mr. Turner stated there are additional Audio Visual Projects for the SNIS multipurpose room, Northville gymnasium, HPS Gym, SMS cafeteria, and more. In the next 2-3 years, there will be major projects.

Mayor Bass asked about the cloud-based phone system for \$150,000 in the 5 Year Capital Plan and if they spoke to the company the town used. Mr. Turner stated he is looking at companies and he has spoken to them. Mr. Turner stated technology for the classroom is a big item. The IT department is looking to offer an all-in-one desktop or docking station for teachers. Mayor Bass asked if the district uses Microsoft Office. Mr. Turner stated they use mostly Google but use Office 365 occasionally.

Mr. Scofield asked if the IT department had looked into leasing options to stretch capital. Mr. Turner stated chromebooks have a long lifespan if they are taken care of. The techs can do repairs in-house. Mr. Turner explained he has done leases before, but there is an obligation of a yearly payment and you get stuck in a cycle.

<p>4.</p>	<p>Opportunity for the Public to be heard Mrs. Alexandra Thomas, 187 Aspetuck Ridge Road, stated she wished more people watched the budget hearings. It speaks to the professionalism of the district. Tomorrow morning at 9:30 is the last of the school tours. Mrs. Thomas stated The Summit Program is incredible. What was shown tonight was how different we need to care for our students – the number of support staff, psychologists, and special needs staff. It is more expensive and needs to be taken into consideration. The tour of SMS was very different in how it felt vs. last year. When kids are happy to be at school, they will want to be there and want to learn. Mrs. Thomas stated the right things are happening.</p> <p>Mrs. Megan Byrd, 2 Carlson Road, thanked Mrs. Scoralick for including the TAG students in her budget. We identify them, but the state does not mandate we service them in any way. Mrs. Byrd stated she is grateful we are servicing the TAG students, but that we are losing them in our high school. They are not getting anything they need for the future in high school, and that struck home to her tonight. The Summit Program is outstanding and is needed. We’re losing a lot of potential in the gifted kids because we do not service them beyond the 8th grade. AP classes are not enough. It is a small percentage of the population, but those 5-6% are the kids that we are not pushing to their fullest potential.</p>	<p>Opportunity for the Public to be heard</p>
<p>5.</p>	<p>Recessed to Wednesday, January 21, 2025 The budget hearing meeting of the New Milford Board of Education was called to recess at 8:45p.m. by Mr. Eric Hansell, Vice Chairperson.</p>	<p>Recessed to Wednesday, January 21, 2025 The meeting recessed at 8:45 p.m.</p>

**New Milford Board of Education
 Budget Hearings & Adoption Minutes
 January 14, 15, 21 & 22 2025
 Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Leslie Sarich, Chairperson Mr. Eric Hansell Mrs. Tammy McInerney Mrs. Sarah Herring Mr. Dean Barile Mrs. Wendy Faulenbach Mr. Brian McCauley Mr. Tom O'Brien Mr. Randall Scofield <i>arrived at 6:38pm</i> Mayor Pete Bass, <i>ex-officio</i>
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Teresa Kavanaugh, Human Resources Director Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director
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1.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Leslie Sarich, Chairperson. The Pledge of Allegiance immediately followed the call to order to resume the meeting.	Call to Order Pledge of Allegiance
2.	Opportunity for the Public to be heard There was none.	Opportunity for the Public to be heard
3.	Discussion Superintendent's Proposed 2025-2026 Budget including, but not limited to, District-wide Departments <u>Department of Pupil Personnel and Special Services:</u> Mrs. Olson thanked everyone for their support and dedication, then went on to explain that IDEA (Individuals with Disabilities Education Act) is a federal law protecting birth to 22 year olds. It is full of mandates so students get what they need and have opportunities just like everyone else. Mrs. Olson recognized Debbie Clark and Lauren Bergner for all their hard work.	Discussion Superintendent's Proposed 2025-2026 Budget including, but not limited to, District-wide Departments

Mrs. Olson stated they support and embrace the mission, to compete and excel in an ever changing world while embracing challenges and showing respect to others. One of the things we know is that all students can learn. We just have to adapt to them. Students With Disabilities (SWD) are first and foremost general education students. Special Education is not a place, it's a service that includes Individual Education Plan (IEP) and education with the least restrictive environment. The parents are an integral part and their child's best advocates.

Mrs. Olson went over the structure of the two departments, including staff, stating they help with nurses, school psychologists, social workers, and speech language pathologists. An additional person is the Inclusion Facilitator. This position facilitates learning, PPT's, help with issues that arise, and assumes other duties.

Mrs. Olson then explained how New Milford compares to the state average for SWD. New Milford hovers right below the state average but the numbers are incrementally increasing. There has been an increase in dyslexia, autism, and ADHD. This is seen in all the schools, not just one area. Dr. Parlato added that each case has a different level of complexity, so it is not just the number of cases.

Mrs. Olson stated the district is projecting 86 students (includes 16 referrals) for the Excel Preschool program. This year there were 70 students (includes 10 referrals). If a student is identified as SWD, by the time they turn three years old, they have to be in a program in one of our schools. Another piece that impacts the preschool number is the new state mandate for kindergarten age.

Mr. McCauley asked, if this current year has 70 students in Excel identified as SWD, what was last year's projection for this current year. Mrs. Olson stated it was very close.

Mrs. Olson then went on to discuss the Litchfield Hills Transition Center, stating it services students up to 22 years of age. After they age out, the hope is for them to become active community participants. It

keeps them in the community and it is a cost savings. It would cost approximately \$1,800,000 to send these students out of the district. There is also revenue from students brought in from other districts. There is a membership through grants with New Milford Fitness & Aquatics Club as well as the Animal Welfare Society, Stew Leonards, and the Maxx Culinary. Students can also take advantage of the one year experience with Naugatuck Community College.

There is an unfunded mandate, PA 23-137, that requires BOEs to provide special education until an eligible student graduates high school or until the end of the school year when the student reaches 22, whichever occurs first. The impact to the district over the last few years and going forward is as follows:

23/24	24/25	25/26	26/27
\$131,480	\$257,376	\$511,321	\$541,967

Mrs. Olson stated in 23/24 there were 84 outside evaluations. Evaluations can take many forms. It is for complex learners that cannot be evaluated by resources that we have in the district. We've done our testing but there is a need for a clinical diagnosis from the outside. There is also a sharp increase in bilingual evaluations, and that often needs to be outsourced. This year, there have been eight bilingual evaluations, which have an average cost of \$4,500. The ML learner evaluation is a very important piece.

Out-of-District-Placements:

Mrs. Olson explained Out-of-District (OOD) Placements means we've exhausted all our in-district options. It's a process that takes time. It can be decided to place a student out of the district because an expulsion becomes permanent, there are significant safety concerns for students, or sometimes the students move into district and they are already placed out. To keep things as normal for the student, they are kept at their placement. There is mediation or due process. If the family is not happy with our school setting, we

<p>have attorneys that help with mediation to place those students OOD. We do have students that are placed right now because of mediation. Last year OOD placement costs were \$4,496,985. Next year it is projected to be \$4,559,937.</p> <p>Mrs. Olson stated, for each year, the placeholders have been used in the budget, but we do not always know how many students it will be.</p> <p>Every year the OOD placements vary. In 22-23 it went up to 39, so projected is a hard number to come up with. The district does work these cases to make sure we are doing everything we can do to help the students before placing them out of the district. Even after the student is placed, we still monitor them. The district remains responsible for their PPTs and visits them with the hope we bring them back to the district.</p> <p>Mr. Scofield asked if there was something that could be done to avoid outplacement of students. Mrs. Olson stated they have discussed building programs in-house, but it's extremely costly. So far, they have done a good job placing only students that absolutely need to be. Over time, many of them return. Mrs. Faulenbach asked how many of them return. Mrs. Olson stated it depends on the student's grade. Usually a return happens in a transition year, going from middle school to high school. Mayor Bass asked Mrs. Olson about the y/y comparison between 2020-2021 and 619 total students as well as the projected number for 25/26 at 633, noting it is an increase of 17% . Mrs. Olson stated it is how you view it. It is a total number. Mayor Bass asked which school had the highest population. Mrs. Olson stated it is the high school with 166 students with it trending higher each year. Mayor Bass asked how the projection for the model is built. Mrs. Olson stated it is based on historical projections, and they are fairly accurate. Dr. Parlato stated one of the assumptions we use is there will be a certain number of kids who exit, which is the goal. The students with a severe level of need may be outplaced. Mayor Bass asked if it was mostly older students that were placed OOD. Mrs. Olson stated it depends. It is a fluid number with some being declassified. Dr. Parlato stated she would</p>	
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<p>provide the Mayor with a breakout of students placed OOD by grade level. Mr. Barile asked about students who transition out of a placement, noting some may never transition out and how that is decided. Mrs. Olson stated the district does three year evaluations.</p> <p>Mayor Bass asked how many people are on staff. Mrs. Olson stated there are approximately 50 Special Education Teachers, 98 paraprofessionals, and 18 student care workers.</p> <p>Mr. Scofield asked how many outplaced students are currently placed OOD. Mrs. Olson stated it is 32. Mr. Scofield asked if placing OOD is the best option. Mrs. Olson stated there will always be a need for OOP for some students. Some of the programs available through OOP are exceptional for that particular student. All of the districts in CT have some % of students placed out. New Milford is currently meeting the needs of a very diverse population. Dr. Parlato added, the decision to outplace is made by a team. Mr. Scofield stated he wanted to ensure the district was exhausting all options before outplacement. Outplacement is very expensive. Dr. Parlato explained that there is a careful documentation process. In the current structure, we take the student as far as possible until we can no longer manage it. Mr. McCauley added that he has worked in outplacement schools. The goal is to get the student back to the district, but some students could very easily disrupt a whole building.</p> <p>Mrs. McInerney stated ESS was brought in to help with highly anxious students, and the Board voted to absolve it. Some of those students had to be outplaced. Mrs. Olson noted a very impaired student can affect the ability for others to learn.</p> <p>Mr. Scofield asked to see the specifics and stated he cares about the outcome and student success.</p> <p>Mrs. Faulenbach asked about the status of ESS. Mrs. Olson stated that was an elimination from the budget for this year. Mrs. Faulenbach asked if the Social Worker would fill that gap. Mrs. Olson stated yes that was correct. Mrs. Faulenbach noted it is a cost savings doing it internally vs. paying the licensing, insurance,</p>	
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and more. Mrs. Faulenbach then asked about Extended School Year (ESY) services. Mrs. Olson stated it is a determination made by IDEA on who gets it. We have a robust ESY program. The Litchfield Hills Transition Center helps get them in the community. Thirty percent of students identified have ESY and it's important to ensure there is no regression of skills during summer. There are approximately 180 students enrolled.

Mrs. Sarich asked if the district reevaluates students placed OOD. Mrs. Olson stated they can do that at any time, and try to test to see if the student can return to district. Mrs. Sarich asked if it is all students that need outside evaluations. Mrs. Olson stated no, it's typically for students who need psychological/neuroscience evaluations or are MLL students. The CSDE Annual Performance report shows the state average for students placed OOD is 7.25%, New Milford is 3.37%.

Mrs. Olson continued her presentation by discussing transportation. Mrs. Olson stated transportation is seeing a 6.37% increase due to the lack of vendors, staff, drivers, and increase in cost of fuel. It is not easy to secure transportation, and there are times a van aide is needed for the student. There are currently 17 runs for 32 students, so there is a goal to ride share with other districts.

Mrs. Olson shared the top 10 23/24 Highest Cost of OOD students which included tuition, 1:1 cost, and transportation. The total for the top 10 most expensive OOP students was \$2,184,494.00. There is reimbursement by the state department but some students are quite expensive and need the 1:1 because of behaviors. The transportation is also very expensive. Mr. Giovannone stated the reimbursement is based on the cost per pupil. After the district has spent \$86,711 we are potentially reimbursed 68% for every dollar spent after that.

Mr. O'Brien asked why transportation is \$149,853 for one student. Mrs. Olson stated it could be distance or that the student requires medical on the runs.

Mayor Bass asked where the reimbursement goes in the budget. Mr. Giovannone stated on page 72, it's

<p>the top line. That is in our budget book for the current year and next year. The year behind is the net cost per pupil for general education students. As revenue is applied, it is reflected in the budget position. The district gets half in February and half in May. There have been times the revenue is not the full 68% and we've had to make up for the shortfall.</p> <p>Mrs. Olson then reviewed the Key Accomplishments of her department. Mrs. Olson stated the Annual Performance Report includes being below state average at 15.7% with the state average at 16.3%. They have met targets for increased graduation rates, inclusion, transition goals, targets for timely and accurate reporting, and substantial compliance for chronic absenteeism.</p> <p>Mrs. Olson stated in-district accomplishments include increasing capacity to meet the needs of students with significant behaviors, providing learning opportunities for para educators, working with general education staff and interventionists to improve math instruction, complete district-wide training on CT SED's, and working on improving the equity of over-identification.</p> <p>Mr. O'Brien asked what is over-identification. Mrs. Olson stated we had over-identification of speech for students of a certain ethnicity. They are working with the state department to help with training and looking at the data more carefully. The hope is to have interventions before they are referred to special education.</p> <p>Mrs. Olson stated current initiatives include collaborating with General Education to improve outcomes for students in ELA and Mathematics, to align all individual learning centers, partner with outside consultants, provide increased paraprofessional professional development opportunities, train staff on district-wide Threat and Risk Assessment Protocol, training staff on Columbia Suicide Assessment, co-teaching throughout all schools, increased unified courses at NMHS, and explore unified theater/music.</p>	
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<p>Mrs. Olson stated the district has begun to embrace Science of Reading at the elementary school level. The district takes an integrated approach to using school based and community-based mental health providers. The Superintendent has brought stability to the district.</p> <p>Mrs. Olson stated opportunities include increase in general education teacher capacity and confidence to better meet the needs of all students, expand the reach of best practice interventions at the elementary level, increase student access to highly skilled content teachers by shifting paraprofessional roles and responsibilities, and review, develop, and standardize the IEP process.</p> <p>Mrs. Olson stated her department has maintained budget for 11+ consecutive years. They have maintained quality of services and special education expenditures. It is important to note the Special Education Expenditures in New Milford are 23.9% of the overall budget. The average Special Education budget for towns in the state of CT are on average 24.9%.</p> <p>Mrs. Herring asked if the Social Worker at SMS will assume the ESS role. Dr. Parlato stated the intent of that Social Worker is to provide support for the tier 3 service.</p> <p>Mrs. McInerney stated she is glad to see the exploring of the unified theater and music. The placements are going down, but the population of high needs students is going up. When determining the placement and using five as a placeholder, is there a way to anticipate the kids coming in the pipeline. Mrs. Olson stated the kids in the pipeline are part of the projected number. Mr. McCauley stated the district dropped last year from 7 to 5 and asked Mrs. Olson if she was comfortable with that for this year. Mrs. Olson stated she was. Mrs. Faulenbach noted the number is based on actuals and the process of placing a student may take a year. Mr. Barile asked for the different classification definitions for students with special needs, and asked if there was a potential for over diagnosing one or the</p>	
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other. Mrs. Olson stated she would provide that information.

Mr. Hansell asked about student tuition. Mrs. Olson stated there is a base and then there are add ons. We charge the district who is sending the student.

Mayor Bass asked for details regarding the Social Worker salary for budget vs. actual. Mr. Giovannone stated it is going down by \$168,000 because of the reduction to ESS. The line below it is going up by \$161,401 because of the increase in evaluations.

Facilities:

Mr. Cunningham reviewed the Facilities staff and stated looking at annual contractual obligations, they are seeing an increase in 3-5% in contracts. Fire equipment needs to be done annually, which is going up 3%. There are now a dozen boilers and the building management systems have new Siemens Systems. There is a mandatory inspection of bleachers every year. The CoGen systems have a preventative maintenance contract. There is a 3% increase on cleaning products and camera infrastructure, including having firewalls.

Repair/Building lines for schools increase an average of 3+% a year and this year it is a total of \$14,180.

There are costs to cover for escalating preventative maintenance contracts for building equipment.

Custodial supplies have increased 3% for a total of \$5,000.

Mr. O'Brien asked about an increase in the Professional Services. Mr. Giovannone stated the key drivers are other professional services in maintenance. Looking at the high school, the line is going up by \$26,638, that is the CoGen maintenance agreement. There are also ongoing costs related to NV5 ESG. BFY26243-53220, that is increasing by \$5,464. That is related to the ESC maintenance contract. Mr Cunningham stated that is an additional maintenance contract put in during the energy conservation project that the district now has to take over.

Mrs. Faulenbach asked if there are any other annual costs built into the energy conservation project. Mr.

Giovanzone stated the two pieces they just discussed are those costs.

Mayor Bass thanked Mr. Cunningham for his hard work and asked about the 5 Year Capital Plan Appendix G2, specifically how the 25/26 Capital Plan projects are tasked. Mrs. Faulenbach stated those are not in the operational plan. Though we may identify capital projects, they are not part of the overall cost. They are to be on the radar for the next 5 years. As the Board moves forward, we will ask for a motion to have those funds withdrawn out of Capital Reserve. Mr. Cunningham stated it is very fluid and we may have the opportunity to chip away at it with end of year funds.

Mrs. McInerney asked about the heat in the building being set to day and night. Mr. Cunningham stated they do set it to occupied and unoccupied settings.

Mr. Barile asked if the CoGen system had gas and electric. Mr. Cunningham stated it has an engine and converts natural gas and as a generator creates electricity. A byproduct of that process is heat and so we run water through it to absorb that heat, which then goes directly to our boilers. In time, the CoGen contract will be covered by the savings we generate. Mr. Barile asked if it was gas powered. Mr. Cunningham stated yes, it is natural gas. The theory behind it is we pay less for natural gas than a kilowatt of electricity. The additional benefit is it creates heat that we can now put directly into our boiler.

Human Resources:

Mrs. Kavanaugh introduced the Human Resource (HR) team and stated HR manages the staff. They are service oriented and available to people if they have questions. There is 75% participation in medical/dental/vision. The teamsters have separate benefits plans. Upcoming contracts are teachers, administrators, custodians, and food service, all in 2026. HR attends career fairs at UCONN, SHU, and Fairfield University. They are well attended and they are done in conjunction with ESS. Some current projects are the MUNIS Position Control, that is a 1:1. There is the Center for Public Research and

<p>Leadership (CPRL) that is utilized so we can attract a pool of educators, which is a struggle with less people going into the field. HR is reexamining how we look at reciprocity for certification in certain states. Something new is the CT paid leave. We are now entering the second year of paraeducator of the year. They continue to do exit interviews and review the data from those interviews.</p> <p>Mrs. Kavanaugh stated, in the budget, many numbers will stay flat. The substitute line will go up because CT minimum wage will go up. There will also be a need for more substitutes based on the new CT paid leave. The salary line went up 4.2% and includes the amount of overtime for secretaries in the district. There is a decrease in professional services. The district was scanning hard copies of files but stopped doing that since we are required to keep paper copies. There is an increase in dues and fees: CASPA, SHRM, and others. Budget drivers are position control in MUNIS, adherence to changing laws (including CT Sick leave law), and stability in the HR team.</p> <p>Mrs. Herring asked Dr. Parlato about the Professional Services line not being more specific. Mrs. Herring stated Professionals Services is a lot of money, and was wondering why they are all lumped into that specific bucket. Mr. Giovannone stated they are broken out in one of the appendices and it has professional services vs. other services.</p> <p>Mrs. Faulenbach agreed it's a lot of money, and it is good to clarify what is legal fees, naviance fees, and others. Mr. Giovannone stated the request for Professional Services next year is 5.8% of the total budget. Other services also mentioned are 16.1% of the total budget.</p> <p>Mrs. Faulenbach asked if the 13.5 MBUs in Appendix C6, under the Department of General Administrative District, are all captured and, if not, how many total are there. Mr. Giovannone stated there are 21 overall and broken out in Appendix C9. Mrs. Faulenbach asked, out of the 21, how many are grant based. Mr. Giovannone stated 1.85, the remaining 19.5 are in the budget request. Mrs.</p>	
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Faulenbach asked, of those, is there any grant shift movement. Dr. Parlato stated that was for certified staff, not for any administrators. We did move a teacher from the grant to the general fund, that would not be reflected in the non-bargaining unit list. Mr. Giovannone stated for next year's budget, there is no change to non-bargaining. It is already captured in the current budget for 24/25. Dr. Parlato clarified, stating what Mr. Giovannone is stating is that one person went from non-bargaining to bargaining. Mr. Giovannone added that it is part of the 19.5, but we are reflecting that change in the current year and it has already been captured.

Mr. Barile asked how class size is affected with the reductions of the teachers being proposed. Mr. Giovannone stated it is listed out in Appendix B. For HPS, 1st grade with 7 teachers, currently has a class size of 16.6. Even with the reduction of 1.0 FTE, the class size goes down to 15.3 because of lower enrollment. It is similar for NES. 1st grade currently has a class size of 16.4, and with the reduction of 1.0 FTE it will still go down to 15.1. Mr. Barile raised concern over eliminating positions, stating we already are losing good teachers, and when they leave we all look at each other as if to ask, "what can we do?" Mr. Barile stated, he understood it is based on need but there are expectations set for these students. We have more teachers allocated for ELL because of need, but it's not specified. We have teachers that teach an English class and there are expectations to hit certain benchmarks, but we do not have guidelines on how many teachers it will take to get the students there. On average, per the number of students, we are adding more services such as ELL, to an ever changing and diverse community. Mr. Barile stated he wondered how we are going to measure performance and need and the reallocation gives him pause.

Dr. Parlato stated those are favorable class sizes even with reduction in staff. With the smaller numbers at NMHS and a smaller incoming 9th grade, we know we can absorb that with existing staff. It was looked at very carefully and the proposal for the reductions would not have been proposed otherwise.

<p>Mrs. Herring noted there are monthly enrollment numbers and asked if the numbers have changed at all. Dr. Parlato stated that they compare it to the projection and they are right on the money. The data is stale but still accurate.</p> <p>Mrs. Faulenbach asked Dr. Parlato to clarify how attrition works in the budget. Dr. Parlato stated early in the year it is hard to know who will retire. The person with the least amount of seniority can go into the position of the person retiring, so people don't lose their jobs. For example, at NMHS, there is a Science teacher that left. We can absorb that position into other sections with existing personnel.</p> <p>Mr. Scofield asked about the 1.0 FTE being added to Central Office, if that person would work on making sure students are residents. Having someone do that full time would more than pay for their salary given the cost to educate a student is \$20,000 a year.</p> <p>Mrs. Faulenbach asked Mayor Bass if there was any conversation regarding an adjustment for the insurance number. Mayor Bass stated that can be discussed tomorrow. Dr. Parlato stated that usually happens in March. Mrs. Faulenbach agreed but stated at this time last year they reached out to the insurance company and it ended up helping the budget.</p> <p>Mrs. Faulenbach stated there is roughly \$248,000 in the insurance line item sitting there, and there has not been a discussion on what to do with it. Mrs. Faulenbach stated she is grateful for the appropriation, and asked if there is any way to earmark it, and put it against a line item for the future without causing issues with the auditors. Mr. Giovannone stated the amount in the current year is technically over by \$292,000. The Board has approved a transfer out of that for \$36,275, which leaves the remaining \$242,000. There is no current mechanism to carry over that money. If not expended, it would fall to the bottom line to Capital Reserve. Mayor Bass stated it would be good to wait until we have a more firm insurance percentage number from the actuarial. Mrs. Faulenbach stated that they have seen these numbers fall all over the place. What we do know is there may</p>	
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**New Milford Board of Education
 Budget Hearings & Adoption Minutes
 January 14, 15, 21 & 22 2025
 Sarah Noble Intermediate School Library Media Center**

	be future expenditures and she is asking what protocol would be for that line item, and the existing 2% cut out. Dr. Parlato stated, of the items that did not make it into the proposed budget, she may look to the Board to potentially use the 2% carveout or part of the insurance money.	
4.	Opportunity for the Public to be heard There was none.	Opportunity for the Public to be heard
5.	Recessed to Wednesday January 22, 2025 The budget hearing meeting of the New Milford Board of Education was called to recess at 8:40p.m. by Mrs. Leslie Sarich, Chairperson.	Recessed to Wednesday January 22, 2025 The meeting recessed at 8:40pm.

