

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE:	June 2, 2015
TIME:	7:30 P.M.
PLACE:	Lillis Administration Building – Room 2

REVISED AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

- 1. Call to Order**
- 2. Public Comment**

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

- 3. Discussion and Possible Action**

- A. ~~Exhibit~~ A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 1. Purchase Resolution D-675
 2. Budget Position dated 5/29/15
 3. Request for Budget Transfers
- C. Gifts & Donations
 1. PTO - Exhibit B
- D. Bid Awards
 1. Food and Nutrition Services – Milk
 2. Food and Nutrition Services – Frozen Dessert
- E. Grants
 1. Carl D. Perkins Grant
 2. Adult Education – El Civics for Work and Life Transitions CCR ready
- F. Education Connection Contract Extension for Special Education Vehicles
- G. Additional Munis Funding
- H. Teacher and Administrator Educator Evaluation and Support Plans 2015-2016
- I. Reclassification of Assistant Superintendent Position

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TOWN CLERK

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NEW MILFORD, CT

- J. Recommended Adjustments to 2015-2016 Budget
- K. Recommendation for End-of-Year Projects
- L. Uniform Chart of Accounts (UCOA) Resolution of Endorsement and Authorization – Exhibit C

4. Items of Information

- A. Status of District Substitutes
- B. Annual Emergency Preparedness Report
- C. Annual Wellness Report
- D. John J. McCarthy Observatory Annual Report
- E. New Milford Public Schools 2015-2016 School Calendar Draft

5. Public Comment

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6. Executive Session (Anticipated)

- A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant.

7. Adjourn

Sub-Committee Members:

Wendy Faulenbach, Chairperson
Robert Coppola
David R. Shaffer
Theresa Volinski

Alternates:

John W. Spatola
Angela C. Chastain

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
June 9, 2015

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mr. Mark Iannucci**, Social Studies Teacher, New Milford High School

Move that the Board of Education accept the resignation, due to retirement, of **Mr. Mark Iannucci** as a Social Studies Teacher at New Milford High School effective June 30, 2015.

Retirement

b. **NON-RENEWALS**

1. **None currently**

2. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. **Ms. Linda Cervone**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Ms. Linda Cervone** as a Math Teacher at New Milford High School effective August 18, 2015.

2015-2016 Salary: \$50,775 (step 2B)

Education History:
BS: CCSU
Major: Education

Work Experience:
½ yr. LT Sub NMHS

New budgeted position

3. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mr. Lloyd Miner**, Custodian, Schaghticoke Middle School

Move that the Board of Education accept the resignation, due to retirement, of **Mr. Lloyd Miner** as a Custodian at Schaghticoke Middle School effective June 2, 2015.

Retirement

4. **NON-CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **None currently**

5. **SUBSTITUTES/INTERNS**

a. **APPOINTMENTS**

1. **Ms. Lauren Abbruzzese**, Substitute Teacher

Move that the Board of Education appoint **Ms. Lauren Abbruzzese** as a Substitute Teacher effective June 10, 2015.

Education History:
BS: Bloomsburg University of Pennsylvania
Major: ASL/English Interpreting

2. **Mrs. Cheryl Caridad**, Substitute Teacher

Move that the Board of Education appoint **Mrs. Cheryl Caridad** as a Substitute Teacher effective June 10, 2015.

Education History:
BS: UConn
Major: Design & Resource Mgmt.

6. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None currently

7. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None currently

8. BAND STAFF

a. RESIGNATIONS

1. None currently

9. BAND STAFF

b. APPOINTMENTS

1. **Ms. Taylor Davis**, Marching Band Guard Assistant for Fall, New Milford High School
Move that the Board of Education appoint **Ms. Taylor Davis** as Marching Band Guard Assistant for Fall at New Milford High School effective June 10, 2015.

2015-2016 Stipend: \$1,895

2. **Mr. George Maloney**, Marching Band Guard Director for Fall, New Milford High School
Move that the Board of Education appoint **Mr. George Maloney** as Marching Band Guard Director for Fall at New Milford High School effective June 10, 2015.

2015-2016 Stipend: \$3,749

3. **Ms. Jennifer Ortiz**, Marching Band Music/Visual Tech, New Milford High School
Move that the Board of Education appoint **Ms. Jennifer Ortiz** as Marching Band Music/Visual Tech at New Milford High School effective June 10, 2015.

2015-2016 Stipend: \$947

10. COACHING STAFF

a. RESIGNATIONS

1. **Ms. Deirdre Burke**, Girls' Tennis Coach, New Milford High School
Move that the Board of Education accept the resignation of **Ms. Deirdre Burke** as Girls' Tennis Coach at New Milford High School effective May 28, 2015.

Personal Reasons

11. COACHING STAFF

b. APPOINTMENTS

1. None currently

12. LEAVES OF ABSENCE

1. **Mrs. Megan Malizia-Boswell**, Special Education Teacher, New Milford High School
Move that the Board of Education approve an unpaid child-rearing leave of absence for **Mrs. Megan Malizia-Boswell** effective August 18, 2015 through approximately October 23, 2015.
2. **Mr. Adam Radday**, Elementary Teacher at Sarah Noble Intermediate School
Move that the Board of Education approve an unpaid personal leave of absence for **Mr. Adam Radday** effective November 25, 2015 through June 30, 2016.

Unpaid LOA

Unpaid LOA

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-675
BOE MEETING DATE: 6/2/15
2014-2015

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WHEREAS, the equipment, supplies and/or services for which the following Purchase Orders have been issued and deemed necessary by the Superintendent of Schools, and the cost, thereof, are within the budget appropriations approved by the voters of the Town, NOW, BE IT RESOLVED, that the said purchase orders and all disbursements in connection, thereof, are hereby approved.

<u>PO #</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT #</u>
59179	Hampton Inn for NEASC members	\$5,950.00	05-339-2490
59367	W B Mason office supplies	\$5,859.96	10-612-1310
59376	Marrakech Inc transition program 3/9/15 to 6/30/15	\$87,778.16	12-563-6130
59440	Educ. Connection, professional development	\$6,000.00	10-324-2211 10-339-2211

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FUND 001 000

New Milford Board of Education
APPROPRIATIONS BY PROGRAM REPORT AS OF 5/29/2015

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USER - JAYH

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	938,713.00	938,713.00	755,764.03	179,524.36	3,424.61	99.6 %
1102	NON DEPT INSTRUCTION	6,492,564.00	6,329,247.00	5,077,715.61	1,154,588.11	96,943.28	98.5 %
1103	BUSINESS EDUCATION	327,399.00	327,399.00	282,629.77	41,569.60	3,199.63	99.0 %
1104	ENGLISH/LANGUAGE ARTS	1,969,362.00	1,978,827.00	1,634,576.94	269,289.09	74,960.97	96.2 %
1105	WORLD LANGUAGE	966,578.00	966,578.00	768,908.50	177,204.48	20,465.02	97.9 %
1106	HOME ECONOMICS	92,399.00	92,399.00	83,830.65	7,645.47	922.88	99.0 %
1107	INDUSTRIAL ARTS	246,414.00	240,804.29	202,548.33	36,840.84	1,415.12	99.4 %
1108	MATHEMATICS	1,833,740.00	1,835,109.20	1,547,264.57	277,361.87	10,482.76	99.4 %
1109	MUSIC	906,654.00	906,654.00	761,732.48	143,767.37	1,154.15	99.9 %
1110	PHYSICAL EDUCATION	957,390.00	957,390.00	777,892.21	182,682.41	3,184.62	100.3 %
1111	SCIENCE	1,690,090.00	1,690,356.00	1,365,865.53	305,373.52	19,116.95	98.9 %
1112	SOCIAL STUDIES	1,439,609.00	1,435,884.00	1,212,646.39	211,497.94	11,739.67	99.2 %
1113	PATIENT CARE TECHNOLOGY	18,769.00	18,769.00	16,172.00	3,418.00	821.00	104.4 %
1116	HEALTH AND SAFETY	313,666.00	316,182.00	250,776.75	62,535.20	2,870.05	99.1 %
1118	CAREER EDUCATION	18,010.00	18,010.00	9,019.98	2,116.80	6,873.22	61.8 %
1119	COMPUTER EDUCATION	439,897.00	439,897.00	380,965.67	45,905.26	13,026.07	97.0 %
1121	REMEDIAL READING	831,879.00	831,879.00	683,715.45	133,547.40	14,616.15	98.2 %
1123	ENGLISH LANGUAGE LEARNERS	161,419.00	189,835.00	147,685.78	27,219.58	14,929.64	92.1 %
1124	DISTRIBUTIVE EDUCATION	60,762.00	60,762.00	48,609.60	12,152.40	.00	100.0 %
1127	ART	736,225.00	736,635.00	603,655.60	130,836.68	2,142.72	99.7 %
1128	GENERAL INSTRUCT SUPPLIES	342,574.00	338,917.80	277,118.47	20,684.13	41,115.20	87.9 %
1129	SUBSTITUTE TEACHERS	581,809.00	581,809.00	543,218.16	.00	38,590.84	93.4 %
1130	INSTRUCTIONAL TESTING	130,535.00	132,620.00	124,404.12	7,733.84	482.04	99.6 %
1131	NON DEPT INSTRUCT GR 6-12	74,028.00	74,028.00	70,246.48	.00	3,781.52	94.9 %
1210	GIFTED TALENTED/ENRICHMNT	116,520.00	116,520.00	86,765.22	26,530.40	3,224.38	97.2 %
1211	EXCEL-EXPER. CTR EARLY LEARN	453,821.00	444,366.00	375,582.84	61,323.42	7,459.74	98.3 %
1212	SPECIAL ED-NON CATEGORICL	5,330,133.00	5,297,399.00	4,127,873.81	929,331.65	240,193.54	95.5 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	172,038.00	170,935.04	186,678.69	19,732.02	35,475.67	120.8 %
1270	TUTORIAL	174,062.00	174,062.00	130,327.14	.00	43,734.86	74.9 %
1271	HOMEBOUND INSTRUCTION	70,599.00	70,599.00	57,406.99	.00	13,192.01	81.3 %
1290	OTHER SPECIAL EDUCATION	313,165.00	314,267.96	285,405.29	24,989.99	3,872.68	98.8 %
1291	SPEC ED PARA SUBSTITUTES	133,189.00	133,189.00	67,416.05	.00	65,772.95	50.6 %
1310	ADULT ED-BASIC PROGRAM	101,268.00	98,668.00	53,711.39	7,095.96	37,860.65	61.6 %
1311	ADULT ED-HIGH SCHL EQUIV	3,672.00	6,272.00	3,701.94	800.00	1,770.06	71.8 %
1312	ADULT ED-OTHER	.00	.00	.00	.00	.00	.0 %
1410	AFTER SCHOOL INTERVENTION	44,062.00	44,062.00	2,187.19	.00	41,874.81	5.0 %
2113	SOCIAL WORK SERVICES	329,504.00	329,504.00	272,361.37	51,883.80	5,258.83	98.4 %
2120	GUIDANCE SERVICES	995,826.00	1,001,716.00	813,538.05	157,938.20	30,239.75	97.0 %
2130	HEALTH SERVICES	999,748.00	1,017,748.00	614,390.22	169,179.84	234,177.94	77.0 %
2140	PSYCHOLOGICAL SERVICES	439,956.00	439,956.00	365,488.44	64,333.04	10,134.52	97.7 %
2150	SPEECH AND HEARING	686,356.00	674,556.00	552,972.85	102,816.72	18,766.43	97.2 %
2211	STAFF DEVELOPMENT & TRAIN	119,735.00	119,735.00	61,623.10	10,963.22	47,148.68	60.6 %
2212	CURRICULUM DEVELOPMENT	176,954.00	176,954.00	93,038.06	8,776.90	75,139.04	57.5 %
2222	LIBRARY SERVICES	672,019.00	672,019.00	493,000.16	103,300.31	75,718.53	88.7 %
2223	AUDIO-VISUAL SERVICES	19,373.00	19,373.00	6,249.78	4,041.43	9,081.79	53.1 %
2224	EDUCATIONAL TELEVISION	1,200.00	1,200.00	699.00	400.00	101.00	91.6 %
2310	BOARD OF EDUCATION	215,990.00	215,890.00	192,815.20	.00	23,074.80	89.3 %
2320	CENTRAL ADMINISTRATION	358,758.00	358,758.00	320,123.84	29,910.03	8,724.13	97.6 %
2410	OFFICE OF THE PRINCIPAL	2,869,609.00	2,759,369.00	2,458,646.12	245,769.94	54,952.94	98.0 %
2490	OTHER SCHOOL ADMINSTRATN	88,442.00	87,871.71	64,843.17	8,069.41	14,959.13	83.0 %
2510	FISCAL SERVICES	539,242.00	539,242.00	515,300.35	29,708.56	5,766.91	101.1 %
2590	OTHER BUSINESS SUPPORT SERV	533,640.00	533,640.00	389,715.56	.00	143,924.44	73.0 %
2591	MISC DISTRICT SUPPORT	72,500.00	72,500.00	11,209.69	.00	61,290.31	15.5 %

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FUND 001 000 GENERAL FUND

New Milford Board of Education
APPROPRIATIONS BY PROGRAM REPORT AS OF 5/29/2015

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USER - JAYH

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2610	CUSTODIAL & HOUSEKEEPING	2,244,515.00	2,244,515.00	1,846,053.32	23,726.62	374,735.06	83.3 %
2620	MAINTENANCE & REPAIR	3,060,900.00	3,075,100.00	2,579,196.26	365,588.00	130,315.74	95.8 %
2630	BUILDING USE ADMINISTRATION	39,896.00-	44,896.00-	46,400.00-	150.00	1,354.00	103.0 %
2660	SECURITY	180,407.00	180,407.00	136,492.65	21,840.73	22,073.62	87.8 %
2710	TRANSPORTATION	4,463,662.00	4,462,462.00	4,066,886.83	328,500.13	67,075.04	98.5 %
2790	NON-REIMBURSABLE TRANSPRT	1,024.00	1,024.00	717.78	.00	306.22	70.1 %
2810	PLANNING & EVALUATION	41,903.00	41,903.00	26,672.50	3,860.00	11,370.50	72.9 %
2820	COMMUNICATION & COMM/STAFF RELATION	22,645.00	22,645.00	10,207.96	7,610.25	4,826.79	78.7 %
2830	RECRUITING/PERSONNEL SERV	192,829.00	193,129.00	173,638.38	14,027.62	5,463.00	97.2 %
2840	TECHNOLOGY	269,012.00	269,012.00	286,481.81	13,985.63	31,455.44-	111.7 %
2910	SOCIAL SECURITY	598,209.00	598,209.00	516,304.96	.00	81,904.04	86.3 %
2920	MEDICARE	480,924.00	480,924.00	408,678.63	.00	72,245.37	85.0 %
2930	LIFE INSURANCE	95,860.00	100,660.00	91,676.40	8,983.60	.00	100.0 %
2940	DISABILITY INSURANCE	77,599.00	87,924.00	79,923.39	8,000.61	.00	100.0 %
2950	MEDICAL INSURANCE	6,966,641.00	6,966,641.00	6,386,105.00	580,536.00	.00	100.0 %
2960	UNEMPLOYMENT INSURANCE	101,827.00	86,702.00	21,282.50	14,544.00	50,875.50	41.3 %
2970	OTHER BENEFITS	967,310.00	967,310.00	966,311.00	430.00	569.00	99.9 %
2980	PENSION-NON CERTIFIED EMPLOYEES	703,419.00	703,419.00	703,419.00	.00	.00	100.0 %
3210	INTERSCHOLASTIC SPORTS	666,876.00	666,876.00	564,096.63	25,402.03	77,377.34	88.4 %
3211	INTRAMURAL SPORTS	20,524.00	20,524.00	12,313.00	.00	8,211.00	60.0 %
3212	OTHER STUDENT ACTIVITIES	206,641.00	206,181.00	130,972.80	5,085.24	70,122.96	66.0 %
6110	TUITION-CONN PUB SCHL DIS	630,778.00	634,978.00	497,517.60	60,206.33	77,254.07	87.8 %
6130	TUITION-NON PUBLIC SCHL	1,238,193.00	1,233,993.00	909,156.74	280,151.54	44,684.72	96.4 %
7001	CAPITAL-FACILITIES	116,250.00	166,750.00	120,400.14	33,648.66	12,701.20	92.4 %
7002	CAPITAL-TECHNOLOGY	195,710.00	411,310.00	387,995.66	17,509.00	5,805.34	98.6 %
7003	CAPITAL-OTHER	1,150.00	.00	.00	.00	.00	.0 %
** FINAL TOTAL **		60,961,778.00		51,083,716.14		2,573,886.68	
			60,961,778.00		7,304,175.18		95.8 %
** FINAL TOTAL **		59,634,148.00		50,118,785.40		2,496,789.39	
2013-2014			59,634,148.00		7,018,573.21		95.8 %

