

# MILFORD BOARD OF EDUCATION BUSINESS MEETING

Parsons Board Room  
70 West River Street  
Milford, CT 06460

**November 14, 2022**

**7:00 - 9:00 p.m.**

Live Streamed on YouTube  
[MGAT Edu Link on YouTube](#)

Available on Optimum and Frontier Government Access Channels

The Public Comment portion of our agenda gives members of the public the opportunity to comment on matters that pertain to the Board of Education. Please keep in mind that the structure of our meeting does not allow for two-way dialogue during public comment or to answer questions and we ask that you keep your comments limited to 3 minutes.

Citizens who only want to watch the meeting have the option to access the YouTube live stream: [MGAT Edu Link on YouTube](#) or one of the cable Government Access Channels.

## Agenda

- I. Call to Order
- II. Roll Call
- III. Appointment of a new Board member to fill the vacancy in 1st district (Action Requested)
- IV. Student Reports
- V. 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. Public comment does not allow for two-way conversation between speakers and the Board. We welcome and appreciate your comments and opinions and all will be taken into consideration. Please note our meetings are televised and live-streamed on YouTube. We ask that you state your name and address for the record and limit your comments to three minutes.

- VI. Approval of the Working Agreement between Milford Board of Education and the Milford Education Association (MEA) – September 1, 2023 through August 31, 2026 (Action Requested)
- VII. Chair's Report
- VIII. Superintendent's Report
  - A. Instructional Highlight: Early Literacy - Dr. Amy Fedigan & Mrs. Bethany Mauro
  - B. Policies for a Second Reading - Dr. Anna Cutaia (Action Requested)
    - 1. 4212.42 Drug and Alcohol Testing for School Bus Drivers
    - 2. 5141.4 Reporting of Child Abuse, Neglect and Sexual Assault

- 3. 5145.511 Sexual Abuse Prevention and Education Program
- C. Human Resources Department Presentation - Ms. Wendy Kopazna
- D. Human Resources Report - Ms. Kopazna
- E. Disbursement Report - Mr. James Richetelli

IX. Consent Agenda Items - Minutes for Consideration

- A. Consideration of Minutes
  - 1. October 10, 2022 Business Meeting
  - 2. October 24, 2022 Committee of the Whole Meeting

X. Adjourn to Executive Session: Discussion of Salaries for Non-Certified/Non-Union Employees

XI. Recovene

XII. Approval of Non-Certified/Non-Union Employees Salaries (Action Requested) - Dr. Cutaia

XIII. Board Comment

XIV. Adjournment

# MILFORD BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** November 14, 2022

**Prepared By:** Susan Glennon, Chair

**Presented By:** Susan Glennon, Chair

**Attachments:** None.

**Subject:** Appointment of a new Board member to fill the vacancy in 1st district

**Connection to Milford Public Schools Commitments:** We are committed to operational excellence that ensures Milford Public Schools invests in the newest and most advanced practices to ensure relevant and progressive educational opportunities for all students.

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### **Background:**

Betsy Ratner recently resigned her seat on the Milford Board of Education to move out of town. Board Governance 19.1 states that nominations to fill a vacancy on the Board shall be made from the voting district of the political party of the vacating member. Board Governance 19.2 states the vacancy will be filled by the majority vote of the remaining elected members of the Board at a regularly scheduled board meeting and the action shall be recorded in the minutes of that meeting. The person filling the vacancy will serve until the next regular city election.

**Status:** The Democratic Party 1st District has nominated Mr. Gary Peluchette to serve the remainder of the term. Gary has 35 years of experience in public education as a classroom teacher, most of that time in the Talented and Gifted program. He has also served in leadership roles within the Bridgeport Education Association and on the Board of Directors of the Connecticut and National Education Associations. Gary wants to continue to be an advocate for public education. He says, "My professional life has been one devoted to strong public education. I have a great deal to offer the City of Milford in its responsibility to provide excellent public education."

**Recommendation:** That the Milford Board of Education appoints Mr. Gary Peluchette to the unexpired term of the vacant 1st District seat.

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**Recommended by the Superintendent:**\_\_\_\_\_

**Agenda Item #**\_\_\_\_\_

# MILFORD BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** November 14, 2022

**Prepared By:** Mr. Richetelli

**Presented By:** Atty. Dugas, Dr. Fedigan,  
Ms. Kopazna and Mr. Richetelli

**Attachments:** None

**Subject:** Approval of the Working Agreement between Milford Board of Education and the Milford Education Association (MEA) – September 1, 2023 through August 31, 2026.

**Connection to District Commitments:** Commitment #8: We are committed to attracting, recruiting, retaining and fostering a diverse community of talented professionals.

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**Background:** The Teacher's contract will expire August 31, 2023. Negotiations with the MEA began on June 13, 2022.

**Status:** Following six negotiation sessions and a mediation session, a settlement agreement was reached between the parties on September 14, 2022. Attorney Floyd Dugas will brief the Board on the terms of the new agreement at a non-meeting prior to voting.

**RECOMMENDATION:** That the Board of Education approve the settlement agreement between the Milford Board of Education and the Milford Education Association for the period commencing September 1, 2023 through and including August 31, 2026.

**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #** \_\_\_\_\_

## MILFORD BOARD OF EDUCATION AGENDA ITEM

For Consideration by the Board of Education at the Meeting of:

November 14, 2022

Prepared By: Dr. Amy Fedigan

Presented By: Dr. Amy Fedigan, Assistant Superintendent  
Mrs. Beth Mauro, Instructional Supervisor of Humanities PK-5

### Attachments:

- [General Assembly Bill No.6620](#)
- [Right to Reading Legislation Summary](#)
- [CT State Dept of Education September 29, 2022 Memorandum](#)
- [CT Association of Public Schools Letter of Response](#)

Subject: K-3 Literacy Update

### Connection to District Commitments:

Commitment #4-We are committed to consistently engineering, supporting and celebrating high-quality instruction engages all learners in cultivating scholarship, personal development, citizenship, creativity, and innovation.

Commitment #7- We are committed to curricula that are rooted in high-quality learning experiences, are aligned to prioritized standards, and are grounded in Milford's Vision of the Learner. All learners will engage in authentic experiences that are embedded in scholarship, personal development, citizenship, creativity, and innovation.

**Background:** In the spring of 2019, our school district engaged in a comprehensive district self study, a PK-8 Professional Learning and Literacy Program Review. The goal of the study was to understand the distance between our vision for strong literacy instruction and the current reality- the written curriculum and the taught curriculum. The program review outlined commendations and recommendations in the area of literacy programming. On Monday night, we will share an update on how we have intentionally responded to the district study findings in order to strengthen core literacy programming at the elementary level. We will highlight our efforts to build high-quality and high interest classroom libraries, our focus on implementing high quality instructional practices through the workshop model and our efforts to ensure a comprehensive literacy approach incorporating the essential components of literacy instruction. Specifically, we will share details regarding our balanced and comprehensive elementary literacy curriculum which includes the following components: phonological awareness, phonics, fluency, vocabulary and comprehension.

We will also share recently released information from the Connecticut State Department of Education (CSDE) that would have a significant impact on literacy curriculum, instruction and assessment throughout our State and locally in our system. Information about the recent [General Assembly Bill No.6620](#) and the [Right to Reading Legislation Summary](#) was shared in last week's Board of Education Weekly Update. Additionally the [CT State Dept of Education September 29, 2022 Memorandum](#) was shared as well as the [CT Association of Public Schools \(CAPSS\) Letter of Response](#). In the CAPSS letter, it was explained that "the CSDE memorandum announced sweeping mandates requiring all Connecticut school districts to purchase and implement certain CSDE "approved K-3 core comprehensive reading curricula/programs" in the upcoming school year. CAPSS conservatively estimates the total cost of such mandates to exceed \$100 million in the coming school year." Beyond the financial impact of this CSDE mandate, we will highlight other instructional concerns with the limitations of the "approved curricula", or off the shelf, boxed programs that are not sufficiently aligned with our district model for high quality instruction.

We believe that a rigorous and viable assured curriculum, aligned to the standards and implemented through the model of high quality instruction, while supported with consistent and meaningful embedded professional learning, will strengthen teaching and learning outcomes and inspire a love of literacy in our community. We look forward to sharing how our efforts have and continue to support best practices in elementary literacy instruction in our school system.

**Status:** Dr. Fedigan, Ms. Mauro, and members of our district literacy team will share highlights in our continued journey to enhance literacy instruction including key elements of our current K-3 literacy instructional program.

**RECOMMENDATION:** N/A - For information only.

**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #** \_\_\_\_\_

**MILFORD BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** November 14, 2022

**Prepared By:** Dr. Cutaia                      **Presented By:** Dr. Cutaia

**Subject:** Board Policies for a 2nd Reading

**Attachment:** Three Policies to Review  
Drug and Alcohol Testing for School Bus Drivers 4212.42  
Reporting of Child Abuse, Neglect and Sexual Assault 5141.4  
Sexual Abuse Prevention and Education Program 5145.511

**Connection to Milford Public Schools Commitments:**

Commitment #9- We are committed to operational excellence that ensures Milford Public Schools invests in the newest and most advanced practices to ensure relevant and progressive educational opportunities for all students.

**Background:**

Administration continues its review of Board policies. Policies will be brought forward based on current legislation changes.

**Status:**

Three policies have been reviewed, revised or added to ensure Milford is compliant with new legislation. They were shared with the Board at its October 24, 2022 meeting.

