

**New Milford Board of Education
Regular Meeting Minutes
September 18, 2018
Sarah Noble Intermediate School Library Media Center**

Present:	Mr. David A. Lawson, Chairman Mrs. Angela C. Chastain Mr. Bill Dahl Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mr. J.T. Schemm	RECEIVED TOWN CLERK 2018 SEP 20 A 8:50 C 7
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Also Present:	Dr. Stephen Tracy, Interim Superintendent of Schools Ms. Alisha DiCorpo, Assistant Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Laura Olson, Director of Pupil Personnel and Special Services Ms. Roberta Pratt, Director of Technology Mr. Kevin Munrett, Facilities Director Mr. Nestor Aparicio, Assistant Facilities Director Mrs. Anne Bilko, Sarah Noble Intermediate School Principal Mrs. Susan Murray, Northville Elementary School Principal Ms. Elizabeth Meskill, Student Representative Mr. Craig Benvenuti, Student Representative
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1.	Call to Order A. Pledge of Allegiance The regular meeting of the New Milford Board of Education was called to order at 7:30 p.m. The Pledge of Allegiance immediately followed the call to order. Mr. Lawson moved Item 2 Recognition down on the agenda until Mr. Syzdek, the honoree, could arrive from band practice.	Call to Order A. Pledge of Allegiance
3.	Public Comment Connie Williams said she was speaking on behalf of adding a grade 2 class at Northville Elementary School. She said the benefits of lower class sizes are well documented. She said	Public Comment

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	the ranges of differentiation and special education inclusion are both positive in themselves but require support. She asked the Board to look forward and advocate for students. • Carolyn Saitta said the district uses data and research to guide student learning and she asks that the Board look at all the data that supports smaller class size and follow Dr. Tracy's recommendation to hire another grade 2 teacher for NES. • Doranne Koval said Dr. Tracy's recommendation to hire a grade 2 teacher is in the best interest of students in spite of the disruption the change will cause. She said the NES grade 2 student numbers are 25%-33% higher than those of HPS and the same growth will be required of both groups of students, putting the NES students at a disparate disadvantage. She said this is a hard choice but if approved, they will work as colleagues to make it work best for students. • Caroline Hyde said she was speaking as a parent. She thanked Dr. Tracy for his leadership in this area and asked that the Board accepts his recommendation for another grade 2 classroom. • Amy Davis said she is a parent and district substitute. She is speaking on behalf of another grade 2 classroom for all the reasons previously stated. She said she has heard some comments from parents about not moving their children but being in favor of the addition in general. She would be fine with her child moving if necessary to make this happen. • Nancy Webb spoke about the policy up for approval regarding use of restraint. She said she thinks administration has dropped the ball in this area and that staff are not properly trained to do what the law requires. She is concerned some children are not receiving a fair and equitable education. She urged the Board to look into this to build back trust that has been lost.	
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2. A.	Recognition Teacher of the Year for 2019 – David Syzdek Dr. Tracy and Mr. Lawson publicly congratulated Mr. Syzdek, New Milford's Teacher of the Year for 2018-19. Dr. Tracy read a proclamation recognizing Mr. Syzdek's dedication to New Milford students. Mrs. Tracey O'Connor, from Ingersoll Automotive, announced that Mr. Syzdek will drive the Ingersoll Auto courtesy car for the month of October. Mr. Syzdek thanked the Board, administration, parents and students for their support over the years and said he looks forward to taking the program to the next level going forward. The meeting recessed at 8:01 p.m. for a short reception and reconvened at 8:05 p.m.	Recognition A. Teacher of the Year for 2019 – David Syzdek
4.	PTO Report Town-wide PTO president Mandi MacDonald said it has been a busy start to the year with several welcome back events held. The PTO is continuing its popular monthly spirit days at the K-5 level. Picture days are ongoing and family fun nights and fall book fairs are coming up as is the K-5 Apex Fun Run. This is a fundraiser for the PTO. They are selling discount cards to support scholarships and will host a fall craft and vendor fair in November. All school PTOs have Facebook pages; she encourages all to follow them.	PTO Report
5.	Student Representative's Report Elizabeth Meskill introduced the new student representative who will be joining her this year, Craig Benvenuti, a junior. Elizabeth and Craig gave a summary of activities. They said the high school hosted Ed Gerety, an inspirational speaker. They had student photos last week. The	Student Representative's Report

