

# MILFORD BOARD OF EDUCATION BUSINESS MEETING

Parsons Board Room  
70 West River Street  
Milford, CT 06460

**December 11, 2023**

**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. 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. 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.

- V. Chair's Report
- VI. Superintendent's Report
  - A. Instructional Highlight: Literacy - Mr. Steven Autieri
  - B. Board of Education Schedule of Meetings in 2024 - Dr. Anna Cutaia (Action Requested)
  - C. 2024-25 Academic Calendar for a First Reading - Dr. Cutaia
  - D. Overview of Summer Projects - Mr. Patrick Bradbury
  - E. Disbursement Report - Mr. Sean Brennan
  - F. Talent Management and Development Annual Report - Ms. Wendy Kopazna
  - G. Talent Management and Development Report - Ms. Kopazna
- VII. New Business
  - A. Approval of Various School Building Projects - Mr. Brennan (Action Requested)

1. Acceptance of the Security Upgrade Project – Hardened Entranceway at Calf Pen Meadow Elementary School as 100% complete (State Project # 084-0215-A)
2. Acceptance of the Security Upgrade Project – Hardened Entranceway at Live Oaks Elementary School as 100% complete (State Project # 084-0214-A)

VIII. Consent Agenda Items - Minutes for Consideration

A. Consideration of Minutes

1. November 13, 2023 Business Meeting
2. November 27, 2023 Committee of the Whole Meeting

IX. Board Comment

X. Adjourn to Executive Session: Superintendent's Mid-Year Update

XI. Reconvene

XII. Adjournment

**MILFORD BOARD OF EDUCATION  
AGENDA ITEM**

For Consideration by the Board of Education at the Meeting of: December 11, 2023

Presented By: Mrs. Bethany Mauro, Instructional Supervisor of K-5 Humanities  
Mrs. Sarah Breuer, Instructional Supervisor of 6-12 Humanities  
Mrs. Marissa Acampora, Instructional Supervisor of Equity & Engagement

Subject: Instructional Highlight PK-12 Literacy

Attachment: NA

Connection to Milford Public Schools Commitments:

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

*#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:**

The Milford Public Schools continues to take great pride in the quality of its PK-12 literacy program. Since the start of the 2023-2024 school year, efforts continue to be made to align our curriculum and instructional strategies with the best practices of the science of reading. An intentional emphasis has been placed on building the capacity for leaders to implement the science of reading and examine reading data to support teacher practice. Our secondary classrooms have placed an emphasis on novels that embrace student choice and celebrate the diverse representation of characters. Our high school and middle school core curriculum guides have been updated to feature a thematic approach to learning content and skills. 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. A brief update will be provided regarding the Right to Read legislation and the district's programmatic waiver decision from the Connecticut State Department of Education.

**Status:** Mrs. Mauro, Mrs. Breuer, and Mrs. Acampora will present an update on the outstanding work across the literacy continuum. They will be accompanied by teacher representatives from the high school English department. Mr. Autieri and the supervisors will provide an overview of our anticipated future work in the district.

**RECOMMENDATION:**

No action is required. This report has been presented 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:** December 11, 2023

**Prepared By:** Dr. Cutaia

**Presented By:** Dr. Cutaia

**Attachments:** Proposed 2024 Board of Education Meetings

**Subject:** Board of Education Schedule of Meetings 2024

**Connection to Milford Public Schools Commitments:** Commitment #3: We are committed to creating and maintaining a safe and secure climate that promotes a supportive academic, social, emotional and physical learning environment.

**Background:** The Connecticut General Assembly, Section 1-225, requires boards to submit their annual meeting schedule to the City Clerk by January 31st. The Milford Board of Education meeting structure requires meetings to be held on the second and fourth Monday of the month. In the months of June, July, August, and December, only a Business meeting will be held. The second meeting in May will be held on a Tuesday due to Memorial Day. The August Business meeting is to be held on the fourth Monday rather than the second Monday of the month.

**Status:** A proposed 2024 Board of Education Meeting Schedule has been created and is being presented to the Board.

**RECOMMENDATION:** That the Board of Education approves the 2024 Board of Education Meeting Schedule.

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

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

# Milford Board of Education

## 2024 Meeting Schedule

Day	Date	Time
Monday	January 8	7:00 – 9:00
Monday	January 22	7:00 – 9:00
Monday	February 12	7:00 – 9:00
Monday	February 26	7:00 – 9:00
Monday	March 11	7:00 – 9:00
Monday	March 25	7:00 – 9:00
Monday	April 8	7:00 – 9:00
Monday	April 22	7:00 – 9:00
Monday	May 13	7:00 – 9:00
Tuesday	May 28	7:00 – 9:00
Monday	June 10	7:00 – 9:00
Monday	July 8	7:00 – 9:00
Monday	August 26	7:00 – 9:00
Monday	September 9	7:00 – 9:00
Monday	September 23	7:00 – 9:00
Monday	October 14	7:00 – 9:00
Monday	October 28	7:00 – 9:00
Monday	November 11	7:00 – 9:00
Monday	November 25	7:00 – 9:00
Monday	December 9	7:00 – 9:00

**MILFORD BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 11, 2023

**Prepared By:** Dr. Cutaia

**Presented By:** Dr. Cutaia

**Attachments:** Proposed 2024-2025 Academic Calendar

**Subject:** 2024-2025 Academic Calendar

**Connection to Milford Public Schools Commitments:** Commitment #3: We are committed to creating and maintaining a safe and secure climate that promotes a supportive academic, social, emotional and physical learning environment.

**Background:** Each year the administration brings forth to the Board of Education a proposed Academic Calendar for the next school year. The Board reviews the calendar as a first reading and then adopts the calendar.

**Status:** The Superintendent will share the 2024-2025 Academic Calendar as a first reading with the Board. The proposed first day of school for students will be August 28, 2024.

**RECOMMENDATION:** That the Board of Education accepts the 2024-2025 Academic Calendar as a first reading.

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

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

# MILFORD PUBLIC SCHOOLS ACADEMIC CALENDAR 2024-25



JUL 2024							AUG 2024 (3)							SEP 2024 (20)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	PL	PL	28	29	30	31	29	30					
OCT 2024 (22)							NOV 2024 (18)							DEC 2024 (15)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	PL	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
JAN 2025 (21)							FEB 2025 (18)							MAR 2025 (20)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	PL	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APR 2025 (16)							MAY 2025 (21)							JUN 2025 (7)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4					1	2	3	1	2	3	4	5	ED	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	ED	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Key:



First and Last Day for Students



Early Dismissal for Students  
Professional Learning for Staff



Early Dismissal for Staff and Students

PL

Prof. Learning for Staff  
No School for Students



Early Dismissal for Students Only



Holidays/Vacation (Schools Closed)

ED

Early Dismissal for Students



Early Dismissal for Elem. Students Only

August 26 & 27

August 28

September 2

September 18

October 3

October 9

October 15 & 16

October 17

November 5

November 20

November 27

November 28 & 29

December 11

December 23-31

January 1

January 8

Professional Learning for Staff

First Day for Students

Labor Day

Early Dismissal for Students

Yom Kippur

Early Dismissal for Students

Parent Conferences Elem/MS/HS

Parent Conferences Elementary Only

Professional Learning for Staff-No School

Early Dismissal for Students

Early Dismissal for Students and Staff

Thanksgiving Holiday

Early Dismissal for Students

Holiday Recess

Holiday Recess

Early Dismissal for Students

January 20

January 22

February 5

February 14 & 17

February 26

March 5

March 18 & 19

March 20

March 26

April 18

April 21-25

April 30

May 14

May 26

June 6 & 9

June 10

Martin Luther King Day

Early Dismissal for Students

Early Dismissal for Students

Winter Recess

Early Dismissal for Students

Professional Learning for Staff-No School

Parent Conferences Elem/MS/HS

Parents Conferences Elementary Only

Early Dismissal for Students

Good Friday

Spring Recess

Early Dismissal for Students

Early Dismissal for Students

Memorial Day

Early Dismissal for Students

Early Dismissal for Staff and Students

Note: The last day of school is tentatively June 10. If additional days are required for emergency/snow closures, they will be added to June, but not go beyond June 23. Should more days be needed, they will be deducted from the April 2025 vacation beginning with April 14<sup>th</sup>.

Milford Public Schools delayed start times will be **2 hours** after the regular start time for your school.

