

MILFORD BOARD OF EDUCATION MEETING
Parsons, Board of Education Room

May 13, 2019
7:00 P.M.

- I. Call to Order
- II. Student Recognition
- III. Student Reports
- IV. Public Comment

PUBLIC COMMENT

Speakers may offer objective comments about school operations and programs. The Board encourages speakers not to express personal complaints or defamatory comments about the Milford Board of Education personnel or any person associated with the Milford Public School System. Security issues and matters relating to negotiations/grievances will not be permitted. Consistent with the principles of the Federal Education Right to Privacy Act, discussion of students is prohibited absent parental waiver. Please be advised the meetings are live on channel 78 on Cablevision.

- V. Chair's Report – Ms. Susan Glennon
- VI. Superintendent's Report – Dr. Anna Cutaia
 - 1. Instructional Highlight: Professional Learning in MPS – High Quality Instruction (HQI)
 - 2. Capital Improvement Plan for 2020-2024 (Action Requested) - Mr. Richetelli
 - 3. Policies for Second Reading (Action Requested) – Dr. Cutaia
 - a. P-3010 Goals and Objectives
 - b. P-3011 Internal Controls
 - c. P-3050 Adoption of Budget
 - d. P-3170 Budget Administration
 - e. P-3171 Supplemental Appropriations
 - f. P-3171.1 Budget Administration – Non-Lapsing Education Fund
 - g. P-3300 Expenditures/Expending Authority
 - h. P-3310 Purchasing Guides
 - i. P-3312 Quantity Purchasing
 - j. P-3313 Relations with Vendors
 - 4. Human Resources Report – Ms. Kopazna
 - 5. Disbursement Report – Mr. Richetelli
- VII. Consent Agenda Items
 - 1. Consideration of Minutes
 - a. April 8, 2019 Business Meeting
 - b. April 22, 2019 Committee of the Whole Meeting
- VIII. New Business
- IX. Board Comment
- X. Adjournment

**MILFORD BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: May 13, 2019

Prepared By: Dr. Cutaia

Presented By: Dr. Cutaia

Attachments: N/A

Subject: Instructional Highlight: Professional Learning in MPS - High Quality Instruction Live (HQI)

Connection to District Goals:

Supporting student learning as well as improving teacher practice.

Background:

As we look toward revisiting structures for professional learning, we are rolling out a new experience for educators in Milford Public Schools. HQI Live demonstrates aspects of high quality instruction. This experience involves two guest teachers with 40 MPS students and about 70 MPS teachers and administrators. After observing instruction, teachers and administrators will debrief strategies used in the class. Thereafter, teacher and administrators will make plans for using these strategies in the upcoming school year. This type of professional learning will inform systems and structures that potentially will be modified and included in the upcoming years.

Status:

I will share more details on the professional learning at the Board meeting.

RECOMMENDATION:

N/A - For information only.

Recommended by the Superintendent:

Agenda Item #

ALC/gnb
V1.1

**MILFORD BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: May 13, 2019

Prepared By: Mr. Richetelli

Presented By: Mr. Richetelli

Attachments: CIP Plan(1), CIP Narrative(3), CIP Inform. Summary(1), Current Projects(1)

Subject: Capital Improvement Plan for 2020-2024

Connection to District Goals:

All Milford Public Schools will be safe and affirming places that support learning and promote the well-being of all students.

Background:

Each year the Board of Education submits a Capital Improvement Plan (CIP) to the Mayor. The CIP is a planning tool that identifies the basic capital needs for the school system over the next five years. It is important to note that this is only a plan and does not carry any funding commitment. Each year the Mayor and the Board of Aldermen decide which projects are able to be funded. The dollar figures contained in the plan are estimates only. Detailed design, planning, and estimates are developed once a design professional is hired.

Status:

This CIP identifies the anticipated needs of the district over the next five years. There are a number of projects that have been previously funded and are at various stages. These include: security infrastructure upgrades (vestibules); high school athletic facility improvements; and Johnathan Law partial roof replacement.

The proposed 2020-2024 CIP includes continuation of the security infrastructure upgrades, a roof replacement project at Foran, replacement of the unit ventilators/dehumidification system at John F Kennedy and proposed projects at Pumpkin Delight, Live Oaks and Calf Pen Meadow. These three schools have not had the same level of upgrades and facility improvements as the other five elementary schools. New to the CIP this year is a proposed project at Harborside to create parity with the improvements made at East Shore and West Shore.

RECOMMENDATION:

The the Board of Education approve the 2020-2024 Capital Improvement Plan and forward the plan to the Mayor for consideration and funding.

Recommended by the Superintendent: _____

Agenda Item # _____

AC
V1.2.

**MILFORD BOARD OF EDUCATION
CAPITAL IMPROVEMENT PLAN
2020-2024**

YEAR			*** ESTIMATED
REQUESTED	SCHOOL	PROJECT	COSTS
2019-2020	Pumpkin Delight Elementary School	A&E Fees only - Add./Alt./Renov./Sec.Upgrades	1,000,000
	Various Schools	Security Infrastructure Upgrades - Secured Entrances	2,000,000
	John F. Kennedy Elementary School	Replace Unit Ventilators/Dehumidification System	600,000
	Joseph A. Foran High School	Partial Roof Replacement	3,200,000
	J. Law & Foran High Schools	Remove Underground Oil Tanks	150,000
	Various Schools	Asbestos Abatement/Tile Replacement	1,000,000
			7,950,000
2020-2021	Pumpkin Delight Elementary School	Addition/Alterations/Renovations/Security Upgrades	11,500,000
	Calf Pen Meadow Elementary School	A&E Fees only - Add./Alt./Renov./Sec.Upgrades	750,000
	Various Schools	Security Infrastructure Upgrades - Secured Entrances	1,000,000
	Various Schools	Exterior Improvements/Playing Field/Playground Repair/Replace.	500,000
			13,750,000
2021-2022	Calf Pen Meadow Elementary School	Addition/Alterations/Renovations/Security Upgrades	7,500,000
	Live Oaks Elementary School	A&E Fees only - Add./Alt./Renov./Sec.Upgrades	800,000
	Various Schools	Security Infrastructure Upgrades - Secured Entrances	1,000,000
	Various Schools	Asbestos Abatement/Tile Replacement	750,000
	Various Schools	Unit Ventilators	500,000
	Various Schools	Boiler Replacement/HVAC Improvements	500,000
	Various Schools	Exterior Improvements/Playing Field/Playground Repair/Replace.	500,000
			11,550,000
2022-2023	Live Oaks Elementary School	Addition/Alterations/Renovations/Security Upgrades	8,500,000
	Various Schools	Security Infrastructure Upgrades - Secured Entrances	1,000,000
	Various Schools	Asbestos Abatement/Tile Replacement	750,000
	Various Elementary Schools	Intercom/Clock/Bell System Upgrades	600,000
	Various Schools	Exterior Improvements/Playing Field/Playground Repair/Replace.	500,000
	Various Schools	Unit Ventilators	500,000
	Various Schools	Boiler Replacement/HVAC Improvements	750,000
	Various Schools	Repointing Masonry	500,000
			13,100,000
2023-2024	Orchard Hills Elementary School	Partial Roof Replacement	125,000
	Harborside Middle School	A&E Fees only - Addition/Alterations/Renovations/Upgrades	2,000,000
	Various Schools	Security Infrastructure Upgrades - Secured Entrances	1,000,000
	Various Schools	Asbestos Abatement/Tile Replacement	750,000
	Various Schools	Asbestos Abatement/Tunnel, Pipe, Insulation Replacement	1,000,000
	Various Elementary Schools	Intercom/Clock/Bell System Upgrades	600,000
	Various Schools	Exterior Improvements/Playing Field/Playground Repair/Replace.	500,000
	Various Schools	Unit Ventilators	500,000
	Various Schools	Boiler Replacement/HVAC Improvements	750,000
	Various Schools	Repointing Masonry	500,000
	Eels Hill Complex	Steel Storage Building	950,000
			8,675,000
		55,025,000	

NOTES:
 *****Dollar figures are estimates only;** detailed design, planning, and more accurate financial projections are developed after a design professional is hired. Also, with any building project there is a significant risk of escalation if PCB's and/or asbestos are discovered.

1. Some of these projects are eligible for State reimbursement. Milford's current reimbursement rate is 38.21%
2. Above estimates do not include Financing costs. These are calculated by the City Finance Director and are not eligible for State reimbursement.

MILFORD BOARD OF EDUCATION
2020 – 2024 CAPITAL IMPROVEMENT PLAN

NARRATIVE

1. **Pumpkin Delight Elementary School - Addition/Alterations/Renovations/Security Upgrades**

Project: Pumpkin Delight is our oldest school built in 1950 and has not had any major renovations since 1956. The multipurpose room (cafeteria/gym) and existing media center are the smallest of all our schools and are inadequate by today's educational standards. This project includes construction of a full size elementary cafeteria/gym with storage space. The existing multipurpose room area will be converted to a dedicated media center similar to those in our other elementary school buildings. The project will also include general alterations, improvements and code compliance. A secured vestibule will be constructed at the front entrance in keeping with the recommendations of the School Safety and Security Working Group and the requirements of the Connecticut State School Safety Infrastructure Standards. A secondary entrance road may be constructed to alleviate traffic congestion and promote safety.

