

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

**OPERATIONS SUB-COMMITTEE**  
**MEETING NOTICE**

**DATE:** May 8, 2018  
**TIME:** 7:30 P.M.  
**PLACE:** Lillis Administration Building—Room 2

RECEIVED  
TOWN CLERK  
MAY -4 P 12:31

CT

NEW MILFORD, CT

**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. Budget Position dated 4/30/18
  2. Purchase Resolution D-710
  3. Request for Budget Transfers
- C. Gifts & Donations
  1. PTO – Exhibit B
- D. Bid Awards
  1. Septic Cleaning
  2. Boiler Cleaning
- E. Fuel Tanks
- F. Grants
  1. Adult Education ED 244
  2. IDEA
- G. Food and Nutrition Services – Exhibit C
  1. Healthy Food Certification Statement
  2. Food Certification Exemptions for School Fundraisers
  3. Beverage Certification Exemptions

H. End of Year Balance

I. 2018-19 Budget Reductions

**4. Items of Information**

A. Update on Fingerprinting

B. Source4Teachers and Support Staff Substitutes

C. 2018-19 New Milford Public Schools Calendar

D. 2019-20 New Milford Public Schools Important Dates

**5. Public Comment**

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**6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson**

**Angela C. Chastain**

**Brian McCauley**

**Eileen P. Monaghan**

**Alternates: Bill Dahl**

**J.T. Schemm**

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
May 15, 2018

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Karla Buffington**, Remedial Reading Teacher, Sarah Noble Intermediate School

Retirement

Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Karla Buffington** as Remedial Reading Teacher at Sarah Noble Intermediate School effective June 29, 2018.

2. **Ms. Christine Sinisi**, Special Education Teacher, New Milford High School

Personal Reasons

Move that the Board of Education approve the resignation of **Ms. Christine Sinisi** as Special Education Teacher at New Milford High School effective April 19, 2018.

3. **Mrs. Jennifer Sommerer**, Spanish Teacher, New Milford High School

Moving out of state

Move that the Board of Education approve the resignation of **Mrs. Jennifer Sommerer** as Spanish Teacher at New Milford High School effective June 29, 2018.

4. **Ms. Sarah Wainshal**, French Teacher, New Milford High School

Moving out of state

Move that the Board of Education approve the resignation of **Ms. Sarah Wainshal** as French Teacher at New Milford High School effective June 29, 2018.

2. **CERTIFIED STAFF**

b. **NON-RENEWALS**

1. **None**

3. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. **None**

4. **MISCELLANEOUS STAFF**

a. **RESIGNATIONS**

1. **None**

**5. MISCELLANEOUS STAFF**

**b. APPOINTMENTS**

1. None

**6. NON-CERTIFIED STAFF**

**a. RESIGNATIONS**

1. None

**7. NON-CERTIFIED AND LICENSED STAFF**

**b. APPOINTMENTS**

1. None

**8. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None

**9. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. None

**10. BAND STAFF**

**a. RESIGNATIONS**

1. None

**11. BAND STAFF**

**b. APPOINTMENTS**

1. None

**12. COACHING STAFF**

**a. RESIGNATIONS**

1. None

**13. COACHING STAFF**

**b. APPOINTMENTS**

1. **Mr. Evan Cassells**, Boys' Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Evan Cassells** as Boys' Spring Football Coach at New Milford High School effective May 16, 2018.
  
2. **Mr. Jeffrey Castaldi**, Volunteer Boys' Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Jeffrey Castaldi** as Volunteer Boys' Spring Football Coach at New Milford High School effective May 16, 2018.

