

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: August 18, 2026
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. PTO REPORT

4. APPROVAL OF MINUTES

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

- 1. Special Meeting Minutes June 16, 2026
- 2. Regular Meeting Minutes June 16, 2026
- 3. Special Meeting Minutes June 23, 2026

5. SUPERINTENDENT'S REPORT

6. BOARD CHAIRPERSON'S REPORT

7. DISCUSSION AND POSSIBLE ACTION

A. Monthly Reports

- 1. Budget Position dated July 31, 2026
- 2. Purchase Resolution D-808
- 3. Request for Budget Transfers

B. Policy for Discussion

- 1. 5000 Policy Regarding Non-Discrimination (Students)

C. Policies for Second Read

- 1. 5142 Administration of Student Medications in the Schools

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2026 AUG 17 A 8:44
NEW MILFORD, CT

2. 6156 Policy Regarding Library Collection Development and Maintenance,
Library Displays and Programs, and Library Material Review and
Reconsideration
- D. Policy for Third Read
 1. 6142.1 Curricular Exemptions
- E. Hiring Committee Membership
- F. Consideration of a one-year leave of absence for Samantha Madigan, paraprofessional at Sarah Noble Intermediate School.

8. ITEMS OF INFORMATION

- A. Items of Information:
 1. 5000 R Administrative Regulations Regarding Non-Discrimination (Students)
- B. 26/27 Capital Reserve Withdrawal
- C. Update on Propane Gas Tax Credits
- D. NMHS Roof Reimbursement
- E. Employment Report - August 2026
- F. Enrollment Report - July and August 2026
- G. Review of Facilities Projects in New Milford Public Schools
- H. Field Trip Report

9. DISCUSSION AND POSSIBLE ACTION

- A. Discussion and possible action concerning the interview of a candidate for the Schaghticoke Middle School Assistant Principal position. Executive Session anticipated. The Board may take action when it returns from Executive Session.

10. ADJOURN

**New Milford Board of Education
Special Meeting Minutes and Motions
June 16, 2026 - 5:15 pm
Sarah Noble Intermediate School Library Media Center**

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2021 JUN 18 P 1:57
NEW MILFORD, CT

Present:	Mrs. Leslie Sarich, Chairperson Mr. Eric Hansell, Vice Chairperson <i>arrived at 6:12pm</i> Mrs. Sarah Herring, Secretary Mrs. Tammy McInerney, Assistant Secretary Mrs. Wendy Faulenbach Mr. Dean Barile Mr. Brian McCauley Mr. Joseph Failla Mr. Tom O'Brien
Absent:	
Also Present:	Dr. Janet Parlato, Superintendent

1.	Call to Order The special meeting of the New Milford Board of Education was called to order at 5:26 p.m. by Mrs. Leslie Sarich, Chairperson.	Call to Order
2.	Public Comment None	Public Comment
3.	<u>DISCUSSION AND POSSIBLE ACTION</u> A. Discussion and possible action regarding the 2025-26 annual evaluation of the Superintendent of Schools. Executive session anticipated. <i>Mr. O'Brien moved that the Board enter into executive session for the purpose of discussing the 2025-26 annual evaluation of the Superintendent of Schools. It was further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato. Seconded by Mr. McCauley. Motion passed unanimously.</i> <i>The Board and Dr. Parlato entered Executive Session at 5:27pm.</i> <i>Dr. Parlato exited Executive Session at 6:06pm.</i>	<u>DISCUSSION AND POSSIBLE ACTION</u> A. Discussion and possible action regarding the 2025-26 annual evaluation of the Superintendent of Schools. Executive session anticipated. Motion made and approved that the Board enter into executive session for the purpose of discussing the 2025-26 annual evaluation of the Superintendent of Schools. It was further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato. Motion passed unanimously.

	<i>The Board returned from Executive Session at 6:14pm.</i> <i>Mrs. McInerney moved that the Board authorize the Board Chairperson to prepare and issue to the Superintendent an oral annual evaluation for 2025-26 pursuant to the terms of the Board's discussion in executive session and subject to any necessary legal review. Seconded by Mr. McCauley. Motion passed unanimously.</i> B. Discussion and possible action regarding proposed contract of employment with Superintendent of Schools. Executive session anticipated. <i>Mr. Barile moved for the Board to enter into executive session for the purpose of discussing the proposed contract of employment with the Superintendent of Schools. Seconded by Mr. McCauley. Motion passed unanimously.</i> <i>The Board entered Executive Session at 6:15pm.</i> <i>The Board returned from Executive Session at 6:21pm.</i> <i>Mr. Hansell moved that the Board authorize the Board Chairperson to offer the Superintendent a new three year employment agreement pursuant to the terms of the Board's discussion in Executive Session and subject to any necessary legal review. Seconded by Mrs. McInerney. Motion passed unanimously.</i>	Motion made and approved that the Board authorize the Board Chairperson to prepare and issue to the Superintendent an oral annual evaluation for 2025-26 pursuant to the terms of the Board's discussion in executive session and subject to any necessary legal review. Motion passed unanimously. B. Discussion and possible action regarding proposed contract of employment with Superintendent of Schools. Executive session anticipated. Motion made and approved for the Board to enter into executive session for the purpose of discussing the proposed contract of employment with the Superintendent of Schools. Motion passed unanimously. Motion made and approved for the Board to authorize the Board Chairperson to offer the Superintendent a new three year employment agreement pursuant to the terms of the Board's discussion in Executive Session and subject to any necessary legal review. Motion passed unanimously.
4.	Adjourn <i>Mrs. Faulenbach moved to adjourn the meeting at 6:22 p.m., seconded by Mr. O'Brien.</i>	Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 6:22 p.m.</i>

Respectfully submitted:



Sarah Herring
Secretary
New Milford Board of Education

**New Milford Board of Education
Meeting Motions & Minutes
June 16, 2026
Sarah Noble Intermediate School Library Media Center**

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Present:	Mrs. Leslie Sarich, Chairperson Mr. Eric Hansell, Vice Chairperson Mrs. Sarah Herring, Secretary Mrs. Tammy McInerney, Assistant Secretary Mr. Dean Barile Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Brian McCauley Mr. Tom O'Brien
Absent:	

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NEW MILFORD, CT

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 Dr. Kimberly Culkin, Director of Student Services
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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 p.m. 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.		PTO REPORT There was none.	PTO REPORT
4.		APPROVAL OF MINUTES Approval of the following Board of Education Meeting Minutes: 1. Regular Meeting Minutes May 19, 2026	APPROVAL OF MINUTES A. Approval of the following Board of Education Meeting Minutes: 1. Regular Meeting Minutes May 19, 2026

New Milford Board of Education
Meeting Motions & Minutes
June 16, 2026
Sarah Noble Intermediate School Library Media Center

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		<i>Mr. Barile moved to approve the Regular Meeting Minutes May 19, 2026. Seconded by Mr. Hansell. Motion passed 8-0-1 with Mrs. McNerney abstained.</i>	Motion made and passed to approve the Regular Meeting Minutes May 19, 2026. Motion passed 8-0-1.
5.		SUPERINTENDENT'S REPORT Dr. Parlato stated the high school seniors celebrated graduation. The middle school will have their promotion ceremony tomorrow. The last day for students is June 19th. The last day for teachers is June 22nd. Dr. Parlato thanked the board, and the community for their support.	SUPERINTENDENT'S REPORT
6.		BOARD CHAIRPERSON'S REPORT Mrs. Sarich thanked everyone for a great school year.	BOARD CHAIRPERSON'S REPORT
7.		SUBCOMMITTEE REPORT'S A. Policy No discussion. B. Committee on Learning Mrs. Herring stated there are 15 new curricula to be reviewed. C. Facilities Mr. O'Brien stated there are 2 action items on the agenda. D. Operations Mrs. Faulenbach stated the monthly reports are on the agenda and the fiscal year wrapup.	SUBCOMMITTEE REPORT'S A. Policy B. Committee on Learning C. Facilities D. Operations

8.	A.	<u>DISCUSSION AND POSSIBLE ACTION</u> Monthly Reports Budget Position dated May 31, 2026 Purchase Resolution: D-807 Request for Budget Transfers Mr. Giovannone stated that the three monthly reports. He noted that the excess cost has been received and is in process. Mrs. Faulenbach inquired as to how the excess cost will be captured, and Mr.	DISCUSSION AND POSSIBLE ACTION A. Monthly Reports Budget Position dated May 31, 2026 Purchase Resolution: D-807 Request for Budget Transfers
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Meeting Motions & Minutes
June 16, 2026
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	Giovannone responded that the matter will be reviewed at the next meeting. <i>Mrs. Faulenbach moved to approve the Budget Position dated May 31, 2026; Purchase Resolution D-807; and Request for Budget Transfers. Seconded by Mr. Barile. Motion passed unanimously.</i> B. Policies for First Read: 1. 5142 Administration of Student Medications in the Schools 2. 6156 Policy Regarding Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration Mr. Barile asked for additional info to be emailed to him regarding policy 6156. C. Revised Policies for Second Read and Approval: 1. 3160 Budget Procedures and Line Item Transfers 2. 5125 Confidentiality and Access to Education Records 3. 6147 Parental Access to Instructional Material 4. 6142.1 Curricular Exemptions 3160: Mrs. Faulenbach inquired regarding the status of the non-lapsing account and noted its absence from the current policy. Dr. Parlato clarified that an unexpended fund provision is integrated into the policy language. Regarding the 30-day processing period, Dr. Parlato explained that this timeline commences following the formal adoption of the budget. She committed to	Motion made to approve the Budget Position dated May 31, 2026; Revised Purchase Resolution D-807; and Request for Budget Transfers. Motion passed unanimously. B. Policies for First Read: 1. 5142 Administration of Student Medications in the Schools 2. 6156 Policy Regarding Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration C. Revised Policies for Second Read and Approval: 1. 3160 Budget Procedures and Line Item Transfers 2. 5125 Confidentiality and Access to Education Records 3. 6147 Parental Access to Instructional Material 4. 6142.1 Curricular Exemptions
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	providing the Board with further procedural details. 5125: Mr. Barile inquired whether the student records include all health and transcript information. Dr. Parlato confirmed that the policy pertains to the entire record. 6142.1 Mr. Barile recommended that the policy be structured as an opt-in rather than an opt-out. Mrs. McInerney suggested bringing awareness that this material is being taught, noting concerns that parents might inadvertently miss the opportunity to opt-in their child. <i>Mr. Hansell moved to approve the following policies: 3160, 5125, 6147 and 6142.1. Seconded by Mr. O'Brien.</i> <i>Mr. Hansell pulled the main motion. Mr. O'Brien pulled the second motion.</i> <i>Mr. Hansell moved to approve the following policies: 3160, 5125 and 6147. Seconded by Mr. O'Brien. Motion passed unanimously.</i> D. Curricula for Approval 1. Group Fitness 2. Team Sports 3. Summit Health and Wellness 4. Summit Citizenship 5. Nets and Recreational Games 6. Yoga and Pilates 7. Exploration in Physical Science 8. ECE Human Geography - SCSU 9. Intro to Drafting and Design I 10. Drafting and Design II 11. Summit Math III 12. Summit English III 13. AP Business with Personal Finance 14. ECE Middle East Studies	Motion made to approve the following policies: 3160, 5125 and 6147. Motion passed unanimously. D. Curricula for Approval 1. Group Fitness 2. Team Sports 3. Summit Health and Wellness 4. Summit Citizenship 5. Nets and Recreational Games 6. Yoga and Pilates 7. Exploration in Physical Science 8. ECE Human Geography - SCSU 9. Intro to Drafting and Design I
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		15. Digital Media II No discussion. <i>Mrs. McInerney moved to approve the following curricula: Group Fitness, Team Sports, Summit Health and Wellness, Summit Citizenship, Nets and Recreational Games, Yoga and Pilates, Exploration in Physical Science, ECE Human Geography - SCSU, Intro to Drafting and Design I, Drafting and Design II, Summit Math III, Summit English III, AP Business with Personal Finance, ECE Middle East Studies, Digital Media II. Seconded by Mr. Barile. Motion passed unanimously.</i>	10. Drafting and Design II 11. Summit Math III 12. Summit English III 13. AP Business with Personal Finance 14. ECE Middle East Studies 15. Digital Media II Motion made to approve the following curricula: Group Fitness, Team Sports, Summit Health and Wellness, Summit Citizenship, Nets and Recreational Games, Yoga and Pilates, Exploration in Physical Science, ECE Human Geography - SCSU, Intro to Drafting and Design I, Drafting and Design II, Summit Math III, Summit English III, AP Business with Personal Finance, ECE Middle East Studies, Digital Media II. Motion passed unanimously.
	E. District Repair and Improvement Project Mr. O'Brien reported the district received these funds through state legislation; they are designated for building repairs and improvements. <i>Mr. Hansell moved to approve the District Repair and Improvement Project. Seconded by Mrs. McInerney. Motion passed unanimously.</i>	E. District Repair and Improvement Project Motion made to approve the District Repair and Improvement Project. Motion passed unanimously.	
	F. RFP E-2526-005 Enrollment Study Mr. Failla questioned the need for a new enrollment study. Dr. Parlato cited the current data is growing stale, and Mrs. Sarich noted there are upcoming housing developments that could impact town population.	F. RFP E-2526-005 Enrollment Study	

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	<i>Mr. O'Brien moved to approve the RFP E-2526-005 Enrollment Study. Seconded by Mr. McCauley. Motion passed unanimously.</i> G. Tutor Rate of Pay Mr. Giovannone stated the recommendation is to increase to \$20/hour. <i>Mr. Hansell moved to approve the Tutor Rate of Pay. Seconded by Mr. McCauley. Motion passed unanimously.</i> H. 25/26 Fiscal Year End Mrs. Faulenbach stated, since parking fees can not be taken out of the end of year balance, the recommendation is to not charge parking fees in the future and to take \$20,000 out of the current year's revenue line. There is enough surplus to cover the cost. There is no vote necessary. Mr. O'Brien stated he believed the \$75 was a reasonable cost. Mr. Giovannone stated, the 2027-28 budget will have zero dollars in the parking fee line item. Regarding the capital reserve, Mr. Failla inquired about the ESG payment and the projected allocation to capital reserve overall. Mr. Giovannone stated that the ESG payment for 67% of the lease that the town has for the solar project. <i>Mrs. Faulenbach motioned to approve the 25/26 Fiscal Year End Balance to be distributed as such:</i> <i>–ESG Payment to the Town of New Milford, \$502,964.43;</i> <i>–Repayment of the 2% set aside grant to the Town of New Milford in the amount of \$232,906;</i> <i>–Contribution towards Turf Field Replacement, \$50,000;</i> <i>–Contribution towards a new, non-lapsing account for the Board of Education, pursuant to BOE Policy 3160, and Connecticut General Statute 10-248(a), \$50,000, and</i>	Motion made to approve RFP E-2526-005 Enrollment Study. Motion passed unanimously. G. Tutor Rate of Pay Motion made to approve the Tutor Rate of Pay. Motion passed unanimously. H. 25/26 Fiscal Year End Motion made to approve the approve the 25/26 Fiscal Year End Balance to be distributed as such: –ESG Payment to the Town of New Milford, \$502,964.43; –Repayment of the 2% set aside grant to the Town of New Milford in the amount of \$232,906;
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Sarah Noble Intermediate School Library Media Center**