Pumpkin Delight Elementary School

**2019-2020 (A&E Fees only)
2020-2021 (construction)**

2. **Security Infrastructure Upgrades – Secured Entrances**

Project: Continue to upgrade our security infrastructure. These funds will be used to construct secured vestibules and hardened entranceways to all of our schools as recommended by the School Safety and Security Working Group and required by the Connecticut State School Safety Infrastructure Standards. Our plans are to complete two or three schools each year depending on level of funding.

Various Elementary Schools

**2019-2020
2020-2021
2021-2022
2022-2023
2023-2024**

3. **John F Kennedy Elementary School – Replace Unit Ventilators/Dehumidification System**

Project: JFK has a unit ventilator system and a separate dehumidification system. The unit ventilators are the original equipment from when school was built in 1967 and the dehumidification system is nearly 20 years old. Both systems are deteriorating and reaching the end of their life cycle. They will be replaced with a combination unit ventilator/dehumidification system.

John F Kennedy Elementary School:

2019-2020

4. **Joseph A. Foran High School – Partial Roof Replacement**

Project: Foran High School was constructed in sections and the roofs on each section have been replaced at various times over the past 40+ years. There are sections of the roof totaling approximately 125,000 square feet that are due to be replaced. These roofs were installed over twenty years ago and are out of warranty. They are deteriorating and need to be replaced to protect the integrity of the school building both structurally and with respect to air quality.

Joseph A. Foran High School

2019-2020

5. **Jonathan Law and Joseph Foran High Schools – Remove Underground Oil Tanks**

Project: Both high schools have 10,000 gallon underground oil tanks that were installed in 1990 and are reaching the end of their 30-year life expectancy. It is prudent to remove the tanks to avoid any environmental issues if the tanks fail.

Jonathan Law and Joseph Foran High Schools

2019-2020

6. **Asbestos Abatement/Tile Replacement**
Project: Though posing no health risk while encapsulated, this is part of an ongoing multi-phased project to remove asbestos and any other hazardous materials including PCBs from all schools in our district and replace the floor and ceiling tiles.
- | | |
|-------------------------------|-----------|
| <u>Various Schools</u> | 2019-2020 |
| | 2021-2022 |
| | 2022-2023 |
| | 2023-2024 |
7. **Calf Pen Meadow Elementary School - Additions/Alterations/Renovations/Security Upgrades**
Project: As identified by the Long Range Planning Study, Calf Pen Meadow has not had any major renovations since it was built in 1955. A Media Center will be constructed similar to those in our other elementary school buildings. The existing media space will be converted to two classrooms. A secured vestibule will be constructed at the front entrance in keeping with the recommendations of the School Safety and Security Working Group and the requirements of the Connecticut State School Safety Infrastructure Standards. Other general alterations, upgrades and code compliance as well as traffic safety improvements will be undertaken.
- | | |
|---|---------------------------|
| <u>Calf Pen Meadow Elementary School</u> | 2020-2021 (A&E Fees only) |
| | 2021-2022 (construction) |
8. **Exterior Improvements - Playing Fields/Playgrounds - Repair and Replacement**
Project: This will be an ongoing multi-phased effort to repair, improve and replace the existing play areas which have not had any significant work done to them in many years. Playgrounds and Playscapes will be updated, repaired and replaced as needed and additional handicap accessible features will be added.
- | | |
|--------------------------------|-----------|
| <u>Various Schools:</u> | 2020-2021 |
| | 2021-2022 |
| | 2022-2023 |
| | 2023-2024 |
9. **Live Oaks Elementary School - Additions/Alterations/Renovations/Security Upgrades**
Project: As identified by the Long Range Planning Study, Live Oaks School has not had any major renovations since the school was built in 1961. A Media Center will be constructed similar to those in our other elementary school buildings. The existing media space will be converted to two classrooms. A secured vestibule will be constructed at the front entrance in keeping with the recommendations of the School Safety and Security Working Group and the requirements of the Connecticut State School Safety Infrastructure Standards. Other general alterations, upgrades and code compliance as well as traffic safety improvements will be undertaken.
- | | |
|---|---------------------------|
| <u>Live Oaks Elementary School</u> | 2021-2022 (A&E Fees only) |
| | 2022-2023 (construction) |
10. **Unit Ventilators**
Project: The unit ventilators in many schools are original equipment when they were built in the 1950's and 1960's. The units are deteriorating, nearing the end of their life cycle and need to be replaced.
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|--------------------------------|-----------|
| <u>Various Schools:</u> | 2021-2022 |
| | 2022-2023 |
| | 2023-2024 |
11. **Boiler Replacement/HVAC Improvements**
Project: The oldest boilers and HVAC systems at many of our schools will be approaching the end of their life expectancy. We should begin a multi-phased ongoing replacement schedule.
- | | |
|-------------------------------|-----------|
| <u>Various Schools</u> | 2021-2022 |
| | 2022-2023 |
| | 2023-2024 |

12. **Intercom/Clock/Bell System Upgrades**
Project: Replacement of the intercom/clock/bell system. Most of the current systems are the original equipment that was installed in the buildings when they were constructed, and need to be replaced.
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| <u>Various Elementary Schools</u> | 2022-2023 |
| | 2023-2024 |
13. **Repointing & Restoration Masonry - Brick & Chimney**
Project: This will be an ongoing multi-phased effort to repair, repoint and restore the brick facades and chimneys district wide.
- | | |
|-------------------------------|------------------|
| <u>Various Schools</u> | 2022-2023 |
| | 2023-2024 |
14. **Orchard Hills Elementary School - Partial Roof Replacement**
Project: The roof over the 2003 addition at Orchard Hills, specifically over the media center and art room, totaling approximately 5,500 square feet, will be due to be replaced in 2023. At that time, they will be 20 years old and out of warranty. It is the practice of Milford Public Schools to stay out in front of any potential issues that could jeopardize the integrity of the building both structurally and with respect to air quality and therefore, planning for its replacement is prudent.
- | | |
|---|------------------|
| <u>Orchard Hills Elementary School</u> | 2023-2024 |
|---|------------------|
15. **Harborside Middle School - Addition/Alterations/Renovations/Upgrades**
Project: Harborside was converted from an elementary school to a middle school in 1994. The current media center and cafeteria were added in 1998 but there have not been any major renovations since then. Like the projects at East Shore and West Shore, this project will include the addition of dedicated art and music areas, science labs and an updated tech-ed area. All lavatories will be upgraded or replaced and the front lobby and stairwells given a face-lift. Significant work will be done to renovate the basement which is used as program space. Other general alterations, upgrades and code compliance will be undertaken.
- | | |
|--|------------------|
| <u>Harborside Middle School</u> | 2023-2024 |
|--|------------------|
16. **Asbestos Abatement/Tunnel, Pipe, Insulation Replacement**
Project: This is part of an ongoing multi-phased effort to remove asbestos from all schools in and around the utility tunnels including, replacement of pipes, fittings, and insulation.
- | | |
|--------------------------------|------------------|
| <u>Various Schools:</u> | 2023-2024 |
|--------------------------------|------------------|
17. **Eels Hill - Demolish Existing Buildings and Replace with Pre-Fab Storage Facility**
Project: The current buildings are completely deteriorated and are no longer usable. A new low energy/low maintenance storage facility will allow us to buy in bulk and store products in a secure and clean area.
- | | |
|--|------------------|
| <u>Eels Hill Storage Facility</u> | 2023-2024 |
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Capital Improvement Plan (C.I.P.) process

- The C.I.P. is a planning tool that identifies the basic needs of the District over a 5 year period
- It consists of major projects (usually exceeding \$100,00) outside of the yearly operating budget
- Annually, usually in May, Administration presents the Board of Education with the District's proposed C.I.P.
- The Board adopts the plan and it is sent to the Mayor for his consideration for inclusion in the City's C.I.P.
- The Mayor presents his 5 year C.I.P. to Planning and Zoning Board (usually in Dec/Jan)
- The Planning and Zoning Board recommends a city-wide C.I.P. to Board of Aldermen (usually in Jan/Feb)
- The Aldermen adopt the annual C.I.P. for City
- Up until this point the C.I.P. is only a plan – there are no funds committed

From a planning tool to a Project:

- Annually (usually in Feb), after the C.I.P. is approved the Mayor decides what projects to recommend for funding and how much will be funded
- Mayor proposes a Bond Authorization (Bonds – 20 year borrowing) which must be approved by the Boards of Finance and Aldermen
- Once funding is approved the Aldermen pass a Resolution which turns the project over to Permanent School Facilities Building Committee (PSFBC) and authorizes the Board of Education to apply for State Grant reimbursement
- Administration applies to the State and when approved (lengthy process) the State will issue a Project Number
- The PSFC is responsible for carrying out project from start to finish including:
 1. Hiring professionals (i.e. Architect, Engineers, etc.)
 2. Actual design of the project
 3. Bid process/selecting contractors
 4. Working with the State Bureau of School Facilities (BSF)
 5. Working with local officials (i.e. Building Inspection, Fire Marshall, Purchasing Agent, etc.)
 6. Managing project budget, approving payment requisitions, paying all bills, etc.
 7. Declaring project complete
- Note: after the project is designed, the Board of Education must vote to approve the Education Specifications and when the project is complete the Board must vote to accept the project which officially closes it out