Budget Hearing Minutes

January 22, 2025

Sarah Noble Intermediate School Library Media Center

Present:	Mrs. Sarich, Chairperson Mr. Eric Hansell Mrs. Tammy McInerney Mrs. Sarah Herring Mr. Brian McCauley Mrs. Wendy Faulenbach Mr. Tom O'Brien Mr. Dean Barile Mr. Randall Scofield <i>arrived at 6:44pm</i> Mayor Pete Bass, <i>ex-officio</i>
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Anthony Giovannone, Director of Fiscal Services and Operations Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Teresa Kavanaugh, Human Resources Director Mr. Matthew Cunningham, Facilities Director Mr. Jeffrey Turner, Technology Director
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1.	Call to Order Pledge of Allegiance The budget hearing meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Leslie Sarich, Chairperson. The Pledge of Allegiance immediately followed the call to order to resume the meeting.	Call to Order Pledge of Allegiance
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<p>2.</p>	<p>Public Comment Erin Haynes, 19 Greenview Road, stated she is in support of the Special Education budget and its initiatives. Mrs. Haynes stated she has an autistic son that faces many challenges. He has difficulty communicating and anxiety with change and transition. He is an example of a student who needs a high level of support. Mrs. Haynes stated she appreciated Dr. Parlato and Mrs. Olson highlighting the high needs rising in the district. Something mentioned last night was the education classifications. Mrs. Haynes noted her son has multiple diagnoses. The staff does a whole lot with just a little and all New Milford students can succeed. Some of the initiatives include the ILC, so staff and students are more supported, paraprofessional development will have more tools in their box, and unified music would be wonderful for her son. Mrs. Haynes stated in the upper grades there are less opportunities for arts for students with high needs. She urged the board to support Special Education by adopting the proposed budget as it is.</p> <p>Mrs. Virginia Landgrebe, 35 Meeting House Terrace, stated she is also the Vice President of the New Milford CEA. There are a number of teachers present, as well as a number from various schools watching online. Mrs. Landgrebe stated they were there to support the students, student facing staff, as well as those who are behind them. Mrs. Landgrebe wanted the Board to know they are there because they care and are offering support.</p>	<p>Public Comment</p>
<p>3.</p>	<p>Discussion of the Superintendent’s Proposed 2025-2026 Budget including, but not limited to, wrap-up issues and questions</p>	<p>Discussion of the Superintendent’s Proposed 2025-2026 Budget including, but not limited to, wrap-up issues and questions</p>
<p>4.</p>	<p>Vote on Adoption of the 2025-2026 Board of Education Budget</p> <p><i>Mrs. McInerney moved to approve the Adoption of the Superintendent’s 2025-2026 proposed budget, seconded by Mr. O’Brien.</i></p> <p>Mrs. Sarich asked for an amendment to the motion for the purpose of properly recognizing 0.5 FTE, of the 1.0 FTE add for the school Psychologist to be at Hill</p>	<p>Vote on Adoption of the 2025-2026 Board of Education Budget</p>

& Plain School and not at Schaghticoke Middle School - as presented in the Superintendent's proposed budget. Reduce line BPD21400-51115 on budget book page 33 in the amount of \$37,313 and increase line BPA21400-51115 on budget book page PAGE #12 in the amount of \$37,313.

Mrs McInerney asked for clarification, since others do not have the budget book. Dr. Parlato clarified that they are taking the 0.5 FTE School Psychologist and switching the placement of that position.

Mr. Giovannone stated it would have a net zero effect on the budget.

Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2025-2026 budget for the purpose of decreasing line BPD21400-51115 in the amount of \$37,313, and increasing line BPA21400-51115 in the amount of \$37,313, properly recognizing 0.5 FTE, of the 1.0 FTE add for the school Psychologist to be at Hill & Plain School and not Schaghticoke Middle School, as presented in the Superintendent's proposed budget. Seconded by Mr. McCauley. Amendment passed 8-0-0. Mr. Scofield was not present.

Mrs. Sarich asked for an amendment to the motion for the purpose of reflecting the revised actuarial guidance provided on January 22, 2025 for health insurance with a trend of 9.5% instead of 8% as it is now in the Superintendent's proposed budget. It is an increase in line BAZ25043-52810 on budget book page #66 in the amount of \$139,742.

Mrs. McInerney asked why this line was increasing. Mr. Giovannone stated they had the 8% in the budget based on the projection that they received back in September. They consulted with Brown & Brown, and they are recommending a new range for health projections for next year. It is recommended they use 9.5% going forward and not the 8% originally proposed in the Superintendent's budget. It would

Motion made and passed 8-0-0 to amend the Superintendent's Proposed 2025-2026 budget for the purpose of decreasing line BPD21400-51115 in the amount of \$37,313, and increasing line BPA21400-51115 in the amount of \$37,313, properly recognizing 0.5 FTE, of the 1.0 FTE add for the school Psychologist to be at Hill & Plain School and not Schaghticoke Middle School, as presented in the Superintendent's proposed budget.

<p>require a budget add of \$139,742. Mayor Bass stated the 9% is settled upon based on a range, and the amount could be as high as 12%. Mrs. Faulenbach stated while not pleased this motion is increasing the budget, it is incumbent upon the Board, prior to adoption, to set the budget accordingly. Mayor Bass stated there has actually been cost avoidance since we did self insured SPP. Mrs. Faulenbach stated making the adjustment is appropriate. We have to also remember the bargaining units coming up and we have to come up with a number where we can work together.</p> <p>Mrs. Sarich asked Mr. Giovannone how this increase will affect the budget. Mr. Giovannone stated the above motion increases the Superintendent's proposed budget by \$139,742, bringing the total increase up from 3.93% to 4.12%.</p> <p>Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2025-2026 budget by increasing line item BAZ25043-52810 by \$139,742 for the purpose of reflecting the revised actuarial guidance provided on 1/22/25 for health insurance with a trend of 9.5% instead of the 8% as it is now in the Superintendent's proposed budget. Seconded by Mr. Hansell. Amendment passed 8-0-1 with Mr. Scofield abstaining.</p> <p>Mrs. Sarich asked for an amendment to the motion for the purpose of properly recognizing additional replacement staff savings not already presented in the Superintendent's proposed budget. Reducing line BLA10009-51115 on budget book page #10 in the amount of \$17,817. Reducing line BLA10025-51115 on budget book page #10 in the amount of \$42,809. Reducing line BLB24143-51210 on budget book page #17 in the amount of \$5,861. Reducing line BLD10010-51115 on budget book page #29 in the amount of \$33,809.</p> <p>Mrs. Sarich asked Mr. Giovannone what the effect is on the overall budget with this motion. Mr. Giovannone stated the total of the four lines is a</p>	<p>Motion made and passed 8-0-1 to amend the Superintendent's Proposed 2025-2026 budget by increasing line item BAZ25043-52810 by \$139,742 for the purpose of reflecting the revised actuarial guidance provided on 1/22/25 for health insurance with a trend of 9.5% instead of the 8% as it is now in the Superintendent's proposed budget.</p>
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reduction of \$100,296. All lines are associated with salaries. These are salary savings and corrections to the dollar amounts that should have been there before getting our books. It brings the total increase down from 4.12% to 3.99%. There are 9 or 10 lines brought up through the hearings, based on actuals for previous years. Four had merit for further adjustment. Mrs. Faulenbach stated there was a lot of work going into finding this. Dr. Parlato stated they went back as far as 2017.

Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2025-2026 budget by decreasing lines BLA10009-51115 in the amount of \$17,817, line BLA10025-51115 in the amount of \$42,809, line BLB24143-51210 in the amount of \$5,861, line BLD10010-51115 in the amount of \$33,809, for the purpose of properly recognizing additional replacement staff savings not already presented in the Superintendent's Proposed Budget. Seconded by Mrs. Sarich. Amendment passed unanimously.

Mrs. Sarich asked for an amendment to the motion for the purpose of removing Panorama. Reducing line BDZ20643-53200 on budget book page #45 in the amount of \$20,000.

Mr. O'Brien asked what Panorama is and why we are reducing it. Mrs. Sarich stated we are using it for survey questions. We have the current surveys and plan to switch to Google, which is free. Mrs. McInerney asked if we were using Survey Monkey. Mrs. Sarich stated no. Mrs. McInerney asked if this will suffice for surveys and the data needed. Panorama can deliver in different languages, does Google have that capability. Dr. Parlato confirmed that it does.

Mrs. Sarich asked Mr. Giovannone what the effect is on the overall budget with this motion. Mr. Giovannone stated the above motion reduces the Superintendent's proposed budget by \$20,000 and will bring the total increase down from 3.99% to 3.96%.

Motion made and passed unanimously to amend the Superintendent's Proposed 2025-2026 budget by decreasing line BLA10009-51115 in the amount of \$17,817, line BLA10025-51115 in the amount of \$42,809, line BLB24143-51210 in the amount of \$5,861, line BLD10010-51115 in the amount of \$33,809, for the purpose of properly recognizing additional replacement staff savings not already presented in the superintendent's proposed budget.

<p>Mr. McCauley asked how the reduction will affect the district in being able to do outside evaluations. Dr. Parlato stated that was a projection in the budget but we are now projecting we'll have two fewer outside evaluations. With the personnel additions, it will help keep testing in house. Mrs. McInerney noted if additional evaluations end up being needed, the Board will have to find a way to cover it. We may be reducing it from the bottom line, but we still have to provide services if necessary.</p> <p>Mrs. Sarich asked Mr. Giovannone what the effect is on the overall budget with this motion. Mr. Giovannone stated the above motion reduces the Superintendent's proposed budget by \$9,000 bringing the total increase down from 3.93% to 3.92%.</p> <p>Mrs. Faulenbach made a motion to amend the Superintendent's Proposed 2025-2026 budget by decreasing line BPZ21343-53230 in the amount of \$9,000, for the purpose of removing the number of outside Special Education evaluations by 2. Seconded by Mr. Hansell. Amendment passed unanimously.</p> <p>Mrs. Sarich asked for an amendment to the motion for the purpose of reducing the fees for parking at New Milford High School from \$100 per permit down to \$75 per permit. This is an increase in line BLE26643-44861 on budget book page #72 in the amount of \$6,950.</p> <p>Mrs. Sarich asked Mr. Giovannone what the effect is on the overall budget with this motion. Mr. Giovannone stated the above motion increases the Superintendent's proposed budget by \$6,950, bringing the total increase up from 3.92% to 3.93%.</p> <p>Mrs. McInerney made a motion to amend the Superintendent's Proposed 2025-2026 budget by increasing line BLE26643-44861 in the amount of \$6,950 for the purpose of reducing the fees for parking at New Milford High School from \$100 per</p>	<p>Motion made and passed unanimously to amend the Superintendent's Proposed 2025-2026 budget by decreasing line BPZ21343-53230 in the amount of \$9,000, for the purpose of removing the number of outside Special Education evaluations by 2.</p> <p>Motion made and passed unanimously to amend the Superintendent's Proposed 2025-2026 budget by increasing line BLE26643-44861 in the amount of</p>
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<p>permit to \$75 per permit. Seconded by Mr. Hansell. Amendment passed unanimously.</p> <p>Mrs. Sarich opened the floor for more motions.</p> <p>Mr. McCauley stated that on the top of the list of potential wants was six paraprofessionals in Kindergarten. Mr. McCauley stated he would like to try and get that to happen later in the year. Mrs. McInerney stated, even if it isn't six, some help would be great. Kindergarten is a difficult grade. There are students coming in with all different abilities.</p> <p>Mr. Scofield stated he understands we have to be mindful of the budget, but we have the money and we can figure out a way to fund the teachers and paraprofessionals being reduced. New Milford has growth, and next year we'll have to hire someone to cover that growth. Mr. Scofield stated he is worried someone will not want to work for New Milford when they see we just got rid of someone the previous year. Mr. McCauley stated they are getting rid of positions, but not necessarily people. There are a number of positions that will be hired over the year. If it gets down to it, they can find the money if necessary.</p> <p>Mrs. Faulenbach stated it is difficult to understand that there's only so much money to go around, and that she firmly believes each board member does the best they can. Just in the last 24 hours, there has been tremendous work and the goal is to get the budget passed the first time out of the gate.</p> <p>Mr. Giovannone stated the 3.93% and \$76,350,587 is the same % as the originally proposed budget. Mrs. Faulenbach added that it also takes into account the increase of \$139,000 for the insurance adjustment. It may look flat but we had to make adjustments for that increase.</p> <p>Mrs. Herring thanked all the school administrators and department heads for submitting such detailed and thoughtful budgets for the 25/26 school year. New Milford is an ever changing town and our school population mirrors those changes. After listening to the presentations, Mrs. Herring stated she was</p>	<p>\$6,950 for the purpose of reducing the fees for parking at New Milford High School from \$100 per permit to \$75 per permit.</p>
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	<p>reminded that more and more children are beginning their school careers with limited skills and preparation. For many, the preschool years are not enriching years filled with conversations with adults, trips to the town library, and free play. The joy of learning is not instilled in some preschoolers and the line between daycare and schools is becoming blurred. The public schools have become responsible for teaching more and more of the social/emotional skills found outside of basic academics. All of this takes time out of the school day. After 30 years of teaching, Mrs. Herring stated she can say with certainty the “successful students” she has encountered have influencing adults impressing upon them the importance of getting an education, while showing respect and appreciation for teachers and other adults involved in the process. Research has shown us that for a student to be successful they need one such adult in their life. Successful students come from all different backgrounds, races, family units and ethnicities. For a teacher to be able to build a successful relationship, classroom size needs to be kept manageable. In the proposed budget we see the addition of personnel in our school, to help address the increasing student needs. Keep in mind the support personnel are not there full time. The teacher is front and center and dealing with all the needs of each student continually throughout the day. We should be doing everything in our power to keep class sizes small in the primary grades to enhance the teacher/pupil relationship. Mrs. Herring noted that Dr. Parlato has projected class sizes that are favorable at this point, but she hopes we can remain open to the option of adding classes should the numbers unexpectedly increase.</p> <p><i>Mrs. Sarich moved for the Board of Education to adopt the 2025-2026 budget in the amount of \$76,350,587, reflecting a 3.93% increase, as amended by the Board. Seconded by Mr. Barile. 8-1-0 with Mr. Scofield opposed.</i></p>	<p>Motion made and passed 8-1-0 for the Board of Education to adopt the 2025-2026 budget in the amount of \$76,350,587, reflecting a 3.93% increase, as amended by the Board.</p>
<p>5.</p>	<p>Discussion and Possible Action: A. Monthly Reports</p> <p>No discussion.</p>	<p>Discussion and possible action A. Monthly Reports</p> <p>Motion made and passed unanimously to approve the monthly</p>

	<i>Mr. O'Brien moved to approve the monthly reports: Budget Position, Budget Transfer Request and Purchase Resolution D790, seconded by Mr. Hansell. Motion passed unanimously.</i>	reports: Budget Position, Budget Transfer Request and Purchase Resolution D790.
6.	Adjourn <i>Mr. O'Brien moved to adjourn the meeting at 7:11 pm, seconded by Mr. McCauley and passed unanimously.</i>	6. Adjourn Motion made and passed unanimously to adjourn the meeting at 7:11 p.m.

Respectfully submitted:

Mrs. Tammy McInerney
 Secretary
 New Milford Board of Education



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	32,733,177	-37,320	32,695,857	17,848,966	14,504,969	341,921	98.95%
100'S	SALARIES - NON CERTIFIED	10,632,621	0	10,632,621	6,443,544	3,162,793	1,026,284	90.35%
200'S	BENEFITS	12,619,527	-36,275	12,583,252	9,475,848	2,339,791	767,613	93.90%
300'S	PROFESSIONAL SERVICES	4,272,573	73,595	4,346,168	2,440,745	1,252,997	652,427	84.99%
400'S	PROPERTY SERVICES	956,488	0	956,488	594,615	138,028	223,845	76.60%
500'S	OTHER SERVICES	11,941,059	0	11,941,059	6,429,440	4,962,570	681,852	95.40%
600'S	SUPPLIES	2,913,450	0	2,913,450	1,514,306	915,376	483,768	83.40%
700'S	CAPITAL	73,948	0	73,948	13,581	3,650	56,717	23.30%
800'S	DUES AND FEES	108,225	0	108,225	86,448	5,118	16,659	84.61%
900'S	REVENUE	-2,788,559	0	-2,788,559	-170,444	0	-2,618,115	6.11%
GRAND TOTAL		73,462,509	0	73,462,509	44,677,049	27,285,294	1,632,970	97.96%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	567,125	0	567,125	236,763	0	330,362	41.75%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,319,679	0	2,319,679	1,316,429	879,140	124,109	94.65%
51202	SALARIES - NON CERT - SUBSTITUTES	1,023,360	0	1,023,360	888,095	0	135,265	86.78%
51210	SALARIES - NON CERT - SECRETARY	2,395,436	0	2,395,436	1,424,049	807,868	163,519	93.17%
51225	SALARIES - NON CERT - TUTORS	134,201	0	134,201	70,294	0	63,907	52.38%
51240	SALARIES - NON CERT - CUSTODIAL	2,055,127	0	2,055,127	1,328,528	726,599	0	100.00%
51250	SALARIES - NON CERT - MAINTENANCE	1,028,252	0	1,028,252	617,435	397,227	13,590	98.68%
51285	SALARIES - NON CERT - TECHNOLOGY	540,116	0	540,116	302,678	180,940	56,498	89.54%
51336	SALARIES - NON CERT - NURSES	569,325	0	569,325	259,274	171,018	139,033	75.58%
TOTAL		10,632,621	0	10,632,621	6,443,544	3,162,793	1,026,284	90.35%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,191	0	638,191	385,247	0	252,944	60.37%
52201	BENEFITS - MEDICARE	574,096	0	574,096	336,151	0	237,945	58.55%
52300	BENEFITS - PENSION	1,122,406	0	1,122,406	1,122,406	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	25,000	0	25,000	22,123	0	2,877	88.49%
52810	BENEFITS - HEALTH INSURANCE	9,598,448	-36,275	9,562,173	7,156,347	2,159,809	246,017	97.43%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	65,625	39,375	0	100.00%
52830	BENEFITS - LIFE INSURANCE	144,000	0	144,000	90,632	41,368	12,000	91.67%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	412,386	0	412,386	297,316	99,240	15,830	96.16%
TOTAL		12,619,527	-36,275	12,583,252	9,475,848	2,339,791	767,613	93.90%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	32,733,177	-37,320	32,695,857	17,848,966	14,504,969	341,921	98.95%
51200	NON-CERTIFIED SALARIES	10,632,621	0	10,632,621	6,443,544	3,162,793	1,026,284	90.35%
52000	BENEFITS	12,619,527	-36,275	12,583,252	9,475,848	2,339,791	767,613	93.90%
53010	LEGAL SERVICES	279,880	0	279,880	0	279,880	0	100.00%
53050	CURRICULUM DEVELOPMENT	80,000	0	80,000	1,920	0	78,080	2.40%
53200	PROFESSIONAL SERVICES	2,403,010	73,595	2,476,605	1,317,216	558,500	600,889	75.74%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	2,700	0	0	100.00%
53210	TIME & ATTENDANCE SOFTWARE	7,500	0	7,500	3,288	2,036	2,176	70.99%
53220	IN SERVICE	146,150	0	146,150	48,039	12	98,099	32.88%
53230	PUPIL SERVICES	645,336	0	645,336	508,197	312,533	-175,394	127.18%
53300	OTHER PROF/ TECH SERVICES	35,410	0	35,410	46,315	7,170	-18,075	151.04%
53310	AUDIT/ACCOUNTING	45,450	0	45,450	45,450	0	0	100.00%
53500	TECHNICAL SERVICES	241,892	0	241,892	181,616	13,415	46,861	80.63%
53530	SECURITY SERVICES	267,042	0	267,042	187,591	79,451	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,203	0	118,203	98,413	0	19,791	83.26%
54101	CONTRACTUAL TRASH PICK UP	83,766	0	83,766	56,503	17,840	9,423	88.75%
54301	REPAIRS & MAINTENANCE	491,487	0	491,487	337,229	52,207	102,052	79.24%
54303	GROUNDS MAINTENANCE	12,200	0	12,200	6,764	821	4,615	62.17%
54310	GENERAL REPAIRS	44,170	0	44,170	26,160	2,628	15,382	65.18%
54320	TECHNOLOGY RELATED REPAIRS	43,947	0	43,947	12,734	2,731	28,482	35.19%
54411	WATER	68,195	0	68,195	31,187	34,683	2,325	96.59%
54412	SEWER	14,300	0	14,300	14,300	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	198,423	0	198,423	109,738	27,118	61,567	68.97%
55100	PUPIL TRANSPORTATION - OTHER	185,200	0	185,200	126,021	126,021	0	136.09%
55101	PUPIL TRANS - FIELD TRIP	56,900	0	56,900	13,974	0	42,926	24.56%
55110	STUDENT TRANSPORTATION	6,390,980	0	6,390,980	3,153,089	3,002,184	235,708	96.31%
55200	GENERAL INSURANCE	345,363	0	345,363	345,363	0	0	100.00%
55300	COMMUNICATIONS	28,396	0	28,396	14,859	5,258	8,279	70.84%
55301	POSTAGE	28,200	0	28,200	7,848	16,162	4,190	85.14%
55302	TELEPHONE	45,896	0	45,896	55,929	55,929	0	243.72%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	10,000	0	10,000	6,387	200	3,413	65.87%
55505	PRINTING	28,160	0	28,160	2,876	5,710	19,574	30.49%
55600	TUITION - TRAINING	30,000	0	30,000	0	0	30,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,594,949	0	1,594,949	743,559	600,343	251,047	84.26%
55630	TUITION - PRIVATE PLACEMENTS	3,153,050	0	3,153,050	1,946,044	1,150,764	56,242	98.22%
55800	TRAVEL	43,965	0	43,965	13,493	0	30,472	30.69%
56100	GENERAL INSTRUCTIONAL SUPPLIES	181,637	0	181,637	120,445	6,396	54,796	69.83%
56110	INSTRUCTIONAL SUPPLIES	491,493	0	491,493	289,615	32,508	169,370	65.54%
56120	ADMIN SUPPLIES	33,678	0	33,678	17,843	2,139	13,696	59.33%
56210	NATURAL GAS	250,424	0	250,424	113,708	136,716	0	100.00%
56220	ELECTRICITY	1,064,997	0	1,064,997	476,045	551,283	37,668	96.46%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	234,796	0	234,796	134,371	100,425	0	100.00%
56260	GASOLINE	37,286	0	37,286	14,014	15,686	7,586	79.65%
56290	FACILITIES SUPPLIES	323,542	0	323,542	173,941	45,318	104,283	67.77%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	5,262	8,816	2,398	85.45%
56292	UNIFORMS/ CONTRACTUAL	13,622	0	13,622	0	0	13,622	0.00%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	23,141	19	2,285	91.02%
56410	TEXTBOOKS	41,064	0	41,064	26,814	1,150	13,099	68.10%
56411	CONSUMABLE TEXTS	75,313	0	75,313	56,565	297	18,452	75.50%
56420	LIBRARY BOOKS	64,591	0	64,591	38,334	4,087	22,170	65.68%
56430	PERIODICALS	15,717	0	15,717	12,269	595	2,853	81.85%
56460	WORKBOOKS	3,000	0	3,000	0	0	3,000	0.00%
56500	SUPPLIES - TECH RELATED	36,119	0	36,119	11,940	9,941	14,238	60.58%
57340	COMPUTERS	48,624	0	48,624	2,855	84	45,685	6.04%
57345	INSTRUCTIONAL EQUIPMENT	15,824	0	15,824	8,378	3,000	4,446	71.90%
57400	GENERAL EQUIPMENT	5,000	0	5,000	2,348	566	2,086	58.28%
57500	FURNITURE & FIXTURES	4,500	0	4,500	0	0	4,500	0.00%
58100	DUES & FEES	108,225	0	108,225	86,448	5,118	16,659	84.61%
EXPENDITURE TOTAL		76,251,068	0	76,251,068	44,847,493	27,285,294	4,251,085	94.60%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-2,321,720	0	-2,321,720	0	0	-2,321,720	0.00%
43105	MEDICAID REIMBURSEMENT	-79,000	0	-79,000	-65,523	0	-13,477	82.94%
44705	BUILDING USE FEES (BASE RENTAL)	-42,490	0	-42,490	-6,919	0	-35,571	16.28%
49102	BUILDING USE FEES (CUSTODIAL)	-35,689	0	-35,689	-7,941	0	-27,748	22.25%
44800	REGULAR ED TUITION	-143,800	0	-143,800	-56,122	0	-87,678	39.03%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	-33,940	0	-720	97.92%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-18,400	0	-18,400	0	0	-18,400	0.00%
44861	PARKING PERMIT FEES	-27,800	0	-27,800	0	0	-27,800	0.00%
REVENUE TOTAL		-2,788,559	0	-2,788,559	-170,444	0	-2,618,115	6.11%

GRAND TOTAL	73,462,509	0	73,462,509	44,677,049	27,285,294	1,632,970	97.96%
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BOE Capital Reserve Acct #43020000-10101	
MUNIS Balance as of 7/1/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
Approved by BoF - 5 year Capital Withdraw 22/23	-980,030
Close and return of Security Grant Set-Asside	201,875
Wastewater Management Plan - SMS	-17,562
NMHS Woodshop	-233,980
Central Office to SNIS Move	-150,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
1/2 of NMHS Fire Insurance Claim Shortfall	-28,538
Approved by BoF - 5 year Capital Withdraw 23/24	-984,078
Observatory Contribution	-12,500
Additional HVAC FUNDS	-150,000
Fiscal Year End 22/23 Deposit	1,568,696
Energy Systems Group 2023 & 2024 Payments	-895,443
Approved by BoF - 5 year Capital Withdraw 24/25	-1,424,000
*TOTAL AS OF 2/28/25	2,160,489

*DOES NOT INCLUDE FISCAL YEAR END 23/24 DEPOSIT

Turf Field Replacement Acct Contributions #43020000-10130	
FROM BOE 17/18 FYE BALANCE	50,000
FROM BOE 18/19 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 16/17, 17/18, 18/19	10,225
FROM TOWN DATED 6/4/20	50,000
FROM TOWN DATED 6/16/21	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 19/20	3,765
FROM BOE TEAM FEE'S & BANNER SALES - 20/21	1,890
FROM BOE 20/21 FYE BALANCE	100,000
FROM TOWN DATED 6/9/22	50,000
CONTRIBUTION - FROM BOE 21/22 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 21/22 & 22/23	12,960
CONTRIBUTION - FROM BOE 22/23 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN 22/23 FYE BALANCE	100,000
FROM TOWN DATED 4/18/24	50,000
TOTAL AS OF 2/28/25	678,840