No stipend – part of Fall Football

Current Staff Member

Volunteer

- |  |  |
|--|--|
| <p>3. <b>Mr. Jeffrey Castaldi</b>, Boys' Assistant Football Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Jeffrey Castaldi</b> as Boys' Assistant Football Coach at New Milford High School effective August 17, 2018.</p> | 2018-2019 Stipend: \$3965                                  |
| <p>4. <b>Mr. Charles Lynch</b>, Boys' Spring Football Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Charles Lynch</b> as Boys' Spring Football Coach at New Milford High School effective May 16, 2018.</p>                | No stipend – part of Fall Football<br>Current Staff Member |
| <p>5. <b>Mr. Michael Madden</b>, Boys' Spring Football Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Michael Madden</b> as Boys' Spring Football Coach at New Milford High School effective May 16, 2018.</p>              | No stipend – part of Fall Football                         |
| <p>6. <b>Mr. Sean Mahon</b>, Boys' Spring Football Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Sean Mahon</b> as Boys' Spring Football Coach at New Milford High School effective May 16, 2018.</p>                      | No stipend – part of Fall Football<br>Current Staff Member |
| <p>7. <b>Mr. Chris O'Loughlin</b>, Boys' Spring Football Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Chris O'Loughlin</b> as Boys' Spring Football Coach at New Milford High School effective May 16, 2018.</p>          | No stipend – part of Fall Football                         |
| <p>8. <b>Mr. Chris Rigdon</b>, Boys' Spring Football Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Chris Rigdon</b> as Boys' Spring Football Coach at New Milford High School effective May 16, 2018.</p>                  | No stipend – part of Fall Football                         |
| <p>9. <b>Mr. Chris Rigdon</b>, Boys' Assistant Football Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Chris Rigdon</b> as Boys' Assistant Football Coach at New Milford High School effective August 17, 2018.</p>         | 2018-2019 Stipend: \$3965                                  |

- |   |   |
|---|---|
| <p><b>10. Mr. Dan Savo, Volunteer Boys' Spring Football Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Dan Savo</b> as Volunteer Boys' Spring Football Coach at New Milford High School effective May 16, 2018.</p> | <p>Volunteer<br/>Current Staff Member</p>                 |
| <p><b>11. Mr. Dan Savo, Boys' Assistant Football Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Dan Savo</b> as Boys' Assistant Football Coach at New Milford High School effective August 17, 2018.</p>            | <p>2018-2019 Stipend: \$3965<br/>Current Staff Member</p> |
| <p><b>12. Mr. Louis Venezia, Boys' Spring Football Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Louis Venezia</b> as Boys' Spring Football Coach at New Milford High School effective May 16, 2018.</p>           | <p>No stipend – part of fall football</p>                 |
| <p><b>14. LEAVES OF ABSENCE</b></p>   |   |
| <p><b>1. Mr. Lawrence Badaracco, Special Education Teacher, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education approve an unpaid leave of absence for <b>Mr. Lawrence Badaracco</b> for the 2018-2019 school year.</p>                        | <p>Unpaid leave</p>                                       |



**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	28,863,468	-154,261	28,709,207	21,206,219	7,112,244	390,744	98.64%
100'S	SALARIES - NON CERTIFIED	9,228,232	0	9,228,232	7,277,942	1,298,993	651,297	92.94%
200'S	BENEFITS	10,445,551	0	10,445,551	9,129,565	827,015	488,970	95.32%
300'S	PROFESSIONAL SERVICES	3,867,186	33,201	3,900,387	2,990,894	647,189	263,027	93.27%
400'S	PROPERTY SERVICES	913,083	-5,489	907,594	611,576	185,479	110,539	87.82%
500'S	OTHER SERVICES	7,589,382	106,665	7,696,047	5,969,875	1,280,928	452,876	94.21%
600'S	SUPPLIES	2,665,330	16,032	2,681,362	2,027,589	508,509	144,764	94.58%
700'S	CAPITAL	192,005	2,836	194,841	148,702	8,641	37,499	80.75%
700'S	5 YEAR CAPITAL	322,500	0	322,500	240,441	60,520	21,539	93.32%
800'S	DUES AND FEES	88,427	1,015	89,442	75,389	2,620	11,433	87.22%
900'S	REVENUE	-1,364,578	0	-1,364,578	-976,240	0	-388,338	71.54%
<b>GRAND TOTAL</b>		<b>62,810,586</b>	<b>0</b>	<b>62,810,586</b>	<b>48,701,953</b>	<b>11,932,139</b>	<b>2,184,350</b>	<b>96.53%</b>