**Milford Board of Education
Capital Improvement Plan
Status of Projects - 2014 - 2019**

Project	Date Funded	Status
Law/Foran Athletic Turf Replacement Fields	2/2014	Complete 8/2015
Meadowside Traffic Flow/Safety Improv.	2/2015	Complete 8/2015
Various School Security Upgrades	2/2014 & 2/2015	Complete 3/2016
Foran Asbestos Abatement	2/2014 & 2/2015	Complete 8/2015
Law Asbestos Abatement	2/2015	Phase 1 Complete 8/2016. Phase 2 Complete 11/2017
Harborside Roof Replacement	2/2015	Complete 10/2016
Calf Pen Roof Replacement	2/2015 & 2/2016	Complete 10/2016
Mathewson Roof Replacement	2/2015 & 2/2016	Complete 10/2016
Orchard Hills Roof Replacement	2/2015 & 2/2016	Complete 10/2016
Pumpkin Delight Roof Replacement	2/2015 & 2/2016	Complete 10/2016
West Shore Expansion	2/2015 & 2/2017	Substantially complete. Punch list items pending.
Harborside Window Replacement	2/2015	Complete 3/2018
John F. Kennedy Roof Replacement	2/2015 & 2/2017	Complete 12/2017
Live Oaks Roof Replacement	2/2015 & 2/2017	Complete 12/2017
Meadowside Roof Replacement	2/2015 & 2/2017	Complete 12/2017
Orange Ave Roof Replacement	2/2015 & 2/2017	Complete 12/2017
Security Infrastructure Improvements	2/2018 & 2/2019	State approval pending - Phases 1 & 2 - construction in Summer 2020
High School Athletic Facilities Improvements	2/2018 & 2/2019	Foran bleacher handicap upgrade in progress, Foran softball field replacement - Summer 2019. Law Projects and other Foran projects being designed.
Foran HS Planetarium Replacement	2/2018	RFP issued - Construction in Summer/Fall 2019
J. Law HS Partial Roof Replacement	2/2019	Being designed/pending State approval. Construction - Summer 2020.

**MILFORD BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: May 13, 2019

Prepared By: Dr. Cutaia

Presented By: Dr. Cutaia

Attachments: P3010, P3011, P3050, P3170, P3171, P3171.1, P3300, P3310, P3312, P3313

Subject: Policies for a Second Reading: P-3010 Goals and Objectives, P-3011 Internal Controls, P-3050 Adoption of Budget, P-3170 Budget Administration, P-3171 Supplemental Appropriations, P-3171.1 Budget Administration, P-3300 Expenditures/Expending Authority, P-3310 Purchasing Guides, P-3312 Quantity Purchasing and P-3313 Relations with Vendors

Connection to District Goals:

All Milford Public Schools will be safe and affirming places that support learning and promote the well-being of all students.

Background:

The Milford Board of Education is engaged in a review of its policies with the assistance of the Connecticut Association of Boards of Education. The 3000s series is in the process of being reviewed/revised.

Status:

Ten policies are being brought forward by administration for approval. The policies are: Goals and Objectives (P3010), Internal Controls (P3011), Adoption of Budget (P3050), Budget Administration (P3170), Supplemental Appropriations (P3171), Budget Administration (P3171.1), Expenditures/Expending Authority (P3300), Purchasing Guides (P3310), Quantity Purchasing (P3312) and Relations with Vendors (P3313). New language since the first reading is in blue.

RECOMMENDATION:

That the Board approve the ten policies being presented.

Recommended by the Superintendent: _____

Agenda Item # _____

AC
V1.3.

Section: Business/Non-Instructional Operations

Subject: Goals and Objectives

P3010

**Board Policy
Milford Public Schools
Milford, CT**

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of the district's purpose can best be achieved through excellent fiscal management. Further, the Milford Board of Education (Board) recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, sometimes fiscal concerns may effect the educational program. It is essential that the district take specific action to make sure education remains central. This concept shall be incorporated into ~~Board operations and into~~ all aspects of district management and operation.

In the district's fiscal management, the Board seeks to achieve the following goals:

1. To engage in thorough advance planning, ~~with broad-based staff and community involvement,~~ in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding which will provide high quality education for the district's students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.
6. To operate the school system so that expenditures do not exceed budget.

Fiscal Management Priority Objectives

In pursuit of its stated goals on fiscal management, the Board ~~of Education~~ endorses the following set of priority objectives. The following requirements and specifications will be utilized in the preparation of annual budgets:

1. Initial budget amounts must be presented to the Board in sufficient time for review before the scheduled date for adoption of the budget.
2. Procedures shall provide for broad-based involvement of public, ~~students,~~ and staff in program planning and prioritizing. ~~To the greatest feasible extent, decision about each school's program and~~

Section: Business/Non-Instructional Operations

Subject: Goals and Objectives

P3010

priorities shall be made by local staff and community.

3. ~~A planning timeline of at least three to five years shall be established, with program changes and phasing projected as accurately as possible and with detailed planning for the fiscal year budgeted.~~

Support Service Goals

Support services are essential to the successful function of a school system. Management of auxiliary operations is, therefore, an important responsibility of the district administration. It should be remembered, however, that education is the district's prime function and all support services shall be provided, guided and evaluated by this requirement.

In order to provide services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff and public.
2. To provide safe transportation for students to and from school and nutritious meals for students.
3. To provide support services resources and assistance in a timely fashion and so as to fulfill educational needs as they develop.

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

Board of Education Approved: May 9, 1995
Policy Revision Approved: ~~April 22, 2019~~ May 13, 2019
This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Internal Controls

P3011

**Board Policy
Milford Public Schools
Milford, CT**

Internal Controls

The Milford Board of Education (Board) expects all Board members, employees, volunteers, consultants, vendors, contractors, students and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The Board is entrusted with public dollars and no one connected with the school district should do anything to erode that trust.

Internal control is the responsibility of all employees of the school district. The Superintendent and the Chief Operations Officer shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district. Administrators shall be alert for any indication of fraud, financial impropriety, or irregularity within the administrator's area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity shall report their suspicions immediately to his/her immediate supervisor, [and, or] the Superintendent and/or the Chief Operations Officer. The Superintendent shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the Board's legal counsel, auditing firm, and other internal or external departments and agencies, including law enforcement officials, as the Superintendent or designee may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint involves the Superintendent, the concern shall be brought to the attention of the Board Chairperson who shall be empowered to contact the Board's legal counsel, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

Upon approval of the Board, the Superintendent may employ the school district's auditing firm to conduct a complete or partial forensic/internal control audit annually or otherwise as often as deemed necessary. The Superintendent is authorized to order a complete forensic audit if, in the Superintendent's judgement, such an audit would be useful and beneficial to the school district.

Legal Reference: American Competitiveness and Corporate Accountability Act of 2002, Pub. L. No. 107-204

Board of Education Proposed: April 22, 2019

Board of Education Approved: ~~April 22, 2019~~ May 13, 2019

This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Adoption of Budget

P3050

**Board Policy
Milford Public Schools
Milford, CT**

The Milford Board of Education (Board) will present an itemized estimate of the cost for the operation of the public schools to the fiscal authority of the City of Milford not later than February 1st of each year. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board and the amount appropriated by the city for the operation of schools.

Legal Reference: Connecticut General Statutes
10-51 Fiscal year. Budget. Payments by member towns. (regional districts)
10-222 Appropriations and budget. Financial information system.

Board of Education Policy Approved: ~~April 22, 2019~~ May 13, 2019
This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Budget Administration

P3170

**Board Policy
Milford Public Schools
Milford, CT**

The Milford Board of Education (Board) places the responsibility for administering the operating budget, once adopted, with the Superintendent, providing that:

1. All expenditure of funds for the employment and assignment of personnel meet the legal requirements of the State Board of Education and Connecticut Legislature and adopted Board policies.
2. All expenditures so authorized are contained and are fully funded within ~~the line item of~~ a particular series of accounts in the operating budget unit as adopted by the Board.
3. ~~The Board of Education will approve all expenditures on a monthly basis.~~ A listing of major expenditures (\$1,500 or more) shall also be submitted to the Board for their information on a monthly basis.
4. All purchases are made in accordance with the requirements of Board policy.
5. Appropriate financial reports are given to the Board for Board control purposes on a quarterly basis ~~monthly~~.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget (as amended by PA 13-60, An Act Concerning Consolidation of Non-Educational Services)

Board of Education Approved: December 20, 1988

Board of Education Revised: ~~April 22, 2019~~ May 13, 2019

This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Supplemental Appropriations

P3171

**Board Policy
Milford Public Schools
Milford, CT**

Supplemental Appropriations

C.G.S. 10-222 provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Milford Board of Education (Board) from the Board of Finance and the Board of Aldermen. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

Board of Education Proposed:

~~April 22, 2019~~ May 13, 2019

Board of Education Approved:

April 22, 2019

This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Budget Administration: Non-Lapsing Education Fund P3171.1

**Board Policy
Milford Public Schools
Milford, CT**

The **Milford** Board of Education (**Board**) may request that the city's Board of Finance deposit into a non-lapsing account any unexpended funds from the ~~Board of Education's~~ prior fiscal year general operating budget, provided such amount does not exceed one percent of the total budgeted appropriation for education for such prior fiscal year pursuant to Connecticut General Statute Section 10-248a.