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

Funding	Location	Vendor Name	Description	Amount	Object
GENERAL	NES	GREAT MINDS	GEODES KITS FOR GRADES K-2 AT NES	\$ 88,003.20	56110
GENERAL	HPS	GREAT MINDS	GEODES KITS FOR GRADES K-2 AT HPS	\$ 77,002.80	56110
5 YEAR CAPITAL	NMHS	NORTH STREAM	THEATER AUDIO/VIDEO UPGRADES AWARDED BY BID LAST MONTH	\$ 64,895.81	57340
GENERAL	SNIS	OPEN UP RESOURCES	BOOKWORMS KITS FOR GRADE 3 AT SNIS	\$ 61,731.00	56110
5 YEAR CAPITAL	FACILITIES	WESTON & SAMPSON ENGINEERS INC.	SMS UNDERGROUND STORAGE TANK REPLACEMENT - ENGINEERING	\$ 19,700.00	57200
GENERAL	SNIS	OPEN UP RESOURCES	BOOKWORMS PROFESSIONAL LEARNING AT SNIS	\$ 17,750.00	53200
GENERAL	NES	HALF PINT KIDS INC	LITERACY BOOKS: SIGHTS & SOUNDS/BLENDS/MOVING	\$ 17,740.80	56420/56411
GENERAL	SNIS	GREAT MINDS	GEODES KITS FOR GRADE 3 AT SNIS	\$ 17,704.35	56110
GENERAL	SPED	SUNBELT STAFFING	ADDITIONAL NURSING SERVICES	\$ 15,000.00	53230
GENERAL	DISTRICT	INTECH HEALTH VENTURES	ACA ANNUAL REPORTING SERVICES	\$ 11,364.00	53200
GENERAL	DISTRICT	TRAVELERS INDEMNITY CO	CYBER SECURITY INSURANCE PARTIAL YEAR	\$ 8,689.50	55200
GENERAL	FACILITIES	J&J AUTO REPAIR	FORD F-350 TRANSMISSION REPLACEMENT	\$ 8,120.69	56291
GENERAL	SMS	COACH TOURS	24/25 YEARLY - SPRING ATHLETIC TRANSPORTATION	\$ 8,000.00	55100
GENERAL	SPED	ROBERT A DAVIS	SUPPORT COACH RECERTIFICATION AND SUPPORT TRAINING	\$ 6,900.00	53230
GRANT	NMHS	EDADVANCE	REGIONAL HEALTHCARE SHADOWING PROGRAM	\$ 6,000.00	53220
GENERAL	DISTRICT	CT INSTITUTE FOR COMMUNITIES	STUDENT BASED HEALTH CENTERS SECRETARIAL SUPPORT	\$ 5,879.71	51210/52810
GENERAL	DOI	CREC	COACHING AND CURRICULUM SUPPORT	\$ 5,820.00	53200
GENERAL	SPED	EL US (LEARNWELL)	TUTORING FOR STUDENTS WHILE AT HOSPITAL	\$ 5,000.00	55630
GENERAL	SPED	ISRAEL FELICIANO	24/25 YEARLY - SPANISH BILINGUAL EVALUATIONS	\$ 5,000.00	53230

ITEMS LISTED IN BOLD AND ITALIC FONT ABOVE WERE FUNDED VIA GRANT(S)



BUDGET TRANSFER REQUESTS

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
DISTRICT-1	USE OF THE REMAINING BUDGETED HEALTH INSURANCE MONEY BEYOND WHAT OUR ACTUARIAL ANTICIPATED US NEEDING IN THE CURRENT FISCAL YEAR. TO BE USED TOWARDS CURRICULUM MATERIALS & TRAINING ASSOCIATED WITH GEODES AND BOOKWORMS.	\$77,002.80	DISTRICT	BAZ25043 EMPLOYEE BENEFITS	52810 HEALTH INSURANCE	HPS	BLA10002 ELA	56110 INSTRUCTIONAL SUPPLIES
		\$88,003.20				NES	BLB10002 ELA	56110 INSTRUCTIONAL SUPPLIES
		\$79,435.35				SNIS	BLF10002 ELA	56110 INSTRUCTIONAL SUPPLIES
		\$1,575.65				SNIS	BLF10002 ELA	53200 PROFESSIONAL SERVICES
DISTRICT-2	USE OF ELECTRICTY SAVINGS TO PAY COGEN MAINTENANCE SERVICE BILLS. TRANSFER COVERS PAST PAYMENTS AND EXPECTED OBLIGATION THROUGH THE END OF THE CURRENT FISCAL YEAR. NEXT YEAR THIS ITEM SHOULD NOT BE A PROBLEM AS IT IS BUDGETED FOR ALREADY.	\$29,195.74	NMHS	BFE26243 MAINTENANCE	56220 ELECTRICITY	NMHS	BFE26243 MAINTENANCE	53300 TECH SERVICES

Requesting Approval Across MDC

Note: This policy was revised to update the appeal procedures to ensure consistency across all model policies related to discrimination and harassment. At a minimum, boards of education should provide an appeals process that is the same as it offers in comparable proceedings. Therefore, we have updated our model policies related to discrimination and harassment to ensure the appeal procedures are comparable across all policies. Further, technical edits have been made throughout the policy and regulations.

Deleted language has a ~~strike through~~ and new language is highlighted in **yellow**.

**Series 4000
Personnel**

**4118.112
4218.112**

**POLICY AND ADMINISTRATIVE REGULATIONS
REGARDING EMPLOYEES AND
SECTION 504 OF THE REHABILITATION ACT OF 1973 AND
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the New Milford Board of Education (the “Board”) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs **of the New Milford Public Schools (the “District”)**. In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs or activities of the ~~school system~~ **District**.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact **the Section 504/ADA Coordinator:**

**Teresa Kavanagh
Director of Human Resources
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org**

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the ~~district~~ **District** by utilizing the grievance/complaint procedures outlined in the Board’s Administrative Regulations Regarding Employees and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111

Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 TELEPHONE NUMBER (telephone number: 800-669-4000).

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 TELEPHONE NUMBER (telephone number: 800-477-5737).

Anyone who wishes to file a grievance/complaint with the ~~district~~ District, or who has questions or concerns about this policy, should contact the Section 504/ADA Coordinator ~~for the New Milford Public Schools at phone number 860-210-2200~~ at the contact information provided above.

Legal References:

29 U.S.C. §§ 705, 794
34 C.F.R. Part 104
42 U.S.C. § 12101 et seq.
28 C.F.R. Part 35

Approved: August 15, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEES
AND SECTION 504 OF THE REHABILITATION ACT OF 1973
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

New Milford Board of Education Section 504/ADA Grievance/Complaint
Procedures Regarding Discrimination Against Employees

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

I. Definitions

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

Mitigating measures: include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

Physical or mental impairment: (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine;(b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or (c) an impairment that is episodic or in remission if it would substantially limit a major life activity when active. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that ~~he/she has~~ **they have** been discriminated against on the basis of disability (including differential treatment, harassment and retaliation) may submit a written complaint to the ~~district's designated~~ Section 504/ADA Coordinator **for the New Milford Public Schools (the "District")** (see contact information below) within thirty (30) school days of the alleged occurrence.
- B. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If a complaint is filed relating to alleged discrimination occurring more than thirty (30) school days after the alleged occurrence, the ability of the ~~New Milford Public Schools (the "District")~~ **District** to investigate the allegations may be limited by the passage of time. Therefore, complaints received after thirty (30) school days of the alleged occurrence shall be investigated to the extent possible, given the passage of time and the impact on available information, witnesses and memory. If a complaint is made verbally, the individual taking the complaint will reduce the complaint to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.
- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any retaliation that occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or cooperating in the investigation of a complaint. The ~~district~~ **District** will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.

[NOTE: Districts should note that Section 504 does not provide a statute of limitations for filing grievances/complaints with the district. We recommend that districts encourage prompt reporting by suggesting that complaints be filed within thirty (30) school days in order to facilitate timely resolution of potential disputes.]

- D. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures. If the Superintendent is the subject of the complaint, the ~~District~~ **Board** shall designate an appropriate party to conduct the investigation in accordance with these procedures.
- E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- F. The complaint should contain the following information:
1. The name of the complainant;

2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witnesses or individuals relevant to the complaint;
5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

- G. Upon receipt of the complaint, the individual investigating the complaint shall:
1. Provide a copy of the written complaint to the Superintendent of Schools;
 2. Meet separately with the complainant and the respondent within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent believe have relevant information, and obtain any relevant documents the complainant may have;
 3. Provide the complainant and respondent with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;
 4. Consider whether and which interim measures might be appropriate for an alleged victim and the respondent pending the outcome of the District's investigation;
 5. Conduct an investigation of the factual basis of the complaint that is adequate, reliable, and impartial, including conducting interviews with individuals with information and review of documents relevant to the complaint;
 6. Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
 7. Communicate the outcome of the investigation in writing to the complainant, and to the respondent (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The written notice shall include a finding as to whether the complaint was substantiated and if so, shall identify how the District will remedy any identified violations of Section 504/ADA. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and the respondent shall be notified of any such extension;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint, and no later than fifteen (15) school days after the start of the following school year. The complainant and the respondent will receive notice if the investigation has been impeded by the summer recess, and interim measures may be implemented as necessary (see sub-paragraph 4);
9. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination and prevent its recurrence are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination;
10. In the event the investigator concludes that there is no violation of Section 504/ADA, the District may attempt to resolve the complainant's ongoing concerns, if possible.

H. ~~If the complainant or respondent is not satisfied with the findings and conclusions of the Investigation, the appealing party may request review and reconsideration of the conclusion of the complaint within thirty (30) days of receipt of the written outcome. In requesting review, the appealing party must submit the complaint, the written outcome of the complaint, and explain why he/she believes the factual information relied upon by the investigator was incomplete, the analysis of the facts were incorrect, and/or the appropriate legal standard was not applied, and how the information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.~~

H. After receiving the written notice of the outcome, parties shall have ten (10) school days to submit a formal written statement of appeal, if they so choose, to the Superintendent of Schools challenging the outcome of the investigation and explaining the basis for appeal.

~~Upon review of a written request from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the appealing party and other party of his/her decision within ten (10) school days following the receipt of the written request for review. When a written request for review is received during summer recess, the Superintendent conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent's decision shall be final.~~

Upon receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who may be the Superintendent or designee. The decisionmaker(s) for the

appeal will provide the appealing party's written statement to the non-appealing party. The non-appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, the outcome of the investigation.

The decisionmaker(s) for the appeal shall review the evidence and the information presented by the parties and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator(s) and the parties, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within thirty (30) school days of receipt of all written statements from the parties.

III. The Section 504/ADA Coordinator for ~~this district~~ the District is:

Teresa Kavanagh
Director of Human Resources
25SunnyValleyRoad, Suite A
New Milford, CT 06776
Telephone Number: 860-210-2200
kavanaght@newmilfordps.org

IV. Complaints to Federal or State Agencies

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER **telephone number**: (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (TELEPHONE NUMBER **telephone number**: 800-669-4000), or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (telephone number: 800-477-5737).

Regulation approved: August 15, 2023

**NEW MILFORD PUBLIC SCHOOLS
SECTION 504/ADA DISCRIMINATION
GRIEVANCE/COMPLAINT FORM FOR NON-STUDENT**

(This form is intended to be used if an individual has grievance/complaint under Section 504/ADA alleging discrimination on the basis of a disability).

1. Name of Complainant: _____ Date: _____

2. Contact Information for Complainant:

(Address)

(Home Tel. #)

(Cell # or Work #)

3. Name of Covered Individual: _____

4. Address of Covered Individual (if different from above):

5. Relationship to School (e.g., position, visitor, parent) (if applicable):

6. Please describe the nature of your complaint:

7. Proposed resolution or corrective action you wish to see taken with regard to the stated issues:

Note: State law requires boards of education to conduct employment history reviews before offering employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact. In conducting this review, boards of education are required to send an Educational Employer Verification form to an applicant’s previous employers. Among other information, the form requests an employer to disclose whether the applicant (1) has been the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated; (2) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or (3) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Public Act 24-41 amends this requirement and specifies that an applicants’ previous employers are not required to disclose information about a substantiated allegation of abuse or neglect or sexual misconduct if the substantiation was reversed as a result of an appeal to the Department of Children and Families (“DCF”). This policy has been revised in light of that change. Also, this policy has been revised to clarify a board of education’s responsibilities under the Fair Credit Reporting Act when deciding whether to take adverse actions against prospective employees.

New language is highlighted in yellow.

Series 4000	4112.5
Personnel	4212.5

EMPLOYMENT AND STUDENT TEACHER BACKGROUND CHECKS

As set forth below, each applicant for a position with the New Milford Public Schools (the “District”), and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”).

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

In addition, the District shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct” means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

- A. The District shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the District:
 - 1. Requiring the applicant:
 - a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of

“former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:

- (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.
- b. to submit a written authorization that
- (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
 - (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested under paragraph I.A.3 of this policy and the release of related records by the Department, and
 - (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
- c. to submit a written statement of whether the applicant
- (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
 - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

- (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- 2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department, which shall request the following:
 - a. the dates employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated, unless such substantiation was reversed as a result of an appeal to DCF;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the District receives a request for such information about an employee or former

employee, the District shall respond with such information. The District may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department concerning:
 - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
 - c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
 1. The applicant complied with paragraph I.A.1 of this policy;
 2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and
 3. The applicant affirms that the applicant is not disqualified from employment with the District.

- E. The District shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.
- F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the District as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the District, either telephonically or through written

communication. If the District receives such information, it shall determine whether such employee of the contractor may work in a position involving direct student contact at any school in the District. No determination by the District that any such employee of the contractor shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the District that may include:
 - 1. denial of employment, or
 - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
 - 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the District provides information in accordance with paragraph I.A.2 or I.G of this policy, the District shall be immune from criminal and civil liability, provided the District did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the District has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the District shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.
- L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or

a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the District, and before a student who is enrolled in a teacher preparation program in the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience, the District shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

The District shall request information from the Registry promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF, with a copy to the Superintendent or the Superintendent's designee. Failure of the applicant to submit the signed form to DCF within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or the Superintendent's designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent's designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent's designee shall revoke the offer of employment and/or terminate

the applicant's employment if the applicant has already commenced working for the District.

III. Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, shall be required to submit to state and national criminal records checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:*
1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the local police department of the CT State Department of Emergency Services and Public Protection. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
 2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the local police department or the CT State Department of Emergency Services and Public Protection. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
 3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.

4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or the Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.

2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the District.

V. Credit Checks

The District may also ask a prospective employee for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position." Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the District; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the District may use the information in the consumer credit report to make decisions related to the individual's employment. The District will obtain **written, signed** consent before performing the credit or other background checks.

If the District intends to take an action adverse to a potential employee based on the results of a credit report, the District must provide the prospective employee with a copy of the report on which the District relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The District will **give the potential employee a reasonable amount of time, i.e., at least five days, to dispute any of the information in the report prior to making any final employment decision.**

If an adverse action is taken based on information from the report, the District will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the District shall send such notice to the State Board of Education. In complying with this requirement, the District shall not disseminate the results of any national criminal history records check.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the District shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of this policy, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the District, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the District.

- A. During the course of an employment check, the District may not:
1. request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing a personal online account;
 2. request or require that an applicant authenticate or access a personal online account in the presence of District personnel; or
 3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.

- B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:
 - 1. any account or service provided by District or by virtue of the applicant's employment relationship with the District or that the applicant uses for the District's business purposes, or
 - 2. any electronic communications device supplied or paid for, in whole or in part, by the District.

- C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant's personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
 - 1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
 - 2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the District's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall not apply to:

- A. A student employed by the District who attends a District school.

- B. A person employed by the District as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for such position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 24-41, “An Act Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements.”

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Approved: August 15, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits the applicant's fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain the applicant's record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct the applicant's record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

<p>Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p>Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.⁴ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated person information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.⁵
- You must be advised in writing of the procedures for obtaining a change, correction, or updating of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of

⁴ Written notification includes electronic notification, but excludes oral notification.

⁵ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁶

- If you need additional information or assistance, please contact:

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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⁶ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 3/30/2018

Note: This policy was revised in light of new guidance issued by the Connecticut State Library, Office of the Public Records Administrator (“OPRA”) on June 4, 2024. Previous OPRA guidance permitted public agencies to develop, maintain, and submit internal digitization policies for OPRA’s approval in lieu of requesting OPRA’s authorization to dispose of original (non-permanent) paper records after such records had been digitized. OPRA’s new guidance reverses the previous guidance and no longer permits public agencies to maintain internal digitization policies in lieu of seeking disposal authorization. The revised policy reflects OPRA’s new guidance and updated procedures and forms for disposition of original source records that have been converted to digitized records and/or when the district seeks to digitize and dispose of records on an ongoing basis.

**Series 2000
Administration**

2500

POLICY AND ADMINISTRATIVE REGULATIONS REGARDING THE RETENTION AND DISPOSITION OF RECORDS AND INFORMATION

I. INTRODUCTION

The New Milford Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage, and disposition of records. The Superintendent or designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and disposition of records and the dissemination of such administrative regulations to all school officials, employees, and individuals granted access to the computer systems and/or networks of the New Milford Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users”.

II. RETENTION OF RECORDS

The District shall comply with all minimum standards set forth in the Municipal Records Retention Schedules for public records, as issued by the Office of the Public Records Administrator for the State of Connecticut (“OPRA”). Retention requirements apply to the official record copy of a public record and are based on the content and function of the public record, not the media type. As such, the same record retention period that applies to paper records applies to electronically stored information. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document.

If records are kept in both electronic and hard copy format, the District shall designate which record is the official record copy. The designated official copy shall be the legally recognized copy maintained for record retention purposes.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or

may be anticipated to involve future litigation. Record preservation under such circumstances shall only be required after receipt of formal written notice of such requirement by the Superintendent or designee.

III. USE OF ELECTRONIC MESSAGES AND ELECTRONIC COMMUNICATIONS

The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content (such as Snapchat), and security focused platforms (such as Signal). The Board's computers, computer networks, electronic devices, Internet access and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

Electronic messages sent by Users as part of their work and/or by using the District's computer systems and/or network(s) are not private communications and are potentially subject to disclosure, regardless of whether the messages are sent using personal devices or the District's computer systems. Users must understand that the Board has reserved the right to conduct monitoring of the District's computer systems and may do so *despite* the assignment to individual Users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system User.

The computer systems' security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, Users must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by Users.

Any retained messages may be retrieved for a variety of purposes, including but not limited to as part of routine monitoring by the District, an employee investigation, a search for documents pursuant to a Freedom of Information Act request, a formal discovery process as part of litigation, or other legal processes such as a response to a subpoena. Users should bear in mind that electronic messages may be retained at different locations within the computer systems and/or devices and that these messages are subject to retrieval, regardless of whether the User has deleted such messages from the User's or the District's accounts. Consequently, Users should use discretion when using computers or other electronic technology to send, record or retain electronic messages and information.

IV. DISPOSITION OF RECORDS

The disposition of records, or the destruction or transfer of records to the custody of another entity, shall only occur in accordance with relevant state and federal laws and guidelines established by the OPRA. The District shall also follow the OPRA's specific protocols for the disposition of permanent, historical and archival records. If a record does not appear on a records retention schedule, the District shall contact the OPRA for further guidance before disposing of any such record.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
Conn. Gen. Stat. § 7-109
Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Office of the Public Records Administrator ("OPRA")

OPRA, Public Records Policy 04, *Electronic Records Management* (Dec. 2022)
OPRA, Public Records Policy 04-1, *Electronic Records* (Dec. 2022)
OPRA, Public Records Policy 04-2, *Digital Imaging* (Dec. 2022)
OPRA, Public Records Policy 05, *Disposition of Public Records* (Nov. 2011)
OPRA, *Public Records Memorandum 101: Disposition of Original Paper Records After Scanning* (June 2024)

Connecticut State Library, State Archives ("State Archives"), State Archives Policy 01: *Transfer of Historical Records to the State Archives of Other Approved Archival Repository* (October 15, 2019)

Record Retention Schedules Towns, Municipalities and Boards of Education

OPRA, Records Disposition Authorization, Form RC-075 (revised 12/2021)

OPRA, Authorization for Disposal of Original Non-Permanent Records Stored as Digital Images, Form RC-040 (revised 5/2024)

OPRA, Annual Certification for Disposal of Original Non-Permanent Paper Records Stored as Digital Images, Form RC-045 (revised 5/2024)

OPRA, Certification for Disposition of Original Permanent/Life of Structure Records Stored as Digital Images, Form RC-245 (revised 5/2024)

Frequently Asked Questions about E-mail, CT Public Records Administrator, available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

Approved: November 15, 2022
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING THE RETENTION AND DISPOSITION OF RECORDS AND INFORMATION

I. INTRODUCTION

The New Milford Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and disposition of records. These administrative regulations are designed to assist in implementation of the Board’s policy regarding the retention, storage, and disposition of public records. These regulations shall be disseminated and/or made available to all school officials, employees, and individuals granted access to the computer systems and/or networks of the New Milford Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users.”

These regulations supplement and do not replace District policy relating to education records.

II. DEFINITIONS

- A. Archival record means a public record, which, regardless of format, possesses enduring value if it documents or contains information on one or more of the following: 1) the evolution of the Board, the District, or their policies and practices; 2) claims or petitions against the Board or the District and the disposition of those claims or petitions; 3) obligations and claims made on citizens by the Board or the District and their disposition; 4) the legal and legislative history of the Board or the District; and/or 5) topics of research value beyond the specific administrative, legal or fiscal reasons the records were originally created.
- B. Computer systems mean the Board’s computers, computer networks, electronic devices, Internet access and electronic messaging systems, which are provided in order to enhance both the educational opportunities for students and the business operations of the District.
- C. Digital imaging means the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.
- D. Digitized record means an electronic record created by converting paper or other media formats to a digital form that is of sufficient authenticity, reliability, usability, and integrity to serve in place of the original source record.

- E. Disposition means a final administrative action taken with regard to records, including destruction, transfer to another entity, or permanent preservation.
- F. Electronic messages mean e-mail, fax, instant messaging, text messaging, and Web-based messaging services. Electronic messages may be transmitted by a variety of mediums, including computers and mobile computing devices. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (*e.g.*, date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents.
- G. Electronic messaging systems mean mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content (such as Snapchat), and security focused platforms (such as Signal).
- H. Electronically stored information means information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- I. Historical record means a public record that has been determined to possess value in documenting the history of an organization and is thus worthy of permanent preservation.
- J. Official record copy means the specific copy of a public record, as provided in C.G.S. § 1-200(5), designated by the public agency as the legally recognized copy that must be maintained for records retention, preservation, and authentication.
- K. Non-records mean items that are not usually included within the scope of official records. Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, blank forms, and spam and unsolicited advertisements.
- L. Permanent records mean records that have been determined to have sufficient historical, administrative, legal, fiscal, or other value to warrant continuing preservation.
- M. Public records mean any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.

- N. Routine correspondence means any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.
- O. Source record/original source record means the record from which a digitized version or digitized record is created.
- P. Transitory correspondence consists of communication that does not relate to an individual's job responsibilities or has a short-term administrative value.

III. RECORDS CUSTODIAN

The Superintendent of Schools shall designate a Records Custodian who will be responsible for the implementation of District policies and regulations for the retention of records, including electronic messages and electronically stored information.

The District's Record Custodian is:

Laura Olsen
Director of Special Services and Pupil Personnel
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-2654
Email: Olsenl@newmilfordps.org

IV. RETENTION OF RECORDS

The District shall comply with the minimum standards set forth in the Municipal Records Retention Schedules for public records, as issued by the Office of the Public Records Administrator for the State of Connecticut ("OPRA"). Retention requirements apply to the official record copy of a public record and are based on the content and function of the public record, not the media type.

If records are kept in both electronic and hard copy format, the District shall designate which record is the official record copy. The designated official record copy shall be the legally recognized copy maintained for records retention. When District officials or employees are unsure which copy serves as the official record copy, they should contact the Record Custodian for clarification.

In addition to the retention guidelines established by the Board and used by District officials and employees, all District officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation. Record preservation under such circumstances shall only be required after receipt of formal written notice of such requirement by the Superintendent or designee.

V. CLASSIFICATION OF ELECTRONIC MESSAGES

The same record retention policy that applies to paper records applies to electronically stored information, including electronic messages. Therefore, like paper records, the content and function of an electronic record, including electronic messages, determine the retention period for that document.

District officials and employees shall use the following steps in determining whether to maintain electronic messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

VI. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process designed to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata designed to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.

5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy designed to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media designed to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed in a manner designed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system in a manner designed to ensure system trustworthiness.
9. Comply with Public Records Policy 04: Electronic Records Management, Public Records Standards 04-1: Electronic Records, and the digital imaging standards established by the OPRA in Public Records Standards 04-2: Digital Imaging.

VII. RETENTION OF ELECTRONIC RECORDS

Electronic messages and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system-wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all electronic messages and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected Users will be notified about the procedures to be followed to implement this process. The Records Custodian or designee shall follow up with notified Users to promote compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall establish processes designed to ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

VIII. DISPOSITION OF PUBLIC RECORDS

The disposition of public records shall only occur in accordance with relevant state and federal statutes and guidelines established by the OPRA. The District shall also follow the OPRA's specific protocols for the disposition of permanent, historical and archival records. If a record does not appear on a records retention schedule, the District shall contact the OPRA for further guidance before disposing of any such record.

The OPRA provides for two separate processes for (1) the disposition of official record copies and (2) the disposition of original source records, where such records have been appropriately digitized. If the District uses a vendor for disposition of records, the District remains responsible for ensuring compliance with these regulations.