# MILFORD BOARD OF EDUCATION AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** December 11, 2023

**Prepared By:** Sean Brennan

**Presented By:** Patrick Bradbury

**Attachments:** List of Facilities Department Summer Projects – 2023 (4 pages)

**Subject:** Overview of Summer Projects – 2023

**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.

**Background:** Each summer the Facilities Department plans and performs most of the building and grounds projects when children and staff are out of school. There were many projects completed across the district over the last year and particularly during this past summer.

**Status:** A list of all projects will be presented to the Board of Education along with a presentation highlighting them.

**RECOMMENDATION:** None. For informational purposes only.

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

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



**MILFORD PUBLIC SCHOOLS  
MAINTENANCE DEPARTMENT SUMMER PROJECTS 2023**

<b><u>ALL SCHOOLS</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Clean and Wax (Used over 1,000 gallons of wax)	X				
HVAC Replace Filters and Clean Units	X				
Maintain over 300 Pieces of Grass and Snow equipment	X				
PM - 14 Air Compressors	X				
PM - 190 Roof-Top Air Handlers AC/ Heat /Split Systems	X				
PM - 275 Exhaust Fans	X				
PM - 60 Unit Ventilators	X				
Room air conditioning units - installed 205 units	X				
Set Up and Guide All Outside Contractors	X				
Snow Equipment Prep/Repair	X				
Asbestos Abatement Monitoring		Fuss & O'Neill	23-24	\$34,876.00	
Boiler Cleaning	X	Blake	23-24	\$11,809.00	
Carpet Cleaning		Patrick Family	23-24	\$2,543.00	
Emergency Lighting Testing		Encore	23-24	\$18,000.00	
Fire Alarm Testing & Repairs		Fire Tech	23-24	\$11,322.00	
Fire Sprinkler System Testing & Inspections		Mack Fire	23-24	\$8,695.00	
Fire Extinguishers Inspections & Repairs		Stuart White	23-24	\$5,212.00	
Kitchen Hoods Cleaned/Inspected		Stuart White/Kept	23-24	\$16,364.00	
Turf Field Cleaning		APW Enterprise	23-24	\$12,900.00	
Parking Lot - Line Painting		Arrow Line	23-24	\$15,800.00	
Playscape Inspections & Repairs		Trassig/NE Rec	23-24	\$12,400.00	
				<b>\$149,921.00</b>	<b>\$0.00</b>
<b>TOTAL - ALL SCHOOLS</b>				<b>\$149,921.00</b>	

<b><u>CALF PEN MEADOW</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Installed new/replacement playscapes		New England Rec			\$66,216.00
Replaced Main Office RTU	X	Sullivan/Quick Pick	23-24	\$975.00	
Parking lot line stripping		Arrow Line	23-24	\$1,025.00	
Tree work		Stonehill/Johnston/Mcallister	23-24	\$8,984.00	
Hardened Vestibule Completed					\$484,739.00
				<b>\$10,984.00</b>	<b>\$550,955.00</b>
<b>TOTAL - CALF PEN MEADOW</b>				<b>\$561,939.00</b>	

<b><u>LIVE OAKS</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Kitchen/Kitchen office renovations (new flooring, replaced overhead door, painted, new ceiling)		New England Yankee, Olympus, Spectrum, Fuss & O'Neill, Bob Mars, Crawford & Central CT Acoustics	23-24	\$44,148.00	
New dumpster pad		Edo	23-24	\$3,003.00	
Parking lot line stripping		Arrow Line	23-24	\$1,490.00	
Replaced two Bilco doors	X	Pace	22-23	\$5,400.00	
Tree Work		Johnston/Mcallister	23-24	\$7,615.00	
Hardened Vestibule Completed					\$597,188.00
				<b>\$61,656.00</b>	<b>\$597,188.00</b>
<b>TOTAL - LIVE OAKS</b>				<b>\$658,844.00</b>	

**MILFORD PUBLIC SCHOOLS  
MAINTENANCE DEPARTMENT SUMMER PROJECTS 2023**

<b><u>MATHEWSON</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Replace flooring in Room 4 & 31		Spectrum	23-24	\$13,020.00	
Installed new window roller shades in 10 classrooms		Bartholomew	23-24	\$11,243.00	
Parking lot line stripping		Arrow Line	23-24	\$975.00	
Tree work		Johnston	23-24	\$5,815.00	
Boiler Repairs		Tucker Mechanical	23-24	\$7,670.00	
Replacement of two playscapes		New England Rec			\$359,955.00
				<b>\$38,723.00</b>	<b>\$359,955.00</b>
<b>TOTAL - MATHEWSON</b>			<b>\$398,678.00</b>		

<b><u>MEADOWSIDE</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Repaired/replaced rear walkway and installed handicap ramps		Edo/Eastern Metal	23-24	\$9,859.00	
Tree work		Johnston	23-24	\$3,000.00	
New playscape installed, awaiting for mulch		New England Rec	23-24		\$287,436.00
				<b>\$12,859.00</b>	<b>\$287,436.00</b>
<b>TOTAL - MEADOWSIDE</b>			<b>\$300,295.00</b>		

<b><u>ORANGE AVENUE</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Replaced Main Office RTU	X			\$487.00	
Parking lot line stripping		Arrow Line	23-24	\$1,325.00	
Tree work		Johnston	23-24	\$3,000.00	
				<b>\$4,812.00</b>	<b>\$0.00</b>
<b>TOTAL - ORANGE AVENUE</b>			<b>\$4,812.00</b>		

<b><u>ORCHARD HILLS</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Parking lot project; added bus loop		Roma			\$1,156,100.00
Replaced Main Office RTU	X			\$487.00	
Tree work		Mcallister	23-24	\$1,600.00	
				<b>\$2,087.00</b>	<b>\$1,156,100.00</b>
<b>TOTAL - ORCHARD HILLS</b>			<b>\$1,158,187.00</b>		

**MILFORD PUBLIC SCHOOLS  
MAINTENANCE DEPARTMENT SUMMER PROJECTS 2023**

**PUMPKIN DELIGHT**

Project	In house	Outside Contractor	Budget Year	Total	City/CIP/State
Major renovation (City funds - 60% complete) Scheduled to be completed Fall of 2024		Nutmeg, Tecton & Various			\$11,105,964.00
Completed major move out; extensive cleaning and moving back in for the start of school	X	Meyer			\$59,609.00
Replaced ceramic tile in both Main Office and Nurse's Office bathrooms		Spectrum	23-24	\$2,990.00	
Window replaced in 2nd floor hallway		Eastern Glass	22-23	\$8,500.00	
Ordered new cabinets for Nurse's Office		Eastern Glass	23-24	\$7,004.00	
				<b>\$18,494.00</b>	<b>\$11,165,573.00</b>
<b>TOTAL - PUMPKIN DELIGHT</b>				<b>\$11,184,067.00</b>	

**EAST SHORE**

Project	In house	Outside Contractor	Budget Year	Total	City/CIP/State
Parking lot line stripping		Arrow Line	23-24	\$2,120.00	
HVAC repairs		Swan Associates/Tucker	23-24	\$16,263.00	
Replaced kitchen compressor		Tucker	23-24	\$6,945.00	
Tree work		Johnston	23-24	\$3,000.00	
				<b>\$28,328.00</b>	<b>\$0.00</b>
<b>TOTAL - EAST SHORE</b>				<b>\$28,328.00</b>	

**HARBORSIDE**

Project	In house	Outside Contractor	Budget Year	Total	City/CIP/State
Cleaned gutters		Turner	23-24	\$4,100.00	
Completed HVAC improvements (Grant Funds)		Blizzard	22-23	\$31,409.00	
Completed roof replacement punch list		Young	23-24	\$32,074.00	
Parking lot line stripping		Arrow Line	23-24	\$1,800.00	
Stair refurbishment		Spectrum	23-24	\$8,300.00	
				<b>\$77,683.00</b>	<b>\$0.00</b>
<b>TOTAL - HARBORSIDE</b>				<b>\$77,683.00</b>	

**THE ACADEMY**

Project	In house	Outside Contractor	Budget Year	Total	City/CIP/State
Replaced classroom door window blinds		Bartholomew	23-24	\$4,015.00	
				<b>\$4,015.00</b>	<b>\$0.00</b>
<b>TOTAL - ACADEMY</b>				<b>\$4,015.00</b>	