Any expenditure from the Non-Lapsing Education Fund established by the Board of Finance shall be authorized solely by the ~~Board of Education~~.

The ~~Board of Education~~ may designate these funds for a specific purpose with emphasis on needs as identified in the Five Year Capital Improvement Plan (C.I.P.), but not otherwise funded in the C.I.P. The Board will expend these funds for such previously designated specific purpose except they may also be used for other extra- ordinary or emergency expenditures which may be necessary yet otherwise not budgeted for.

If the ~~Board of Education~~ wishes to add unexpended funds to the non-lapsing account, it must receive approval from the city's Board of Finance.

The Director of Finance of the City of Milford shall create the non-lapsing account and be responsible for the accounting of the funds in accordance with Governmental Accounting standards and Generally Accepted Accounting Principles (GAAP). It will be subject to the annual audit as required by State statute and the Charter of the City of Milford. The Director of Finance will provide a monthly reporting of the status of the account to the Chief Operations Officer.

~~The fund balance will be reviewed by the Board of Education on an annual basis.~~

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

10-248a Unexpended Education Funds Account

Board of Education Approved:

August 13, 2012

Policy Revision Approved:

~~April 22, 2019~~ May 13, 2019

This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Expenditures/Expending Authority

P3300

**Board Policy
Milford Public Schools
Milford, CT**

Expenditures/Expending Authority

The Milford Board of Education (**Board**) recognizes the importance of maximizing the use of district resources, the need for sound business practices in spending public money, the requirement of complying with state laws governing purchasing, the importance of standardized purchasing regulations, and the need for clear documentation in meeting State of Connecticut and Federal Auditing requirements.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

Purchasing procedures shall exist to guide the daily administration of purchasing activity.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

Board of Education Approved:

May 5, 1995

Policy Revision Approved:

~~April 22, 2019~~ May 13, 2019

This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Purchasing Guides

P3310

**Board Policy
Milford Public Schools
Milford, CT**

Purchasing Guides

Purchasing Services will include personnel and equipment necessary to process promptly all approved requisitions, to deliver goods and services promptly. Purchasing services will have as their criteria for all items and services:

1. Best possible quality;
2. Lowest possible cost; specifications of the user;
3. Availability when needed;
4. Efficient use of time of staff;
5. Compliance of suppliers and staff with equal employment opportunity and other Board policies.

All purchases of goods and services with district funds must be made on a properly executed district purchase order or contract issued by the Chief Operations Officer ~~Assistant Superintendent for Management Services~~.

Board of Education Approved:

April 9, 1995

Policy Revision Approved:

~~April 22, 2019~~ May 13, 2019

This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Quantity Purchasing

P3312

**Board Policy
Milford Public Schools
Milford, CT**

Quantity Purchasing

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed.
2. Cite several existing, commercially available "standard brands" that meet those qualifications acceptable as examples.
3. Invite and/or advertise for vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

Board of Education Approved:

Policy Revision Approved:

April 9, 1995

~~April 22, 2019~~ May 13, 2019

This policy has not been approved.

Section: Business/Non-Instructional Operations

Subject: Relations with Vendors

P3313

**Board Policy
Milford Public Schools
Milford, CT**

Relations with Vendors

The school district shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor if all other considerations are equal.

Conflicts of Interest and Endorsements

The district will not purchase supplies, ~~or~~ materials, or services from a Board member or a staff member of the school district, nor from a member of the household of the staff member unless the purchase follows the formal purchasing procedures.

Employees of the district will not endorse products or services in such a manner that will identify him/her as an employee of the district.

Affirmative Action

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, veteran status, ancestry, pregnancy, genetic information, gender identify or expression, or any other protected class under the law, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Connecticut General Statutes

46a-58 through 46a-81 re discriminatory practices

46a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

46a-60a Contracts of the wstate and political subdivisions, other than municipalities, to contain provisions re: nondiscrimination on the basis of sexual orientation

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Board of Education Proposed: April 22, 2019

Board of Education Approved: ~~April 22, 2019~~ May 13, 2019

This policy has not been approved.

**MILFORD BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: May 13, 2019

Prepared By: Ms. Kopazna

Presented By: Ms. Kopazna

Attachments: Human Resources Monthly Report for May, 2019
Stipend Appointments

Subject: Human Resources Report

Connection to District Goals:

Increase the academic achievement of all students insuring that every student has access to a rigorous and quality education and has the supports needed to be successful

Background:

Each month the current listing of job postings, as well as all personnel changes for the month, are shared with the Board of Education. Included in the report are: Job Postings, Personnel Recommendations, Retirements/Resignations/Terminations and Stipend Appointments.

Status:

RECOMMENDATION: This report is for informational purposes.

Recommended by the Superintendent: _____

Agenda Item # _____

AC
U. G.

Job Postings:

<u>Date</u>	<u>Job Title</u>	<u>School/Site</u>
May 8	<u>Secretary</u>	Parson's Complex
May 8	<u>Secretary</u>	Orchard Hills Elementary School
May 8	<u>Secretary</u>	Live Oaks Elementary School
May 6	<u>Teacher Leader for Technology Integration</u>	Milford Public School District
May 2	<u>Special Education SED Teacher</u>	East Shore Middle School
May 2	<u>Curriculum and Instruction Teacher Leaders - Middle School</u>	East Shore Middle School
May 2	<u>Curriculum and Instruction Teacher Leaders - Middle School</u>	Harborside Middle School
May 2	<u>Curriculum and Instruction Teacher Leaders - Middle School</u>	West Shore Middle School
May 2	<u>Middle School Team Leaders</u>	East Shore Middle School
May 2	<u>Middle School Team Leaders</u>	Harborside Middle School
May 2	<u>Middle School Team Leaders</u>	West Shore Middle School
May 2	<u>Curriculum and Instruction Department Chairpersons - High School</u>	Jonathan Law High School
May 2	<u>Curriculum and Instruction Department Liaisons - High School</u>	Jonathan Law High School
May 2	<u>Freshmen Team Leader</u>	Jonathan Law High School
May 2	<u>Curriculum and Instruction Department Chairpersons - High School</u>	Joseph A. Foran High School
May 2	<u>Curriculum and Instruction Department Liaisons - High School</u>	Joseph A. Foran High School
May 2	<u>Freshmen Team Leader</u>	Joseph A. Foran High School
Apr 26	<u>ESY Summer School Greeters (2) Originally posted Jan 31, 2019</u>	-- Various --
Apr 26	<u>ESY Special Education Teacher</u>	Milford Public School District
Apr 26	<u>ESY Occupational Therapist/Physical Therapist</u>	Milford Public School District
Apr 26	<u>ESY Speech & Language Pathologist</u>	Milford Public School District
Apr 26	<u>ESY Social Worker/School Psychologist</u>	Milford Public School District
Apr 26	<u>ESY Interpreter for the Deaf and Hard of Hearing</u>	Milford Public School District
Apr 26	<u>ESY BCBA</u>	Milford Public School District
Apr 26	<u>ESY Tutor</u>	Milford Public School District
Apr 26	<u>ESY Paraprofessional</u>	Milford Public School District
Apr 26	<u>ESY Bus Para</u>	Milford Public School District
Apr 25	<u>Assistant Cheerleading Coach</u>	Joseph A. Foran High School
Apr 25	<u>Head Cheerleading Coach</u>	Joseph A. Foran High School
Apr 24	<u>Speech and Language Pathologist</u>	-- Various --
Apr 23	<u>Summer School Administrative Assistant Originally posted Feb 1, 2019</u>	Milford Public School District
Apr 23	<u>AP Summer Academy Teachers</u>	Milford Public School District
Apr 23	<u>Summer Math Transition Academy Teachers (3)</u>	Milford Public School District
Apr 23	<u>Summer School Strings Teachers</u>	Milford Public School District
Apr 23	<u>Summer School Teachers - Secondary</u>	Milford Public School District