A. Disposition of Official Record Copies

If a record is the official record copy, the District may not dispose of such record until the applicable retention period has been met and the District has received signed authorization from the OPRA or State Archives. The District shall adhere to the following steps in determining whether to dispose of official record copies:

- Step 1:** Ensure the proper records retention schedule has been met for the document(s) at issue. All records proposed for disposition must be on an approved records retention schedule. *If a record is not on a schedule, the record cannot be disposed, and the OPRA must be contacted for further direction. For permanent, historical, and/or archival records, contact the State Archives for further instruction.*
- Step 2:** Submit the Records Disposition Authorization Form RC-075 ("RC-075 Form) to request authorization to dispose of the official record copy, in accordance with Public Records Policy 05: Disposition of Public Records (PRP 05) and at least thirty (30) days prior to the proposed date of destruction.
- Step 3:** Receive signed authorization indicating approval from the OPRA before disposing of any official record copy.
- Step 4:** Follow the OPRA guidance regarding the method of disposal. If records are being destroyed, follow OPRA guidance based on the format of the record to be destroyed (e.g., whether hard copy or electronic media).
- Step 5:** Document that the original source records were destroyed lawfully. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court.
- Step 6:** Record the actual date of destruction on RC-075 Form and attach any supporting documentation.
- Step 7:** Retain the RC-075 Form and any supporting documentation for the retention period for Records Disposition Authorization records.

B. Disposition of Original Source Records After Scanning

If paper public records have been converted to digitized records and/or if the District seeks to digitize and dispose of such records on an ongoing basis, the District shall retain and/or dispose of original source records pursuant to the following guidelines.

Less-than-Permanent Records:

Step 1: For less-than-permanent records that have already been digitized, the Records Custodian must complete and submit the Authorization for Disposal of Original Non-Permanent Paper Records Stored as Digital Images Form RC-040 (“RC-040 Form”) to request approval for disposal of original non-permanent records that have been reformatted as digital images.

- a. The RC-040 Form must be signed by the Records Custodian and the Superintendent and completed in accordance with the instructions on the form.
- b. The District must receive signed authorization indicating approval from the State Archivist and the Public Records Administrator before disposing of original source records.

For less-than-permanent records that will be digitized and disposed on an ongoing basis, the Records Custodian must complete and submit the Annual Certification for Disposal of Original Non-Permanent Paper Records Stored as Digital Images, Form RC-045 (“RC-045 Form”) to request pre-authorization to dispose of original non-permanent source records stored as digital images.

- a. The RC-045 Form must be signed by the Records Custodian and the Superintendent and completed in accordance with the instructions on the form.
- b. The District must receive signed authorization indicating approval from the State Archivist and the Public Records Administrator before disposing of non-permanent original source records on an ongoing basis. The RC-045 Form certifies that records will be digitized on an ongoing basis as part of standard business practices. This authorization only applies to the original non-permanent records within the series approved on the RC-045 Form.
- c. The Records Custodian, in consultation with the Superintendent, *must renew certification annually* by submitting a completed RC-045 Form. *Certification does not extend beyond the 12-month period.*

- Step 2:** Once digitized, and upon approved destruction of the paper records, the Records Custodian must designate the digitized record as the official record copy. All digitized records will be properly maintained and will remain accessible for the full retention period.
- Step 3:** The District must document that the original source records were destroyed lawfully and document the actual date of disposition on the respective form, the RC-040 Form or the RC-045 Form. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court.
- Step 4:** The District shall record the actual date of disposition on the RC-040 or RC-045 Form, as applicable, and retain such form and any supporting documentation for the retention period for Records Disposal Authorization records.

Permanent, Historical, Archival, or Life of Structure Records:

- Step 1:** For permanent, historical, archival, or life of structure records, the Records Custodian must complete the Certification for Disposal of Original Permanent/Life of Structure Records Stored as Digital Images Form RC-245 (“RC-245 Form”) in accordance with the instructions on the form. The RC-245 Form permits the District to request pre-authorization to dispose of original paper permanent, historical, archival or life of structure records stored as digital images. The Records Custodian must ensure that the digital records are accessible for the full retention period. The Records Custodian and Superintendent of Schools must also certify that all other requirements set forth in the RC-245 Form are met.
- a. The District shall follow specific requirements for digitizing permanent, archival, historical or life structure records as outlined in the Public Records Policy 04: Electronic Records Management, Public Records Standards 04-1: Electronic Records, and Public Records Standards 04-2: Digital Imaging.
 - b. The District must evaluate, update, and resubmit this certification for approval every 5 years **or** under the following conditions, whichever comes first:
 - i. To reflect changes in information systems, scanning procedures, storage methods, or any other systems or workflows that could affect the quality, accessibility, or preservation of digital images produced under this certification;
 - ii. Upon updates to retention periods or public records and digital preservation guidance;

- iii. When seeking approval for scanning and disposing of additional permanent record series, date groups, or sets other than those previously approved; or
 - iv. When decommissioning a legacy system used to create or store any digitized permanent records.
- c. The District must notify the State Archives prior to destroying permanent paper records and receive signed authorization indicating approval from the State Archivist and the Public Records Administrator before disposing of an original source record. Records may not be disposed until the District has received this signed authorization.
 - d. Upon approval of the RC-245 Form, the State Archivist may request transfer of paper records or a scheduled transfer of the digitized records to the State Archives.

Step 2: Once digitized, and upon approved disposition or destruction of the paper records, the Records Custodian must designate the digitized record as the official record copy. All digitized records will be properly maintained and will remain accessible for the full retention period.

Step 3: The District must document that the original source records were disposed of lawfully and document the actual date of disposition on the RC-245 Form.

Step 4: Following disposal of the original source records, the Records Custodian must forward the signed original Form (and any supporting documentation) to the Office of the Town Clerk for retention and may keep a duplicate copy.

Step 5: The District shall retain duplicates of the RC-245 Form and any supporting documentation for the retention period for Records Disposal Authorization records.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Office of the Public Records Administrator

OPRA, Public Records Policy 04, *Electronic Records Management* (Dec. 2022)

OPRA, Public Records Policy 04-1, *Electronic Records* (Dec. 2022)

OPRA, Public Records Policy 04-2, *Digital Imaging* (Dec. 2022)

OPRA, Public Records Policy 05, *Disposition of Public Records* (Nov. 2011)

OPRA, *Public Records Memorandum 101: Disposition of Original Paper Records After Scanning* (June 2024)
OPRA, *Records Management Terms* (July 2015)

Connecticut State Library, State Archives (“State Archives”), *State Archives Policy 01: Transfer of Historical Records to the State Archives of Other Approved Archival Repository* (October 15, 2019)

Record Retention Schedules Towns, Municipalities and Boards of Education

OPRA, *Records Disposition Authorization, Form RC-075* (revised 12/2021)

OPRA, *Authorization for Disposal of Original Non-Permanent Records Stored as Digital Images, Form RC-040* (revised 5/2024)

OPRA, *Annual Certification for Disposal of Original Non-Permanent Paper Records Stored as Digital Images, Form RC-045* (revised 5/2024)

OPRA, *Certification for Disposition of Original Permanent/Life of Structure Records Stored as Digital Images, Form RC-245* (revised 5/2024)

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at* <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

Regulations approved:

Regulations revised:

Note: This policy and the accompanying regulations were revised to clarify various categories of employees' social media use (i.e., personal social media use and official social media use), as such uses are subject to different considerations under the First Amendment. We have also revised the policy in light of the Supreme Court's recent decision in *Lindke v. Freed*, 601 U.S. 187 (2024) to flag that, in certain circumstances, public employee social media posts could be considered "mixed use" for both personal and government action and to identify steps employees can take to help avoid a finding of state action on their personal social media pages. We have also added legal citations and made technical edits throughout.

**Series 4000
Personnel**

**4131
4231**

POLICY AND ADMINISTRATIVE REGULATIONS REGARDING SOCIAL MEDIA

The New Milford Board of Education (the "Board") recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from personal social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district or is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);
- 2) creates a hostile work environment;
- 3) breaches confidentiality obligations of school district employees; or
- 4) violates the law, Board policies and/or other school rules and regulations.

Employees' official social media use will be addressed as speech pursuant to duty under applicable First Amendment principles.

The Board, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I
Pickering v. Board of Education, 391 U.S. 563 (1968)
Connick v. Myers, 461 U.S. 138 (1983)
Garcetti v. Ceballos, 547 U.S. 410 (2006)
Lindke v. Freed, 601 U.S. 187 (2024)

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Constitution, Article I, Sections 3, 4, 14
Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Approved: August 15, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING USE OF SOCIAL MEDIA

The New Milford Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in the Board’s policy or these administrative regulations is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between the Board’s policy or these regulations and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ use of personal online accounts, will not be a legal or policy issue. While a policy or regulation cannot address every instance of inappropriate social media use, employees must refrain from personal social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district or is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);
- 2) creates a hostile work environment;
- 3) breaches confidentiality obligations of school district employees; or
- 4) violates the law, Board policies and/or other school rules and regulations.

Employees’ official social media use will be addressed as speech pursuant to duty under applicable First Amendment principles.

Definitions:

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

Thus, the term “*social media*” includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes, but is not limited to, the following websites or applications, including an employee’s personal online account using such social media:

- (1) social-networking (e.g., Facebook, LinkedIn, Google+);
- (2) blogs and micro-blogs (e.g., X, Tumblr, Medium);
- (3) content-sharing (e.g., Scribd, SlideShare, DropBox);
- (4) imagesharing, videosharing or livestreaming (e.g., TikTok, Snapchat, YouTube, Instagram, Pinterest);
- (5) other sharing sites or apps such as by sound, location, news, or messaging, etc. (e.g., Reddit, Kik, SoundCloud, WhatsApp).

“*Board of Education*” or “*Board*” includes all names, logos, buildings, images and entities under the authority of the Board.

“*Electronic communications device*” includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless device.

“*Personal online account*” includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to electronic mail, social media, and retail-based Internet websites. Personal online account does not include any account created, maintained, used or accessed by an employee for a business, educational, or instructional purpose of the Board.

Rules Concerning District-Sponsored Social Media Activity

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the prior permission of the employee’s supervisor.
2. Employees may not use personal online accounts to access social media for classroom activities without express permission of the employee’s supervisor. Where appropriate and with permission, district-sponsored social media accounts should be used for such purposes.
3. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club, school-based activity, official school-based organization, or official school-based sports team (collectively, a “school-based group”), the employee must also comply with the following rules:
 - The employee must receive the permission of the employee’s immediate supervisor.
 - The employee must not use the employee’s personal online account for such purpose but shall use a Board-issued account.
 - The employee must ensure that such social media use is compliant with all Board policies, regulations, and applicable state and federal law, including the provision of required legal notices and permission slips to parents.
 - The employee must set up the school-based group as a group list which will be “closed” (e.g., membership in the group is limited to students, parents/guardians, and appropriate school personnel), and “monitored” (e.g., the employee has the ability to access and supervise communications on the social media site).
 - Parents/guardians shall be permitted to access any page that their child has been invited to join.
 - Access to the page may only be permitted for educational purposes related to the school-based group.

- The employee responsible for the page will monitor it regularly. If members of the group are permitted to contribute or comment on the site, the employee will monitor the communications and address any inappropriate communications in a manner designed to be consistent with Board policies and applicable law.
 - The employee's supervisor shall be permitted access to any page established by the employee for a school-based group or school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
4. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications using district-sponsored sites or accounts or through Board-issued electronic accounts.
 5. Employees are required to comply with all Board policies and procedures and all applicable laws with respect to the use of electronic communications devices, networks, Board-issued accounts, or when accessing district-sponsored social media sites or while using personal devices on the district's wireless network or while accessing district servers.
 6. The Board reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using district electronic communications devices or while accessing district networks from a privately owned device.
 7. All communications through district-sponsored social media or Board-issued electronic accounts must comply with the Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with the employee's supervisor prior to communicating such information.
 8. An employee may not link a district-sponsored social media page to any personal online account or sites not sponsored by the school district.
 9. An employee may not use district-sponsored social media or Board-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.
 10. An employee may not use district-sponsored social media or Board-issued electronic accounts in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Rules Concerning Personal Online Accounts

1. The Board understands that employees utilize social media and the web for personal matters in the workplace. The Board reserves the right to monitor all employee use of district electronic communications devices, including a review of online and personal social media activities. An employee should have no expectation of personal privacy in any personal communication made through social media while using district computers, district-issued cellular telephones, other electronic communications devices or when accessing district networks. While the Board reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity and does not violate other Board policies.
2. An employee may not mention, discuss, reference, or link to the Board of Education, the school district or its individual schools, programs or school-based groups, including sports teams, using personal online accounts or other sites or applications in a manner that could reasonably be construed as an official school district communication, unless the employee also states within the communication that such communication is the personal view of the employee of the school district and that the views expressed are the employee's alone and do not represent the views of the school district or the Board. An example of such a disclaimer is: "the opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education." For example, except as may be permitted by Board policy, employees may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board.
3. Employees should be aware that, in certain circumstances, their posts on personal social media pages could be considered "mixed use" for both personal and government (e.g., school district) action. To avoid a finding of state action on their personal pages, employees should take care *not* to post anything that could be interpreted as an official action attributable to the Board or school district. Employees who fail to make clear that they are speaking in their personal, not official, capacity may expose themselves to liability in certain circumstances, including those associated with deleting comments from and/or blocking an individual from their social media pages.
4. Employees are required to maintain appropriate professional boundaries with students, parents and guardians, and colleagues. For example, absent an unrelated online relationship (e.g., relative, family friend, other affiliation (such as scout troop, religious affiliation, or community organization) or personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend" a student, parent, or guardian or otherwise establish special relationships with selected students through personal online accounts, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
5. In accordance with the public trust doctrine, employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal online accounts. Such

communications reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill the employee's professional responsibilities.

6. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents, guardians, or others, and any individual that views an employee's communication through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board policies and procedures with respect to the use of electronic communications devices when accessing personal online accounts and/or social media through district computer systems. Any access to personal online accounts and/or personal social media activities while on school property or using school district equipment must comply with those policies and may not interfere with an employee's duties at work.
8. All communications through personal online accounts and/or social media must comply with the Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with the employee's supervisor prior to communicating such information.
9. An employee may not post official Board material using a personal online account without written permission of the employee's supervisor.
10. All of the Board's policies and administrative regulations apply to employee use of personal online accounts in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

Access to Personal Online Accounts

1. An employee may not be required by the employee's supervisor to provide the employee's username, password, or other means of authentication of a personal online account.
2. An employee may not be required to authenticate or access a personal online account in the presence of the employee's supervisor.
3. An employee may not be required to invite or accept an invitation from the employee's supervisor or required to join a group with the employee's personal online account.

Use of Crowdfunding Activities
OR
Prohibition on Crowdfunding Activities:

Use of Crowdfunding Activities

Prior to engaging in any crowdfunding activities (*e.g.*, DonorsChoose, Kickstarter, GoFundMe, etc.) for the Board, its schools, classes, or extracurricular teams or clubs, an employee must first apply in writing to the building principal and receive approval for the crowdfunding activity. Such written application must include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images. Any money received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee. Crowdfunding activities must comply with all Board policies, regulations and procedures, and shall not include photos of students or the sharing of any confidential student information.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

An employee may face disciplinary action up to and including termination of employment if an employee transmits, without the Board's permission, confidential information to or from the employee's personal online account.

An employee may not be disciplined for failing to provide the employee's username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of the employee's supervisor, or failing to invite the employee's supervisor or refusing to accept an invitation sent by the employee's supervisor to join a group affiliated with a personal online account, except as provided herein.

Notwithstanding, the Board may require that an employee provide the employee's username, password, or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by the Board for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by the Board.

Nothing in this policy or regulations shall prevent the district from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements, or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account or based on specific information about the transfer of confidential information to or from an employee's personal online account. During the course of such investigation, the district may require an employee to allow the district to access the

employee's personal online account for the purpose of conducting such investigation. However, the employee will not be required to provide the employee's username and/or password or other authentication means in order for the district to access the personal online account.

Legal References:

U.S. Constitution, Amend. I

Pickering v. Board of Education, 391 U.S. 563 (1968)

Connick v. Myers, 461 U.S. 138 (1983)

Garcetti v. Ceballos, 547 U.S. 410 (2006)

Lindke v. Freed, 601 U.S. 187 (2024)

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Regulation approved:

Regulation revised:

Note: Parents or guardians seeking admission to the public schools for children who will not turn five by September 1 must submit the written request to the principal of the school in which the child would be enrolled based on District residency requirements and attendance area requirements. Also, reference to the Connecticut Early Learning and Development Standards is optional language, as schools have discretion in determining what assessment tool they will use.

**Series 5000
Students**

5112

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
ADMISSION TO THE PUBLIC SCHOOLS AT OR BEFORE AGE FIVE**

The New Milford Board of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

The New Milford Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school in which the child would be enrolled based on District residency and attendance area requirements seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

Legal Reference:

Connecticut General Statutes

10-15c	Discrimination by public schools prohibited. School attendance for five-year-olds
10-220	Duties of boards of education
10-221	Board of education to prescribe rules, policies, and procedures
10-184	Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING
EARLY ADMISSION TO KINDERGARTEN**

In accordance with state law, the New Milford Public Schools (the “District”) are open to all children five years of age and over who reach age five on or before September 1 of any school year. A child who has not reached the age of five on or before September 1 of the school year may be admitted to kindergarten only (1) upon a written request by the parent or guardian of the child to the principal of the school in which the child would be enrolled based on District residency and attendance area requirements, and (2) following an assessment of the child, conducted by the principal of the school and an appropriate certified staff member of the school, to ensure that admitting the child is developmentally appropriate (“Early Admission Process”). The Early Admission Process shall be available only for a child who will reach the age of five on or after September 2 and before January 1 of the school year.

I. Assessment

- A. The District will assess a child who does not meet the statutory age requirement if admission of such child is requested in writing by a child’s parent or guardian. Such request must be sent by electronic mail to the principal of the school in which the child would be enrolled based on District residency and attendance area requirements (the “Building Principal”) and must be received by the Building Principal no later than the third Friday in February.
- B. The Building Principal and an appropriate certified staff member of the school (together, the “Assessment Team”) will conduct an assessment of the child to gather information pertaining to the question of whether admitting the child is developmentally appropriate.
- C. The Assessment Team will take a holistic approach to assess a child’s developmental level in a variety of developmental domains (e.g. cognitive, social-emotional, physical development and health, etc.). The Assessment Team may use the Connecticut Early Learning and Development Standards (ELDS) as a guide to assessing a child’s developmental level.
- D. The Assessment Team will obtain information from the parent or guardian as part of the assessment.
- E. The Assessment Team will gather and consider relevant information from the child’s preschool teacher/early care provider, if available, as part of the assessment.
- F. The Assessment Team will conduct the assessment in a manner that is designed to be culturally and linguistically appropriate.
- G. The Assessment Team will assess children whose parents request early admission at specifically defined times. If the request for early admission is received before **the**

third Friday in February, the Early Admission Process will occur in **March or April**. If the request for early admission is received **on or after the third Friday in February**, the Early Admission Process will occur **before June 1**. All requests for early admission of students **who move into the District after June 1 must be submitted no later than three weeks prior to the opening of school**.

- H. The Early Admission Process will be administered universally across all schools in the District that operate kindergarten classrooms.

II. Children with Disabilities

- A. All parents and guardians, including those of children with disabilities, may request early entry to kindergarten pursuant to the Early Admission Process in Section I.
- B. For a child with an Individualized Education Programs (IEPs), the Early Admission Process will be individualized and in alignment with the documented IEP accommodations/modifications in Section 5 (Supplementary Aids and Services) and Section 11 (District and State Testing).
- C. For a child with a Section 504 plan, the Early Admission Process will be individualized and in alignment with the accommodations documented in the child’s 504 plan.

III. Notification

The District will strive to notify parents and guardians who have requested their child be granted early admission to kindergarten as soon as possible.

Legal Reference:

Conn. Gen. Stat. § 10-15c	Discrimination by public schools prohibited. School attendance for five-year-olds
Conn. Gen. Stat. § 10-220	Duties of boards of education
Conn. Gen. Stat. § 10-221	Board of education to prescribe rules, policies, and procedures
Conn. Gen. Stat. § 10-184	Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

Connecticut State Department of Education, *New Entry Age for Kindergarten: Considerations for Connecticut Schools*, October 23, 2023.

Regulation approved:

Note:

The McKinney-Vento Homeless Education Assistance Act requires each state educational agency to ensure that homeless children and youth have equal access to the same free appropriate public education as provided to other children and youth. This policy previously defined “homeless children and youth” to mean “children and youth twenty-one years of age and younger who lack a fixed, regular, and nighttime residence....” As of July 1, 2023, Connecticut law requires boards of education to provide special education services to a child until such child graduates from high school or upon the end of the school year in which such child turns twenty-two, whichever occurs first. In light of this change, this policy has been revised to eliminate the age limit and now define “homeless children and youth” to mean “children and youth who lack a fixed, regular, and nighttime residence....” Under the revision, boards of education will continue to provide a free appropriate public education to all homeless children and youth consistent with the education provided to other students in accordance with state law.

**Series 5000
Students**

5118.1

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
HOMELESS CHILDREN AND YOUTH**

In accordance with federal law, it is the policy of the New Milford Board of Education (the “Board”) to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

Connecticut General Statutes § 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Policy Approved: June 10, 2003
Policy Revised: June 12, 2007
Policy Revised: February 21, 2023

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING
HOMELESS CHILDREN AND YOUTH**

In accordance with federal law, the New Milford Board of Education (the “Board”) and the New Milford Public Schools (the “District”) does not permit discrimination against, segregation of, or stigmatization of, homeless children and youth. The following sets forth the procedures to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these regulations with respect to homeless children and youth, the provisions of law shall control.

I. Definitions:

- A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.

- B. **Homeless Children and Youth:** means children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who:
 - 1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - 2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
 - 3. Are living in emergency or transitional shelters.
 - 4. Are abandoned in hospitals.
 - 5. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 - 6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - 7. Are migratory children living in the above described circumstances.

- C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. School of origin may include preschool administered by the District and, when a homeless child or youth completes the final grade level served by the school of origin, school of origin also includes the designated receiving school at the next grade level for all feeder schools.

D. **Unaccompanied Youth:** means a homeless child or youth not in the physical custody of a parent or guardian.

II. Homeless Liaison:

A. The District's Homeless Liaison is the Director of Pupil Personnel and Special Services.

B. The duties of the District's Homeless Liaison include:

1. Ensuring that homeless children and youth are identified by school personnel and through outreach and coordination with other entities and agencies.
2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in the District's schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging state academic standards as other children and youths.
3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the District.
4. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
5. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth are informed of educational and related opportunities available to homeless children and youth, including extracurricular activities, and that parents and guardians of homeless children and youth are provided with meaningful opportunities to participate in the education of their children.
6. Ensuring that public notice of the educational rights of homeless children under the McKinney-Vento Act is disseminated in locations frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them.
7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute

resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute.

8. Ensuring that parent(s)/guardian(s) of homeless children and youth and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.
9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.
10. Ensuring that students who are English learners/multilingual learners are not deterred or discouraged from applying and/or accessing special academic programs and offerings, including advanced courses and programs, because they are English learners/multilingual learners or because they have interrupted formal schooling due to work-related mobility.
11. Informing parent(s)/guardian(s) of homeless children and youth and unaccompanied youth, school personnel, and others of the rights of such students.
12. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.
13. Assisting unaccompanied youth in placement/enrollment decisions, including considering the unaccompanied youth's wishes in those decisions, and providing notice to the unaccompanied youth of the right to appeal such decisions.
14. Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).
15. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.
16. Collaborating with and participating in professional development and technical assistance activities offered by the State Office of the Coordinator for the Education of Homeless Children and Youth.

17. Ensuring that school personnel providing services to homeless children and youth receive professional development and other technical assistance activities regarding the McKinney-Vento Act.
18. Ensuring that unaccompanied youth are enrolled in school and that procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with state, local, and school policies.
19. Ensuring that information about enrollment, classes, and other educational programs and activities is made accessible to parents and guardians who have limited English proficiency.
20. With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

III. Enrollment of Homeless Children and Youth:

- A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian or unaccompanied youth to provide contact information prior to enrollment.
- B. To facilitate enrollment, administrators:
 1. May permit parents/guardians of homeless children and youth and unaccompanied youth to sign affidavits of residency to replace typical proof of residency.
 2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.
 3. Shall refer parent/guardian/unaccompanied youth to the District's Homeless Liaison who will assist in obtaining immunizations.
 4. Shall contact previous schools for records and assistance with placement decisions.
 5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

IV. School Selection:

- A. Standards for School Selection:

1. The District is required to make a determination as to the best interests of a homeless child or youth in making a determination as to the appropriate school of placement.
2. In making such a determination, the District is required to keep a homeless child or youth in the child's or youth's school of origin for the duration of homelessness when a homeless child or youth becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the homeless child or youth becomes permanently housed during an academic year, to the extent feasible, unless it is against the wishes of the parent or guardian or unaccompanied youth. Otherwise, the homeless child or youth shall be enrolled in a public school that non-homeless students who live in the area where the homeless child or youth is actually living are eligible to attend.
3. The District must presume that keeping the homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the unaccompanied youth. In considering the child's or youth's best interest, the District must consider student-centered factors related to the child's or youth's best interest, giving priority to the request of the parent or guardian or unaccompanied youth.

B. Procedures for Review of School Selection Recommendation:

1. The Principal or designee of the school in which enrollment is sought shall review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal's or designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the unaccompanied youth, then the Principal or designee shall refer the matter to the Superintendent or designee for review of the recommendation and the reasons therefor, and shall notify the District's Homeless Liaison of same.
2. The Superintendent or designee shall review the matter and consult with the District's Homeless Liaison concerning same. If the Superintendent or designee agrees with the recommendation of the Principal or designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied

youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board.

