

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

| | |
|---------------|--------------------------------|
| DATE: | July 14, 2020 |
| TIME: | 7:30 P.M. |
| PLACE: | By Zoom Virtual Meeting |

RECEIVED
TOWN CLERK
2020 JUL 10 A 8:23
NEW MILFORD, CT

To join the meeting:

<https://zoom.us/j/98530416140?pwd=cJwOXUxUXR3eFNtZnc4QTNVOSStVUT09>

Meeting ID: 985 3041 6140

Password: 043935

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. Bid Award
 1. Recommendation for Award Bid #E-1920-112219 – Student Information System
 - 4. Items of Information**
 - A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
 - B. Monthly Reports
 1. Budget Position dated June 30, 2020
 2. Purchase Resolution D-736
 3. Request for Budget Transfers
 - C. Update on Bid #E-1920-103119 – Digital Copiers
 - D. COVID Related Expenses

- 5. 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.

6. Adjourn

**Sub-Committee Members: Wendy Faulenbach, Chairperson
Pete Helmus
Eileen P. Monaghan
Olga I. Rella**

**Alternates: Brian McCauley
Tammy McInerney**



TO: Kerry Parker, Superintendent
FROM: Brandon Rush, Director of Technology
Date: July 10, 2020
RE: Bid Award E-1920-112219 – Student Information System

The bid packet for the **Student Information System** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper. The bid close date was on Thursday December 5, 2019.

On that date, three (3) vendors submitted bids for the project:

- **Rediker Software**
Implementation Cost - \$0
Annual Cost - \$46,200.00
- **Infinite Campus**
Implementation Cost - \$49,120.00
Annual Cost - \$37,937.00
- **PowerSchool**
Implementation Cost - \$53,033.17
Annual Cost - \$40,193.75

This recommendation for award is based off the following factors:

- 1) RFP response to feature request (133 Features Requested)
- 2) Pricing
- 3) Connecticut K-12 District Usage
- 4) Staff Feedback
- 5) Reference Checks

It is my recommendation that the Board consider awarding this bid to PowerSchool for services starting September 1, 2020. A brief presentation will be presented at the July Operations meeting detailing how this recommendation was decided.



3A-1
Operations Sub-Committee
July 2020

Following this bid award, a contract will be signed with the vendor in August to allow for the planning phase of the project to begin. Data migration and training will take place over the Winter of 2020 and Spring of 2021 with the SIS launch taking place Summer 2021. This item will next appear on the Purchase Resolution in August 2020, in order to generate a purchase order to the vendor. I will be glad to discuss this at the Operations meeting on July 14, 2020 to answer any and all questions regarding this decision.

Sincerely,
Brandon Rush
Director of Technology

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
July 21, 2020

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mrs. Lisa Dablain** Math Interventionist, Schaghticoke Middle School effective July 1, 2020.

2. **Mrs. Erin Lucia**, Science Teacher, New Milford High School effective June 30, 2020.

Moving

Personal Reasons

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None currently

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Ms. Taylor Anderek**, Math Teacher, New Milford High School effective August 20, 2020.
2020-2021 Salary – \$54,638 (Step 2F) (step correction)

2. **Mrs. Erica Andreasen**, Elementary Teacher, Sarah Noble Intermediate School effective August 20, 2020.
2020-2021 Salary – \$82,524 (Step 13I)

3. **Mr. Robert Costigan**, Social Studies Teacher, New Milford High School effective August 20, 2020.
2020-2021 Salary – \$54,638 (Step 2F)

Education History:

BS: Sacred Heart University
Major: Math
MA: Sacred Heart University
Major: Secondary Education

Work Experience:

Student Teacher – Newtown HS

Replacing: L. Cervone

Education History:

BS: WCSU
Major: Elementary Education
MS: WCSU
Major: Elementary Education

Work Experience:

4.5 yrs. NMPS
1 yr. Ridgefield
2 yrs. Stamford
7 yrs. Bethel

Replacing: L. Cosgrove

Education History:

BA: Sacred Heart University
Major: History
MA: Sacred Heart University
Major: Education

Work Experience:

Intern/Substitute Newtown HS

Replacing: M. Abraham

4. **Mrs. Paula Davenport**, Special Education Teacher, Sarah Noble Intermediate School effective August 20, 2020.
2020-2021 Salary – \$54,638 (Step 2F)

Education History:
BS: University of Cincinnati
Major: Elementary Education
MA: University of Bridgeport
Major: Elementary Education

Work Experience:
4 yrs. Diocese of Bridgeport
Tutor/Long Term sub NMPS

Replacing: P. Guendelsberger

5. **Mrs. Kelsey Holub**, Elementary Teacher, Sarah Noble Intermediate School effective August 20, 2020.
2020-2021 Salary – \$57,399 (Step 4F)

Education History:
BS: WCSU
Major: Elementary Education
MS: WCSU
Major: Literacy & Language Arts

Work Experience:
4 yrs. Waterbury

Replacing: K. Sheikh

6. **Mrs. Jaimee Keppel**, Elementary Teacher, Sarah Noble Intermediate School effective August 20, 2020.
2020-2021 Salary – \$61,896 (Step 7F)

Education History:
BS: SUNY, Oneonta
Major: Child & Family Studies
MS: Mercy College
Major: Childhood Education