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		<i>-The remaining balance to be deposited into the Capital Reserve Account, pending final audit. Seconded by Mr. Barile. Motion passed unanimously.</i>	–Contribution towards Turf Field Replacement, \$50,000; –Contribution towards a new, non-lapsing account for the Board of Education, pursuant to BOE Policy 3160, and Connecticut General Statute 10-248(a), \$50,000, and -The remaining balance to be deposited into the Capital Reserve Account, pending final audit. Motion passed unanimously.
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9.	ITEMS OF INFORMATION A. 5125 R Administrative Regulations Regarding Confidentiality and Access to Education Records No discussion. B. McCarthy Observatory Annual Report Dr. Parlato stated the observatory celebrated 25 years. The observatory has added a second dome. C. New Milford Legal Engagement Letter Dr. Parlato advised of an increase in legal rates. In response to Mr. Barile's inquiry regarding the indemnification clause and the firm's limitation of liability, Mr. Failla clarified that such provisions are standard practice. D. CEN Community WiFi Grant for New Milford Public Schools Dr. Parlato reported that outdoor WiFi at the schools is now available, noting that this will be a beneficial feature for community and sporting events. E. Propane Gas Tax Credits Mr. Giovannone reported that the district is leveraging an existing municipal contract for a		ITEMS OF INFORMATION A. 5125 R Administrative Regulations Regarding Confidentiality and Access to Education Records B. McCarthy Observatory Annual Report C. New Milford Legal Engagement Letter D. CEN Community WiFi Grant for New Milford Public Schools E. Propane Gas Tax Credits

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	propane tax credit, a matter which has been reviewed by legal counsel. He clarified that any credit amounts due to the Board of Education, net of the Transtax Advisors fee, would be directed to the Board. Mrs. Faulenbach emphasized the need for a transparent procedural framework, noting that the district could potentially seek reimbursement for propane expenses dating back to 2016. She questioned the mechanism by which funds sent to the town would be transferred to the Board. Mr. Giovannone noted the Mayor has provided assurances regarding the return of these funds, however, he confirmed that no transactions would proceed without auditor approval. Mrs. Sarich expressed reservations about entering the agreement, citing a previous instance where a \$1 million ESG credit was retained by the town despite the district having funded 66.6% of the associated ESG fees without receiving any portion of the credit. Mr. Barile noted it represents a new revenue stream that was not previously available to the district. F. Facilities Summer Projects Mr. O'Brien stated major projects include sidewalk repair, Central Office updates and the middle school underground storage tank. G. Employment Report - June 2026 H. Enrollment Report - June 2026 Dr. Parlato stated it is stable. I. May Fundraising Report No discussion. J. Field Trip Report No discussion.	F. Facilities Summer Projects G. Employment Report - June 2026 H. Enrollment Report - June 2026 I. May Fundraising Report J. Field Trip Report
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New Milford Board of Education
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June 16, 2026
Sarah Noble Intermediate School Library Media Center

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10.	<u>DISCUSSION AND POSSIBLE ACTION</u> A. Discussion and possible action concerning the interview of a candidate for the Hill and Plain Assistant Principal position. Executive Session anticipated. The Board may take action when it returns from Executive Session. <i>Mrs. Faulenbach moved for the Board to enter into executive session for the purpose to interview a candidate for the Hill and Plain Assistant Principal position. Invited into executive session were Dr. Janet Parlato, Superintendent of New Milford Public Schools and the candidate. Seconded by Mr. O'Brien. Motion passed unanimously.</i> <i>The Board of Education entered executive session at 7:49pm.</i> <i>The candidate entered executive session at 7:56pm.</i> <i>The candidate exited executive session at 8:07pm.</i> <i>The Board of Education returned from executive session at 8:02pm</i> <i>Mr. Hansell moved to appoint Katherine Brittain to the position of Hill and Plain Assistant Principal, effective July 1, 2026. Seconded by Mrs. McInerney. Motion passed unanimously.</i> B. Discussion and possible action upon the employment and salaries of Non-Bargaining Unit Employees. Executive Session anticipated. The	<u>DISCUSSION AND POSSIBLE ACTION</u> A. Discussion and possible action concerning the interview of a candidate for the Hill and Plain Assistant Principal position. Executive Session anticipated. The Board may take action when it returns from Executive Session. Motion made for the Board to enter into executive session for the purpose to interview a candidate for the Hill and Plain Assistant Principal position. Invited into executive session were Dr. Janet Parlato, Superintendent of New Milford Public Schools and the candidate. Motion passed unanimously. Motion made for the Board to appoint Katherine Brittain to the position of Hill and Plain Assistant Principal, effective July 1, 2026. Motion passed unanimously. B. Discussion and possible action upon the employment and salaries of Non-Bargaining Unit
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		Board may take action when it returns from Executive Session. <i>Mr. Hansell moved for the Board to enter into executive session for the purpose of discussing the employment and salaries of Non-Bargaining Unit Employees. It was further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato, and Director of Fiscal Services, Anthony Giovannone. Seconded by Mrs. Sarich. Motion passed unanimously.</i> <i>The Board entered executive session at 8:04pm.</i> <i>The Board returned from executive session at 8:12pm.</i> <i>Mrs. Faulenbach moved to approve items, as per discussed in executive session, regarding Non-Bargaining Unit Employees. Motion passed unanimously.</i>	Employees. Executive Session anticipated. The Board may take action when it returns from Executive Session. Motion made for the Board to enter into executive session for the purpose of discussing the employment and salaries of Non-Bargaining Unit Employees. It further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato, and Director of Fiscal Services, Anthony Giovannone. Motion passed unanimously. Motion made and passed to approve the items, as per discussed in executive session, regarding Non-Bargaining Unit Employees. Motion passed unanimously.
11.		ADJOURN <i>Mr. O'Brien moved to adjourn the meeting at 8:12 p.m. Seconded by Mr. McCauley. Vote passed unanimously.</i>	ADJOURN Motion made to adjourn the meeting at 8:12 p.m. Motion passed unanimously.

Respectfully Submitted,

Sarah E Herring

Mrs. Sarah Herring
Secretary
New Milford Board of Education

**New Milford Board of Education
Special Meeting Minutes and Motions
June 23, 2026 - 5:15 pm
Sarah Noble Intermediate School Library Media Center**

RECEIVED
TOWN CLERK 
2026 JUN 25 P 1:37
NEW MILFORD, CT

Present:	Mrs. Leslie Sarich, Chairperson Mr. Eric Hansell, Vice Chairperson <i>arrived 5:17pm</i> Mrs. Sarah Herring, Secretary Mrs. Tammy McInerney, Assistant Secretary Mr. Brian McCauley Mr. Tom O'Brien
Absent:	Mr. Dean Barile Mr. Joseph Failla Mrs. Wendy Faulenbach
Also Present:	Dr. Janet Parlato, Superintendent Mr. Anthony Giovannone, Director of Fiscal Services and Operations

1.	Call to Order The special meeting of the New Milford Board of Education was called to order at 5:15 p.m. by Mrs. Leslie Sarich, Chairperson.	Call to Order
2.	Public Comment None	Public Comment
3.	<u>DISCUSSION AND POSSIBLE ACTION</u> A. Discussion and possible action concerning the interview of a candidate for the Schaghticoke Middle School Principal position. Executive Session anticipated. The Board may take action when it returns from Executive Session. <i>Mrs. McInerney moved that the Board enter into executive session for the purpose of interviewing a candidate for the Schaghticoke Middle School Principal position. It was further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato and the candidate. Seconded by Mr. McCauley. Motion passed unanimously.</i> <i>The Board entered Executive Session at 5:16pm.</i>	<u>DISCUSSION AND POSSIBLE ACTION</u> A. Discussion and possible action concerning the interview of a candidate for the Schaghticoke Middle School Principal position. Executive Session anticipated. The Board may take action when it returns from Executive Session. Motion made and approved that the Board enter into executive session for the purpose of interviewing a candidate for the Schaghticoke Middle School Principal position. It was further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato and the candidate. Motion passed unanimously.

<i>Candidate entered Executive session at: 5:25pm</i> <i>Candidate exited Executive Session at: 5:32pm</i> <i>The Board returned from Executive Session at 5:33pm.</i> <i>Mr. O'Brien moved that the Board appoint Jennifer Powers to the position of Schaghticoke Middle School Principal, effective July 1, 2026. Seconded by Mrs. McInerney. Motion passed unanimously.</i> B. Discussion and possible action regarding a proposed memorandum of agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. regarding the pay frequency schedule for certain School Year Employees. Executive session anticipated. The Board may take action when it returns to public session. <i>Mrs. Sarich moved for the Board to enter into executive session for the purpose of discussing a proposed memorandum of agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. regarding the pay frequency schedule for certain School Year Employees. It was further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato, and Director of Fiscal Services, Anthony Giovannone. Seconded by Mr. Hansell. Motion passed unanimously.</i> <i>The Board entered Executive Session at 5:34pm.</i> <i>The Board returned from Executive Session at 5:38pm.</i> <i>Mr. Hansell moved that the Board approve the memorandum of agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. regarding the pay frequency schedule for certain School Year Employees. Seconded by Mr. McCauley. Motion passed unanimously.</i>	Motion made and approved that the Board appoint Jennifer Powers to the position of Schaghticoke Middle School Principal, effective July 1, 2026. Motion passed unanimously. B. Discussion and possible action regarding a proposed memorandum of agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. regarding the pay frequency schedule for certain School Year Employees. Executive session anticipated. The Board may take action when it returns to public session. Motion made and approved for the Board to enter into executive session for the purpose of discussing a proposed memorandum of agreement between the New Milford Board of Education and the New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. regarding the pay frequency schedule for certain School Year Employees. It was further moved that the Board invite Superintendent of Schools, Dr. Janet Parlato, and Director of Fiscal Services, Anthony Giovannone. Motion passed unanimously. Motion made and approved for the Board to approve the memorandum of agreement between the New Milford Board of Education and the New Milford Educational Secretaries
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C.	Superintendent's Contract, July 2026-June 2029 <i>Mr. O'Brien moved to approve the July 2026-June 2029 Superintendent of Schools contract. Seconded by Mr. Hansell. Motion passed unanimously.</i>	Association Chapter of Local 136, I.F.P.T.E. regarding the pay frequency schedule for certain School Year Employees. Motion passed unanimously. C. Superintendent's Contract, July 2026-June 2029 Motion made and approved that the Board approve the July 2026- June 2029 Superintendent of Schools contract. Motion passed unanimously.
4.	Adjourn <i>Mr. O'Brien. moved to adjourn the meeting at 5:40 p.m., seconded by Mr. McCauley</i>	Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 5:40pm.</i>

Respectfully submitted:



Sarah Herring
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	34,750,829	0	34,750,829	287,874	0	34,462,955	0.83%
100'S	SALARIES - NON CERTIFIED	11,457,022	0	11,457,022	412,372	0	11,044,650	3.60%
200'S	BENEFITS	14,558,035	0	14,558,035	1,325,203	10,695,687	2,537,145	82.57%
300'S	PROFESSIONAL SERVICES	4,392,288	0	4,392,288	227,572	696,224	3,468,492	21.03%
400'S	PROPERTY SERVICES	1,002,297	0	1,002,297	35,582	258,616	708,099	29.35%
500'S	OTHER SERVICES	11,818,383	0	11,818,383	410,809	8,379,596	3,027,978	74.38%
600'S	SUPPLIES	3,007,648	0	3,007,648	93,085	2,066,608	847,956	71.81%
700'S	CAPITAL	108,800	0	108,800	0	51,524	57,276	47.36%
800'S	DUES AND FEES	98,306	0	98,306	20,485	15,560	62,261	36.67%
900'S	REVENUE	-2,519,950	0	-2,519,950	-28,883	0	-2,491,067	1.15%
GRAND TOTAL		78,673,658	0	78,673,658	2,784,099	22,163,814	53,725,744	31.71%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	590,134	0	590,134	0	0	590,134	0.00%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,400,237	0	2,400,237	11,424	0	2,388,813	0.48%
51202	SALARIES - NON CERT - SUBSTITUTES	1,200,993	0	1,200,993	4,001	0	1,196,992	0.33%
51210	SALARIES - NON CERT - SECRETARY	2,649,744	0	2,649,744	145,235	0	2,504,509	5.48%
51225	SALARIES - NON CERT - TUTORS	154,755	0	154,755	0	0	154,755	0.00%
51240	SALARIES - NON CERT - CUSTODIAL	2,162,736	0	2,162,736	148,606	0	2,014,130	6.87%
51250	SALARIES - NON CERT - MAINTENANCE	1,097,826	0	1,097,826	74,068	0	1,023,758	6.75%
51285	SALARIES - NON CERT - TECHNOLOGY	584,377	0	584,377	29,038	0	555,339	4.97%
51336	SALARIES - NON CERT - NURSES	616,220	0	616,220	0	0	616,220	0.00%
TOTAL		11,457,022	0	11,457,022	412,372	0	11,044,650	3.60%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	651,002	0	651,002	27,139	0	623,863	4.17%
52201	BENEFITS - MEDICARE	646,966	0	646,966	10,104	0	636,862	1.56%
52300	BENEFITS - PENSION	1,260,757	0	1,260,757	0	0	1,260,757	0.00%
52600	BENEFITS - UNEMPLOYMENT COMP	37,000	0	37,000	0	37,000	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	11,236,325	0	11,236,325	1,184,654	10,051,671	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	150,000	0	150,000	0	137,013	12,987	91.34%
52830	BENEFITS - LIFE INSURANCE	145,000	0	145,000	0	142,324	2,676	98.15%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	430,985	0	430,985	103,306	327,679	0	100.00%
TOTAL		14,558,035	0	14,558,035	1,325,203	10,695,687	2,537,145	82.57%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	34,750,829	0	34,750,829	287,874	0	34,462,955	0.83%
51200	NON-CERTIFIED SALARIES	11,457,022	0	11,457,022	412,372	0	11,044,650	3.60%
52000	BENEFITS	14,558,035	0	14,558,035	1,325,203	10,695,687	2,537,145	82.57%
53010	LEGAL SERVICES	200,478	0	200,478	0	17,340	183,138	8.65%
53050	CURRICULUM DEVELOPMENT	80,000	0	80,000	5,740	15,384	58,876	26.40%
53200	PROFESSIONAL SERVICES	2,272,092	0	2,272,092	191,457	339,107	1,741,528	23.35%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	0	0	2,700	0.00%
53210	TIME & ATTENDANCE SOFTWARE	7,500	0	7,500	0	0	7,500	0.00%
53220	IN SERVICE	150,650	0	150,650	100	450	150,100	0.37%
53230	PUPIL SERVICES	824,033	0	824,033	2,777	13,500	807,756	1.98%
53300	OTHER PROF/ TECH SERVICES	74,751	0	74,751	0	3,950	70,801	5.28%
53310	AUDIT/ACCOUNTING	49,920	0	49,920	0	0	49,920	0.00%
53500	TECHNICAL SERVICES	270,775	0	270,775	27,167	24,272	219,336	19.00%
53530	SECURITY SERVICES	333,034	0	333,034	0	269,328	63,706	80.87%
53540	SPORTS OFFICIALS SERVICES	126,355	0	126,355	331	12,893	113,131	10.47%
54101	CONTRACTUAL TRASH PICK UP	91,800	0	91,800	7,657	84,143	0	100.00%
54301	REPAIRS & MAINTENANCE	521,447	0	521,447	0	22,851	498,596	4.38%
54303	GROUNDS MAINTENANCE	12,200	0	12,200	196	0	12,004	1.61%
54310	GENERAL REPAIRS	45,070	0	45,070	0	1,003	44,067	2.22%
54320	TECHNOLOGY RELATED REPAIRS	42,140	0	42,140	0	10,175	31,965	24.15%
54411	WATER	59,497	0	59,497	0	59,497	0	100.00%
54412	SEWER	19,750	0	19,750	12,811	6,939	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	210,393	0	210,393	14,919	74,008	121,466	42.27%
55100	PUPIL TRANSPORTATION - OTHER	200,441	0	200,441	0	975	199,466	0.49%
55101	PUPIL TRANS - FIELD TRIP	55,500	0	55,500	0	0	55,500	0.00%
55110	STUDENT TRANSPORTATION	6,376,163	0	6,376,163	320	6,241,796	134,047	97.90%
55200	GENERAL INSURANCE	376,193	0	376,193	376,193	0	0	100.00%
55300	COMMUNICATIONS	25,396	0	25,396	240	21,436	3,720	85.35%
55301	POSTAGE	23,450	0	23,450	0	22,950	500	97.87%
55302	TELEPHONE	68,798	0	68,798	26,094	42,704	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	12,500	0	12,500	0	329	12,171	2.64%
55505	PRINTING	26,960	0	26,960	0	5,865	21,095	21.76%
55600	TUITION - TRAINING	30,000	0	30,000	4,360	0	25,640	14.53%
55610	TUITION - PUBLIC PLACEMENTS	1,332,787	0	1,332,787	0	517,406	815,381	38.82%
55630	TUITION - PRIVATE PLACEMENTS	3,252,180	0	3,252,180	2,390	1,526,134	1,723,656	47.00%
55800	TRAVEL	38,015	0	38,015	1,212	0	36,803	3.19%
56100	GENERAL INSTRUCTIONAL SUPPLIES	212,893	0	212,893	1,186	39,792	171,915	19.25%
56110	INSTRUCTIONAL SUPPLIES	503,976	0	503,976	15,811	90,988	397,177	21.19%
56120	ADMIN SUPPLIES	36,477	0	36,477	959	1,518	34,001	6.79%
56210	NATURAL GAS	204,249	0	204,249	12,894	191,355	0	100.00%
56220	ELECTRICITY	1,168,248	0	1,168,248	61,997	1,106,251	0	100.00%
56230	PROPANE	2,126	0	2,126	0	0	2,126	0.00%
56240	OIL	250,305	0	250,305	0	250,305	0	100.00%
56260	GASOLINE	35,281	0	35,281	0	27,281	8,000	77.32%
56290	FACILITIES SUPPLIES	328,874	0	328,874	0	261,174	67,700	79.41%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	0	0	16,475	0.00%
56292	UNIFORMS/ CONTRACTUAL	13,622	0	13,622	0	0	13,622	0.00%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	0	2,076	23,369	8.16%
56410	TEXTBOOKS	19,620	0	19,620	0	3,140	16,480	16.00%
56411	CONSUMABLE TEXTS	65,473	0	65,473	0	52,971	12,502	80.91%
56420	LIBRARY BOOKS	58,449	0	58,449	238	15,961	42,249	27.72%
56430	PERIODICALS	18,574	0	18,574	0	12,399	6,175	66.75%
56460	WORKBOOKS	11,650	0	11,650	0	7,625	4,025	65.45%
56500	SUPPLIES - TECH RELATED	35,911	0	35,911	0	3,772	32,139	10.50%
57340	COMPUTERS	70,000	0	70,000	0	49,724	20,276	71.03%
57345	INSTRUCTIONAL EQUIPMENT	32,200	0	32,200	0	1,800	30,400	5.59%
57400	GENERAL EQUIPMENT	6,600	0	6,600	0	0	6,600	0.00%
58100	DUES & FEES	98,306	0	98,306	20,485	15,560	62,261	36.67%
EXPENDITURE TOTAL		81,193,608	0	81,193,608	2,812,982	22,163,814	56,216,812	30.76%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-2,119,091	0	-2,119,091	0	0	-2,119,091	0.00%
43105	MEDICAID REIMBURSEMENT	-109,626	0	-109,626	-28,883	0	-80,743	26.35%
44705	BUILDING USE FEES (BASE RENTAL)	-43,765	0	-43,765	0	0	-43,765	0.00%
49102	BUILDING USE FEES (CUSTODIAL)	-36,758	0	-36,758	0	0	-36,758	0.00%
44800	REGULAR ED TUITION	-136,800	0	-136,800	0	0	-136,800	0.00%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	0	0	-34,660	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-18,400	0	-18,400	0	0	-18,400	0.00%
44861	PARKING PERMIT FEES	-20,850	0	-20,850	0	0	-20,850	0.00%
49103	TUITION REIMBURSE - DCF PLACED	0	0	0	0	0	0	N/A
REVENUE TOTAL		-2,519,950	0	-2,519,950	-28,883	0	-2,491,067	1.15%

GRAND TOTAL	78,673,658	0	78,673,658	2,784,099	22,163,814	53,725,744	31.71%
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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
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	-100,000
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
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
5 year Capital Withdraw 24/25	-1,424,000
Fiscal Year End 23/24 Deposit	1,420,700
5 year Capital Withdraw 25/26	-2,586,000
Fiscal Year End 24/25 Deposit	1,218,617
5 year Capital Withdraw 26/27	-1,964,500
TOTAL AS OF 7/31/26	299,306

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
CONTRIBUTION - FROM BOE 23/24 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN 23/24 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN DATED 6/9/25	50,000
CONTRIBUTION - FROM BOE 24/25 FYE BALANCE	100,000
TOTAL AS OF 7/31/26	1,028,840



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	DISTRICT	ANTHEM BLUE CROSS & BLUE SHIELD	26/27 YEARLY - HEALTHCARE COVERAGE VIA SPP	\$ 10,080,765.44	52810
GENERAL	DISTRICT	ALL-STAR TRANSPORTATION	26/27 YEARLY - STUDENT TRANSPORTATION	\$ 4,540,000.00	55110
GENERAL	DISTRICT	TRANSPORTATION LOCAL 443 HSIP	26/27 YEARLY - CUSTODIAN/MAINTENANCE HEALTH INSURANCE	\$ 950,000.00	52810
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - NMHS ELECTRICITY	\$ 511,027.00	56220
GENERAL	DISTRICT	CIRMA	26/27 YEARLY - WORKERS COMPENSATION INSURANCE	\$ 429,685.00	52900
GENERAL	SPED	MILESTONES BEHAVIORAL SERVICES	26/27 YEARLY - ODP TUITION (2 STUDENTS)	\$ 366,685.00	55630
GENERAL	SPED	BEN BRONZ FOUNDATION	26/27 YEARLY - ODP TUITION (3 STUDENTS)	\$ 340,838.00	55630
GENERAL	DISTRICT	CIRMA	26/27 YEARLY - LIABILITY, AUTO & PROPERTY INSURANCE	\$ 337,762.00	55200
GENERAL	DISTRICT	EDADVANCE	26/27 YEARLY - ODP TRANSPORTATION (10 STUDENTS)	\$ 300,000.00	55110
GENERAL	SPED	ASPIRE LIVING & LEARNING	26/27 YEARLY - ODP TUITION (3 STUDENTS)	\$ 297,000.00	55630
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - SNIS ELECTRICITY	\$ 296,772.00	56220
GENERAL	DISTRICT	MCKELLAN GROUP	26/27 YEARLY - DISABILITY AND LIFE INSURANCE	\$ 279,337.00	52820/52830
GENERAL	DISTRICT	NEW MILFORD POLICE DEPARTMENT	26/27 YEARLY - SCHOOL SAFETY OFFICERS	\$ 269,328.00	53530
GENERAL	DISTRICT	NORBERT E MITCHELL	26/27 YEARLY - PROPANE FOR BUSES	\$ 255,080.00	55110
GENERAL	DISTRICT	CONNECT KIDS	26/27 YEARLY - ODP TRANSPORTATION (5 STUDENTS)	\$ 250,000.00	55110
GENERAL	SPED	SPECIALIZED EDUCATION OF CT	26/27 YEARLY - ODP TUITION (2 STUDENTS)	\$ 229,872.00	55630
GENERAL	DISTRICT	ALL-STAR TRANSPORTATION	26/27 YEARLY - SP.ED. INDISTRICT/REG ED IN/OUT DISTRICT	\$ 211,000.00	55110
FOOD SERV	DISTRICT	TRANSPORTATION LOCAL 443 HSIP	26/27 YEARLY - FOOD SERVICES HEALTH INSURANCE	\$ 205,000.00	52810
GENERAL	DISTRICT	CONNECTICUT TRANSPORTATION SOLUTIONS	26/27 YEARLY - ODP TRANSPORTATION (4 STUDENTS)	\$ 200,000.00	55110
GENERAL	SPED	SUNBELT STAFFING	26/27 YEARLY - CONTRACTED EMPLOYEES	\$ 199,502.28	53200
GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 12	26/27 YEARLY - AGRISCIENCE TUITION 31 SEATS + SPECIAL SERVICES	\$ 170,667.00	55610
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - SMS ELECTRICITY	\$ 164,797.00	56220
GENERAL	DISTRICT	COORDINATED TRANSPORTATION SOLUTIONS	26/27 YEARLY - ODP TRANSPORTATION (4 STUDENTS)	\$ 150,000.00	55110
GENERAL	DISTRICT	NORBERT E MITCHELL	26/27 YEARLY - OIL FOR SMS	\$ 127,738.00	56240
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - GAS FOR NMHS	\$ 117,680.00	56210
GENERAL	IT	BASE TECHNOLOGIES	26/27 YEARLY - COPIER CONTRACT BASE RATE + USAGE	\$ 113,000.00	54420
GENERAL	SPED	GREENWICH EDUCATION GROUP	26/27 YEARLY - ODP TUITION (1 STUDENT)	\$ 107,204.00	55630
GENERAL	DOI	CURRICULUM ASSOCIATES	I-READY MATH/READING LICENSES & SUPPLIES FOR K-12	\$ 106,588.86	56110/56411
GENERAL	DISTRICT	TOWN OF NEW MILFORD	INTERNAL SERVICE FUND CONTRIBUTION	\$ 100,000.00	52810
GENERAL	SPED	EDADVANCE	26/27 YEARLY - ODP TUITION (8 STUDENTS)	\$ 98,940.00	55610
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - NES ELECTRICITY	\$ 92,670.00	56220
GENERAL	DISTRICT	ALL AMERICAN WASTE	26/27 YEARLY - TRASH PICKUP FOR ALL SCHOOLS	\$ 91,800.00	54101
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - GAS FOR SNIS	\$ 86,569.00	56210
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - HPS ELECTRICITY	\$ 80,800.00	56220
GENERAL	DISTRICT	LAW OFFICE OF PIPER A. PAUL	26/27 TUITION REIMBURSEMENT PER MEDIATION	\$ 75,000.00	55630
GENERAL	DISTRICT	FRONTLINE TECHNOLOGIES GROUP	26/27 YEARLY - FRONTLINE CENTRAL & TIME/ATTENDANCE	\$ 74,799.29	53200
GENERAL	DISTRICT	NORBERT E MITCHELL	26/27 YEARLY - OIL FOR HPS	\$ 66,548.00	56240
GENERAL	IT	POWERSCHOOL CORPORATION	26-27 YEARLY - LICENSE AND SUBSCRIPTION FEE	\$ 62,667.81	53200
GENERAL	DISTRICT	AQUARION WATER COMPANY	26/27 YEARLY - WATER FOR ALL SCHOOLS	\$ 59,497.00	54411