C. Dispute Resolution Process:

1. The District's Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.
2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.
3. If necessary, the District's Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Connecticut General Statutes Section 10-186(b).
4. Not later than ten (10) days after receipt of an appeal to the Board by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board concerning such appeal, and such hearing shall be conducted in accordance with Connecticut General Statutes Section 10-186(b).
5. If the Board finds in favor of the Superintendent or designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board's decision to the State Board of Education within twenty (20) days of receipt of the Board's written decision, in accordance with Connecticut General Statutes Section 10-186(b). If necessary, the District's Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in the child's or youth's school of origin pending resolution of the dispute, including all available appeals.

V. Services:

- A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:

1. Title I services or similar state or local programs, educational programs for students with disabilities, and preschool programs.
 2. Language assistance services for students who have limited English proficiency to enable students who are English learners/multilingual learners to meaningfully participate in the educational programs.
 3. Transportation services.
 4. Vocational and technical education.
 5. Programs for gifted and talented students.
 6. School nutrition programs.
 7. Before and after school programs.
- B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

VI. Transportation:

- A. The District shall provide transportation comparable to that available to other students.
- B. Transportation shall be provided, at a parent or guardian or unaccompanied youth's request, to and from the school of origin for a homeless child or youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The District's Homeless Liaison shall request transportation to and from the school of origin for an unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.
- C. To comply with these requirements:
1. Parents/guardians, schools, and the District's Homeless Liaison shall use the district transportation form to process transportation requests.
 2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.

3. If the homeless child or youth is living in this District but attending school in another, or attending school in this District and living in another, the District will follow the inter-district transportation agreement to determine the responsibility and costs for such transportation. If there is no inter-district transportation agreement, the District shall confer with the other school district's Homeless Liaison to determine an apportionment of the responsibility and costs.
4. If no mutually agreeable arrangement can be reached, then the District shall:
 - (a) arrange transportation immediately;
 - (b) bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth; and
 - (c) ensure that such disputes do not interfere with the homeless child or youth attending school.

VII. Records:

An unaccompanied youth, as defined in section I.D, above, is entitled to knowledge of and access to all educational, medical, or similar records in the cumulative record of such unaccompanied youth maintained by this District.

VIII. Contact Information:

- A. Local Contact: for further information, contact:

[Name of Liaison]
[Title]
[Telephone No.]

- B. State Contact: for further information or technical assistance, contact:

Louis Tallarita, State Coordinator
Connecticut Department of Education
450 Columbus Boulevard
Hartford, CT 06103
(860) 807-2058
Louis.Tallarita@ct.gov

Legal References:

State Law:

Connecticut General Statutes § 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.

Connecticut General Statutes § 10-76d Duties and powers of boards of education to provide special education programs and services. Medicaid enrollment, participation and billing requirements. Development of individualized education program. Planning and placement team meetings. Public agency placements; apportionment of costs. Relationship of insurance to special education costs. Prohibition on punishing members of planning and placement teams and birth-to-three service coordinators and qualified personnel for certain conduct.

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

United States Department of Education, Office for Civil Rights, *Protecting Access to Education for Unaccompanied Children* (June 2023).

United States Department of Education, Office for Civil Rights, *Protecting Access to Education for Migratory Children* (June 2023).

Regulation Adopted: June 10, 2003
Regulation Revised: May 21, 2013
Regulation Revised: February 21, 2023

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**DISPUTE RESOLUTION PROCESS
UNDER CONNECTICUT GENERAL STATUTES SECTION 10-186**

(1) If any board of education denies such accommodations, the parent or guardian of any child who is denied schooling, or an emancipated minor, a pupil eighteen years of age or older or an unaccompanied youth who is denied schooling, or an agent or officer charged with the enforcement of the laws concerning attendance at school, may, in writing request a hearing by the board of education. The board of education may

- (A) conduct the hearing,
- (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or
- (C) establish a local impartial hearing board of one or more persons not members of the board of education to conduct the hearing.

The board, subcommittee or local impartial hearing board shall give such person a hearing not later than ten days after receipt of the written request, make a stenographic record or tape recording of the hearing and make a finding not later than ten days after the hearing. Hearings shall be conducted in accordance with the provisions of sections 4-176e to 4-180a, inclusive, and section 4-181a. Any child, emancipated minor, pupil eighteen years of age or older or unaccompanied youth who is denied accommodations on the basis of residency may continue in attendance in the school district at the request of the parent or guardian of such child or emancipated minor, pupil eighteen years of age or older or unaccompanied youth, pending a hearing pursuant to this subdivision. The party claiming ineligibility for school accommodations shall have the burden of proving such ineligibility by a preponderance of the evidence, except in cases of denial of schooling based on residency, the party denied schooling shall have the burden of proving residency by a preponderance of the evidence, unless the party denied schooling is claiming that he or she is a homeless child or youth, as defined in 42 USC 11434a, as amended from time to time, in which case, the party claiming ineligibility based on residency shall have the burden of proving that the party denied schooling is not a homeless child or youth by a preponderance of the evidence in accordance with the provisions of 42 USC 11431, et seq., as amended from time to time.

(2) Any homeless child or youth who is denied accommodations by a board of education as the result of a determination by such board, or a subcommittee of the board or local impartial hearing board, that the child is not entitled to school accommodations in the district, shall continue in attendance or be immediately enrolled in the school selected by the child in the school district pursuant to 42 USC 11432(g)(3), as amended from time to time. The board of education for such school district shall (A) provide, in accordance with the provisions of 42 USC 11432(g)(3)(E)(ii), as amended from time to time, the homeless child or youth or the parent or guardian of such homeless child or youth with (i) a written explanation of the reasons for the denial of accommodations that is in a manner and form understandable to such homeless child or youth or parent or guardian, and (ii) information regarding the right to appeal the decision of the denial of accommodations pursuant to subdivision (3) of this subsection, and (B) refer, in accordance with the provisions of 42

USC 11432(g)(3)(E)(iii), as amended from time to time, the homeless child or youth or the parent or guardian of such homeless child or youth to the liaison, designated pursuant to 42 USC 11432(g)(1)(J)(ii), as amended from time to time, who is responsible for carrying out the duties described in 42 USC 11432(g)(6)(A), as amended from time to time.

(3) Any such parent, guardian, emancipated minor, pupil eighteen years of age or older, unaccompanied youth, or agent or officer, aggrieved by the finding shall, upon request, be provided with a transcript of the hearing within thirty days after such request and may take an appeal from the finding to the State Board of Education. A copy of each notice of appeal shall be filed simultaneously with the local or regional board of education and the State Board of Education. Any child, emancipated minor or pupil eighteen years of age or older or unaccompanied youth who is denied accommodations by a board of education as the result of a determination by such board, or a subcommittee of the board or local impartial hearing board, that the child is not a resident of the school district and therefore is not entitled to school accommodations in the district may continue in attendance in the school district at the request of the parent or guardian of such child or such minor or pupil, pending a determination of such appeal, except any homeless child or youth shall be entitled to continue in attendance in the school district during all available appeals pursuant to 42 USC 11432(g)(2)(E). If an appeal is not taken to the State Board of Education within twenty days of the mailing of the finding to the aggrieved party, the decision of the board, subcommittee or local impartial hearing board shall be final. The local or regional board of education shall, within ten days after receipt of notice of an appeal, forward the record of the hearing to the State Board of Education. The State Board of Education shall, on receipt of a written request for a hearing made in accordance with the provisions of this subsection, establish an impartial hearing board of one or more persons to hold a public hearing in the local or regional school district in which the cause of the complaint arises. Members of the hearing board may be employees of the state Department of Education or may be qualified persons from outside the department. No member of the board of education under review nor any employee of such board of education shall be a member of the hearing board. Members of the hearing board, other than those employed by the state of Connecticut, shall be paid reasonable fees and expenses as established by the State Board of Education within the limits of available appropriations. Such hearing board may examine witnesses and shall maintain a verbatim record of all formal sessions of the hearing. Either party to the hearing may request that the hearing board join all interested parties to the hearing, or the hearing board may join any interested party on its own motion. The hearing board shall have no authority to make a determination of the rights and responsibilities of a board of education if such board is not a party to the hearing. The hearing board may render a determination of actual residence of any child, emancipated minor, pupil eighteen years of age or older or unaccompanied youth where residency is at issue.

(4) The hearing board shall render its decision within forty-five days after receipt of the notice of appeal except that an extension may be granted by the Commissioner of Education upon an application by a party or the hearing board describing circumstances related to the hearing which require an extension.

(5) If, after the hearing, the hearing board finds that any child is illegally or unreasonably denied schooling, the hearing board shall order the board of education under whose jurisdiction it has been found such child should be attending school to make arrangements to enable the child to attend public school. Except in the case of a residency determination, the finding of the local or regional board of education, subcommittee of such board or a local impartial hearing board shall be upheld unless it is determined by the hearing board that the finding was arbitrary, capricious or unreasonable. If such school officers fail to take action upon such order in any case in which such child is currently denied schooling and no suitable provision is made for such child within fifteen days after receipt of the order and in all other cases, within thirty days after receipt of the order, there shall be a forfeiture of the money appropriated by the state for the support of schools amounting to fifty dollars for each child for each day such child is denied schooling. If the hearing board makes a determination that the child was not a resident of the school district and therefore not entitled to school accommodations from such district, the board of education may assess tuition against the parent or guardian of the child or the emancipated minor or pupil eighteen years of age or older based on the following: One one-hundred-eightieth of the town's net current local educational expenditure, as defined in section 10-261, per pupil multiplied by the number of days of school attendance of the child in the district while not entitled to school accommodations provided by that district. The local board of education may seek to recover the amount of the assessment through available civil remedies.

SAMPLE WRITTEN NOTIFICATION OF ENROLLMENT DECISION

[Month] __, 20__

VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent or Unaccompanied Youth]

[Insert Home Address]

Re: Notification of Enrollment Decision

Dear [Parent/Guardian or Unaccompanied Youth]:

After reviewing your request to enroll the student(s) listed above [name(s)], the enrollment request is denied. This determination is based upon the following factors:

[List factors]

Under the McKinney-Vento Homeless Education Assistance Act, you have the right to appeal this decision by completing the form attached to this notice or by contacting the school district's homeless education liaison:

[Name of Liaison]

[Title]

[Telephone No.]

In addition, the student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute. You may provide written or verbal evidence to support your position. You may seek the assistance of advocates or attorneys at your own expense; however, you may qualify for free legal services. To inquire about free legal assistance, please call Statewide Legal Services at 1-800-453-3320. You may also contact the state coordinator for homeless education:

Louis Tallarita, State Coordinator

State Department of Education

450 Columbus Boulevard

Hartford, CT 06103

(860) 807-2058

Louis.Tallarita@ct.gov

A copy of the dispute resolution process under Connecticut General Statutes Section 10-186 is attached to this notice.

Please contact the District's Homeless Liaison listed above if you have any questions.

Sincerely,

[Name]
Superintendent of Schools

cc: **[Superintendent of Schools in which enrollment is sought, if appropriate]**

**SAMPLE NOTIFICATION OF DECISION
TO APPEAL EDUCATIONAL PLACEMENT**

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. If you need assistance in preparing this form, you may meet with the District’s Homeless Liaison, _____, who can be reached at _____.

Person completing form: _____

Relation to Student: _____

Contact Information: _____

I am requesting a Board of Education Hearing under Section 10-186 of the Connecticut General Statutes to appeal the enrollment decision made by [Name of District], [Name of School]. I have been provided with a written explanation of the District’s decision, contact information for the District’s homeless education liaison, and a copy of the Dispute Resolution Process under Connecticut General Statutes Section 10-186.

Name

Date

Optional. You may also include a written explanation to support your appeal in the space below or provide your explanation verbally to the District’s Homeless Liaison.

**SAMPLE NOTIFICATION OF HEARING
REGARDING ENROLLMENT DISPUTE**

[Month] __, 20__

VIA HAND DELIVERY AND U.S. MAIL

[Insert Name of Parent or Unaccompanied Youth]

[Insert Home Address]

Re: Educational Placement

Dear [Name of Parent or Unaccompanied Youth]:

You have requested a hearing before the [local or regional] Board of Education (the “Board”) regarding the educational placement of [insert name(s) of student(s)] at [name of school]. The Board will conduct a hearing regarding your claim on [date] at [time]. The hearing will be held at the offices of the Board, which are located at [insert address].

The hearing will be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes, a copy of which is enclosed. The hearing will be conducted in executive session, and the Board will make either a tape recording or a stenographic record of the hearing. You may be represented by counsel or by an advocate, at your expense, if you so desire; however, you may qualify for free legal services. To inquire about free legal assistance, please call Statewide Legal Services at 1-800-453-3320.

Please contact the District’s Homeless Liaison, [insert name], if you have any questions.

Sincerely,

[Name]

Superintendent of Schools

cc: **[Superintendent of Schools in which enrollment is sought, if appropriate]**

STUDENT RESIDENCY AFFIDAVIT
[PARENT/GUARDIAN FORM]

[Name of District]

Name of student: _____ Birthdate: _____

Name and Location of School Last Attended: _____

I, _____ declare and affirm as follows:

I am of legal age and believe in the obligations of an oath.

I am the parent/legal guardian/caregiver of _____ (name of student) who is of school age and is seeking admission to [School District].

Since _____ (date), _____ (name of student) has not had a permanent home. The student is currently staying at _____ (may list multiple addresses, if applicable). The student has been staying there since _____ (date).

This location is:

- _____ a shelter
- _____ a motel/hotel
- _____ a campsite
- _____ shared housing with other persons
- _____ other _____

If the location is shared housing with other persons, please specify the reason why the student is living in such housing:

_____.

Prior to staying at this location, the student was staying at _____
From _____ (date) to _____ (date).

I regularly receive my mail at: _____.
I am currently staying at the following address(es): _____,
_____. I plan to stay at this/these
location(s) until: _____ (date). I can be reached at the following telephone number:
_____. I can be reached for emergencies at: _____.

I authorize school district officials to contact _____ (case worker/shelter staff/other) at _____ to obtain further information in order to verify the information contained in this affidavit and in order to coordinate necessary services for the student.

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ___ day of ___, 20__.

NOTARY PUBLIC

STUDENT RESIDENCY AFFIDAVIT
[UNACCOMPANIED YOUTH FORM]

[Name of District]

Name of student: Birthdate:

Name and Location of School Last Attended:

I, declare and affirm as follows:

I, am of school age and is seeking admission to [School District].

Since (date), I, have not had a permanent home. I am currently staying at (may list multiple addresses, if applicable). I have been staying there since (date).

This location is:

- a shelter
a motel/hotel
a campsite
shared housing with other persons
other

If the location is shared housing with other persons, please specify the reason why the student is living in such housing:

Prior to staying at this location, I was staying at
From (date) to (date).

I regularly receive my mail at:
I am currently staying at the following address(es):
I plan to stay at this/these location(s) until: (date). I can be reached at the following telephone number:
I can be reached for emergencies at:

I authorize school district officials to contact (case worker/shelter staff/other) at to obtain further information in order to verify the information contained in this affidavit and in order to coordinate necessary services for me.

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ___ day of ___, 20__.

NOTARY PUBLIC

**AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION
[PARENT FORM]**

[District]

I, _____, being duly sworn upon oath and based on my personal knowledge hereby state and affirm the following information regarding [name of student's] missing enrollment documentation for the following:

- | | | | |
|-----|-----------------------|-----|----------------------|
| ___ | Proof of residency | ___ | Immunization Record |
| ___ | Proof of guardianship | ___ | School Health Record |
| ___ | Proof of identity | ___ | School Records |
| ___ | Birth Certificate | | |

I am of legal age and believe in the obligations of an oath.

I am unable to present a copy of the document(s) requested above for the following reasons:

The name and location of the last school the student attended is

_____.

I understand that I must obtain the necessary immunization and health records and provide a copy to the District. I understand that the Homeless Liaison is available to assist me in obtaining any such immunization or health records. The Homeless Liaison is _____ and can be reached at _____.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ___ day of ___, 20__.

NOTARY PUBLIC

AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION
[UNACCOMPANIED YOUTH FORM]

[District]

I, _____, being duly sworn upon oath and based on my personal knowledge hereby state and affirm the following information regarding my missing enrollment documentation for the following:

- | | | | |
|-----|-----------------------|-----|----------------------|
| ___ | Proof of residency | ___ | Immunization Record |
| ___ | Proof of guardianship | ___ | School Health Record |
| ___ | Proof of identity | ___ | School Records |
| ___ | Birth Certificate | | |

I am unable to present a copy of the document(s) requested above for the following reasons:

The name and location of the last school I attended is

_____.

I understand that I must obtain the necessary immunization and health records and provide a copy to the District. I understand that the Homeless Liaison is available to assist me in obtaining any such immunization or health records. The Homeless Liaison is _____ and can be reached at _____.

AFFIANT,

Signature of Affiant

Print Name of Affiant

Subscribed and sworn to before me
this ___ day of ___, 20__.

NOTARY PUBLIC

Note: This policy was revised to clarify that the district’s Title IX Coordinator is a school official with a legitimate educational interest in student records when performing the functions of their professional duties. The Model Notification of Rights Under FERPA has also been updated to reflect this change. These revisions are based on the U.S. Department of Education’s commentary to the 2024 Title IX Final Regulations that provides, in order to comply with Title IX and FERPA, a school district must establish criteria in its annual notification of FERPA rights to permit its Title IX Coordinator to constitute a school official with a legitimate educational interest when performing their duties. Technical edits were made throughout the document.

Series 5000
Students

5125

POLICY AND ADMINISTRATIVE REGULATIONS REGARDING CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

I. POLICY

The New Milford Board of Education (“Board”) complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records maintained by the New Milford Public Schools (the “District”). The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

- A. Access is defined as the right to inspect or review a student’s education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs -- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
- D. De-identified education records means education records or information from education records from which all personally identifiable information

has been removed, and for which the District has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

- E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the parent's name, address and/or e-mail address; the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.
- F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- H. Education Records
 - 1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the District or persons acting for the District.
 - 2. Education records do not include:
 - a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

- b) records maintained by a law enforcement unit of the District that were created by that unit for the purpose of law enforcement;
- c) employment records used only in relation to the student's employment by the District that are 1) made and maintained in the normal course of business, 2) relate exclusively to the student's capacity as an employee, and 3) are not made available for any other purpose;
- d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the District must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review their treatment records;
- e) records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
- f) grades on peer-graded papers before they are collected and recorded by a teacher.

- I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
- J. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill their professional responsibilities. The District's Title IX Coordinator has a legitimate educational interest when performing the functions of their professional duties.
- K. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that

student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.

- L. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or the student's family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and parent's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
- M. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the District's Title IX Coordinator; a person serving on the Board of Education; a volunteer, contractor or consultant or other party who performs an institutional service or function for the District (such as an attorney, auditor, medical consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing the school official's tasks.
- N. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

- A. On an annual basis, the District will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the District's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The District will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

- B. On an annual basis, the District will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.
- C. In the annual notification, the District will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters, institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The District shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The District shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the District discloses personally identifiable information from education records.
- E. The District shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. ACCESS TO EDUCATION RECORDS

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Article XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The District will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For **students requiring special education**, the Board will comply with a request to review and inspect the child's education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of their child's (his/her) education records. The request for the free copy must be in writing and the Board will comply with the written request within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's education records **only if** they have been determined by the District to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Article VII, below.

I. Pursuant to the procedures set forth in Article VI, below, the District maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

J. Non-custodial Parents:

1. Divorced Parents

A parent does not lose the right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the District has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

2. Incarcerated Parents

Nothing in this policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if:

- (a) such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student;
- (b) such incarcerated parent has been convicted in Connecticut or any other state of sexual assault in violation of Conn.

Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or

- (c) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

K. Unaccompanied Youth:

Notwithstanding anything in this policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the District. For the purposes of this provision, the term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

L. Copies of Education Records/Fees:

1. The District cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The Board shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed **[50¢]** per page.
2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the District shall:
 - a. provide the parent or eligible student with a copy of the records requested, or
 - b. make other arrangements for the parent or eligible student to inspect and review the requested records.
3. The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

- A. The District will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long

the District must maintain the records. The District will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the District.

- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:
1. the name of any individual, agency, or organization that requested or obtained access to the student's records;
 2. the date of the request for access;
 3. whether access was given;
 4. the purpose for which the party was granted access to the records;
 5. the names of additional parties to whom the receiving party may disclose the information on behalf of the District; and
 6. the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
1. a parent or eligible student;
 2. a party seeking directory information;
 3. a party who has a signed and dated written consent from the parent and/or eligible student;
 4. school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
 5. persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in **a health and safety emergency**, the district must record:

1. the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
2. the parties to whom the district disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

- A. The District or its designated agent(s) may not permit release of education records or any information from such records that contain personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Article VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, video or audio recorded, person-to-person, statement over the telephone, on computer disk, e-mailed or electronic message, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
 1. School Officials:
 - a) The disclosure is to other school officials within the District, including teachers, who have been determined by the District to have legitimate educational interests in the education records.
 - b) A contractor, consultant, volunteer, or other party to whom the District has outsourced institutional services or functions, provided that the party:
 - 1) performs an institutional service or function for which the District would otherwise use employees;
 - 2) is under the direct control of the District with respect to the use and maintenance of education records; and
 - 3) is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

- c) The Board shall comply with the below Section I of this Article VII prior to the provision of student records, student information or student-generated content to any school official who is a consultant or operator, as those terms are defined in Section I.

2. Transfer Students:

- a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Article X.
- b) When a student enrolls in a new public school district (including a public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.
- c) Upon notification by the Department of Children and Families ("DCF") of a decision to change the school placement for a student attending District schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with Section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b above.

- 3. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of

Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs. These entities may make further disclosures of personally identifiable information that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

4. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
5. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the District that (a) the information is required by the court, and (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under state law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's IEP and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as:
 - a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization,
 - b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and
 - c) the Board enters into a written agreement with the organization conducting the study that satisfies the requirements of 34 C.F.R. § 99.31(a)(6).
7. The disclosure is to accrediting organizations in order to carry out their accrediting functions.

8. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
9. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with
 - a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in 18 U.S.C. §§ 2331 and 2332b(g)(5)(B).
10. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action as plaintiff.
11. If a parent or eligible student initiates legal action against the District, the District may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the District to defend itself.
12. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the District may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the District reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided,

however, that the District record such disclosure in accordance with Article VI.D, above.

13. The disclosure is to the parent of a student who is under 18 years of age or to the student.
14. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the District under 42 U.S.C. § 14071 and applicable federal guidelines.
15. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if:
 - a) the data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and
 - b) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.
16. The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such records, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures made by the agency or organization must comply with applicable confidentiality laws for student education records.

D. Directory Information

The District will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such

disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the District and is consistent with the District's obligations under both state and federal law.
3. The District may disclose directory information about students after they are no longer in enrollment in District. Notwithstanding the foregoing, the District will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
4. An objection to the disclosure of directory information shall not prevent the District from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.
5. The District will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The District may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the District has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The District may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may

allow the recipient to match information received from the same source, provided that:

- a) the District does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
- b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
- c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the District from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the District will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. Records of the Department of Children and Families (“DCF”)

1. Documents related to any DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under

FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.

2. In addition, the District shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.
- I. Except as set forth in Subsection I.5, below, the Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator.
 1. The provisions of said contract shall comply with the requirements of Conn. Gen. Stat. §§ 10-234aa to 10-234dd.
 2. The District shall maintain and update an Internet web site with information relating to all contracts entered into pursuant to Subsection I, above. On or before September 1st of each school year, the Board shall electronically notify students and the parents or legal guardians of students of the address of such Internet website. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall post notice of such contract on the Board's website. The notice shall:
 - a. State that the contract has been executed and the date that such contract was executed;
 - b. Provide a brief description of the contract and the purpose of the contract; and
 - c. State what student information, student records or student-generated content may be collected as a result of the contract.
 3. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than two business days after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns

relative to breach of security shall be referred to the Superintendent of Schools.

4. For purposes of this subsection, the following definitions are applicable:
 - a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.
 - b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.
 - c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.
 - d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide public school information system, pursuant to Conn. Gen. Stat. § 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c) receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.
 - e. Student Information means personally identifiable information or material of a student in any media or format that is not publicly available and is any of the following:
 - 1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;
 - 2) Created or provided by an employee or agent of the Board to an operator for school purposes;

- 3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.
- f. Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:
- 1) Improve educational products for adaptive learning purposes and customize student learning;
 - 2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and
 - 3) Develop and improve the consultant's or operator's products and services.
5. Notwithstanding anything in this Subsection to the contrary, the Board may use an operator's or consultant's services without entering into a contract as described above, if the use of an Internet web site, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 and such Internet website, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb, provided:
- a. Such Internet web site, online service or mobile application complies with FERPA and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time;
 - b. The Board can provide evidence that it has made a reasonable effort to:

- 1) enter into a contract with such consultant or operator to use such Internet web site, online service or mobile application, in accordance with the provisions of Conn. Gen. Stat. § 10-234bb; and
 - 2) find an equivalent Internet web site, online service or mobile application operated by a consultant or an operator that complies with the provisions of Conn. Gen. Stat. § 10-234bb;
- c. The consultant or operator complies with the provisions of Conn. Gen. Stat. § 10-234cc for such use; and
- d. The parent or legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, signs an agreement that:
- 1) acknowledges such parent or legal guardian is aware that such Internet web site, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb; and
 - 2) authorizes the use of such Internet web site, online service or mobile application.
- e. The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in Subsection 5.b, above.

VIII. REDISCLOSURE OF EDUCATION RECORDS

- A. The District may disclose personally identifiable information from an education record only on the conditions that:
1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A above, the District may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C above, and at least one of the following conditions is met.