FUND 001 000 GENERAL FUND

Obj	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	28,211,805.00	27,917,405.00	23,084,280.92	4,496,920.06	336,204.02	98.8 %
112	SALARY-NON-CERTIFIED	8,911,696.00	8,911,696.00	7,376,750.80	502,046.04	1,032,899.16	88.4 %
200	EMPLOYEE BENEFITS	9,989,237.00	9,989,237.00	9,171,149.38	612,494.21	205,593.41	97.9 %
321	INSTRUCTIONAL PROGRAMS	36,951.00	39,726.00	25,119.00	10,170.00	4,437.00	88.8 %
322	PROGRAM IMPROVEMENT	91,609.00	91,609.00	2,957.80	177.22	88,473.98	3.4 %
323	PUPIL SERV. (COUNSEL, GUID)	577,548.00	595,548.00	449,683.76	137,604.20	8,260.04	98.6 %
324	STAFF SERVICES (TRAINING)	83,036.00	71,055.00	27,115.73	3,000.00	40,939.27	42.4 %
331	AUDIT SERVICES	30,000.00	30,000.00	30,000.00	.00	.00	100.0 %
332	LEGAL SERVICES	181,004.00	181,004.00	161,593.65	.00	19,410.35	89.3 %
333	MEDICAL SERVICES	28,000.00	26,500.00	26,500.00	.00	.00	100.0 %
336	INSURANCE SERVICES	1,980.00	2,000.00	2,091.98	.00	91.98-	104.6 %
339	PURCH. SERVICES-OTHER	2,143,148.00	2,092,814.71	1,580,237.63	317,350.33	195,226.75	90.7 %
411	WATER	76,944.00	76,944.00	50,335.24	26,608.76	.00	100.0 %
412	SEWAGE	23,789.00	23,789.00	18,752.00	.00	5,037.00	78.8 %
413	FIRE DISTRICT	1,325.00	1,325.00	1,206.83	.00	118.17	91.1 %
421	GARBAGE AND REFUSE	81,866.00	81,866.00	71,812.89	10,207.39	154.28-	100.2 %
431	INSTRUCT EQUIPMENT REPAIR	13,145.00	11,338.00	7,299.46	1,469.69	2,568.85	77.3 %
432	NON-INSTRUCT EQUIPMENT REPAIR	78,895.00	86,350.00	65,331.39	13,104.54	7,914.07	90.8 %
433	BUILD & GROUNDS-REPAIR	333,628.00	327,528.00	315,693.73	25,227.74	13,393.47-	104.1 %
442	NON-INSTRUCT EQUIPMENT-RENT	226,758.00	237,366.00	206,288.55	27,042.85	4,034.60	98.3 %
511	PUPIL TRANSPORTATION-CONTRACT	4,571,778.00	4,570,778.00	4,178,138.87	327,149.17	65,489.96	98.6 %
513	PUPIL TRANSPORTATION-OTHER	1,500.00	1,500.00	.00	.00	1,500.00	.0 %
515	FIELD TRIPS	125,450.00	126,650.00	122,731.65	3,555.80	362.55	99.7 %
521	PROPERTY/LIABILITY INS	340,000.00	340,000.00	340,000.00	.00	.00	100.0 %
523	MEDICAL INSURANCE-SPORTS PROGRAM	20,186.00	16,447.00	16,447.00	.00	.00	100.0 %
530	COMMUNICATIONS	720.00	1,040.00	853.12	166.88	20.00	98.1 %
531	TELEPHONES	83,714.00	83,714.00	81,387.30	4,500.77	2,174.07-	102.6 %
532	POSTAGE	37,748.00	37,820.00	25,617.85	11,627.60	574.55	98.5 %
540	ADVERTISING EXPENSE	1,525.00	1,925.00	1,824.16	.00	100.84	94.8 %
550	PRINTING EXPENSE	52,305.00	58,020.00	34,977.18	14,616.36	8,426.46	85.5 %
560	TUITION EXPENSE	5,000.00	5,000.00	5,000.00	.00	.00	100.0 %
561	TUITION-CONN LEA	700,956.00	705,156.00	574,178.60	60,206.33	70,771.07	90.0 %
563	TUITION-PRIVATE FACILITY	1,737,364.00	1,733,164.00	1,454,441.74	280,151.54	1,429.28-	100.1 %
580	TRAVEL EXPENSES	41,412.00	45,947.00	22,679.63	5,337.42	17,929.95	61.0 %
611	INSTRUCTIONAL SUPPLIES	485,682.00	500,778.43	405,858.23	23,989.11	70,931.09	85.8 %
612	NON-INSTRUCTIONAL SUPPLIES	203,659.00	222,084.96	146,713.77	21,287.94	54,083.25	75.6 %
613	MAINTENANCE SUPPLIES	208,520.00	208,520.00	188,507.86	19,868.59	143.55	99.9 %
614	MAINTENANCE COMPONENTS	32,825.00	32,825.00	25,277.47	5,618.77	1,928.76	94.1 %
615	SUPPLIES/NON-FOOD	3,320.00	3,320.00	1,059.72	.00	2,260.28	31.9 %
619	GROUNDKEEPING SUPPLIES	4,625.00	4,625.00	2,466.34	2,158.66	.00	100.0 %
622	ELECTRICITY	911,026.00	911,026.00	730,290.71	162,309.33	18,425.96	98.0 %
623	BOTTLED GAS	1,715.00	2,815.00	2,771.45	42.15	1.40	100.0 %
624	OIL	321,266.00	321,266.00	239,465.52	80,995.48	805.00	99.7 %
625	NATURAL GAS	256,594.00	256,594.00	234,200.28	20,393.72	2,000.00	99.2 %
626	GASOLINE	43,930.00	43,930.00	29,698.79	5,731.21	8,500.00	80.7 %
641	TEXTS-NEW/NON-CONSUMABLE	83,711.00	87,211.00	76,661.61	2,638.94	7,910.45	90.9 %
642	TEXTS-REP/ADD NON-CONSUMABLE	51,604.00	53,760.00	52,757.33	.00	1,002.67	98.1 %
644	TEXTS-REP/ADD CONSUMABLE	55,084.00	35,044.60	31,882.92	2,334.55	827.13	97.6 %
645	LIBRARY BOOKS	96,529.00	107,786.00	88,241.07	3,193.88	16,351.05	84.8 %
646	WORKBOOKS	63,129.00	61,888.00	48,339.68	913.78	12,634.54	79.6 %
647	PERIODICALS	25,589.00	22,766.30	18,114.40	367.70	4,284.20	81.2 %
720	BUILDINGS & IMPROVEMENTS	118,250.00	151,115.00	111,014.73	31,475.16	8,625.11	94.3 %
731	INSTRUCTIONAL EQUIPMENT-NEW	30,143.00	30,813.00	18,882.52	2,652.13	9,278.35	69.9 %

GL2041R 5/29/2015
9:58:29
FUND 001 000 GENERAL FUND

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 5/29/2015

Page 2
USER - JAYH

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	4,295.00	19,430.00	10,378.09	1,542.77	7,509.14	61.4 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	306,877.00	528,276.00	493,069.76	22,407.91	12,798.33	97.6 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	16,534.00	35,489.00	18,025.27	3,832.50	13,631.23	61.6 %
810	DUES & FEES	80,340.00	83,644.00	73,189.75	314.00-	10,768.25	87.1 %
900	FEE REVENUE	211,886.00-	211,886.00-	176,045.75-	.00	35,840.25-	.0 %
910	TUITION REVENUE	101,910.00-	101,910.00-	75,664.69-	.00	26,245.31-	.0 %
920	GRANT REVENUE STATE	873,753.00-	873,753.00-	954,472.00-	.00	80,719.00	.0 %
960	MEDICAID REIMBURSEMENT	35,575.00-	35,575.00-	260,718.60-	.00	225,143.60	.0 %
965	VENDOR REBATE REVENUE	28,720.00-	28,720.00-	1,091.18-	.00	27,628.82-	.0 %
998	TRANSFER IN	33,647.00-	33,647.00-	27,636.75-	.00	6,010.25-	.0 %
** FINAL TOTAL **		60,961,778.00		51,083,716.14		2,573,886.68	
			60,961,778.00		7,304,175.18		95.8 %
** FINAL TOTAL **		59,634,148.00		50,118,785.40		2,496,789.39	
2013-2014			59,634,148.00		7,018,573.21		95.8 %

NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 6/2/15
2014-2015

Transfer #	Description	From: Account#	Amount	To: Account #	Amount
FAC001	Vehicle and equip. repairs	14-339-2630 Balance	\$3,000.00 \$3,850.00*	14-432-2620	\$3,000.00
SMS001	Supplies for Social Studies	04-647-1112 Balance	\$677.70 \$677.70*	04-611-1112	\$677.70
Adult Ed	Program Adjustments	10-111-1310 Balance	\$20,100.00 \$41,054.36*	10-580-1310 10-611-1310 10-612-1310 10-641-1310 10-111-1311 10-611-1311 10-641-1311	\$1000.00 \$6,000.00 \$6,500.00 \$4,000.00 \$1,000.00 \$600.00 \$1000.00
SPED001	IPP Consultation	12-339-1212 Balance	\$18,000.00 \$102,540.00*	11-323-2130	\$18,000.00
NMHS001	NEASC travel costs for Visiting committee	05-339-2490 Balance	\$1,200.00 \$9,741.72*	05-580-2490	\$1,200.00
SMS002	Purchase walkie talkies	04-612-2410 Balance	\$1,220.00 \$5,107.06*	04-733-2410	\$1,220.00
NMHS002	Athletics	05-324-3210 Balance 05-333-3210 Balance 05-523-3210 05-523-3210 05-523-3210 Balance	\$181.00 \$181.00* \$1,500.00 \$1,500.00* \$389.00 \$550.00 \$2,800.00 \$3,739.00*	05-612-3210 05-612-3210 05-612-3210 05-612-3210 05-810-3210	\$181.00 \$1,500.00 \$389.00 \$550.00 \$2,800.00
NHHS003	Supplies for NEASC	05-339-2490 Balance	\$578.00 \$8,623.00	05-612-2490	\$578.00
NMHS004	SPED in house field trip	05-515-1212 Balance	\$300.00 \$300.00*	05-612-1212	\$300.00
NMHS005	Nurse/Health supplies	05-733-2130 Balance	\$320.00 \$300.00*	05-612-2130	\$300.00
NMHS006	Admin. Security radios	05-442-2490 Balance	\$900.00 \$1,416.00*	05-734-2490	\$900.00
NMHS007	Year end field trips	05-550-3212 Balance	\$750.00 \$1,200.00*	05-515-3212	\$750.00
NMHS008	NEASC bus rental for Visiting committee	05-339-2490 Balance	\$750.00 \$7,295.00*	05-515-2490	\$750.00

*Balances as of Transfer Date

<u>Object</u>	<u>Description</u>	<u>Object</u>	<u>Description</u>
<u>111</u>	<u>Salary Certified</u>	<u>550</u>	<u>Printing</u>
<u>323</u>	<u>Pupil Services (counsel)</u>	<u>580</u>	<u>Travel Expense</u>
<u>324</u>	<u>Staff Services (training)</u>	<u>611</u>	<u>Instructional Supplies</u>
<u>333</u>	<u>Medical Services</u>	<u>612</u>	<u>Non Instructional Supplies</u>
<u>339</u>	<u>Purch. Services – other</u>	<u>641</u>	<u>Texts-New non consumable</u>
<u>432</u>	<u>Non instruct. Equip. repair</u>	<u>647</u>	<u>Subscriptions</u>
<u>442</u>	<u>Non instruct. Equip. rent</u>	<u>733</u>	<u>Non Instruc. Equipment - New</u>
<u>515</u>	<u>Field trips</u>	<u>810</u>	<u>Dues and Fees</u>
<u>523</u>	<u>Med. Insur. –Sports prog.</u>		

New Milford PTO
Parent Teacher Organization
PO Box 1343
New Milford, CT 06776

May 29, 2015

Dr. JeanAnn C. Paddyfote
Superintendent
50 East Street
New Milford, CT 06776

Dear Dr. Paddyfote:

The New Milford PTO is pleased to present the following gifts to the Board of Education for approval. Please arrange for these gifts to be placed on the agenda at the next Board of Education meeting.

John Pettibone School

\$1000.00 for T-Shirts for 2nd and 3rd grade for send-off

Northville Elementary School

\$3770.00 for Literature Week authors

\$1500.00 for Kindergarten field trip

\$1000.00 NMHS scholarship fund

\$1324.26 for 1st grade field trip

\$2000.00 for 2nd & 3rd grade celebrations

\$3220.00 for 3rd grade field trip to science center

Sincerely,
Jennifer Cahalan
TW PTO Secretary

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Jay Hubelbank, Director of Fiscal Services

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 28, 2015

Re: Milk Bid

The milk bid for the 2015-2016 school year was opened on May 19, 2015. It is my recommendation that the contract be awarded to Marcus Dairy.

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 • FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Jay Hubelbank, Director of Fiscal Services

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 28, 2015

Re: Frozen Dessert Bid

The frozen dessert bid for the 2015-2016 school year was opened on May 19, 2015. It is my recommendation that the contract be awarded to New England Ice Cream.