**RECOMMENDATION:**

That the Milford Board of Education approves the three policies as presented.

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**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Section: Personnel**

**Subject: Drug and Alcohol Testing for School Bus Drivers P-4212.42**

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

In a continuing effort to prevent accidents and injuries resulting from the use of drugs and misuse of alcohol by drivers of ~~commercial motor vehicles~~ school transportation vehicles, the Milford Public Schools (District) shall ensure that its transportation contractor establishes a drug and alcohol misuse prevention program.

The District shall ensure that the contractor's program meets the requirements of the Omnibus Transportation Employee Testing Act of 1991, as may be amended, and C.G.S.14-276a.

The Superintendent will develop administrative regulations as needed to ascertain assurance from the District's transportation contractor that it has implemented a program that includes provisions for pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing as may be necessary. The program will also include training, education and other assistance to employees to promote a drug and alcohol-free environment.

Contracts for transportation approved by the District shall contain assurance that the contractor will establish a drug and alcohol-testing program that meets the requirements of federal regulations, state statutes and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

Such contract shall also contain the assurance that the school transportation contractor will use the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse (Clearinghouse) database to report information to, and obtain information from, regarding drivers who are subject to the Department of Transportation's controlled substance and alcohol testing regulations.

This policy applies to all drivers and applicants for driver positions for the District's transportation contractor who must have a Commercial Driver's License (CDL) to operate school vehicles.

In addition to the above cited federal requirement, the District expects its school transportation contractor to provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction.

The transportation contractor must provide the training to school bus drivers following the issuance or renewal of a public passenger endorsement to operate a school bus for the contractor's employees, and upon the hiring of a school bus driver who is not employed by such contractor (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement, is not required to repeat it.

**Section: Personnel**

**Subject: Drug and Alcohol Testing for School Bus Drivers P-4212.42**

Legal Reference: United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing (as amended)

395 Hours of Service Drivers'

Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540

International Brotherhood of Teamsters v. Department of Transportation

932 F. 2d 1292 (1991)

American Trucking Association, Inc. v. Federal Highway Administration, (1995) WL 136022 (4th circuit)

10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans. (as amended by PA 18-185)

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276a Regulations re school bus operators and operators of student transportation vehicles; qualifications; training. Pre-employment drug test required for operators

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors and PA 18-185, An Act Concerning Life-Threatening Food Allergies in Schools)

Board of Education Approved:

~~October 24, 2022~~ November 14, 2022

This policy has not been approved.



**Section: Students**

**Subject: Reporting of Child Abuse, Neglect and Sexual Assault P-5141.4**

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

**Reporting of Child Abuse, Neglect and Sexual Assault**

The Milford Board of Education (Board) recognizes its legal and ethical obligation in reporting suspected child abuse and neglect or reports of sexual assault ~~by an employee~~ against a student to be filed with applicable state agencies and to cooperate with such agencies in the investigations they may undertake in response to such reports. The Milford Public Schools (District) shall comply with all state laws concerning the reporting and prevention of suspected child abuse and neglect or sexual assault against a student. The Superintendent of Schools will develop and formalize necessary rules and regulations to comply fully with the law.

The ~~Milford Board of Education (Board)~~ District requires all school employees and other mandated reporters as defined in this policy who have reasonable cause to suspect or believe that a child, ~~under the age of eighteen (18), except in the case of sexual assault by a school employee,~~ has been abused, neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, is placed in imminent danger of serious harm or has been sexually abused by a school employee, to report such cases in accordance with the law, Board policy, and administrative regulations. The mandatory reporting requirement regarding the sexual assault of a student ~~by a school employee applies to~~ is based on the person's status as a student, rather than his/her age. ~~all students enrolled in the district regardless of the student's age and includes students eighteen years of age and older.~~

~~The Board recognizes its obligation to cause reports of suspected child abuse and neglect or reports of sexual assault by an employee against a student to be filed with applicable state agencies and to cooperate with such agencies in the investigations they may undertake in response to such reports. The Board shall comply with all state laws concerning the reporting and prevention of suspected child abuse and neglect or sexual assault by an employee against a student and directs the Superintendent of Schools to develop and formalize necessary rules and regulations to comply fully with the law.~~

Mandated reporters shall include all school employees, including, but not limited to, the Superintendent of Schools, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers and behavior analysts either employed by the ~~Board~~ District or working in one of the District schools or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools.

**Section: Students**

**Subject: Reporting of Child Abuse, Neglect and Sexual Assault P-5141.4**

### Reporting Procedures

A mandated reporter shall make an oral **or electronic** report ~~by telephone or in person~~, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve (12) hours after the reporter has reasonable cause to suspect the child has been abused or neglected or to believe that an enrolled student, regardless of his or her age, is in imminent risk of serious harm ~~a victim of sexual assault by a school employee~~. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline, **“Careline” at 1-800-842-2288**, for the purpose of making such oral reports. The mandated reporter shall also inform the building principal or his/her designee that he/she will be making such a report. Not later than 48 hours after making the oral report, the mandated reporter shall file a written **or electronic** report to the Commissioner of Children and Families or his/her designee. Additionally, a copy of the written report shall be provided to the school principal.

*Electronic reports may be made to the Careline by mandated reporters if the report is of a non-emergent nature. A non-emergent situation is one in which a report is mandated but the child is not in immediate risk. (Note: Mandated reporters reporting electronically when they reasonably suspect that a child has been abused, neglected ~~or placed at risk of imminent harm in a “non-emergent” situation, can do so without risk that they will be subject to a failure to report finding and subsequent penalties.~~)*

The oral, written **and electronic** reports shall include, if known: (1) the names and addresses of the child and his/her parents/guardians or other persons responsible for his/her care; (2) the child's age; (3) the child's gender; (4) the nature and extent of the child's injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; (10) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

If the report of abuse, neglect or sexual assault involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.

State law prohibits retaliation against a mandated reporter for fulfilling his or her obligations to report suspected child abuse or neglect. The ~~Board~~ **District** shall not retaliate against any mandated reporter for his or her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

**Section: Students**

**Subject: Reporting of Child Abuse, Neglect and Sexual Assault P-5141.4**

Any school employee or other mandated reporter as described in this policy that in good faith makes report of suspected child abuse and neglect or sexual assault shall be immune from any civil or criminal liability with respect to any judicial proceeding which results from such report, provided such person did not perpetrate or cause such abuse or neglect.

### **Training Requirements**

The ~~Board or its designee~~ District shall provide in-service training to each school employee regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of Children and Families. Each school employee is required to complete an initial training program and then a refresher training program not later than three years after completion of the initial training program, and shall thereafter retake such refresher training course at least once every three years. In accordance with state law, each principal for each district school shall certify to the Superintendent that each school employee working at such school is in compliance with mandated reporter training. The Superintendent or his or her designee shall annually certify this information to the State Board of Education.

This policy will be distributed annually to all employees, electronically. Documentation shall be maintained that all employees have received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by law.

Additionally, the District shall annually distribute the mandated reporter policy electronically to parents/guardians of enrolled students, a copy of the guidelines on identifying and reporting child sexual abuse, and information on DCF's sexual abuse and assault awareness prevention program.

The District will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

### **Establishment of the Confidential Central Office Crisis Team**

The Superintendent shall establish a confidential Central Office Crisis Team to coordinate with Department of Children and Families to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF's investigation of such cases. The confidential Central Office Crisis Team shall consist of (1) a local teacher or other professional staff member and the Superintendent, (2) a local police officer; and (3) any other person the Board or the Superintendent deems appropriate.

**Section: Students**

**Subject: Reporting of Child Abuse, Neglect and Sexual Assault P-5141.4**

The Department of Children and Families along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

### **Hiring Requirements, Prohibitions and Practices**

Any individual applying for employment with the ~~Board~~ District shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

The ~~Board~~ District will not employ an individual who was terminated or resigned after a suspension based on DCF's investigation if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education.

The ~~Board~~ District will not employ an individual who was terminated or resigned if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter's written or oral report of abuse or neglect or if the Commissioner of Children and Families has reasonable belief that a school employee abused or neglected a student. Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the school employee and the Superintendent and the Commissioner of Education of the investigation's results. If the Department of Children and Families has reasonable cause, and recommends the employee be placed on the Department of Children and Families Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

Legal Reference: Connecticut General Statutes

10-220a In-service training. Professional development and evaluation committees. Institutes for educators. Cooperating teacher program, regulations.

10-221d Criminal history and child abuse and neglect registry records check of school personnel. Fingerprinting. Termination or dismissal. Denial or application for revocation of certification. Availability of information re application's history.

10-221s Investigations of child abuse and neglect. Disciplinary action. ~~(as amended by PA 16-188)~~

**Section: Students**

**Subject: Reporting of Child Abuse, Neglect and Sexual Assault P-5141.4**

17a-28 Definitions. Confidentiality and access to records; exceptions. Procedure for aggrieved persons.

17a-101 Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.

17a-101a Report of abuse, neglect or injury of child or imminent risk of serious harm to child. Penalty for failure to report. Notification of Chief State's Attorney.

17a-101b. ~~Oral~~ **R**eport by mandated reporter. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when staff member is suspected of abuse or neglect.