	high school Open House took place last week. They reported on fall athletic happenings and said the band's Home Show is upcoming. Senior Guidance Night and Financial Aid Night will take place in October. Also next month, the Spanish Honor Society is hosting a Blood Drive and the National Honor Society is having its induction. • Dr. Tracy welcomed Craig and Elizabeth and encouraged them to reach out to other students to come forward with agenda items from a student perspective.	
6.	Approval of Minutes A. Approval of the following Board of Education Meeting Minutes: 1. Regular Meeting Minutes August 21, 2018 Mr. McCauley moved to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes August 21, 2018, seconded by Mrs. McInerney and passed unanimously.	Approval of Minutes A. Approval of the following Board of Education Meeting Minutes: 1. Regular Meeting Minutes August 21, 2018 Motion made and passed unanimously to approve the following Board of Education Meeting Minutes: Regular Meeting Minutes August 21, 2018.
7.	Superintendent's Report • Interim Superintendent Dr. Steve Tracy said the school opening went very smoothly in spite of the hot weather. Convocation day was very productive and the teachers had engaging professional development as a result of Ms. DiCorpo's work. He has met with new teachers and visited all the schools. • He thanked Food Service and Facilities staff for their extra efforts during the hot weather days and families for their patience. • He said he, along with Board members, have had collaborative sessions with the Mayor regarding the school roofs and other topics.	Superintendent's Report

	• He looks forward to presenting the Smarter Balanced results to the Board in collaboration with Ms. DiCorpo and the principals. • He met with Dr. Jeff Kitching of EdAdvance regarding what supports they offer. • He talked about the positive things he sees in the schools including a bulletin board at SNIS which gave examples of what students are excited about. He said their comments illustrate well the Choice Theory topics of Dr. William Glasser of which Dr. Tracy is a big proponent. Dr. Glasser says all human behavior is driven by five basic needs: safety and survival, love and belonging, power, freedom, and fun. Dr. Tracy says you can see them all in action on the bulletin board.	
8.	Board Chairman's Report • Mr. Lawson said that he, Mrs. Faulenbach, Mrs. McInerney and members of the administrative team have been meeting with the Town to discuss insurance, for cost savings and to keep the quality. They have also discussed the roofs at SNIS and NMHS. There is a plan to temporarily fix and secure the high school roof for winter while the permanent solution is addressed.	Board Chairman's Report
9.	Committee And Liaison Reports A. Facilities Sub-Committee – Mr. McCauley • Mr. McCauley said he was not at the meeting and he thanked Mrs. Chastain for chairing. Mrs. Chastain said the minutes reflect discussion and items were moved to the full Board as needed. B. Operations Sub-Committee – Mrs. Faulenbach • Mrs. Faulenbach said they had a robust agenda with most items on tonight for discussion and action. Topics included the NES grade 2 request, tuition rates, the graduation date for the Class of 2019, the end of year balance placement, HPS oil	Committee And Liaison Reports A. Facilities Sub-Committee B. Operations Sub-Committee

	tank funding, turf field committee update and superintendent search.	
C.	Policy Sub-Committee – Mr. Schemm Mr. Schemm said policies are on the agenda for approval per bylaw 9311. Four of the five are due to changes in public acts; the other is a language clean up. Revision to policy 4118.25/4218.25 includes a first in that it includes an option that is not active until October 2019. Legal suggested it be built in now. Policy 5141 includes a request for oral health assessment per public act. He said there was a lively discussion about policy 5141.21 which has bus drivers administering medication if needed. Mr. Failla helped clarify a change to language from “may” to “should” which makes a difference in liability. Regarding policy 5157, Mr. Schemm thanked the public for sharing perspective and concern during tonight’s public comment. The policy was new as of February 2016 to all schools across the state. All are working on training and implementation. He said it is important to keep the lines of communication open in this area among parents, staff, and administration.	C. Policy Sub-Committee
D.	Committee on Learning – Mrs. McInerney Mrs. McInerney said there are two curricula for approval tonight. She said the committee had a discussion about the NES grade 2 class sizes. They heard a presentation from Ms. DiCorpo regarding the district Theories of Action progress and how they drive the work. Mrs. McInerney said she attended several of the curriculum nights/open houses and she was pleased to see the Theories of Action presented there as well.	D. Committee on Learning
E.	EdAdvance – Mrs. Monaghan Mrs. Monaghan said she reviewed the most recent meeting minutes for highlights. The	E. EdAdvance