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office



CARL D. PERKINS GRANT APPLICATION SECONDARY BASIC GRANT

GRANT PERIOD

July 1, 2015 to June 30, 2016

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

Applicant

New Milford Board of Education
New Milford High School
388 Danbury Rd
New Milford CT 06776
860-350-6647 x2213
shugrueg@newmilfordps.org

Program Funding Dates

From July 1, 2015 to June 30, 2016

Preliminary Funding Amount: \$30330.00

Check Program Areas Funding Under this Grant Proposal:

- ☐ Agricultural Education
- ☒ Business and Finance Technology
- ☐ Cooperative Work Education
- ☒ Family and Consumer Sciences
- ☒ Marketing Education
- ☒ Medical Careers
- ☒ Technology Education

Contact Person

Maria Breton
388 Danbury Rd
New Milford, CT 06776
Bretonm@newmilfordps.org
860-350-6647 x2213

Check if Consortium Application

Participating Districts: *(list districts)*

I, JeanAnn C. Paddyfote, Ph.D., Superintendent (Pending BOE approval), the undersigned authorized chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature of Authorized
Administrative Official
Name (typed):

College/Agency:

JeanAnn C. Paddyfote
JeanAnn C. Paddyfote, Ph.D.
New Milford Board of Education

5/11/15
Date

ED 114 FISCAL YEAR 2016

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME:		VENDOR CODE:
GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006		
PROJECT TITLE: SECONDARY BASIC GRANT		
CORE-CT CLASSIFICATION:	FUND: 12060	SPID: 20742 PROGRAM: 84010
BUDGET REFERENCE: 2016		CHARTFIELD1: 170002 CHARTFIELD2:
GRANT PERIOD: 7/1/2015 - 6/30/2016		AUTHORIZED AMOUNT: \$30330.00
AUTHORIZED AMOUNT by SOURCE:		
LOCAL BALANCE: \$		CARRY-OVER DUE:\$ CURRENT DUE: \$
CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	500.00
111B	INSTRUCTIONAL	7000.00
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	1026.00
510	STUDENT TRANSPORTATION SERVICES	3900.00
580	TRAVEL	
600	SUPPLIES	3156.00
700	PROPERTY	14748.00
917	INDIRECT COSTS	
	TOTAL	
XANR	AGRICULTURE AND NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SERVICES	
XBAS	BUSINESS AND ADMIN. SERVICES	
XCON	CONSTRUCTION	4000.00
XETS	EDUCATION AND TRAINING SERVICES	
XFS	FINANCIAL SERVICES	1742.00
XHS	HEALTH SERVICES	1665.00
XHSS	HUMAN SERVICES	1200.00
XHT	HOSPITALITY & TOURISM	
XITS	INFO. TECH. TELECOM. SERVICES	15000.00
XLP	LEGAL AND PROTECTIVE SERVICES	
XMAN	MANUFACTURING	
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICES	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS.	
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS.	
XWRS	WHOLESALE/RETAIL SALES AND SERVICES	

ORIGINAL REQUEST DATE

REVISED REQUEST DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATIONDATE OF
APPROVAL

ED 114 Budget Form Object Code Descriptions and Budget Narrative

Code	Object				Amount
111A	Non-Instructional Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.				500.00
	Name of Position	Career Cluster/Area of Concentration	Description of Duties	Compensation Formula/Total	Amount
	Clerical Work	All	<ul style="list-style-type: none"> Assists in writing the grant. Keeps track of all requisitions/payments for the grant CTE Testing ED400 	500.00 flat rate payable at the end of the school year.	500.00
111B	Instructional Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee (such as a private consultant) with no grantee obligation for benefits is not.				7000.00
	Name of Position	Career Cluster/Area of Concentration	Description of Duties	Compensation Formula/Total	Amount
	Internship Coordinators	Med Tech and Various other clusters depending on need/demand	Organize and contract internship Ind Study Contracts Meet with Mentors and Interns Assign grades based on Evaluation Plan and execute internship presentation/celebrations	1@5000.00 2@ 2000.00	7000.00
200	Personal Services - Employee Benefits Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A and 111B. These amounts are not included in the gross salary but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, these payments are nevertheless part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation, and workmen's compensation insurance.				N/A
	Name of Position	Career Cluster/Area of Concentration	Description of Duties	Compensation Formula/Total	Amount

Code	Object				Amount
322	In-service (Instructional Program Improvement Services) Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.				N/A
	Individual/Organization providing in-service	Who will be receiving this service? Include # staff	Title of event, date, location	Detail student or teacher measured outcomes in either improved instruction or measured learning outcomes	Amount
330	Employee Training and Development Services Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.				
	Individual/Organization providing in-service	Who will be receiving this service? Include # staff	Title of event, date, location	Detail student or teacher measured outcomes in either improved instruction or measured learning outcomes	Amount
	CSDE	CTE Teachers (2)	CTE Conference, Oct. 2015		160.00 + Mileage 68.00
	CT Business Educators	Bus Teachers (2)	Ct Bus Educators Conf October 2015		160.00 + Mileage 68.00
	CSDE	Personal Finance Teachers (2)	Personal Finance Conf		160.00 + Mileage 68.00
		Marketing Teachers (2)			

Code	Object				Amount
	DECA	Accounting Teacher (1)	Marketing Conference MBA		160.00 + Mileage 68.00
	CSPCA		CT Accounting Teachers Conference		80.00 + Mileage 34.00
510	Student Transportation Services Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.				2460.00
	Faculty member(s) identified as supervisor of student travel	Course(s) utilizing student transportation Estimate # of students to be transported	Title of event, date, location, transportation company	Quantity/Cost per unit	Amount
	Denise Duggan	Med. Tech/Health 90	Gateway Community College-Open House/Careers All Star Transportation	2 @ 350.00	700.00
	Denise Duggan	Med Tech/Health 30	Bethel Firehouse to meet with EMT 's and ride in ambulance All Star Transportation Date TBD	400.00	400.00
	School Counselors	All Students App. 90 students	NVCC Career/College Fair All Star Transpo.	2 @ 400	800.00
	Bus. Law Teachers	Bus. Law Students	Bantam Courthouse Date TBD (one in fall one in spring) All Star	2 @ 400.00	800.00
	CTE Teachers	Open to all Accounting/Pesonal Finance Students	NYC Financial District Wall Street JTR Transportation Date: TBD	2 @ 600	1200.00
580	Travel Expenditures for transportation, hotel and other expenses associated with staff travel.				

Code	Object				Amount
	School/district position (CTE teacher, principal, etc.)	Courses to be improved by attendance	Title of event, date, location	Itemization of costs	Amount
600	Supplies Expenditures for non-consumable items purchased for instructional use. Examples include software, DVDs, calculators, etc.				3156.00
	Career Cluster/ Area of Concentration	Name of course supplies are requested for	List each supply item, description and vendor	Quantity and cost per unit	Amount
	Computer Info Systems	BCA/Website/Computer Programming	Intuit Software 925 User Site License Quickbooksintuit.com		500.00
	Marketing	Marketing I & II	Copy Holders Staples/WB Mason	66 & 8.00	608.00
	Personal Finance	PF I & II	Consumer Reports 1 year Digital Subscription Consumerreports.org	35.00	35.00
		PF I & II	NY Times Digital 1 year Nytimes.com\subscriptions	89.00	89.00
	Medical Careers	Sports Medicine	Improving Performance: Elite Athlete Case Studies Health Relations Media	130.00	130.00
			Sports Psychology: Motivation, Anxiety, Arousal Health Realtions Media	130.00	130.00
			The Smartest Team DVD Classroom Health Resources	143.00	143.00
			Sports Psychology Mental Prep Health Relations Media	177.00	177.00
			Bedside Cabinet Pocket Nurse	360.00	360.00

Code	Object			Amount
	Med Tech	Folding Adj. Hamper Pocket Nurse	158.00	158.00
		Nylon Hamper Bag Pocket Nurse	17.00	17.00
		Gait Belt Pocket Nurse	9.00	9.00
Human Services	Child Develop/Early Childhood	Kid Sized Shopping Cart Lakeshore	2 @ 55.00	110.00
Computer Info Systems	PF I & II	Raspberry Pi Kits www.newark.com	3 @92.00	276.00
		Arduino Kits www.newark.com	69.00	69.00
		Intel Window Stick www.newegg.com	2@173.00	345.00

Code	Object				Amount
700	Property Expenditures for initial, additional, and replacement (if original was Perkins funded) items of equipment such machinery, tools, etc. In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment with a value of over \$1,000 and the useful life of more than one year.				14748.00
	Career Cluster/ Area of Concentration	Name of course equipment is requested for	List each item, description and vendor	Quantity and cost per unit	Amount
	Medical Careers	Med Tech/EMT	Frigidaire Dryer Powerhouse Appliances	549.00	549.00
			Frigidaire Washer Powerhouse Appliances	549.00	549.00
			Removal of old Equipment		40.00
			Dryer Cord/Washer hose	40.00	40.00
	Construction	Wood Technology	28x72 Down Draft table 1 hp Woodworkers Supply	3700.00 + Shipping	4000.00
	Computer Info Systems	BCA/Keyboarding/Website Design	Monitor w/HDMI	3 @200.00	600.00
			Acer Chromebooks Wholesale Computer	30 @ 299.00	\$8970.00
917	Indirect Costs Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the SDE to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note however, that grantees, who receive the majority of their grant funds other than through the SDE, may use the rate approved by another federal agency.				
					Total 30330.00

**Carl D. Perkins Continuous Improvement Plan 2015-16
Cover Sheet**

Grantee: New Milford

(District or Community College)

Contact: Marc Balanda/Greg Shugrue

Address: 388 Danbury Rd. New Milford, CT 06776

E-mail: bretonm@newmilfordps.org Phone: 860-350-6647 x2213

Continuous Improvement Team (identify district/community college team leader):

Administrators: Greg Shugrue
TBD

Teachers: Daryl Daniels
Debbie Knipple
Denise Duggan

School Counselors: Danette Lambiase
Erin Moriarty

Other: _____

CIPs attached for the following career cluster/areas of concentration-assessment/clusters:

Areas of Concentration (Secondary)

- ☐ Accounting
- ☐ Agriculture Mechanics
- ☐ Animal Science
- ☐ Aquaculture and Marine-Related Technologies
- ☐ Automotive Technology
- ☐ Business Management
- ☐ Certified Nursing Assistant (CNA)
- ☐ Computer Aided Drafting and Design
- ☐ Computer Information Systems
- ☐ Cooperative Work Education (CWE)
- ☐ Culinary and Food Production
- ☐ Digital Video Production Systems
- ☒ Early Childhood Education and Services
- ☒ Marketing Education
- ☐ Medical Careers Education
- ☐ Natural Resources and Environmental Science
- ☐ Nutrition, Food Production
- ☐ Personal Finance
- ☐ Plant Science
- ☐ Engineering Technology
- ☐ Textiles & Design
- ☒ Wood Technology
- ☐ Non-assessed career pathway:

Career Clusters (Secondary and Postsecondary)

- ☐ Agriculture and Natural Resources
- ☐ Arts, Audio Video Tech, and Communication Services
- ☐ Business and Administrative Services
- ☒ Construction
- ☐ Education and Training services
- ☐ Financial Services
- ☐ Health Services
- ☒ Human Services
- ☐ Hospitality and Tourism
- ☐ Information Technology Telecom Services
- ☐ Legal and Protective Services
- ☐ Manufacturing
- ☐ Public Administration/Government Services
- ☐ Scientific Research Engineering and Technical Services
- ☐ Transportation, Distribution and Logistics Services
- ☒ Wholesale/Retail Sales and Services

**Carl D. Perkins Grant
Secondary/Postsecondary Continuous Improvement Plan**

PERKINS GRANT SUMMARY

Please provide a brief summary of your school district's/college's plan for career & technical education improvement 2015-16, including the use Perkins grant funds. You may provide a bulleted or a narrative summary of the plan for improvement. Be sure to include information on specific areas of focus, improvement or innovation.

Local plans will be evaluated based upon core indicator performance levels. Plans must target funds to:

- address specific strategies for improvement
- assure that the program is such size, scope and quality to improve the quality of career and technical education.

If the local recipient fails to meet at least 90 percent of an agreed upon performance level for any of the indicators of performance, it will have to develop and implement an improvement plan.

The State may, after an opportunity for a hearing, withhold all or part of a local recipient's funding if the local meets any one of the three criteria below:

- Fails to implement the required improvement plan.
- Makes no improvement within one year of implementing the improvement plan.
- Fails to meet at least 90 percent of a performance for the same performance indicator three years in a row.

-
- Increase the amount of non traditional completers in Wood Technology and Marketing. Our non traditional participation has increased over the past few years, however, we would like to have it at the state target rate.
 - Early Childhood Development we will be utilizing the Perkins Grant for developing the skill attainments necessary to reach the state target rates. Our current Early Childhood teacher is retiring and a new teacher will be hired who may be more accepting of the Standards and Competencies to increase those test scores and skills. As well as increase the percentage of Non Traditional Participation.

SECONDARY Continuous Improvement Plan Templates: 2015-16
Carl D. Perkins IV

CAREER & TECHNICAL EDUCATION
COURSE INFORMATION CHART

Please list all Career & Technical Education courses offered in your district by secondary school.

Name of Secondary School New Milford High School

Career Cluster/Area of Concentration Alignment For all CTE courses, if applicable, specify the area of concentration that the course is aligned that includes the instruction of the competencies of the 2015 Connecticut Performance Standards and Competencies (PS&C).	Title of CTE Course	2014-15 Enrollment What was the approximate total enrollment for this course, including all sections?
Business & Admin Services	Accounting	76
Health Science	Allied Health	39
Architecture & Construction	Architectural Drafting	47
Architecture & Construction	AutoCAD	50
Legal & Protective Services	Business Law	88
Human Services	Child Development	24
Information Technology	Business Computer Applications	99
Information Technology	Computer Programming	77
Health Services	EMT	6
Human Services	Early Childhood	58
Health Science	Health (grad requirement)	383
Business & Admin Services	Intro to Business	243
STEM	Intro to Engineering	76
Architecture & Construction	Intro to Wood	94
Business & Admin Services	Keyboarding	169
Health Services	Med Tech	13
Business & Admin Services	Marketing	130
Finance	Personal Finance	108
STEM	Principles of Engineering	56
Health Science	Sports Med	24
STEM	Digital Electronics	19
Arts. Audio, Video Tech	Video Productions	30

Architecture & Construction	General Woodworking	35
Information Technology	Website	56

SECONDARY Continuous Improvement Plan Templates: 2015-16

Carl D. Perkins IV CAREER & TECHNICAL EDUCATION TEACHERS AND CERTIFICATION INFORMATION CHART

Please list all CTE teachers for all CTE courses offered in your school district by school. Include each CTE teacher's certification and e-mail address.

Name of Secondary School New Milford High School

Name of CTE Teacher	Education Certification Endorsements List by endorsement number(s) the certification(s) that this teacher currently holds.	CTE COURSES TAUGHT List all CTE courses taught by this teacher.	E-mail Address of teacher
Andrew Bimonte	Business Ed 7-12 (010)	Personal Finance, Intro to Bus, Acctg	bimontea@newmilfordps.org
Shana Bergonzelli	Business Ed 7-12 (010)	Intro to Bus, Intro to Programming, BCA, Keyboarding, Intro to Web Design, Web Design II, AP Computer Science	bergonzellis@newmilfordps.org
Daryl Daniels	Business Education 7-12 (010)	BCA, Keyboarding, Intro to Web Design, Web Design	danielsd@newmilfordps.org
Debbie Knipple	Marketing (089) Elem. Ed. (305)	Marketing II	knippled@newmilfordps.org
Kristie O'Neill	Marketing (089) Business Ed (010) Elem. Ed (305)	Marketing, Business Law	oneillk@newmilfordps.org
Janice Perrone	Business Ed 7-12 (010)	Accounting I, Accounting II, Personal Finance I	perronej@newmilfordps.org
Jeff Teravainen	Technology Ed PreK-12 (047)	General Woodworking, Intro to Woodworking	teravanienj@newmilfordps.org
Joe Neff	Technology Ed Prek-12 (047) School Counselor (068) HS Credit Diploma Program (106)	Arch. Drafting I, II & III All AutoCAD	neffj@newmilfordps.org
Christine Benson	Health Prek-12 (043)	Health Allied Health	bensonc@newmilfordps.org

Denise Duggan	PE Prek-12 (044) Health Prek-12 (043) Health Occupations Comp. HS (103) High School Credit Diploma (106) Admin & Supervision (092)	Med Tech EMT Health	<u>duggand@newmilfordps.org</u>
Erica Keane	PE Prek-12 (044) Health Prek-12 (043)	Health Early Childhood	<u>keanee@newmilfordps.org</u>
Bonnie Jo Cheron	PE Prek-12 (044) Health Prek-12 (043)	Child Development	<u>cheronb@newmilfordps.org</u>

SECONDARY Continuous Improvement Plan Templates: 2015-16

Carl D. Perkins IV

CAREER & TECHNICAL EDUCATION CONCENTRATION & CONCENTRATORS

Overview

1. All secondary schools receiving Perkins funds must align their CTE courses with the Connecticut State Performance Standards and Competencies, if applicable, positioning all CTE courses to provide instruction in a portion, if not all, of the competencies in a specific area of concentration.
2. A concentrator is any student who has received instruction in all of the competencies of one of the 21 state recognized areas of concentration, identified in the Connecticut State Performance Standards and Competencies (2015 version).
3. To receive Perkins funds, a secondary school must have:
 - At least one area of concentration that results in concentrators;
 - A minimum of ten (10) concentrators unless reasons preventing this minimum number are provided on this template; and
 - A plan for the continuous improvement of:
 - concentrator scores (skill attainment) in the Connecticut Statewide CTE Assessment;
 - the number of concentrators to be tested in 2016.

Instructions

Please complete the following concentration/concentrator template by secondary school.