**17a-101c Written or electronic report by mandated reporter.**

**17a-101d Contents of reports.**

**17a-101e Employer prohibited from discriminating or retaliating against employee who makes a good faith report or testifies re child abuse or neglect. Immunity from civil or criminal liability. False report of child abuse. Referral to the Office of the Chief State's Attorney. Penalty.**

**17a-101g Classification and evaluation of reports. Determination of abuse or neglect of a child. Investigation. Notice, entry of recommended finding. Referral to local law enforcement authority. Home visit. Removal of child in imminent risk of harm. Family assessment response program. Development of service plans and plans of care. Monitoring. Disclosure of information to community providers. Annual report.**

**17a-101i Abuse of child by school employee or staff member of public or private institution or facility providing care for children. Notice. Adoption of policy. Employee training program. Suspension. Notification of state's attorney re: conviction. Boards of education to adopt written policy re: reporting of child abuse by school employee.**

**17a-101o School employee failure or delay in reporting child abuse or neglect. Policy re: delayed report by mandated reporters.**

17a-106 Cooperation in relation to prevention, identification and investigation of child abuse and neglect.

**Section: Students**

**Subject: Reporting of Child Abuse, Neglect and Sexual Assault P-5141.4**

~~10-151 **Teacher Tenure Act.** Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal.~~

~~DCF Policy 22-1-3 Mandated Reporter's Failure to Report.~~

~~PA 22-87 An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.~~

~~46a-11b Reports of suspected abuse or neglect required of certain persons. Report by others. Immunity. Fine. Treatment by Christian Science practitioner.~~

~~P.A. 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District.~~

~~P.A. 14-186 An Act Concerning the Department of Children and Families and the Protection of Children.~~

~~P.A. 15-205 An Act Protecting School Children.~~

~~P.A. 16-188 An Act Concerning Education Issues.~~

Board of Education Approved:  
Policy Revision Approved:

August 21, 1990  
~~May 8, 2017~~~~October 24, 2022~~November 14, 2022  
This policy has not been approved.

**Section: Students**

**Subject: Sexual Abuse Prevention and Education Program P-5145.511**

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

**Sexual Abuse Prevention and Education Program**

**Definitions**

**Sexual violence** is a multi-layered oppression that occurs at the societal and individual level and is connected to and influenced by other forms of oppression, in particular, sexism, racism and heterosexism. On the societal level, it is the preponderance of attitudes, actions, social norms that perpetuate and sustain environments and behaviors that promote a cultural tolerance, acceptance, and denial of sexual assault and abuse. On an individual level, sexual violence is a wide range of sexual acts and behaviors that are unwanted, coerced, committed without consent, or forced either by physical means or through threats.

**Sexual abuse** refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

**Sexual assault** usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The offender usually takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse - a trusted friend or family member, a stranger, a casual acquaintance, or an intimate partner.

**Program**

The Milford Public Schools shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with CGS 17a-101q, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The program, for students in Grades K-12, inclusive, shall include, but not be limited to:

1. ~~Providing teachers instructional modules that may include, but not be limited to:~~
  - a. ~~Training regarding the prevention and identification of, and response to, child~~

**Section: Students**

**Subject: Sexual Abuse Prevention and Education Program P-5145.511**

~~sexual abuse and assault, and~~

- ~~b. resources to further student, teacher and parental awareness regarding child sexual abuse and the prevention of such abuse and assault.~~

Providing mandatory training to all District staff to ensure they are fully informed on:

- a. the warning signs of sexual abuse and sexual misconduct involving a child, including recognizing and reporting child sexual abuse,
  - b. mandatory reporting requirements,
  - c. prevention and identification of, and response to, child sexual abuse and assault,
  - d. bystander and appropriate interaction with children training programs,
  - e. school District policies pertaining to sexual abuse and sexual misconduct,
  - f. establishing and maintaining professional relationships with students,
  - g. available resources for children affected by sexual abuse or misconduct, and
  - h. appropriate follow-up and care for abused students as they return to the classroom setting.
2. Providing students 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;
  - b. strategies to promote disclosure, reduce self-blame and mobilize bystanders;
  - c. actions that child victims of sexual abuse and assault may take to obtain assistance;
  - d. intervention and counseling options for child victims of sexual abuse and assault.
  - e. access to educational resources to enable child victims of sexual abuse and assault to succeed in school;
  - f. uniform procedures for reporting instances of child sexual abuse and assault to school staff members.

The lessons should be evidence-informed, developmentally and age appropriate and informed by the required curricula standards and performance indicators contained in the SDE Guidelines (Section Three).

3. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse or sexual assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault. Students will be:
- a. provided with resources and referrals to handle these potentially dangerous situations;
  - b. provided access to available counseling and educational support.

The Milford Board of Education (Board) directs the Superintendent to develop administrative regulations to address the issues of students obtaining assistance, intervention and counseling options, access to educational resources and procedures for reporting instances of child sexual



**Section: Students**

**Subject: Sexual Abuse Prevention and Education Program P-5145.511**

abuse and assault.

A student shall be excused from participating in the sexual abuse, assault awareness and prevention program offered within the school, in its entirety or any part thereof, upon receipt by the Principal or his/her designee, of a written request from the student's parent/guardian.

Any student exempted from 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.

### **Reporting Child Sexual Abuse and Assault**

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in policy #5141.4, "Child Abuse, Neglect, Sexual Assault," and its accompanying regulations.

Connecticut General Statutes §17a-101, as amended, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes.

An oral report shall be made to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve (12) hours after the reporter has reasonable cause to suspect the child has been abused or neglected or to believe that an enrolled student, regardless of his or her age, is in imminent risk of serious harm. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline, "Careline" at 1-800-842-2288, for the purpose of making such oral reports. The mandated reporter shall also inform the building principal or his/her designee that he/she will be making such a report. Not later than 48 hours after making the oral report, the mandated reporter shall file a written or electronic report to the Commissioner of Children and Families or his/her designee. Additionally, a copy of the written report shall be provided to the school principal.

~~An oral report by telephone or in person shall be made as soon as possible but no later than 12 hours to the Commissioner of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.~~

Reporting suspected abuse and/or neglect of children, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation.

**Section: Students**

**Subject: Sexual Abuse Prevention and Education Program P-5145.511**

(cf. 5131.911 - Bullying)

(cf. 5141.4 - Child Abuse/Neglect/Sexual Assault)

(cf. 5145.5 - ~~Exploitation/Sexual Harassment~~)

Legal Reference: Connecticut General Statutes

17a-101q Statewide sexual abuse and assault awareness and prevention program (~~as amended by Section 415 of the June 2015 Special Session Public Act 15-5~~)

A Statewide K-12 Sexual Assault and Abuse Prevention and Awareness Program developed by DCF, SDE, and Connecticut Alliance (The Alliance) to End Sexual Violence.

PA 22-87 An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.

Board of Education Policy Approved: ~~November 9, 2020~~ ~~October 24, 2022~~ November 14, 2022  
This policy has not been approved.

**MILFORD BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** November 14, 2022

**Prepared By:** Wendy Kopazna

**Presented By:** Wendy Kopazna

**Attachments:** None

**Subject:** Human Resources Department Presentation

**Connection to Milford Public Schools Commitments:** Commitment #8: We are committed to attracting, recruiting, retaining and fostering a diverse community of talented professionals.

**Background:** In the spring of 2022, we started working with CES Consultant, Esther Bobowick, to conduct a review of services and support provided through the Human Resources department. A small committee was formed and a survey was shared with administrators to gather input. This allowed the department to reflect on how to better align its mission to Milford Public Schools goals.

**Status:** At the Board meeting, Ms. Kopazna will present a reinvented approach to the work, based on what is happening in the world of Human Capital/Talent Acquisition in education across the nation.

**RECOMMENDATION:** None – for informational purposes only.

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**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #** \_\_\_\_\_

## **MILFORD BOARD OF EDUCATION AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** November 14, 2022

**Prepared By:** Ms. Kopazna

**Presented By:** Ms. Kopazna

**Attachments:** Human Resources Monthly Report for November 2022

**Subject:** Human Resources Report

**Connection to Milford Public Schools Commitments:** Commitment #8: We are committed to attracting, recruiting, retaining, and fostering a diverse community of talented professionals.

**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:** Ms. Kopazna will discuss items in this report at the Board meeting.