**SALARIES - NON CERTIFIED BREAKOUT**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	540,946	0	540,946	312,060	0	228,886	57.69%
51201	SALARIES - NON CERT - PARA EDUCATORS	1,921,245	0	1,921,245	1,483,340	415,756	22,149	98.85%
51202	SALARIES - NON CERT - SUBSTITUTUES	825,384	0	825,384	783,420	35,500	6,464	99.22%
51210	SALARIES - NON CERT - SECRETARY	1,924,596	0	1,924,596	1,606,480	283,826	34,290	98.22%
51225	SALARIES - NON CERT - TUTORS	293,362	0	293,362	150,210	0	143,152	51.20%
51240	SALARIES - NON CERT - CUSTODIAL	1,907,371	0	1,907,371	1,486,406	288,450	132,515	93.05%
51250	SALARIES - NON CERT - MAINTENANCE	925,332	0	925,332	731,891	131,947	61,494	93.35%
51285	SALARIES - NON CERT - TECHNOLOGY	462,965	0	462,965	367,077	80,939	14,949	96.77%
51336	SALARIES - NON CERT - NURSES	427,031	0	427,031	357,058	62,575	7,397	98.27%
<b>TOTAL</b>		<b>9,228,232</b>	<b>0</b>	<b>9,228,232</b>	<b>7,277,942</b>	<b>1,298,993</b>	<b>651,297</b>	<b>92.94%</b>

**BENEFIT BREAKOUT**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	643,000	0	643,000	442,483	0	200,517	68.82%
52201	BENEFITS - MEDICARE	531,000	0	531,000	384,159	0	146,841	72.35%
52300	BENEFITS - PENSION	850,047	0	850,047	850,047	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	25,000	0	25,000	4,596	15,404	5,000	80.00%
52810	BENEFITS - HEALTH INSURANCE	7,534,000	0	7,534,000	6,851,642	640,695	41,663	99.45%
52820	BENEFITS - DISABILITY INSURANCE	135,000	0	135,000	99,108	0	35,892	73.41%
52830	BENEFITS - LIFE INSURANCE	114,300	0	114,300	75,254	29,989	9,057	92.08%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	613,204	0	613,204	422,276	140,928	50,000	91.85%
<b>TOTAL</b>		<b>10,445,551</b>	<b>0</b>	<b>10,445,551</b>	<b>9,129,565</b>	<b>827,015</b>	<b>488,970</b>	<b>95.32%</b>