Name of Secondary School New Milford High School

2015 Areas of Concentration	Number of Concentrators in this area of concentration (students tested) 2014	Submit a brief description of your Continuous Improvement Plan, relative to Concentration/ Concentrators for one or more of the following goals: <ul style="list-style-type: none">• Improve concentrator scores (skill attainment) in the Connecticut State-wide CTE Assessment;• Increase the percentage of concentrators who meet or exceed the federally negotiated cut score of 65 percent;• Increase the number of concentrators to be tested in 2016; or• Add an additional area(s) of concentration in 2016.
Medical Careers	28	<ul style="list-style-type: none">• Explore cross-disciplinary correlations with the Science department's Anatomy and Physiology course for students concurrently enrolled in both courses

		<ul style="list-style-type: none"> Investigate opportunities for students enrolled in the Medical Careers course to access internship opportunities in the field, during the school day Have a CNA career fair where local employers can interview potential candidates for vacant positions
Wood Technology	32	<ul style="list-style-type: none"> Utilize interest inventory results for underclassmen to develop a list of potential students for Wood Technology classes Increase staffing in the Practical Arts department effectively providing opportunities for more sections of Wood Technology courses and increasing the possible pathways for concentrators
Marketing	36	<ul style="list-style-type: none"> Increase staffing in the Practical Arts department effectively providing opportunities for more sections of Marketing courses and increasing the possible pathways for concentrators Investigate opportunities for students enrolled in the Marketing course to access internship opportunities in the field, during the school day
Accounting	13	<ul style="list-style-type: none"> Research supplemental, self-paced, online course materials which would provide opportunities for both remediation and fine tuning of Accounting skills Increase staffing in the Practical Arts department effectively providing opportunities for more sections of Accounting courses and increasing the possible pathways for concentrators
Personal Finance	10	<ul style="list-style-type: none"> This is a new Area of Concentration of us this year. New graduation requirements, along with increased staffing in the Practical Arts department, will potentially triple our concentrators for the 2015-2016 school year.
Computer Programming	16	<ul style="list-style-type: none"> Explore cross-disciplinary correlations with the Science department's Project Lead the Way courses for students concurrently enrolled in both courses Create opportunities for students to research and develop programs to be utilized by interested third parties (i.e. parents, community members, businesses)

SECONDARY Continuous Improvement Plan Templates: 2015-16

Carl D. Perkins IV

CAREER & TECHNICAL EDUCATION Career & Technical Student Organizations (CTSO) (DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA)

Overview

To receive Perkins funding a secondary school must have at least one of the seven national CTSO's listed above. The current Perkins legislation restricts the use of funds for CTSO's. Connecticut has stipulated that funds under the category of CTSO may only be used for:

- The purchase of organizational CTE instructional or leadership materials;
- The cost of bus transportation for a CTSO leadership training event that is open to all students from the school, where paid membership is NOT a requirement for participation; or
- The payment of a stipend to CTSO chapter advisors that may not exceed \$1,500.00 per organization.
- REQUIREMENT – To receive funds for CTSO's under the stipulations stated above, the school must have national organizational documentation that national and/or state dues were paid during the 2014-15 school year. If the school plans to charter a new chapter or restart a chapter of a CTSO during the 2015-16 school year, while requesting allowable CTSO funding, the school must submit a commitment letter on school letterhead with the CIP, stating the CTSO to be joined and the time frame when paid dues for a minimum of ten (10) students will be submitted to the national organization.

Instructions

Please complete the following career & technical education student organization template by secondary school.

Name of Secondary School New Milford High School

Name of CTSO	Number of 2014-15 Paid state/national student memberships	2014-15 Number of paid CTSO members who attended the annual CTSO state conference.	Name(s) of Chapter Advisors
FBLA	36	15	Janice Perrone Andrew Bimonte
DECA	80	46	Debbie Knipple Kristie O'Neill
HOSA	15	10	Denise Duggan

Secondary Continuous Improvement Plan Template: 2015-16

Carl D. Perkins IV

Core Indicators: State targets for 2013-14, for secondary schools, are listed below. Utilizing the data provided by the state located at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320802&sdePNavCtr=|45488>, enter your actual performance levels for 2012-13 and 2013-14.

District: New Milford High School Date: May 2015
 Career pathway/area of concentration identified for improvement: Woodworking Cluster: Engineering Technology

Core Indicator Data	State Target 2013-14	Actual Perf. 2012-13	Actual Perf. 2013-14	Strategies for Improvement	Professional Development
Academic Attainment					
Reading	91.00%*	79.2%	N/A for 2013-14 only	N/A	N/A
Math	90.00%*	83.2%	N/A for 2013-14 only	N/A	N/A
Technical Skill Attainment	47.50%	49.12%	57.71%	With the addition of additional staffing in the Practical Arts department, opportunities exist for advanced Woodworking students to design and develop projects for our Projects Unlimited independent program.	
Graduation/Completion	94.00%*	98.53%	100%	N/A	
Placement (Military, Employment, Advanced Placement)	52.00%	64%	100%	N/A	

Nontraditional Participation	40.00%	35.7%	34.4%	<p>Work with School counselors while scheduling to increase the amount of non-traditional participants.</p> <p>Reach out to incoming 9th graders during open house and hosting STEM nights, possibly in conjunction with the Science department; one focus being on increasing female participation.</p>	<p>Finding professional development for Wood Technology is very difficult. Staff attended a few sessions at Lincoln Tech and Porter and Chester.</p>
Nontraditional Completion	36.00%	27.9%	22.7%	<p>Work with School Counselors to increase the amount of students following the Wood pathway.</p> <p>Increase staffing to improve course offerings and pathways in Woods.</p>	<p>Finding professional development for Wood Technology is very difficult. Staff attended a few sessions at Lincoln Tech and Porter and Chester.</p>

Secondary Continuous Improvement Plan Template: 2015-16

Carl D. Perkins IV

Core Indicators: State targets for 2013-14, for secondary schools, are listed below. Utilizing the data provided by the state located at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320802&sdePNavCtr=#45488>, enter your actual performance levels for 2012-13 and 2013-14.

District: New Milford High School Date: May 2015
 Career pathway/area of concentration identified for improvement: Marketing Education Cluster: Marketing

Core Indicator Data	State Target 2013-14	Actual Perf. 2012-13	Actual Perf. 2013-14	Strategies for Improvement	Professional Development
Academic Attainment					
Reading	91.00%*	79.2%	N/A for 2013-14 only	N/A	N/A
Math	90.00%*	83.2%	N/A for 2013-14 only	N/A	N/A
Technical Skill Attainment	47.50%	49.12%	57.71%	<p>Increase staffing in the Practical Arts department effectively providing opportunities for more sections of Marketing courses and increasing the possible pathways for concentrators.</p> <p>Investigate opportunities for students enrolled in the Marketing course to access internship opportunities in the field, during the school day.</p>	<p>Support attendance at seminars and conferences targeted for Marketing educators.</p> <p>Allow for opportunities for Marketing educators to explore and shadow other successful programs to improve curriculum and instructional methods.</p>
Graduation/Completion	94.00%*	98.53%	100%	N/A	

Placement (Military, Employment, Advanced Placement)	52.00%	64%	100%	N/A	
Nontraditional Participation	40.00%	35.7%	34.4%	Explore opportunities for students participated in externships and internships and to earn additional credits for their participation.	Support training for School Counselors regarding the benefits of successful participation in Marketing courses.
Nontraditional Completion	36.00%	27.9%	22.7%	Investigate possible community connections to job opportunities upon successful completion of clusters. Increase staffing in the Practical Arts department effectively providing opportunities for more sections of Marketing courses and increasing the possible pathways for concentrators.	Discuss possible release time to shadow successful programs to improve curriculum and instructional methods.

Secondary Continuous Improvement Plan Template: 2015-16

Carl D. Perkins IV

Core Indicators: State targets for 2013-14, for secondary schools, are listed below. Utilizing the data provided by the state located at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320802&sdePNavCtr=#45488>, enter your actual performance levels for 2012-13 and 2013-14.

District: New Milford High School Date: May 2015

Career pathway/area of concentration identified for improvement: Human Services Cluster: Early Childhood

Core Indicator Data	State Target 2013-14	Actual Perf. 2012-13	Actual Perf. 2013-14	Strategies for Improvement	Professional Development
Academic Attainment					
Reading	91.00%*	79.2%	N/A for 2013-14 only	N/A	N/A
Math	90.00%*	83.2%	N/A for 2013-14 only	N/A	N/A
Technical Skill Attainment	47.50%	49.12%	57.71%	Re-alignment of curriculum to ensure competencies are fully explored and practiced.	Work with Central Office to develop a timeframe, training in curriculum writing, and time to re-write existing curriculum.
Graduation/Completion	94.00%*	98.53%	100%	N/A	
Placement (Military,			100%	N/A	

Employment, Advanced Placement)	52.00%	64%			
Nontraditional Participation	40.00%	35.7%	34.4%	<p>Utilize interest surveys conducted by School Counseling department to identify students interested in the Early Childhood cluster.</p> <p>Hold an Open House and career opportunities seminar to encourage students to participate in the course offerings.</p>	
Nontraditional Completion	36.00%	27.9%	22.7%	<p>Review the possibility of opening introductory courses to all underclassmen.</p> <p>Determine the feasibility of offering internship opportunities during coursework and corresponding paid employment opportunities.</p> <p>Offer college credit articulations for final course in the sequence.</p>	Discuss possible release time to work with existing college instructors to improve curriculum and instructional methods.

III.APPENDICES APPENDIX A

APPLICATION COVER FOR 2015 –16 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS Bureau of Health/Nutrition, Family Services and Adult Education

Title Of Grant: El Civics for Work and Life
Transitions CCR ready

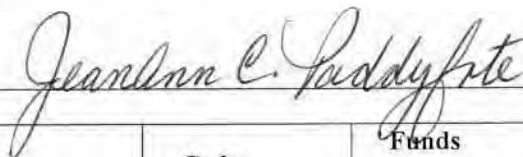
Applicant Organization: New Milford Adult Education
388 Danbury Road
New Milford, CT 06776

Initiated By: Christine Martin, Facilitator 860 350-6647 ext 1170
martinc@newmilfordps.org

Project Director: Christine Martin, Facilitator 860 350-6647 ext 1170
martinc@newmilfordps.org

Submitted By: Dr. Jean Ann Paddyfote 860-355-8406
Superintendent of Schools
50 East Street
New Milford, Ct. 06776

**Signature of Superintendent of
Schools or Chief Executive Officer
of Agency:**



Priority Area	Code	Funds Requested	Matching Funds
Transition: Preparing for 21 st Century Careers– <i>Elementary ESL and ABE/GED</i>	AE-13-1E		
Transition: Preparing for 21 st Century Careers - <i>Secondary</i>	AE-13-1S		
Family Literacy – <i>Elementary ESL and ABE/GED</i>	AE-13-2E		
Family Literacy- <i>Secondary</i>	AE-13-2S		
Nontraditional Adult Education Instruction and Services	AE-13-3		
Expansion of the National External Diploma Program	AE-13-4		
Transition: Post-Secondary Education and Training	AE-13-5	\$40,000	\$13,556
Transition: Integrated Basic Education and Skills Training (I-BEST)	AE-13-6		
English Language Acquisition/ Civics Education	AE-13-7	\$35,000	\$8,794
CT Adult Virtual High School	AE-13-8		
Total Funds Requested		75,000	
Date Submitted: 5/27/15	Date of Board/Agency Approval:		

APPENDIX B
PRIORITY AREA ABSTRACT
Each priority area must have its own abstract

Priority Area Name: Transition to Post Secondary	Project Title: Transitions CCR ready
Applicant Organization: New Milford Adult Education	Project Director: Christine Martin
Beginning Date: 7/1/2015	End Date: 6/30/16
Requested Federal Funds: \$40,000	Program(ABE, ESL, GED, CDP, NEDP, Citizenship): CDP, GED
Planned Number of Students: 44	Cost Per Student: \$909

Statement of Need

The Adult population without a high school diploma continues to face significant barriers to self-sufficiency and employment. New Milford's latest program profile indicates 1,428 adults, aged 18 and over, have not obtained a high school diploma.

Target Population

The target population will encompass students aged 17 and older who do not have a high school diploma. In addition, we will identify students who are deficient in basic skills on the entry appraisal test and those who need soft skills training for pre-employment.

Project Design

For 2015-2016, New Milford Adult Education will continue to provide transition service to post-secondary education/employment to students completing their high school diploma or GED. The program will include but not limited to the following:

- Offer at least 58 /28 hrs of instruction in a variety of career pathway CDP classes each semester.
- Offer at least 40 hours of GED instruction each semester.
- Transition CDP and ABE/GED classes – Instruction in the necessary skills and strategies to become self-sufficient and independent learners in post-secondary education or employment and guidance to select the most appropriate path to future success
- Career awareness – Instruction and guidance in exploring careers through text, internet search, community speakers in a variety of pathways and certification classes
- College and Career Readiness – Curriculum will continue to be developed and adjusted to reflect the CCR standards in a variety of career pathways. The workshop model will be explored to create workforce PD simulations that will prepare students for what lies ahead of them
- Collaboration with outside training programs – Students will have the opportunity to attend at least one college fair. Speaker from a variety of post secondary programs will meet and give presentations to our students. A new collaboration with CT Culinary opens up the Hospitality pathway

- Guidance counselor to provide – Formal and informal evaluation resulting from needs assessment, interest inventories, course grades, and portfolio projects.

Timelines

The transition to post-secondary education/employment will be incorporated into classroom instruction in .25 workshop models and .5 and 1.0 credit courses, scheduled from August through January (first semester) and January through June (second semester). Field trips and speakers will be incorporated into the curriculum. The guidance counselor will use various tools such as O*Net, Naviance, and Odysseyware to expand options and enable students to develop a student success plan.

Project Objectives/Activities

1. Students will acquire the necessary basic skills in English and Math with 25% increase as indicated by the CASAS 50 test results.
 - Students testing below 235 or who demonstrate difficulty with math and/or reading on the CASAS 50 will be remediated in the appropriate subject area. In addition, teachers will differentiate instruction to the student ability levels within the classroom.
 - Career readiness will provide students with the soft skills essential in succeeding in the current labor market.
 - Transition GED will prepare students for the GED and exploring careers, work and post-secondary options
2. Students will develop a student success plan for a realistic post-high school career pathway, with a 100% completion for high school graduates.
 - All new students will complete an orientation to adult education that will include goal identification and career pathway instruction.
 - Students will be exposed to a variety of career and workforce interest inventories to enable them to clarify their future goals, utilizing O*Net and Naviance.
 - Students will experience a variety of post-secondary programs and pathway options through visits, presentations, college fairs, computer research and classroom programming.
 - The guidance counselor will meet with students individually to develop a student success plan with specific steps to achieve their future goals.
3. Students will benefit from a collaboration model with Ct Culinary and NVCC as measured by identification of potential careers and entrance requirements to a minimum of three realistic expectations.
 - Students will visit various career areas in addition to listening to presentations within their classrooms.
 - The guidance counselor will present workshops on study skills, time management, the applications process, writing a college essay and navigating the financial aid process.

- Students will be given alternative methods for achieving credit through independent study packets and computer based distance learning.

Evaluation

Students are evaluated on admission to the program, with GED students pre-testing on CASAS and post-testing prior to graduation. CDP students are tested in class and graded by their classroom teacher with a passing grade of 65%. Students are given a written progress report mid-semester and a final report card. Instructor and the counselor will continually assess their portfolios.

Outcomes

New Milford will participate at state level meetings and consistently share best practices. Periodically scheduled staff meetings will allow inter-disciplinary instruction across academic/career areas.

Future Funding

New Milford Adult Education continues to collaborate with other community agencies, businesses, etc. The Advisory Board meets twice per year to review programs and initiatives. The Board of Education supports continued programming and services to the adults in New Milford.

APPENDIX C – PART 2

PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT

YEAR – 4 (July 1, 2015 – June 30, 2016)

Included here are the requirements for the **Transition to Postsecondary Education and Training Programs** priority area contained in the PIP Request for Proposal issued in 2012-13. Describe the status for each of the requirements. Provide the action steps you plan to implement during the FY 2016 funding period.