**RECOMMENDATION:** This report is for informational purposes.

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**Recommended by the Superintendent:**\_\_\_\_\_

**Agenda Item #**\_\_\_\_\_

**Job Postings:**

<u>TITLE</u>	<u>LOCATION</u>	<u>CLOSING DATE</u>
<u>Instructional Supervisor of Equity and Engagement</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Child Care Provider, People Empowering People</u>	<u>Adult Education</u>	<u>11/14/2022</u>
<u>Assistant Boys' Lacrosse Coach</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Assistant Coach Girls' Basketball</u>	<u>Jonathan Law High School</u>	<u>Until Filled</u>
<u>Assistant Indoor Track Coach</u>	<u>Jonathan Law High School</u>	<u>Until Filled</u>
<u>Assistant Softball Coach</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Assistant Wrestling Coach</u>	<u>Jonathan Law High School</u>	<u>Until Filled</u>
<u>Head Coach - Girls' Tennis</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Head Coach Boys' Tennis</u>	<u>Jonathan Law High School</u>	<u>Until Filled</u>
<u>Head Coach Cheerleading</u>	<u>Jonathan Law High School</u>	<u>Until Filled</u>
<u>Elementary Humanities Instructional Coach</u>	<u>Meadowside Elementary</u>	<u>Until Filled</u>
<u>Special Education Teacher</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>.4 Spanish Teacher</u>	<u>The Academy</u>	<u>Until Filled</u>
<u>Temporary Custodian</u>	<u>Milford Public Schools</u>	<u>until filled</u>
<u>.5 Special Education Resource Teacher</u>	<u>East Shore Middle</u>	<u>Until Filled</u>

	<u>School</u>	
<u>French Teacher</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Purchasing Agent</u>	<u>Parsons Complex</u>	<u>Until Filled</u>
<u>.6 BCBA</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>0.6 Hearing Impaired Teacher</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>School Nurse/Public Health Nurse</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Substitute School Nurse</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Building Substitute - Elementary</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Building Substitute - High School</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Long Term Substitute Grade 4 Teacher</u>	<u>Mathewson Elementary</u>	<u>Until Filled</u>
<u>Long Term Substitute Library Media Specialist</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Long Term Substitute Science Teacher</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Long Term Substitute Special Education Teacher</u>	<u>Mathewson Elementary</u>	<u>Until Filled</u>
<u>Paraprofessional Substitutes</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Short Term Substitute Band Teacher</u>	<u>Harborside Middle School</u>	<u>Until Filled</u>
<u>Substitute Teacher-District Professional Learning Sub (Elementary Level)</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>.5 Special Education Paraprofessional</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Substitute Teachers (per diem)</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Bus Paraprofessional</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>College and Career Aide</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>

<u>Food Service General Worker Foran 3.25 hours per day</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Food Service General Worker Foran 5 hours per day</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Food Service General Worker Meadowside 3.50 hours per day</u>	<u>Meadowside Elementary</u>	<u>Until Filled</u>
<u>ISS Monitor/Paraprofessional</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Lunch Aides</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Multilingual Learner Paraprofessional</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>On-Call Substitute Food Service Staff</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Ready to Learn Assistant Teachers</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Special Education Paraprofessional</u>	<u>East Shore Middle School</u>	<u>Until Filled</u>
<u>Special Education Paraprofessional - Autism Program</u>	<u>Harborside Middle School</u>	<u>Until Filled</u>
<u>Special Education Paraprofessionals</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Teacher Leader of Student Development and Wellness</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>

## ***MBOE - Personnel Recommendations***

<b>Job</b>	<b>Department</b>	<b>Building</b>	<b>Last</b>	<b>First</b>	<b>Effective Date</b>
Substitute Teacher	Regular Programs	District	Shields	Daniel	10/6/2022
Teacher	World Language	Foran / Jonathan Law	Evans	Elizabeth	10/7/2022
Substitute Teacher	Regular Programs	District	Brienza	Charles	10/10/2022
Professional Learning Substitute	Regular Programs	District	Sabia	Deanna	10/10/2022
Substitute Teacher	Regular Programs	District	Gray	Erica	10/10/2022
Substitute Teacher	Regular Programs	District	Brown	Christopher	10/10/2022
12-month Secretary	Secretaries	East Shore	Gallipoli	Kelly	10/17/2022
Lunch Aide	Cafeteria Supervision	Orchard Hills	Bernardo	Linda	10/18/2022
Building Substitute	Regular Programs	East Shore	Tierstein	Lilia	10/17/2022
Professional Learning Substitute	Regular Programs	District	Starrett	Lori	10/11/2022
Substitute Teacher	English Language Arts	East Shore	Kurikesu	Olga	8/29/2022
Temporary Custodian	Maintenance	Parsons	Henthorn, Sr	Michael	10/13/2022
Substitute Teacher	Regular Programs	District	Bevino	Jeffrey	10/17/2022
Substitute Teacher	Regular Programs	District	Carroll	Mary	10/10/2022
Substitute Secretary	Secretaries	District	Carpenter	Sheryl	10/10/2022
Substitute Teacher	Regular Programs	District	Gloates	Lisa	10/17/2022
12-month Secretary	Secretaries	Jonathan Law	Silver	Laura	10/27/2022
Substitute Paraprofessional	PPS	District	Kees	Daniel	10/17/2022
Substitute Teacher	Regular Programs	District	Coppola	Rose	10/17/2022
Substitute Teacher	Regular Programs	District	Bevino	Jeffrey	10/17/2022
Substitute Teacher	Regular Programs	District	Lanese	Margaret	10/18/2022
Paraprofessional	PPS	Mathewson	Kowalski	Emily	10/24/2022
Substitute Teacher	Regular Programs	District	Schumitz	Ronald	10/19/2022

November 9, 2022



## ***MBOE - Personnel Recommendations***

Substitute Teacher	Regular Programs	District	Casey	Steven	10/19/2022
Substitute Paraprofessional	PPS	District	Lara	Gisela	10/19/2022
Substitute Teacher	Regular Programs	District	Balogh	Ildiko	10/24/2022
School Counselor	Guidance	West Shore	Grover	Ambergina	10/24/2022
Substitute Paraprofessional	PPS	District	Heffernan	Jacqueline	10/27/2022
Carpenter	Maintenance	Parsons	Virgulto	Frank	11/02/2022
Professional Learning Series Substitute	Regular Programs	District	Kupson	Kelli	10/25/2022
Professional Learning Series Substitute	Regular Programs	District	Kugit	Renee	10/25/2022
Substitute Teacher	Regular Programs	District	Alling	Carolyn	10/26/2022
Substitute Security Guard	Security	District	Corris	Brett	10/25/2022
Instructional Coach	Literacy	Meadowside	Blake	Jennifer	10/31/2022
Substitute Teacher	Regular Programs	District	Murphy	Christina	10/28/2022
Assistant Wrestling Coach	Athletics	Foran	Rashad	Thomas	11/28/2022
Complementary Evaluator	Administration	District	Anziano	Brenda	10/31/2022
Lifeguard	Athletics	Foran	Wilson	Violet	8/31/2022
Substitute Teacher	Regular Programs	District	Jayaraman	Pavirthra	11/2/2022
Substitute Teacher	Regular Programs	District	Pirrello	Diane	11/2/2022
Teacher	World Language	West Shore	Raup	Samantha	11/28/2022
General Worker Substitute	Food Service	District	Ara	Jannat	11/3/2022
Carpenter	Maintenance	Parsons	Matrisian	Joseph	11/7/2022
Substitute Paraprofessional	PPS	District	Hartley	Rebekah	11/3/2022
Substitute Teacher	Regular Programs	District	Castle	Patricia	11/3/2022
Professional Learning Series Substitute	Regular Programs	District	Dobosz	Karen	10/25/2022

***MBOE - Personnel Recommendations***

Extended Day Teacher	Regular Programs	John F. Kennedy	Lippert	Kyra	11/7/2022
Coordinator of Early Childhood Programs	Administration	District	Maguire	Terese	11/14/2022

## ***MBOE - Retirements/Resignations/Terminations***

<b>Last</b>	<b>First</b>	<b>Job</b>	<b>Department</b>	<b>Building</b>	<b>Effective Date</b>	<b>Reason</b>
Michalak	Rosemary	Teacher	World Language	West Shore	11/4/2022	Resignation
Azpiri	Josune	Teacher	World Language	Academy	11/3/2022	Resignation
Hilton-Julien	Kimberly	BCBA	PPS	Mathewson / Harborside	10/19/2022	Resignation
Nolfi	Tressa	Cook	Food Service	Jonathan Law	10/07/2022	Resignation
Connors	Charisse	Substitute Greeter	Greeters	District	10/11/2022	Resignation
Fries	Madison	Substitute Teacher	Regular Programs	District	6/30/2022	Resignation
Pugliese	Frances	Substitute Paraprofessional	PPS	District	6/30/2022	Resignation
Schwarz	Jennifer	Substitute Teacher	Regular Programs	District	6/30/2022	Resignation
Ulrich	Pamela	Substitute Teacher	Regular Programs	District	6/30/2022	Resignation
Wunder	Melissa	College and Career	Secretaries	Foran	12/16/2022	Retirement
Starrett	Lori	Professional Learning Series Substitute	Regular Programs	District	10/13/2022	Resignation

**MBOE - Stipend Appointments**

Job	Building	Last	First	Effective Date
Department Head	Foran	Georgetti	Gina	10/6/2022

**MILFORD BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** November 14, 2022

**Prepared By:** James L. Richetelli, Jr.

**Presented By:** James L. Richetelli, Jr.

**Attachments:** Cash Disbursements over \$1,500 for the Month of October 2022 (5 pages)

**Subject:** Disbursement Report

**Connection to Milford Public Schools Commitments:** Commitment #8: We are committed to operational excellence that ensures Milford Public Schools invests in the newest and most advanced practices to ensure relevant and progressive educational opportunities for all students.

**Background:** The administration provides a listing of all expenditures over \$1,500.00 per vendor to the Board of Education for the previous month for their review. This list also provides expenditures from both State and Federal Funds.

**Status:** Cash Disbursement Report has been compiled for the month of October 2022 and is attached for the Board's review. Per the Board's request, items that are related to COVID are highlighted in yellow.