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	DISTRICT	CONNECTICUT TRANSPORTATION SOLUTIONS	26/27 YEARLY - ESY TRANSPORTATION (4 STUDENTS)	\$ 57,401.00	55110
GENERAL	DISTRICT	M&J BUS	26/27 YEARLY - ODP TRANSPORTATION (1 STUDENT)	\$ 55,000.00	55110
GENERAL	DISTRICT	HANDS TO HEART HOME CARE	26/27 YEARLY - ODP TRANSPORTATION (2 STUDENTS)	\$ 50,400.00	55110
GRANT/GENERAL	DOI	UNIVERSITY OF DELAWARE	VIRTUAL AND IN PERSON COACHING SUPPORT K-5	\$ 50,000.00	53200/53300
GENERAL	DISTRICT	ABILITY BEYOND DISABILITY	26/27 YEARLY - ODP TRANSPORTATION (1 STUDENT)	\$ 50,000.00	55110
GENERAL	DISTRICT	NORBERT E MITCHELL	26/27 YEARLY - OIL FOR NES	\$ 49,937.00	56240
GENERAL	IT	CDW	DELL 14 ESS (12) DELL PRO 24 (15) DELL PRO 14 (11) W/PROTECTION	\$ 49,724.00	57340
GENERAL	DISTRICT	CIGNA HEALTH INSURANCE	26/27 YEARLY - VISION/DENTAL INSURANCE	\$ 48,021.00	52810
GENERAL	DISTRICT	TOM MULLEN	26/27 TUITION REIMBURSEMENT PER MEDIATION	\$ 47,226.00	55630
GENERAL	SPED	FORMAN SCHOOL	26/27 YEARLY - ODP TUITION (1 STUDENT) PER MEDIATION	\$ 46,665.00	55630
GENERAL	DOI	NEWSELA	NEWSELA MEMBERSHIP FEE FOR FISCAL YEAR	\$ 40,900.00	53200
GENERAL	DISTRICT	DANBURY PUBLIC SCHOOLS	26/27 YEARLY - MAGNET SCHOOL TUITION AGREEMENT (18 SEATS)	\$ 39,501.00	55610
GENERAL	DISTRICT	EDADVANCE	26/27 YEARLY - ESY TRANSPORTATION (7 STUDENTS)	\$ 39,160.80	55110
GENERAL	DISTRICT	HUMANA INSURANCE	26/27 YEARLY - VISION INSURANCE	\$ 38,400.00	52810
GENERAL	DISTRICT	ADMINISTRATOR, UNEMPLOYMENT	26/27 YEARLY - UNEMPLOYMENT FEE	\$ 37,000.00	52600
GENERAL	DISTRICT	CONNECT KIDS CT	26/27 YEARLY - ESY TRANSPORTATION (4 STUDENTS)	\$ 32,450.00	55110
GENERAL	DISTRICT	COLONNA INSURANCE SERVICES	ACCIDENT INSURANCE FOR FISCAL YEAR 26/27	\$ 27,400.00	55200
GENERAL	DISTRICT	NORBERT E MITCHELL	26/27 YEARLY - GASOLINE FOR FACILITIES TRUCKS	\$ 27,281.00	56260
GENERAL	DOI	RENAISSANCE LEARNING	EDUCLIMER FEES FOR FISCAL YEAR 26/27	\$ 24,763.50	53200
GENERAL	DISTRICT	COORDINATED TRANSPORTATION SOLUTIONS	26/27 YEARLY - ESY TRANSPORTATION (4 STUDENTS)	\$ 23,964.00	55110
GENERAL	DISTRICT	TELESERV/NEW ERA TECHNOLOGY	26/27 YEARLY - PHONE MAINTENANCE ALL SCHOOLS	\$ 23,240.07	55302
GENERAL	DISTRICT	EVERSOURCE (CL&P)	26/27 YEARLY - FACILITIES ELECTRICITY	\$ 22,182.00	56220
GENERAL	NMHS	BSN SPORTS	26/27 YEARLY - SPORTS EQUIPMENT	\$ 20,000.00	56100
GENERAL	DISTRICT	NEW MILFORD SEWER COMMISION	26/27 YEARLY - SNIS & NMHS SEWER USAGE FEES	\$ 19,750.00	54412
GENERAL	DISTRICT	KAINEN ESCALERA AND MCHALE	26/26 YEARLY - LEGAL FEES-BUS HEARING/EXPULSIONS	\$ 17,340.00	53010
GENERAL	DISTRICT	PARENTSQUARE	NMPS DISTRICT SOFTWARE FEES FOR FISCAL YEAR 26/27	\$ 16,953.28	53500
GENERAL	SPED	KINNEY MANAGEMENT SERVICES	KINNEY ANNUAL LICENSE FEES FOR FISCAL YEAR 26/27	\$ 15,300.00	53200
GENERAL	DISTRICT	VERIZON WIRELESS	26/27 YEARLY - DISTRICT CELL PHONES	\$ 14,904.00	55302
GENERAL	DISTRICT	TRAVELERS INDEMNITY COMPANY	CYBERSECURITY INSURANCE FEES FOR FISCAL YEAR 26/27	\$ 13,695.00	55200
GENERAL	DISTRICT	M&J BUS	26/27 YEARLY - ESY TRANSPORTATION (1 STUDENT)	\$ 13,330.00	55110
GENERAL	NMHS	STEVE WEISS MUSIC	PAGEENTRY SYNTH/MIXER COMBO CART	\$ 12,007.95	54420
GENERAL	SPED	SPEECH PATHOLOGY GROUP	ESY CONTRACTED SPEECH SERVICES FOR FISCAL YEAR 26/27	\$ 12,000.00	53200
GENERAL	SPED	WOODHOUSE ACADEMY	26/27 YEARLY - ESY TUITION (1 STUDENT)	\$ 11,714.00	55630
GENERAL	IT	LEVEL DATA	26/27 YEARLY - POWERSCHOOL MAINTENANCE FEE	\$ 11,618.02	53500
GENERAL	IT	REBEL INTERACTIVE GROUP	26/27 YEARLY - WEBSITE MAINTENANCE	\$ 9,750.00	53500
GENERAL	DISTRICT	HANDS TO HEART HOME CARE	26/27 YEARLY - ESY TRANSPORTATION (2 STUDENTS)	\$ 9,600.00	55110
GENERAL	DISTRICT	CURALINC	26/27 YEARLY - EMPLOYEE ASSISTANCE PROGRAM	\$ 9,538.56	52810
GENERAL	NES	OPEN UP RESOURCES	BOOKWORM GRADE 1 & 2 STUDENT COURSE	\$ 9,150.00	56420
GENERAL	SNIS	OPEN UP RESOURCES	BOOKWORM GRADE 3 STUDENT COURSE	\$ 8,468.00	56411/56420



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	DOI	EDMENTUM	26/27 YEARLY - PROGRAM LICENSE	\$ 8,445.50	53200
GENERAL	HPS	OPEN UP RESOURCES	BOOKWORM GRADE 1 & 2 STUDENT COURSE	\$ 7,625.00	56460
GENERAL	DOI	SAVVAS LEARNING COMPANY	ENVISION MATH 6-8 PROFESSIONAL LEARNING	\$ 7,500.00	53200
GENERAL	HR	FRONTLINE TECHNOLOGIES GROUP	26/27 YEARLY - APPLICANT TRACKING	\$ 7,149.45	53200
GENERAL	DISTRICT	FOLLETT SCHOOL SOLUTIONS	TITLEPEEK RENEWAL FEES FOR FISCAL YEAR	\$ 7,117.20	53200
GENERAL	DISTRICT	US OMNI & TSACG COMPLIANCE SERVICES	403(B) COMPLIANCE & REMITTING SERVICES FEES FOR FISCAL YEAR	\$ 6,845.00	53200
GENERAL	NMHS	DURANTS PARTY RENTAL	26/27 YEARLY - TENT/STAGE/CHAIRS FOR 2027 GRADUATION	\$ 6,575.00	54420
GENERAL	DISTRICT	CHARTER COMMUNICATIONS	26/27 YEARLY - NMHS PHONE/INTERNET FEES	\$ 6,548.00	55302
GENERAL	NMHS	ALL AMERICAN SPORTS (RIDDELL)	26/27 YEARLY - REPLACEMENT HELMETS & SHOULDER PADS	\$ 6,390.00	53540
GENERAL	NMHS	KATOM RESTAURANT SUPPLY	ICE MACHINE FOR ATHLETIC DEPARTMENT	\$ 6,345.90	54320
GENERAL	DISTRICT	AETNA HEALTH MANAGEMENT	MEDICARE ADVANTAGE FEES FOR FISCAL YEAR 26/27	\$ 6,200.00	52810
GENERAL	IT	POWERSCHOOL CORPORATION	NAVIANCE RENEWAL FEES FOR FISCAL YEAR 26/27	\$ 6,106.52	53200
GENERAL	DISTRICT	NORBERT E MITCHELL	26/27 YEARLY - OIL FOR FACILITIES	\$ 6,082.00	56240
GENERAL	DISTRICT	FRONTIER COMMUNICATIONS	26/27 YEARLY - SNIS PHONE CHARGES	\$ 5,980.37	55302
GENERAL	IT	PROFESSIONAL SOFTWARE FOR NURSES	CLOUD SERVICES NURSING SNAP FEES FOR FISCAL YEAR 26/27	\$ 5,965.68	53500
GENERAL	SNIS	SCHOLASTIC	SCHOLASTIC NEWS GRADES 3-5	\$ 5,692.68	56430/56110
GENERAL	IT	POWERSCHOOL CORPORATION	NAVIANCE ALUMNI TRACKER FOR FISCAL YEAR 26/27	\$ 5,619.11	53200
GENERAL	IT	OMNI DATA	WASABI BLOCK STORAGE FOR FISCAL YEAR 26/27	\$ 5,400.00	53500
GENERAL	DOI	DISCOVERY EDUCATION	MYSTERY SCIENCE DISTRICT MEMBERSHIP FOR FISCAL YEAR 26/27	\$ 5,397.00	53200
GENERAL	NMHS	SOUTH WEST CONFERENCE	SWC ANNUAL MEMBERSHIP FEES FOR FISCAL YEAR 26/27	\$ 5,350.00	58100
GENERAL	DISTRICT	CAPSS	CAPSS DISTRICT MEMBERSHIP FEES FOR FISCAL YEAR 26/27	\$ 5,262.00	58100
GENERAL	NMHS	CIAC	CAS MEMBERSHIP FEES FOR FISCAL YEAR 26/27	\$ 5,245.00	58100
GENERAL	NMHS	NEASC	26/27 YEARLY-NMHS MEMBERSHIP DUES	\$ 5,110.00	58100
GENERAL	IT	MARCIA BRENNER ASSOCIATES	26/27 YEARLY - SCHEDULER/REPORT CREATOR/BEHAVIOR FEES	\$ 5,106.95	53200
GENERAL	DISTRICT	US BANK NATIONAL ASSOCIATION	QUICKBOOKS SUBSCRIPTION FOR FISCAL YEAR 26/27	\$ 5,097.00	53200



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

	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
Requesting Approval Within Major Object Code				NONE AT THIS TIME					

**POLICY AND ADMINISTRATIVE REGULATIONS
REGARDING NON-DISCRIMINATION (STUDENTS)**

Protected Class Discrimination Prohibited:

The New Milford Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, sexual assault, or human trafficking or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the New Milford Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Retaliation Prohibited:

The Board prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination:

With respect to students, unlawful discrimination occurs when a student is denied participation in, or the benefits of, a program or activity of the Board because of such student's actual or perceived membership in a Protected Class.

B. Harassment:

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, contact the District's Title IX Coordinator at:

Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

C. Veteran:

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in the United States Army, Navy, Marine Corps, Coast Guard, Air Force and Space Force and any reserve component thereof, including the Connecticut National Guard. “Qualifying condition” means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

D. Gender identity or expression:

Gender identity or expression refers to a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

E. Sexual orientation:

Sexual orientation refers to a person’s identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

F. Race:

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic violence:

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or

household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Biased Conduct:

The Board recognizes that certain student conduct or communications may be considered indicative of bias towards individuals who are members of a Protected Class, even when such conduct or communications do not rise to the level of discrimination and/or harassment. The Board directs the District administration to address any such biased conduct or communications in a manner consistent with the Board's legal obligations under state and federal law and Board policy, including free speech considerations, in order to promote a school environment that is welcoming and safe for all individuals.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to Holly Hollander, Assistant Superintendent in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Students, which accompany this policy and are available online at [New Milford Board of Education Policies](#) or upon request from the main office of any District school. Students are encouraged to immediately report concerns about Protected Class discrimination, harassment, or retaliation.

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any Board employee.

If a complaint involves allegations of discrimination or harassment of a student based on sex, such complaints will be handled in accordance with the procedures set forth in the applicable Board policy regarding sex discrimination and sexual

harassment. Complaints involving allegations of discrimination or harassment of a student based on disability will be addressed in accordance with the procedures set forth in the applicable Board policy regarding Section 504/ADA. In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

Board employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when Board employees witness such incidents or when Board employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org**

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;

- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Washington DC Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
(202 453-6020)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

- 1. has questions or concerns about this policy or its accompanying regulations;
 - 2. wishes to request or discuss accommodations for a student based on religion;
- may contact:

Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board’s policies regarding discrimination or

harassment of students on the basis of sex may contact the District's Title IX Coordinator:

Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the District's Section 504/ADA Coordinator:

Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined
Connecticut General Statutes § 10-15c
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 25-139, "An Act Concerning Human Trafficking and
Sexual Assault Victims"

Approved: February 18, 2025
Revised: February 17, 2026

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (STUDENTS)

Protected Class Discrimination Prohibited:

The New Milford Board of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, sexual assault, or human trafficking, or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the New Milford Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Retaliation Prohibited:

The Board prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities)

are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

The following non-exhaustive list provides examples of the type of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to

Gwen Gallagher, Principal
Northville Elementary School
22 Hipp Road New Milford, CT 06776
Telephone: 860-355-3713
e-mail: gallagherg@newmilfordps.org

Cathy Calabrese, Principal
Hill and Plain Elementary School 6
0 Old Town Park Road
New Milford, CT 06776
Telephone: 860-354-5430
e-mail: calabresec@newmilfordps.org

Jennifer Chmielewski, Assistant Principal
Sarah Noble Intermediate School
25 Sunny Valley Road
New Milford, CT 06776
Telephone: 860-210-4020
e-mail: chmielewskij@newmilfordps.org

Jennifer Powers, Assistant Principal
Schaghticoke Middle School
23 Hipp Road
New Milford, CT 06776
Telephone: 860-354-2204
e-mail: powersj@newmilfordps.org

Keith Lipinsky, Athletic Director
New Milford High School
388 Danbury Road
New Milford, CT 06776
Telephone: 860-350-6647, ext. 1411
e-mail: lipinskyk@newmilfordps.org

Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Students.

If a complaint involves allegations of discrimination or harassment of a student based on sex, such complaints will be handled in accordance with the procedures set forth in the applicable Board policy regarding sex discrimination and sexual harassment. Complaints involving allegations of discrimination or harassment of student based on disability will be addressed in accordance with the procedures set forth in the applicable Board policy regarding Section 504/ADA. In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Students are encouraged to immediately report any concerns about Protected Class discrimination, harassment, or retaliation.

Mandatory Staff Reporting for Student Incidents:

Board employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when Board employees witness such incidents or when Board employees receive reports or information about such incidents, whether such incidents

are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org**

Complaint Procedure

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as a student feels that they, or another student has been subjected to Protected Class discrimination, harassment or retaliation, the individual should make a written complaint to Principal Gallagher, Northville Elementary School, or Cathy Calabrese, Principal, Hill and Plain School, or Jennifer Chmielewski, Assistant Principal, Sarah Noble Intermediate School or Jennifer Powers, Assistant Principal, Schaghticoke Middle School, or Keith Lipinsky, Athletic Director, New Milford High School, or Holly Hollander, Assistant Superintendent, Central Office. These individuals are referenced below as “above named individuals.”

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any Board employee. Board employees receiving such reports shall promptly forward them to any District administrator or to Holly Hollander, Assistant Superintendent.

The student and/or parent/guardian or other individual will be provided a copy of the Board’s policy and regulation and made aware of the student’s rights under this policy and regulation. In the event the **above named individuals** receive a complaint alleging discrimination or harassment of a student based on sex, the **above named individuals** shall follow the procedures set forth in the applicable Board policy regarding sex discrimination and sexual harassment. In the event the **above named individuals** receive a complaint alleging discrimination or harassment of a student based on disability, the **above named individuals** shall follow the procedures set forth in the applicable Board policy regarding Section 504/ADA.

The complaint should state the:

- A. Name of the complainant/victim,
- B. Date of the complaint,

- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the alleged harasser(s) or discriminator(s),
- E. Location where such alleged harassment/discrimination occurred,
- F. Names of any witness(es) to the alleged harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any student and/or parent/guardian or other individual who makes an oral complaint of alleged discrimination or harassment of a student to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the Board employee receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form or ask a District administrator for assistance in doing so.

All complaints are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a student under this complaint procedure, the Superintendent shall designate a District administrator (or other trained individual) to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the individual alleged to have experienced Protected Class discrimination and/or harassment (the “complainant”), the reporter (if different from the complainant) the alleged discriminator/harasser (“respondent”) and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible to the extent consistent with principles of due process, as determined by the investigator.

Upon receipt of a written complaint of alleged discrimination or harassment of a student, the investigator should:

1. Offer to meet with the complainant (and respondent, if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;

2. Provide the complainant (and respondent, if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (e.g., "Consequences were imposed.").
7. Communicate the outcome of the investigation in writing to the complainant (and respondent, if applicable) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant (and respondent, if applicable) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will take steps designed to remedy the discrimination or harassment, adhering to the requirements of state and federal law;
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant (and respondent, if applicable) will receive notice and interim measures may be implemented as necessary;
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps designed to avoid continuing discrimination or harassment;
10. 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 challenging the outcome of the investigation and explaining the basis for appeal. 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.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within

the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination, harassment and retaliation.