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,863,468	-154,261	28,709,207	21,206,219	7,112,244	390,744	98.64%
51200	NON-CERTIFIED SALARIES	9,228,232	0	9,228,232	7,277,942	1,298,993	651,297	92.94%
52000	BENEFITS	10,445,551	0	10,445,551	9,129,565	827,015	488,970	95.32%
53010	LEGAL SERVICES	200,000	0	200,000	187,248	12,752	0	100.00%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	7,376	0	77,624	8.68%
53200	PROFESSIONAL SERVICES	1,951,261	40,417	1,991,678	1,519,938	360,439	111,300	94.41%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	22,000	0	6,000	78.57%
53210	TIME & ATTENDANCE SOFTWARE	2,874	0	2,874	748	80	2,047	28.78%
53220	IN SERVICE	116,160	0	116,160	90,655	6,122	19,383	83.31%
53230	PUPIL SERVICES	919,056	-8,255	910,801	681,791	206,190	22,820	97.49%
53300	OTHER PROF/ TECH SERVICES	40,693	1,039	41,732	29,876	5,527	6,329	84.83%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	174,292	0	174,292	169,096	4,049	1,147	99.34%
53530	SECURITY SERVICES	200,850	0	200,850	143,820	52,030	5,000	97.51%
53540	SPORTS OFFICIALS SERVICES	104,000	0	104,000	93,345	0	11,378	89.76%
54101	CONTRACTUAL TRASH PICK UP	88,527	0	88,527	62,466	8,326	17,736	79.97%
54301	REPAIRS & MAINTENANCE	405,892	0	405,892	290,231	109,464	6,197	98.47%
54302	FIRE / SECURITY MAINTENANCE	1,500	0	1,500	1,074	0	426	71.61%
54303	GROUNDS MAINTENANCE	17,028	0	17,028	7,764	1,715	7,549	55.67%
54310	GENERAL REPAIRS	47,416	-1,055	46,361	22,333	16,511	7,517	83.79%
54320	TECHNOLOGY RELATED REPAIRS	41,620	-4,500	37,120	14,705	5,176	17,239	53.56%
54411	WATER	65,961	0	65,961	35,297	24,664	6,000	90.90%
54412	SEWER	22,900	0	22,900	22,402	0	498	97.82%
54420	LEASE/RENTAL EQUIP/VEH	222,239	66	222,305	155,306	19,622	47,377	78.69%
55100	PUPIL TRANSPORTATION - OTHER	113,050	0	113,050	87,816	23,090	2,144	98.10%
55101	PUPIL TRANS - FIELD TRIP	35,750	0	35,750	15,047	130	20,573	42.45%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,356,380	0	4,356,380	4,020,005	336,375	0	100.00%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	1,483	0	17	98.85%
55200	GENERAL INSURANCE	322,304	0	322,304	321,144	0	1,161	99.64%
55300	COMMUNICATIONS	49,034	0	49,034	43,807	4,627	601	98.78%
55301	POSTAGE	34,381	0	34,381	19,720	7,661	7,000	79.64%
55302	TELEPHONE	50,452	0	50,452	45,683	4,769	0	100.00%





EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	4,000	0	4,000	2,553	325	1,121	71.97%
55505	PRINTING	52,738	240	52,978	29,444	14,166	9,368	82.32%
55600	TUITION	20,000	0	20,000	2,260	1,560	16,180	19.10%
55610	TUITION TO IN STATE DIST	804,194	230,955	1,035,149	784,629	250,520	0	100.00%
55630	TUITION TO PRIVATE SOURCES	1,679,070	-119,330	1,559,740	577,330	632,970	357,072	77.60%
55800	TRAVEL	50,529	-5,200	45,329	18,955	4,734	21,640	52.26%
56100	GENERAL INSTRUCTIONAL SUPPLIES	177,262	-173	177,089	129,098	17,725	30,267	82.91%
56110	INSTRUCTIONAL SUPPLIES	422,194	3,922	426,116	322,228	41,948	61,939	85.46%
56120	ADMIN SUPPLIES	31,029	0	31,029	22,455	3,801	4,773	84.62%
56210	NATURAL GAS	191,000	0	191,000	139,494	51,506	0	100.00%
56220	ELECTRICITY	914,921	0	914,921	664,687	232,234	18,000	98.03%
56230	PROPANE	1,825	0	1,825	1,809	16	0	100.00%
56240	OIL	194,384	0	194,384	126,600	62,184	5,100	97.12%
56260	GASOLINE	28,801	0	28,801	13,252	10,748	4,801	83.33%
56290	FACILITIES SUPPLIES	272,421	6,550	278,971	200,263	69,581	9,127	96.73%
56291	MAINTENANCE COMPONENTS	13,835	5,393	19,228	11,799	7,429	0	100.00%
56292	UNIFORMS/ CONTRACTUAL	3,320	-420	2,900	90	2,810	0	100.00%
56293	GROUNDKEEPING SUPPLIES	12,000	0	12,000	9,856	2,144	0	100.00%
56410	TEXTBOOKS	129,608	2,115	131,723	130,879	826	18	99.99%
56411	CONSUMABLE TEXTS	125,824	700	126,524	124,804	0	1,720	98.64%
56420	LIBRARY BOOKS	83,249	-6,300	76,949	71,191	5,054	704	99.08%
56430	PERIODICALS	18,591	-320	18,271	12,251	503	5,516	69.81%
56460	WORKBOOKS	27,586	-5,068	22,518	20,357	0	2,161	90.40%
56500	SUPPLIES - TECH RELATED	17,480	9,633	27,113	26,476	0	637	97.65%
57300	BUILDINGS	111,350	0	111,350	84,374	16,600	10,376	90.68%
57340	COMPUTERS/TECH HARDWARE	37,425	3,880	41,305	38,638	951	1,716	95.85%
57345	INSTRUCTIONAL EQUIPMENT	55,617	0	55,617	33,921	2,014	19,682	64.61%
57400	GENERAL EQUIPMENT	121,285	-1,043	120,242	88,470	5,169	26,603	77.88%
57500	FURNITURE AND FIXTURES	188,828	0	188,828	143,741	44,426	661	99.65%
58100	DUES & FEES	88,427	1,015	89,442	75,389	2,620	11,433	87.22%
<b>EXPENDITURE TOTAL</b>		<b>64,175,164</b>	<b>0</b>	<b>64,175,164</b>	<b>49,678,192</b>	<b>11,932,139</b>	<b>2,572,689</b>	<b>96.00%</b>