**RECOMMENDATION:** None – for informational purposes only.

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**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #** \_\_\_\_\_

**G/F CASH DISBURSEMENTS FOR OCTOBER 2022 OVER \$1,500**

<b>FY NO.</b>	<b>VENDOR</b>	<b>AMOUNT DESCRIPTION</b>	<b>ACCT</b>
23 226337	TREASURER, CITY OF MILFORD	4,677.50 UOB-JUNE-2022	1191
23 226457	HARTFORD LIFE INSURANCE CO	70,451.64 GROUP LIFE INSURANCE PREM-OCT 2022	2002
23 226658	UNUM LIFE INSURANCE COMPANY	3,476.87 LONG TERM DISABILITY INS PREM-NOV 2022	2002
23 226302	H.D. SEGUR, INC	62,569.20 WORKER'S COMPENSATION-3 PMNT-2022-2023	2003
23 226155	ANTHEM BLUE CROSS/BLUE SHIELD	19,818.24 HEALTH INSURANCE PREM-OCT 2022	2006
23 226177	HOOKER & HOLCOMBE RETIREMENT SVS INC	2,800.00 ACTUARIAL SERVICES & CONSULTING FEE -2022	2006
23 226425	ANTHEM BLUE CROSS/BLUE SHIELD	157,371.28 HEALTH INSURANCE PREM-OCT 2022	2006
23 226577	ANTHEM BLUE CROSS/BLUE SHIELD	20,231.12 HEALTH INSURANCE PREM-NOV 2022	2006
23 226321	QUILL CORPORATION	1,725.09 NON/INST/ADED-JL,ES,PPS,ADED,IT,C/O	3211,6100,6110
23 226503	UNIVERSITY OF BRIDGEPORT	48,000.00 FALL INTERNS-2022	3212
23 226623	LUSTICK, MICHAEL MD	2,090.00 SP ED PSYCH EVALUATION-1 STDNT	3231
23 226481	PERKINS SCHOOL FOR THE BLIND	1,511.00 SP ED EDUCATIONAL EVALUATION-1 STDNT	3232
23 226589	CHESHIRE FITNESS ZONE LLC	4,500.00 SP ED- AAC EVALUATION-1 STDNT	3232
23 226596	CONNECTICUT IEP TRANSITION LLC	2,000.00 SP ED TRANSITION EVALUATION-1 STDNT	3232
23 226188	MILFORD HEALTH DEPARTMENT	2,800.00 ESY NURSING SERVICES-JUL 2022	3235
23 226419	AAA NURSING CARE LLC	9,213.00 SP ED NURSING CARE-1 STDNT-SEP 2022	3235
23 226458	HEARING 4 ALL, LLC	7,500.00 SP ED AUDIOLOGICAL SERVICES-AUG-SEP 2022	3235
23 226499	THERAPYTRAVELERS LLC	6,778.80 SP ED SERVICES-SEP, OCT 2022	3235
23 226656	THERAPYTRAVELERS LLC	5,231.52 SP ED SERVICES-OCT 2022	3235
23 226191	PULLMAN & COMLEY LLC	4,305.10 LEGAL SERVICES-AUG 2022	3302
23 226580	BERCHEM MOSES PC	25,753.00 LEGAL FEES-PPS,HR,C/O-SEP 2022	3302
23 226609	FALZARANO COURT REPORTERS LLC	1,585.78 HEARINGS-SEP 2022	3302
23 226160	CONNECTICUT BUSINESS SYSTEMS LLC	3,563.00 PRINTER PROG DESK TOP PRINTERS-SEP 2022	3306
22 226235	XEROX CORP FINANCIAL SVS	2,780.00 COPIER LEASE-DISTRICT-OCT 2022	3306
23 226323	REHABILITATION ASSOCIATES INC	5,078.13 ATHLETIC TRAINER-JF-SEP 2022	3306
23 226348	XEROX CORP FINANCIAL SVS	22,370.00 COPIER LEASE-DISTRICT-OCT 2022	3306
23 226436	CONNECTICUT BUSINESS SYSTEMS LLC	3,563.00 PRINTER PROG DESK TOP PRINTERS-OCT 2022	3306
23 226198	SKYVIEW MILFORD LLC	18,921.76 SOLAR GENERATION CHRG-DIST SCHOOLS-AUG 2022	4100
23 226205	UNITED ILLUMINATING CO	13,035.10 ELECTRICITY-DIST SCHOOLS-JF	4100
23 226644	SKYVIEW MILFORD LLC	14,447.43 SOLAR GENERATION CHRG-DIST SCHOOLS-SEP 2022	4100
23 226645	SOUTHERN CONNECTICUT GAS CO	17,068.81 GAS DISTRICT-SEP 2022	4101
23 226648	SPRAGUE OPERATING RESOURCES LLC	3,881.37 HEAT GAS DISTRICT-SEP 2022	4101
23 226322	REGIONAL WATER AUTHORITY	1,752.38 WATER-MATH,JFK,HS,WS,JL,JF-SEP 2022	4102
23 226639	REGIONAL WATER AUTHORITY	6,937.05 WATER-CP,ME,PD,LO,MA,OH,JK,ACD,ES,JL,JF-SEP 2022	4102
23 226286	CROWN LINEN SERVICE INC	3,604.74 MOP SERVICE-DIST-2022-2023	4200
23 226305	INCIDENT IQ, LLC	13,813.00 IIQ6220,1000 SUB-IT-2022-2023	4200
23 226338	TUCKER MECHANICAL INC.	2,812.80 MAINTENANCE SERVICE-ES, WS	4200
23 226591	CI SOLUTIONS	2,590.00 ANNUAL ID CARD SYSTEM-2022-2023	4200
23 226606	EMS LINQ INC.	41,779.89 ALIO MAINTENANCE-2022-2023	4200
23 226608	EVANS & SUTHERLAND COMPUTER CORP	14,200.00 PLANETARIUM MAINTENANCE-JF 2022-2023	4200
23 226657	TYLER TECHNOLOGIES	9,500.00 TRAVERSA SAAS SERVICE-2022-2023	4200
23 226193	RELIABLE FENCE	1,576.00 FENCE REPAIRS-LO	4300

23	226331	STUMP SHARK STUMP GRINDING	6,400.00	STUMP GRINDING-CP,OA,MAT,OH,HS,WS,JL	4300
22	226380	RELIABLE FENCE	13,342.00	INSTALL FENCE-CP	4300
23	226431	BUTTERWORTH & SCHECK, INC	7,769.40	WATER MAIN REPAIR-JF	4302
23	226569	A & S AUTO SERVICE	4,136.67	MAINTENANCE VEHICLE SUPPLIES-2022-2023	4302
23	226573	ALL- ELECTRIC CONST&COMMUNICATION LLC	2,987.50	REPAIR TO POOL PUMPS-JF	4302
23	226500	TOWER EQUIPMENT CO INC	3,053.27	HVAC EQUIPMENT,REPAIRS-CP	4303
23	226283	CE NORTHEAST	13,484.00	REPLACE RTU-CP, MEAD, LO	4304
18	226231	HUSSEY SEATING CO	10,780.00	SEATS-JF	4305
23	226501	TREASURER, CITY OF MILFORD	16,571.05	GASOLINE-BUSES, MAINT VEHICLES-SEP 2022	4306,5107
23	226299	GRAINGER DIVISION OF W.W.GRAINGER, INC.	2,151.92	MAINTENANCE SUPPLIES-2022-2023	4307
23	226309	KNIGHT'S INC	2,556.63	MAINTENANCE SUPPLIES-2022-2023	4307
23	226346	WINSUPPLY OF SHELTON CO	3,545.62	MAINTENANCE SUPPLIES-2022-2023	4307
23	226446	FILTER SALES & SERVICE INC	2,349.68	REPLACEMENT FILTERS-MAINT	4307
23	226505	WILLIAM B. MEYER INC & AFFILIATED CO	3,812.00	WRHOUSE STOR,RELOCATE TRAILER CONTENTS-COVID	4307
23	226602	EAGLE LEASING COMPANY	2,166.00	TRAILER RENTAL-COVID STORAGE	4307
23	226661	WINSUPPLY OF SHELTON CO	1,772.39	MAINTENANCE SUPPLIES-2022-2023	4307
23	226613	GRAINGER DIVISION OF W.W.GRAINGER, INC.	3,964.77	MAINTENANCE, CUSTODIAL SUPPLIES-2022-2023	4307,4308
23	226304	HOME DEPOT	1,592.62	MAINT/INSTR SUP-MAINT,JF,JL,HS	4307,6110
23	226152	ALLSTON SUPPLY CO INC	2,267.65	CUSTODIAL SUPPLIES-2022-2023	4308
23	226288	DUMOUCHEL PAPER COMPANY	4,345.26	CUSTODIAL SUPPLIES-2022-2023	4308
23	226574	ALLSTON SUPPLY CO INC	3,496.83	CUSTODIAL SUPPLIES-2022-2023	4308
23	226165	DURHAM SCHOOL SERVICES, LP	267,473.74	TRANSPRT-PUBLIC,PRIVATE,AQUA,VOAG,BOY&GIRL CLUB	5100,5105,5108
23	226442	DURHAM SCHOOL SERVICES, LP	113,008.85	SP ED TRANSPORTATION-SEP 2022	5101
23	226464	LASSE'S LIVERY	17,955.00	SP ED TRANSPORTATION-SEP 2022	5101,5102,5103
23	226480	PEOPLE TO PLACES, INC	17,109.00	SP ED TRANSPORTATION-AUG-SEP 2022	5101,5102,5103
23	226585	CAROL'S DESTINATION TRANSP/CAROL JONES	33,405.00	SP ED TRANSPORTATION-SEP 2022	5101,5102,5103
23	226180	JD TRANSPORTATION	16,580.00	SP ED TRANSPORTATION-SEP 2022	5101,5103
23	226421	ACES AREA COOPERATIVE EDUC. SERVICE	4,356.00	SP ED TRANSPORTATION-SUMMER 2022	5102
23	226434	CES-COOPERATIVE EDUCATIONAL SERVICES	4,500.00	SP ED TRANSPORTATION-SUMMER 2022	5102
23	226588	CES-COOPERATIVE EDUCATIONAL SERVICES	31,050.00	SP ED TRANSPORT 1 STDNT- 1 PYMNT-2022-2023	5102
23	226492	SKM TRANSPORTATION INC	11,095.00	SP ED TRANSPORTATION-SEP 2022	5102,5103
23	226420	ACES AREA COOPERATIVE EDUC. SERVICE	90,189.20	SP ED TUITION-14 STDNTS, TRANSP-SEP-OCT 2022	5102,5600
23	226433	CAROL'S DESTINATION TRANSP/CAROL JONES	11,400.00	SP ED TRANSPORTATION-AUG-SEP 2022	5103
23	226437	CONNECTICUT TRANSPORTATION SOLUTIONS LLC	1,798.00	SP ED TRANSPORTATION-AUG-SEP 2022	5103
23	226438	COORDINATED TRANSPORTATION SOLUTIONS, IN	3,256.00	SP ED TRANSPORTATION-JUL 2022	5103
23	226450	BOARD ED PARENT	2,700.00	SP ED TRANSPORTATION-SEP 2022	5103
23	226461	JD TRANSPORTATION	7,768.00	SP ED TRANSPORTATION-JUN, SEP-2022	5103
23	226484	RELIA TRANSPORTATION LLC	15,950.00	SP ED TRANSPORTATION-JUL-SEP 2022	5103
23	226598	CONNECTICUT TRANSPORTATION SOLUTIONS LLC	4,675.00	SP ED TRANSPORTATION-AUG-SEP 2022	5103
23	226290	DURHAM SCHOOL SERVICES, LP	11,892.73	TRANSPORTATION-SPORTS-JF-SEP 2022	5104
23	226441	DURHAM SCHOOL SERVICES, LP	16,329.46	TRANSPORTATION-SPORTS-JL-SEP 2022	5104
23	226202	T-MOBILE	4,500.00	DIST LEARNING HOT SPOTS-OCT 2022	5401
23	226432	CABLEVISION LIGHTPATH LLC	10,525.00	ETHERNET FOR DISTRICT-SEP, OCT 2022	5401
23	226448	FRONTIER COMMUNICATIONS	4,571.70	TELEPHONE SVC-783-3500-OCT 2022	5401