**MILFORD PUBLIC SCHOOLS  
MAINTENANCE DEPARTMENT SUMMER PROJECTS 2023**

<b><u>JOSEPH A FORAN</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Replaced kitchen walk-in cooler		CT Rest & Various	22-24	\$153,544.00	
Natatorium - Replaced 2 RTUs & Boiler #3		Action Air			\$788,939.00
Tree work		Mcallister/Johnston	23-24	\$23,555.00	
Removed/ordered one solar array		PowerPoint	23-24		\$141,000.00
Replaced 2/3 of the roof		Sitkown & Silver Petrucci			\$3,288,419.00
Started new football field entrance		Various			\$519,600.00
New field shed	X	Various			\$210,000.00
Ordered new teacher room exterior door		Eastern Glass	22-23	\$25,710.00	
New field lights		PowerPoint			\$72,700.00
Air handler repairs		Sartran	23-24	\$4,575.00	
Cooling tower walkway gate		RD Welding	22-23	\$6,697.00	
HVAC Repairs		Blake	23-24	\$10,125.00	
Repaired drainage behind baseball field		Johnston	23-24	\$6,020.00	
Parking lot line stripping		Arrow Line	23-24	\$3,450.00	
Boiler repairs		Tucker	22-23	\$15,905.00	
				<b>\$249,581.00</b>	<b>\$5,020,658.00</b>
<b>TOTAL - JOSEPH A FORAN</b>				<b>\$5,270,239.00</b>	

<b><u>JONATHAN LAW</u></b>					
<b>Project</b>	<b>In house</b>	<b>Outside Contractor</b>	<b>Budget Year</b>	<b>Total</b>	<b>City/CIP/State</b>
Football field pathway improvements		Stonehill	23-24	\$6,980.00	
New field lights		PowerPoint	23-24		\$82,080.00
Track refurbishments		Cape & Island			\$780,064.00
Replace four unit ventilators in Room 185, 197, 191 & 193 with two new rooftop units (which added AC to those rooms (Grant Funds)		R&R Mechanical Bell Simons	23-24	\$307,551.00	
Parking lot line stripping		Arrow Line	23-24	\$4,100.00	
Tree work		Mcallister	23-24	\$1,800.00	
				<b>\$320,431.00</b>	<b>\$862,144.00</b>
<b>TOTAL - JONATHAN LAW</b>				<b>\$1,182,575.00</b>	

**BOE      City/CIP/State**  
**\$979,574.00    \$20,000,009.00**

**Total Projects    \$20,979,583.00**

**MILFORD BOARD OF EDUCATION**

**AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 11, 2023

**Prepared By:** Sean Brennan

**Presented By:** Sean Brennan

**Attachments:** Cash Disbursements over \$1,500 for the Month of November 2023 (4 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 November 2023 and is attached for the Board's review.

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

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

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

**G/F CASH DISBURSEMENTS FOR NOVEMBER 2023 OVER \$1,500**

<b>FY NO.</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>ACCT</b>
24 233978	UNUM LIFE INSURANCE COMPANY	3,294.58	LONG TERM DISABILITY INS PREM-NOV 2023	2002
24 234364	HARTFORD LIFE INSURANCE CO	78,920.44	GROUP LIFE INSURANCE PREM-NOV 2023	2002
24 234062	H.D. SEGUR, INC	63,070.66	WORKERS COMP-PYMNT #4-2023-2024	2003
24 234389	TREASURER, CITY OF MILFORD	13,432.00	UNEMPLOYMENT COMPENSATION-2023-2024	2005
24 233904	ANTHEM BLUE CROSS/BLUE SHIELD	159,915.61	HEALTH INS PREM OVER 65-NOV 2023	2006
24 233905	ANTHEM BLUE CROSS/BLUE SHIELD	19,405.36	HEALTH INS PREM OVER 65-NOV 2023	2006
24 233932	HOOKE & HOLCOMBE INC.	2,900.00	ACTUARIAL SERVICES AND CONSULTING FEES-2023	2006
24 234022	BD OF ED RETIREE	2,797.20	MEDICARE REIMBURSEMENT	2006
24 234451	BD OF ED RETIREE	1,701.00	MEDICARE REIMBURSEMENT	2006
24 234226	BD OF ED RETIREE	1,860.18	REIMBURSE INTEREST ON TRB	2007
24 234273	SACRED HEART UNIVERSITY	7,650.00	FALL INTERN-JL	3212
24 233938	KAPLAN, MICHAEL D MD	3,200.00	SP ED PSYCH EVAL SERVICES 1 STDNT-OCT 2023	3231
24 234367	KAPLAN, MICHAEL D MD	3,200.00	SP ED-PSYCH EVAL-1 STDNT	3231
24 234457	ADAPT & LEARN LLC	3,000.00	SP ED-AT EVALUATION	3232
24 234474	CT PEDIATRIC NEUROPSYCHOLOGY ASSOC LLC	3,225.00	SP ED-PSYCH EVAL SERVICES 1 STDNT-SEP-OCT 2023	3232
24 234183	AAA NURSING CARE LLC	9,572.75	SP ED NURSING SERVICES-1 STDNT-OCT 2023	3235
24 234236	HEARING 4 ALL, LLC	3,450.00	SP ED AUDIOLOGY SERVICES-OCT 2023	3235
24 234239	INTERVENTION SERVICES LLC	1,830.00	SP ED STRUCTURED LITERACY TUTORING-1 STDNT-OCT 2023	3235
24 234456	ADAPT & LEARN LLC	1,750.00	SP ED-AT SERVICES AND CONSULTATION	3235
24 234471	CHESHIRE FITNESS ZONE LLC	3,900.00	SP ED-THERAPHY SERVICES-2 STDNTS-OCT 2023	3235
24 234354	BERCHEM MOSES PC	21,349.50	LEGAL FEES-HR, SP ED-NOV 2023	3302
24 234353	BARRCO AMERICAN WOOD PRODUCTS, INC.	4,750.00	DESIGN MILFORD MOBILE BUS LIBRARY-C/O	3304
23 233869	FUSS & O'NEILL, INC.	7,867.50	ABATEMENT MONITRG-KITCHEN COOLER/FREEZER-JF	3306
24 234047	CONNECTICUT BUSINESS SYSTEMS LLC	9,333.24	PRINTER PROG DESK TOP-SEP, NOV 2023,OVERAGES	3306
24 234077	LEXINGTON GROUP, INC (THE)	3,180.00	EMPLOYEE ASSISTANCE PROGRAM-DEC 2023-FEB 2024	3306
24 234107	VANCORD	2,010.00	CYBER SECURITY-IT-DISTRICT-NOV 2023	3306
24 234272	S/L/A/M COLLABORATIVE, INC THE	11,922.19	ENROLLMENT PROJ,DIST CAPACITY&UTILIZATION STDY-DIST	3306
24 234396	XEROX CORP FINANCIAL SVS	21,850.00	COPIER LEASE PAYMENT-11/4/23-12/3/23	3306
24 234503	OMNI DATA LLC	22,000.00	TIME BLOCK PROF SERVICES-IT	3306
24 234088	OMNI DATA LLC	1,800.00	HPE-ARUBA LICENSING SOFTWARE-IT	3308
24 234512	SOUTHERN CONNECTICUT GAS CO	20,922.23	GAS-DISTRICT SCHOOLS-OCT 2023	4101
24 234506	REGIONAL WATER AUTHORITY	6,795.02	WATER-CP,MEA,PD,LO,MAT,OH,JK,ACD,JL,JF-OCT 2023	4102
24 233920	CROWN LINEN SERVICE INC	3,801.96	MOP SERVICES-DISTRICT SCHOOLS-2023-2024	4200
24 233924	EVANS & SUTHERLAND COMPUTER CORP	11,000.00	PLANETARIUM MAINTENANCE-2023-2024-JF	4200
24 233955	OMNI DATA LLC	8,960.55	ARUBA SUPPORT-IT-2023-2024	4200
24 233956	OMNI DATA LLC	22,909.66	FORTIGATE 1000D YRLY RENEWAL-IT-2023-2024	4200
24 233975	TRASSIG CORP	5,200.00	SAFETY INSPECTION PLAYSCAPES-ELEMENTARY SCHL	4200
24 234248	KONE BROOKLYN	3,838.86	ELEVATOR SERVICE AGREEMENT-PD,ACAD,HS	4200
24 234368	KRONOS SAASHR, INC.	22,581.40	DEPOT EXCHANGE - EQUIP SUPPORT SERVICES-2024	4200
24 234490	IVY LEAGUE LANDSCAPING LLC	8,815.00	BASEBALL FIELD WORK-JF	4200,4305
24 233972	SULLIVAN INDUSTRIAL SERVICES LLC	2,980.00	REMOVE LACROSSE POLLS-JL, JF	4300
24 234380	RELIABLE FENCE	1,672.00	FENCE REPAIR-ES, JF	4300
24 234106	UNITED SEWER & DRAIN INC.	4,180.00	SEWER LINE REPAIRS-PD,JFK,JL,JF	4301
24 234182	A & S AUTO SERVICE	2,508.47	VEHICHL REPAIRS-MAINTENANCE-2023-2024	4302