Reporting to State and Federal Agencies:

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Washington DC Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1475

(202 453-6020)

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities

450 Columbus Blvd.

Hartford, CT 06103-1835

(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations for a student based on religion;

may contact:

Holly Hollander, Assistant Superintendent

New Milford Public Schools

25 Sunny Valley Road, Suite A

New Milford, CT 06776

Telephone: 860-354-3235

e-mail: hollanderh@newmilfordps.org

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of sex may contact the District's Title IX Coordinator:

Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the District's Section 504/ADA Coordinator:

Holly Hollander, Assistant Superintendent
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, CT 06776
Telephone: 860-354-3235
e-mail: hollanderh@newmilfordps.org

Regulation approved: December 19, 2023
Regulation revised: February 18, 2025

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, marital status, national origin, alienage, ancestry, veteran status, or status as a victim of domestic violence, sexual assault, or human trafficking)

Name of the reporter _____

Name of the complainant/victim _____

School/program and grade of the complainant/victim _____

Reporter's relationship to the complainant/victim _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the alleged discriminator(s) or harasser(s) _____

Location where such alleged discrimination/harassment occurred _____

Name(s) of any witness(es) to the alleged discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy _____

Note: This is the “red line/blue line” document that captures the changes from the February 18, 2025 version to the proposed version.

**Series 5000
Students**

5142

**ADMINISTRATION OF
STUDENT MEDICATIONS IN THE SCHOOLS**

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or after school program means any child care program operated and administered by the New Milford Board of Education (the “Board”) and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or Board enhancement programs and extra-curricular activities.

~~Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.~~

Coach means any person holding a coaching permit who is hired by the Board to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before or after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Epinephrine means an automatic prefilled cartridge injector or similar automatic injectable equipment, a nasal spray or any other medical equipment approved by the United States Food and Drug Administration that is used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Equipment used to administer glucagon means an injector or injectable equipment, nasal spray or other medical equipment approved by the United States Food and Drug Administration that is used to deliver glucagon in an appropriate dose for emergency first aid response to diabetes.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route;
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational therapist means an occupational therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraeducator means a health care aide or assistant or an instructional aide or assistant employed by the Board who meets the requirements of the Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Qualified school employee means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or paraeducator.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the Board as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Board who has met the minimum standards as established by the Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies on Administration of Medications

- (1) Except as provided below in Sections D and E, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Except as provided in Sections D and E, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:
 - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district who has been trained in the administration of medication in accordance with Section J of this policy. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
 - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
 - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and

selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;

- (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and
 - (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the

school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of such medication, including, but not limited to, medication administered with a cartridge injector, at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order requiring the possession of ~~a cartridge injector~~ such medication by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of ~~a cartridge injector~~ such medication by the student at all times in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer ~~cartridge injectors~~ such medication for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering ~~a cartridge injector~~ such medication for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:
 - (i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
 - (ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.
- (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication in accordance with Section J of this policy, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication ~~administered with a cartridge injector~~ for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, including medication administered with a cartridge injector, provided all of the following conditions are met:
 - (i) the school nurse has determined that a self-administration plan is not viable;
 - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.
- (g) an identified paraeducator who has been trained in the administration of medication in accordance with Section J of this

policy, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, and the following additional conditions are met:

- (i) there is written authorization from the student's parents/guardian to administer the medication in school;
 - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
 - (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
 - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - (v) the paraeducator shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
- (i) there is written authorization from the student's parents/guardians to administer the medication;
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

- (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;
 - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut as required by Connecticut General Statutes § 10-212a, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
 - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or paraeducator receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
 - (i) only to a student enrolled in such program; and
 - (ii) in accordance with Section L of this policy.
- (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to the parent or guardian's own child on school grounds.

- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Board permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing, or the use of continuous blood glucose monitors (CGM) by students diagnosed with Type 1 diabetes, who have a written order from a physician or an advanced practice registered nurse.
- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such student is capable of conducting self-testing on school grounds.
- (3) The Board will not require a student using a continuous glucose monitor approved by the Food and Drug Administration for use without finger stick verification to undergo finger stick verification of blood glucose readings from a continuous glucose monitor on a routine basis. Finger stick testing of a student using a continuous glucose monitor so approved by the Food and Drug Administration shall only be conducted: (1) as ordered by the student's physician or advanced practice provider; (2) if it appears that the continuous glucose monitor is malfunctioning; or (3) in an urgent medical situation.
- (4) The Board shall purchase or use existing equipment owned by the Board to monitor blood glucose alerts transmitted from continuous glucose monitors of students with Type 1 diabetes to dedicated receivers, smartphone/tablet applications, or other appropriate technology on such equipment.
- (5) In the absence or unavailability of the school nurse, select school employees may administer medication with ~~injectable~~ equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student's parent or guardian has provided written authorization;

- (b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
- (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or paraeducator;
- (d) The school nurse shall provide general supervision to the selected school employee;
- (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with ~~injectable~~ equipment used to administer glucagon;
- (f) The school nurse and school medical advisor have attested in writing that the selected school employee completed the required training; and
- (g) The selected school employee voluntarily agrees to serve as one who may administer medication with ~~injectable~~ equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section D, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine ~~in-cartridge injectors~~ for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
 - (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine ~~in-cartridge injectors~~ that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine ~~in-cartridge injectors~~, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.

- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or paraeducator(s) to maintain and administer the epinephrine ~~in cartridge injectors~~ for the purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.
- (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine ~~in cartridge injectors~~ for the purpose of emergency first aid, as described in Connecticut General Statutes § 10-212g.
 - (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine ~~in cartridge injectors~~ for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.
- (5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.

- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
 - (b) A medication administration record shall be:
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with the Document and Record Keeping section of this policy.

E. Opioid Antagonists for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section E, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day. "Regular school hours" does not include after-school events such as athletics or extracurricular activities that take place outside the posted hours.
- (2) For purposes of this section, an "opioid antagonist" means naloxone hydrochloride (e.g., Narcan) or any other similarly acting and equally safe drug that the FDA has approved for the treatment of a drug overdose.
- (3) In accordance with Connecticut law and this policy, a school nurse may maintain opioid antagonists for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose

and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of such opioid antagonist.

- (a) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of opioid antagonists that shall be maintained in the individual school.
 - (b) In determining the appropriate supply of opioid antagonists, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
 - (c) The school nurse shall be responsible for the safe storage of opioid antagonists maintained in a school and shall ensure any supply of opioid antagonists maintained is stored in a secure manner, in accordance with the manufacturer's instructions, and in a location where it can be obtained in a timely manner if administration is necessary.
 - (d) The school nurse shall be responsible for maintaining an inventory of opioid antagonists maintained in the school, tracking the date(s) of expiration of the supply of opioid antagonists maintained in a school, and, as appropriate, refreshing the supply of opioid antagonists maintained in the school.
- (4) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of opioid antagonists in the event of a known or suspected opioid overdose.
- (5) A school nurse shall be approved to administer opioid antagonists for the purpose of emergency first aid, as described in Paragraph (3) above, in the event of a known or suspected opioid overdose, in accordance with this policy and provided that such nurse has completed a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.
- (6) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), coach(es), paraeducator(s), and/or licensed physical or occupational therapist(s) employed by the Board to maintain and administer the opioid antagonists for the purpose of emergency first

aid as described in Paragraph (3) above, in the absence of the school nurse.

- (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before administering an opioid antagonist pursuant to this section, must complete a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.
 - (c) All school personnel shall be notified of the identity of qualified school employees authorized to administer an opioid antagonist in the absence of the school nurse.
- (7) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (6) above, shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph (6) above shall be responsible for the emergency administration of opioid antagonists.
 - (c) If a Board employee becomes aware of a student experiencing a known or suspected opioid overdose on school grounds but outside of regular school hours and opioid antagonists and/or the school nurse or other qualified school employee is not available to administer opioid antagonists for the purpose of emergency first aid, the Board employee will call 9-1-1.

- (8) The District may also maintain intranasally or orally administered opioid antagonists in a secure box, pursuant to an agreement with a prescriber or pharmacist that permits the District to install on the District's premises a secure box. For the purposes of this section, a "secure box" means a container that (A) is securely affixed in a public location, (B) can be accessed by individuals for public use, (C) is temperature controlled or stored in an environment with temperature controls, (D) is tamper-resistant, (E) is equipped with an alarm capable of detecting and transmitting a signal when accessed by individuals, and (F) is equipped with an alarm capable of alerting first responders when accessed by individuals, unless equipping the container with such an alarm is commercially impracticable. Such agreement shall address the environmental controls necessary to store such opioid antagonist, establish procedures for replenishment of such opioid antagonist, and establish a process for monitoring the expiration dates of such opioid antagonist and disposing of any expired opioid antagonist. The secure box shall not contain an opioid antagonist in an amount greater than the amount necessary to serve the community in which it is installed. The secure box may also contain an automatic external defibrillator or other products used to treat a medical emergency. The District shall post signage disclosing the presence of such opioid antagonists and usage directions for such opioid antagonist, in the language or languages spoken in the community in which the secure box is installed. If the District is unable to maintain the secure box, or the supplies necessary to maintain the secure box are unavailable, the District shall remove such secure box, and all signs required under this policy concerning such secure box, as soon as practicable but in no event later than five days after the District discovers that it is unable to maintain such secure box or the supplies necessary to maintain such secure box.
- (9) The District may also maintain, pursuant to an agreement with a prescriber or pharmacist that permits the District to operate a vending machine for the distribution of intranasally administered opioid antagonists, a vending machine for such purposes. The vending machine shall either be kept at a location that maintains a temperature that is at all times consistent with the manufacturer's package insert or has the ability to maintain an environment, independent of the external environment, that is appropriate for the opioid antagonist, in accordance with manufacturer's package insert. The District shall display, clearly and conspicuously, on the outside of or adjacent to the vending machine or upon the distribution of the opioid antagonist:
- (a) Information concerning the signs and symptoms of an overdose;
 - (b) Instructions for the use of the opioid antagonist;
 - (c) Information about the services that are offered in Connecticut to treat opioid use disorder; and

- (d) an Internet web site address that contains, or a quick response (QR) code that directs an individual to an Internet web site that contains, information concerning the signs and symptoms of an overdose, overdose response and instructions for the use of the opioid antagonist.
- (10) The administration and storage of opioid antagonists pursuant to this policy must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.
- (11) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that opioid antagonists shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of opioid antagonists.
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice of refusal.
- (12) Following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section:
 - (a) Immediately following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section, the person administering the opioid antagonist must call 911.
 - (b) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the opioid antagonist;
 - (ii) The Superintendent of Schools; and
 - (iii) The student's parent or guardian.
 - (c) A medication administration record shall be:
 - (i) Created by the school nurse or submitted to the school nurse by the personnel who administered the opioid

antagonist, as soon as possible, but no later than the next school day; and

- (ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.

- (13) In the event that any provisions of this Section E conflict with regulations adopted by the Connecticut State Department of Education concerning the use, storage and administration of opioid antagonists in schools, the Department's regulations shall control.

F. Documentation and Record Keeping

- (1) Each school or before or after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended-year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered;
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and
 - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of a parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe

administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.

- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
 - (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities upon receipt of a signed approval form (RC-075) from the Office of the Public Records Administrator, so long as such record is superseded by a summary on the student health record.
 - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.
- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

G. Errors in Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and
 - (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;

- (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and
 - (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraeducators designated in accordance with Section B(3)(g), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
 - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed

physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraeducators designated in accordance with Section B(3)(g), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;

- (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and
 - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.
- (b) In addition, the school nurse shall be responsible for:
- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
 - (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraeducators designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
 - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraeducators designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraeducators designated in accordance with Section B(3)(g), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraeducators designated in accordance with Section B(3)(g), above, shall be allowed to administer medications.
- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraeducators designated in accordance with Section B(3)(g), above, shall include, but is not necessarily limited to, the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraeducator(s) who administer epinephrine pursuant to Sections B and D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid, as described in Connecticut General Statutes § 10-212g.
- (4) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s), coach(es) and/or paraeducator(s) who administer opioid antagonists as emergency first aid, pursuant to Section E above, shall annually complete a training program in the distribution and

administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.]

- (5) The Board shall maintain documentation of medication administration training as follows:
 - (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (6) Licensed practical nurses may not conduct training in the administration of medication to another individual.

K. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(f) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(f) above.
- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.

- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.
- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.
 - (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before or after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before or after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed.

Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.

- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non-controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.
- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
 - (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

L. School Readiness Programs and Before or After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before or after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:

- (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
- (b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.
- (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before or after school program, additional nursing services are required for these programs.
- (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.
- (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
- (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.
- (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

- (2) Local poison control center information shall be readily available at these programs.
- (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
- (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.
- (5) All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be stored at the site of the before or after school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.
- (7) The procedures for the administration of medication at school readiness programs and before or after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and Section 10-212a-2 of the Regulations of Connecticut State Agencies, the Board shall

review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:

Public Act No. ~~24-93~~25-143, “An Act ~~Concerning Various and Assorted Revisions to the Education Statutes.~~”Implementing the Recommendations of the Office of Early Childhood, Department of Education and the Technical Education and Career System and Concerning the Administration of Epinephrine and Glucagon.”

~~Section 10-206~~

Section 10-212

Section 10-212a

Section 10-212c

Section 10-212g

Section 10-220j

Section 14-276b

Section 19a-900

Section 21a-240

Section 21a-286

Section 52-557b

Regulations of Conn. State Agencies:

Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Storage and Administration of Opioid Antagonists in Schools: Guidelines for Local and Regional Boards of Education, Connecticut State Department of Education (October 1, 2022)

Approved: February 18, 2025

Revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

~~8/13/2024~~9/5/2025

Note: Section 321 of Public Act 25-168 requires boards of education to adopt three policies related to school libraries: (1) a library collection development and maintenance policy; (2) a library display and program policy; and (3) a library material review and reconsideration policy governing school library materials, displays, and programming. These policies must be created in consultation with the superintendent of schools, the director of curriculum, and a school librarian and reviewed and updated, as necessary, every five years. The policies must include a number of provisions outlined in the statute and ensure, among other things, that all library materials are evaluated and made accessible in accordance with state non-discrimination laws. This is a new, comprehensive policy that encompasses the new statutory requirements in all three areas.

**Series 6000
Instruction**

6156

**POLICY REGARDING LIBRARY COLLECTION DEVELOPMENT AND
MAINTENANCE, LIBRARY DISPLAYS AND PROGRAMS, AND
LIBRARY MATERIAL REVIEW AND RECONSIDERATION**

The New Milford Board of Education (the “Board”), having consulted with the Superintendent of Schools for the New Milford Public Schools (the “District”), the District’s director of curriculum or a person in an equivalent position, and a librarian employed by the Board, adopts this Policy Regarding Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration in accordance with Connecticut law.

It is the policy of the Board to ensure that all District library materials maintained by the District are evaluated and made accessible in accordance with the protections against discrimination set forth in Connecticut law, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

Any school library media specialist or school library staff member who, in good faith, implements this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

The Board shall review this policy, and update it as necessary, every five years.