23	226476	NEXTIVA INC.	15,403.65	CLOUD BASE PHONE SYSTEM-OCT 2022	5401
23	226653	T-MOBILE	4,500.00	DIST LEARNING HOT SPOTS-NOV 2022	5401
23	226570	ACES AREA COOPERATIVE EDUC. SERVICE	5,555.28	SP ED TUITION-1 STDNT-OCT 2022	5600
23	226154	AMERICAN SCHOOL FOR THE DEAF	13,324.44	SP ED TUITION-1 STDNT-SEP 2022	5601
23	226185	KLINGBERG COMPREHENSIVE PROGRAM SERVICES	17,423.38	SP ED ESY TUITION-2 STDNTS-JUN-AUG 2022	5601
23	226284	CHILDREN'S CENTER OF HAMDEN INC	8,939.28	SP ED TUITION-1 STDNT-SEP 2022	5601
23	226310	LAVIANO & GAGNE, LLC	35,000.00	SP ED TUTION-PYMNT #1-2022-2023	5601
23	226313	MELIORA ACADEMY, INC	32,428.00	SP ED TUITION-1 STDNT-SEP 2022	5601
23	226424	AMERICAN SCHOOL FOR THE DEAF	12,708.80	SP ED TUITION-1 STDNT-SEP 2022	5601
23	226427	ASPIRE LIVING & LEARNING, INC.	70,800.00	SP ED TUITION-5 STDNTS-SEP 2022	5601
23	226449	FUSION FAIRFIELD	9,870.00	SP ED TUITION-1 STDNT-SEP 2022	5601
23	226459	HOPE ACADEMY	222,552.72	SP ED TUITION-10 STDNTS-SEP-OCT 2022	5601
23	226471	MILESTONES BEHAVIORAL SVS/DBA CCCD INC	46,218.00	SP ED TUITION-1 STDNT-1/2 YR PYMNT 2022-2023	5601
23	226582	BOY'S & GIRL'S VILLAGE, INC	111,240.00	SP ED TUITION-9 STDNTS-AUG-SEP 2022	5601
23	226615	HARTFORD HOSPITAL	1,620.00	SP ED TUITION-1 STDNT-SEP 2022	5601
23	226622	KLINGBERG COMPREHENSIVE PROGRAM SERVICES	28,886.13	SP ED TUITION-3 STDNTS-SEP 2022	5601
23	226625	MILESTONES BEHAVIORAL SVS/DBA CCCD INC	45,581.65	SP ED TUITION-1 STDNT-1 PYMNT-2022-2023	5601
23	226646	0106 SPECIALIZED EDUCATION OF CT, INC	31,874.03	SP ED TUITION-3 STDNTS-AUG-SEP 2022	5601
23	226571	ACES AREA COOPERATIVE EDUC. SERVICE	159,489.00	ECA TUTION-27 STDNTS-2022-2023	5602
23	226583	BRIDGEPORT PUBLIC SCHOOLS	42,643.75	AQUA PROGRAM TUITION-PYMNT-1 2022-2023	5603
23	226587	CES-COOPERATIVE EDUCATIONAL SERVICES	27,680.00	SIX-TO-SIX MAGNET TUTION-1 PYMNT-2022-2023	5605
23	226153	AMAZON.COM LLC/SYNCB	5,252.09	NON/INSTR SUP-JK,OH,JF,C/O,ES,ACD,IT	6100,6110
23	226210	W B MASON COMPANY	6,848.56	NON/INSTR SUP-ACD,CP,ES,JF,HS,JK,JL,LO,MA,OV,OH,WS	6100,6110
23	226326	SCHOOL SPECIALTY LLC	3,743.24	NON/INST SUP-ACD,ES,HS,JL,LO,OA,OH,WS,	6100,6110
23	226423	AMAZON.COM LLC/SYNCB	3,597.71	NON/INSTRUC SUP-JL,OH,JF,IT,ES,ME,WS,PD,LO,JK,CP,AC	6100,6110
23	226192	QUILL CORPORATION	2,912.46	NON/INSTR SUP,CHAIR-MAT,JK,HS,CP,JL,LO,MAINT,ACD	6100,6110,7340
23	226287	DICK BLICK	2,222.65	INSTRUC SUP-WS. JL	6110
23	226342	W B MASON COMPANY	3,232.92	INSTRUC SUP-ES,JF,JL,MAT,MEAD,OH,LO,JK,PD,OA	6110
23	226455	GRAINGER DIVISION OF W.W.GRAINGER, INC.	1,702.50	INSTRUC SUPPLIES-ES, WS, HS	6110
23	226270	AMAZON.COM LLC/SYNCB	1,874.38	INSTRUC SUP/LIBRARY BOOKS-JL,OA,HS,MA,OH,WS,JF,ES	6110,6420
23	226295	FOLLETT CONTENT SOLUTIONS, LLC	1,904.44	LIBRARY BOOKS-HS,ES	6420
23	226463	JUNIOR LIBRARY GUILD	2,927.36	LIBRARY BOOKS-ES	6420
23	226168	INFOBASE LEARNING	2,497.54	RENEWAL ISSUES & CONTROVERSIES-JL-2022-2023	6902
23	226200	SWANK MOVIE LICENSING USA	6,111.00	DISTRICT PUB PERFORMANCE SITE LICENSE-2022-2023	6902
23	226277	BMI	2,364.86	LICENSE-DISTRICT 2022-2023	6902
23	226281	CAPSTONE CLASSROOM	13,672.40	PEBBLESGO SILVER PKG-DISTRICT-2022-2023	6902
23	226297	GOGUARDIAN	16,473.72	GG-PRD1Y-001500 DECK PEAR DISTRICT-2022-2023	6902
23	226445	INFOBASE LEARNING	2,083.38	SUBSCRIPTION RENEWAL-JF 2022-2023	6902
23	226475	NEW YORK TIMES	1,710.80	SUBSCRIPTION RENEWAL-JF 2022-2023	6902
23	226600	DREAM BOX LEARNING INC	3,375.00	DREAMBOX LEARNING ADVANCED LIC RENWL-2022-2023	6902
23	226634	PIONEER VALLEY BOOKS	32,067.00	LITERACY FOOTPRINTS GUIDED READING-DIST SCHLS	6902
22	226516	RED THREAD SPACES LLC	1,529.50	FURNITURE FOR BUSINESS OFFICE RENOVATION	7340
23	226497	TAMCO CAPITAL CORP	2,012.00	VIDEO SURVEILLANCE SERVER LEASE-NOV 2022	7350
23	226474	NEVINS, CAROLYN	5,350.00	COACHING CONSULTING-2022-2023	8111