24	234243	JOHNSON CONTROLS INC	3,078.80	CK YORK CHILLER AFTER BOILER FAILURE,REMG MOTOR-JF	4302
23	234410	NEW HAVEN BODY INC	6,348.00	SAND SPREADER - MAINTENANCE	4302
23	234409	CE NORTHEAST	2,248.00	RTU REPLACEMENT-JF	4303
23	234297	EASTERN GLASS CO, INC	8,500.00	REPLACE GLASS HALLWAY WINDOW-PD	4304
24	234270	RELIABLE FENCE	2,375.00	FENCE REPAIR-JF	4305
24	234285	TREASURER, CITY OF MILFORD	16,387.65	FUEL-BUSES, MAINTENANCE VEHICLES-OCT 2023	4306
24	233928	GRAINGER DIVISION OF W.W.GRAINGER, INC.	1,851.58	MAINTENANCE SUPPLIES-2023-2024	4307
24	234233	GRAINGER DIVISION OF W.W.GRAINGER, INC.	3,407.00	MAINTENANCE SUPPLIES-2023-2024	4307
24	234252	LOWE'S	2,648.10	MAINTENANCE SUPPLIES-2023-2024	4307
24	234283	TOWER EQUIPMENT CO INC	2,526.85	MAINTENANCE SUPPLIES-2023-2024	4307
23	234296	EAGLE LEASING COMPANY	2,189.41	TRAILER RENTAL-MAINTENANCE	4307
24	234476	EAGLE LEASING COMPANY	3,255.00	TRAILER RENTAL-MAINTENANCE	4307
24	234221	DUMOUCHEL PAPER COMPANY	4,821.70	CUSTODIAL SUPPLIES-2023-2024	4308
24	234458	ALLSTON SUPPLY CO INC	4,457.97	CUSTODIAL SUPPLIES-2023-2024	4308
24	234050	DURHAM SCHOOL SERVICES, LP	5,430.00	TRANSPORTATION-BOYS & GIRLS CLUB-OCT 2023	5100
24	234356	BRIDGEPORT BOARD OF EDUCATION	4,020.00	SP ED TRANSPORTATION-2022-2023	5100
24	234075	LASSE'S LIVERY	33,791.00	SP ED TRANSPORTATION-OCT 2023	5100,5101,5103
24	234102	STS TRANSPORTATION LLC	39,235.00	SP ED TRANSPORTATION-OCT 2023	5100,5102,5103
24	234280	STS TRANSPORTATION LLC	10,465.00	SP ED TRANSPORTATION-SEP-OCT 2023	5100,5103
24	234049	DURHAM SCHOOL SERVICES, LP	278,204.08	TRANSPORT-PUBLIC,PRIV,AQUA,LATE BUSES-OCT 2023	5100,5105,5108
24	234052	DURHAM SCHOOL SERVICES, LP	114,294.73	SP ED TRANSPORTATION-OCT 2023	5101
24	234089	PEOPLE TO PLACES, INC	10,452.40	SP ED TRANSPORTATION-SEP-OCT 2023	5101
24	234469	CAROL'S DESTINATION TRANSP/CAROL JONES	3,960.00	SP ED TRANSPORTATION-OCT 2023	5101
24	234070	JD TRANSPORTATION	28,260.00	SP ED TRANSPORTATION-OCT 2023	5101,5103
24	234212	COORDINATED TRANSPORTATION SOLUTIONS, IN	27,825.00	SP ED TRANSPORTATION-SEP 2023	5102,5103
24	234379	RELIA TRANSPORTATION LLC	23,293.50	SP ED TRANSPORTATION-OCT 2023	5102,5103
24	234241	JD TRANSPORTATION	4,738.00	SP ED TRANSPORTATION-OCT 2023	5103
24	234468	CAROL'S DESTINATION TRANSP/CAROL JONES	5,750.00	SP ED TRANSPORTATION ESY-JUL-AUG 2023	5103
24	234507	RELIA TRANSPORTATION LLC	9,140.00	SP ED TRANSPORTATION-OCT 2023	5103
24	234516	STS TRANSPORTATION LLC	2,730.00	SP ED TRANSPORTATION-OCT 2023	5103
24	234222	DURHAM SCHOOL SERVICES, LP	28,212.11	SPORTS TRANSPORTATION-JL, JF-OCT 2023	5104
24	234224	DURHAM SCHOOL SERVICES, LP	2,284.88	TRANSPORTATION FIELD TRIPS-DIST SCHOOLS	5106
24	234054	EAST RIVER ENERGY INC	16,644.86	DIESEL FUEL BUSES-OCT 2023	5107
24	234477	EAST RIVER ENERGY INC	14,993.23	DIESEL FUEL BUSES-NOV 2023	5107
24	234265	PITNEY BOWES BANK INC RESERVE ACCT	5,000.00	POSTAGE FOR METER-C/O	5400
24	234085	NEXTIVA INC.	15,677.07	CLOUD BASE PHONE SYSTEM-NOV 2023	5401
24	234203	CABLEVISION LIGHTPATH LLC	5,262.50	ETHERNET SERVICE-DISTRICT-NOV 2023	5401
24	234230	FRONTIER COMMUNICATIONS	4,524.19	TELEPHONE SERVICE-NOV 2023	5401
24	234478	FRONTIER COMMUNICATIONS	1,660.00	INTERNET SERVICE-NOV 2023	5401
24	233913	CAPITAL PREP HARBOR SCHOOL INC	37,386.00	SP ED TUITION-2 STDNTS-APR-2022, MAY-2023	5600
24	234044	CES-COOPERATIVE EDUCATIONAL SERVICES	6,886.00	SP ED TUITION-ESY-1 STDNT-SUMMER 2023	5600
24	234347	ACES AREA COOPERATIVE EDUC. SERVICE	76,341.80	SP ED TUITION-7 STDNTS-OCT-NOV 2023	5600
24	233930	GREENWICH EDUCATION GROUP LLC	51,143.40	SP ED TUITION-1 STDNT-DEP,PYMNT #1 OF 2-2023-2024	5601
24	233985	YALE UNIVERSITY TREASURY SERVICES	107,667.00	SP ED TUITION-14 STDNTS-AUG-SEP 2023	5601
24	234035	ADELBROOK	2,411.75	SP ED TUITION,SPEECH THERAPY-1 STDNT-AUG-ESY 23	5601
24	234066	HOPE ACADEMY	106,551.20	SP ED TUITION-5 STDNTS-OCT-NOV 2023	5601