I. Definitions

For the purposes of this policy:

- **“*Individual with a vested interest*”** means any school staff member employed by the Board, the parent or guardian of a student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed, and any student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed.

- “***Library and other educational material***” means any material belonging to, on loan to or otherwise in the custody of a District school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.
- “***Remove***” means deliberately taking library material out of a library's collection. The term “***remove***” does not include the process of clearing such collection of any materials that are no longer useful.
- “***School library staff member***” means a school library media specialist, school librarian, any certificated or noncertificated staff member whose assignment is in the school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

II. Library Collection Development and Maintenance

The Board recognizes that library and other educational material should be provided for the interest, information, and enlightenment of all students and should represent a wide range of varied and diverging viewpoints in the collection as a whole.

The Board requires that students have access to age-appropriate and grade-level-appropriate material and shall provide access to library and other educational material that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level. The Board also recognizes the importance of the school library media center as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

The Board acknowledges that a school library media specialist is professionally trained to curate and develop a collection that provides students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

The Board directs the Superintendent to establish a procedure by which a certified school library specialist will continually review library and other educational material within a school library media center using professionally accepted standards, which shall include, but need not be limited to, the material's relevance, the physical condition of the material, the availability of duplicates or copies of the material, the availability of more recent age-appropriate or grade-level-appropriate material, and continued demand for the material (the “Library Review Procedure”). The Library Review Procedure is attached hereto as Appendix A.

III. Library Displays and Programs

The Board recognizes that displays should be provided for the interest, information and enlightenment of all students; represent a wide range of varied and diverging viewpoints; require student access to age-appropriate and grade-level-appropriate content; and provide access to content that is relevant to the research, independent interests, and educational needs of students.

The Board further recognizes the importance of library displays and student programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by students.

The Board acknowledges that a school library media specialist is professionally trained to curate and develop displays and programs that provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

IV. Library Material Review and Reconsideration

The purpose of this policy section regarding library material review and reconsideration is to establish a process for individuals with a vested interest to challenge any District library and other educational material, display, or student program, as well as a process for the District to respond to any such challenges and related parameters.

A. Standards for Reviewing Challenges to Library and Other Educational Material, Display, or Student Program

1. All library materials shall be evaluated and made accessible in accordance with the protections against discrimination set forth in Connecticut law, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.
2. Library and other educational material, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices, as adopted in this policy and/or any accompanying procedure for the continual review of library and educational material within a school library.
3. No library and other educational material, display, or program shall be removed from library media centers, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program.
4. The removal, exclusion, or censoring of any book on the sole basis that a person with a vested interest finds such book offensive is prohibited.
5. Any process for an individual with a vested interest to challenge any library and other educational material, display, or student program shall neither favor nor disfavor any group based on protected characteristics.

B. Process for Challenging Library and Other Educational Material, Display, or Student Program

The Board establishes the following process for individuals with a vested interest to challenge any library and other educational material, display, or student program, as well as a process for the District to respond to any such challenges:

1. An individual with a vested interest may submit a Request for Reconsideration of Library Material Form (the "Request Form") to the principal of the school in which the library and other educational material, display, or student program is being challenged to initiate a review of such material. The Request Form is attached hereto as Appendix B.

Using the Request Form, an individual shall specify which portion or portions of such material the individual objects to and provide an explanation of the reasons for such objection. The individual submitting the Request Form must include the individual's full legal name, address, and telephone number. If the individual who has submitted a Request Form is a parent or guardian, consideration of requests to reconsider and remove material, displays, or student programs shall be limited to the parents and guardians of students and eligible students currently enrolled in the school or District.

2. Upon receipt, the principal or the principal's designee shall promptly forward the Request Form to the Superintendent or Superintendent's designee.
3. The administration may consolidate any requests for review and reconsideration of the same challenged library and other educational material.
4. For each challenged library and other educational material, the Superintendent, or the Superintendent's designee, shall appoint a Review Committee consisting of:
 - a. the Superintendent, or the Superintendent's designee;
 - b. the principal of the school in which the library and other educational material is being challenged, or the principal's designee;
 - c. the director of curriculum, or a person in an equivalent position, employed by the Board;
 - d. a representative from the Board;
 - e. at least one grade-level-appropriate teacher familiar with the library material, provided the teacher selected is not the individual who submitted the Request Form;
 - f. a parent or guardian of a student age thirteen years or younger enrolled in the District, provided the parent or guardian selected is not the individual who submitted the Request Form;
 - g. a parent or guardian of a student age fourteen years or older enrolled in the District, provided the parent or guardian selected is not the individual who submitted the Request Form; and
 - h. a certified school librarian employed by the Board or employed by another board of education in the state.

In cases where the request is submitted by a student enrolled in grades nine through twelve, and when appropriate and at the discretion of the Superintendent, a student enrolled in grades nine through twelve may serve on the Review Committee, provided the student selected is not the individual who submitted the Request for Reconsideration and the Superintendent consults with the principal of the school involved in such reconsideration request prior to making the determination whether to include the student on the Review Committee.

5. Any library and other educational material being challenged shall remain available in the school library media center according to such material's catalog record and be available for a student to reserve, check out, or access until a final decision is made by the Review Committee.
6. The Review Committee must evaluate the Request Form; read the challenged material in its entirety; evaluate the challenged material against this policy; and make a written

decision on whether or not to remove the challenged material not later than sixty (60) school days from the date the Request Form was received by the principal or the principal's designee. The Review Committee shall provide a copy of the committee's decision and report to the individual with a vested interest who submitted the Request Form and to the principal of the school.

7. The individual with a vested interest who submitted the Request Form may appeal the Review Committee's decision to the Board. The Board shall determine whether the reconsideration process was followed and publish its decision on the Internet web site of the District.
8. Once a decision has been made by the Review Committee on any library and other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three (3) years.

Legal References:

Conn. Gen. Stat. § 10-15c

Public Act No. 25-168, "An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget."

Approved:
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

APPENDIX A

LIBRARY REVIEW PROCEDURE

NOTE: Pursuant to Public Act 25-168, the Board must establish a procedure by which a certified school library specialist will continually review library and other educational material within a school library media center using professionally accepted standards, which shall include, but need not be limited to, the material's relevance, the physical condition of the material, the availability of duplicates or copies of the material, the availability of more recent age-appropriate or grade-level-appropriate material, and continued demand for the material.

In the attached Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration Policy, the Board directs the Superintendent to establish this procedure. The procedure should be recorded in this Appendix A.

Purpose

The purpose of the Library Review Procedure is to ensure that all materials housed in the school library media center support the instructional program, meet the diverse needs of students, and remain current, relevant, and in appropriate physical condition. This procedure shall be implemented on an ongoing basis by a certified school library media specialist using professionally accepted standards.

Responsibility

The certified school library media specialist shall be responsible for conducting the continual review of all library and educational materials in the school library media center. The specialist may collaborate with instructional staff and administrators as appropriate but shall retain professional responsibility for collection review decisions.

Review Cycle

1. The library collection shall be reviewed on a continual, cyclical basis throughout the school year.
2. All materials shall be subject to periodic review, with priority given to:
 - a. High-circulation materials
 - b. Low- or non-circulating materials
 - c. Materials in rapidly changing subject areas
 - d. Materials showing signs of physical deterioration

Evaluation Criteria

Materials shall be evaluated using professionally accepted library collection standards, including but not limited to the following criteria:

1. Relevance and Educational Value
 - a. Alignment with curriculum standards and instructional goals
 - b. Appropriateness for the age and grade level of students served
 - c. Accuracy, objectivity, and quality of content
2. Physical Condition
 - a. Structural integrity (e.g., binding, pages, media functionality)
 - b. Readability and usability
 - c. Safety and cleanliness
3. Availability of Duplicates or Copies
 - a. Number of existing copies relative to student demand
 - b. Necessity of retaining multiple copies based on instructional use
4. Currency of Information
 - a. Availability of more recent, age-appropriate, or grade-level-appropriate materials
 - b. Timeliness of content, particularly in subject areas where information changes frequently
5. Usage and Demand
 - a. Circulation data and frequency of use
 - b. Demonstrated or anticipated student and instructional demand

Review Outcomes

Based on the evaluation, materials may be:

1. Retained without action
2. Repaired or rebound
3. Replaced with updated or more appropriate materials
4. Reduced in number (duplicate copies)
5. Removed from the collection in accordance with established weeding practices

Documentation

The library specialist shall maintain records of review activities, including:

1. Criteria applied
2. Actions taken
3. Rationale for removal or replacement when applicable

Professional Standards

All review activities shall be conducted in accordance with:

1. Accepted school library and information science principles
2. District policies and procedures
3. Ethical and professional standards applicable to certified school library specialists

Transparency

The Library Review Procedure shall be made available to administrators and, upon request, to other stakeholders to promote understanding of the professional process used to maintain a high-quality library collection.

APPENDIX B

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

This form may be used by an individual with a vested interest to challenge any library or other educational material, display, or student program in accordance with the Board's Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration policy. The form should be completed in its entirety and submitted to the principal of the school in which the library and other educational material is being challenged to initiate a review of such material.

Full Legal Name of Person Submitting Request:

Please note that the process for challenging any library and other educational material, display, or student program is available only to the following "individuals with a vested interest" as defined in the Board's Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration policy:

- ***any school staff member employed by the Board ("Staff Member")***,
- ***the parent or guardian of a student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed ("Parent/Guardian")***, and
- ***any student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed ("Student")***.

Referring to the definitions immediately above, please indicate your role by checking any or all of the following that apply. I am a:

_____ Staff Member _____ Parent/Guardian _____ Student

Address:

Telephone Number:

Email Address:

I have read the Board's Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration Policy: (check one)

_____ Yes
_____ No

I am requesting that the following library material(s), display(s), and/or student program(s) be reviewed:

I am requesting that this material be reviewed because I object to: (check one)

☐ The entire material

☐ A specific portion or portions of the material (identify portion(s) below)

I provide the following explanation of the reasons for my objection(s) stated above

Signature: _____

Date: _____

Received by:

Name: _____

School: _____

Date: _____

Note: State law requires boards of education to permit curricular exemptions for five specific areas of instruction, in accordance with statutory requirements. (The fifth curriculum is Firearm Safety, and it is not part of the district’s curriculum.) These state laws remain unchanged.

In a decision issued earlier this year by the U.S. Supreme Court, *Mahmoud v. Taylor*, 145 S.Ct. 2332 (2025), the Court ruled in favor of parents alleging that their free exercise rights were violated when a local school board in Maryland refused to permit excusal of their children from certain instruction. While the Court’s holding is narrow in scope, school officials must now consider parent requests for excusal from instruction when they claim that instruction in certain topics burdens the religious upbringing of their children. We have revised this policy to clarify that school district administration will consider requests for excusal that fall outside the five mandatory areas of exemption in accordance with applicable law.

**Series 6000
Instruction**

6142.1

CURRICULAR EXEMPTIONS

Mandatory Curricular Exemptions:

Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, the New Milford Board of Education (the “Board”) shall permit curricular exemptions for instruction in the following areas:

1. Dissection;
2. Family life education;
3. HIV/AIDS; or
4. Sexual abuse and assault awareness and prevention program.

Definitions:

“Dissection instruction” is defined as instruction in which a student must participate in, or observe, the dissection of any animal.

“Family life education instruction” is defined as instruction pertaining to family planning, human sexuality, parenting, nutrition and the emotional, physical, psychological, hygienic, economic and social aspects of family life.

“HIV/AIDS instruction” is defined as ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS) offered by the district pursuant to state law.

“Sexual abuse and assault awareness and prevention program” is defined as the state-wide program identified or developed by the Department of Children and Families, in collaboration with the Department of Education and Connecticut Sexual Assault Crisis Services, Inc. (or a similar entity) that includes age-appropriate educational materials

designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to, (A) the skills to recognize (i) child sexual abuse and assault, (ii) boundary violations and unwanted forms of touching and contact, and (iii) ways offenders groom or desensitize victims, and (B) strategies to (i) promote disclosure, (ii) reduce self-blame, and (iii) mobilize bystanders.

Written Request for Mandatory Exemption:

Parents who wish to exercise such exemptions must notify the building principal in writing in advance of the instruction to be provided.

Other Curricular Exemptions:

The Board does not require teachers to exempt students from any aspect of the curriculum except as the law may require. Parents who wish to request a curricular exemption other than those noted above must notify the building principal in writing in advance of the instruction to be provided. The school district administration will consider whether to permit a requested exemption in accordance with applicable law.

Alternative Assignments:

1. Any student excused from participating in, or observing, the dissection of any animal as part of classroom instruction shall be required to complete an alternate assignment to be determined by the teacher.
2. Any student excused from participating in the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work as determined by the teacher.
3. Any student excused from any other aspect of the curriculum may be required by the teacher to complete an alternative assignment as determined by the teacher.

Legal References:

Conn. Gen. Stat. § 10-16c
Conn. Gen. Stat. § 10-16e
Conn. Gen. Stat. § 10-18c
Conn. Gen. Stat. § 10-18d
Conn. Gen. Stat. § 10-19(b)
Conn. Gen. Stat. § 17a-101q

Mahmoud v. Taylor, 145 S. Ct. 2332 (2025)

Approved: October 18, 2022
Revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD BOARD OF EDUCATION
Curricular Exemption Request Form

I request that my child be exempted from instruction in the following areas:

Check all that apply:

- 1. Dissection _____
- 2. Family life education _____
- 3. HIV/AIDS _____
- 4. Sexual abuse and assault awareness and prevention program _____

I recognize that teachers may require my child to complete alternative assignments in lieu of the curricular instruction planned in the area of exemption.

This form must be completed annually and returned to the school principal by

_____.
Date

Name of Student (Please Print)

Parent's/Guardian's Signature

Date

Or

Student's Signature (if 18 years of age)

Date

July 30, 2026

***Privileged And Confidential
Attorney/Client Communication***

Via Email

New Milford Board of Education
Policy Subcommittee Members
25 Sunny Valley Road, Suite A
New Milford, CT 06776

Re: Student Opt-In Regarding Sensitive Curriculum

Dear Board Policy Subcommittee Members:

This letter is being sent in response to a request for our opinion regarding the permissibility of an “opt-in” approach to certain sensitive curriculum areas versus the current “opt-out” approach that the District applies. Please remember that this correspondence is attorney-client privileged.

Background

Curriculum Requirements

Under Connecticut law boards of education are required to offer students a prescribed program of study. Most notably, Connecticut General Statutes § 10-16b mandates that language arts, mathematics, science, social studies, the arts, physical education, health and safety, career education, consumer education, computer programming and a variety of other courses be taught to students by legally qualified teachers. Additionally, several other laws mandate that boards of education offer students certain courses and curriculum. Connecticut General Statutes § 10-221a, for instance, requires that students graduating in 2027 and thereafter obtain at least 25 high school course credits with nine credits in the humanities (including civics and arts), nine in STEM courses, one in physical education and wellness, one in health and safety education, one in world languages and at least one-half credit in personal financial management and financial literacy.