Requirement	Action/Activities FY 2016
Written agreements (MOU) between the adult education provider and its post-secondary partner or partners.	Ongoing and new MOU with Ct Culinary of Northwestern Ct
Evidence of an institutional commitment and capacity on the part of all partners to enhance and expand their programs of study in keeping with the requirements of this priority area.	Ongoing- In addition new MOU in culinary pathway opens up new avenues of instruction. Creation of workforce related workshops allow for alternative ways to gain information in a setting similar to one students might have in the workforce.
Establishment of a collaborative planning team comprised of local adult education program staff and students, post-secondary education personnel, and appropriate other agency personnel (One-stops, WIB, etc.).	Ongoing- Advisory board will continue to review and discuss CCR standards as addressed by program curriculum. Questionnaires and surveys of the students and community will be utilized and reviewed.
Creation of a program mission/vision with corresponding curriculum framework that includes the necessary assessment criteria for entrance into post-secondary education programs.	PD this year will revolve around CCR standards and WIOA guidelines. Curriculum will be reviewed and refined where needed. Current mission statement will be reviewed and adjusted by staff, administration and advisory board to reflect standards.
Utilization of some or all components of the <u>Integrating Career Awareness (ICA)</u> curriculum. Classes of sufficient intensity and duration to ensure substantial learning gains and achievement of relevant performance measures.	Ongoing in CDP and GED classes
Development of a student referral process for students that have 16 or more credits, students with a score of 2500 on the Practice GED Test, NEDP students who are in the portfolio review stage, advanced ESL students and/or other specifically defined program criteria.	NEDP N/A for our program Ongoing- All students meet routinely with guidance and office staff to identify goals, assess career options and review post secondary plans
Partnerships between adult education and post-secondary education and training programs must provide at a minimum: consistent representation at all SDE sponsored Transition Roundtable meetings; academic and career related counseling combined with other student support services; academic assessments in line with the receiving institution to ensure student readiness for enrollment; and facilitation of the admissions and financial aid process for transition students.	NM AE will continue to work with NVCC and Ridley Lowell to facilitate student exposure to local post secondary options. We are adding a partnership with CT Culinary to fill an identified gap we felt we had in Hospitality for our students. Students will have the opportunity to obtain culinary certification and employment through this partnership.

If applicable, describe the changes in the general design of the project and justify why they were necessary and appropriate.
CCR standards, workforce ready workshops and additional partnership added to enhance ongoing program.

COMPREHENSIVE ED-114 FISCAL YEAR 2016
BUDGET FORM

GRANTEE NAME: New Milford Adult Education		VENDOR ID: 096	
GRANTEE TITLE: Transition to post secondary			
PROJECT TITLE: Transitions CCR ready			
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR: PROGRAM: CF1: CF2:
GRANT PERIOD: 07/01/2015- 06/30/2016		AUTHORIZED AMOUNT: \$	
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$	% ADMIN COSTS: 2.50%
CODES	DESCRIPTIONS		TOTAL
111A	NON-INSTRUCTIONAL		\$2,009
111B	INSTRUCTIONAL		\$30,259
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		\$0
321	TUTORS		\$0
322	IN SERVICE		\$0
323	PUPIL SERVICES		\$0
324	FIELD TRIPS		\$0
325	PARENT ACTIVITIES		\$0
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		\$0
400	PURCHASED PROPERTY SERVICES		\$0
500	OTHER PURCHASED SERVICES		\$0
600	SUPPLIES		\$7,732
700	PROPERTY		\$0
917	INDIRECT COSTS		\$0
TOTAL1			\$40,000
XWFE	Transition:Preparing for 21st Century Careers - ESL, ABE/GED		\$0
XWFS	Transition:Preparing for 21st Century Careers - CDP, NEDP		\$0
XFLE	Family Literacy Services - ESL, ABE/GED		\$0
XFLS	Family Literacy Services - CDP, NEDP		\$0
XNAE	Nontraditional Adult Education Instruction and Services		\$0
XNED	Expansion of the National External Diploma Program (NEDP)		\$0
XTIB	Transition: Integrated Basic Education & Skills Training		\$0
XTPS	Transition to Post Secondary Education and Training		\$0
XVHS	Connecticut (CT) Adult Virtual High School		\$0
TOTAL2			\$13,556
XZLM	Matching Funds		Greater than 25%
Matching Funds/Total1			

ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

REVISED REQUEST DATE

Comprehensive Budget Narrative

Line Item Questions contact: susan.pierson@ct.gov or (860) 807-2121

Town Name: **New Milford** Town Code: **96**
Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf

111A Administrator/Supervisor Salaries

Total: \$0

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

111B Teachers

Total: \$30,259

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

112A Education Aides

Total: \$0

[illegible]

112B Clerical

Total: \$1,001

[illegible]

Total:	\$1,008
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[illegible]

Total	\$0
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[illegible]

Total: \$0

[illegible]

Total: \$0

[illegible]

Total:	\$0
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To clear a cell: Right click on cell then choose "Clear Contents"

690 Other Supplies

Total: \$0

Choose One Category	Description - Make/Model, Title, etc. (enter at least 6 characters)	Total Order/ Cost Per Item	Quantity	Total Annual Expenditure

700 Property

Total: \$0

Vendor (enter at least 5 characters)	Purpose/Service	Description	Cost Per Item	Quantity	Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

940 Indirect Costs

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item	Quantity	Total Annual Expenditure

Grand Total: \$40,000

Line Item Questions contact: susan.pierson@ct.gov or (860) 807-2121

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (copy to browser)

Total: \$0

[illegible]

Total: \$10.949

[illegible]

Total: \$0

[illegible]

Total: \$0

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

119 Other

Total: \$1,960

Position Title	Description (Optional)	Total # of Other Employees	Hourly or Salaried	Hourly Rate/ Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure
security		1	Hourly	\$14.52	4.5	30		\$1,960

200 Employee Benefits

Total \$0

Line Item	Description (enter at least 6 characters)	Number of Eligible Employees	Type of Benefit/ Comp	Benefit Percentage FICA + Medicare - 7.65% Medicare - 1.45%	% Attributed to Mandate	Amount Benefit/Wages/ Compensation	Total Annual Benefits

To clear a cell: Right click on cell then choose "Clear Contents"

321 Tutors

Total: \$0

Program Area of Responsibility	Description (Optional)	Total # of Teachers	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

322 Inservice (Instructional Program Improvement Services)

Total: \$0

Organization or Presenter(s) (enter at least 5 characters)	Purpose/Service Description	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

323 Pupil Services

Total: \$0

To clear a cell: Right click on cell then choose "Clear Contents"

611 Instructional Supplies

Total:

\$647

[illegible]

612 Administrative Supplies

Total:

\$0

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

641 Textbooks

Total:

\$0

[illegible]

APPENDIX B
PRIORITY AREA ABSTRACT
Each priority area must have its own abstract

Priority Area Name: English Language Acquisition/ Civics Education	Project Title: El Civics for Work and Life
Applicant Organization: New Milford Adult Education	Project Director: Christine Martin
Beginning Date: 7/1/2015	End Date: 6/30/16
Requested Federal Funds: \$35,000	Program(ABE, ESL, GED, CDP, NEDP, Citizenship): ESL
Planned Number of Students: 42	Cost Per Student: \$833

STATEMENT OF NEED/TARGET POPULATION:

Our current program profile identifies at least 268 residents who do not speak English. Many of this population start out as seasonal workers who wish to set down roots, earn a living and raise their family in New Milford. The need for English language skills, workforce readiness skills, culture and community survival skills as well as understanding of how our school system works are of primary importance to them

The target population will include beginner through advanced students, aged 17 and above, who wish to improve their English speaking, listening and writing skills and learn about their community, their new country and possibly obtaining citizenship. Additionally ESL students will include those who are basic skills deficient and want to enter or upgrade their position in the workforce and who want to obtain high school credentials and proceed to post secondary schooling.

PROJECT DESIGN:

For 2015-2016, New Milford Adult Education will continue to provide English Language programming to students wishing to learn English, obtain citizenship, improve basic skills to function in the workforce and to learn about their community. The program will include but is not limited to the following:

- Offer at least 80 hours of ESL classroom instruction in multiple levels
- Offer 16 weeks of U.S. Government class
- Provide experiential learning opportunities through exploration of community assets
- Offer technology in the form of smartboard lessons, virtual field trips, computer programs Easy ESOL, www.elcivicsonline.org and the integration of computer use instruction in all classes.
- Transition students who are looking to further their education and move on to ABE/GED
- Incorporate workforce readiness skills and career goals and pathways into all levels
- Provide parents with the tools to understand the USA school system and how to communicate with their child's teacher
- Utilize the workshop style of instruction to provide intensive short bursts of instruction in student identified workforce and CCR areas

Timelines

- EL/Civics will be incorporated into classroom instruction scheduled from September through January (first semester) and January through May (second semester). Field trips and speakers will be incorporated into the curriculum.

PROJECT OBJECTIVES:

1. ESL students will establish a process for identifying, setting and achieving goals that will increase employability and make them more productive community and family members.
 - Guidance counselor will meet with students, conduct interest inventories and provide information around a variety of topics i.e. TOEFL test, citizenship, HSD and post secondary opportunities.
 - Students will complete worksheets and portfolio handouts that will start the portfolio collection process. Periodically over the course of the semester students and teachers will review goals and revise as needed. Students will have access to a guidance counselor as needed.
2. ESL students will receive instruction in the areas of US Government, Civics and Citizenship as evidenced by written and verbal assessment in each area.
 - All levels will be exposed to Civics, US History, Government and Citizenship within the curriculum.
 - Speakers from the community will be brought in to educate students about their town and the services available to them.
3. Students will receive instruction in speaking, reading, writing and numeracy skills in English in a real world context to improve employability, transition to higher education and improve the quality of life.
 - Students will actively practice reading, writing, speaking and listening in English through meaningful lifeskill based lesson plans
 - Students will demonstrate mastery of these lessons through 50% of intermediate advanced students 25% of beginner students obtaining a 5 point gain in CASAS testing.
4. Students will acquire knowledge about their community and actively participate in local events.
 - Students will visit a variety of community settings and services (Police Department, Fire Department, Town Hall etc)
 - Students from all levels will be invited to participate in student council.
 - Speakers will be provided to all ESL levels from various community and civic organizations. (Local state representative, health care topics New Milford Hospital, Social Services, local post secondary)
5. Students will acquire the skills necessary to function in today's workforce
 - Workplace soft skills will be integrated into all levels
 - Workshops in a variety of career pathways will be offered as directed by student questionnaires
 - Workshops in job readiness skills will be offered as directed by student questionnaires
 - Integrated education opportunities for certifications and workplace training skills will be offered.

Evaluation

CASAS testing will be done for all students on admission to the program, with pre-testing at the start of class and post-testing prior to end of class. Class profiles will be created based on pre-test and post test scores. Matched pairs will be evaluated for gains/losses at the end of the semester and reported in CARS. Needs assessments will be utilized to determine students wants and needs. Staff will report their observations of the results. Students will create portfolios; self assess and meet with teacher for individual portfolio review. Students will have the opportunity to provide input and feedback in monthly student council meetings and will have the opportunity to complete program evaluation forms at the end of each semester

Outcomes

New Milford will participate at state level meetings and consistently share best practices. Periodically scheduled staff meetings will allow inter-disciplinary instruction across all levels.

Future Funding

New Milford Adult Education continues to collaborate with other community agencies, businesses, etc. The Advisory Board meets twice per year to review programs and initiatives. The Board of Education supports continued programming and services to the adults in New Milford.

, APPENDIX C – PART 2
PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT

YEAR – 4 (July 1, 2015 – June 30, 2016)

Included here are the requirements for the Integrated English Literacy and Civics Education priority area contained in the PIP Request for Proposal issued in 2012-13 and modified for the 2015-16 PIP Continuation Application. Describe the status for each of the requirements and address the new additional requirements. Provide the action steps you plan to implement during the FY 2016 funding period.

Requirement	Action/Activities FY 2016
Improvement of literacy skills including speaking, reading, writing and numeracy in order to provide learners with the skills to apply English and mathematics accurately and appropriately in a variety of home, community, workplace and academic settings.	Ongoing—Literacy skills are woven throughout curriculum. Students will continue to have a variety of community experiences to practice these skills New for 2015-2016 CCR standards are being incorporated into appropriate levels and workforce readiness workshops will be offered
Contextualized instruction in civics education that includes rights and responsibilities of citizenship, naturalization procedures, civic participation and U.S. history and government.	Ongoing—Civics education woven into daily lessons in all levels and intensively taught in U.S. Government class
Opportunities for experiential learning in which participants are actively engaged in community pursuits are included in the program design.	Ongoing—thematic lessons that incorporate community events and resources provide students with opportunities to reinforce classroom learning with real life activities
Utilization of research-based instructional models that have proven effective in teaching individuals to read, write and speak English effectively.	Ongoing— New for 15-16 PD and curriculum will be tweaked this year to adapt CCR standards where appropriate
Collaboration with community agencies that offer services to limited English proficient populations.	Ongoing –Social services, Library, Fire Dept etc Red Cross New 2015-2016 collaboration with CT Culinary School of Northwestern CT
Embedding of technology literacy into the core curriculum.	Ongoing--
Program design and goals that focus on preparing adults for employment in in-demand industries and occupations that lead to economic self-sufficiency	Ongoing—Red Cross instruction in CPR New for 2015-2016 CCR standards are being incorporated into appropriate levels and workforce readiness workshops will be offered New 2015-2016 collaboration with CT Culinary School of Northwestern CT
Curriculum focus on skills that will provide information and support in the skills necessary for the workplace	New for 15-16 PD and curriculum will be adjusted this year to adapt CCR standards where appropriate Workforce readiness workshops will be developed and offered
Coordination with the local workforce system	NMAE plans attendance at board meetings NMAE is WIA approved for C.N. A. training and pending on Safe Serv
Activities provided in combination with integrated education/training (IET) activities	Red Cross instructor working with ESL instructor will provide CPR certification through the workshop model. Culinary options will be explored through new partnership with CT Culinary
Funds specifically allocated for teacher professional development	Additional curriculum time as well as extra staff meeting will be planned throughout the year

If applicable, describe the changes in the general design of the project and justify why they were necessary and appropriate.
Changes that were made are to address CCR and WIOA requirements as outlined above.