24	234067	HOUSATONIC COMMUNITY COLLEGE	6,700.00	SP ED TUITION-FALL 2023	5601
24	234185	ADELBROOK	18,833.50	SP ED TUITION,SPEECH THERAPY-1 STDNT-AUG-SEP 2023	5601
24	234190	AMERICAN SCHOOL FOR THE DEAF	13,234.40	SP ED TUITION-1 STDNT-NOV 2023	5601
24	234191	ASPIRE LIVING & LEARNING, INC.	60,750.00	SP ED TUITION-5 STDNTS-OCT 2023	5601
24	234200	BOY'S & GIRL'S VILLAGE, INC	100,820.00	SP ED TUITION-7 STDNTS-OCT 2023	5601
24	234276	0106 SPECIALIZED EDUCATION OF CT, INC	49,227.92	SP ED TUITION-5 STDNTS-OCT 2023	5601
24	234464	BENHAVEN INC	7,187.50	SP ED TUITION-2 STDNTS-OCT 2023	5601
24	234472	CHILDREN'S CENTER OF HAMDEN INC	19,284.28	SP ED TUITION-2 STDNTS-OCT 2023	5601
24	234480	FUSION FAIRFIELD	10,228.96	SP ED TUITION-1 STDNT-SEMESTER-2 2023	5601
24	234483	GREENWICH EDUCATION GROUP LLC	89,994.60	SP ED TUITION-2 STDNTS-2ND PYMNT-2023	5601
24	234486	HOPE ACADEMY	39,476.70	SP ED TUITION-5 STDNTS-DEC 2023	5601
24	234492	KLINGBERG COMPREHENSIVE PROGRAM SERVICES	30,188.60	SP ED TUITION-3 STDNTS-OCT 2023	5601
24	234493	LEARNWELL; EL US LLC	1,543.52	SP ED TUITION-1 STDNT-NOV 2023	5601
24	234496	MELIORA ACADEMY, INC	15,223.00	SP ED TUITION-1 STDNT-JUL-OCT 2023	5601
24	234521	YALE UNIVERSITY TREASURY SERVICES	109,024.00	SP ED TUITION-11 STDNTS-OCT 2023	5601
24	233898	ACES AREA COOPERATIVE EDUC. SERVICE	186,060.00	ECA TUITION-30 STUDENTS-2023-2024	5602
24	233916	CES-COOPERATIVE EDUCATIONAL SERVICES	24,832.50	SP ED MAGNET SCHL TUITION-7 STDNTS-PYMNT #-23-24	5605
24	233912	BRIDGEPORT BOARD OF EDUCATION	87,000.00	MAGNET SCHOOL TUITION-29 STDNTS-2023-2024	5606
24	234036	AMAZON.CAPITAL SERVICES	2,829.83	NON/INST SUP-JF,HS,ES,WS,PD,JK,OH,JL,LO	6100,6110
24	234187	AMAZON.CAPITAL SERVICES	2,605.84	NON/INST SUP-OH,JK,PPS,CP,JF,ACD,PD,MAT,ES,JL,INST DIV,IT	6100,6110
24	234275	SHOPRITE	1,718.05	NON/INST SUP-JL,ACAD,JF	6100,6110
24	233945	MILFORD FOOD SERVICE	2,650.00	NON-INST SUP, ACAD, INSTRUC DIV, JL	6100,8200
24	233900	AMAZON.CAPITAL SERVICES	3,550.43	NON/INST SUP-JF,JK,OH,ES,MEA,HS,INST DIV,MA,C/O,ACD,PD	6100/6110
24	233910	BLICK ART MATERIALS	2,413.79	INSTRUC SUP-WS,JF,HS	6110
24	234043	BLICK ART MATERIALS	1,620.03	INSTRUC SUP-WS,JF,ES	6110
24	234065	HOME DEPOT	2,858.00	INSTRUC SUP-WS,ES,JL,HS	6110
24	234197	BLICK ART MATERIALS	2,013.41	INSTRUC SUPPLIES-JL, JF, WS	6110
24	234277	STAPLES CONTRACT & COMMERCIAL LLC	1,875.19	INSTRUC SUP-CP,JL	6110
24	233959	NCS PEARSON, INC	7,413.94	TESTING MATERIAL-SP ED	6422
24	234393	WESTERN PSYCHOLOGICAL SERVICES	2,964.50	W-605S ADOS-2 SOFTWARE KITS-SP ED	6422
24	233947	MUSIC FIRST	1,749.00	MUSICFIRST PERFORMANCE BUNDLE-JF-2023-2024	6902
24	234084	N2Y, LLC	9,824.80	NEW2YOU,UNIQUE LEARN,SYMBOLSTIX RENWL-PPS-24-25	6902
24	234207	CENGAGE LEARNING/GALE INC	21,050.48	GALE IN CONTEXT SUBSCRIPTION 2023-2024-JF, JL	6902
24	234510	SECURLY INC	7,300.00	E-HALLPASS PREM,IMPLMENTION-ES,WS,HS,JF, JL	6902
24	234520	VEX ROBOTICS INC	15,313.12	V5 WORKCELL,STORAGE RACK,KIT-JL, JF	7310
24	233931	HEWLETT-PACKARD FINANCIAL SERVICES	130,933.45	COMPUTER LEASE-YEAR 1 OF 5-DISTRICT SCHOOLS	7350
24	234281	TAMCO CAPITAL CORP	2,012.00	VIDEO SURVEILLANCE SERVER LEASE-DEC 2023	7350
24	234234	HAMDEN PUBLIC SCHOOLS	1,970.00	PE, HEALTH TEACHERS PROF DEV-REGISTRATION FEES	8111
24	234375	PBL WORKS	14,800.00	WORKSHOPS-INSTRUC DIV	8111
24	234196	BLANCHETTE SPORTING GOODS, INC	1,920.00	SPORTS SUPPLIES-JF	8205



**GRANTS CASH DISBURSEMENTS FOR NOVEMBER 2023 OVER \$1,500**

FY	NO.	VENDOR	AMOUNT	DESCRIPTION	GRANT	ACCT
24	234126	BARB GOLUB CONSULTING INC	5,000.00	PROF DEVELOPMENT SERVICES-DISTRICT	23	3220
24	234127	DYLAN'S WINGS OF CHANGE	8,000.00	ANNUAL PROG SUP,REFRESH TRAINING-WS,ES,HS	23	3220
24	234291	MILFORD BOARD OF EDUCATION	1,840.85	BENEFITS ON GRANT 23 THRU PAYROLL 11/22/23	23	2100
24	234295	WIPEBOOK CORPORATION	1,961.35	INSTRUC SUP-INSTRUC DIV	23	6110
24	234404	LITERACY RESOURCES LLC	1,922.40	INSTRUC SUP-SP ED	23	6110
24	233868	MILFORD BOARD OF EDUCATION	10,762.43	BENEFITS ON SALARY	55	2100
24	234405	MILFORD BOARD OF EDUCATION	7,796.43	BENEFITS ON SALARY THRU 11/22/23	55	2100
24	234129	MILFORD BOARD OF EDUCATION	9,536.75	BENEFITS ON RTL SALARIES THRU 11/9/23	73	2100
24	233866	MILFORD BOARD OF EDUCATION	69,671.94	REIMB SAL TITLE-1 TCHRS,BNFTS ON SAL	80	1111,2100
24	234406	MILFORD BOARD OF EDUCATION	2,346.53	BENEFITS ON SALARY PAID THRU 11/22/23	80	2100
24	233863	DURHAM SCHOOL SERVICES, LP	2,741.90	SP ED TRANSPORTATION-SEP 2023	98	5100
24	233994	DURHAM SCHOOL SERVICES, LP	2,741.90	SP ED TRANSPORTATION-OCT 2023	98	5100

**MILFORD BOARD OF EDUCATION  
AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 11, 2023

**Prepared By:** Ms. Kopazna

**Presented By:** Ms. Kopazna

**Attachments:** Talent Management & Development Monthly Report for December 2023

**Subject:** Talent Management & Development 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>Principal</u>	<u>The Academy</u>	<u>Until Filled</u>
<u>Assistant Coach - Girls Basketball</u>	<u>Joseph A. Foran High School</u>	<u>Until filled</u>
<u>Head Coach Girls Lacrosse</u>	<u>Joseph A. Foran High School</u>	<u>until filled</u>
<u>Volunteer Boys Hockey Coach</u>	<u>Jonathan Law High School</u>	<u>12/13/2023</u>
<u>Art Therapist</u>	<u>John F. Kennedy Elementary</u>	<u>Until filled</u>
<u>Certified Nurse Assistant Program Instructor</u>	<u>Milford Public Schools</u>	<u>until filled</u>
<u>Science Teacher</u>	<u>The Academy</u>	<u>Until filled</u>
<u>Temporary Custodian</u>	<u>Milford Public Schools</u>	<u>until filled</u>
<u>Middle School Numeracy Specialist</u>	<u>East Shore Middle School</u>	<u>Until filled</u>
<u>Purchasing Agent</u>	<u>Parsons Complex</u>	<u>Until filled</u>
<u>Long Term Substitute Social Worker</u>	<u>Pumpkin Delight Elementary</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>Long Term High School Science Substitute Teacher</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>

<u>Long Term High School Science Substitute Teacher</u>	<u>The Academy</u>	<u>Until Filled</u>
<u>Long Term Paraprofessional Substitute</u>	<u>Jonathan Law High School</u>	<u>Until filled</u>
<u>Long Term Reading Teacher Substitute</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Long Term Special Education Substitute Teacher</u>	<u>Jonathan Law High School</u>	<u>until filled</u>
<u>Long Term Substitute Health Teacher</u>	<u>Joseph A. Foran High School</u>	<u>Until filled</u>
<u>Long Term Substitute Physical Education Teacher</u>	<u>John F. Kennedy Elementary</u>	<u>Until Filled</u>
<u>Long Term Substitute School Counselor</u>	<u>Pumpkin Delight Elementary</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 Social Worker, School Counselor or School Psychologist</u>	<u>East Shore Middle School</u>	<u>Until filled</u>
<u>Long Term Substitute Spanish Teacher</u>	<u>Joseph A. Foran High School</u>	<u>Until filled</u>
<u>Long Term Substitute Teacher Leader</u>	<u>Pumpkin Delight Elementary</u>	<u>Until filled</u>
<u>Paraprofessional Substitutes</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Substitute Teachers</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Bus Paraprofessional</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Food Service General Worker</u>	<u>Harborside Middle School</u>	<u>Until filled</u>
<u>Food Service General Worker</u>	<u>Joseph A. Foran High School</u>	<u>Until filled</u>