Work Experience:
6 yrs. New York
LT Sub NMPS

Replacing: K. Kivela

7. **Mr. Logan Messina**, English Teacher, Schaghticoke Middle School effective August 20, 2020.
2020-2021 Salary – \$54,638 (Step 2F)

Education History:
BA: Keene State College
Major: Film Studies
MS: University of Bridgeport
Major: English Language Arts Education

Work Experience:
1 yr. Reg. #12
1

Replacing: P. Parker-Knight

8. **Ms. Laura Nadriczny**, Math Teacher, New Milford High School effective August 20, 2020.
2020-2021 Salary – \$54,638 (Step 2F)
(step correction)

Education History:
BA: WCSU
Major: Math
MA: UConn
Major: Secondary Math Education

Work Experience:
Student Teacher – Newtown HS

Replacing: K. Sroka

- 9. Ms. Sarah Schneider**, Speech Language Pathologist, Hill and Plain School effective August 20, 2020.
2020-2021 Salary – \$74,838 (Step 11I)

Education History:
BS: UConn
Major: English
MS: SCSU
Major: Communication Disorders

Work Experience:
6 yrs. New York
1 yr. Hungary
2 yrs. S. Africa

Replacing: P. Kurjky

- 10. Mrs. Amanda Silva**, Special Education Teacher, Northville Elementary School effective August 20, 2020.
2020-2021 Salary – \$77,180 (Step 12F)

Education History:
BS: Russell Sage College
Major: Elementary Education
MS: Framingham State College
Major: Special Education

Work Experience:
5 yrs. NMPS
6 yrs. Marlborough Schools

Replacing: A. O’Leary

- 11. Mrs. Diana Spedafino**, School Psychologist, New Milford High School effective August 20, 2020.
2020-2021 Salary – \$63,209 (Step 6J)

Education History:
BA: Emmanuel College
Major: Psychology
MA: SCSU
Major: School Psychology
6th Yr. Degree: SCSU
Major: School Psychology

Work Experience:
5 yrs. Wilby HS

Replacing: M. Bouchard

- 12. Mr. Corey Stevens**, Math Teacher, New Milford High School effective August 20, 2020.
2020-2021 Salary – \$60,264 (Step 6F)
(salary correction)

Education History:
BS: University of South Carolina
Major: Sport & Entertainment Mgmt.
MA: University of South Carolina
Major: Secondary Math

Work Experience:
5 yrs. South Carolina

Replacing: J. Wrenn

- 13. Ms. Nicole Verrilli**, Social Studies Teacher, New Milford High School effective August 20, 2020.
2020-2021 Salary – \$52,047 (Step 2B)

Education History:
BA: Keene State College
Major: Secondary Social Studies

Work Experience:
1 yr. Betances Stem Magnet School,
Hartford

Replacing: G. Holmes

| | |
|---|--|
| <p>14. Mrs. Christine Zona, Elementary Teacher, Sarah Noble Intermediate School effective August 20, 2020. 2020-2021 Salary – \$60,264 (Step 6F)</p> | <p><i>Education History:</i> BA: Indiana University, Bloomington Major: Political Science MA: Manhattanville College Major: Elementary Education</p> <p><i>Work Experience:</i> 3 yrs. New York 2 yrs. Washington DC LT Sub NMPS</p> <p>Replacing: A. Radday</p> |
| <p>15. Mrs. Jennifer Amodeo, Head Teacher for Unified Arts, Sarah Noble Intermediate School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | <p>Staff member since 2007</p> |
| <p>16. Mrs. Suzanne Andrews, Department Chair for Social Studies, New Milford High School effective August 25, 2020. 2020-2021 stipend - \$4,299</p> | <p>Staff member since 2003</p> |
| <p>17. Mrs. Lauren Bergner, Department Chair for Special Education-PK-2, Hill and Plain School and Northville Elementary School effective August 25, 2020. 2020-2021 stipend - \$4,299</p> | <p>Staff member since 2003</p> |
| <p>18. Mrs. Gina Bernard, Head Teacher for ELA (English/Language Arts), Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | <p>Staff member since 1992</p> |
| <p>19. Mr. Jeffrey Bronn, Department Chair for English, New Milford High School effective August 25, 2020. 2020-2021 stipend - \$4,299</p> | <p>Staff member since 2004</p> |
| <p>20. Mrs. Darcy Campbell, .49 Department Chair for Special Education, New Milford High School effective August 25, 2020. 2020-2021 stipend - \$4,299</p> | <p>Staff member since 2001</p> |
| <p>21. Mr. Adam Cuillo, District-wide Psychological Services Co-Coordinator effective August 25, 2020. 2020-2021 stipend - \$2,387 (50% of \$4,774)</p> | <p>Staff member since 2013</p> |
| <p>22. Mrs. Jane Danish, Head Teacher for Support Services, Sarah Noble Intermediate School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | <p>Staff member since 2006</p> |