Apr 23	<u>Originally posted Feb 1, 2019</u>	Milford Public School District
Apr 23	<u>Summer School Band Teachers</u>	John F. Kennedy Elementary School
Apr 23	<u>Elementary Summer School Paraprofessionals (2)</u>	John F. Kennedy Elementary School
Apr 23	<u>Elementary Summer School Library Assistant</u>	John F. Kennedy Elementary School
Apr 23	<u>Elementary Summer School Teachers</u>	John F. Kennedy Elementary School
Apr 23	<u>Originally posted Feb 1, 2019</u>	John F. Kennedy Elementary School
Apr 23	<u>ELEMENTARY SUMMER SCHOOL GREETER</u>	John F. Kennedy Elementary School
Apr 23	<u>Originally posted Feb 1, 2019</u>	John F. Kennedy Elementary School
Apr 23	<u>Spanish Teacher</u>	Joseph A. Foran High School
Apr 18	<u>0.5 Hearing Impaired Teacher</u>	Milford Public School District
Apr 17	<u>Originally posted Dec 21, 2018</u>	Milford Public School District
Apr 17	<u>Health Teacher - High School</u>	Jonathan Law High School
Apr 17	<u>Science Teacher</u>	The Academy
Apr 17	<u>English Teacher</u>	Jonathan Law High School
Apr 17	<u>Health Teacher - Middle School</u>	West Shore Middle School
Apr 17	<u>Art Teacher</u>	West Shore Middle School
Apr 17	<u>Spanish Teacher</u>	West Shore Middle School
Apr 11	<u>Assistant Coach - Girls' Soccer</u>	Joseph A. Foran High School
Apr 10	<u>Technology Education Teacher</u>	East Shore Middle School
Apr 9	<u>Lunch Aide</u>	Mathewson Elementary School
Apr 1	<u>Adult Education Career & Technology Teacher</u>	Milford Public School District
Mar 29	<u>Food Service General Workers at J. Law HS - 3 hours/day (2)</u>	Jonathan Law High School
Mar 29	<u>Originally posted Jan 26, 2018</u>	Jonathan Law High School
Mar 11	<u>Assistant Football Coach</u>	Jonathan Law High School

MBOE - Personnel Recommendations

Job	Department	Building	Last	First	Effective Date
Secretary	Pupil Personnel	Parsons	Baker	Bridjette	4/3/19
Teacher	Adult Education	Jonathan Law	Dunsing	Joann	3/25/19
Temporary Custodian	Maintenance	District	Garry	William	5/2/19
Lunch Aide	Cafeteria Supervision	Meadowside	Healey	Renee	4/22/19
Asst. Boys' Lacrosse Coach	Athletics	Jonathan Law	Money	Michael	3/16/19
Instructional Supervisor STEM	Supervisors	District	Nobili	Thomas	6/3/19
Substitute Teacher	Regular Programs	District	Pancak	William	4/22/19
Substitute Teacher	Regular Programs	District	Sheppard	Pamela	8/28/19
Asst. Girls' Lacrosse Coach	Athletics	Jonathan Law	Sobolewski	Kristen	3/16/19
Substitute Teacher	Regular Programs	District	Tuozzoli	Simon	4/18/19
Substitute Teacher	Regular Programs	District	Weimann	Jessica	4/22/19

MBOE - Retirements/Resignations/Terminations

Last	First	Job	Department	Building	Effective Date	Reason
Abate	Nicole	Asst. Cheerleading Coach	Athletics	Foran	6/10/19	Resignation
Brenna	Jeanine	Paraprofessional	PPS	East Shore	6/30/19	Retirement
Clark	Debra	IT Technician	IT	Parsons	6/14/19	Retirement
Clark	Kathy	Secretary	Secretaries	Live Oaks	6/21/19	Retirement
Converse	Maria	Paraprofessional	PPS	East Shore	6/30/19	Retirement
Cook	Lisa	Lunch Aide	Cafeteria Supervision	Mathewson	4/12/19	Resignation
Cooper	Paul	Custodian	Maintenance	Calf Pen Meadow	6/7/19	Retirement
Dockery	Kathy	Secretary	Instructional	Parsons	5/15/19	Resignation
Fiordelisi	Michline	Teacher	PPS	Pumpkin Delight	6/30/19	Resignation
Knipp	Peter	Teacher	Science	Jonathan Law / Foran	6/30/19	Resignation
Kubek	Dale	Carpenter	Maintenance	Parsons	5/3/19	Retirement
LaSala	Justine	Instructional Supervisor	Supervisors	Parsons	5/31/19	Resignation
Mullin	Doreen	Secretary	Secretaries	Orchard Hills	6/14/19	Retirement
Rhode	Jonathan	Teacher	PPS	East Shore	6/30/19	Resignation
Savin	Kathy	Paraprofessional	PPS	Live Oaks	6/30/19	Retirement
Siddiqui	Ayesha	Substitute Teacher	Regular Programs	District	5/1/19	Resignation
Wiederhold	Apolona	Greeter	Greeters	Mathewson	4/19/19	Resignation
Zarnowski	Susan	Substitute Teacher	Regular Programs	District	4/9/19	Resignation
Zweibel	Sheree	Teacher	PPS	Live Oaks	6/30/19	Retirement

MBOE - Stipend Appointments

Job	Building	Last	First	Effective Date
ESY Coordinator	District	Carrano	Courtney	4/29/19
Media Aide	Foran	Haley	Cathleen	4/26/19
RLCC Program Administrator	Pumpkin Delight	Kelly	Margaret	4/1/19
Media Aide	Foran	Marren	Karen	4/26/19
Extended Day	Pumpkin Delight	McClave	Jaime	12/10/18
ESY Coordinator Birth to 3, SLP	District	Rascoll	Mollie	4/29/19
Extended Day	Pumpkin Delight	Wrigley	Patricia	4/8/19
Summer School Director	Foran	Zywocinski	Justin	4/1/19

**MILFORD BOARD OF EDUCATION
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: May 13, 2019

Prepared By: Mr. Richetelli

Presented By: Mr. Richetelli

Attachments: Cash Disbursements over \$1,500 for the month of April 2019 (4 pgs)

Subject: Disbursement Report

Connection to District Goals:

All Milford Public Schools will be safe and affirming places that support learning and promote the well-being of all students.

Background:

The administration provides a listing of all expenditures over \$1,500 per vendor to the Board of Education for the previous month for their review. This list also provides expenditures from State and Federal funds.

Status:

Cash Disbursement Report has been compiled for the month of April 2019 and is attached for the Board's review.

RECOMMENDATION:

None - for informational purposes only.

Recommended by the Superintendent: _____

Agenda Item # 11.5.

CASH DISBURSEMENTS FOR APRIL 2019 OVER \$1,500

FY NO.	VENDOR	AMOUNT	DESCRIPTION	ACCT
19 203522	TREASURER, CITY OF MILFORD	2,000.00	USE OF JF POOL - APRIL USE FEE	1191
19 203621	HARTFORD LIFE INSURANCE CO	47,724.12	GROUP LIFE INSURANCE PREMIUM - APRIL 2019	2002
19 203663	UNUM LIFE INSURANCE COMPANY	2,560.82	LONG TERM DISABILITY INSURANCE PREMIUM - APRIL	2002
19 203831	TREASURER, CITY OF MILFORD	4,384.00	UNEMPLOYMENT COMPENSATION - JANUARY 2019	2005
19 203421	BD OF ED RETIREE	1,608.00	MEDICARE REIMBURSEMENT FY 2018	2006
19 203422	BD OF ED RETIREE	1,608.00	MEDICARE REIMBURSEMENT FY 2018	2006
19 203425	BD OF ED RETIREE	1,615.50	MEDICARE REIMBURSEMENT 8/31/18 THRU 5/31/19	2006
19 203571	BD OF ED RETIREE	1,608.00	MEDICARE REIMBURSEMENT 12/31/18	2006
19 203754	ANTHEM BLUE CROSS/BLUE SHIELD OF CONNECT	305,310.89	HEALTH INSURANCE PREMIUMS OVER 65 - APRIL 2019	2006
19 203866	BD OF ED RETIREE	2,250.00	MEDICARE REIMBURSEMENT FY 2018	2006
19 203593	CT AUDUBON COASTAL CENTER MILFORD	6,723.00	PROGRAM FEES - GRADE 6 - DISTRICT	3213
19 203773	CT PEDIATRIC NEUROPSYCHOLOGY ASSOC LLC	2,650.00	SP ED NEUROPSYCHOLOGICAL EVALUATION - FEB 2019	3232
19 203809	LUSTICK, MICHAEL MD	4,250.00	SP ED PSYCH EVALS - MAR & APR/PARENT WKSHP - MAR	3232/8111
19 203497	PEDRO PH.D, JONATHAN-CT BEHAV HEALTH LLC	3,000.00	SP ED - RISK EVALUATION - 1 STUDENT	3235
19 203640	PRO CARE THERAPY INC	1,575.00	SP ED SCHOOL PSYCHOLOGIST COVERAGE - 3/22/19	3235
19 203826	SHORELINE TUTORS LLC	2,700.00	SP ED TUTORING SVS - MARCH 3 THRU APRIL 1., 2019	3235
19 203877	AAA NURSING CARE LLC	7,631.00	SP ED NURSING SERVICES - 2/6/19 THRU 3/28/19	3235
19 203891	CHESHIRE FITNESS ZONE LLC	22,827.50	SP ED SPEECH SERVICES - FEB & MARCH - WSMS	3235
19 203920	PROCARE THERAPY INC	2,962.50	SP ED PSYCHOLOGICAL COVERAGE - 3/29/19; 4/5/19	3235
19 203894	CREC-CAPITOL REGION EDUCATIONAL COUNCIL	33,549.07	SP ED TCHR HEARING IMPAIRED SVS - MAR/OT SVS - FEB	3235/5601
19 203590	CES-COOPERATIVE EDUCATIONAL SERVICES	6,500.00	CONSULT & FACILITATION SVS - COMMUNICATIONS AUDIT	3238
19 203921	PULLMAN & COMLEY LLC	5,663.20	LEGAL FEES - RESIDENCY ISSUE	3302
17 203539	KRONOS INCORPORATED	2,883.45	ONGOING IMPLEMENTATION AND SUPPORT SVS - MARCH	3306
19 203626	LEXINGTON GROUP, INC (THE)	3,180.00	EMPLOYEE ASSISTANCE PROGRAM - MARCH THRU MAY	3306
19 203643	REHABILITATION ASSOCIATES INC	9,291.66	CERTIFIED ATHLETIC TRAINERS - JL; JF - MARCH 2019	3306
19 203951	XEROX CORP FINANCIAL SVS	26,660.00	COPER LEASE 4/2/19 - 5/1/19	3306
19 203499	POWERSCHOOL GROUP LLC	59,383.83	TRAINING; SUPPLIES; SOFTWARE - DIST INST DIV	3306/6902/8111
19 203890	CDW-G	15,320.00	CHROMEBOOKS; CONSOLE LICENSES - DIST IT DEPT	3308
19 203524	UNITED ILLUMINATING CO	123,886.93	ELECTRICITY - DISTRICT - JAN & FEB 2019	4100
19 203934	SOUTHERN CONNECTICUT GAS CO	24,422.71	GAS TRANSPORT - DISTRICT SCHOOLS - MARCH	4101
19 203923	REGIONAL WATER AUTHORITY	1,506.81	WATER - JL; JF - MARCH 2019	4102
19 203597	CROWN LINEN SERVICE INC	3,777.93	DIST MAINTENANCE - UNIFORM RENTAL; MOP SERVICES	4200
19 203790	FUSS & O'NEILL ENVIROSCIENCE LLC	7,466.25	DIST MAINT - SAFETY PROGRAM - YR 2 - 3RD QUARTER	4200
19 203778	DUMOUCHEL PAPER COMPANY	9,194.88	DIST MAINT MACHINE REPAIRS/CUSTODIAL SUPPLIES	4200/4308
18 203541	MACKENZIE COMPANY LLC	4,700.00	PREPARE, PATCH & PAINT AUDITORIUM - JL	4301
19 203769	CONNECTICUT CUSTOM AQUATICS LLC	1,886.00	POOL PUMP REPAIRS - JF	4302
19 203916	PC PARTS PLUS LLC	1,890.75	CHROMEBOOK PARTS - DIST IT DEPT	4302
19 203883	AMAZON.COM, LLC/SYNCB	1,741.57	LIGHTING;ADAPTER-IT DEPT/NON/INST-DIV;SP ED;ES	4302/6100/6110
19 203903	GRAINGER DIVISION OF W.W.GRAINGER, INC.	7,374.70	SAWS; DRILLS; SANDERS - WSMS	4302/7310
19 203444	BUCKLEY ASSOCIATES INC	2,400.00	VENTILATOR CONTROLLERS - ESMS	4303
19 203473	HERC RENTALS INC	1,620.00	RENT ARTICULATED BOOM FOR HVAC - JL	4303
19 203602	DIRIENZO MECHANICAL CONTRACTORS INC	7,159.90	VARIABLE AIR VOLUME SINGLE DUCT TERMINAL - WS	4303
18 203542	STAR SUPPLY COMPANY	35,736.00	RTU REPLACEMENT - MAIN/ADMINISTRATION OFFICES-JL	4304
17 203845	HUSSEY SEATING CO	22,380.00	BLEACHER REPLACEMENT - JL OLD GYM	4304