Within this general statutory structure, four Connecticut statutes specifically allow parents to opt their children out of instruction in particular subject matters as explained in further detail below:

Page 2

HIV/AIDS

Connecticut General Statutes § 10-19(b) imposes a mandatory obligation on every board of education to offer ongoing and systematic instruction on HIV/AIDS. The law also requires each board to "adopt a policy, as the board deems appropriate, concerning the exemption of pupils from such instruction *upon written request of the parent or guardian*." (Emphasis added). This language establishes an opt-out framework as the legislatively prescribed mechanism for parental involvement.

Sexual Abuse and Assault Awareness Education

Connecticut General Statutes § 17a-101q(b) similarly mandates that each "board of education shall implement the sexual abuse and assault awareness and prevention program" developed by the Department of Children and Families in collaboration with the Department of Education. Under this law "[a] *written notification to the local or regional board of education by the student's parent or legal guardian shall be sufficient to exempt the student from such program* in its entirety or from any portion thereof so specified by the parent or legal guardian". (Emphasis added).

Family Life Education

Under Connecticut General Statutes § 10-16d, boards of education are not required to develop or institute family life education programs. However, if a board does choose to offer a family life education program, § 10-16e governs participation and provides that: "[a] *written notification to the local or regional board by the student's parent or legal guardian shall be sufficient to exempt the student from such program* in its entirety or from any portion thereof so specified by the parent or legal guardian." (Emphasis added).

Dissection

Lastly Connecticut General Statutes § 10-18d provides that a school district "shall excuse any student from participating in, or observing, the dissection of any animal as part of classroom instruction, *provided the parent or guardian of such student has requested, in writing, that such student be excused from such participation or observation*." (Emphasis added). While dissection is not independently mandated by Connecticut statute as a required subject, if dissection is included as part of a science curriculum parents have the right to opt their children out of such activity per the terms of the statute.

Parental Rights With Respect to Public School Curriculum

As a fundamental principle, the United States Supreme Court has long recognized that the "liberty of parents and guardians includes the right to direct the upbringing and education of children under their control." *Troxel v. Granville*, 530 U.S. 57, 65 (2000). Accordingly, parents have a right under the Fourteenth Amendment of the United States Constitution against

governmental actions that deprive them of their interest in directing the upbringing and education of their children without due process of law.

Within this general framework however, the U.S. Supreme Court, as well as the federal Second Circuit Court of Appeals (which has jurisdiction over Connecticut), have issued a number of decisions establishing and reinforcing the principle that as long as parents have the option of withdrawing their children from school and having them educated elsewhere (i.e. private school, parochial school or home schooling) parents do not have the right to pick and choose what is taught to their children while at public school. *See, e.g., Wisconsin v. Yoder*, 406 U.S. 205 (1972); *Pierce v. Society of Sisters*, 268 U.S. 510 (1925); *Meyer v. Nebraska*, 262 U.S. 390 (1923); *Leebaert v. Harrington*, 332 F.3d 134 (2d Cir. 2003). In 1925, in *Pierce v. Society of Sisters*, for instance, the U.S. Supreme Court ruled that an Oregon compulsory public school attendance law unconstitutionally infringed on parent liberty interests but upheld the prerogative of public schools to decide upon curriculum. *Pierce v. Society of Sisters*, 268 U.S. 510, 535 (1925) ("No question is raised concerning the power of the state reasonably to regulate all schools, to inspect, supervise and examine them, their teachers and pupils; to require that all children of proper age attend some school.").

More recently in 2003, the Second Circuit Court of Appeals similarly rejected a claim by the father of a Fairfield, Connecticut Public Schools student who argued that mandatory middle school health education for his son as required by Connecticut General Statutes § 10-16b was unconstitutional. *Leebaert v. Harrington*, 332 F.3d 134 (2d Cir. 2003). While the district in this case allowed the father to opt his son out of family life and AIDS education as permitted under Connecticut General Statutes § 10-16d and Connecticut General Statutes § 10-19(b), it required that the student still participate in all other aspects of the health curriculum and issued the student a failing grade when the student's father refused to allow him to do so. *Id.* at 136-137.

In response, the father argued in court that the district's actions, among other things, deprived him of a fundamental right in directing the upbringing and education of his son. *Id.* at 139. The Second Circuit however rejected this claim and found that the actual content of the district's health curriculum – as mandated by Connecticut law – did not deprive him of his rights in directing the upbringing and education of his child so long as he could elect to have his child educated elsewhere (i.e. private school, home schooling). *Id.* at 139-143.

As you may be aware, last year in *Mahmoud v. Taylor*, 606 U.S. 522 (2025), the U.S. Supreme Court issued a new decision specifically addressing the religious rights of students and parents with respect to mandatory school curriculum. In that case, the Supreme Court held that the Montgomery County Maryland Board of Education's use of a group of so-called "LGBTQ-Inclusive Storybooks" as part of the district's K-5 language arts curriculum without prior parental notice and the right of parent opt-out was coercive and therefore infringed upon parents' First Amendment rights in the free exercise of religion in connection with the religious upbringing of their children. *Id.* at 530. Notably the Supreme Court's ruling in *Mahmoud* did not overrule earlier cases granting deference to state legislatures and public schools over school curriculum issues as

long as parents have the opportunity to direct the education of their children outside of the public school setting, however the *Mahmoud* case does make clear that parents have the right to opt their children out of public school curriculum that infringes on their right to direct their children's religious upbringing.

“Opt-In” Curriculum Policies

While it certainly could be argued that “opt-in” policies for sensitive curriculum are more appropriate for busy parents who may not be fully aware of the established process for opting their children out of instruction in such topics, each of the statutes mentioned above with respect to HIV/AIDS instruction, family life education, sexual abuse and assault awareness and animal dissection specifically provides that parents *may opt their children out* of such instruction upon written notification. As such, by the terms of these statutes, parental *opt out* is an explicitly recognized procedure while *opt in* procedures are not mentioned.

Connecticut boards of education are required by law to implement “the mandates in the general statutes pertaining to education.” Conn. Gen. Stat. § 10-4a. Such statutory mandates are considered to be among the “educational interests of the state.” To this end, a board of education that fails to implement the educational interests of the state within its local district is subject to remedial orders from the State Board of Education and ultimate court oversight through a complaint and hearing process governed by Connecticut General Statutes § 10-4b.

In addition, another consequence for a board of education that fails to comply with a statutory mandate could be the loss of “governmental immunity” for their official actions. Governmental immunity is a legal doctrine that makes elected officials, including board of education members, immune from liability so long as the official is acting within the scope of their authority. A public official loses governmental immunity if they: (1) are negligent in performing a ministerial act (one that is performed in a prescribed manner without the exercise of judgment or discretion); (2) are negligent in executing a governmental act where imminent injury to a specific individual was foreseeable; or (3) conduct wanton, willful, or malicious misconduct (acts manifesting a reckless disregard of the consequences or rights and safety of others). Moreover, while Connecticut General Statutes § 10-235 indemnifies board members against legal judgments (and attorneys' fees involved with defending a claim) the statute does not apply where the board member acts in a wanton, reckless or malicious manner.

If the Board went to an “opt-in” sensitive curriculum policy rather than maintaining an “opt-out” policy as is required by law, the Board and District officials could potentially lose immunity from liability if a parent or student claimed that they were denied the opportunity to participate in mandatory curriculum because they failed to opt-in to a class. While educational malpractices claims are not generally recognized under Connecticut law, the Board and district officials may face some risk if a parent or student made a claim that the Board's opt-in curriculum policy acted to deny them educational opportunities, especially if the failure to perform such course work left them short necessary credits for graduation.

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Lastly, it is also worth emphasizing that while the Supreme Court recognized broader public-school parental rights with respect to curriculum in the *Mahmoud* decision, the decision specifically addressed the Montgomery County Board of Education's failure to grant parents the right to *opt out* of curriculum that potentially infringed upon their rights to direct the religious upbringing of their children. *Mahmoud* did not hold that opt-in procedures are required – or even lawful at all.

I trust that this information is helpful.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Z. Schurin', with a stylized flourish at the end.

Zachary D. Schurin

Cc: Superintendent Janet Parlato

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: August 1, 2026
RE: 26/27 Capital Reserve Withdrawal

The Board of Education (BOE) request to withdraw funds for the approved 26/27 project list (see 2nd page of memo) in the amount of \$1,964,500 was approved by:

- BOE on 5/16/26
- Town Council on 7/13/26
- Board of Finance on 7/29/26

Maintaining and utilizing a capital reserve fund dedicated to repairs and upgrades is one of the most critical elements of responsible property and asset management in any organization and a school system is no different. New Milford BOE's prudent use of the capital reserve fund has and will continue to responsibly ensure:

- Refresh of student furniture, as well as athletic and music/band equipment.
- Smoothing out of any potential Technology refresh spikes by consistently allocating funds dedicated to technology items ensuring upgrades and improvements to systems before their "End of Life" (EOL) when the lack of security updates could lead to vulnerabilities.
- Preserving safe property use and value by avoiding deferred maintenance through prioritizing building improvements and upgrades by our Facilities Department.

This month's Budget Position Listing also reflects the withdrawal and I will work with the Town Finance Director, Ms. Olga Alizarchyk to set up the individual projects in MUNIS:

- Currently this leaves \$299,306 in the Capital Reserve Account before any deposit from the fiscal year-end 25/26 balance.
- The fiscal year end 25/26 balance deposit will restore at least \$1.2 million to that capital reserve account balance, subject to audit.
- Therefore, the balance of only \$299,306 in the Capital Reserve Account is only temporary.

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

TECHNOLOGY

LOCATION	DESCRIPTION	2026/27
DISTRICT	Infrastructure Upgrades - Wireless Access Points	\$10,000
DISTRICT	Infrastructure Upgrades - Firewall	\$15,000
DISTRICT	Infrastructure Upgrades - Servers	\$20,000
DISTRICT	Infrastructure Upgrades - Switches	\$10,000
DISTRICT	Teacher/Admin Laptop and Desktop Replacements	\$200,000
DISTRICT	AV Projects	\$55,000
DISTRICT	Smartboard Refresh	\$25,000
HPS & NES	Chromebooks - Grade K-2	\$5,000
SNIS, SMS & NMHS	Chromebooks - Grade 3-12	\$25,000
NMHS	Theatre Upgrades	\$80,000
NMHS & SMS	PLTW Desktop/Laptop Refresh	\$5,000
DEPARTMENT TOTAL - TECHNOLOGY		\$450,000

BAND & MUSIC

LOCATION	DESCRIPTION	2026/27
DISTRICT	INSTRUMENT REPLACEMENTS	\$7,500
DISTRICT	UNIFORMS - ONGOING REPLACEMENTS	\$7,500
DISTRICT	EQUIPMENT (STANDS & FIELD EQUIPMENT)	\$7,500
DEPARTMENT TOTAL - BAND		\$22,500

ATHLETICS

LOCATION	DESCRIPTION	2026/27
DISTRICT	UNIFORM REPLACEMENTS	\$15,000
DISTRICT	WEIGHT ROOM UPGRADING	\$5,000
DEPARTMENT TOTAL - ATHLETICS		\$20,000

DISTRICT WIDE FURNITURE

LOCATION	DESCRIPTION	2026/27
DISTRICT	STUDENT FURNITURE	\$35,000
DISTRICT	CAFETERIA TABLES	\$11,000
DEPARTMENT TOTAL - DISTRICT WIDE FURNITURE		\$46,000

FACILITIES

LOCATION	DESCRIPTION	2026/27
DISTRICT	SKIDSTEER	\$85,000
DISTRICT	SIDEWALK REPAIRS	\$100,000
DISTRICT	FARMHOUSE WINDOW REPLACEMENT	\$35,000
DISTRICT	CENTRAL OFFICE UPGRADES	\$150,000
HPS	FACILITY CONDITION ASSESSMENT	\$75,000
NMHS	BARN A & E	\$50,000
NMHS	CULINARY ROOM A & E	\$56,000
NMHS	AUX GYM FLOORS REFINISHING	\$45,000
NES	HVAC IMPROVEMENTS	\$35,000
SNIS	CLASSROOM FLOORING TILE	\$24,000
SMS	ELEVATOR MODERNIZATION	\$400,000
SMS	BLEACHER REPLACEMENTS	\$275,000
SMS	HVAC IMPROVEMENTS	\$75,000
SMS	AREA OF REFUGE COMMS	\$21,000
DEPARTMENT TOTAL - FACILITIES		\$1,426,000

GRAND TOTAL \$1,964,500

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: August 1, 2026
RE: Update on Propane Gas Tax Credits

The information below updates my previous memo dated June 1, 2026 that was discussed at the Board of Education (BOE) meeting on June 16, 2026. The Business Office team has completed all steps required of New Milford Public Schools regarding this opportunity. Transtax Advisors continues to engage with the IRS on our behalf for the rest of the process. This opportunity has two distinct claims:

- For the COVID claim period - this part of the claim has a potential award of \$172,343 (before the consultant's fee). While Transtax Advisors has already registered a claim for us, they are currently waiting for the IRS's next steps. This specific window of opportunity arose from litigation involving the IRS regarding how deadlines were calculated or suspended during the COVID period, so we must wait to see how it ultimately resolves. Transtax Advisors informed me that it won't be for many months before we get any insight into how the claim will be reviewed and what the possibility of the \$172,343 may be. They have assured me that they will continue to monitor and update me on any developments.
- For the current claim period (July 2022 – December 2024) - this part of the claim has a potential award of an additional \$200,000 (before the consultant's fee). Transtax Advisors has completed the required registration process and are awaiting a registration number to be issued. Once received, Transtax Advisors will finalize and submit this claim. They advised that claim review and approval typically takes three to six months, but in some cases it may take even longer. They will let us know once we receive the registration number and when the claim is submitted.

Auditors are guiding us to receive this in a new revenue line I will add to the budget position once we have the funds. The auditors have also informed me that this will be classified as additional and unanticipated revenue on the BOE side with any funds received to fall to the bottom line during the year in which received. This will then make those funds available to go into either/or one the following:

- The newly established non-lapsing account with only BOE approval needed.
- Capital Reserve Account to fund new projects, Turf Replacement or ESG which needs BOE as well as the Town Council & Board of Finance approvals.

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

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: August 1, 2026
RE: NMHS Roof Reimbursement

The Business Office team completed its steps of providing all required backup for reimbursement in March 2025. As you are aware, you completed the next step of certification on behalf of New Milford Public Schools on April 8, 2025. After many months of follow-up, the State provided us with an update on July 10, 2026: the final payment request (No. SCP0001621 for Contract 21DASY096036RR0321 from New Milford High School) had been finally approved. On July 14, 2026 I emailed the Town Finance Director, Ms. Olga Alizarchyk to let her know she should be receiving the funds shortly and asked that she provide me a reconciliation when she receives the funds. The next day she informed me of the following:

- The Town did receive the payment from the State and it exceeded their expected receivable by \$552,860.93.
- Since the Town and Board of Education (BOE) used capital reserve funds to pay for the project (in addition to borrowed funds), the best course would be to return the overage to each side's respective capital reserve fund; basically paying ourselves back.
- Review of the project records indicates that the Town appropriated \$1,900,000 mil and BOE \$450,000 from respective reserves.
- With that, her preliminary thoughts are to return the overage based on the respective shares of contributions as outlined in the chart below.
- When a final decision has been made regarding the amounts, the Auditors are guiding her to receipt the overage portion for the BOE directly into the Capital Reserve Account where it can be used to fund future projects.