23	226572	ACTFL	3,741.00	REGISTRATION FOR ACTFL CONF-2022-2023	8111
23	226627	MILFORD BOARD OF EDUCATION STUDENT ACTIV	5,634.00	BLDG PROF DEV-1 PYMNT-2022-2023	8111
23	226633	PETERSEN, GARY	4,200.00	READING WORKSHOP-SUMMER 2022	8111
23	226468	MEDCO SUPPLY COMPANY	1,592.55	TRAINER SUPPLIES-JL	8205
23	226430	BSN SPORTS LLC	4,123.02	SPORT SUPPLIES, EQUIP-JF, JL	8205,8206
23	226278	BSN SPORTS LLC	3,474.79	VOLLEYBALL NEW SYSTEM-JL	8206
23	226451	GEAR FC LLC	1,709.94	SPORTS EQUIPMENT-JL	8206
23	226647	SPORTSMEN'S OF LITCHFIELD	14,040.00	SPORTS WEAR-JL	8207

## GRANTS CASH DISBURSEMENTS FOR

OVER \$1,500

FY	NO.	VENDOR	AMOUNT	DESCRIPTION	GRANT	ACCT
23	226223	HAND2MIND INC	2,022.83	PLASTIC CUISENAIRE RODS CLSRM KIT-ELEM SCHOOLS	22	6110
23	226109	CONNECTICUT BUSINESS SYSTEMS LLC	211,024.00	VIEWSONIC TOUCH PANEL-DISTRICT SCHOOLS	23	7310
23	226110	LAKESHORE LEARNING MATERIALS	7,289.50	FLEX FURNITURE-CP	23	7340
23	226111	MILFORD HEALTH DEPARTMENT	6,209.25	NURSING SERVICES FOR ESY-SUMMER 2022	23	3306
23	226224	HEINEMANN	51,343.08	BOOKS-MEADOWSIDE	23	6110
23	226226	LAKESHORE LEARNING MATERIALS	1,540.08	FLEX FURNITURE-CP	23	7340
23	226229	SILVER PETRUCELLI & ASSOCIATES INC	2,736.00	SPA PROJECT-KINDERGARTEN ROOMS	23	3306
23	226372	HEINEMANN	45,815.63	BOOKS-OH, JK	23	6110
23	226374	SCHOOL SPECIALTY LLC	4,757.76	CHILDCRAFT SEE-THRU KITCHEN-CP,PD,JFK	23	7340
23	226512	RED THREAD SPACES LLC	4,051.50	CHAIRS-KINDERGARTEN -CP	23	7340
23	226513	SCHOOL SPECIALTY LLC	5,947.20	CHILDCRAFT SEE-THRU KITCHEN-OA,OH,LO	23	7340
23	226510	PEOPLE TO PLACES, INC	1,853.00	SP ED TRANSPORTATION-AUG-SEP 2022	28	5100
23	226371	DURHAM SCHOOL SERVICES, LP	2,661.98	SP ED TRANSPORTATION-SEP 2022	98	5100

**Milford Board of Education**

**Business Meeting and Live Streamed on YouTube**

**Meeting Minutes**

October 10, 2022

**Board members present:**

Katherine Alling  
Adam De Young  
Meghan Doyle  
Andrew Fowler  
Tracey Irby  
Susan Glennon (Board Chair)  
Emily McDonough Souza  
Una Petroske  
Betsy Ratner  
Cindy Wolfe Boynton

**Administration present:**

Dr. Anna Cutaia  
Dr. Amy Fedigan  
Jim Richetelli

**I. CALL TO ORDER**

Ms. Glennon called the board meeting to order at 7:00 p.m. in the Board of Education room at Parsons. By a roll call, 10 Board members were present.

**II. STUDENT REPORTS**

Venice Montanaro and Connor Nieman updated the Board on the activities at Joseph A. Foran. Aislinn Burns and Cole Pleimann updated the Board on the activities at Jonathan Law.

**III. PUBLIC COMMENT**

None.

**IV. CHAIR'S REPORT**

Ms. Glennon said the Board Governance Process GP-12 Board Operations had been updated to reflect legislative changes to allow Board of Education meetings to be held virtually. The Board reviewed the changes at the September 27, 2022 Board meeting and it will need to be approved by the Board.

Mrs. Petroske made a motion that the Milford Board of Education approves Board policy Governance Process GP-12 Board Operations as presented. Mr. Fowler seconded the motion. The motion passed unanimously.

Ms. Glennon told the Board the CABA/CAPSS Convention will be held on November 18 & 19, 2022.

Board members who wish to attend should contact Mrs. Griffin. She then announced Mrs. Ratner submitted her resignation effective October 25, 2022. Mrs. Ratner will be moving out of Milford to be closer to her family. She thanked Mrs. Ratner for her service to Milford. Mrs. Ratner has been a dedicated Board member since 2019.

Ms. Glennon asked for liaison reports. She told the Board she attended the PTA Council meeting. She shared with them the role of the Board.

## **V. SUPERINTENDENT'S REPORT**

### **Instructional Highlight: Middle School Schedule/Programming**

Dr. Fedigan, assisted by the middle school administration, provided a presentation of the plans for middle school scheduling and programming. First, the team gave an update on the work and progress of changes that were made to the middle school schedule. Staff and students shared their experiences with the new schedule. While there were intentional changes to the bell schedule including school counseling, opportunities for enrichment for all, and increased pathway opportunities, the committee continued to review the schedule (Phase 2). It was evident further changes would need to be made to offer more flexibility and better align to high quality instruction. The committee recommends the expansion of voice and choice electives that connect to career pathways, flexible furniture, and the expansion of world language (Phase 3). There are budget implications for making the shift. They will be discussed during the budget sessions with the Board.

The Administration answered questions from the Board.

### **2023-24 Budget Priorities & Assumptions for Second Reading**

Dr. Cutaia presented the 2023-24 Budget Priorities and Assumptions, as a second reading and with the requested changes, for approval by the Board.

Mrs. Petroske made a motion that the Milford Board of Education approves the 2023-24 Budget Priorities and Assumptions as presented. Mr. Fowler seconded. The motion passed unanimously.

### **Policies for a Second Reading**

Dr. Cutaia presented three policies to the Board for approval. The policies were submitted at the previous meeting, recommended changes were made and they are now ready for approval.

Mrs. Petroske made a motion that the Milford Board of Education approves Board Policy 1110.1 Communications with Parents/Guardians as presented. Mr. Fowler seconded. The motion passed unanimously.

Mrs. Petroske made a motion that the Milford Board of Education approves Board Policy 4113.12/4213.12 Minimum Duty-Free Lunch Periods for Teachers as presented. Mr. Fowler seconded. The motion passed unanimously.

Mrs. Petroske made a motion that the Milford Board of Education approves Board Policy 6111 School Calendar as presented. Mr. Fowler seconded. The motion passed unanimously.

### **Enrollment Report**

Dr. Cutaia shared the October 1, 2022, Enrollment Report with the Board. Elementary enrollment numbers increased by 32, while middle school enrollment decreased by 13. High school enrollment is down by 28. The district has a total enrollment of 5,338 which is a decrease of 35 students from last year's official enrollment, but an increase of 47 over what was projected for the current budget.

### **Human Resources Report**

Dr. Cutaia presented the Human Resources Report for October. Included in the report were the personnel changes, job postings, retirements, resignations/terminations, and stipend appointments.

### **Quarterly Budget Report**

Mr. Richetelli reviewed the Quarterly Budget Report with the Board. The report includes the budget performance from July 2, 2022, through September 30, 2022. He reviewed specific areas of the budget that may be in jeopardy of becoming a deficit. However, transfers will balance the accounts throughout the year if it is needed. The Special Ed tuition and transportation accounts should balance out once the state reimbursement funds are received by the district. The Administration will continue to monitor the budget.

Mr. Richetelli answered questions from the Board.

### **Disbursement Report**

Mr. Richetelli presented the Disbursement Report for September and answered questions from board members.

## **VI. CONSENT AGENDA ITEMS**

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

Consideration of Minutes:

September 12, 2022, Business Meeting

September 27, 2022, Committee of the Whole Meeting

Mr. Fowler seconded the motion. The motion passed unanimously.

## **VII. BOARD COMMENT**

Mr. De Young thanked Mrs. Ratner for her service to Milford.

Mrs. Petroske echoed Mr. De Young's comments adding that Mrs. Ratner has been a valuable member of the Board.

Ms. Glennon attended the opening of the Planetarium. It is an incredible asset to the community.

## **VIII. ADJOURNMENT**

Mrs. Petroske made a motion to adjourn. Mr. Fowler seconded. Seeing no objections, Ms. Glennon adjourned the meeting at 8:23 p.m.

Unapproved

Recording Secretary: \_\_\_\_\_  
Mrs. Pam Griffin

Corresponding Secretary: \_\_\_\_\_  
Ms. Una Petroske

**Milford Board of Education**

**Committee of the Whole and Live Streamed on YouTube**

**Meeting Minutes**

October 24, 2022

**Board members present:**

Katherine Alling  
Adam De Young  
Meghan Doyle  
Andrew Fowler  
Tracey Irby  
Emily McDonough Souza  
Una Petroske  
Betsy Ratner

**Administration present:**

Dr. Anna Cutaia  
Dr. Amy Fedigan  
Jim Richetelli  
Christopher Brown

**Board members absent:**

Cindy Wolfe Boynton (excused)  
Susan Glennon (excused)

**I. CALL TO ORDER**

Mrs. Petroske called the board meeting to order at 7:00 p.m. in the Board of Education room at Parsons. By a roll call, eight Board members were present.