	Foothills adult education catalogue is out. She asked how the district could get it and distribute it. She said the sale of the catholic schools had gone through and EdAdvance would be moving programs there at a cost savings to them. They discussed the end of year budget and proposed budget for 2018-19. They are offering free workshops on Board rules and responsibilities if anyone is interested. F. Connecticut Boards of Education (CABE) – Mr. Lawson • Mr. Lawson said most news focuses on new mandates which Mr. Schemm has already discussed. G. Negotiations Committee – Mrs. Faulenbach • Mrs. Faulenbach said they are in negotiations with three units: nurses, secretaries, and teachers. She said they hope to bring an agreement with the teachers to the Board. She thanked the committee and administration for the tremendous amount of work done in this area in the summer into this fall. H. Magnet School – Mrs. Monaghan • Mrs. Monaghan said she called the school and they have 376 students this year which is about the same as last year. New Milford has 17 of its 18 slots filled.	F. Connecticut Boards of Education (CABE) G. Negotiations Committee H. Magnet School
10.	Discussion and Possible Action A. Policies for Approval 1. 4111/4211 Recruitment and Selection 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5141 Student Health Services 4. 5141.21 Administration of Medication 5. 5157 Use of Physical Force	Discussion and Possible Action A. Policies for Approval 1. 4111/4211 Recruitment and Selection 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5141 Student Health Services 4. 5141.21 Administration of Medication

	Mr. Dahl moved to approve the following policies, in accordance with Board Bylaw 9311: 1. 4111/4211 Recruitment and Selection 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5141 Student Health Services 4. 5141.21 Administration of Medication 5. 5157 Use of Physical Force Seconded by Mr. McCauley. • Mrs. Monaghan asked if bus drivers would be trained to administer medication. Mr. Schemm said yes; it would be required of the contractor. • Mr. Failla said he had commented previously regarding policy 5141.21 that he has difficulty in obligating people to take action in very serious situations. He said that while bus drivers will do all they can to protect our students he thinks we should tread carefully in this area. Regarding policy 5157, he understands that it is mandated but is concerned about tonight's public comment. He knows administration will look into the concerns mentioned and hopes that the letter of the law is being followed to keep all safe. • Mr. Schemm noted that four of the five policies fall under the umbrella of student safety. These are the non-negotiables and the right things to do. The motion passed unanimously. B. Approval of the Following Curricula 1. Computer Literacy 2. AP Computer Science Principles Mr. McCauley moved to approve the following curricula:	5. 5157 Use of Physical Force Motion made and passed unanimously to approve the following policies, in accordance with Board Bylaw 9311: 1. 4111/4211 Recruitment and Selection 2. 4118.25/4218.25 Reporting Child Abuse and Neglect 3. 5141 Student Health Services 4. 5141.21 Administration of Medication 5. 5157 Use of Physical Force B. Approval of the Following Curricula 1. Computer Literacy 2. AP Computer Science Principles Motion made and passed unanimously to approve the following curricula:
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	1. Computer Literacy 2. AP Computer Science Principles Seconded by Mr. Schemm. Mr. Failla said the teachers for these classes presented at sub-committee. He said it was great to see these areas making progress with additional classes as this is where our society is going. Now they need to meet the challenge of getting young women more involved in this area. The motion passed unanimously.	1. Computer Literacy 2. AP Computer Science Principles
C.	Tuition Rates for 2018-2019 Mrs. Monaghan moved to approve the Tuition Rates for 2018-2019 as follows: New Milford High School: \$13,352.94 Schaghticoke Middle School: \$11,522.28 Sarah Noble Intermediate School and Elementary Schools: \$11,477.98 Seconded by Mrs. McInerney. There was no discussion. The motion passed unanimously.	C. Tuition Rates for 2018-2019 Motion made and passed unanimously to approve the Tuition Rates for 2018-2019 as follows: New Milford High School: \$13,352.94 Schaghticoke Middle School: \$11,522.28 Sarah Noble Intermediate School and Elementary Schools: \$11,477.98.
D.	New Milford High School Graduation Date 2019 Mrs. Faulenbach moved to approve the New Milford High School Graduation Date for 2019 for Saturday, June 22, 2019 at 2:00 p.m., seconded by Mrs. McInerney. There was no discussion. The motion passed unanimously.	D. New Milford High School Graduation Date 2019 Motion made and passed unanimously to approve the New Milford High School Graduation Date for 2019 for Saturday, June 22, 2019 at 2:00 p.m.
E.	2017-18 Year End Balance Mr. Lawson moved to make a request to the Town that the Year End Balance for 2017-18, subject to	E. 2017-18 Year End Balance Motion made to make a request to the Town that the Year End Balance