EL/CIVICS BUDGET ED-114 FISCAL YEAR 2015-16

BUDGET FORM

GRANTEE NAME: New Milford		VENDOR ID: 096	
GRANTEE TITLE:			
PROJECT TITLE: EL Civics for Life and Work			
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR: PROGRAM: CF1: CF2:
GRANT PERIOD: 07/01/2014 – 06/30/2015		AUTHORIZED AMOUNT: \$	
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$	% ADMIN COSTS: 3.93%
CODES	DESCRIPTIONS		TOTAL
111A	NON-INSTRUCTIONAL		\$1,704
111B	INSTRUCTIONAL		\$24,054
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	IN SERVICE		
324	FIELD TRIPS		\$250
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
500	OTHER PURCHASED SERVICES		\$1,180
611	SUPPLIES		\$7,812
700	PROPERTY		
917	INDIRECT COSTS		
	TOTAL		\$35,000
XTLM	TOTAL LOCAL MATCHING		\$8,794
	Matching Funds/Total		Greater than 25%

ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

EL/CIVICS Budget Narrative

Line Item Questions contact: Susan Pierson (860) 807-2121 susan.pierson@ct.gov

Town Name:

Town Code: 96

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy.pdf (copy to browser)

111A Administrator/Supervisor Salaries

Total: \$0

[illegible]

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111B Teachers

Total: \$24,054

[illegible]

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112A Education Aides

Total: \$0

[illegible]

Total: \$696

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Total: \$1,008

Total	\$0
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Total: \$0

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530 Communications

Total: \$0

Vendor (enter at least 5 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

580 Travel

Total: \$680

Position	Purpose/Service Description (enter at least 6 characters)	Type of Expense	Cost Per Item	Quantity/ Duration	Total Annual Expenditure
CAACE	Professional Development	Conference Registration	\$160.00	3	\$480
CREC	Professional Development	Conference Registration	\$100.00	2	\$200

590 Other Purchased Services

Total: \$500

Vendor	Purpose/Service Description (enter at least 6 characters)	Cost Per Item (leave blank if not applicable)	Quantity/ Duration	Total (enter if <u>both</u> prior columns are blank)	Total Annual Expenditure
Red cross	CPR materials/certif			\$500	\$500

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611 Instructional Supplies

Total: \$3,938

Vendor (enter at least 5 characters)	Purpose/Service	Description	Cost Per Item	Quantity	Total Annual Expenditure

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940 Indirect Costs

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item	Quantity	Total Annual Expenditure

Grand Total: \$35,000

Line Item Questions contact:

Town Code: 96

Susan Pierson (860) 807-2121 (susan.pierson@ct.gov)

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (copy to browser)

Total:

\$0

[illegible]

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Total:

\$4,432

[illegible]

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Total:

\$0

[illegible]

Total:

\$0

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322 Inservice (Instructional Program Improvement Services)

Total: \$0

Organization or Presenter(s) (enter at least 5 characters)	Purpose/Service Description	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

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324 Field Trips

Total: \$0

Vendor (enter at least 5 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

330 Other Professional Technical Services

Total: \$0

Vendor (enter at least 6 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

Total: \$0

[illegible]

Total: \$0

[illegible]

Total: \$0

[illegible]

Total: \$0

[illegible]

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611 Instructional Supplies

Total:

\$0

[illegible]

612 Administrative Supplies

Total:

\$0

[illegible]

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641 Textbooks

Total:

\$100

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

700 Property

Total: \$0

Vendor (enter at least 5 characters)	Purpose/Service	Description	Cost Per Item	Quantity	Total Annual Expenditure

940 Indirect Costs

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item	Quantity	Total Annual Expenditure

Grand Total: \$8,794

APPENDIX E

B-11: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary takeover- transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which

this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

1. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

New Milford Adult Education

Name of Applicant

Dr. Jean Ann Paddyfote
Superintendent of Schools

Printed Name and Title of Authorized Representative

Jean Ann C. Paddyfote
Signature

PR/AWARD Number and/or Project Name

Date

5/26/15

APPENDIX F

CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: El Civics for Work and Life
Transitions CCR ready

THE APPLICANT: New Milford Adult Education HEREBY ASSURES THAT:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. Required Contract Language:

1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation,

in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. The grant award is subject to approval of the CSDE and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference.

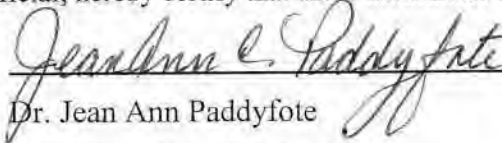
I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature

Name (typed)

Title (typed)

Date



Dr. Jean Ann Paddyfote

Superintendent of Schools

5/26/15

AFFIRMATIVE ACTION PLAN

If a current *Affirmative Action Plan* is on file with the Connecticut State Department of Education, please complete the statement below and submit as part of the Request for Proposals.

If a current *Affirmative Action Plan* is not on file, please complete the attached Affirmative Action Package and Submit as part of the Request for Proposals.

CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE

I, the undersigned authorized official hereby certify that the current affirmative action plan of the applying organization/agency is on file with the Connecticut CSDE. The affirmative action plan is, by reference, part of this application.


Signature of Authorized Official

Date

5/26/15

Dr. Jean Ann Paddyfote
Superintendent of Schools

Name and Title

New Milford Adult Education Program Profile for 2015

Program Information

Program/District: New Milford	Director: Joanne Brogis
Cooperating Districts: REG DIST #12	
Total Grant Funds State / Local : \$107,903 Federal : \$60,182	Number of Program Sites : 1

Community Needs

Number (Percent) of Adult Population, 18 or older, without a high school diploma :	1,428	(6.8%)
Number (Percent) of Adult Population, 18 or older, who do not speak English well :	268	(1.3%)

Program Enrollment and Student Demographics

Program Area	Total Instructional Hours Offered	New Students	Returning Students	Total Students	Total Enrollments
Adult Basic Education (ABE) / General Educational Development (GED) Preparation	116	6	1	7	12
Citizenship	8	3	6	9	27
English as a Second Language (ESL)	236	22	9	31	46
Adult High School Credit Diploma Program	792	27	14	41	206
Total:	1,152	58	30	88	291

Note - 'Total Enrollments' represents all the enrollments, regardless of program area, for students classified in the reported program area.

Age	Females	Males	Total	Ethnicity	Females	Males	Total
16 - 18	10	14	24	Asian	2	0	2
19 - 21	3	9	12	Black / African American	2	1	3
22 - 24	4	7	11	Hispanic/Latino	24	16	40
25 - 44	19	6	25	White	16	26	42
45 - 59	8	6	14	Two or More Races	1	0	1
60+	1	1	2	Total:	45	43	88
Total:	45	43	88				

Student Characteristics at Entry

Entry Status	Number
Employed	52
Unemployed - Seeking Employment	27
Unemployed - Not Seeking Employment	9
On Public Assistance	0
Homeless	0
Immigrant	5
With a Disability	0
Even Start	0
Parent of Child(ren)	
5 years of age or younger	3
6 to 10 years of age	1
11 to 18 years of age	13

Goals/Reasons For Enrollment	Number
Enter Employment	5
Retain Employment	4
Earn a Diploma	30
Enter Postsecondary	4
Improve Basic Skills	41
Progress Towards Diploma	21
Enhance Family Literacy	7
Earn Citizenship	12
Vote	0
Use Community Services	0
Enter Military	0
Court Ordered	1
Required for Public Assistance	0

Student Performance by Program Area

Adult Basic Education (ABE)/General Educational Development (GED) Preparation

Performance of Students Retained for at least 12 hours and with a Pre-Test

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% with at least One Matched Pair	% Making Gains	% Completing Level	% with at least One Achievement
Low Intermediate	1	58	74.36%	100.00%	100.00%	100.00%	100.00%
Low ASE	1	14	87.50%	100.00%	100.00%	100.00%	100.00%
Total:	2	36	76.60%	100.00%	100.00%	100.00%	100.00%

English as a Second Language and Citizenship

Performance of Students Retained for at least 12 hours and with a Pre-Test

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% with at least One Matched Pair	% Making Gains	% Completing Level	% with at least One Achievement
Beginning Literacy	1	26	87.51%	100.00%	0.00%	100.00%	0.00%
Low Beginning	2	31	77.50%	50.00%	50.00%	0.00%	50.00%
High Beginning	7	33	62.78%	57.14%	42.86%	42.86%	57.14%
Low Intermediate	4	29	58.10%	50.00%	25.00%	0.00%	50.00%
High Intermediate	7	55	70.74%	42.86%	14.29%	42.86%	57.14%
Advanced	5	51	80.50%	40.00%	40.00%	0.00%	80.00%
Total:	26	41	69.88%	50.00%	30.77%	26.92%	57.69%

Adult High School Credit Diploma Program

Performance of Students Retained for at least 12 hours

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% Earning at Least 4 Credits	% Completing Level
Students with < 11 credits	14	94	51.86%	0.00%	0.00%
Students with 11 or more credits	27	119	68.35%	11.11%	37.04%
Total:	41	110	62.56%	7.32%	24.39%

National External Diploma Program

Performance of Students Retained for at least 12 hours

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% Completing at least 4 Competency	% Completing Level
Total:	0	0	0.00%	0.00%

Supplemental Information

Percent Functioning Below Intermediate Level at Entry

	Listening	Reading
English as a Second Language	87%	84%

Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	56%	90%
General Educational Development	86%	100%

Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	7 (100%)	2 (29%)
	12+ Hours	7 (100%)	2 (29%)
ESL (Combines ESL and Citizenship)	1+ Hours	42 (100%)	26 (62%)
	12+ Hours	40 (95%)	26 (65%)
Credit Diploma Program	1+ Hours	43 (100%)	N/A
	12+ Hours	41 (95%)	N/A

State Goal for Students with Pre test and 12 Hours is 90%.

Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	14	64%
Math	3	100%

Total CDP Credits Awarded (CDP Programs Only)

	Classroom	Independent Study	Documentation Credit	Total
--	-----------	-------------------	----------------------	-------

Staff Information

Program Area	Number of Staff
--------------	-----------------

English	12.75		12.75
Math	10.00		10.00
Science	5.50	0.50	6.00
Social Studies - Civics	3.00		3.00
Social Studies - Other	7.25		7.25
Voc Ed / Art	2.00		2.00
Electives	20.00		20.00
Total:	60.50	0.50	61.00

Citizenship	1
ABE	0
ESL	3
GED	3
CDP	6
NEDP	0
Counselors	2

GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
Prepared in New Milford Adult Education	1	1	0	0	0	0
Total:	1	1	0	0	0	0

Total Diplomas Awarded

Hours Attended	Credit Diploma	External Diploma	CT GED	Provider Reported GED
Under 12	0	0	0	0
12 or More	10	0	1	0
Total:	10	0	1	0

Data Date :
5/27/2015

Filters Used :
Hours of Attendance : (12PLUS) High School Code : (ALL) City of Residence : (ALL)

Printed on
5/27/2015

APPENDIX H

EDIT CHECK

PART I - General Application Requirements		
1.	Appendix A: Application Cover – page is thoroughly and accurately completed and includes signature of Superintendent or Chief Executive Officer of Agency	✓
2.	Appendix B: Priority Area Abstract – page is thoroughly and accurately completed and includes project objectives and project design (one for each area)	✓
3.	Appendix B: Project Design – includes timelines and, if applicable, notes and explains changes in general design of project (one for each area)	✓
4.	Appendix C: Part 1 and Part 2 are included (for each area) and are thoroughly and accurately completed	✓
5.	Appendix E: Certification Form B-11 is included and signed by superintendent or agency CEO	✓
6.	Appendix F: Statement of Assurances is included and signed	✓
7.	Appendix G: Affirmative Action Packet or Form is included and signed	✓
8.	Current FY 2015 Program Profile is attached	✓
9.	Budget Form ED-114 –the line item amounts entered correspond to the Budget Narrative Explanation AND line item amounts are accurately totaled. (EXCEL sheet)	✓
PART II - Budget Requirements		
10.	Budget Narrative – each line item is calculated accurately and costs are clearly delineated as outlined in the revised September 2006 <i>Budget Guide</i>	✓
11.	Administrative costs (line items 111A, 112B, 322, 580, and 612) are no more than 5% of total grant funds requested	✓
12.	Request for Waiver is included if administrative costs are above 5%. What % is being requested? Request must be grant specific. If not applicable write N/A	N/A
13.	Matching Funds Budget Narrative – narrative form is included (EXCEL sheet)	✓
14.	Matching Funds Budget Narrative – line item amounts are calculated accurately AND total match equals at least but no more than 25% of the total grant funds requested	✓

Name of person who did edit check: Janice M. Strelez

Signature: Janice M. Strelez

Memorandum of Understanding

New Milford Adult Education, a program of the New Milford Board of Education, ("New Milford") and Community Culinary School of Northwestern Connecticut ("CCSNC") wish to establish a collaborative partnership to benefit the adult students of both programs. Therefore, New Milford and CCSNC agree to the following:

Program Statements:

New Milford is dedicated to:

- Achieving standards of academic excellence in all disciplines
- Building partnerships with family and community
- Creating a nurturing, respectful, and safe environment
- Developing social and civic responsibility

CCSNC is dedicated to:

- Empowering participants
- Offering culinary training and job placement to unemployed and underemployed adults interested in a career in the food service industry
- Qualifying participants for jobs that earn a living wage in the food service industry and helping to feed the hungry while doing so

Contact and activities coordinators:

Christy Martin
New Milford Adult Education
388 Danbury Road
New Milford, CT 06776
860-350-6647

Dawn Hammacott, Executive Director
Community Culinary School of Northwestern CT
40 Main Street
New Milford, CT 06776
203-512-5791

Collaboration Goal:

New Milford and CCSNC seek to utilize each other's strengths in order to enhance student career and college readiness. The parties believe that credentials as well as obtaining a High School Diploma will better enable New Milford and CCSNC students to secure ~~seeing~~ employment with family-sustaining wages and assist them in moving forward as productive workers, family and community members.

Responsibilities of the Parties:

New Milford and CCSNC will:

- Make efforts to promote enrollment in High School completion, English as a second language programming and culinary credentialing.
- Protect the confidentiality of student records and personally identifiable information according to state and federal requirements; obtain student authorization to share information between programs.

New Milford will:

- Provide basic workforce skills education at New Milford High School to eligible CCSNC students as needed through regular class, enrichment programs or specific workshops.
- Develop a culinary math curriculum.
- Provide a certified guidance counselor for CCSNC students enrolled in New Milford programs.
- Identify students, within New Milford programs, who have chosen the culinary career pathway. Send qualified students seeking culinary credentialing to CCSNC and upon successful credentialing issue High School Diploma credit.
- Provide CCSNC students seeking High School diploma or ESL classes with information and assist them in enrolling in the desired program.

CCSNC will:

- Interview all candidates referred to CCSNC by New Milford Reserve at least two slots per 12-week session for New Milford participants.
- Provide culinary job training to New Milford participants touching on all aspects of working in a professional kitchen.
- Provide uniforms and all learning materials for each New Milford participant.
- Seek input from New Milford guidance counselors, as necessary, so as to be able to provide a learning experience based on the needs of each participant.
- Work with each New Milford participant on a plan for the employment search process.
- Follow up with New Milford graduates six months after graduation to determine job placement and retention statistics and to provide employment assistance as necessary. Such post-graduation outcome data will be shared with New Milford upon request.

Non-Discrimination

The parties mutually affirm that they do not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, genetic information, ancestry, or veteran status in any of its programs, activities and employment practices.

Indemnification

New Milford shall indemnify, defend and hold CCSNC, its board members, officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of New Milford's responsibilities in this Memorandum.

CCSNC shall indemnify, defend and hold New Milford, its board members, officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of CCSNC's responsibilities in this Memorandum.

Term and Termination

The term of this Memorandum of Understanding is for a period of July 1, 2015 through June 26, 2016. The term of this Memorandum may be extended or annually renewed only by written agreement of the parties. Amendments during the term of the Memorandum must be mutually agreed to in writing. Either party may terminate this Memorandum of Understanding by providing thirty (30) days written notice without penalties or liabilities.

New Milford Adult Education

Name: Joshua Smith
Title: Director

Date

Community Culinary School of Northwestern Connecticut

Name: Dawn Hammacott
Title: Executive Director

Date



NEW MILFORD PUBLIC SCHOOLS

Fiscal Services and Operations

50 East Street

New Milford, Connecticut 06776

(860) 354-8726 FAX (860) 355-4966

To: JeanAnn Paddyfote
Superintendent of Schools
From: Jay Hubelbank
Director of Fiscal Services and Operations
Re: Education Connection Transportation Contract
Date: June 2, 2015

I have spoken with Bert Hughes, the Director of Transportation for Education Connection, regarding a contract extension for the Special Education runs they currently operate. The 2015-16 year will be the last year of a three year contract to provide transportation services to seven outplaced students. Education Connection was the original low bidder for these runs. Bert has proposed that we extend the contract through 2016-17 while holding the prices at the current 2014-15 level. I have determined that the savings for 2015-16 would be approximately \$3,500.

Based on this information, I am recommending the Board approve the extension while maintaining the 2014-15 rates.