<u>Food Service General Worker</u>	<u>Jonathan Law High School</u>	<u>12/12/2023</u>
<u>Food Service General Worker Foran 3.25 hrs/day</u>	<u>Joseph A. Foran High School</u>	<u>Until Filled</u>
<u>Food Servicer General Worker</u>	<u>Meadowside Elementary</u>	<u>Until Filled</u>
<u>On-Call Substitute Food Service Staff</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Paraprofessional</u>	<u>Calf Pen Meadow Elementary</u>	<u>Until filled</u>
<u>Paraprofessional / Driver</u>	<u>The Academy</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>Milford Public Schools</u>	<u>Until filled</u>
<u>Special Education Paraprofessional</u>	<u>Orchard Hills Elementary</u>	<u>Until filled</u>
<u>Special Education Paraprofessional</u>	<u>Mathewson Elementary</u>	<u>Until filled</u>
<u>Special Education Paraprofessionals</u>	<u>Milford Public Schools</u>	<u>Until Filled</u>
<u>Database Support Specialist</u>	<u>Milford Public Schools</u>	<u>12/06/2023</u>

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

<b>Job</b>	<b>Department</b>	<b>Building</b>	<b>Last</b>	<b>First</b>	<b>Effective Date</b>
Building Substitute	Regular Programs	Meadowside	Kieran	Margaret	11/15/2023
Substitute Teacher	Regular Programs	District	Terry	Kristen King	11/17/2023
Assistant Teacher	Ready To Learn	Pumpkin Delight	Bawanker	Prerana	11/27/2023
Substitute Teacher	Regular Programs	District	Frazao	Tiago	11/28/2023
Substitute Teacher	Regular Programs	District	Corra	Melina	11/28/2023
Paraprofessional	PPS	Orchard Hills	DellaVecchia	Tracy	11/30/2023
Substitute Teacher	Regular Programs	District	Fournaris	Christine	12/1/2023
Associate Director	Talent Management and Development	Parsons	Luby	Julie	1/2/2024
Paraprofessional	ESOL	Orange Avenue, Calf Pen, Mathewson	Mohrmann	Rosa	12/4/2023
ISS Monitor Substitute	ISS Monitors	West Shore	Gamsu	Olivia	12/4/2023

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

Last	First	Job	Department	Building	Effective Date	Reason
Prete	Christina	Substitute Teacher	Regular Programs	District	11/15/2023	Resignation
Piccirillo	Antoinette	Paraprofessional	PPS	Calf Pen	11/22/2023	Resignation
Oparyk	Nataliia	Lunch Aide	Cafeteria Supervision	Pumpkin Delight	12/1/2023	Resignation
Testa	Samantha	Paraprofessional	PPS	Orchard Hills	12/22/2023	Resignation

**MBOE - Stipend Appointments**

Job	Building	Last	First	Effective Date
Drama Coach	West Shore	Reid	Sari	8/30/2023
Assistant Indoor Track Coach	Jonathan Law	Colon	Victor	11/30/2023



# **MILFORD BOARD OF EDUCATION AGENDA ITEM**

**For Consideration by the Board of Education at the Meeting of:** December 11, 2023

**Prepared By:** Ms. Kopazna

**Presented By:** Ms. Kopazna

**Attachments:** Annual Talent Management & Development Report

**Subject:** Annual Talent Management & Development Report for 11/1/2022 through 10/31/2023

**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 year, we outline the annual work of the Talent Management & Development Department as it relates to the main functions of our operation and as it supports the district's mission and vision.

**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 #**\_\_\_\_\_



# MILFORD PUBLIC SCHOOLS

70 West River Street ♦ Milford, CT 06460

**Wendy Kopazna**

Director of Talent Management & Development

[wkopazna@milforded.org](mailto:wkopazna@milforded.org)

Phone: (203) 783-3403

FAX: (203) 783-3434

## **Annual Summary of Talent Management & Development Activity**

**(For the time period of 11/1/2022—10/31/2023)**

### **Staffing**

- Two hundred sixty-two positions were posted this year. We continue to use a variety of online employment sites ([www.milforded.org](http://www.milforded.org), [www.cea.org](http://www.cea.org), [www.ctreap.net](http://www.ctreap.net), [K12JobSpot.com](http://K12JobSpot.com), and [Indeed.com](http://Indeed.com), to name a few) as the primary recruitment source.
- The average number of days to fill MPS vacancies is 31, and we receive an average of 35 **new** applicants weekly.
- Processed approximately 3,449 applications for the 262 jobs posted. Some of these applications were duplicate submissions, as some applicants applied for multiple positions throughout the year.
- Two hundred sixty-four employees were processed as new hires this year. Background screenings through fingerprinting, Tuberculosis testing, and mandated DCF and Educational Employer Verification checks were conducted for each new hire. The new hire onboarding process is 100% paperless; however, numerous additional state training mandates have made the process lengthy for new hires.
- Continue to conduct the fingerprinting process in-house. The previous results were returned to us by U.S. mail in approximately four months, whereas now, we receive the results electronically in an average of eight hours.
- More than 3,800 Payroll Action Notices (PANs) were processed this year. A PAN signifies a request for a 'personnel action' (such as transfers, pay increases, stipend additions, new hires, resignations, and more). PANs are processed each day electronically.
- There are 11 interns assisting the district this year, compared to 13 last year and 22 the year before. Unfortunately, this is consistent with the teacher shortage issue and indicates that we can predict future shortages since one of the pipelines appears to be slowing down. We have only placed seven student teachers this year (10 last year) who worked with our cooperating teachers as a part of their teacher certification process. In other areas, such as social work and speech, we have expanded the use of interns. We partner with the following universities for these programs: Quinnipiac University, University of

Bridgeport, Sacred Heart University, Southern Connecticut State University, Fairfield University, and the University of Connecticut (UConn).

- The staffing shortages felt elsewhere in the state have yet to leave MPS untouched. However, we are faring well in comparison with others. Our per diem pay for substitute teachers was increased to \$140, which has helped us attract and retain staff in this area. Currently, we have approximately 122 in the system, but we continue our efforts to expand our pool of substitute staff members. The continued use of building substitutes again this year has helped our schools with substitute coverage. We currently employ 17 building substitutes, allowing one per elementary school and one for every school in which we could not place an intern. We will continue adding per diem and building substitutes throughout the year to address daily absence coverage.
- The first MPS Resident Teacher was hired through the TRP–Teacher Residency Program--the alternative route to the certification program designed to diversify our elementary teaching staff. Our new teacher is doing wonderfully and has acclimated to having her own classroom. Knowing what we now know, we are ready to re-engage in this partnership for the 2025/2026 school year!

### **Employee Benefits/Leaves of Absence**

- Administered benefits for vacations, leaves of absence, holidays, and work schedules.
- Processed approximately 102 Leaves of Absence for employees over the past year, many of which required us to recruit and hire a long-term substitute for the classroom.
- Designed and communicated insurance program information to all employees. The district has approximately 1,707 employees (1,004 active and 703 retired) covered by our medical and life insurance plans.
- Provided counsel and advice to employees about benefits, leaves of absence, and maternity leaves.

### **Labor/Employee Relations**

- Contract negotiations were completed this past year for the following union groups: Security Guards, Paraeducators, and Secretaries.
- Handled and participated in various employee discipline meetings, grievance investigations, and hearings with multiple bargaining units.

### **Employee Services/Training**

- Counseled and advised employees, investigated complaints, and referred employees to the Employee Assistance Program (EAP).
- Title IX issues and investigations continue to be labor intensive due to the relatively new regulations. All cases are required to be documented, researched, investigated, and completed. The process involves a team of staff members from the TMD department, instructional supervisors, principals, and legal counsel. Depending on the case's

particulars, it can take anywhere from one month up to six or more months. We continue to navigate each case successfully.