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 2. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section C, and such state or local educational authority or federal official or agency has complied with the requirements of 34 C.F.R. § 99.32(b)(2).
 3. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).
 4. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 5. The information is considered directory information.
- C. In the event that the Student Privacy Policy Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the District may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, the parent or eligible student is entitled to:
1. Request in writing that the District amend the records;
 2. Receive within a reasonable period of time a decision from the District with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the District decides to amend the records, the District shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the District decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise the parent or eligible student of the right to a hearing pursuant to this policy.

X. HEARING RIGHTS AND PROCEDURES

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent of Schools, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the District decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, the District decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why the parent or eligible student disagrees with the District's decision, or both.
 - a. Any statement placed in the records of the student shall be maintained by the District as part of the records of the student as long as the record or contested portion is maintained by the District.
 - b. If the contested portion of the education record is disclosed by the District, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the District has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent or eligible student and the District shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

- A. A student who is an applicant for admission to an institution of post-secondary education, or is in attendance at an institution of post-secondary education, may waive the right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
 1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the District as a condition of admission to or receipt of any other service or benefit from the district.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

- A. The following definitions shall apply to Article XII of this policy:
 1. Confidential HIV-Related Information

“Confidential HIV-related information” means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such

conditions, including information pertaining to such individual's partners.

2. Health Care Provider

“Health Care Provider” means any physician, physician assistant, dentist, nurse, provider of services for persons with psychiatric disabilities or persons with intellectual disability or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

“Protected individual” means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

“Release of confidential HIV-related information” means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information and complies with the requirements of this subdivision.

5. School Medical Personnel

“School medical personnel” means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a) the protected individual, the protected individual's legal guardian or a person authorized to consent to health care for such individual;
 - b) any person who secures a release of confidential HIV-related information;
 - c) a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - d) a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - e) a medical examiner to assist in determining cause of death; or
 - f) any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual, who is also a student, from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a

student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or the protected individual's legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the

medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy [reference policy number].

XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 *et seq.*
Conn. Gen. Stat. § 10-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 10-233d
Conn. Gen. Stat. § 10-234aa
Conn. Gen. Stat. § 10-234bb
Conn. Gen. Stat. § 10-234cc
Conn. Gen. Stat. § 10-234dd
Conn. Gen. Stat. § 10-234ff
Conn. Gen. Stat. § 10-234gg
Conn. Gen. Stat. § 10-220d
Conn. Gen. Stat. § 10-253
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 *et seq.*
Conn. Gen. Stat. § 46b-134

Regs. Conn. State Agencies § 10-76d-18

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students, June 2017

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students: Frequently Asked Questions, June 2017

State Department of Education memorandum dated December 21, 2010, on school choice recruitment

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at <http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf>

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

USA Patriot Act of 2001, Pub. L. No. 107-56

Every Student Succeeds Act, Pub. L. No. 114-95

Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 *et seq.*, as amended by Every Student Succeeds Act, Pub. L. No. 114-95.

34 C.F.R. §§ 99.1 - 99.67

34 C.F.R. § 106.45

34 C.F.R. §§ 300.560 - 300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Approved: June 20, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING
CLASSIFICATION OF EDUCATION RECORDS**

The New Milford Public Schools (the “District”) will appoint a Custodian of Records who will ensure that student education records are kept as follows:

A. CATEGORY “A” RECORDS:

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.
2. Category A records shall be maintained for at least fifty (50) years after the student leaves the District or graduates.
3. All Category A records created by the District shall include the student’s state-assigned student identifier (SASID).
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s conduct and behavior in the years following such expulsion warrants an expungement. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.
6. Category A records shall include, at a minimum, the following:

<u>RECORD</u>	<u>LOCATION</u>
a. Basic biographical information	Cumulative/Health File
b. Academic achievement (grades/transcripts)	Cumulative File
c. Date of high school graduation or equivalent	Cumulative File

d. Records of immunizations	Cumulative/Health/Pupil Personnel File
e. Attendance records (days absent/present/tardy)	Cumulative File
f. *Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. §§ 10-233c(e), 10-233d(f))	Cumulative File

B. CATEGORY “B” RECORDS

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.
2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student’s education record.
3. Category B records must be maintained for at least six (6) years after the student leaves the District or graduates from high school.
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. The Board may choose to expunge an expulsion notice from a student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s conduct and behavior in the years following such expulsion warrants an expungement. Should the notice be expunged in accordance with one of these provisions, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.
6. Records containing information pertaining to child abuse/neglect referrals or reports, or containing confidential HIV-related information, should be kept separate from the student’s cumulative folder, in confidential files.
7. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to District policy.

8. Information contained in documents related to any Department of Children and Families (“DCF”) child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential in a central location. Such records shall only be disclosed in accordance with the Board’s policy regarding Confidentiality and Access to Education Records.
9. Category B records shall include the following (if applicable):

<u>RECORD</u>	<u>LOCATION</u>
a. Child-Study Team Records / Student Assistance Team Records	Cumulative/Pupil Personnel File
b. Standardized group test scores (CAPT, CMT etc.)	Cumulative/Pupil Personnel File
c. Diagnostic reading/math test results (not special education)	Cumulative File
d. Educational and/or vocational interest	Cumulative File
e. Speech/language and hearing evaluations (not special education)	Cumulative/Health File
f. Comprehensive health records	Cumulative/Health/Pupil Personnel File
g. Correspondence relating to the student	Cumulative/Health/Pupil Personnel File
h. Suspensions/expulsions, and the Individualized Learning Plan implemented for an expelled student, which shall include the student’s state-assigned student identifier (SASID)	Cumulative File*
i. Parent/eligible student’s signed release forms	Cumulative/Health/Pupil Personnel File
j. Truancy Records (including record of parent conferences and referrals)	Cumulative File
k. Child Abuse/Neglect Forms	CONFIDENTIAL FILE IN CENTRAL LOCATION
l. Reports Containing Confidential HIV-Related Information	CONFIDENTIAL FILE
m. Awards	Cumulative File
n. Diagnostic test results (non special education)	Cumulative File/Pupil Personnel File

<u>RECORD</u>	<u>LOCATION</u>
o. Extracurricular Activities	Cumulative File
p. Letters of Recommendation	Cumulative File
q. Parent's/Eligible Student's signed release forms (permitting disclosure of records)	Cumulative File/Health/Pupil Personnel File
r. Diploma (if not picked up by student)	Cumulative File
s. Accident Reports	Cumulative File
t. Basic school entrance health histories	Cumulative/Health File
u. Cumulative Health Record (CHR-1, original or copy)	Health File (*copy remains with district/original follows student)
v. Individualized Health Care Plans / Emergency Care Plans	Cumulative/Health/Pupil Personnel File
w. Health Assessment Records (HAR-3)	Health File
x. Incident Reports	Cumulative File
y. Medication administration records (*6 yrs OR until superseded by yearly summary on CHR-1), which shall include the student's state-assigned student identifier (SASID)	Health File
z. Parent authorization for medications/treatments	Health File
aa. Physician's orders for medications treatments	Health File
bb. Referral forms for services based on results of mandated screenings	Health/Pupil Personnel File
cc. Sports histories and physical-examination reports	Health File
dd. Nursing Records (Health assessment data; Nursing process notes; 3 rd party health records)	Health File
ee. Correspondence to parents related to verified acts of bullying; intervention plans and safety plans, as may be required under state law	Cumulative File

C. CATEGORY “C” RECORDS – SPECIAL EDUCATION

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student’s cumulative folder, in the Pupil Personnel File.
3. Category C records must be maintained for at least six (6) years after the student leaves the District or graduates from high school.
4. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Category C shall include (where applicable):

<u>RECORD</u>	<u>LOCATIONS</u>
a. PPT referral forms	Pupil Personnel File
b. School counselor case records	Cumulative/ Pupil Personnel File
c. School psychologists case records	Cumulative/Pupil Personnel File
d. School social-work case records	Cumulative/Pupil Personnel File
e. School speech/language pathology case records	Cumulative/Pupil Personnel File
f. Section 504 Records	Cumulative/Pupil Personnel File
g. Special Education assessment/evaluation reports	Pupil Personnel File
h. Due process records (including complaints, mediations, and hearings)	Pupil Personnel File
i. Individual Transition Plan	Pupil Personnel File
j. Individualized Education Program (“IEP”) Records	Pupil Personnel File
k. Planning and Placement Team (“PPT”) records (including notices, meetings, consent forms)	Pupil Personnel File
l. Individualized Family Service Plans (“IFSPs”)	Pupil Personnel File

m. Incident Reports of Seclusion	Pupil Personnel File
n. Incident Reports of Physical Restraint	Pupil Personnel File

D. CATEGORY “D” RECORDS

1. Category D records must be maintained for minimum retention period specified below.

Category “D” shall include (if applicable):

<u>RECORD</u>	<u>MINIMUM RETENTION REQUIRED</u>	<u>LOCATION</u>
a. Sports Contract/Student Contract (including signature sheet for student handbook)	End of school year in which signed	Cumulative File
b. Permission slips / waivers	3 years	Cumulative File
c. Free/reduced meal application and documentation	3 years	Cumulative File
d. Annual Notification to Parents (Student behavior and Discipline, Bus Conduct, Electronic Communications Systems, and the National School Lunch Program)	1 year	Cumulative File
e. Adult education Registration Records	3 years or until audited, whichever comes first	Cumulative File
f. After school program registration records	1 year	Cumulative File
g. Pesticide application notification registration form	5 years	Cumulative File
h. School registration records including residency documentation	3 years or until audited, whichever comes later	Cumulative File
i. Student portfolio work (student produced work for grading assessment)	End of year in which student received grade	May be Maintained by Individual Teachers
j. Tardy slips from parents/guardians	End of school year	Cumulative File
k. Physician’s Standing orders	Permanent; revise as required. Keep old copy separately.	Health File
l. Student’s emergency information card	Until superseded or student leaves school district	Cumulative/Health File
m. Test Protocols	Discretion of district	Cumulative/Pupil Personnel File
n. Surveillance videotapes made on school bus (if maintained by district)	2 weeks	N/A
o. Log of access to education records	Maintained for same retention period as required for the record	Cumulative/Health/Pupil Personnel

p. Title IX records and documentation	7 years from date of creation	Cumulative/Other File as Designated by the Administration
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E. DURATION OF EDUCATION RECORDS

1. Records shall be destroyed in accordance with District policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.
3. Notwithstanding the applicable retention schedule, the District shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

F. MAINTENANCE OF EDUCATION RECORDS OF TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

1. The Administration shall comply with all processes and procedures relative to the amendment of education records when presented with a request to change a student’s name, gender, or any other information contained in education records.
2. If the Administration changes the name and/or gender in a transgender or gender non-conforming student’s education record, all education records containing the student’s birth name and gender shall be maintained, if so required under federal and/or state law and regulations, separately from other education records and in a strictly confidential location and manner.

G. RESPONSIBILITY FOR MAINTENANCE OF EDUCATION RECORDS

1. The Director of Pupil Personnel **[or Special Education]** is the Custodian of Records.
2. In addition, the following personnel are designated as the guardians of records for each of the schools:
 - a) Categories A, B & D: Principal at each school.
 - b) Category C: Case Manager at each school.
 - c) With respect to confidential HIV-related information, if the Principal is a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records.
 - d) With respect to child abuse and neglect investigation material, the Superintendent of Schools or designee shall be the guardian of the records.

- e) With respect to Title IX records and documentation, the District's Title IX Coordinator shall be the guardian of the records.
- 3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
- 4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the District.
- 5. The custodians of records is responsible for ensuring compliance with the confidentiality and access provisions of this Board policy and these administrative regulations.

Regulation approved:

Regulation revised:

**Model Notification of Rights
Under FERPA for Elementary and Secondary Institutions**

[NOTE: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the District's Title IX Coordinator; a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities. The District's Title IX Coordinator has a legitimate educational interest when performing the functions of their professional duties.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

[Note: In addition, a school district may want to include a directory information public notice, as required by the regulations, 34 CFR § 99.37, with its annual notification of rights under FERPA. The following two paragraphs are recommended for inclusion and must be included in the annual notification if the school district wants to be able to disclose "Directory Information" under II.B of the Student Records Policy:]

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the District will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The District may disclose directory information about students after they are no longer in enrollment in the District. Notwithstanding the foregoing, the District will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the District from disclosing or requiring a student to disclose the student's name, identified or institutional email

address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the District and is consistent with the District's obligations under both state and federal law.

Model Notification of Data Sharing Agreements Under Conn. Gen. Stat § 10-234bb(g)

[NOTE: This notice must be sent on or before September 1 of each school year]

Pursuant to the requirements of Conn. Gen. Stat. § 10-234bb(g), the New Milford Board of Education (the “Board”) maintains and updates an Internet website with information relating to all contracts into which it has entered for which a contractor may gain access to student records, student information, or student-generated content (collectively, “student data”). The address of the Internet website is www.newmilfordps.org. The Internet website includes copies of these contracts, and notices regarding each contract that include (1) the date the contract was executed, (2) a brief description of the contract and the purpose of the contract and (3) what student data may be collected as a result of the contract.

RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____ [name of individual who holds the information] _____, to release confidential HIV-related information, as defined in Conn. Gen. Stat. § 19a-581, concerning _____ [name of protected individual] _____, to the following personnel:

- _____ 1) School Nurse
- _____ 2) School Administrator(s)
 - a) _____
 - b) _____
- _____ 3) Student's Teacher(s)
 - a) _____
 - b) _____
- _____ 4) Paraprofessional(s)
- _____ 5) Director of Pupil Personnel Services
- _____ 6) Other(s)
 - a) _____
 - b) _____

This authorization shall be valid for

- _____ 1) The student's stay at _____ School.
- _____ 2) The current school year.
- _____ 3) Other _____
specify period

I provide this information based on my responsibility to consent for the health care of _____ . I understand that such information shall be held confidential by the persons

authorized here to receive such information, except as otherwise provided by law.

[Name]

[Relationship to Student]

[Date]

TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the New Milford Public Schools to **release** and/or **obtain** (please circle) the following confidential records regarding my child for the purpose of _____:

Name of Child: _____

Address: _____

DOB: _____

Parent(s)/Guardian(s): _____

School: _____

(Please check all that apply)

	<u>Obtain</u>	<u>Release</u>
All Records	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative File	<input type="checkbox"/>	<input type="checkbox"/>
Pupil Personnel/Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>
Health/Medical*	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

To/From: _____

Name

Address: _____

Street

Town

State/Zip Code

Telephone: (_____) _____ Fax: (_____) _____

I understand that the information to be disclosed is protected as an "education record" under FERPA, and that such information shall not be redisclosed unless permitted under FERPA. I further understand that the officers, employees, and agents of any party that receives protected information under FERPA may use such information only for purposes for which the disclosure is made.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

If this authorization is being used to obtain Protected Health Information from a child’s physician or other covered entity under HIPAA, the following section must also be completed:

I, the undersigned, specifically authorize _____ to disclose my child’s
Name of Physician

medical information, as specified above, to my child’s school district,
_____,
Name of School

at the above address for the purposes described below (i.e. health assessment for school entry, special education evaluation etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician’s office in writing, but if I do, it will not have any effect on actions taken by the Physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

I understand that my child’s treatment or continued treatment with any health care provider or enrollment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school district pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Note: This policy was revised to reflect changes made by Public Act 24-118 to replace various references to “child pornography” in the Connecticut General Statutes with the term “child sexual abuse material.” Also, policy language was clarified that prohibits students from sending harassing, threatening, or intimidating messages by using the district’s computer systems. Several technical edits were made throughout the policy.

**Series 5000
Students**

5131.9

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS
AND INTERNET SAFETY**

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The New Milford Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises, and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, tablets, laptops, personal gaming systems, Bluetooth speakers, e-readers, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the New Milford Public Schools (the “District”).

These computer systems are business and educational tools. As such, they are made available to students in the District for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The District will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and other online communication sites and cyberbullying awareness and response. Additionally, the District will implement a technology protection measure designed to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child sexual abuse material, and designed to ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the District’s computers and computer systems.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-193; 53a-250 *et seq.*

Public Act 24-118, “An Act Concerning Child Sexual Abuse.”

Electronic Communication Privacy Act of 1986, 18 U.S.C. §§ 2510 through 2523

Children’s Internet Protection Act, 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, 47 U.S.C. § 254(h)(5)(B)(iii)

Approved: March 21, 2023
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING STUDENT USE OF
THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY**

1. Introduction

a. *Access to District Computer Systems When Students Are Physically Present on School Property*

When students are physically present on New Milford Public Schools (“District”) property, the New Milford Board of Education (the “Board”) is pleased to offer students access to the District's computers and computer networks, including access to electronic messaging systems (including email) and the Internet, as well as electronic devices (all of which will be referred to collectively as "computer systems"). Access to the school's computer systems will enable students to explore online resources, including but not limited to libraries, blogs, wikis, databases, websites, and bulletin boards, while exchanging information with others. Such access is provided solely for education-related purposes. Use of the District's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board and the Administration believe in the educational value of such computer systems and recognize their potential to support the curriculum by expanding resources available for staff and student use. The Board’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the District, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, students are required to adhere to a set of policies and procedures, as set forth in detail below, in conjunction with their use of the computer systems. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board’s student discipline policy.

b. *Access to District Computer Systems When Students Are Engaged in Digital or Remote Learning*

The Board and the Administration recognize that technology is integral to the delivery of instruction if and when the District implements any form of digital or remote learning. The District may therefore provide students with remote access to some or all of the District’s computer systems so that students may access the District’s virtual learning environment. Such access, if granted, is provided solely for education-related purposes. Use of the District's computer systems will be allowed only for students who comply with District policies and procedures concerning computer system use, and demonstrate the ability to use the computer systems in a considerate and responsible manner.

These computer systems are expensive to purchase, install and maintain. As the property of the District, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, students will be required to adhere to a set of policies and procedures, as set forth in detail below, in conjunction with their use of the computer systems. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

2. Definitions

"Obscene" means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sexual act and c) taken as a whole, it lacks serious literary, artistic, educational, political or scientific value.

"Obscene as to minors" means any material or performance if it depicts a prohibited sexual act and, taken as a whole, it is harmful to minors.

For purposes of this section, **"harmful to minors"** means that quality of any description or representation, in whatever form, of a prohibited sexual act, when a) it predominantly appeals to the prurient, shameful or morbid interest of minors, b) it is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors, and c) taken as a whole, it lacks serious literary, artistic, educational, political or scientific value for minors.

For the purposes of this section, **"prohibited sexual act"** means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

"Child sexual abuse material" includes child pornography and means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where -

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

3. Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that students will comply with District standards and will act in a

responsible and legal manner, at all times in accordance with District standards, as well as with state and federal laws.

It is important that students and parents understand that the District, *as the owner of the computer systems, reserves the right to monitor and review* the use of these computer systems. The District intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for District-related educational purposes.

As part of the monitoring and reviewing process, the District will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for email, can be bypassed for these purposes.* The District's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to: oversight of Internet site access, the right to review electronic messages sent and received, the right to track students' access to blogs, electronic bulletin boards and online communication platforms, and the right to review a student's data downloading and printing.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

4. Student Conduct

Students are permitted to use the District's computer systems for legitimate educational purposes. Personal use must be specifically authorized by a District staff member. Unauthorized personal use of District computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- ◆ Sending any form of a harassing, threatening, or intimidating message, at any time, to the extent such communication may violate other applicable Board policy, regulation, or school rule (such communications may also be a crime);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Damaging computers, computer files, computer systems or computer networks;
- ◆ Downloading or modifying computer software of the District in violation of the District's licensure agreement(s) and/or without authorization from a responsible school staff member;
- ◆ Using another person's password under any circumstances;
- ◆ Trespassing in or tampering with any other person's folders, work or files;

- ◆ Sending any message that breaches the District's confidentiality requirements, or the confidentiality of other students;
- ◆ Sending any copyrighted material over the systems;
- ◆ Using computer systems for any personal purpose, or in a manner that interferes with the District's educational programs;
- ◆ Accessing or attempting to access any material that is obscene, obscene as to minors, or contains child sexual abuse material, as defined above;
- ◆ Transmitting or receiving electronic communications or accessing information on the Internet for non-educational purposes;
- ◆ Cyberbullying;
- ◆ Accessing or attempting to access social networking sites (e.g., Facebook, Twitter/X, Instagram, Snapchat, TikTok, YouTube etc.) without a staff member's authorization and/or a legitimate educational purpose;
- ◆ The unauthorized use of generative artificial intelligence on any of the Board's computer systems. For purposes of this policy, "generative artificial intelligence" refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of, these computer systems, or has a question regarding the proper use of these computer systems, should report or discuss the issue with a teacher or the school principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

5. Internet Safety

The Administration will take measures to assure the digital safety and security of students when using electronic messaging systems, email, chat rooms, distance learning platforms, and other forms of direct electronic communications; to prohibit unauthorized access, including “hacking” and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response; and to restrict students’ access to online materials that are obscene or obscene as to minors or contain child sexual abuse material, to the extent practicable when students are using Board-owned computers or devices and Board-provided Internet access.

6. Student Use Agreement

Before being allowed to use the District’s computer systems, students and/or their parents/guardians must sign a computer system use agreement, stating that they have read and understood the District’s policies and regulations regarding the use of its computer systems.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-193; 53a-250 *et. seq.* (computer-related offenses)

Conn. Gen. Stat. § 53a-193 (definition of obscene and obscene as to minors)

Public Act 24-118, “An Act Concerning Child Sexual Abuse.”

18 U.S.C. § 2256 (definition of child pornography)

Electronic Communications Privacy Act of 1986, 18 U.S.C. §§ 2510 through 2523

Children’s Internet Protection Act, 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, 47 U.S.C. § 254(h)(5)(B)(iii)

Miller v. California, 413 U.S. 15 (1973) (definition of obscene)

Regulation approved: March 21, 2023

Regulation revised:

Note:

Pursuant to Public Act 23-167, the legislature directed the CSDE to provide boards of education with a list of recommended assessments for determining suicide risk of students who exhibit mental health distress, have been identified as at risk of suicide, or are considered to be at an increased risk of suicide. On January 25, 2024, the CSDE engaged the Connecticut Suicide Advisory Board (CASB) and, together with the Commissioners of Children and Families and Mental Health and Addiction Services, issued a memorandum noting that the CSAB, DCF, and the Department of Mental Health and Addiction Services “recommend that the Columbia Suicide Severity Rating Scale (C-SSRS) be used as the assessment tool for determining the suicide risk of students.” S & G revised the policy and the appendix to reflect the CSDE’s assessment recommendation.

**Series 5000
Students**

5141.5

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING
SUICIDE PREVENTION AND INTERVENTION**

The New Milford Board of Education (the “Board”) recognizes that suicide is a complex issue and that schools are not mental health treatment centers. The New Milford Public Schools (the “District”) cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, school personnel may become aware of specific factual circumstances in which a student has communicated a suicidal intent or other specific circumstances in which a student is perceived by school staff to be at risk for suicide. In such cases, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or who communicates that they are considering attempting suicide.

Any Board employee who has knowledge that a student has made a suicidal threat or attempt or exhibited suicidal ideation must immediately report this information to the building principal or designee, who will, in turn, notify appropriate Pupil Personnel Services staff. Pupil Personnel Services staff, with administrative assistance, if necessary, will contact the student's family and appropriate resources within and outside the school system, as permitted by law. The Board further directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school. Information concerning a student's suicide attempt, threat or risk will be shared with others only as permitted by state and federal law.

In recognition of the need for youth suicide prevention procedures, the Board directs the Superintendent or designee to adopt and maintain administrative regulations addressing youth suicide prevention.

Training will be provided for teachers, other school staff, and students regarding the prevention of and response to youth suicide.

Legal Reference:

Connecticut General Statutes § 10-220a

Connecticut General Statutes § 10-221(f)

Public Act 23-167, "An Act Concerning Transparency in Education."

Policy Approved: June 30, 2023

NEW MILFORD PUBLIC SCHOOLS

Policy Revised:

New Milford, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING SUICIDE PREVENTION AND INTERVENTION

The New Milford Board of Education (the “Board”) recognizes that suicide is a complex issue and that schools are not mental health treatment centers. The New Milford Public Schools (the “District”) cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, school personnel may become aware of specific factual circumstances in which a student has communicated a suicidal intent or other specific circumstances in which a student is perceived by school staff to be at risk for suicide, and in such cases, the Board and the District are committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or who communicates that they are considering attempting suicide. The following procedures shall be implemented toward this end.

Management of Suicidal Risk

- I. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or designee. This must be done even if the student has confided in the staff person and asked that the communication be kept confidential. The principal or designee will then notify an appropriate Pupil Personnel Services staff member.
- II. The Pupil Personnel Services staff member shall interview the student, consider available background information, and determine whether, in the Pupil Personnel Services staff member’s judgment, the student is “at-risk” or “in imminent danger.” The Columbia Suicide Severity Rating Scale (C-SSRS) will be used to make the determination if the student is “at-risk” or “in imminent danger.”
- III. If the student is assessed to be “at-risk”:
 - A. The Pupil Personnel Services staff member shall notify the student's parent/guardian and request a meeting with them as soon as possible, preferably that same day.
 - B. When the parent/guardian arrives at school, the Pupil Personnel Services staff member shall meet with the parent/guardian to discuss:
 1. the seriousness of the situation;
 2. the need for an immediate suicide risk evaluation at a medical or mental health facility, or other appropriate evaluation(s);
 3. the need for continued monitoring of the student at home if the student is released following the evaluation;
 4. referral to appropriate professional services outside the school system; and

5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist (if any) and other appropriate individuals.
- C. The Pupil Personnel Services staff member shall document in writing the course of events, including what transpired at the meeting and the outcome.
 - D. The Pupil Personnel Services staff member may notify other staff, if permitted by state and federal law, as necessary to promote the safety of the student and others.
 - E. The Pupil Personnel Services staff member may refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
 - F. The Pupil Personnel Services staff member or the team shall monitor the student's progress and shall consult as necessary with family, school staff, and outside professionals, if permitted by state and federal law.
- IV. If the student is assessed to be "in imminent danger":
- A. The Pupil Personnel Services staff member shall ensure that the student is not left alone.
 - B. The Pupil Personnel Services staff member shall notify the parent/guardian and request that the student be picked up at school and taken to a medical or mental health professional for thorough suicidal risk evaluation.
 - C. When the parent/guardian arrives at school, the Pupil Personnel Services staff member shall meet with the parent/guardian to discuss:
 1. the seriousness of the situation;
 2. the need for an immediate suicide risk evaluation at a medical or mental health facility, or other appropriate evaluation(s);
 3. the need for continued monitoring of the student at home if the student is released following the evaluation;
 4. referral to appropriate professional services outside the school system; and
 5. a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist (if any) and other appropriate individuals.