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| <p>23. Mr. Kevin Deitz, Co-Head Teacher for Math, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$1,465.50 (50% of \$2,931)</p> | Staff member since 2007 |
| <p>24. Mrs. Sara Del Mastro, Department Chair for Science, New Milford High School effective August 25, 2020. 2020-2021 stipend - \$4,299</p> | Staff member since 2014 |
| <p>25. Mrs. Stacy Haleks, Head Teacher for Grade 4, Sarah Noble Intermediate School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 2001 |
| <p>26. Mrs. Angela Herdter, Team Leader for Grade 6, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1999 |
| <p>27. Mrs. Sarah Elizabeth Herring, Head Teacher for Special Education, Sarah Noble Intermediate School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 2004 |
| <p>28. Mr. Robert Hibbard, Head Teacher for Unified Arts, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1999 |
| <p>29. Mrs. Robyn Hicks, Team Leader for Grade 8, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1999 |
| <p>30. Ms. Ashley Kivela, Co-Head Teacher for Social Studies, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$1,465.50 (50% of \$2,931)</p> | Staff member since 2018 |
| <p>31. Mrs. Michelle Klee, Head Teacher for Grade 5, Sarah Noble Intermediate School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 2005 |
| <p>32. Mrs. Danette Lambiase, Head Teacher for Guidance, New Milford High School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1998 |
| <p>33. Mr. James Martin, Team Leader for Grade 7, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 2000 |

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| <p>34. Mrs. Theresa McGuinness, Co-Head Teacher for Math, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$1,465.50 (50% of \$2,931)</p> | Staff member since 2006 |
| <p>35. Mrs. Heather Morin, Team Leader for Grade 8, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1999 |
| <p>36. Ms. Lisa Mosey, Team Leader for Grade 7, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1987 |
| <p>37. Mrs. Lynn Nissenbaum, District-wide Psychological Services Co-Coordinator effective August 25, 2020. 2020-2021 stipend - \$2,387 (50% of \$4,774)</p> | Staff member since 2012 |
| <p>38. Mrs. Kimberly Patella, Team Leader for Grade 6, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 2000 |
| <p>39. Mrs. Janice Perrone, Head Teacher for Business and Technology Education, New Milford High School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 2000 |
| <p>40. Mr. Daniel Savo, Co-Head Teacher for Social Studies, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$1,465.50 (50% of \$2,931)</p> | Staff member since 2017 |
| <p>41. Ms. Jennifer Saraiva, Head Teacher for World Languages, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 2006 |
| <p>42. Mrs. Jillian Slater, .49 Department Chair for Special Education, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$4,299</p> | Staff member since 2019 |
| <p>43. Mr. Patrick Smith, Team Leader for Grade 7, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1990 |
| <p>44. Mrs. Keli Solomon, Team Leader for Grade 8, Schaghticoke Middle School effective August 25, 2020. 2020-2021 stipend - \$2,931</p> | Staff member since 1994 |

45. Mrs. Susan Stoughton, Head Teacher for Science,
Schaghticoke Middle School effective August 25, 2020.
2020-2021 stipend - \$2,931

Staff member since 2000

46. Mrs. Jennifer Titus, Speech Services Coordinator, District
Wide effective August 25, 2020.
2020-2021 stipend - \$4,774

Staff member since 2002

47. Mrs. Jennifer Vincent, Team Leader for Grade 6,
Schaghticoke Middle School effective August 25, 2020.
2020-2021 stipend - \$2,931

Staff member since 2017

48. Mrs. Jessica Ward, Department Chair for World
Languages, New Milford High School effective August 25,
2020.
2020-2021 stipend - \$4,299

Staff member since 2008

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. None currently

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None currently

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. None currently

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. None currently

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None currently

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None currently

10. BAND STAFF

a. RESIGNATIONS

1. None currently

11. BAND STAFF

b. APPOINTMENTS

- 1. None currently**

12. COACHING STAFF

a. RESIGNATIONS

- 1. Mr. Mike Nahom**, Assistant Indoor Track Coach, New Milford High School effective June 8, 2020.

Personal Reasons

13. COACHING STAFF

b. APPOINTMENTS

- 1. None currently**

14. LEAVES OF ABSENCE

- 1. None currently**



| SUMMARY BY MOC (MAJOR OBJECT CODE) | | | | | | | | |
|------------------------------------|-------------------------------|-------------------|-----------|-------------------|-------------------|------------------|------------------|---------------|
| RANGE | MAJOR OBJECT CODE DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
| 100'S | SALARIES - CERTIFIED | 28,786,342 | -1,360 | 28,784,982 | 28,729,379 | 0 | 55,603 | 99.81% |
| 100'S | SALARIES - NON CERTIFIED | 9,334,085 | 0 | 9,334,085 | 9,020,335 | 0 | 313,750 | 96.64% |
| 200'S | BENEFITS | 11,327,946 | 0 | 11,327,946 | 10,487,094 | 770,763 | 70,089 | 99.38% |
| 300'S | PROFESSIONAL SERVICES | 4,087,606 | 25,670 | 4,113,276 | 3,574,894 | 145,921 | 392,461 | 90.46% |
| 400'S | PROPERTY SERVICES | 969,278 | -9,726 | 959,552 | 763,517 | 110,086 | 85,949 | 91.04% |
| 500'S | OTHER SERVICES | 7,628,684 | -63,253 | 7,565,431 | 6,381,648 | 395,309 | 788,474 | 89.58% |
| 600'S | SUPPLIES | 2,626,716 | -8,523 | 2,618,193 | 1,996,840 | 425,046 | 196,307 | 92.50% |
| 700'S | CAPITAL | 84,047 | 58,748 | 142,795 | 103,100 | 25,002 | 14,693 | 89.71% |
| 800'S | DUES AND FEES | 88,621 | -1,556 | 87,065 | 86,173 | - | 892 | 98.98% |
| 900'S | REVENUE | -892,633 | 0 | -892,633 | -877,734 | 0 | -14,899 | 98.33% |
| GRAND TOTAL | | 64,040,692 | 0 | 64,040,692 | 60,265,246 | 1,872,127 | 1,903,319 | 97.03% |