	final audit, go to capital reserve, seconded by Mr. McCauley. Mrs. Faulenbach moved to amend the motion to request that \$50,000 of the Year End Balance for 2017-18, subject to final audit, go to MUNIS account 43020000-49510-00006 for turf field replacement, with the remaining balance to capital reserve; seconded by Mr. Lawson. • Mr. Failla said the year-end balance of \$346,753 was after the Board gave the requested \$450,000 contribution to the Town. If they had not, there would be a significantly higher balance to put in capital reserve. He said he finds it disheartening that the Town ended up \$1.5 million on the positive side, of which one third came from the BOE, and nothing was given back. • Mr. Failla said the Town's best assets are its children and buildings. The turf fields project, which included the track and LED lighting, was a Town of New Milford undertaking on school property. The Town should be proud of the project which came in under budget. He implored the Town to do what's right now and contribute to its eventual replacement. He said the BOE cannot be expected to fully fund it. • Mrs. McInerney said she will support the motion and amendment. She asked why Mrs. Faulenbach suggested \$50,000. • Mrs. Faulenbach said she struggled with the number and considered requesting a percentage instead. In the end, she looked at the difference between what the projected year-end balance was versus the actual unaudited figure. This was roughly \$52,000 so she looked at that. • Mr. Schemm asked what the balance in capital reserve is currently. Mrs. Faulenbach said it could be found on the memo and was over \$600,000. She said the remainder of the approximately \$296,000 would still go into capital reserve. Mr. Schemm said he would support this for the turf fields and said they spend a lot of time discussing them. Mrs.	for 2017-18, subject to final audit, go to capital reserve. Motion made and passed unanimously to amend the motion to request that \$50,000 of the Year End Balance for 2017-18, subject to final audit, go to MUNIS account 43020000-49510-00006 for turf field replacement, with the remaining balance to capital reserve. The original motion, as amended, passed unanimously.
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	Faulenbach said this is the one time of year they have this opportunity with the end of year balance. The amendment passed unanimously. The original motion, as amended, passed unanimously.	
F.	Request for Capital Reserve Funds – HPS Oil Tank Mrs. Monaghan moved to approve the Request for Capital Reserve Funds – HPS Oil Tank in the amount of \$92,000, seconded by Mrs. Faulenbach. Mrs. Faulenbach said oil tanks were discussed in May and it was determined that the HPS oil tank needed immediate action and it was ordered. The funding protocol was uncertain at that time and now needs to be determined. She hopes this motion passes so that the Town Council and Board of Finance can act on the request going forward. She said there was a different financial snapshot in May and the Town did not have \$1.5 million to use at that time. She said if they had perhaps the Town would have included the HPS oil tank with the other tanks at the time. She is hoping the Town will take a further look at this project in light of that. The motion passed unanimously.	F. Request for Capital Reserve Funds – HPS Oil Tank Motion made and passed unanimously to approve the Request for Capital Reserve Funds – HPS Oil Tank in the amount of \$92,000.
G.	NMHS Roof - Dr. Tracy said no action is needed tonight just an update. - Mr. Munrett said they met with the Mayor last week and the Town would be allocating funds for a better repair of the roof while final bonding possibilities are discussed. - Dr. Tracy said they are looking at four options: replacement of damaged sections with asphalt, replacement of the entire roof with asphalt, replacement of the roof with metal, and solar	G. NMHS Roof