In addition, the Pupil Personnel Services staff member:

- a. shall document in writing the course of events, including what transpired at the meeting and the outcome;
 - b. shall inform the principal of the course of events and the outcome;
 - c. may notify other staff, as necessary to promote the safety of the student and others, if permitted by state and federal law; and
 - d. shall refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.
- D. In instances where the parent/guardian is unable to come to school after being notified that their child has been identified as "in imminent danger" and the student must be picked up from school and taken for a thorough suicidal risk evaluation, the Pupil Personnel Services staff member shall notify the parent/guardian of the District's intent to and arrange transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (*e.g.*, ambulance or police cruiser). The Pupil Personnel Services staff member shall arrange for an emergency vehicle to transport the student to the hospital or an appropriate mental health facility; shall inform hospital/facility staff of known information pertaining to the situation; and shall plan follow-up in relation to hospital staff or mental health facility staff decisions as to how to proceed.

In addition, the Pupil Personnel Services staff member:

1. shall provide, over the telephone, information to the parent/guardian as to available resources outside and within the school system and shall plan follow-up contacts;
2. may notify police if the student poses a threat to the safety of self or others, or as dictated by other circumstances;
3. shall document in writing the course of events and the outcome;
4. shall inform the principal of the course of events and the outcome;
5. may notify other staff, as necessary to promote the safety of the student and others; and
6. shall refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.

- E. If the parent/guardian does not agree with the school’s determination that the student is in imminent danger or for any other reason refuses to take action, the Pupil Personnel Services staff member shall meet with the building principal to develop an immediate plan focused on the safety of the student. The Pupil Personnel Services staff member shall document in writing the course of events and the outcome.
- F. When a student assessed to have been “in imminent danger” returns to the school, the Pupil Personnel Services staff member or the appropriate school-based team (if such referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, when necessary and as permitted by state and federal law.
- V. When addressing students who may be “at risk” or “in imminent danger” of suicide, the Pupil Personnel Services staff member shall consider, in light of the particular circumstances, whether a report to the Department of Children and Families is necessary and/or appropriate in accordance with statutory mandated reporting obligations, Board policy, and/or applicable law.

Suicide Education/Prevention - Students and Staff

- I. As part of the District’s Health Education Curriculum and Developmental Guidance Curriculum, students will be educated regarding suicide risk factors and danger signals, and how they might appropriately respond if confronted with suicidal behavior, verbalizations, or thoughts.
- II. Annually, in-service training for school staff will be held in each school building to discuss suicide risk factors, danger signals, and the procedures outlined in these regulations.

Legal Reference:

Connecticut General Statutes § 10-220a
Connecticut General Statutes § 10-221(f)

Regulation Approved: June 30, 2023
Regulation Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note:

Pursuant to legislation passed in 2023, beginning with the graduating class of 2025, students were required to meet certain requirements related to the FAFSA in order to graduate. Public Act 24-45 delays these requirements until the graduating class of 2027, and the current policy has been revised to reflect this change.

**Series 5000
Students**

5158

POLICY AND ADMINISTRATIVE REGULATIONS TO IMPROVE COMPLETION RATES OF THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The New Milford Board of Education (the “Board”) understands that completion of the Free Application for Federal Student Aid (“FAFSA”) is an important step in the path to postsecondary education and is associated with higher rates of college enrollment. The Board is committed to improving the completion rates of the FAFSA for students enrolled in the New Milford Public Schools (the “District”).

Program to Improve FAFSA Completion Rates

In order to improve the completion rates of the FAFSA by students enrolled in grade twelve in the District and students enrolled in the District’s adult education program, the District shall develop a systematic program through which students are educated about the purpose and content of the FAFSA, encouraged to complete the FAFSA, and assisted in the completion of the FAFSA, as may be necessary and appropriate. The Board directs the Superintendent or designee to develop administrative regulations in furtherance of this policy. The Board further directs the Superintendent or designee to conduct periodic assessments of such regulations, at least annually, to determine the effectiveness of such regulations in improving completion rates of the FAFSA.

FAFSA Graduation Requirements

Students graduating in 2027 and beyond are required to have satisfied one of the following prior to graduation:

- (1) completed a FAFSA;
- (2) for students without legal immigration status, completed and submitted to a public institution of higher education an application for institutional financial aid; or
- (3) completed a waiver of completion of the FAFSA and/or financial aid application, as applicable, on a form prescribed by the Commissioner of Education, signed by the student’s parent or guardian or signed by the student if the student is eighteen or older.

On and after March 15 of each school year, a principal, school counselor, teacher, or other certified educator may complete the waiver on behalf of any student who has not satisfied the above requirements if such principal, school counselor, teacher, or other certified educator affirms that they have made a good faith effort to contact the parent/guardian or student about completion of such applications.

Confidentiality of FAFSA

Any information contained in a FAFSA held by the Board shall not be a public record for purposes of the Freedom of Information Act and thus shall not be subject to disclosure under the provisions of section 1-210 of the Connecticut General Statutes.

Reporting of FAFSA Completion Rates

Each year, the Superintendent or designee will report to the Board the FAFSA completion rate for each high school in the District and for the District's adult education program.

Gifts, Grants and Donations to Implement Policy

The Board may accept gifts, grants and donations, including in-kind donations, to implement the provisions of this policy.

Legal References:

Conn. Gen. Stat. § 10a-11i

Conn. Gen. Stat. § 10-223m

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-221z

Public Act No. 24-45, "An Act Concerning Education Mandate Relief, School Discipline, and Disconnected Youth"

Policy Adopted: October 18, 2022

Policy Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS ADDRESSING
IMPROVING THE COMPLETION RATES OF FAFSA**

In order to improve the completion rates of the Free Application for Federal Student Aid (“FAFSA”) by students enrolled in the New Milford Public Schools (the “District”) and students enrolled in the District’s adult education program, the District will:

- Develop a FAFSA Task Force to identify challenges, successes, and next steps in improving the completion rates of the FAFSA among students in grade twelve and students enrolled in the District’s adult education program.
- Track data from such students regarding FAFSA completion, including date of completion.
- Identify FAFSA coaches who will be assigned a caseload of students to assist students in completing the FAFSA and monitor their completion rates.
- Provide incentives to students who have completed the FAFSA, which may include but are not limited to, spirit days and giveaways, if funding permits.
- Conduct annual presentations to students about the purpose and importance of the FAFSA and the District’s resources available to help students in completing the FAFSA.
- Provide professional development to identified District staff regarding the FAFSA and best practices for supporting students in completing the FAFSA.

Legal References:

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-221z

Conn. Gen. Stat. § 10-223m

Public Act No. 24-45, “An Act Concerning Education Mandate Relief, School Discipline, and Disconnected Youth”

Regulation Adopted: October 18, 2022
Regulation Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

This policy is proposed based on the policy audit completed by Shipman & Goodwin.

The policy has been modified to include the priority list for scheduling the use of facilities according to organization type. The fee schedule is in an Administrative Regulation, Appendix 1.

**Series 1000
Community/Board Operation**

1330

**POLICY AND ADMINISTRATIVE REGULATION (APPENDIX 1) REGARDING
USE OF SCHOOL FACILITIES**

In accordance with Conn. Gen. Stat. § 10-239, the New Milford Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Director of Facilities

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use and Organization Type

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority and Organization type

1. All activities under the jurisdiction of the Board of Education.

Local Town Government and Continuing Education

Parent-Teacher and Other Associated Groups: (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).
2. Recreation for Children: (e.g. Girl and Boy Scouts Organizations, Youth Agency, Parks & Recreation, and other similar organizations).

Recreation for Adults: Non-Profit Organizations (e.g. Adult cultural or recreational activities, Senior Citizens and other similar organizations).
3. Other Non-Profit Groups: (e.g. Church Youth Groups, Service Organizations, Church Meetings).

Commercial Ventures: This category includes commercial ventures of definite cultural value, for the specific benefit of the youth of New Milford.
4. Political Party Meetings: To be used for conducting party business and not for rallies with the exception of caucuses.

Private Party Meetings: Civic and Fraternal programs (e.g. Women's Club, Condo Associations, alumni groups, Masons, Elks, etc.).
5. Commercial Venture: This category includes commercial venture for organizational promotion.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The Use of School Facilities Fee Schedule is set forth in 1330R Appendix 1.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the New Milford Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board and the Town of New Milford, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or the Town of New Milford, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

Signatures:

(Effective July 1, 2023 - retroactive)

New Milford, CT

Elementary and Intermediate Schools

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

Middle and High Schools

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

Utility Fees (per event)

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

- Custodial overtime fees will be billed at \$39.12 per hour Monday-Saturday, \$52.16 per hour on Sundays.
- **Turf Field Overtime rate will be \$50.00 per hour for 1-3 hours of use; \$150.00 flat rate for 3+ hours per Monday-Saturday event; and \$200.00 flat rate for 3+ hours per Sunday event.**
- A.V. or Computer Tech. fees will be billed at \$37.00 per hour Monday-Saturday, \$47.00 per hour on Sundays.
- **(Required for NMHS Theatre Sound Booth and any other on-site support)**
- Cafeteria employees' services will be billed separately and in addition to any fees incurred by this permit.
- There will be a one time application fee of \$20.00 for groups in Org. Type 2 & 3.
- There will be a one time application fee of \$30.00 for groups in Org. Type 4 & 5.
- There will be a flat rate fee of \$175.00 per use for the school piano or sound system.
- **There will be a flat rate fee of \$150.00 each per use for a school computer, copier, and/or audio/visual equipment.**
- **Fee of \$25.00 per use of Turf Field Sound Booth (organization types 2-5). Usage of this also requires pre-use authorization form.**
- **Fee of \$150.00 per use of Turf Field Booster Barn (organization types 2-5). Usage of this also requires pre-use authorization form.**

- * 1-30 participants \$350
- * 31-60 participants \$550
- * 61-90 participants \$750
- * 91+ \$10 per athlete

This policy is recommended by Shipman & Goodwin as part of the policy audit of Series 3000.

**Series 3000
Business**

3160

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the “Board”) shall prepare an itemized estimate of its budget each year for submission to the fiscal authority, Board of Finance, (the “Fiscal Authority”) for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Utilities
- Grounds Maintenance
- Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the “Itemized Estimate.”

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A monthly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for

the difference. Such budget report shall be presented to the Board at the regularly scheduled monthly meeting.

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Conn. Gen. Stat. § 10-221
 § 10-222

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the Mayor of the Town of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

Approved: June 11, 2002
Revised: June 10, 2008
Revised: February 25, 2014
Revised: September 21, 2021
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

This policy is recommended as per the Shipman & Goodwin audit of Series 3000.

**Series 3000
Business**

3280

POLICY REGARDING GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The Superintendent will approve gifts to a school that are valued under \$1,000 and meet criteria established by the administrative regulations established in accordance with this policy. The Board of Education will accept gifts that are valued over \$1,000 and meet criteria established by the administrative regulations established in accordance with this policy.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$1,000.

If the Superintendent determines that a gift fails to meet the criteria established in the administrative regulations, the Superintendent shall inform the Board of Education. Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such gift.

Legal Reference:

Conn. Gen. Stat. § 10-237

Approved: June 11, 2002
Revised: June 10, 2008
Revised: March 8, 2011
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Revised: December 21, 2021
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING GIFTS, GRANTS
AND BEQUESTS TO THE DISTRICT**

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district
- Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- Would not bring unanticipated costs to the school district
- Will place no restrictions on the school program
- Will be suitable for use in meeting the instructional needs of the school
- Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- Will not imply endorsement of any business or product
- Will not be in conflict with any provisions of the school code or public law

All gifts, grants and bequests shall become school district property.

Regulation approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

PURCHASING

I. DEFINITIONS

For purposes of this policy:

- A. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
- B. “General services” include all services that result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
- C. “Property” means real property or personal property.
- D. “Special or Professional Services” are those that involve the furnishing of judgment, expertise, advice or effort by persons other than New Milford Board of Education (“Board”) employees, and may result in the delivery of reports, recommendations, designs, or other documents to assist the Board with a project or venture, but need not involve the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services personnel, special education evaluators, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

II. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Consultation with Municipality Regarding Contracts for Goods or Services

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Board shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

B. Consultation with Municipality Regarding Contracts for Payroll Software and Insurance

The Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers’ compensation insurance.

III. THRESHOLD PROCUREMENT AMOUNTS

The following thresholds shall apply to the Board’s procurement of goods or general services and special or professional services.

	Anticipated Expenditure	Procedure
Goods or General Services	Under \$15,000	Direct purchase from the vendor. Competitive quotes and/or bidding not required.
Goods or General Services	\$15,000 to \$24,999	Competitive quotes required. See Section V.
Goods or General Services	\$25,000 or more	Competitive bidding required. See Section IV.
Special or Professional Services	Under \$15,000	Competitive proposals not required.
Special or Professional Services	\$15,000 to \$24,999.99	Informal competitive proposals required. See Section VI.
Special or Professional Services	\$25,000 or more	Formal competitive proposals required. See Section VI.

IV. GOODS OR GENERAL SERVICES: COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process (\$25,000 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of **\$25,000** or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least **\$15,000**, but less than **\$25,000**, may be awarded by the Superintendent of Schools or designee (collectively referred to as “Superintendent”). Such purchases in the amount of **\$25,000** or more must be awarded by the Board.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a form of contract whenever possible.

The Superintendent shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent on the website of the municipality and/or Board and in a daily local newspaper, if publication in a newspaper is required by law. At least five (5) calendar days must intervene between the date of the website and/or newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public, and the name of the bidder(s) and total cost(s) shall be read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent will tabulate and analyze the bids. For contracts of at least **\$15,000**, but less than **\$25,000**, the Superintendent shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below. For contracts of **\$25,000** or more, the Board shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "New Milford Board of Education" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder (1) whose bid meets the requirements, terms and conditions contained in the bid specifications and (2) is deemed to meet the criteria identified below among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work (the "Selected Bidder"). To be considered as a Selected Bidder, the bidder must have submitted all of the required information identified in the bid specifications. The determination of the Selected Bidder shall then be made after consideration of the objective criteria identified below and after consideration of a cooperative agreement with the municipality as described in Section I.B, above. Unless otherwise required by law, the Board reserves the right to award the bid to a Selected Bidder that is not the lowest bidder. In such instance, the reason for the selection shall be documented and preserved by the Superintendent or as may be required by law.

In determining the Selected Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost and/or considerations of additional value included in the proposal.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Selected Bidder, and one of the bidders has its principal place of business located within the Town of New Milford, the award will be made to the local bidder.

G. Rejection of Bids

The Superintendent has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures.

The Superintendent retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Board or the Superintendent to reject any and all bids.

H. Advisement of Bid Award

Upon acceptance of the Selected Bidder, a letter will be sent to the successful bidder(s) announcing the selection of the chosen bidder. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

V. GOODS OR GENERAL SERVICES: COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$1,000 but less than **\$25,000**. Purchases of goods or services that involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.)

B. Process for Obtaining Quotations

Generally, quotations, either oral or written, should be solicited by the Superintendent from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent may send requests to a limited number of selected vendors. If such request includes a date for submission of quotations, vendors must furnish all of the necessary information to the Superintendent by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after

consideration of a cooperative agreement with the municipality as described in Section I.B, above.

VI. SPECIAL OR PROFESSIONAL SERVICES: COMPETITIVE PROPOSAL PROCESS

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services shall be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Waivers from the competitive proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.) Funds must be available in the proper account in order to solicit proposals.

Purchases of Special or Professional Services that are expected to be less than **\$15,000** shall be made directly by the Superintendent, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$15,000 to \$24,999)

Purchases of Special or Professional Services for at least **\$15,000** but less than **\$25,000** shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent. The Superintendent shall provisionally award the contract, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or more)

A Request for Proposals (“RFP”) for purchases of Special or Professional Services for **\$25,000** or more shall be prepared by the Superintendent. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a form of contract whenever possible. The award of any such contracts for **\$25,000** or more shall be approved by the Board.

The Superintendent will arrange to have a legal notice requesting proposals published on the website of the municipality and/or the Board and in a daily local newspaper, if publication in a newspaper is required by law, at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such website and/or newspaper notice, except as provided by law. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

An evaluation of the proposals will be made by the Superintendent. The contract shall be provisionally awarded, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

VII. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The processes identified in this policy may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Regional or cooperative purchases.

- (7) Cooperative agreement with the local municipality.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent, in their sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent must, in writing, state the reason(s) for granting such Waiver.

VIII. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so. See Appendix A.

When procuring property and/or services purchased with Federal funds as part of the National School Lunch Program, including Connecticut School Nutrition Program funds, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, 7 C.F.R. § 220.16, and 7 C.F.R. § 210.21 through 7 C.F.R. § 210.23, as amended from time to time, to the extent it is required to do so. The Board's school nutrition program director, management, and staff tasked with National School Lunch Program procurement responsibilities shall complete annual training on Federal procurements standards and retain records to document compliance with this requirement. The Board shall also comply with school food authority procurement reviews and audits, as may be required and in accordance with applicable law.

IX. COMPLIANCE WITH GRANTS

When procuring goods or services pursuant to a Federal or State grant or award, the Board will comply with applicable grant or award requirements and assurances made in connection with such funds. Such requirements may include, but are not limited to, use of such funds for authorized purposes and the inclusion of required contract provisions in any contract funded by Federal or State grants.

X. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

- Conn. Gen. Stat. §10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.
- Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods and services. Cooperative arrangements.
- Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.
- 2 C.F.R. § 200.81 (definition of property).
- 7 C.F.R. § 210.21 through 2 C.F.R. § 210.23.1

United States Department of Agriculture, Food and Nutrition Service, Policy Memorandum SP 39-2017, *Local Agency Procurement Reviews for School Food Authorities* (June 30, 2017).

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Revised

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

APPENDIX A

Procurement Standards for the Acquisition of Property or Services
Under a Federal Award
2 C.F.R. §§ 200.317-300.327

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

2 C.F.R. §	FULL TEXT OF C.F.R. SECTION	BRIEF SUMMARY
200.317	Procurements by States	
	When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.	A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.
200.318	General Procurement Standards	
200.318(a)	The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.	The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.

200.318(b)	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	The Board must maintain oversight of its contractors.
200.318(c)(1)	The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.	The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. <i>See Code of Conduct Governing Procurements Under a Federal Award.</i>
200.318(c)(2)	If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.	The Board's conflict of interest policy must cover relationships with certain parent, affiliate, or subsidiary organizations, if any.
200.318(d)	The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives,	The Board must avoid acquisition of unnecessary or duplicative items.

	and any other appropriate analysis to determine the most economical approach.	
200.318(e)	To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.	The Board is encouraged to use intergovernmental agreements or inter-entity agreements.
200.318(f)	The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.	The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.
200.318(g)	The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.	The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.
200.318(h)	The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past performance, and financial and technical resources.
200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The Board must maintain procurement records.
200.318(j)(1)	The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity	The Board may only use time-and-materials type contracts in limited circumstances.

	is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.
200.319	Competition	
200.319(a)	All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.	The Board must conduct procurement transactions in a manner providing full and open competition.
200.319(b)	In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and	Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board

	<p>excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.</p>	<p>must avoid practices that are restrictive of competition.</p>
200.319(c)	<p>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</p>	<p>The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.</p>
200.319(d)	<p>The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</p>	<p>The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.</p>

200.319(e)	The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.	The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.
200.319(f)	Noncompetitive procurements can only be awarded in accordance with § 200.320(c).	Noncompetitive procurements must be awarded in accordance with § 200.320(c).
200.320	Methods of Procurement to be Followed	
200.320	The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.	The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.
200.320(a)	Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:	For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).
200.320(a)(1)	(1) Micro-purchases— (i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. (ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase	Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or

<p>history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</p> <p>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</p> <p>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</p> <ul style="list-style-type: none">(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,(C) For public institutions, a higher threshold consistent with State law. <p>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</p>	<p>other information and documents its files accordingly.</p>
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200.320(a)(2)	<p>(2) Small purchases—</p> <p>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</p> <p>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</p>	<p>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from an adequate number of qualified sources.</p>
200.320(b)	<p>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with <u>§ 200.319</u> or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</p>	<p>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</p>
200.320(b)(1)	<p>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are</p>	<p>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or</p>

	<p>willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</p>	<p>more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</p>
200.320(b)(2)	<p>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services</p>	<p>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</p>

	whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.	
200.320(c)	<p>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:</p> <p>(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</p> <p>(2) The item is available only from a single source;</p> <p>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</p> <p>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</p> <p>(5) After solicitation of a number of sources, competition is determined inadequate.</p>	The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.
200.321	Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms	
200.321(a)	The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.	The Board must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
200.321(b)	Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business	Affirmative steps include, among other things, placing qualified small and minority businesses and

	enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.
200.322	Domestic Preferences for Procurements	
200.322(a)	As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.	The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.
200.322(b)	For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	
200.323	Procurement of Recovered Materials	
200.323	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of	The Board must follow standards in procuring certain items over \$10,000

	<p>the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p>	<p>to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</p>
200.324	Contract Cost and Price	
200.324(a)	<p>The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.</p>	<p>The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.</p>
200.324(b)	<p>The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.</p>	<p>The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.</p>
200.324(c)	<p>Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.</p>	<p>Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.</p>

200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
200.325	Federal Awarding Agency or Pass-Through Entity Review	
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.	Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or passthrough entity in a number of circumstances.
200.325(c)	The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through	The Board is exempt from pre-procurement review if the Federal

	entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.	awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.
200.326	Bonding Requirements	
200.326	For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:	For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.
200.326(a)	A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.	The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.326(b)	A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a	The Board must require a performance bond for 100% of the

	contract to secure fulfillment of all the contractor's obligations under such contract.	contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.327	Contract Provisions	
200.327	The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.	The Board must include the Federal contract provisions in its contracts.

This policy is recommended by Shipman & Goodwin as per the audit of Series 3000.

**Series 3000
Business**

3453

SCHOOL ACTIVITY FUNDS

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; and/or 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amounts received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:

Conn. Gen. Stat. §10-237.

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Administrative Regulations Regarding School Activity Accounts

School Activity Accounts

Administrative regulations regarding the administration of school activity funds is the responsibility of the Superintendent. All activity within these funds should be directed towards promoting the general welfare, education and morale of the student body and financing the normal legitimate extra-curricular activities of various school organizations. Each activity fund or organization should have a clear statement of purpose on file. The statement of purpose should address the raising and spending of funds. Insofar as possible, funds should be used to benefit those students who contributed to the accumulation of the funds or for those activities for which funds were collected or accumulated.

The procedures below represent best practices in managing student activity accounts and funds.

Account Classifications

Listed below are the account classifications within School Activity Accounts:

1. Activity Specific (Adult Ed., Building Use, Medical Expense, Summer School, etc.)
2. Scholarship & Awards
3. Student Organizations
4. School Enterprises
5. General

Establishing an Account

All bank accounts must be listed with the District's Fiscal Services Office. Before any new account is opened or established an "Application for Establishing a New Activity Account" must be submitted to the District's Fiscal Services Office. (Application form is attached.) This information will serve as the basis for requesting a resolution from the Board of Education authorizing the account.

Revenue/Receipts

Revenue or income may be generated from a number of sources including athletics, class activities, club activities, collections from students and/or parents, concessions, donations, dues, fees, fund raising, etc. The proper recording of all revenue is an essential part of accounting for activity funds. Receipt control procedures shall include but not be limited to the following:

- a. Funds should be turned in to the school Principal or his/her designee within 24 hours of receipt.
- b. Pre-numbered receipt forms, written promptly upon receipt of the funds, should be used to

account for all funds. Each receipt should bear the name of the specific account (Student Council, Class of 2004, Mrs. Smith's Boston field trip, etc.) for which it is intended. The source of funds being presented for deposit should also be identified (dance ticket sales, class dues, field trip, gate receipts, etc.). Some type of a "proof of cash" should accompany all deposits (140 tickets @ \$3.00 = \$420.00 or 220 candy bars @ \$0.75 = \$165.00). This is especially relevant for ticket sales and fundraising activities.

- c. Receipts should be posted to a "Receipts Ledger" on a daily basis.
- d. All checks to be deposited in an activity account are to be endorsed immediately upon receipt with a restricted endorsement (For Deposit Only Account 000X).
- e. All money collected shall be placed in a locked and secure area for safe keeping prior to making the bank deposit.
- f. Bank deposits are to be made on a regular basis. (Daily if needed depending upon the volume of activity). In no case should funds be left in a building over weekends or holidays.

Disbursements

All disbursements or expenditures should be made via pre-numbered checks, which shall serve as the basis for making an entry recording the disbursement. A "Disbursement Ledger" shall be maintained for all expenditures or withdrawals. In most instances a check register will serve this purpose. All accounts shall require at least two (2) signatures for expenditures or withdrawals. This pertains to savings as well as checking accounts. At least one (1) signature must be from the building level (usually the Building Principal) and one from the Central Office (usually someone in the Fiscal Services Office).