| SALARIES - NON CERTIFIED BREAKOUT | | | | | | | | |
|-----------------------------------|-------------------------------------|------------------|-----------|------------------|------------------|--------------|----------------|---------------|
| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
| 51180 | SALARIES - NON CERT - STIPENDS | 565,784 | 0 | 565,784 | 518,696 | 0 | 47,088 | 91.68% |
| 51201 | SALARIES - NON CERT - PARA EDUCATOR | 2,009,328 | 0 | 2,009,328 | 1,914,502 | 0 | 94,826 | 95.28% |
| 51202 | SALARIES - NON CERT - SUBSTITUTUES | 854,478 | 158,446 | 1,012,924 | 1,012,924 | 0 | 0 | 100.00% |
| 51210 | SALARIES - NON CERT - SECRETARY | 1,888,333 | 0 | 1,888,333 | 1,845,048 | 0 | 43,284 | 97.71% |
| 51225 | SALARIES - NON CERT - TUTORS | 300,695 | 0 | 300,695 | 268,891 | 0 | 31,804 | 89.42% |
| 51240 | SALARIES - NON CERT - CUSTODIAL | 1,891,646 | -158,446 | 1,733,200 | 1,715,445 | 0 | 17,754 | 98.98% |
| 51250 | SALARIES - NON CERT - MAINTENANCE | 920,746 | -40,033 | 880,713 | 810,777 | 0 | 69,936 | 92.06% |
| 51285 | SALARIES - NON CERT - TECHNOLOGY | 457,410 | 0 | 457,410 | 448,354 | 0 | 9,056 | 98.02% |
| 51336 | SALARIES - NON CERT - NURSES | 445,665 | 40,033 | 485,698 | 485,699 | 0 | 0 | 100.00% |
| TOTAL | | 9,334,085 | 0 | 9,334,085 | 9,020,335 | 0 | 313,750 | 96.64% |

| BENEFIT BREAKOUT | | | | | | | | |
|------------------|------------------------------------|-------------------|-----------|-------------------|-------------------|----------------|---------------|---------------|
| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
| 52200 | BENEFITS - FICA | 638,931 | -26,339 | 612,592 | 555,631 | 0 | 56,961 | 90.70% |
| 52201 | BENEFITS - MEDICARE | 534,567 | 0 | 534,567 | 522,920 | 0 | 11,647 | 97.82% |
| 52300 | BENEFITS - PENSION | 840,836 | 860 | 841,696 | 844,227 | 0 | -2,531 | 100.30% |
| 52600 | BENEFITS - UNEMPLOYMENT COMP | 15,000 | 25,479 | 40,479 | 43,769 | 0 | -3,290 | 108.13% |
| 52810 | BENEFITS - HEALTH INSURANCE | 8,572,329 | 0 | 8,572,329 | 7,864,832 | 707,497 | 0 | 100.00% |
| 52820 | BENEFITS - DISABILITY INSURANCE | 125,000 | 0 | 125,000 | 102,746 | 22,254 | 0 | 100.00% |
| 52830 | BENEFITS - LIFE INSURANCE | 121,000 | 0 | 121,000 | 105,137 | 15,863 | 0 | 100.00% |
| 52900 | BENEFITS - OTHER EMPLOYEE BENEFITS | 480,283 | 0 | 480,283 | 447,833 | 25,148 | 7,302 | 98.48% |
| TOTAL | | 11,327,946 | 0 | 11,327,946 | 10,487,094 | 770,763 | 70,089 | 99.38% |