Teacher and Administrator Educator Evaluation and Support Plans 2015-2016

Can be viewed on the district website under

Committee on Learning

May 26, 2015

2015-16 BUDGET PLANNING
Town Council Approved Budget

Dept.	2014-15		2015-16	Variance	% Change
	Approved	Revised	Proposed	From Budget	
HPS	3,298,707	3,301,818	3,223,020	-75,687	-2.29%
NES	3,195,164	3,162,777	3,357,201	162,037	5.07%
JPS	2,739,286	2,739,915	0	-2,739,286	-100.00%
SNIS	7,024,093	7,050,555	6,644,530	-379,563	-5.40%
SMS	5,426,648	5,426,648	8,219,467	2,792,819	51.46%
NMHS	10,317,863	10,318,863	10,816,337	498,474	4.83%
DOI	2,475,282	2,477,367	2,676,121	200,839	8.11%
PP	941,592	941,592	1,052,000	110,408	11.73%
SPE ED	5,325,195	5,324,195	5,438,134	112,939	2.12%
Energy ED	21,660	21,660	3,160	-18,500	-85.41%
FAC	5,296,445	5,296,445	5,287,043	-9,402	-0.18%
DOGA	15,873,374	15,873,474	15,896,384	23,010	0.14%
CAP	311,960	311,960	350,050	38,090	12.21%
Total	62,247,269	62,247,269	62,963,447	716,178	1.15%
Revenue					
Medicaid	35,575	35,575	49,575	14,000	39.35%
Building use	81,193	81,193	83,197	2,004	2.47%
NMHS Musical	10,840	10,840	12,000	1,160	10.70%
Pay to Play	79,457	79,457	0	-79,457	-100.00%
Parking Fees	41,156	41,156	36,224	-4,932	-11.98%
Gate Receipts	30,200	30,200	26,626	-3,574	-11.83%
Fingerprinting	2,637	2,637	2,222	-415	-15.74%
Excel Tuition	82,000	82,000	82,000	0	0.00%
LHTC Tuition	19,910	19,910	19,910	0	0.00%
FOI fees	50	50	50	0	0.00%
Excess Costs	873,753	873,753	1,072,835	199,082	22.78%
Erate	28,720	28,720	0	-28,720	-100.00%
Total	1,285,491	1,285,491	1,384,639	99,148	7.71%
GRAND TOTAL	60,961,778	60,961,778	61,578,808	617,030	1.01%
			617,030	1.01%	

2015-16 BUDGET PLANNING
Town Council Approved Budget

Adjustments					
	Cost	Total	Variance	Individual	Running Total
Health Insurance - DW	-400,000	61,178,808	217,030	-0.656%	0.36%
Excel Teacher - HPS	55,995	61,234,803	273,025	0.092%	0.45%
Excel Supplies - HPS	2,500	61,237,303	275,525	0.004%	0.45%
Substance Abuse Counselor - DW	28,000	61,265,303	303,525	0.046%	0.50%
Travel Energy Ed - DW	-1,375	61,263,928	302,150	-0.002%	0.50%
Electricity - JPS	-5,000	61,258,928	297,150	-0.008%	0.49%
Natural Gas - JPS	-5,000	61,253,928	292,150	-0.008%	0.48%
Savings from Turnover	-75,120	61,178,808	217,030	-0.123%	0.36%

EXCEL PRESCHOOL Enrollment Projections 2015-16

NES	Class #1 3 year olds	Class #2 3 year olds	Total NES 3 yr olds	Class #1 4 year olds	Class #2 4 year olds	Total NES 4 yr olds
Sept. 2015	12	13	25	10	12	22
*Nov. 2015	16	14	30	10	12	22
*June 2016	16	18	34	10	12	22
*Totals	16	18	34	10	12	22
				Total 3 and 4 yr olds		56
HPS	Class #1 3 year olds	X	Total HPS 3 yr olds	Class #1 4 year olds	X	Total HPS 4 yr olds
Sept. 2015	13	X	13	16	X	16
*Nov. 2015	18	X	18	18	X	18
*January 2016	26	X	26	18	X	18
*June 2016	26	X	26	18	X	18
*Totals	26	X	26	18	X	18
				Total 3 and 4 yr olds		44

*Based in current referrals (not including 11 Birth-3 documented referrals)

Enrollment History

2015-16	100 (+ at least 11 new referrals)= 111
2014-15	98
2013-14	91
2012-13	86

Considerations

- Special needs children must be evaluated and placed in a program no later than their 3rd birthday
- Rolling enrollment – increases throughout school year based on referrals and 3rd birthday date

2014-15 PROPOSED END OF YEAR PROJECTS

Recommended Spending

Dept.	School	Item	Amount	Balance	Rationale
Fiscal	DW	Munis Training and Support	45,000	602,360	Required to finish Munis implementation
Guidance	SMS	Naviance software	5,889	596,471	Class Registration, Student Success Plan, Career Planning
Fiscal	DW	Security Software	3,000	593,471	Mobile app to allow access to plans
FAC	NES	Intercom system upgrades	4,870	588,601	System needs to be upgraded
FAC	NES	Fire Alarm Panel Upgrade	7,100	581,501	System needs to be upgraded
FAC	SMS	Cabinets for Band room	19,280	562,221	Changes to room assignments
FAC	NMHS	Bleacher Modifications	4,300	557,921	Safety issue
Tech	SMS	Network cabling	11,800	546,121	Wiring for transistional changes
SE	DW	Chrome Books - 58	14,500	531,621	Provide 1 chrome book to each Special Ed Teacher
Tech	DW	Computers - 150	150,000	381,621	Continues replacement of computers purchased prior to 2001
Tech	DW	Chrome Books - 300	78,330	303,291	Continues efforts to provide chrome books throughout district
Tech	DW	Move CEN line to SNIS	54,000	249,291	CEN will run more efficiently and faster
FAC	DW	Replace 1999 Pickup Truck	32,856	216,435	Original request cut from 2015-16 budget
Tech	DW	Fluke Meter Network Analyzer	44,000	172,435	Analyze wired and wireless network
Tech	CO	Replace 2 servers	24,000	148,435	Continues efforts to upgrade network and support
Tech	CO	Network Storage	20,000	128,435	Continues efforts to upgrade network and support
FAC	SNIS	Automatic Scrubber	6,995	121,440	Current machine is on its last legs
CO	CO	Shredder	6,500	114,940	Replace shredder
Other					
FAC	NMHS	Small gym sanding, painting	14,500		
FAC	DW	Front Deck Mower replacement	29,574		

Uniform Chart of Accounts (UCOA)
Resolution of Endorsement and Authorization

The **Board of Education** members of the **Town of New Milford** convened on **June 9, 2015** and adopted a resolution by the **vote of _____ to _____** which endorsed the Board of Education's participation in the Uniform Chart of Accounts Grant Program administered by the Office of Policy and Management in accordance with Sections 87 and 328 of Public Act 13-247.

In addition, the Board of Education has authorized Patricia Murphy, Mayor to act on this endorsement by submitting a proposal and performing necessary administrative actions to enter into a binding agreement with the Office of Policy and Management according to the terms of the UCOA grant program. Such proposal is attached to and made a part of this record.

RESOLVED, the New Milford Board of Education endorse the participation by the Board of Education in the UCOA Conversion Grant Program administered by the Office of Policy and Management in accordance with Sections 87 and 328 of Public Act 13-247.

In addition, the Board of Education authorizes Patricia Murphy, Mayor to act on this endorsement by submitting a proposal and performing necessary administrative actions to enter into a binding agreement with the Office of Policy and Management according to the terms of the UCOA grant program. Such proposal is attached to and made a part of this record.

Attested to by:

Signature: _____
Wendy Faulenbach, Board of Education Secretary

Date: _____



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
INTERGOVERNMENTAL POLICY DIVISION

March 16, 2015

Raymond Jankowski
Finance Director
10 Main Street
New Milford, CT 06776

Dear Mr. Jankowski:

This letter is to inform you that the Office of Policy and Management (OPM) anticipates awarding a grant to the Town of New Milford under the UCOA Conversion Grant Program. The purpose of such award is to reimburse the costs of a financial accounting system upgrade and associated conversion from a local chart of accounts to the state-developed uniform chart of accounts.

Please be aware that this award **is contingent upon** the passage into law of raised House Bill No. 6852. Currently, OPM is not authorized to expend UCOA-purposed funds after June 30, 2014; thus, new legislation is necessary to issue and execute any grant award contracts. Additionally, the passage of H.B. No. 6852 will enable OPM to award grantees on a retroactive basis. After passage, any eligible grantee that proactively began converting to the UCOA prior to the execution of an official grant contract will remain eligible for an award. OPM intends to issue a formal Notice of Grant Award as soon as possible following the effective date of the new legislation.

If, after the passage of H.B. No. 6852 into law, you accept the Notice of Grant Award, OPM will reimburse you for your eligible financial accounting system upgrade costs, up to \$30,000. A single lump sum check will be issued upon receipt of (1) certification from each participating entity that the UCOA has been implemented in the upgraded financial accounting system, and (2) certification of the total expenses eligible for reimbursement according to the terms of the grant contract.

Please direct any questions regarding this matter to Eric Lindquist of my staff at (860) 418-6395 or eric.k.lindquist@ct.gov. I apologize for any inconvenience this delay may cause and thank you for your cooperation.

Sincerely,

W. David LeVasseur, Acting Undersecretary
Intergovernmental Policy Division



**Uniform Chart of Accounts Grant Programs
Application for State Award
UCOA Conversion Grant**

Office of Policy and Management
Pursuant to Sec. 328 (b) of P.A. 13-247

Rev. 09/2014
Form UCOA Conversion-1

This application is to be used by an entity in applying for a state award for implementing the State developed uniform chart of accounts (UCOA) under the UCOA Conversion Grant Program whereby an entity applies for grant funding for upgrading its current financial accounting system or changing its current financial accounting system including conversion from its current local chart of accounts to the State developed UCOA as part of the upgrade or change in financial accounting system; A separate application is available for a collaboration of entities to apply for the Small Localities Financial Accounting System Collaboration (SLFASC) Grant Program. Both a completed hardcopy and electronic version of this application are required to be submitted as indicated below.

Submit application (hardcopy) to:

Office of Policy and Management,
450 Capitol Ave. MS #54 ORG
Hartford, CT 06106-1379
Att: UCOA Grant Program

Submit electronic version of application to: eric.k.lindquist@ct.gov

Name of Applying Entity

Town of New Milford

Type of Entity (check applicable box)

Municipality ☒
Regional School District ☐
Regional Education Service Center ☐
Charter School ☐
Other ☐ (describe below)

If the applicant is a municipality, does the municipality have a board of education? (If yes, answer the question below)

Yes ☒ No ☐

This application is on behalf of:
(check either box A or B)

A) Both the municipality & its board of education ☒
B) The Municipal Government Only ☐

Contact Person for the Application:

Name

Raymond Jankowski

Title

Finance Director

Address

10 Mai St.

City/State/Zip

New Milford, CT 06776

Telephone

860-355-6066

Fax

860-350-6741

E-mail

RJankowski@newmilford.org

Simultaneously, our IT Department will be coordinating the upload the current and two previous budget years so that historical data will be available for future research, upcoming budget comparisons and budget presentations.

With all steps in place, it is our goal to implement the use of the Munis 10.5 Version at the start of our upcoming fiscal year, on July 1, 2015.

Certification by the Chief Executive Officer of the Applicant Entity:

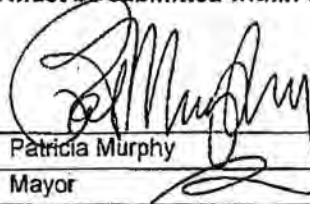
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge and that the legislative body of the applicant organization has endorsed application for this grant. Note: Proof of endorsement must be submitted within 90 days of preliminary approval of grant.

Signature:

Name:

Title:

Date:



Patricia Murphy

Mayor

12/4/2014

Please contact Eric Lindquist at 860-418-6395 or at eric.k.lindquist@ct.gov should you have any questions.



NEW MILFORD PUBLIC SCHOOLS

Fiscal Services and Operations

50 East Street

New Milford, Connecticut 06776

(860) 354-8726 FAX (860) 355-4966

ANNUAL EMERGENCY PREPAREDNESS REPORT 2014-15

BOE Policy 5141.6 stipulates that "An annual report will be provided to the Board of Education that summarizes activities throughout the school district in implementation of the all hazard response framework." It is the purpose of this document to review the past year.

The Director of Fiscal Services and Operations has been given the responsibility for Emergency Preparedness. This year saw a significant amount of time spent developing individual emergency plans for each school as required by the State of Connecticut. The guidelines for the plans called for the establishment of a committee at each school, as well as identifying district wide staff who would play a leadership role in any emergency at any of our schools.

Each committee met several times in the fall to assist with the development of the plan. The committee members were actively involved in identifying safety concerns at their school and helping to put practices in place to address staff concerns.

Following the development of the plans, each committee discussed training plans which will be ongoing with all staff participating. Training is planned for the start of each year, and ongoing training with the committees will be provided.

Below is a list of other security related activities that took place during the year:

Activities within the Schools

1. Fire Drills at each school
2. Lockdowns at each school
3. Testing operation of the emergency generator at SNIS
4. Funding SRO at all Schools
5. Visitor registration system
6. 5 security monitors at our K-8 schools bringing the total to 9 district-wide

Activities across the District

1. Participation in the School Messenger rapid emergency notification system
2. Ongoing review of potential areas in which to improve security at each school

Collaboration with the Town of New Milford

1. Continuing development of formal protocols for Transportation, Nutrition Services and Facilities in support of the Town's Pandemic Plans

New Milford Board of Education Central Office Activities

1. Continuing receipt of notification of relevant Federal Grant Programs
2. Registration with various websites and related sources of pertinent information

The foregoing is a summary and, as such, does not include all activities, but rather is offered to provide a view of the breadth and scope of activities covered.

Respectfully submitted,

Jay H. Hubelbank
Director of Fiscal Services and Operations
June 1, 2015

NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent
50 East Street
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643



Joshua Smith
Assistant Superintendent of Schools

TO: Dr. JeanAnn Paddyfote, Superintendent
FROM: Joshua Smith, Assistant Superintendent
DATE: May 27, 2015
SUBJECT: **Annual Wellness Report**

The Wellness Committee met six times this year as a full group. Our membership included representatives from New Milford Hospital, the Health department, the Safety Committee, Food Services, school administration, parents, and staff from all six schools.

Accomplishments for 2014-2015

- Health/wellness presentations were scheduled for each meeting. Topics included the role of the social worker, role of the school psychologist, and mental health forums. Our school health teachers presented on our K-12 health program. Ms. Robin Winter Zarfardino, Co-Site Director of the Family & Children's Aid, presented on their program and services.
- The March Health Awareness Campaign was once again held at each of the schools and in the community.
- The fifth grade Walking Project was held at Sarah Noble Intermediate School.
- A Health Fair was held at New Milford High School.
- Reviewed district's food services and snacks. All meet or exceed state guidelines; Connecticut guidelines are more stringent than the federal guidelines. Reviewed and developed food service website.
- Presented, discussed, and researched the connections between brain development and academic success. The committee is currently looking at ways to increase opportunities for physical activity in our schools.
- Reviewed and discussed emerging state wellness resources and links that are designed to support school food service and wellness programs.
- Reviewed, updated, and approved the district's Wellness Policy and Guidelines and the Food Management Plan.

Goals for 2015-2016

- Review updated scope and sequence of the K-8 Health program.
- Continue to educate the committee about local services and programs.
- Review and update the district's Food Management Plan.



John J. McCarthy Observatory



May 26, 2015

Ms Angela Chastain
Chairperson
New Milford Board of Education
50 East Street
New Milford, CT 06776

Dear Ms Chastain

It is with sincere pleasure that I deliver the John J. McCarthy Observatory Corporation's 2014-2015 Annual Operations Report, per the Memorandum of Understanding between our organizations dated April 26, 2005.

This is a most special year for this volunteer organization, as we celebrate both our 15th year of supporting the community, and our 10th year of partnership with the Board of Education as a certified 501(C)(3) non-profit corporation.

The 2014-2015 school year has been another year of solid progress in many areas for the McCarthy Observatory, in spite of a winter that caused us many challenges. One of our greatest successes came in significant improvement in technology of the telescopes and other instruments, making new avenues for student research and for breathtaking celestial imaging more feasible.

The Galileo's Garden team has continued to work together as the garden matures, and we have five additional Master Gardener volunteers joining in various capacities to maintain, improve, and teach in Galileo's Garden. We have also continued the "1,000 Suns For New Milford" sunflower project, which has proven to be a great success with second graders, and are now having year five of seeds being planted in the three elementary schools, for June planting in the observatory garden.