	panels on all or some. He said they are hoping to work through this process with the Town quickly to make the January bonding cycle. • Mrs. Faulenbach said she wanted to thank administration and the Town personnel for their efforts regarding the emergency appropriation of \$200,000, which will be reimbursed from insurance, to allow for needed work for the winter. • Mr. Lawson asked that the Board be kept appraised of the project.	
H. NES Grade 2 Enrollment/Staffing	Mrs. McInerney moved to approve the addition of a Grade 2 teacher at Northville Elementary School, not to exceed \$60,000, seconded by Mr. McCauley. • Mrs. Chastain said it was unfortunate that this was not identified before the start of school. She said she toured the spaces at both schools and thought there was plenty of space in the classrooms. She said she was also surprised by the number of support staff coming in and out of the classrooms. She said if done, this sets a precedent. Grade 5 has an average of over 24 students per class. What will the Board do if they come forward? She said the Board knew the numbers would be high at budget time. She said she is also very concerned about uprooting students a month in and has already heard parents expressing concerns about moving students. She said she can see both sides. • Mr. McCauley said he agrees with a lot of what Mrs. Chastain said but has read many studies about class size. He said 23/24 students is just too large at this age. He will support hiring another teacher and thinks students are resilient enough to handle the change. • Mrs. McInerney said it was a shame that the change was not done in the summer when the numbers were there and perhaps a teacher could have been moved from HPS. She supports	H. NES Grade 2 Enrollment/Staffing Motion made and passed unanimously to approve the addition of a Grade 2 teacher at Northville Elementary School, not to exceed \$60,000.

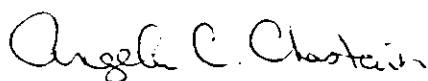
	adding a teacher; students will adjust and the current teachers will help. She thanked Dr. Tracy for providing the historical background and said the disparity is just too much. • Mr. Lawson said he regrets they are dealing with this now. He said class size is paramount. • Mr. Schemm said he wanted to thank the grade 2 team for sharing their concerns tonight and at sub-committees. When reviewing he looks at the importance of parity between schools. New Milford has two elementary schools so this is really the only place parity becomes an issue. He looked at the turnover savings which is favorable at this time so funds are available. He looked at the passion of the grade 2 team. He is confident they will make it work and hopes parents see the larger good with adding another class. • Mrs. Chastain asked how students would be identified to move if this motion passes. • Dr. Tracy said he would talk to the principal. He said he assumes the creation of the new class would be done similar to the original six. They will look for balance in the mix of students. Perhaps they can incorporate some volunteers but it would not be driven solely by that. • Mrs. Faulenbach said she was torn at Operations and wasn't going to support this coming in but now after listening she thinks the arguments for it exceed her concerns and she will support it. The Board is here for the students but she is not pleased with the timing and cautious about taking funds from the budget as it is early in the year for expenses. • Mrs. Faulenbach said she wanted to be clear that even though we are talking about adding staff for this particular instance, the enrollment is still down overall. In 2003 there were 5240 students total; now we are down to 3972. • Mrs. Chastain said enrollment is down 131 students just from last year. • Mrs. Monaghan said she expects expediency to make the class happen if the motion passes. She also suggested, as Mr. Schemm suggested previously, that the Board take a look at moving	
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	district lines in the future. Mr. Lawson said this could be addressed at committee. • Dr. Tracy asked for clarity that the \$60,000 cap was for salary only and did not include benefits. Consensus agreed. He said administration would plan to move quickly. The motion passed unanimously. I. Superintendent Search • Mr. Lawson said he had provided the timeline from the last search to generate discussion. • Mrs. Chastain said the Board has a lot on its plate right now and suggested this wait until after budget. She said they should look at making accommodations with Dr. Tracy if needed. She wants a nationwide search and was torn on using the same firm again as she was not happy overall with the quality of the candidates. She thought the suggested budgeted amount of \$13,000 was too low. • Mrs. Faulenbach agreed. She said this is one of the biggest investments the district can make and the search should be nationwide. She is concerned with the timing right in the middle of budget. She said maybe an Ad-Hoc committee could do preliminary work at least and could filter information to the Board. • Mr. Schemm said the Ad-Hoc committee did a great job on securing an Interim Superintendent. He suggested they reach out to other local districts who have recently hired a superintendent to learn lessons from them. Mrs. McInerney agreed and suggested they adjust the timeline if Dr. Tracy is willing to stay. • Mr. Lawson asked for volunteers to let him know if they are willing to serve on the Ad-Hoc.	
11.	Items For Information And Discussion • Mr. Lawson said these are items of information since the Board gave the superintendent the	I. Superintendent Search Items For Information And Discussion