EXPENDITURES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------|--------------------------------|-----------------|-----------|----------------|------------|--------------|---------|---------|
| 51110 | CERTIFIED SALARIES | 28,786,342 | -1,360 | 28,784,982 | 28,729,379 | 0 | 55,603 | 99.81% |
| 51200 | NON-CERTIFIED SALARIES | 9,334,085 | 0 | 9,334,085 | 9,020,335 | 0 | 313,750 | 96.64% |
| 52000 | BENEFITS | 11,327,946 | 0 | 11,327,946 | 10,487,094 | 770,763 | 70,089 | 99.38% |
| 53010 | LEGAL SERVICES | 213,500 | 0 | 213,500 | 249,346 | 0 | -35,846 | 116.79% |
| 53050 | CURRICULUM DEVELOPMENT | 75,000 | 0 | 75,000 | 44,016 | 0 | 30,984 | 58.69% |
| 53200 | PROFESSIONAL SERVICES | 2,020,502 | -51,080 | 1,969,422 | 1,632,338 | 38,340 | 298,743 | 84.83% |
| 53201 | MEDICAL SERVICES - SPORTS | 30,500 | 0 | 30,500 | 22,727 | 0 | 7,773 | 74.52% |
| 53210 | TIME & ATTENDANCE SOFTWARE | 10,500 | 0 | 10,500 | 3,638 | 0 | 6,862 | 34.64% |
| 53220 | IN SERVICE | 118,560 | -26,405 | 92,155 | 69,657 | 0 | 22,498 | 75.59% |
| 53230 | PUPIL SERVICES | 931,976 | 112,360 | 1,044,336 | 995,911 | 105 | 48,320 | 95.37% |
| 53300 | OTHER PROF/ TECH SERVICES | 65,215 | -12,876 | 52,339 | 44,701 | 676 | 6,962 | 86.70% |
| 53310 | AUDIT/ACCOUNTING | 45,000 | 0 | 45,000 | 45,000 | 0 | 0 | 100.00% |
| 53500 | TECHNICAL SERVICES | 260,690 | 3,671 | 264,361 | 222,379 | 40,777 | 1,205 | 99.54% |
| 53530 | SECURITY SERVICES | 206,163 | 0 | 206,163 | 140,141 | 66,022 | 0 | 100.00% |
| 53540 | SPORTS OFFICIALS SERVICES | 110,000 | 0 | 110,000 | 105,040 | 0 | 4,960 | 95.49% |
| 54101 | CONTRACTUAL TRASH PICK UP | 92,995 | 0 | 92,995 | 59,640 | 17,310 | 16,046 | 82.75% |
| 54301 | REPAIRS & MAINTENANCE | 455,243 | 0 | 455,243 | 387,171 | 54,895 | 13,177 | 97.11% |
| 54302 | FIRE / SECURITY MAINTENANCE | 2,500 | 0 | 2,500 | 1,203 | 0 | 1,297 | 48.11% |
| 54303 | GROUNDS MAINTENANCE | 14,028 | 0 | 14,028 | 8,782 | 418 | 4,828 | 65.58% |
| 54310 | GENERAL REPAIRS | 48,446 | -10,361 | 38,085 | 21,483 | 7,966 | 8,636 | 77.32% |
| 54320 | TECHNOLOGY RELATED REPAIRS | 36,430 | 0 | 36,430 | 20,891 | 3,179 | 12,360 | 66.07% |
| 54411 | WATER | 68,195 | 0 | 68,195 | 49,702 | 18,493 | 0 | 100.00% |
| 54412 | SEWER | 22,900 | 0 | 22,900 | 22,025 | 184 | 691 | 96.98% |
| 54420 | LEASE/RENTAL EQUIP/VEH | 228,541 | 635 | 229,176 | 192,620 | 7,641 | 28,915 | 87.38% |
| 55100 | PUPIL TRANSPORTATION - OTHER | 106,250 | 0 | 106,250 | 76,268 | 0 | 29,982 | 71.78% |
| 55101 | PUPIL TRANS - FIELD TRIP | 23,000 | -2,813 | 20,187 | 19,686 | 0 | 501 | 97.52% |
| 55105 | TRANSPORTATION - SUMMER | 16,000 | 0 | 16,000 | 0 | 0 | 16,000 | 0.00% |
| 55110 | STUDENT TRANSPORTATION | 4,560,865 | 0 | 4,560,865 | 3,848,851 | 305,087 | 406,928 | 91.08% |
| 55190 | STUDENT TRANSPORTATION PURCHAS | 1,500 | 0 | 1,500 | 0 | 0 | 1,500 | 0.00% |
| 55200 | GENERAL INSURANCE | 279,746 | 0 | 279,746 | 279,746 | 0 | 0 | 100.00% |
| 55300 | COMMUNICATIONS | 48,668 | 0 | 48,668 | 44,596 | 4,072 | 0 | 100.00% |
| 55301 | POSTAGE | 35,531 | 0 | 35,531 | 20,788 | 14,743 | 0 | 100.00% |
| 55302 | TELEPHONE | 77,145 | 0 | 77,145 | 77,145 | 0 | 0 | 100.00% |