- a. In no instance may activity funds be used for any purpose that represents an accommodation, loan or credit to any person.
- b. Invoices bearing signatures certifying receipt of goods or services must support disbursements. In instances when an invoice might not be readily available (i.e. deposit or admission fee), other sufficient documentation must be presented or accompany the request for disbursement.
- c. Accuracy of prices, extensions and totals should be checked prior to payment.
- d. Payments should not be made off of statements or copies of invoices.
- e. If a reimbursement is being made for a direct purchase, an invoice or cash register receipt should accompany it. If such an item is not available, a signed statement acceptable to the signatory must be provided. This statement must include a complete description of the transaction.
- f. Under NO circumstance is a district employee to be paid directly from an activity account for any type of service.
- g. When a disbursement is made, the invoice or other supporting documentation should be marked "Paid" and then filed in an appropriate manner.

Other

The following procedures are also essential for proper accounting of activity funds:

- a. Appropriate subsidiary ledgers/accounts are to be maintained for any general type account/fund so as to insure that funds are being expended by the activity and/or students who have raised the funds.

- b. Bank statements are to be reconciled on a monthly basis. The end of each month will serve as the cut-off date for reconciling the bank statement and the related activity account(s).
- c. A monthly report should be submitted to the Fiscal Services Office. The reports should include:
 - 1. Opening balance (start of month)
 - 2. All receipts/revenue for month
 - 3. All expenditures/withdrawals for month
 - 4. Closing balance (end of month)
 - 5. A copy of the most recent bank statement should be submitted for each account. (For checking accounts, a copy of the current bank reconciliation should be submitted.)
 - 6. Reports should be submitted no later than the 15th of the month for the month preceding.
- d. The appropriate advisor/officer of each organization for which an account is maintained should receive a report at least twice each fiscal year.
- e. The Director of Fiscal Services shall have the responsibility and authority to implement all policies, procedures and rules pertaining to the supervision and administration of all activity accounts within the district.
- f. All accounts are subject to municipal audit. In addition, the Fiscal Services Office will implement such internal checks and procedures as deemed necessary to insure compliance with applicable procedures and policies.

Regulation approved:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Official Duties—Assistant Secretary

During the absence of the Board Secretary, the Assistant Secretary will fulfill all the duties outlined in Board of Education Bylaw 9004—Official Duties-Secretary.

Legal Reference:

Connecticut General Statutes

1-225	Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
7-3	Warning of town and other meetings
7-4	Record of warning
10-224	Duties of the secretary
10-225	Salaries of secretary and other officers

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Role of the Board and Its Members

Statement of Integrity

The long term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular. As Board of Education members, our goal is to improve the education of our children and to advocate for them and their best interests. Board members must be working effectively together and with others in the community to successfully reach this goal. A Board of Education that operates with integrity will be a more effective Board. Integrity is first, discerning what is right and what is wrong; second, acting upon what you have discerned even at personal cost; and third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents, and others in the community be considered in every decision. A Board of Education with a sense of integrity will consider what is right, and what is wrong. This takes discipline and an awareness of one's environment.

To this end, as a Board of Education with integrity, we will:

- Understand that our first and greatest concern is the educational welfare of the students, and that all decisions must be based on this understanding;
- Render all decisions based solely on our judgment of the available facts and not surrender that judgment to individuals, special interests, or our own personal agendas;
- Attend all Board meetings insofar as possible, and be prepared to discuss and/or act upon all agenda items;
- Be responsible for becoming informed on any and all issues coming before the Board;
- Seek to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
- Conduct our meetings and foster an environment where all elements of the community can express their ideas;
- Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
- Refrain from using our position on the Board for personal or partisan gain;

Bylaws of the Board

Role of the Board and Its Members

Statement of Integrity (continued)

- Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
- Fairly assess all non-instructional aspects of the school operation; AND
- Support all decisions by the Board to the community once a decision has been reached.

The New Milford Board of Education is committed to the highest legal and ethical standards essential in governing its school system. It endeavors to encourage growth and support established and innovative educational objectives.

(cf. 9000 - Role of Board and its Members)

(cf. 9271 - Code of Ethics)

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 14, 2006
Bylaw reviewed by the Board: February 4, 2020

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Annual Organizational Meeting of the Board

It is the policy of the Board to conduct an annual meeting, held the third Tuesday in December, for the purpose of organization and the election of officers.

1. The meeting shall be called to order by the Superintendent or Acting Superintendent.
2. Upon nomination from the floor, the Board Chairperson shall be elected by a recorded vote of the Board and take office upon election.
3. Upon nominations from the floor, the Board shall elect by recorded vote the Vice-Chairperson, Secretary and Assistant Secretary.
4. Election of any officer shall require a majority vote of the Board members present.
5. Requests to serve on specific standing committees shall be submitted by Board members to the Board Chairperson (refer to policy 9130).

(cf. 9120 - Officers)

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 14, 2006
Bylaw revised by the Board: May 9, 2017

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Attorney

The Board of Education will appoint an attorney for the district. The attorney must be admitted to the Bar of Connecticut. The attorney will be the legal advisor to the Board. In that capacity, the attorney's duties will be:

1. to advise the Board with respect to all legal matters relating to the district, including but not limited to, interpretation of the Connecticut General Statutes and all other statutes, rules or regulations affecting the district;
2. to be easily accessible to the Board and the Superintendent of Schools (and, at the discretion of the Superintendent, to his/her administrative staff), with respect to legal matters issuing out of the day-to-day administration of the district;
3. to review and to represent the district in the preparation of any and all contracts which the district may be obliged to execute (other than purchase orders usually issued for the purchase of goods, equipment and services);
4. to advise and assist in matters of litigation and represent the Board in legal proceedings;
5. to review the legality of all rules or regulations to be adopted by the Board;
6. to review and advise with respect to any process served upon the district;

All requests for written opinions on school-related matters shall be directed to the attorney through either the Superintendent or the Board Chairperson. Such written opinions shall be provided to all Board members.

The attorney shall receive a retainer or fee as per an agreement between the Board and the attorney.

Selection Procedures

When selecting a School Attorney, the Board shall adhere to the following procedures:

1. the district will first locate prospective lawyers/law firms that are properly licensed in the State of Connecticut and have experience representing boards of education by:
 - a. advertising in trade journals;
 - b. checking listings of lawyers/law firms; or
 - c. making inquires of other districts or other appropriate sources.

Bylaws of the Board

Attorney

Selection Procedures (continued)

2. The district will then prepare a well-planned, written request for a proposal which will contain critical details of the services sought and submit this request to prospective applicants.
3. In selecting a School Attorney, the district will consider the cost of a retainer (or hourly fee), as well as such other factors as:
 - a. the special knowledge or expertise of the lawyer/law firm;
 - b. the quality of the service provided by the lawyer/law firm;
 - c. the staffing of the lawyer/law firm; and
 - d. the lawyer's/law firm's suitability for the district's needs.
4. The district will maintain documentation of the written proposals submitted by lawyer/law firm applicants for the position of School Attorney.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 7, 2005
Bylaw revised by the Board: October 9, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Standing Committees

The New Milford Board of Education shall have standing committees to address the operations of the Board. The committees shall be as follows:

- Operations
- Facilities
- Learning, and
- Policy

Duties:

1. Operations Committee

- a. With the Superintendent of Schools and the Superintendent's staff will be responsible for the conduct of negotiations with certified and non-certified bargaining units. The committee will from time to time report to the full Board the progress of negotiations. Approval of the final collective bargaining agreement and its adoption are matters for full Board action.
- b. Shall enter into the selection procedures for all certified Principals and supervisors as well as Central Office Administrative Personnel and, in the case of the latter, may request full Board participation for finalist candidates. The Operations Committee recognizes the effectiveness of the Superintendent's recommending two or more candidates for its consideration. The full Board of Education is responsible for the hiring and termination of such personnel.

Coaching and teaching leadership appointments shall be recommended by the Principal concerned and the Athletic Director. The Superintendent of Schools shall bring these recommendations to the full Board for its consideration and approval.

- c. Review contracts related to operations for quality and cost effectiveness and make recommendations to the Board.
- d. Review policies and procedures which relate to school transportation, personnel, budget and fundraising.

Bylaws of the Board

Standing Committees

Operations Committee (continued)

- e. Review budgets and budget requests.

2. Facilities Committee

- a. Work with the Superintendent and his/her staff in the overall planning for and supervision of the physical plant.
- b. Provide for the planning and scheduling of long-range maintenance items.
- c. Identify and investigate long-range maintenance and physical plant needs.
- d. Solicit and receive bids for major maintenance needs.
- e. Identify costs and budget impacts of maintenance needs.
- f. Ensure that adequate budget support is in place for the maintenance, repair and improvement of the physical plant.
- e. Ensure the timely and proper completion of maintenance and repair projects.

3. Learning Committee

- a. Review proposals concerning student courses throughout the district.
- b. Ensure the Board's familiarity with district education programs.
- c. Review curricula based goals and achievements.
- d. Monitor planning, development, implementation, evaluation and refinement/maintenance of curricula.

Bylaws of the Board

Standing Committees

4. Policy Committee

- a. Formulate policies to be presented to entire Board for action.
- b. Suggest amendments/revisions of existing policies.
- c. Be knowledgeable of policies adopted and why.
- d. Conduct reviews of policies as needed.
- e. Monitor implementation of policies in the school(s).

(cf. 9130 – Board Committees)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 7, 2005
Bylaw revised by the Board: November 14, 2006

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Board Consultants

The New Milford Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise;
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

Bylaws of the Board

Student Involvement In Decision Making

The Board acknowledges the value of the insights, opinions and information that can be provided by members of the student body. To this end:

1. The Board encourages students to attend regular Board of Education meetings and will review the order of business to address areas of specific students interest to the earliest possible time whenever a student is in attendance to address a topic.
2. Representative(s) of the Board will be available to meet during the day with the Student Council Presidents and Vice-Presidents at least twice per school year if requested by the respective Student Council. The meetings will be used to discuss areas of common interest. Each meeting will be followed by a report to the Board of Education.
3. The Principal of each school shall make the Board meeting agenda available to students and publicize and the Board's invitation to any student to attend any Board of Education public session and to speak during the public participation period on any matter whether on the agenda for the meeting or not.

Bylaw adopted by the Board: January 9, 2001

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new member-elect to understand the Board of Education's functions, policies and procedures and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district including but not limited to the following:
 - a. A copy of the Board's policies, rules and regulations.
 - b. A copy of the current school budget and the latest financial statement.
 - c. A New Board Member packet.
 - d. Any other materials relevant to the duties and responsibilities as members of the New Milford Board of Education.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and the Board Chairperson to discuss services they perform for the Board and the school district.
4. The incoming member shall be provided with a copy of the Board 's policies and bylaws, administrative regulations and copies of pertinent materials developed by the State School Board Association.
5. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.
6. The incoming Board member shall be invited to tour the schools.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 14, 2006

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Board Member Development

The complexity of Board of Education membership demands opportunities for development, study and training for Board members. The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

In-service activities planned by the Board and by the administration for staff members, as appropriate;

Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;

Subscriptions to publications addressing Board member concerns.

Recognizing the need for continuing training and development of its members, the Board of Education encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

The Superintendent of Schools will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;

Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which members would be most appropriate to participate at a given meeting;

If authorized to attend, and reimbursement is approved by the entire Board, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;

When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

Bylaws of the Board

Code of Ethics

As a guide to performing their duties, Board members should:

1. Be an advocate of high quality free public education for all Connecticut children.
2. As an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools, and bring about any needed change only through legal and ethical means.
3. Help create public schools which meet the individual educational needs of all children regardless of their race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression or any other class protected by law.
4. Work to help the community to understand the importance of proper support for public education.
5. Become informed about the nature, value and direction of contemporary education and support needed change in the schools.
6. Serve as a communications link between the community and the schools, working to ensure that the community is fully and accurately informed about the schools, and that the school staff understands the aspirations and desires of the community.
7. Recognize that a Board member's responsibility is not to "run the schools", but to see that they are well-run through effective policies.
8. Confine Board action to policy-making, planning, and appraisal, and consult with those who will be affected by the Board's actions.
9. Arrive at conclusions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
10. Recognize that authority rests only with the whole Board assembled in a meeting, and make no personal promises nor take any private action that may compromise the Board.
11. Never use the position on the Board for personal gain.
12. Hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the schools.

Bylaws of the Board

Code of Ethics (continued)

13. Ensure that all school business transactions be open and ethical.
14. Ensure that the best personnel available are appointed to all positions in the district.
15. Refer all complaints through the proper "chain of command" within the system, and act on such complaints at public meetings only when administrative solutions fail.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: June 12, 2012
Bylaw reviewed by the Board: February 4, 2020

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Order of Business

The order of business shall be at the discretion of the Chairperson and may include the following items:

1. Call to Order
2. Pledge of Allegiance
3. Requests from Citizens
4. Approval of the Minutes
5. Disbursement Journal
6. Budget Update
7. Committee Reports
8. Communication/Correspondence
9. Report of the Superintendent
10. Information Items
11. Action Items
12. Discussion Items
13. Adjournment

Bylaws of the Board

Monitoring Products and Processes

Self-Evaluation

The New Milford Board of Education is made up of duly elected individuals to oversee the Public Schools of the community. This very responsible and complex job requires that the Board blend its diverse opinion into a common purpose which will give direction to the school system. The local community looks to its Board of Education to provide leadership for the school system. The success of the system depends on how well that role is carried out.

Therefore, it shall be the policy of the New Milford Board of Education that there shall be an annual program of self evaluation in which each member shall participate.

The Board will schedule dates annually to conduct its self-evaluation. The evaluation will include, but not be limited to, the following leadership areas: community leadership of education, influencing educational policy, community involvement, communicating with the public, the decision making process, planning and setting goals, allocating resources, developing Board policy, policy oversight, selecting and evaluating the Superintendent, working with the Superintendent, promoting good employee relations, setting expectations for Board member conduct, conducting the work of the Board, Board member development.

The Board may request consultant assistance in carrying out the evaluation of the Board.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 14, 2006

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Public Announcement of Accomplishments

The Board shall keep the public informed of the school system's progress in accomplishing its goals and priorities, including programs established to achieve them. The Superintendent shall maintain a communication program for this purpose, which shall include, but not be limited to, public meetings, publications in local newspapers and school newsletters, PTA meetings, and other appropriate methods.

Bylaws of the Board

Recognition of Accomplishments by Citizens, Students, Staff Members or Members of the Board

Recognition for Accomplishment

The Board is committed to recognizing and reinforcing the positive efforts and performance of individuals involved in the school system. The Superintendent shall develop procedures to honor the distinguished or exceptional achievements of citizens, students, and staff. This should also include retiring staff who have contributed to the school system over an extended period of time. This may be done by recognition at Board meetings, letters of recognition, or other appropriate methods.

Bylaw adopted by the Board: January 9, 2001

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut



NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
 New Milford, Connecticut
 March 18 BOE Meeting

NON-CERTIFIED STAFF APPOINTMENTS

<p>Kathleen Griffin -1.0 Assistant Superintendent Secretary -Effective Date: February 27, 2025 Candidate No Longer Taking Position with District</p>	<p>Tyler Kennen -1.0 Maintainer II- Electrician at SNIS. -Effective Date: March 10, 2025 -Salary \$32.78 per hour. Replacing J.Mattia who left due to personal reasons (Salary \$32.78 per hour).</p>	<p>Carmel O’Meara** -1.0 Special Education Paraeducator at SMS. -Effective Date: March 20, 2025 -Salary \$18.53 per hour. Replacing R.Grudzwick who resigned (Salary \$17.48 per hour).</p>
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CERTIFIED STAFF – RETIREMENTS

<p>Deborah Knipple -1.0 Marketing Teacher at NMHS -Effective Date: End of 2024-2025 School Year -Salary \$96,723 (MA/15) after 22 years in the district.</p>	<p>Heather Morin -1.0 Special Education Teacher at SMS -Effective Date: End of 2024-2025 School Year -Salary \$96,723 (MA/15) after 26 years in the district.</p>	<p>Tracy Nevins -1.0 Grade 7 Science Teacher at SMS -Effective Date: End of 2024-2025 School Year -Salary \$97,471 (MA12/15) after 29 years in the district.</p>
<p>Linda Robinson -1.0 ELL Teacher at HPS -Effective Date: : End of 2024-2025 School Year -Salary \$97,471 (MA12/15) after 23 years in the district</p>		
<p>Utina Ruggio -1.0 Reading Teacher at SNIS - Effective Date: : End of 2024-2025 School Year -Salary \$96,723 (MA/15) after 16 years in the district.</p>		

**Revision from the 03/11/2025 Operations Meeting

NON-CERTIFIED STAFF- RESIGNATIONS

<p>Ron Peet -1.0 Maintainer I at NES. -Effective Date: March 3, 2025 -Salary \$29.79 per hour. Left due to personal reasons.</p>	<p>Yvonne Snowdon -1.0 General Worker/Cashier at SNIS. -Effective Date: March 3, 2025 -Salary \$16.35 per hour. Left due to personal reasons.</p>
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COACHING STAFF – APPOINTMENTS

<p>Louis Alhage III -1.0 JV Boys Lacrosse Coach -Effective Date: March 22, 2025 -Stipend for Assignment: \$3151</p>	<p>Jacob Meadows -1.0 Assistant Track and Field Coach -Effective Date: March 22, 2025 -Stipend for Assignment: \$3172</p>
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COACHING STAFF- RESIGNATIONS

<p>Morgan Moore -1.0 JV Girls Lacrosse Coach -Effective Date: February 13, 2025. Left due to personal reasons. Last Stipend Amount \$3151.</p>	<p>Zachary Pereira -1.0 JV Boys Soccer Coach -Effective Date: February 25, 2025. Left due to personal reasons. Last Stipend Amount: \$4564.82</p>	<p>David Warren -1.0 JV Boys Lacrosse Coach -Effective Date: January 22, 2025. Stepped down to a volunteer coach. Last Stipend Assignment: \$3151.</p>
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New Milford Enrollment Matrix By School

March 3, 2025

NES	Actual 6/1/23	Proj 24-25	Actual 03/03/25	Variance from the Projection
PK	56	39	57	18
K	139	129	109	-20
1	134	129	132	3
2	128	137	138	1
Totals	457	434	436	2

HPS	Actual 6/1/23	Proj 24-25	Actual 03/03/25	Variance from the Projection
PK	48	39	56	17
K	117	121	92	-29
1	120	121	121	0
2	105	115	123	8
Totals	390	396	392	-4

PK - 2 TOTAL	Actual 6/1/23	Total Proj 24-25	Actual 03/03/25	Variance from the Projection
PK	104	78	113	35
K	256	250	201	-49
1	254	250	253	3
2	233	252	261	9
Totals	847	830	828	-2

SNIS	Actual 6/1/23	Proj 24-25	Actual 03/03/25	Variance from the Projection
3	252	252	259	7
4	262	237	233	-4
5	250	258	260	2
Totals	764	747	752	5

SMS	Actual 6/1/23	Proj 24-25	Actual 03/03/25	Variance from the Projection
6	281	269	272	3
7	255	243	245	2
8	286	277	281	4
Totals	822	789	798	9

NMHS	Actual 6/1/23	Proj 24-25	Actual 03/03/25	Variance from the Projection
9	293	267	247	-20
10	334	300	304	4
11	302	298	283	-15
12	308	324	314	-10
Totals	1237	1189	1148	-41

	Actual 6/1/23	Actual 02/01/24	Proj 24-25	Actual 03/03/25	24-25 Variance from the Projection
PK-2	847	848	830	823	-7
SNIS	764	755	747	746	-1
SMS	822	774	789	800	11
NMHS	1237	1211	1189	1150	-39
TOTALS	3670	3588	3555	3519	-36

LHTC total = 18

NEW MILFORD PUBLIC SCHOOLS



Facilities Subcommittee Report

March 11, 2025

Items for Information and Discussion

A. NMHS RFP

An RFP has been posted for the gutter seam repairs at New Milford High School. The bid opening for this is April 4, 2025.

B. HPS RFP

An RFP has been posted for the canopy roof repairs at Hill and Plain School. The bid opening for this is April 4, 2025.

C. SMS UST

Weston & Sampson is currently developing the scope for the eventual replacement of the underground storage tank at Schaghticoke Middle School. Once their work is complete we will post an RFP for the actual construction phase of the project.

D. NES Exterior Locks

All the exterior doors at Northville Elementary have been rekeyed to a new master key. This work eliminates the different door locks that were in place and the need for multiple keys to access those exterior doors.

E. SNIS Fence Repairs

The fencing along the Sarah Noble driveway sustained damages on the evening of February 14 after it was struck by a motor vehicle. No one has claimed responsibility for the damage which has since been repaired.

Approved Field Trips March 2025

School	Grade/Dept.	Trip Date	Day(s) of the Week	# of Students	# of Adults	Destination	Subs	Student Cost
NMHS	10-12	2/21/25	Friday	30	1	Western CT State University-Early College Experience	0	\$0.00
NMHS	9-12	3/8/25	Saturday	29	4	Dartmouth HS, Dartmouth, MA Winter Percussion Competition	0	\$0.00
NMHS	9-12	3/22/25	Saturday	9	4	Liberty High School, Bethlehem, PA Winter Guard Competition	0	\$0.00
NMHS	9-12	3/23/25	Sunday	9	4	Liberty High School, Bethlehem, PA Winter Guard Competition	0	\$0.00
SNIS	4-5	3/26/25	Wednesday	65	2	Schaghticoke Middle School	1	\$0.00
NMHS	11-12	4/1/25	Tuesday	24	1	Litchfield Superior Court, Torrington, CT	1	\$20.00
HPS	2	4/2/25	Wednesday	126	14	Ridgefield Playhouse, Ridgefield, CT	14	\$0.00
NMHS	12	4/4/25	Friday	50	4	Basketball Hall of Fame, Springfield, MA	2	\$55.00
NMHS	11-12	4/8/25	Tuesday	24	1	Litchfield Superior Court, Torrington, CT	1	\$20.00
NMHS	7	4/9/25	Wednesday	25	1	Chestnut Grove Senior Center	1	\$0.00
NMHS	9-12	4/9-4/13/25	Wed-Sun	29	6	Courtyard Dayton North, Dayton, OH WGI World Championship	1	\$500.00
NES	2	4/23/25	Wednesday	58	6	New Milford Public Library	6	\$0.00
NES	2	4/24/25	Thursday	80	9	New Milford Public Library	9	\$0.00
NMHS	9-12	4/30/25	Wednesday	50	3	Pearl Studios NYC	3	\$230.00
NMHS	11-12	5/2/25	Friday	24	1	Litchfield Superior Court, Torrington, CT	1	\$20.00
HPS	K	5/22/25	Friday	92	15	Ridgefield Playhouse, Ridgefield, CT	7	\$0.00
HPS	2	5/27/25	Tuesday	65	4	Sarah Noble Intermediate School	4	\$0.00
NES	2	5/27/28	Tuesday	65	4	Sarah Noble Intermediate School	4	\$0.00
HPS	2	5/28/25	Wednesday	65	4	Sarah Noble Intermediate School	4	\$0.00
NES	2	5/28/28	Wednesday	65	4	Sarah Noble Intermediate School	4	\$0.00
NMHS	9-12	5/28/25	Wednesday	70	8	Palace Theater-Halo Awards	3	\$25.00

MARCH 2025 FUNDRAISING REPORT

DEPT	EVENT	FUNDS USE
<u>NMHS</u>		
French Honor Society	Cookie Competition	Senior Scholarships
DECA	Sale of Apparel & Snacks at B-Ball Games	Competition Registration Fees
Class of 2025	Panera Fundraising Night	Offset Costs of Prom and Banquet
Asia Club	Sale of Paper Cranes	Proceeds to Room to Read (Book Donations)
Class of 2025	Snapraise	Offset Costs of Prom and Banquet
NMHS Theater	Snapraise	Purchase Materials for Next Production
NMHS Theater	Playbill Advertisement Sale	Purchase Materials for Next Production
NMHS Theater	Spring Musical Ticket Sale	Purchase Materials for Next Production
NMHS Theater	Sale of Theater Apparel	Purchase Materials for Next Production
NMHS Theater	Concession Sales at Spring Production	Purchase Materials for Next Production
Key Club	Kiss a Senior Goodby (Hershey Kiss Sale)	Senior Scholarships and Key Club Projects
Key Club	Grant Request to fund Clothing Closet @NMHS	Develop & Sustain Clothing Closet @ NMHS
Key Club	Duck-Duck-Kiss Valentine's Gram	Senior Scholarships and Key Club Projects
Key Club	Brave the Shave-St. Baldricks Foundation	Donation to St. Baldricks Foundation
Key Club	Easter Egg Sale	Senior Scholarships and Key Club Projects
National Honor Society	Sale of Roses	Fund NHS Senior Scholarship
National Honor Society	Flower Sale @ All School Musical	Fund NHS Senior Scholarship
Math Honor Society	Pi-A-Peer	Fund Senior Scholarships
Math Honor Society	Pi-Day Carnival	Fund Senior Scholarships
Band	Butterbraid Fundraiser	Fund Senior Scholarships
Class of 2026	Concession Sale @ 2/18 Basketball Game	Class Activities
Class of 2026	Chipotle Fundraising Night	Fund Prom & Senior Activities
Class of 2026	Panera Fundraising Night	Fund Prom & Senior Activities
Key Club	3.75 Mile Walk	Donate to "Thirst Project"
<u>SNIS</u>		
PTO	Sale of Valentine Grams	Enrichment Grants
PTO	Charleston Wrap	Enrichment Grants

DONATIONS