FY NO.	VENDOR	AMOUNT	DESCRIPTION	ACCT
19 203882	ALL- ELECTRIC CONST&COMMUNICATION LLC	34,440.00	NEW MAIN LUG PANEL BDS - CPM;LO;MDS/LIGHT PATH-JF	4304/4305
19 203940	TREASURER, CITY OF MILFORD	9,543.24	REG GAS - MAINTENANCE VEHICLES; BUSES - MARCH	4306/5107
19 203492	NATIONAL TIME & SIGNAL CORP	2,076.00	DISTRICT MAINTENANCE CLOCKS	4307
19 203924	REXEL USA INC	1,576.07	DISTRICT MAINTENANCE SUPPLIES	4307
19 203938	TORRICO	1,894.88	DISTRICT MAINTENANCE PLUMBING SUPPLIES	4307
19 203949	WINSUPPLY OF SHELTON CO	5,983.18	DISTRICT MAINTENANCE PLUMBING/HEATING SUPPLIES	4307
19 203794	GRAINGER DIVISION OF W.W.GRAINGER, INC.	6,995.86	DIST MAINT SUPP/DESKS - LO;ES;OA;WS;HS/HELMETS-JF	4307/5202/7340
19 203575	ALLSTON SUPPLY CO INC	4,035.69	DISTRICT MAINTENANCE CUSTODIAL SUPPLIES	4308
19 203477	JD TRANSPORTATION	22,388.00	SP ED TRANSPORT - MARCH 2019	5100/5102/5103
19 203604	DURHAM SCHOOL SERVICES, LP	242,583.93	PUBLIC;PRIVATE;LATE;ENRICHMENT;AQUA;VO-AG-MARCH	5100/5105/5108
19 203780	DURHAM SCHOOL SERVICES, LP	98,329.84	SP ED TRANSPORTATION - MARCH 2019	5101
19 203827	SKM TRANSPORTATION INC	5,890.00	SP ED TRANSPORTATION - MARCH 2019	5102/5103
19 203476	BD OF ED PARENT	1,508.56	REIMBURSE PARENT MILEAGE - SEPT THRU DEC 2018	5103
19 203614	BD OF ED PARENT	1,800.00	REIMBURSE PARENT MILEAGE - 2/19 THRU 3/15/19	5103
19 203636	PEOPLE TO PLACES, INC	3,100.00	SP ED TRANSPORTATION - MARCH 2019	5103
19 203770	CIB/OAK HILL	5,361.72	SP ED TRANSPORTATION - MARCH 2019	5103
19 203771	CONNECTICUT TRANSPORTATION SOLUTIONS LLC	15,692.49	SP ED TRANSPORTATION - MARCH 2019	5103
19 203807	LASSE'S LIVERY	3,255.00	SP ED TRANSPORTATION - MARCH 2019	5103
19 203457	DURHAM SCHOOL SERVICES, LP	4,707.69	TRANSPORTATION - SPORTS - JF; JL - MARCH 2019	5104
19 203779	DURHAM SCHOOL SERVICES, LP	7,649.97	TRANSPORTATION - SPORTS - JL & JF - MARCH 2019	5104
19 203781	DURHAM SCHOOL SERVICES, LP	3,038.08	TRANSPORTATION - FIELD TRIPS - MARCH 2019	5106
19 203606	EAST RIVER ENERGY INC	11,226.51	DIESEL FUEL - BUSES - 3/29/19	5107
19 203610	FRONTIER COMMUNICATIONS	4,478.89	TELEPHONE SERVICE - 203-783-3500 - APRIL 2019	5401
19 203611	FRONTIER COMMUNICATIONS	1,958.54	TELEPHONE SERVICE - 203-301-9919 PRI LINE-3/15-4/14/19	5401
19 203895	CROWN CASTLE FIBER LLC	9,079.20	ETHERNET DISTRICT SERVICES - MAY 2019	5401
19 203902	FRONTIER COMMUNICATIONS	1,955.96	TELEPHONE SVS - 301-9919 - PRI LINE - 4/15/19 - 5/14/19	5401
19 203760	BRIDGEPORT PUBLIC SCHOOLS	9,197.04	SP ED TUITION - 4 STUDENTS - 2018/2019 SCHOOL YR	5600
19 203767	COMMON GROUND HIGH SCHOOL	2,514.91	SP ED TUITION - 1 STUDENT - SECOND SEMESTER	5600
19 203878	ACES/SCASA AREA COOPERATIVE EDUC SVC	34,058.56	SP ED TUITION - 6 STUDENTS - APRIL 2019	5600
19 203596	CROTCHED MOUNTAIN REHAB CENTER	44,645.89	SP ED TUITION/RESIDENTIAL - 1 STUDENT - JANUARY 2019	5601
19 203879	ADELBROOK	12,615.50	SP ED TUITION - 1 STUDENT - MARCH 2019	5601
19 203884	AMERICAN SCHOOL FOR THE DEAF	11,898.70	SP ED TUITION - 2 STUDENTS - APRIL 2019	5601
19 203886	ASCOT EDUCATION, LLC	14,030.00	SP ED TUITION - 2 STUDENTS - APRIL 2019	5601
19 203888	BENHAVEN INC	13,396.00	SP ED TUITION - 1 STUDENT - MARCH 2019	5601
19 203892	CIB/OAK HILL	14,713.65	SP ED TUITION - 1 STUDENT - APRIL 2019	5601
19 203904	HOPE ACADEMY	8,800.00	SP ED TUITION - 1 STUDENT - APRIL 2019	5601
19 203905	INSTITUTE OF PROFESSIONAL PRACTICE, INC.	69,525.00	SP ED TUITION - 5 STUDENTS - FEBRUARY 2019	5601
19 203913	NATCHAUG HOSPITAL	6,707.00	SP ED TUITION - 1 STUDENT - MARCH 2019	5601
19 203929	RUSHFORD CENTER, INC	8,270.00	SP ED TUITION - 2 STUDENTS - FEBRUARY & MARCH	5601
19 203935	SPECIALIZED EDUCATION OF CT, INC	10,529.67	SP ED TUITION - 1 STUDENT - MARCH 2019	5601
19 203936	ST VINCENT'S SPECIAL NEEDS SERVICES	11,086.10	SP ED TUITION - 1 STUDENT - FEBRUARY 2019	5601
19 203948	WESTPORT DAY SCHOOL CT LLC	6,900.00	SP ED TUITION - 1 STUDENT - MAY 2019	5601
19 203950	WURTZEL, RICHARD LLC	1,800.00	SP ED SPEECH SVS - 4/2/19 - 4/12/19; 4/15/19 - 4/16/19	5601
19 203952	YALE UNIVERSITY TREASURY SERVICES	5,850.00	SP ED TUITION - 2 STUDENTS - MARCH 2019	5601
19 203953	YALE UNIVERSITY TREASURY SERVICES	12,600.00	SP ED TUITION - 2 STUDENTS - MARCH 2019	5601
19 203443	BRIDGEPORT PUBLIC SCHOOLS	36,984.00	2018/2019 AQUACULTURE TUITION	5603