**II. APPROVAL OF THE EDUCATIONAL SPECIFICATIONS**

Mr. Richetelli told the Board the Educational Specifications for the Partial Roof Replacement Project at Joseph A. Foran High School will need to be approved by the Board so the Administration can begin the application process for reimbursement from the State of Connecticut.

Andrew Fowler made a motion that the Milford Board of Education approves the Educational Specifications for the Partial Roof Replacement Project at Joseph A. Foran High School and authorize the Superintendent to apply for State reimbursement from the State of Connecticut Department of Administrative Services – Office of School Construction Grants and Review. Mrs. Ratner seconded. The motion passed unanimously.

**III. SCHOOL TRANSPORTATION REPORT**

Mr. Richetelli provided the Board with the annual transportation report for regular education students. The report includes bus runs, bus stops, bus and fuel costs, etc. The District is currently transporting 3,980.

Mr. Richetelli answered questions from the Board.

## **Electric School Bus Presentation**

Durham Bus Services Senior Director of Electric Vehicles, Nick Voisard, provided the Board an introduction/overview of electric buses. He noted that Durham has set their own 2035 timeline to phase out diesel buses. Mr. Voisard spoke about the pros and cons. Challenges include the current high cost of an electric bus and its sustainability, and the infrastructure needed for charging and maintenance.

Dr. Cutaia cautioned the Board that going electric is a big undertaking that will require careful and extensive long-term planning and time and will likely increase the transportation budget. The district will need to have a bigger conversation with the city and state before moving forward. She agreed with Mr. Voisard's suggestion of a pilot if it was at no cost to the district.

A Board discussion ensued.

## **IV. BOARD POLICIES FOR A FIRST READING**

Mr. Richetelli reviewed the Board Policy 4212.42 "Drug and Alcohol Testing for School Bus Drivers" with the Board. School districts are required by the Connecticut State Department of Education to have a policy in place.

Dr. Cutaia reviewed two Board policies that need to be updated to be compliant with new legislation. Those policies are: 5141.4 Reporting of Child Abuse, Neglect and Sexual Assault and, 5145.511 Sexual Abuse Prevention and Education Program.

## **V. PUBLIC COMMENT**

None.

Dr. Cutaia asked for a moment of privilege to recognize Mrs. Ratner for her constant advocacy for Milford's children.

Mrs. Ratner thanked Dr. Cutaia and the Board for their kind words.

## **VI. ADJOURNMENT**

Mr. Fowler made a motion to adjourn. Mrs. Ratner seconded. Seeing no objections, Mrs. Petroske adjourned the meeting at 8:40 p.m.

Recording Secretary: \_\_\_\_\_  
Mrs. Pam Griffin

Corresponding Secretary: \_\_\_\_\_  
Mr. Andrew Fowler



# MILFORD BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** November 14, 2022

**Prepared By:** James L. Richetelli, Jr.

**Presented By:** Dr. Cutaia, Mr. Richetelli,  
Ms. Kopazna and Mr. Giancola

**Attachments:** 2022-2023 Non-Union Employee Salaries (1 page); and  
Contractual Wage Increases 2016-2017 thru 2025-2026 (1 page)

**Subject:** Recommended Salary Adjustments for Non-Union Employees for 2023-2024

**Connection to District Commitments:** Commitment #8 - We are committed to operational excellence that ensures Milford Public Schools invests in the newest and most advanced practices to ensure relevant and progressive educational opportunities for all students.

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**Background:** The wages of employees who are members of unions are set through the collective bargaining process. However, there are 53 employees who are not members of unions, 49 of whom are paid out of General Funds. Funding for these non-unions employees' wages are approved annually by the Board.

This recommendation does not include salary adjustments for the Superintendent, Assistant Superintendent for Teaching and Learning and Chief Operations Officer which will be considered at a later date.

**Status:** The administration has reviewed the collective bargaining agreements with our unionized employees and are recommending a comparable funding level for their non-unionized counterparts in an attempt to maintain equity and parity.

This recommendation comes before the Board at this time in order to finalize budgetary figures for the 2023-2024 operating budget proposal.

Administration is requesting \$68,008 to fund general wage increases for the non-unionized employees which represents an average increase of 3%. We also request \$22,050 to cover the cost of wage adjustments for hourly employees to keep pace with the new minimum wage laws passed by the state. In addition, we are requesting \$101,000 to be used to facilitate the continued phasing in of salary adjustments for the reconfigured Business & Instructional Digital Services Department as well as other equity adjustments. Details will be discussed with the Board at the meeting Monday night.

**RECOMMENDATION:** That the Board of Education approve the sum of \$191,058 to be used for salary increases for non-union employees at the discretion of the Superintendent for 2023-2024.

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**Recommended by the Superintendent:** \_\_\_\_\_

**Agenda Item #** \_\_\_\_\_

## **2022-2023 NON-UNION EMPLOYEE SALARIES**

<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>	<b><u>CURRENT PAY ANNUALIZED</u></b>
<b><u>HUMAN RESOURCES</u></b>		
Human Resources Specialist		\$57,730
Human Resources Assistant		\$60,879
<b><u>SUPERINTENDENT'S OFFICE</u></b>		
Executive Assistant to the Superintendent		\$63,348
<b><u>BUSINESS &amp; INSTRUCTIONAL DIGITAL SUPPORT</u></b>		
Digital End User Services Manager		\$91,869
Infrastructure and Operations Services Manager		\$91,869
Infrastructure and Operations Services Specialist		\$51,470
Cyber Security and Forensics Specialist		\$54,600
Digital Content Specialist		\$47,993
Database Support Specialist		\$55,364
Communications Coordinator		\$64,158
Helpdesk Technician (4)		Range: \$42,151 - \$45,009
Helpdesk Assistant		\$38,402
Technology Integration Specialist (5)		\$33,263
<b><u>NON-CERTIFIED SUPERVISORS</u></b>		
Director of Human Resources		\$137,439
Director of Facilities		\$149,960
Assistant Director of Maintenance		\$86,951
Facilities Supervisor of Custodial Services		\$80,484
Director of Business Services		\$117,433
Director of Safety and Security		\$98,109
Director of Business & Instructional Digital Support		\$113,245
<b><u>OTHER 12 MONTH EMPLOYEES</u></b>		
Assistant Business Office Manager		\$82,000
Residency Specialist (P/T)		\$41,171
Facilities Project Coordinator (P/T)		\$47,370
Energy Specialist (Vacant) (P/T)		\$40,000
Curricular Materials Inventory Clerk		\$27,378
<b><u>10 MONTH EMPLOYEES</u></b>		
Occupational & Physical Therapist (8)		Range: \$59,200 - \$101,352
Behaviorist (3)		Range: \$80,725 - \$86,108
MS ISS Monitors (3)	\$16.01	\$18,836
MS Permanent Substitutes (3)	\$27.10	\$33,942
<b><u>NON-UNION EMPLOYEES NOT PAID FROM GENERAL FUNDS</u></b>		
Director of Food Services		\$112,771
Assistant Director of Food Services		\$58,793
Community Connections Coordinator (2)		\$35,788

CONTRACTUAL WAGE INCREASES										
2016/2017 thru 2025/2026										
UPDATED: 11-4-22										
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
UNION	% INCR.	% INCR.	% INCR.	% INCR.	% INCR.	% INCR.	% INCR.	% INCR.	% INCR.	% INCR.
MEA (Teachers)	2.97%	*3.20%	*3.20%	*3.30%	*2.95%	*2.95%	*2.95%	Pending	Pending	Pending
MASA (Administrators)	2.30%	2.30%	2.30%	2.00%	2.00%	2.25%	2.50%	2.25%	2.25%	2.25%
Custodians	2.25%	2.25%	2.25%	2.25%	2.00%	2.25%	Pending	Pending	Pending	Pending
Secretaries	2.00%	2.25%	2.50%	2.25%	2.25%	2.00%	2.25%	Pending	Pending	Pending
Security Guards	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	Pending	Pending	Pending	Pending
Paraprofessionals	**2.25%	2.10%	2.35%	2.00%	2.25%	2.25%	2.25%	Pending	Pending	Pending
Food Services/Media Aides	2.25%	2.25%	2.25%	2.25%	2.00%	2.25%	Pending	Pending	Pending	Pending
Non-Union Employees	2.25%	2.50%	2.60%	2.00%	2.25%	2.25%	2.95%	Pending	Pending	Pending
* MEA NOTES:										
2010-11 - this represents the total cost with steps (wage increase was 2.00%)							Tentative Agreements - Not Ratified as of 11-14-22			
2013-14 - this represents the total cost with steps (wage increase was 0.75%)										
2015-16 - this represents the total cost with steps (no wage increase except 1.25% for top step only)										
2016-17 - this represents the total cost with steps (no wage increase except 1.00% for top step only)										
2017-18 - this represents the total cost with steps (no wage increase except 1.25% for top step only)										
2018-19 - this represents the total cost with steps (no wage increase except 1.58% for top step only)										
2019-20 - this represents the total cost with steps (no wage increase except 1.91% for top step only)										
2020-21 - this represents the total cost with steps (no wage increase except 1.51% for top step only)										
2021-22 - this represents the total cost with steps (no wage increase except 1.34% for top step only)										
2022-23 - this represents the total cost with steps (no wage increase except 1.54% for top step only)										
** No Step Movement this year - this represents the general wage increase										