- Teachers new to Milford were brought in before the start of the school year for “Milford Teacher Academy” (MTA) so they could be oriented to the MPS vision, mission, and goals. This year’s class participated in “1D4D1” (One Day for Day One) at the Beardsley Zoo, which was a smashing hit!
- New teachers were supported through the Teacher Education and Mentoring Program (TEAM), a state-mandated program designed to promote excellence, equity, and high achievement for Connecticut students by engaging teachers in purposeful exploration of professional practice through guided support and personal reflection. There are 16 teachers currently enrolled in the TEAM program. New teachers participating in TEAM were oriented in October and have completed their first of five modules.
- Twenty MPS teachers were recruited and approved to be trained as TEAM mentors. All were trained in June. This training allows them to be TEAM mentors to our new teachers and will enable them to take student teachers into their classrooms.
- Led the district process to select the Teacher, Para, and Parent of the Year for the MPS, which is always a lovely recognition event highlighting the incredible talent at MPS.

## **Record Keeping**

- The department maintains data and confidential records on all current and former employees, both paper and electronic, through the employee database (Alio) and PowerSchool. Efforts continue to establish electronic personnel files for all employees in Frontline Central and Google. All new hires since the summer of 2021 (two full years) have 100% paperless personnel files. The project to scan and digitize other personnel files continues when the budget allows.
- The department is responsible for issuing employee identification/payroll badges for all district employees. This ensures that employees are given an email, provided access to our copiers, assigned door codes at their work location, and their hours worked are tracked, if applicable.
- The department records and monitors employee absences through the Frontline absence management system.
- Responded to third-party requests for information on current and former employees (to other districts, auditors, insurance companies, attorneys, banks and mortgage companies, unions, etc.).
- Updated and monitored certificates for certificated employees (teachers, administrators, long-term substitutes, and athletic coaches). We assisted with certification issues that arose with our staff. Milford is 100% compliant with the state for teacher certifications, even in this time of teacher shortage when districts are forced to creatively staff positions.

## **Research/Reporting**

- Compiled data to respond to requests from the government and other school districts and agencies.
- Prepared annual federal and state reports. One of these state reports attests to the district's compliance with our teacher and administrator certification. We are again in compliance in this area.
- Prepared district responses to unemployment claims and appeals. The number of fraudulent claims continues, but our employees are contacted immediately upon receipt of a claim with their name on it.
- Responded to many Freedom of Information requests from the public and have complied with new legislation concerning disseminating union information.

#### **Other items worth noting**

- The department is still in the process of rebranding and getting the right people in the right spots. We have had many shifts in staffing over the past seven months:
- Carol Altieri, our HR Specialist, retired in May, and Angela Intelisano replaced her on 6/12/23 as the Talent Acquisition Specialist.
- Angela Intelisano, the HR Assistant, transferred to her new position, and Heather Petrie replaced her on 7/1/23 as the Talent Management & Development Coordinator.
- Heather Petrie, our HR Secretary, was transferred to her new role, and Bethany Freeman replaced her on 9/12/23 as the TMD Department Secretary.
- Maria Benedetti, our Benefits Supervisor, retired in October, and Diana Daniels replaced her on 10/2/23.
- The Assistant Director of TMD position was posted in mid-July, and after a long series of interviews, we are very close to filling this position!
- I look forward to sharing our progress here in TMD with you once everyone is on board and fully acclimated into their new roles. We look forward to enhancing, supporting, and complementing the district's core priorities.

#### **\*\*SPOTLIGHT—New Hires from 11/1/22 through 10/31/23**

We had a very busy summer hiring season, which has extended well into the fall and is now nearly complete. We currently have three teacher openings and are continuing to search while we have long-term substitutes in place.

Teachers—We hired 57 new teachers this year, 50 this summer, and seven from last year. These 57 teachers represent 22 distinct certification areas. They come from 26 different towns/cities in CT. Fifteen are Milford residents.

Administrators—We hired **seven** Administrators: **Marissa Acampora** (Instructional Supervisor for Equity and Engagement) in January, **Sean Brennan** (Assistant Superintendent of Business and Operations) in May, **Jen Stewart** (Director of PPS) in June, **Amy Rizzo** (Principal of JFK) also in June, and **Lindsay Sulzycki** (Assistant Principal of Jonathan Law), **Amy Farotti** (Assistant Principal of Jonathan Law), and **Steve Autieri** (Assistant Superintendent of Teaching and Learning) all who started in August, before the school year began.

Resignations/Retirements—There were ten teacher retirements this past year, which is considerably lower than average. There were also 43 teacher resignations this year, which is a bit higher than usual. We had one teacher layoff; unfortunately, 2 of our beloved teachers passed away this school year.

# MILFORD BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** December 11, 2023

**Prepared By:** Sean Brennan.

**Presented By:** Sean Brennan

**Attachments:** None

**Subject:** Acceptance of the Security Upgrade Project – Hardened Entranceway at Calf Pen Meadow Elementary School as 100% complete (State Project # 084-0215-A)

**Connection to Milford Public Schools Commitments:**

Commitment #3: We are committed to creating and maintaining a safe and secure climate that promotes a supportive academic, social, emotional and physical learning environment.

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**Background:** On May 10, 2021 the Board of Education approved the Educational Specifications for the Security Upgrade Project – Hardened Entranceway at Calf Pen Meadow Elementary School. The project was assigned to the Permanent School Facilities Building Committee by the Board of Aldermen on August 2, 2021 to manage the project.

**Status:** The Permanent School Facilities Building Committee has accepted the Security Upgrade Project – Hardened Entranceway at Calf Pen Meadow Elementary School as 100% complete on November 16, 2023. The Board of Education must also accept the project as complete. This action is necessary for the City of Milford to receive final state grant reimbursement and close out the project.

**RECOMMENDATION:** The Milford Board of Education accepts the Security Upgrade Project – Hardened Entranceway at Calf Pen Meadow Elementary School (State Project #084-0215-A) as 100% complete.

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

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

# MILFORD BOARD OF EDUCATION

## AGENDA ITEM

**For Consideration by the Board of Education at the Meeting of:** December 11, 2023

**Prepared By:** Sean Brennan

**Presented By:** Sean Brennan

**Attachments:** None

**Subject:** Acceptance of the Security Upgrade Project – Hardened Entranceway at Live Oaks Elementary School as 100% complete (State Project # 084-0214-A)

**Connection to Milford Public Schools Commitments:**

Commitment #3: We are committed to creating and maintaining a safe and secure climate that promotes a supportive academic, social, emotional and physical learning environment.

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**Background:** On May 10, 2021 the Board of Education approved the Educational Specifications for the Security Upgrade Project – Hardened Entranceway at Live Oaks Elementary School. The project was assigned to the Permanent School Facilities Building Committee by the Board of Aldermen on August 2, 2021 to manage the project.

**Status:** The Permanent School Facilities Building Committee has accepted the Security Upgrade Project – Hardened Entranceway at Live Oaks Elementary School as 100% complete on November 16, 2023. The Board of Education must also accept the project as complete. This action is necessary for the City of Milford to receive final state grant reimbursement and close out the project.

**RECOMMENDATION:** The Milford Board of Education accepts the Security Upgrade Project – Hardened Entranceway at Live Oaks Elementary School (State Project #084-0215-A) as 100% complete.

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

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



**Milford Board of Education**

**Business Meeting and Live Streamed on YouTube**

**Meeting Minutes**

November 13, 2023

**Board members present:**

Katherine Alling  
Adam De Young  
Meghan Doyle  
Susan Glennon (Board Chair)  
Tracey Irby  
Gary Peluchette  
Cindy Wolfe Boynton

**Administration present:**

Dr. Anna Cutaia  
Steven Autieri  
Sean Brennan  
Louis Giancola  
Jennifer Stewart

**Board members absent:**

Andrew Fowler (work - excused)  
Emily McDonough Souza (maternity  
leave - excused)  
Una Petroske (sick - excused)

**I. CALL TO ORDER**

Ms. Glennon called the board meeting to order at 7:01 p.m. in Parsons's Board of Education room. By a roll call, seven (7) Board members were present.

**II. STUDENT REPORTS**

Ike Opayemi and Liam Valvo updated the Board on the activities at Jonathan Law. Julian Sevillano updated the Board on activities at Foran.

**III. PUBLIC COMMENT**

Mary Oakes - 30 Darina Place - Ms. Oakes said she attended the October 27th meeting where the results of the facilities study were presented. She is thrilled that the city did not cut the budget so deeply. No elementary school can be closed.

**IV. CHAIR'S REPORT**

Ms. Glennon thanked the outgoing Board members for their support and work over this past term. She called attention to Mr. De Young's lengthy tenure. In closing, she told the whole Board they should be proud of their accomplishments over the past term.

Dr. Cutaia extended her gratitude to the outgoing Board members for their commitment to the staff and schools.