EXPENDITURES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------------------|--------------------------------|-------------------|-----------|-------------------|-------------------|------------------|------------------|---------------|
| 55400 | ADVERTISING | 5,000 | 0 | 5,000 | 3,949 | 0 | 1,051 | 78.97% |
| 55505 | PRINTING | 51,372 | 0 | 51,372 | 37,737 | 0 | 13,635 | 73.46% |
| 55600 | TUITION | 35,000 | 0 | 35,000 | 1,300 | 950 | 32,750 | 6.43% |
| 55610 | TUITION TO IN STATE DIST | 796,641 | -56,000 | 740,641 | 613,078 | 9,589 | 117,974 | 84.07% |
| 55630 | TUITION TO PRIVATE SOURCES | 1,540,697 | 0 | 1,540,697 | 1,336,128 | 58,477 | 146,092 | 90.52% |
| 55800 | TRAVEL | 51,269 | -4,440 | 46,829 | 22,377 | 2,392 | 22,060 | 52.89% |
| 56100 | GENERAL INSTRUCTIONAL SUPPLIES | 168,242 | -635 | 167,607 | 119,329 | 6,853 | 41,424 | 75.28% |
| 56110 | INSTRUCTIONAL SUPPLIES | 415,078 | -4,514 | 410,565 | 300,380 | 10,826 | 99,359 | 75.80% |
| 56120 | ADMIN SUPPLIES | 28,397 | 0 | 28,397 | 18,668 | 3,238 | 6,491 | 77.14% |
| 56210 | NATURAL GAS | 194,960 | 0 | 194,960 | 164,490 | 30,470 | 0 | 100.00% |
| 56220 | ELECTRICITY | 964,971 | 0 | 964,971 | 752,091 | 212,880 | 1 | 100.00% |
| 56230 | PROPANE | 4,500 | 0 | 4,500 | 1,882 | 998 | 1,620 | 63.99% |
| 56240 | OIL | 205,437 | 0 | 205,437 | 141,263 | 64,174 | 0 | 100.00% |
| 56260 | GASOLINE | 33,246 | 0 | 33,246 | 9,375 | 15,119 | 8,752 | 73.68% |
| 56290 | FACILITIES SUPPLIES | 308,111 | 0 | 308,111 | 265,569 | 32,618 | 9,924 | 96.78% |
| 56291 | MAINTENANCE COMPONENTS | 15,000 | 0 | 15,000 | 14,650 | 43 | 307 | 97.95% |
| 56292 | UNIFORMS/ CONTRACTUAL | 14,200 | 0 | 14,200 | 12,763 | 128 | 1,309 | 90.78% |
| 56293 | GROUNDSKEEPING SUPPLIES | 22,750 | 0 | 22,750 | 9,053 | 7,991 | 5,706 | 74.92% |
| 56410 | TEXTBOOKS | 60,228 | 245 | 60,473 | 60,473 | 0 | 0 | 100.00% |
| 56411 | CONSUMABLE TEXTS | 55,481 | -5,040 | 50,440 | 14,812 | 31,678 | 3,950 | 92.17% |
| 56420 | LIBRARY BOOKS | 58,696 | 520 | 59,216 | 59,216 | 0 | 0 | 100.00% |
| 56430 | PERIODICALS | 19,157 | -475 | 18,682 | 14,656 | 2,560 | 1,465 | 92.16% |
| 56460 | WORKBOOKS | 13,916 | 0 | 13,916 | 13,904 | 0 | 12 | 99.92% |
| 56500 | SUPPLIES - TECH RELATED | 44,346 | 1,376 | 45,722 | 24,266 | 5,469 | 15,986 | 65.04% |
| 57340 | COMPUTERS/TECH HARDWARE | 14,100 | 0 | 14,100 | 9,853 | 32 | 4,214 | 70.11% |
| 57345 | INSTRUCTIONAL EQUIPMENT | 8,140 | 0 | 8,140 | 3,010 | 3,430 | 1,699 | 79.12% |
| 57400 | GENERAL EQUIPMENT | 49,683 | 60,248 | 109,931 | 86,726 | 21,180 | 2,025 | 98.16% |
| 57500 | FURNITURE AND FIXTURES | 12,124 | -1,500 | 10,624 | 3,510 | 360 | 6,754 | 36.42% |
| 58100 | DUES & FEES | 88,621 | -1,556 | 87,065 | 86,173 | 0 | 892 | 98.98% |
| EXPENDITURE TOTAL | | 64,933,325 | 0 | 64,933,325 | 61,142,980 | 1,872,127 | 1,918,218 | 97.05% |



REVENUES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|----------------------|-----------------------------------|-----------------|-----------|-----------------|-----------------|--------------|----------------|---------------|
| 43103 | EXCESS COSTS | -533,633 | 0 | -533,633 | -700,575 | 0 | 166,942 | 131.28% |
| 43105 | MEDICAID REIMBURSEMENT | -51,000 | 0 | -51,000 | -39,626 | 0 | -11,374 | 77.70% |
| 44105 | FOI & FINGERPRINTING FEES | -1,900 | 0 | -1,900 | 0 | 0 | -1,900 | 0.00% |
| 44705 | BUILDING USE FEES (BASE RENTAL) | -55,000 | 0 | -55,000 | -22,826 | 0 | -32,174 | 41.50% |
| 49102 | BUILDING USE FEES (CUSTODIAL) | -27,951 | 0 | -27,951 | -17,247 | 0 | -10,704 | 61.70% |
| 44800 | REGULAR ED TUITION | -104,725 | 0 | -104,725 | -43,000 | 0 | -61,725 | 41.06% |
| 44822 | SPECIAL ED TUITION | -18,200 | 0 | -18,200 | 0 | 0 | -18,200 | 0.00% |
| 44860 | ADMISSIONS/ATHLETIC GATE RECEIPTS | -25,400 | 0 | -25,400 | -23,500 | 0 | -1,900 | 92.52% |
| 44861 | PARKING PERMIT FEES | -64,824 | 0 | -64,824 | -30,961 | 0 | -33,863 | 47.76% |
| 44862 | SCHOOL MUSICAL TICKET SALES | -10,000 | 0 | -10,000 | 0 | 0 | -10,000 | 0.00% |
| REVENUE TOTAL | | -892,633 | 0 | -892,633 | -877,734 | 0 | -14,899 | 98.33% |

| | | | | | | | |
|--------------------|-------------------|----------|-------------------|-------------------|------------------|------------------|---------------|
| GRAND TOTAL | 64,040,692 | 0 | 64,040,692 | 60,265,246 | 1,872,127 | 1,903,319 | 97.03% |
|--------------------|-------------------|----------|-------------------|-------------------|------------------|------------------|---------------|

| <u>BOE Capital Reserve Acct #43020000-10101</u> | |
|---|---------|
| Total as of 6/30/20 | 549,897 |

| <u>Turf Field Replacement Acct #43020000-10130</u> | |
|--|---------|
| CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u> | 50,000 |
| CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u> | 50,000 |
| CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S & BANNER SALES</u> | 10,225 |
| CONTRIBUTION - <u>FROM TOWN DATED 6/4/20</u> | 50,000 |
| Total as of 6/30/20 | 160,225 |