FY NO.	VENDOR	AMOUNT DESCRIPTION	ACCT
19 203437	AMAZON.COM, LLC/SYNCB	1,568.49 NON INST SUPP-MDSD;ACADEMY;ES;JF;CENTRAL OFFICE	6100
19 203528	W B MASON COMPANY	8,954.28 NON/INST - JAF;HS;JL;MDSDE;OA;OH;WS;SP ED;INST;HR	6100/6110
19 203580	B & H PHOTO-VIDEO	1,949.68 NON/INST - TECH - JF/VOICE RECORDER; INK - INST DIV	6100/6110
19 203642	QUILL CORPORATION	1,639.25 NON/INST SUPPLIES - JFK; CENTRAL OFFICE; HR	6100/6110
19 203669	W B MASON COMPANY	9,580.80 NON/INST - MDSDE;ACAD;HS;JFK;JL;JF;LO;MATH;OA;PD	6100/6110
19 203502	QUILL CORPORATION	4,470.06 NON/INST/BKS-SP ED;CENTRAL;INST DIV;OA;PD/TABLE-PD	6100/6110/6120/7340
19 203436	AMAZON.COM, LLC/SYNCB	7,211.54 INST SUPP - INST DIV;SP ED;ACADEMY;MDSD;WS;CPM;JF	6110
19 203495	PEARSON EDUCATION INC	3,753.44 INST SUPPLIES - OA - GR 1 & 2/JFK - GR KNDG, 2 & 3	6110
19 203576	AMAZON.COM, LLC/SYNCB	3,360.83 INSTRUCTIONAL SUPP - JF;OA;JL;CENTRAL OFFICE;ES	6110
19 203635	PEARSON EDUCATION PEARSON LEARNING	5,261.06 INSTRUCTIONAL SUPP - INV12 CCSS SE ACT BK - MDSDE	6110
19 203651	SCHOOL SPECIALTY INC	1,599.91 INSTRUCTIONAL SUPPLIES - ART - WSMS	6110
19 203759	BOOKSOURCE (THE)	2,653.21 INSTRUCTIONAL SUPPLIES - CPM GR K-3; PD	6110
19 203900	FLINN SCIENTIFIC INC	2,211.93 INSTRUCT SUPPLIES - JL; DIST INST SCIENCE & TECH	6110
19 203917	PEARSON EDUCATION PEARSON LEARNING	7,681.14 INSTRUCT SUPP - ACTIVITY BKS GR 1-5 - MATHEWSON	6110
19 203465	FOLLETT SCHOOL SOLUTIONS INC	5,215.96 INST SUPP - JFK/LIBRARY BOOKS - JFK; LO; HS	6110/6420
19 203752	AMAZON.COM, LLC/SYNCB	1,970.06 INST SUPP - MATHEWSON;OA/LECTERNS - INST DIV	6110/7310
19 203609	FOLLETT SCHOOL SOLUTIONS INC	5,776.94 LIBRARY BOOKS - PD; OH; CPM	6420
19 203501	PRO-ED	2,039.40 SP ED - TESTING MATERIALS	6422
19 203435	ALLSTON SUPPLY CO INC	1,867.68 DISTRICT MAINTENANCE- 4 UPRIGHT VACUUMS	7310
19 203588	CAVES LLC	1,920.00 MICROSCOPES; ACCESSORIES - DIST INST DIV	7310
19 203796	HAWKES GOLF VEHICLES LLC	6,300.00 DISTRICT MAINTENANCE - GOLF CARTS	7310
19 203438	AMAZON.COM, LLC/SYNCB	3,996.25 TRAINING STAIRS; UNIFIED PROM SUPP - SP ED/RISE- OA	7310/7340/8200
19 203823	SCHOOLSin, LLC	8,249.85 21 COLORFUL ROW SEATING RUGS - SEATS 35 - CPM	7340
19 203772	CROWLEY FORD LLC	20,535.00 DISTRICT MAINTENANCE - FORD ESCAPE	7392
18 203410	CONNECTICUT CENTER FOR SCHOOL CHANGE	5,606.25 STRATEGIC PLANNING & LEADERSHIP WKSHP - FEB 2019	8111
19 203493	NH COMPUTER LEARNING CENTERS	5,950.00 DIST IT DEPT - 3 CLASSES - DATES TO BE DETERMINED	8111
19 203504	RELIAS LLC	2,318.88 TRAINING - 11 USERS - 1 YR TERM	8111
19 203584	BRAINPOP LLC	1,900.00 PROFESSIONAL DEVELOPMENT - 3/27/19	8111
19 203768	CONNCASE	2,000.00 SP ED CONFERENCES - 4 ATTENDING - OCT 18; MARCH 19	8111
19 203578	ANTHEM SPORTS, LLC	1,877.97 SPORT SUPPLIES/EQUIPMENT - HELMETS;BASEBALLS-JF	8205/8206
19 203441	BILLINGS SPORTS	4,355.50 SPORT UNIFORMS - GAME JERSEYS & SHORTS - JF	8207

Cash Disbursements \$1,500 and Over

FY NO.	VENDOR	AMOUNT	DESCRIPTION	ACCT
19 203693	MBOE STUDENT ACTIVITY	4,433.14	Reimb StudAct for Cert Teacher Sum Prog Grant 73	1111
19 203672	MILFORD BOARD OF EDUCATION	14,000.00	Benefits Grant 55	2100
19 203675	MILFORD BOARD OF EDUCATION	25,000.00	Benefits Grant 73	2100
19 203676	MILFORD BOARD OF EDUCATION	5,805.00	Benefits Grant 96 TCO	2100
19 203677	MILFORD BOARD OF EDUCATION	2,644.00	Benefits Grant 77	2100
19 203678	MILFORD BOARD OF EDUCATION	2,875.15	Benefits Grant 81	2100
19 203537	NATIONAL ASSOC OF INDEPENDENT SCHOOLS	1,530.00	Registration / Early Bird Member Conference Fees	3220
19 203685	DURHAM SCHOOL SERVICES, LP	2,634.77	18-19 ECA TRANSPORTATION (1 month)	5100
19 203691	MILFORD BOARD OF EDUCATION	2,986.01	Reim GF 01-10-1-122-6110-100 PO19002572 Books	6199

Milford Board of Education

Business Meeting Minutes

April 8, 2019

Board members present:

Ray Arnold
Claire Casey
Adam De Young
Jennifer Federico
Scott Firmender
Rita Hennessey
Susan Glennon, Chair
Warren Pawlowski
Una Petroske

Administration present:

Dr. Anna Cutaia
Dr. Amy Fedigan
Carole Swift
Wendy Kopazna
Jim Richetelli

I. CALL TO ORDER

Ms. Glennon called the business meeting to order at 7:01 p.m. in the Board of Education Room.

II. STUDENT/STAFF RECOGNITION

Dr. Cutaia congratulated the Foran wrestling team for placing second in the Class M tournament. She then recognized twelfth grader Nolan Bannon for earning State Champion in the 195 lb. division. Not only did Nolan take the championship, he was also selected to be on New Haven Register's All-Area Team and, placed second at the state open tournament.

Dr. Cutaia and the Board members congratulated Nolan.

Ms. Glennon called for student reports.

III. STUDENT REPORTS

Bella Carroll and Cameron Asmussen presented the report for Jonathan Law. Mike Melillo presented the report for Joseph Foran. Nick Lanese was unable to attend the meeting, and therefore, Mrs. Federico read the report.

IV. PUBLIC COMMENT

Kristyn Liebelt – 94 Monroe Street – Mrs. Liebelt is a participant in the PLTI training class. She spoke about the constant change in the classrooms, and the lack of student movement. Milford Public Schools continues to teach in a more structured setting and is moving away from “play.” She encouraged the Board to be cognizant of purposeful play when working with young children.

Cathy Berni – 99 Centennial Drive – Mrs. Berni suggested that the word “student” in paragraph three of the Adult/Continuing Education policy 6200 be changed to “individual.” Student implies that they are in some type of study.