Our relationship with both the astronomy and STEM programs at NMHS have been enhanced this year and we are honored to be part of the Project Lead the Way Partnership Team. For that program to achieve certification with the University of New Haven process was a very fine step forward. We look forward to strengthening that relationship with the science department and the STEM program in the next school year and beyond.

This year has been most rewarding for our very enthusiastic volunteer staff, and we thank you for renewing our Memorandum of Understanding for another year.

Sincerely,

Robert E. Lambert
Treasurer
John J. McCarthy Observatory Corporation

Celebrating Our 15th Anniversary Year



Our 15th year of exciting students to science

John J. McCarthy Observatory Corporation 2015 Annual Operations Report

Introduction

The John J. McCarthy Observatory Corporation (JJMOC) has during this year successfully fulfilled its obligations as specified by the "Memorandum of Understanding" (MOU) between JJMOC and the New Milford Board of Education (NMBOE). This agreement, dated April 26, 2005, set forth a structure and operational plan to ensure that the John J. McCarthy Observatory at the New Milford High School (NMHS) and the John J. McCarthy Planetarium at the Sarah Noble Intermediate School (SNIS) are maintained in an operational state and utilized to further science literacy and critical thinking skills through education and public outreach. Following is a review of volunteer accomplishments for this past school year:

Educational Support and Outreach

Based on the model developed by the School Advisory Board as set forth in the MOU, our in-school offerings for curriculum support have continued this year in the Sarah Noble Astronomy To Go program, supporting both 4th and 6th grades. A highlight again for this school year was our "Stump the Astronomers Day" for 6th graders, who challenged three of us with many very well thought-out astronomy questions. The quality of the questions continues to impress us, and seem to get more insightful each year! The students definitely come prepared of this event! We also will be hosting all the 1st grade students from Northville School as we did last year, as it had been a most successful visit, with six exciting activities for all the participants. This is the first field trip for these students, and the teacher and parent support is just remarkable. It takes two mornings to accommodate them, and seven volunteers to support all the activities, and it is most worthwhile. Every activity has been carefully developed jointly by teachers and observatory volunteers.

We have had visits from school groups from Kent School, Mizzentop School in Pawling, NY and two visits of busloads of students from South Kent School, who annually reenact the trial of Galileo, in full costume. We have also done our annual events for 6th graders at Whisconier School in Brookfield. Again we had very challenging weather throughout the fall, winter, and spring that curtailed student observatory visits significantly, but have been able to host almost every visiting group so far this spring. We are pleased to report that we were able to keep the observatory ready throughout a long snowy winter so once again we never had to cancel a visit due to our lack of readiness.

With great support from 17 teachers we are continuing into another year of the sunflower planting project called "1,000 Suns for New Milford" – this year we are again doing it for all the New Milford 2nd grade classes and for the New Milford Children's Center, as well as all



the Northville 1st graders. Seeds harvested from the previous year are used successfully, helping students understand the cycle of planting. Students will be planting 17 varieties of sunflowers. We are on the fifth generation of seeds from the inaugural planting year! A planting party will be held on June 13. This project has been very popular with students, teachers and parents, and we hope to see it grow in the future.....going well beyond the observatory.



Our successful Second Saturday Stars program continued this year, in spite of the many months of bad weather over the winter. The turnout even for cloudy, cold and rainy nights continues to be excellent, and clear nights often have nearly 100 visitors, from many towns in the region. We have surpassed 100 unique astronomy presentations by volunteers at SSS without ever repeating a topic, and have over a 12 month backlog of exciting new topics in progress. We are amazed to see the distances people drive to attend these events, and the number of repeat visitors! In May we celebrated the 25th Birthday of the Hubble telescope,



and had a special cake for the event. Mounted on the cake was an elegantly detailed model of the Hubble telescope, assembled from parts printed for us on the 3D printer in the STEM lab at NMHS. It was a terrific event!

We continue publishing a monthly Astronomy Calendar that is distributed to well over 100 teachers and staff of school systems. This has proven to be a very well accepted document, and readership continues to grow. In addition, a larger version of this document called the "Galactic Observer" is emailed to over 925 families in the region monthly, and is posted on our website. The core of these publications consists of updates on today's discoveries in space exploration (of which there are many), history lessons on astronomy and space programs, and upcoming celestial events for readers to enjoy. The feedback we get from subscribers throughout the region is excellent.

We had two successful Adult Education classes this year. Six area towns were represented in these two courses. We have now done 29 consecutive adult education classes over 15 calendar years. The adult education staff has been extremely helpful to us in administering adult education, which we much appreciate. We continue to add new media and new teaching to help our adult education students better understand and appreciate the universe they live in.

Of course, the mainstay of our educational outreach continues to be the many scout groups, church groups and family groups who spend evenings viewing and learning the heavens. We teach the young visitors how to run the telescopes, have them pick out objects to observe, and let them feel like they are "in charge" of the event. Hands-on operation is an extraordinary experience for kids of all ages, and we get much feedback on how impactful it is.

Mentoring

We have had the distinct pleasure of doing student mentoring this year for independent science study projects and youth interns at the observatory. Five students have been involved this year, led by "super volunteer" Carly KleinStern, a graduating senior at New Milford High School, who has continued her mastery of the spectrograph and imaging cameras, and is one of our most active and effective volunteers. She has done very well in sharing her skills and knowledge with other younger students who are becoming interns.

We believe we are well prepared as a group and as a center, to support more such projects and interns in the future. Attached to this document are brief profiles of New Milford students who have been deeply involved in the observatory, past and present. It has been most gratifying to have such fine students engaged in space exploration in the backyard of New Milford High School. Special attention belongs to Kyle Cloutier this year. She is the daughter of volunteer Bill Cloutier and his wife Maureen, and has been involved with the observatory since it began, and has been a speaker both at the observatory and the school system.



She has now started a professional science career at the Jet Propulsion Laboratory in Pasadena, California, working on mission operations for both the Opportunity rover on Mars and the Cassini Mission exploring the entire Saturn system. Here is a picture of Kyle participating in an event celebrating Opportunity having traversed a distance on Martian soil that exceeds an Olympic marathon distance. The testing model of Opportunity is next to her. With many future missions on the drawing boards at JPL, Ms. Cloutier will have a most exciting career planning the future of solar system space exploration!

Volunteer science projects

Our volunteer team has been engaging in new astronomy-related activities to hone skills and provide more tools to support our mission with students. Here are overviews of the main imaging projects we are engaged in with student involvement:

- **Deep space imaging**

The volunteers and students have continued to capture fine imagery of a variety of deep space objects, and we are now able to print giant (44" wide) images of Observatory images. The imagery we can create today far exceeds what was possible in the past, and they create much excitement when visitors see the results. We made McCarthy Observatory 2015 calendars with 12 celestial images done by the team, and they sold very well. We plan to improve on that project for 2016. A number of images are on display in the high school for students to enjoy, and new images are continually being created. It is a most challenging process, but perseverance has paid off in our ability to create wonderful images of many kinds of celestial objects.

- **Asteroid and comet observations**

New Milford and other area students participated successfully in making observations of newly discovered asteroids and submitted them to the Minor Planet Center of the International Astronomical Union to assist the professional community in establishing more accurate projections of the future path of these objects

Facility improvements

Improving the technology, usability, and appearance of the observatory facility has been an ongoing priority, and we continue to make steady progress. We are now doing things that we believe have never been done before with this instrument in deep space imaging, as mentioned above.

This year has been focused on upgrading the tools and documentation of their proper usage for all of the processes needed to do successful astronomy science and high quality celestial imaging. Several new software tools have been installed and mastered for capturing better imagery and manipulating the images properly. In addition, the spectrograph has been put to great use by students in identifying the chemical makeup of a long-period comet. This was a first for your observatory.

The fine images being produced were made into a beautiful space calendar, onto note cards, and they were also exhibited in the town library and many are now displayed in the high school science wing and library. We also have been developing a "NASA Wall" in the observatory, displaying artifacts from the space program, from shuttle artifacts to donated signed posters from famous explorations including Apollo and Mercury missions, with original signatures from Gus Grissom and Scott Carpenter. The highlight is a flown shuttle wheel, brake and tire assembly from the early 90's, Mounted on a rotating frame to provide full visibility.

We also have models of comet 67P, the New Horizons vehicle, and the Mercury 7 capsule, printed for us by the STEM instructors. We will keep growing this exhibit in the next year, with more artifacts and models, improved lighting, and excellent signs. The STEM instructors are most helpful in printing models provided by NASA and the European Space Agency to expand the set of artifacts. Much appreciated by our team!



Flown Shuttle wheel and brake assembly



Deep space images at the New Milford library

One of our most important facility improvement projects will be to reengineer for significantly reduce power consumption, in keeping with the urgent need everywhere to reduce carbon emissions. Planning has begun, and we expect to make good progress in the year to come.

We have also just received a donation of a 10" Newtonian telescope to add to our collection of instruments for student and public use. This particular style of portable telescope has been proven to be a great design for student learning, due to its simplicity of operation and ease of control. It is totally user-managed, with no electronics at all, making it extraordinarily easy to grasp how to operate. It is the process of being thoroughly cleaned and tested, and will be in our arsenal of user telescopes in the very near future. This is the fifth fine instrument donated to the observatory since we began operations, and we are in discussion for receiving two more in the near future



Galileo's Garden Progress

An ongoing project that began in 2010 is construction of an "outdoor classroom" in a garden area known as "Galileo's Garden". This 3,000 square foot area is an extension of our outdoor teaching space, for supporting student daytime activities as classes and other visiting groups come to the facility. The Garden was dedicated on June 9th, 2012, and has been continuously enhanced since.

The spring of 2015 has us continuing the garden development. The garden is now a "mature" garden, with well-established perennial plants enclosing it and turning it into the "classroom with perimeter walls" that was envisioned by the Master Landscaper that designed it. The current Master Gardener team is building plans for this summer to further enhance it, and do extensive planting to evolve it into a butterfly sanctuary, on a path to become certified as such.

These volunteers are proving to be great workers, planners, teachers and consultants. They are making a huge difference for us, and we are establishing a sustaining partnership with this team and the UConn Bethel Extension that oversees their continuing education. They are working on plans that will make it a true "science teaching garden" for young visitors, with ways to explore and learn through informative and exciting hands-on activities.

The garden is also becoming a popular outdoor classroom for NMHS students, both spring and fall. A dream come true for our team, as that was one of the original purposes for this elegant space. We encourage the BOE members to drop in and see the garden – it is a most enjoyable place from April into November.

At this point Galileo's Garden has over 300 perennial specimens, representing over 40 varieties of trees, shrubs, grasses and flowers. In addition to the over 600 bulbs planted in 2013, 300 red tulip bulbs were planted in the fall of 2014 and bloomed beautifully this spring. The first plantings for the butterfly habitat will begin in June. Various areas on the observatory grounds will be planted with the kinds of plants that attract and feed various butterfly species.

Plans are also being developed to have an inviting entranceway by the six-foot sun, with an ADA-compliant ramp and plantings that will invite visitors "inside" this special garden. We are also focusing as heavily as possible on using environmentally friendly garden products, and intend to use our experience to teach "green gardening" and continue to experiment in improving our results in this very challenging process.

Donated Equipment and Technology Upgrades

As a condition of the MOU, JJMOC donates any capital assets it acquires to the NMBOE. JJMOC has acquired and now donates the following assets acquired this year:

Televue 27mm Panoptic eyepiece for the Meade 16" telescope - \$283

Orion SkyQuest 10" Dobsonian telescope - \$750

Celestron 19mm eyepiece and Opt 2" diagonal for the donated Orion telescope - \$225

Celestron 25X jumbo binoculars - \$300

Optec Field Fattener illuminating device - \$460

STEM Education Support

We are committed to supporting the NMHS STEM program in whatever way can be helpful as this program grows at a rapid pace. We were honored to be asked to participate in the community oversight committee for the STEM initiative, and we host all of those meetings at the observatory. As members, we participated in the University of New Haven assessment process for certification as a STEM program. The NMHS faculty did a superb job managing the assessment, and gained full certification; a major milestone for the STEM program.

We also have utilized the STEM 3D printer for astronomy projects by providing 3D printable model of astronomy objects: a real comet, a Mercury program crew capsule, the Hubble telescope and the New Horizons vehicle approaching Pluto have been printed for us, with STEM students much enjoying watching them take shape during school sessions.

We have also supported the astronomy class with visits to the observatory, resource ideas for teaching astronomy, and ideas for enriching the astronomy program in the future. We are most happy to report that Danielle Ragonnet has joined the Board of Directors of the Observatory. Danielle brings great enthusiasm for science, very strong knowledge of astronomy, and many ideas of how we can collaborate more in the future. With Danielle's leadership we know we can much better work with the science department going forward.

Expansion of observatory working space

Our working space remains a severe limitation to the kinds of activities and programs we can conduct. Fifteen successful years has placed many more demands on the facility, and we are now very space-limited in what we can offer. We continue to refine ideas on the content and usage possibilities of an expanded space, to support more kinds of science, richer programs, large class visits, sharing with the STEM program, etc. We believe that such a space could be used for multiple purposes by the school system and other groups that engage with students, such as science camps, etc. We will continue to pursue the means to fund expansion from our very crowded and limited operating space.

“Stellar” Students from the Observatory’s annals

Over the years we have had the opportunity to mentor some very talented and curious students from the region, and have been able to help them learn to use the technology we offer to pursue their interests in scientific investigations. Here are five examples of New Milford students that have enjoyed and benefitted from pursuing projects at the observatory. We are most proud to support all students, but it is very rewarding to be able to support and encourage young people of this caliber!

- **Lisa Glutkovsky**

Lisa performed an independent study at the observatory, measuring the distance to passing asteroids with simultaneous measurements from two locations far apart (calculating the asteroid distance using parallax). The extraordinarily accurate results she achieved led to her winning the Grand Prize in the Intel International Engineering and Science Fair, and over \$100,000 in scholarships. She went to Princeton University.

- **Stephen Riley**

Stephen was a student intern/volunteer at the observatory, and did a great deal in integrating the observatory’s technology systems. He also began our deep-space imaging initiative. Steven went on to get a degree in Astronomy at Case Western University and is a high school physics and astronomy teacher.

- **Katie Shusdock**

Katie did a fine galaxy imaging project in 6th grade, and was a regular volunteer at the observatory during her school years in New Milford. Katie completing her freshman year at Northeastern University.

- **Kyle Cloutier**

Kyle completed a science project on lunar spectroscopy at the observatory as a high school student, was a frequent volunteer, and a presenter at the observatory’s monthly open house. Kyle has graduated from the University of Maryland with a degree in Aerospace and Aeronautical Engineering, and began her career last fall at NASA’s Jet Propulsion Laboratory in both Mars and Saturn Mission Operations.

- **Carly KleinStern**

Carly completed an 18 month independent study of the Oort Cloud that surrounds the Solar System last year. As part of the project, she tracked a long period comet that came from the Oort Cloud for 8 months before it collided with the Sun last Thanksgiving Day. Her measurements of its Orbital characteristics were virtually indistinguishable from those of the Jet Propulsion Laboratory and the Minor Planet Center. This remarkable work gained Carly two fine awards at the Connecticut Science Fair in 2014. She is now completing her senior year at New Milford High School and plans to pursue science as her field of study this coming fall. We are most proud to have her as an active volunteer at the observatory. She has done many other fine and challenging things as a volunteer, and has left her mark on all of us as an outstanding young woman and future scientist.





Sun Day – June 2014
Safe solar observing,
garden exploring, seeing
solar powered hydrogen
fuel produced, painting
flower pictures, and
much more!



Galileo's Garden made huge leaps forward – it is now maturing to become the “enclosed garden classroom space” envisioned by the master landscaper who designed it. It is colorful from late April to November, and enjoyed by many. Master Gardeners are making it happen!





The Bubble Nebula in Cassiopeia



Giant Nebulae in Orion