**V. SUPERINTENDENT'S REPORT**

Dr. Cutaia asked to strike Item D. Talent Management and Development Annual Report and move it to

the December 11th Board meeting due to Ms. Kopazna's absence.

**Instructional Highlight: World Language**

Mr. Autieri introduced the staff members in attendance who would be participating in the presentation. The attendees were Mrs. Mauro, Mrs. Breuer, Mrs. Acampora, and Jonathan Law World Language chairperson, Mr. Matthew McPartland.

Mr. McPartland conducted a proficiency-based learning exercise with the Board that focused on world language learners being involved in immersive communication through an approach that uses methods students can understand. For example, using hand signals, pictures, drawings, movies, etc. Additionally, Mr. McPartland shared his experience from a recent professional learning that was led by *La Maestra Loca* using the same concept of teaching and acquiring language through acquisition driven instruction. He told the Board that he was able to comprehend some Mandarin at the completion of the day.

The team provided an update on the work being done in the district, including its correlation to the Vision of the Learner, High Quality Instruction, Equity Framework, and reviewing results from a recent student survey in grades 5-8.

Looking ahead, World Language middle school instruction will move away from an exploratory program to a full-year immersion. By 2026, all PreK-8 will be proficiency-based and aligned to the American Council on the Teaching of Foreign Languages (ACTFL) recommendations.

Board members asked questions and offered comments.

**Transportation Report**

Mr. Brennan 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 4,097 students.

Mr. Brennan answered questions from the Board.

**Disbursements Report**

Mr. Brennan presented the Disbursement Report for October.

**Talent Management and Development Report**

Dr. Cutaia presented the Talent Management and Development Report for October. The report includes personnel changes, job postings, retirements, resignations/terminations, and stipend appointments.

Ms. Glennon asked for clarification of the girls' basketball coach being on the stipend and the resignation lists. The Administration will follow up on the question.

**VI. NEW BUSINESS**

Mr. Brennan provided the Board with background information on two HVAC projects, 1) Foran High School and 2) The Academy. In February 2021, the Board of Aldermen approved a Bond Authorization for HVAC Improvements in the District. A portion of these funds were used to complete this project last summer. The State of Connecticut has established the HVAC Indoor Air Quality Grant Program for public schools that allows school districts to apply for partial reimbursement for any such project that was commenced on or after March 1, 2020. The Academy and Foran's projects meet the requirements of the program. The Board is required to approve the education specifications for the HVAC projects so the administration can apply for reimbursement, which will go to the city.

Mr. De Young made a motion that the Milford Board of Education Approves the Educational Specifications for the HVAC Improvements project at The Academy. Mr. Peluchette seconded the motion. The motion passed unanimously.

Mr. De Young made a motion that the Milford Board of Education Approves the Plans, Specifications, and Estimates for the HVAC Improvements project at The Academy. Mr. Peluchette seconded the motion. The motion passed unanimously.

Mr. De Young made a motion that the Milford Board of Education Approves the Educational Specifications for the HVAC Improvements project at Joseph A. Foran High School. Mr. Peluchette seconded the motion. The motion passed unanimously.

Mr. De Young made a motion that the Milford Board of Education Approves the Plans, Specifications, and Estimates for the HVAC Improvements project at Joseph A. Foran High School. Mr. Peluchette seconded the motion. The motion passed unanimously.

## **VII. CONSENT AGENDA ITEMS**

Mr. De Young made a motion that the Milford Board of Education approve the Consent Agenda Items:

Consideration of Minutes:

October 9, 2023 Business Meeting

October 23, 2023 Committee of the Whole Meeting

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

## **VIII. BOARD COMMENT**

Mr. De Young thanked the Board for the experience of being on the Board for the last six years. Ms. Glennon has remained constant and he has appreciated her counsel. The Administration has done a wonderful job.

Ms. Alling thanked everyone for their support and is excited to see the school district's direction going forward.

Mr. Peluchette said it has been an honor and privilege to serve as an advocate for education.

Ms. Doyle thanked the outgoing Board members for their guidance, input, and knowledge. She is looking forward to moving Milford forward.

Ms. Glennon echoed her comments from her Chair's report. The Board should be proud of the work that has been accomplished. She is grateful for the collaboration of all ten Board members.

## **IX. ADJOURNMENT TO EXECUTIVE SESSION FOR DISCUSSION OF SALARIES OF NON-CERTIFIED/NON-UNION EMPLOYEES**

Mr. De Young made a motion that the Milford Board of Education adjourn to executive session for the discussion of salaries for non-certified/non-union employees. Invited to the session are Dr. Anna Cutaia and Mr. Sean Brennan. Mr. Peluchette seconded the motion. The motion passed unanimously. (8:31

p.m.)

**X. RECONVENE**

Ms. Glennon called the meeting back to order at 9:03 p.m.

**XI. APPROVAL OF SALARIES FOR NON-CERTIFIED/NON-UNION EMPLOYEES**

Mr. De Young made a motion that the Milford Board of Education approve the sum of \$185,390 to be used for salary increases for non-union employees at the discretion of the Superintendent. Mr. Peluchette seconded the motion. The motion passed unanimously.

**XII. ADJOURNMENT**

Mr. De Young made a motion to adjourn. Mr. Peluchette seconded. Seeing no objections, Ms. Glennon adjourned the meeting at 9:04 p.m.

Recording Secretary:

\_\_\_\_\_  
Mrs. Pam Griffin

**Milford Board of Education**  
**Organizational Meeting Minutes**

November 27, 2023

**Board members present:**

Meghan Doyle  
Scott Firmender  
Susan Glennon  
Tracey Irby  
Thomas Koba  
Loren Mahler  
Una Petroske  
Christina Prete  
Michael Smith  
Cindy Wolfe Boynton

**Administration present:**

Dr. Anna Cutaia  
Steven Autieri  
Sean Brennan  
Louis Giancola  
Wendy Kopazna  
Jennifer Stewart

**I. CALL TO ORDER**

Dr. Cutaia called the organizational meeting to order at 7:01 p.m. in the Board of Education room at the Parsons Government Complex, followed by the Pledge of Allegiance being recited by all.

**II. MATTERS OF ORGANIZATION**

Dr. Cutaia asked if there were any nominations for Board Chair.

Ms. Doyle nominated Ms. Glennon to be the Chair. Mrs. Petroske seconded the motion.

No other nominations were made.

Dr. Cutaia asked each Board member to submit a written ballot indicating “yes” or “no” for Ms. Glennon for Chair. All ballots were then collected by Mrs. Griffin.

All ten ballots voted a “Yes” for Susan Glennon as the Board Chair. Dr. Cutaia announced by a unanimous vote (10-0) that Ms. Glennon is the Board Chair.

Dr. Cutaia turned the meeting over to Ms. Glennon.

Ms. Glennon said she is looking forward to working with the Board and the Administration.

She then confirmed Ms. Petroske would be the Majority Leader and Ms. Prete will serve as the Minority Leader.

Being no further business, Ms. Glennon asked for a motion to adjourn.

### III. ADJOURNMENT

Mrs. Petroske made a motion to adjourn. Ms. Doyle seconded. The motion passed unanimously.

The meeting was adjourned at 7:03 p.m.

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

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

**Milford Board of Education**  
**Orientation Special Meeting Minutes**

November 27, 2023

**Board members present:**

Meghan Doyle  
Scott Firmender  
Susan Glennon (Board Chair)  
Tracey Irby  
Thomas Koba  
Loren Mahler  
Una Petroske  
Christina Prete  
Michael Smith  
Cindy Wolfe Boynton

**Administration present:**

Dr. Anna Cutaia  
Steven Autieri  
Sean Brennan  
Louis Giancola  
Wendy Kopazna  
Jennifer Stewart

**Others present:**

Floyd Dugas, Esq.

**I. CALL TO ORDER**

Ms. Glennon called the special meeting to order at 7:11 p.m. in the Reading Conference Room at the Parsons Government building.

**II. LEGAL ORIENTATION**

Board Attorney Floyd Dugas conducted a legal orientation workshop for the Board, reviewing Connecticut General Statutes that pertain to the Board and the roles and responsibilities of the Board.

**III. OVERVIEW OF MAJOR DIVISIONS IN THE SCHOOL SYSTEM**

Dr. Cutaia and her Cabinet provided the Board with an overview of the instructional and operational divisions of the Milford Public Schools.

**IV. ADJOURNMENT**

Ms. Wolfe Boynton made a motion to adjourn. Ms. Mahler seconded.

Seeing no objections, Ms. Glennon adjourned the meeting at 9:21 p.m.

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