	authority over the summer. They would go back to approval next month.	
A.	Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 18, 2018 • Mr. Failla said he had a few high school students ask him about Exhibit A and why there was no Dance Coach on it when they have students interested. Ms. Baldelli said Mr. Lipinsky is looking diligently for an advisor for this stipend position but they are hard to find. • Mr. Lawson said he regrets the departure of Ms. Pratt. He thanked her for her service and achievements while here which include securing our network, opening up the “information highway”, and setting up a technology rotation. • Mr. Schemm asked about certified openings. Ms. Baldelli said she has two recommendations coming. There are still openings for a bilingual teacher at SMS, Spanish teacher at NMHS, and special education teacher. After tonight, there is an opening for Grade 2 as well. • Dr. Tracy thanked Ms. Baldelli and her team for all their efforts. He said there is nothing more important than the quality of staff.	A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 18, 2018
B.	Monthly Reports 1. Budget Position 2. Purchase Resolution: D-714 3. Request for Budget Transfers • Mrs. Faulenbach referenced the memo regarding tuition payments. She confirmed with Mr. Giovannone that this is revenue to the Town. She asked if revenue to the Town is captured in the budget book. Mr. Giovannone said it is not. She suggested that be considered; it had been done in the past. • Mrs. Faulenbach asked to see revenue projections versus actual for such items as gate receipts, parking fees and pay to play fees. Mr. Giovannone said those are posted quarterly and	B. Monthly Reports 1. Budget Position 2. Purchase Resolution: D-714 3. Request for Budget Transfers

	will show in MUNIS in November but that he could do a snapshot in time in a separate memo. • Mr. Failla asked for specific numbers as of today, this year to date, for parking and pay to play fees. Mr. Giovannone said he would bring it as an item of information to Operations. C. SNIS A/C Condensation • Mr. Munrett said they had issues at SNIS before school started with chilled water causing condensation on pipes. They cleaned it up and reinsulated the pipes. They are talking to enviroconsultants about what can be done for a long term fix and are managing for now. • Dr. Tracy thanked Mike Crespan from the New Milford Health Department for his independent evaluation. • Mr. Schemm asked if the system was separate from heating. Mr. Munrett said no the design is a two pipe system only. • Mr. McCauley said he appreciated how it was handled right away and that the district tested so quickly for safety. • Mrs. McInerney asked that a communication be sent to inform parents. Dr. Tracy agreed to do so. D. Field Trip Report • There was no discussion.	C. SNIS A/C Condensation D. Field Trip Report
12.	Adjourn Mrs. Faulenbach moved to adjourn the meeting at 9:34 p.m., seconded by Mrs. McInerney and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn at 9:34 p.m.

Respectfully submitted:



Angela C. Chastain
Secretary
New Milford Board of Education