PURCHASE RESOLUTION D - 736

AGENDA ITEM 4B-2
JULY 2020 MEETING

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

| Funding | Location | Vendor Name | Description | Amount | Object Code |
|--------------|-----------------|------------------------------------|---|--------------------|--------------|
| GENERAL | NMHS | COLLEGE ENTRANCE EXAMINATION BOARD | AP EXAMINATION FEE'S | \$ 22,750.00 | 53200 |
| GENERAL | SPED | EDUCATION WITHOUT WALLS | SETTLEMENT AGREEMENT FOR TUITION 19-20 | \$ 18,225.00 | 55630 |
| GENERAL | NMHS | CANTERBURY SCHOOL | ICE RINK RENTAL FEES FROM 11/27/19 - 3/5/20 | \$ 16,145.00 | 54420 |
| GENERAL | SPED | DANA JOHNSON LAW OFFICES | SETTLEMENT AGREEMENT FOR TUITION 19-20 | \$ 15,000.00 | 55630 |
| GENERAL | SPED | DANA JOHNSON LAW OFFICES | SETTLEMENT AGREEMENT FOR TUITION 19-20 | \$ 15,000.00 | 55630 |
| GENERAL | SPED | DANBURY PUBLIC SCHOOLS | MAGNET SCHOOL TUITION 19-20 | \$ 15,000.00 | 55610 |
| GENERAL | TECHNOLOGY | PEAR DECK, INC. | PRESENTATION TOOL FOR GOOGLE PLATFORM | \$ 11,840.00 | 57400 |
| GENERAL | TECHNOLOGY | EDUCATIONAL TECH AND LIFE CORP. | LEVEL ONE GOOGLE CERTIFICATION CLASS (2 SESSIONS) | \$ 11,400.00 | 57400 |
| GRANT | ADULT ED | CDW GOVERNMENT, INC. | CHROMEBOOKS AND LICENSES (40 UNITS) | \$ 9,160.00 | 57340 |
| GENERAL | SPED | CHILDREN'S CENTER OF HAMDEN | SETTLEMENT AGREEMENT FOR TUITION 19-20 | \$ 8,868.93 | 55630 |
| GENERAL | TECHNOLOGY | SHI INTERNATIONAL CORP. | ADOBE DIGITAL SIGNATURE PROGRAM | \$ 7,735.00 | 57400 |
| GENERAL | SPED | DANA JOHNSON LAW OFFICES | SETTLEMENT AGREEMENT FOR TUITION 19-20 | \$ 7,500.00 | 55630 |



BUDGET TRANSFER REQUESTS

AGENDA ITEM 4B-3
JULY 2020 MEETING

| DETAIL | | | FROM (-) | | | TO (+) | | |
|----------|--|-------------|----------|-----------------------------|---------------|----------|--------------------------------|-------------------------|
| # | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATION | ORG | OBJECT |
| FISCAL-1 | BACKFILL TO RESOLVE OVERDRAWN ACCOUNT DUE TO ADDITIONAL LEGAL FEES THAT WE HAVE BEEN BILLED FOR TO DATE FOR THE 19/20 FISCAL YEAR. | \$35,846.00 | DISTRICT | BAZ25043 FISCAL SERVICES | 52200 FICA | DISTRICT | BAZ23143 BOARD OF EDUCATION | 53010 LEGAL SERVICES |

| DETAIL | | | FROM (-) | | | TO (+) | | |
|----------|---|------------|----------|-----------------------------|-------------------------------------|----------|-----------------------------|-------------------------------------|
| # | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATION | ORG | OBJECT |
| FAC-1 | TURF FIELD REPAIRS | \$1,000.00 | HPS | BFA26243 FACILITIES | 54301 REPAIRS AND MAINTENANCE | NMHS | BFE26243 FACILITIES | 54301 REPAIRS AND MAINTENANCE |
| | | \$1,500.00 | NES | BFB26243 FACILITIES | | | | |
| | | \$1,000.00 | SMS | BFD26243 FACILITIES | | | | |
| FAC-2 | SMS ELEVATOR SERVICE CALL | \$2,000.00 | SNIS | BFF26243 FACILITIES | 54301 REPAIRS AND MAINTENANCE | SMS | BFD26243 FACILITIES | 54301 REPAIRS AND MAINTENANCE |
| FISCAL-2 | BACKFILL TO RESOLVE OVERDRAWN ACCOUNT DUE TO INCREASED NUMBER OF PENSION QUOTE REQUESTS FROM PERSPECTIVE EMPLOYEES WISHING TO RETIRE COSTS THROUGH FISCAL YEAR END. | \$2,531.00 | DISTRICT | BAZ25043 FISCAL SERVICES | 52200 FICA | DISTRICT | BAZ25043 FISCAL SERVICES | 52300 PENSION |
| FISCAL-3 | BACKFILL TO RESOLVE OVERDRAWN ACCOUNT DUE TO INCREASED UNEMPLOYMENT COSTS THROUGH FISCAL YEAR END. | \$3,920.00 | DISTRICT | BAZ25043 FISCAL SERVICES | 52200 FICA | DISTRICT | BAZ25043 FISCAL SERVICES | 52600 UNEMPLOYMENT |