V. CHAIR’S REPORT

Ms. Glennon thanked Dr. Cutaia for hosting the CAPSS Superintendent/Student awards. She reminded the Board members she and administration will present the Board’s budget to the Aldermen on April 24th at 7:30 p.m. at City Hall. She will be sending a communication to the Board regarding upcoming MEA negotiations. High school graduation dates will be voted on tonight. She noted a conflict with the proposed date for Foran’s graduation may necessitate moving the June business meeting.

Ms. Glennon called for liaison reports.

Mrs. Casey reported the Board the Aldermen approved the increase in the age to buy tobacco and vaping products to 21 in Milford.

Mrs. Federico reported the Board the Permanent School Building Facilities Committee is in the process of closing out the West Shore project.

Ms. Glennon reported PTA Council’s Lifetime Achievement Award would go to Mrs. Patty Wrigley. The Milford Education Foundation held the invention convention.

Ms. Glennon turned the meeting over to Dr. Cutaia for the Superintendent’s Report.

VI. SUPERINTENDENT’S REPORT

Instructional Highlight: Vision of the Learner and High Quality Instruction

Dr. Cutaia presented on the work that is being done on coherence and capacity building, “Vision of the Learner and High Quality Instruction”, a five-year plan that is currently in draft form. The development of this is based on feedback received from the coherence audit performed by the Connecticut Center for School Change (CCSC). The plan will guide the decision making process in curriculum development, our teaching practices, assessment tools and professional learning. The vision has four primary principles: scholarship, personal development, citizenship and creative innovation. Administration is sharing the plan with the Board and is seeking feedback. The next steps will be to seek feedback from staff and parents. Once finalized, the administration will revisit the district’s Mission, Vision, Priorities and Goals.

The Board and Administration engaged in discussion. Mr. De Young suggested a change be made to number one of Personal Development. The word “moral” can be interpreted in many ways.

Following the discussion, Ms. Glennon said the document will ultimately become part of the Board Ends policies when finalized. The presentation is on file.

High School Graduation Date, 2019

Dr. Cutaia announced the last day for the 2018-19 academic school year would be June 10 for all students. Jonathan Law will graduate on Friday, June 7 and Joseph A. Foran will graduate on Monday, June 10th. Once the dates are approved by the Board, they will not change.

Ms. Glennon called for a motion.

Mrs. Federico made a motion that the Board of Education establish a graduation date of Friday, June 7, and Monday, June 10 for the senior classes of Jonathan Law and Joseph A. Foran High Schools respectively. Graduation ceremonies should begin at 5:15 p.m. for both high schools. Mr. Firmender seconded.

Ms. Glennon called for discussion.

Ms. Federico asked for clarification of “firm date.” She was told that the dated established now will hold regardless of any changes to the school calendar.

The motion passed unanimously.

Policies for Second Reading

Dr. Cutaia presented seven policies, that were reviewed at the March business meeting, for approval.

Ms. Glennon called for a motion.

Mrs. Federico made a motion that the Milford Board of Education approves the following policy as presented, P3220/3230 State/Federal Funds. Mr. Firmender seconded. The motion passed unanimously.

Mrs. Federico made a motion that the Milford Board of Education approves the following policy as presented, P3240 Tuition Fees. Mr. Firmender seconded. The motion passed unanimously.

Mrs. Federico made a motion that the Milford Board of Education approves the following policy as presented, P3250 Copies of Records. Mr. Firmender seconded. The motion passed unanimously.

Mrs. Federico made a motion that the Milford Board of Education approves the following policy as presented, P3260 Sales & Disposal of Books, Equipment & Supplies. Mr. Firmender seconded. The motion passed unanimously.

Mrs. Federico made a motion that the Milford Board of Education approves the following policy as presented, P3270 Sales, Licensing and Rental of Property. Mr. Firmender seconded. The motion passed unanimously.

Mrs. Federico made a motion that the Milford Board of Education approves the following policy as presented, P3280 Gifts, Grants & Bequests. Mr. Firmender seconded. The motion passed unanimously.

Mrs. Federico made a motion that the Milford Board of Education approves the following policy as presented, P6200 Adult/Continuing Education. Mr. Firmender seconded. The motion passed unanimously.

Human Resources Report

Mrs. Kopazna shared the human resources activity for March. Mrs. Kopazna reported she has received 18 MEA retirements.

Quarterly Budget Report

Mr. Richetelli shared the Quarterly Budget Report for the quarter ending March 31, 2019. He explained the purpose of the report and pointed out areas that are being monitored closely.

A discussion ensued around the excess cost grant and salary negotiations. Mr. Richetelli assured the Board the budget will close in the black.

Mr. Richetelli told the Board the mayor has put a freeze on spending. Should there be monies remaining after the budget is balanced, the Board of Education could, in good faith, return the money to the City.

Disbursement Report

Mr. Richetelli shared the Disbursement Report for March 2019. The report contains expenditures over \$1,500.

Ms. Glennon called for a motion on the consent agenda items.

VII. CONSENT AGENDA ITEMS

Mrs. Federico made a motion that the Milford Board of Education approves Consent Agenda Items:

Consideration of Minutes:

March 11, 2019 Business Meeting

March 25, 2019 Committee of the Whole Meeting

March 26, 2019 Residency Hearing

Mr. Firmender seconded. The motion passed unanimously.

VIII. NEW BUSINESS

None.

IX. BOARD COMMENT

Mr. De Young thanked the parents from the PLTI class for attending the meeting. He wanted to note for the record that he is in support of Mrs. Liebelt's comments regarding purposeful play.

Mr. Firmender said he attended Law's performance of The Addams Family. It was incredible.

Mrs. Glennon agreed. She attended The Addams Family, also. She encouraged members to see a MPS drama production.

X. ADJOURNMENT

Mrs. Federico made a motion to adjourn. Mr. Firmender seconded. The motion passed unanimously.

Unapproved

The meeting adjourned at 8:35 p.m.

Recording Secretary: _____
Mrs. Pam Griffin

Corresponding Secretary: _____
Mrs. Jennifer Federico

Milford Board of Education

Committee of the Whole Meeting Minutes

April 22, 2019

Board members present:

Ray Arnold
Claire Casey
Adam De Young
Scott Firmender
Rita Hennessey
Susan Glennon, Chair
Warren Pawlowski

Administration present:

Dr. Anna Cutaia
Dr. Amy Fedigan
Mr. James Richetelli

Board members absent:

Jennifer Federico (excused)
Una Petroske (excused)

I. CALL TO ORDER

Ms. Glennon called the committee of the whole meeting to order at 7:03 p.m. in the Board of Education Room.

II. PARENT INVOLVEMENT REPORT

Dr. Cutaia reminded the Board of the expectations the state put in place a few years ago relative to parent involvement. She then introduced Mrs. Annaliese Spaziano to present the results of the 2018 parent survey.

Mrs. Spaziano narrated a presentation that provided the Board with background from 2012, when the state embedded stakeholder goals to the teacher and administrator evaluation requirements. Milford recognized the importance of this and, therefore, dedicated a specific district goal with the sole purpose of supporting parent and community relationships. *“Priority # 4: Parent, community and business relationships will be built and supported recognizing that they contribute to increased learning for all students.”* To assist in measuring the districts progress, Milford administers an annual parent survey.

Mrs. Spaziano reviewed the results of the survey with the Board. The survey consists of 24 questions with a response range of strongly agree to strongly disagree. The needs at each school will vary. Therefore, the administration reviews each question by school level and by school to identify what is going well or what areas are in need of improvement. Shared with the Board were the survey results, by district and school levels. All 24 questions saw an increase in favorability over three years. She noted there is a grouping of “don’t know” answers that are not accounted for in the survey results. The district will continue to work on areas, including homework, discipline enforcement and parents feeling welcome at their child’s school to encourage a higher percentage increase.

Mrs. Spaziano shared the ways the schools are attempting to connect with their parent community. Some ways are issuing weekly newsletters, phone calls, social media, volunteer opportunities, positive behavior celebrations, family fun nights, clubs, conducting parent universities and more.

Dr. Cutaia told the Board administration is looking at the questions and the timing of when the survey is administered. In addition, she is hoping to engage further communication with the parent community by holding a community conversation and/or an annual town hall like meeting.

III. BOARD POLICIES FOR A FIRST READING

Dr. Cutaia and Mr. Richetelli reviewed 10 policies from the 3000s series with the Board. Those policies included: P-3010 Goals and Objectives, P-3011 Internal Controls (New), P-3050 Adoption of Budget (New), P-3170 Budget Administration, P-3171 Supplemental Appropriations, P-3171.1 Budget Administration, P-3300 Expenditures/Expending Authority, P-3310 Purchasing Guides, P-3312 Quantity Purchasing, P-3313 Relations with Vendors (New). The Board made some language edits for clarity. The policies will be presented for approval, with the recommended changes, at the May business meeting.

Following the discussion, Ms. Glennon called for Public Comment.

IV. PUBLIC COMMENT

None.

V. ADJOURNMENT

Mr. Firmender made a motion to adjourn. Mr. Pawlowski seconded. The motion passed unanimously.

The meeting adjourned at 8:03 p.m.

Recording Secretary: _____
Mrs. Pam Griffin

Corresponding Secretary: _____
Mr. Scott Firmender