Entity	Funding Amt	%	Grant Overpmt
Town	\$1,900,000	81%	\$446,993.94
BOE	\$450,000	19%	\$105,866.99
Total	\$2,350,000	100%	\$552,860.93

I thanked Ms. Olga Alizarchyk and let her know that I believed treating the overage by ratio was a fair approach. I inquired further about what the final decision regarding this is contingent upon to become final. It is my hope that we will find out the answer to this question at our scheduled capital meeting with the Town on August 10, 2026. After that meeting we can update the BOE further.

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



TOWN OF NEW MILFORD
Town Hall
10 Main Street
New Milford, Connecticut 06776
Telephone (860) 355-6060 • Fax (860) 350-6741

Office of the Director of Finance

To: Anthony Giovannone, Director of Fiscal Services and operations
Board Of Education

From: Olga Alizarchyk, Finance Director

Date: August 4, 2026

Subject: High School Roof Grant Reimbursement

The Town has received the grant reimbursement from the State for the High School project. The amount is higher than expected by \$552,860.93 (Received \$1,676,690 instead of expected \$1,123,829.07).

For this project, the Town and BOE used their own funds in combination with bonding, where Town appropriated \$1.9 million towards the project and BOE - \$450,000 from the respective Capital Reserve Funds. Therefore, the additional funds from the State will "reimburse" the use of Town and BOE reserves.

\$552,860.93 will be returned to the Town and BOE capital reserve funds based on the respective shares of contributions:

Town - \$446,993.94 (81%)

BOE - \$105,866.99 (19%)

It is common for such grants to require a final audit at some point, which may result in additional refund from State or a return of overpayment to the State if some expenses are found eligible/non-eligible. The Town and BOE may need to take action if such audit takes place and results in identified ineligible expenses.

Best,

Olga Alizarchyk
Finance Director
Town of New Milford



NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education

New Milford, Connecticut

August 11, 2026- Operations / August 18, 2026 BOE Meeting

CERTIFIED STAFF APPOINTMENTS

Christine Belcher -.5 Adult Ed.Guidance Counselor at NMHS -Effective Date: August 17, 2026 -Salary \$50 per hour with over 3 years experience -Replacing S.Gordon who resigned (\$45.00 per hour)	Emily Briggs -1.0 Art Teacher at HPS -Effective Date: August 19,2026 -Salary \$59,982 (BA30/Step 5) with 3 years of experience. -Replacing J.Zibelin who resigned (\$54,283)	Katherine Brittain -1.0 Assistant Principal at HPS -Effective Date: July 1, 2026 -Salary \$133,332 (Step 2). This is her first Administrative Position. -Replacing K.Adakonis who retired (\$145,217)	Christina Chicano -1.0 Library Media Specialist at SNIS -Effective Date: August 19, 2026 -Salary \$65,373 (BA/Step 8) with over 4 years of experience. -Replacing S.Reuther who resigned (\$74,625)
Jessica Davis -1.0 Chemistry Teacher at NMHS -Effective Date: August 19,2026 -Salary \$102,312 (MA30/Step 15) with 15 years of experience. -Replacing N.Lauzon who resigned (\$78,538).	Joanne Galenski-Girardin -1.0 Career Pathways Coordinator at NMHS -Effective Date: August 19, 2026 -Salary \$105,195 (6th Year/Step 15) with over 20 years of experience. -Replacing S.Culbertson who resigned (\$102,380).	Bailey Herron -1.0 Grade 7 Social Studies Teacher at SMS -Effective Date: August 19, 2026 -Salary \$58,847 (MA/Step 3) with 2 years experience. -Replacing P.Smith who retired (\$94,872).	Benjamin Jansen -1.0 School Psychologist at NMHS/SMS -Effective Date: August 19, 2026 -Salary \$66,599 (6th year/Step 6) with 3 years of experience. -Replacing L.Ayres and G. Payano who moved to 1.0 position

Gillian Manesis -1.0 Special Education Teacher at NMHS -Effective Date: August 19, 2026 -Salary \$60,302 (MA/Step 4) with 4 years of experience -Replacing M.Malizia-Boswell who transferred to SNIS (\$90,515).	Carmel O'Meara ** Rehire -1.0 Communication Arts Teacher at SMS -Effective Date: August 19, 2026 -Salary \$88,890 (MA30/Step 13) with over 13 years of experience -Replacing H.Shepherd who resigned (\$56,993).	Steven Soto -1.0 Communication Arts at SMS -Effective Date: August 19, 2026 -Salary \$57,394 (BA/Step 4) with 3 years of experience -Replacing S.Murphy Transfer to Social Studies (\$78,538).	Nicholas Tarantino -1.0 Social Worker at NMHS -Effective Date: August 19, 2026 -Salary \$87,402 (6th Year/Step 12) with 8 years of experience -Replacing D.Wittich who resigned (\$99,574).
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NON-CERTIFIED STAFF APPOINTMENTS

Kari Amorando -1.0 Special Education Paraeducator at NES -Effective Date: August 20, 2026 -Salary \$19.65 per hour -Replacing T.Lee who retired (\$19.58 per hour).	Nikki Bernardi -1.0 BCBA at HPS/NES -Effective Date: August 19, 2026 -Salary \$85,435 -Replacing K.Aros-Truhe who resigned (\$82,149).	Tiffany Clark -1.0 Special Education Paraeducator at SNIS -Effective Date: August 20, 2026 -Salary \$19.65 per hour -Replacing K.Torres who resigned (\$18.99 per hour).	Michelle Cornelison -1.0 Special Education Paraeducator at HPS -Effective Date: August 20, 2026 -Salary \$19.65 per hour -Replacing vacant EdAdvance Student Care Worker position.
Skyler Gustas -1.0 Special Education Paraeducator at NES -Effective Date: August 20, 2026 -Salary \$19.65 per hour -Replacing P.Passero who transferred to Data Specialist (\$18.99 per hour)			
Davonna Summers -1.0 Special Education Paraeducator at SNIS -Effective Date: August 20, 2026 -Salary \$19.65 per hour -Replacing J.Grabowski who retired (\$19.58 per hour)			

CERTIFIED STAFF RESIGNATIONS

Cody Madden -1.0 Special Education Teacher at NMHS -Effective Date: July 6, 2026 -Salary \$61,324. Took a position in another CT District.	Sandra Proia -1.0 Special Education Teacher at HPS -Effective Date: July 27, 2026 -Salary \$99,195. Resigned due to personal reasons.	Wendy Sapione -1.0 Special Education Teacher at SMS -Effective Date: End of 2025-2026 School Year -Salary \$97,681. Resigned due to personal reasons	Holly Scheck -1.0 Social Studies Teacher at SMS -Effective Date: July 10, 2026 -Salary \$61,324. Took a position in another CT District.	Sarah Schneider -1.0 Speech Language Pathologist at HPS -Effective Date: August 24, 2026 -Salary \$93,438. Took a position in another CT district.
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CERTIFIED STAFF RETIREMENTS

Mary Imperioli -1.0 Special Education Teacher at NES -Effective Date: August 3, 2026 -Salary \$98,436 (MA12/Step 15) after 7 years with the district.
Madeline Sanger -1.0 Grade 2 Teacher at HPS -Effective Date: End of 2025-2026 School Year -Salary \$94,872 (BA30/Step 15) after 46 years with the district.

NON-CERTIFIED STAFF RESIGNATIONS

Kelly Aros-Truhe -1.0 BCBA at HPS/NES -Effective Date: End of 2025-2026 School Year -Salary \$82,149. Resigned due to personal reasons.	Devisa Kolami -1.0 Computer Tech 1 at HPS/NES -Effective Date: July 2, 2026 -Salary \$24.55 per hour. Resigned due to personal reasons.	Samantha Lucchi -1.0 Special Education Paraeducator at NMHS -Effective Date: End of 2025-2026 School Year -Salary \$18.99 per hour. Pursuing further schooling in Education.	Nicole Middendorf -1.0 Special Education Paraeducator at SNIS -Effective Date: July 23, 2026 -Salary \$18.99 per hour. Pursuing further schooling in Education.	Kimberly Siquenza -.5 Adult Education Secretary at NMHS -Effective Date: August 5, 2026 -Salary \$16.94 per hour. Resigned due to personal reasons.
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COACHING STAFF APPOINTMENTS

Mia Baumer -1.0 Assistant Dance Team Coach -Effective Date: August 24, 2026 -Stipend for Assignment: \$2,389. New coaching position.	Kianna Flynn -1.0 Assistant Cheerleading Coach -Effective Date: August 24, 2026 -Stipend for Assignment: \$2,389. Filling a vacant position.	Luke Murphy -1.0 Assistant Girls Soccer Coach -Effective Date: August 24, 2026 -Stipend for Assignment: \$3,212. Replacing S.Sanmartin who resigned (\$3,212).
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INTERNAL TRANSFERS

Kimberly Atlas -1.0 Special Education Teacher at NES transferring to 1.0 Special Education Teacher at HPS. -Effective Date: August 19, 2026. Replacing D.Pflomm Retirement.	Gillian Barto -1.0 Grade 2 Teacher at NES transferring to 1.0 Kindergarten Teacher at HPS. -Effective Date: August 19, 2026. Replacing R.Allen Reduction in Force	Melissa Davino -1.0 Interventionist at HPS transferring to 1.0 Grade 2 Teacher at HPS. -Effective Date: August 19, 2026. Replacing M.Sanger retirement.	Elizabeth Leto -1.0 Classroom Teacher at NES transferring to 1.0 Interventionist at NES -Effective Date: August 19, 2026. Replacing M.Sickles transfer to HPS.
Kathleen Kavanagh -1.0 Grade 4 Teacher at SNIS transferring to 1.0 Grade 5 Teacher at SNIS -Effective Date: August 19, 2026. Addition for Increased Enrollment	Holly Mackey -1.0 Grade 1 Teacher at HPS transferring to 1.0 Kindergarten Teacher at HPS -Effective Date: August 19, 2026. Replacing K.McCoy Reduction in Force	Kristin McCoy -1.0 Kindergarten Teacher at HPS transferring to Grade 4 Teacher at SNIS -Effective Date: August 19, 2026. Replacing K.Kavanagh transfer to Grade 5 at SNIS.	Rebecca Metcalf -1.0 Secretary to Assistant Principal at NES transferring to 1.0 Secretary to Assistant Principal at SMS -Effective Date: August 17, 2026. Replacing M.Newman transfer to Music Teacher at NES.
Seth Murphy -1.0 Communication Arts Teacher at SMS transferring to 1.0 Grade 8 Social Studies at SMS -Effective Date: August 19, 2026. Replacing H.Scheck resignation.	Michael Newman -1.0 Secretary to Assistant Principal at SMS transferring to 1.0 Music Teacher at NES -Effective Date: August 17, 2026. Replacing A.Belardinelli resignation.	Meghan Sickles -1.0 Interventionist at NES transferring to 1.0 Interventionist at HPS -Effective Date: August 19, 2026. Replacing M.Davino who transferred to Grade 2 Teacher at HPS.	Heather Sullivan -1.0 Grade 2 Teacher at HPS transferring to 1.0 Special Education Teacher at SMS -Effective Date: August 19, 2026. Replacing W.Sapione resignation



New Milford Enrollment Matrix By School

July 1, 2026

NES	Actual 06/03/24	Proj 25-26	Actual 07/01/26	Variance from the Projection
PK	53	58	47	-11
K	134	112	127	15
1	136	106	100	-6
2	136	131	94	-37
TOTALS	459	407	368	-39

HPS	Actual 06/03/24	Proj 25-26	Actual 07/01/26	Variance from the Projection
PK	40	45	44	-1
K	124	98	100	2
1	120	92	83	-9
2	117	116	91	-25
TOTALS	401	351	318	-33

PK - 2	Actual 06/03/24	Total Proj 25-26	Actual 07/01/26	Variance from the Projection
PK	93	103	91	-12
K	258	210	227	17
1	256	198	183	-15
2	253	247	185	-62
TOTALS	860	758	686	-72

SNIS	Actual 06/03/24	Proj 25-26	Actual 07/01/26	Variance from the Projection
3	234	247	265	18
4	260	259	268	9
5	263	235	250	15
TOTALS	757	741	783	42

SMS	Actual 06/03/24	Proj 25-26	Actual 07/01/26	Variance from the Projection
6	241	269	243	-26
7	278	269	264	-5
8	255	246	265	19
TOTALS	774	784	772	-12

NMHS	Actual 06/03/24	Proj 25-26	Actual 07/01/26	Variance from the Projection
9	306	288	240	-48
10	299	248	266	18
11	310	301	252	-49
12	291	284	300	16
TOTALS	1206	1121	1058	-63

	Actual 06/03/24	Actual 07/01/25	Proj 25-26	Actual 07/01/26	25-26 Variance from the Projection	Comparison of 1/2025 to 1/2026
PK-2	860	723	758	686	-72	-37
SNIS	757	759	741	783	42	24
SMS	774	773	784	772	-12	-1
NMHS	1206	1107	1121	1058	-63	-49
TOTALS	3597	3362	3404	3299	-105	-63

LHTC Total = 20



New Milford Enrollment Matrix By School

August 3, 2026

NES	Actual 06/03/24	Proj 25-26	Actual 08/03/26	Variance from the Projection
PK	53	58	49	-9
K	134	112	125	13
1	136	106	97	-9
2	136	131	103	-28
TOTALS	459	407	374	-33

HPS	Actual 06/03/24	Proj 25-26	Actual 08/03/26	Variance from the Projection
PK	40	45	45	0
K	124	98	97	-1
1	120	92	88	-4
2	117	116	91	-25
TOTALS	401	351	321	-30

PK-2	Actual 06/03/24	Total Proj 25-26	Actual 08/03/26	Variance from the Projection
PK	93	103	94	-9
K	258	210	222	12
1	256	198	185	-13
2	253	247	194	-53
TOTALS	860	758	695	-63

SNIS	Actual 06/03/24	Proj 25-26	Actual 08/03/26	Variance from the Projection
3	234	247	263	16
4	260	259	270	11
5	263	235	259	24
TOTALS	757	741	792	51

SMS	Actual 06/03/24	Proj 25-26	Actual 08/03/26	Variance from the Projection
6	241	269	242	-27
7	278	269	265	-4
8	255	246	267	21
TOTALS	774	784	774	-10

NMHS	Actual 06/03/24	Proj 25-26	Actual 08/03/26	Variance from the Projection
9	306	288	242	-46
10	299	248	267	19
11	310	301	255	-46
12	291	284	301	17
TOTALS	1206	1121	1065	-56

	Actual 06/03/24	Actual 08/01/25	Proj 25-26	Actual 08/03/26	25-26 Variance from the Projection	Comparison of 1/2025 to 1/2026
PK-2	860	722	758	695	-63	-27
SNIS	757	748	741	792	51	44
SMS	774	768	784	774	-10	6
NMHS	1206	1116	1121	1065	-56	-51
TOTALS	3597	3354	3404	3326	-78	-28

LHTC Total = 20

* August 7th is the registration deadline for school start date