Office of Fiscal Services & Operations
50 East Street
New Milford, Connecticut 06776

Operations Subcommittee

July 2020

Item of Information 4C

TO: Kerry Parker, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: July 10, 2020
RE: Update on Bid #E-1920-103119 - Digital Copiers

At the June 2020 full Board of Education meeting, no action was taken on the requests for proposals received for this service and the district continues to operate on a month to month agreement with the current vendor Ricoh.

Due to the continued uncertainty of copier machine usage related to the reopening of schools, it is the administration's recommendation to continue this month to month arrangement through at least January 1, 2021.

At that time, we will revisit our need for replacement copier sizes and quantities across the district. Enough time would have elapsed by then that it would require us to post a new request for proposal (RFP) for these services. This reposting will also allow the Director of Technology to issue a revised scope of services that includes a clear scoring template by which proposal submissions will be graded and recommendation for award to a specific vendor will be made.

I will be glad to discuss this at the Operations Sub-Committee meeting on July 14, 2020 along with Mr. Brandon Rush, the Director of Technology, to answer any and all questions regarding these services.

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



Office of Fiscal Services & Operations
 50 East Street
 New Milford, Connecticut 06776

Operations Subcommittee

July 2020

Item of Information 4D

TO: Kerry Parker, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: July 10, 2020
RE: Update on COVID-19 Funding Sources – 19/20 Surplus & CARES Act

19/20 Surplus Funding for COVID-19

On July 7, 2020 the Town of New Milford established an account for the Board of Education in MUNIS under account number C00000-90000 with an initial deposit in the amount of \$750,000 to begin moving forward on COVID-19 related expenses. The \$750,000 is only the initial funding and we expect access to additional funds over the next few months, ultimately ending with having the entire (if needed) fiscal year-end balance for 19/20 available for COVID-19 related expenses at the conclusion of the Audit in January 2021.

The Business Office has set up accounts in MUNIS to properly track expenditures of these, and future COVID-19 funds, from the 19/20 fiscal year-end balance by Major Object Code (MOC) that has one account per category as demonstrated in the chart below. This will allow for easier tracking and reporting going forward. Transfers between the accounts below can be done internally by the Board of Education. The account codes for Salaries, Benefits and Dues show zero at the moment as we do not have specific expenditures to process at this time for those categories. This will change as our reopening plan is submitted to the State and we move forward towards the start of the new school year. Going forward, we expect to re-allocate this money as needed via transfers as mentioned previously above. To begin, the initial \$750,000 is set up as follows across these new accounts:

| ORG | OBJ | PRJ | DESCRIPTION | AMOUNT |
|----------|-------|-------|-----------------------|------------------|
| C0000000 | 51999 | 90000 | SALARIES | \$0 |
| C0000000 | 52999 | 90000 | BENEFITS | \$0 |
| C0000000 | 53999 | 90000 | PROFESSIONAL SERVICES | \$150,000 |
| C0000000 | 54999 | 90000 | PROPERTY SERVICES | \$150,000 |
| C0000000 | 55999 | 90000 | OTHER SERVICES | \$150,000 |
| C0000000 | 56999 | 90000 | SUPPLIES | \$150,000 |
| C0000000 | 57999 | 90000 | EQUIPMENT | \$150,000 |
| C0000000 | 58999 | 90000 | DUES | \$0 |
| | | | TOTALS | \$750,000 |



Office of Fiscal Services & Operations
50 East Street
New Milford, Connecticut 06776

Operations Subcommittee

July 2020

Item of Information 4D

CARES Act Funding for COVID-19

The CARES Act funding application has been released and is being worked on by district staff. This application is due on July 23, 2020. The amount allocated to the New Milford Board of Education is \$300,856 and retroactive to March 13, 2020 through September 30, 2021.

Recently, Secretary DeVos pursued an expedited Interim Final Rule (IFR) regarding a set-aside for nonpublic schools under the CARES Act, which is considered a final rule that is legally enforceable unless overturned by litigation. This rule was published July 1, 2020 and became effective immediately. This rule requires districts to calculate “equitable services” and set them aside from their allocated CARES Act funds to provide services to students and teachers in nonpublic schools.

Kathy Demsey, who is the Chief Financial Officer for the Connecticut State Department of Education, notified school districts on July 8, 2020 that the application will be updated to include a calculator to reflect the new requirement of the expedited Interim Final Rule (IFR) regarding the set-aside for nonpublic schools under the CARES Act. When we know this amount, we will update the Board of Education.

When we ultimately receive these funds, a separate but similar account code structure to that established above for the 19/20 Surplus Funding of COVID-19 expenditures will be established.

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