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-716,249	0	-716,249	-376,913	0	-339,336	52.62%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-31,938	0	-17,637	64.42%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-1,512	0	-688	68.73%
44705	BUILDING USE FEES	-55,000	0	-55,000	-47,781	0	-7,219	86.87%
44800	REGULAR ED TUITION	-82,000	0	-82,000	-86,000	0	4,000	104.88%
44822	SPECIAL ED TUITION	-36,400	0	-36,400	-24,701	0	-11,699	67.86%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-22,500	0	-2,900	88.58%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-43,000	0	6,776	118.71%
44862	SCHOOL MUSICAL TICKET SALES	-11,411	0	-11,411	0	0	-11,411	0.00%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-19,395	0	-8,225	70.22%
49599	CAPITAL RESERVE	-322,500	0	-322,500	-322,500	0	0	100.00%
<b>REVENUE TOTAL</b>		<b>-1,364,578</b>	<b>0</b>	<b>-1,364,578</b>	<b>-976,240</b>	<b>0</b>	<b>-388,338</b>	<b>71.54%</b>

<b>GRAND TOTAL</b>		<b>62,810,586</b>	<b>0</b>	<b>62,810,586</b>	<b>48,701,953</b>	<b>11,932,139</b>	<b>2,184,350</b>	<b>96.53%</b>
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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.

Funding	Location	Vendor Name	Description	Amount	Object Code
5 YEAR CAPITAL	TECH	WHALLEY COMPUTER	COMPUTER REFRESH CYCLE PURCHASES	\$ 43,920.00	57500
GENERAL	SPED	ED ADVANCE	PSYCH. EVAL. SERVICES (SEE TRANSFER REPORT)	\$ 32,941.25	53230
GRANT *	TITLE II	REVISION LEARNING	MARCH COLLEGIAL CALIBRATIONS	\$ 9,114.24	53300
5 YEAR CAPITAL	FAC	STEVEN WILLAND, INC.	GROUNDS EQUIPMENT REFRESH CYCLE PURCHASES	\$ 8,083.72	57300
GENERAL	DOI	UNIVERSITY OF BRIDGEPORT	SPRING 2018 STUDENT INTERNSHIP	\$ 7,500.00	51202
GRANT *	ADULT ED	ROBOTICS AND BEYOND, INC.	INSTRUCTION FOR 21ST CENTURY TRADE	\$ 6,200.00	51115



DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
SPED-1	OUTSIDE EVALUATIONS	\$40,000.00	SPED	BPE21400 PSYCHOLOGICAL SERVICES	51115 CERTIFIED SALARIES	SPED	BPZ21343 HEALTH SERVICES	53230 PUPIL SERVICES
SMS-1	TRACK TEAM TO WCC CHAMPIONSHIPS NOT BUDGETED FOR	\$175.00	SMS	BLD32040 STUDENT ACTIVITIES	56100 GENERAL SUPPLIES	SMS	BLD32040 STUDENT ACTIVITIES	58100 DUES & FEES
SMS-2	LICENSES FOR CHROMEBOOKS (IN CONJUNCTION WITH SMS-3 BELOW)	\$100.00	SMS	BLD10003 FOREIGN LANGUAGE	56411 CONSUMABLE TEXTS	SMS	BLD10000 GENERAL EDUCATION	53300 OTHER TECH SERVICES
FAC-1	AIR FILTERS AT NMHS	\$2,550.23	DISTRICT	BFY26143 FACILITIES	53200 PROFESSIONAL SERVICES	NMHS	BFE26143 FACILITIES	56290 FACILITIES SUPPLIES

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
SPED-2	MORE PUBLIC / LESS PRIVATE TUITION	\$110,735.00	DISTRICT	BSZ10028 SPECIAL EDUCATION	55630 TUITION PRIVATE	DISTRICT	BSZ10028 SPECIAL EDUCATION	55610 TUITION PUBLIC
FAC-2	EMERGENCY ROOF REPAIRS AT CENTRAL OFFICE	\$2,000.00	NMHS	BFE26243 REPAIRS & MAINTENANCE	54301 REPAIRS	C.O.	BFZ26243 REPAIRS & MAINTENANCE	54301 REPAIRS
SMS-3	CHROMEBOOK PURCHASES	\$900.00	SMS	BLD10003 FOREIGN LANGUAGE	56411 CONSUMABLE TEXTS	SMS	BLD10000 GENERAL EDUCATION	56500 TECH. SUPPLIES

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

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May 3, 2018

Mr. Joshua Smith  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Mr. Smith:

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.

**Schaghticoke Middle School**

\$1000.00 Pratt Center will visit 6<sup>th</sup> grade Social Studies classes to discuss "Importance of Buying Local and Natural". Students will participate in the discussion about community practices and compare them to other regions and plant seeds.

**Sarah Noble Intermediate School**

\$5400.00 Payment for transportation for the 5<sup>th</sup> Grade field trip to Soundwaters in Stamford, CT. Students will participate in various scientific field studies.

**\$6,400.00 Grand Total**

Sincerely,  
Kathleen Lewis, TW PTO President



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

**4-B Facilities Sub-Committee**  
**3D-1 Operations Sub-Committee**

**TO: Joshua D. Smith, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: May 4, 2018**  
**RE: Bid Award #E-1718-112926 – Septic Tank and Grease Trap**

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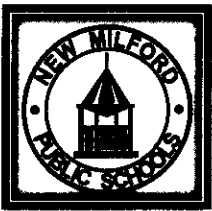
The bid packet for **Septic Tank and Grease Trap** pumping was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Tuesday April 17, 2018. The bid close date was on Tuesday May 1, 2018.

On that date, two (2) vendors submitted bids for the project:

- Bidder #1 – NEW MILFORD SEPTIC \$13,700.00
- Bidder #2 – WEST CONN SEPTIC SERVICE \$15,900.00

I am recommending to the Board that they award this bid to New Milford Septic. In addition to being the lower bidder, New Milford Septic is a well-established vendor with a proven track record of quality work, responsiveness, as well as excellent customer service. They are also the vendor that is currently performing this service for the district. I will be glad to discuss this at the Facilities and Operations meetings on May 8, 2018 to answer any and all questions regarding this decision.

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



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

**4-B Facilities Sub-Committee**  
**3D-2 Operations Sub-Committee**

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**TO: Joshua D. Smith, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: May 4, 2018**  
**RE: Bid Award #E-1718-112927 – Boiler Cleaning & Service**

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The bid packet for the **Boiler Cleaning & Service** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Tuesday April 17, 2018. The bid close date was on Tuesday May 1, 2018.

On that date, four (4) vendors submitted bids for the project:

- Bidder #1 – PENN MARR BOILER CLEANING \$12,130.00
- Bidder #2 – MCKENNEY MECHANICAL \$14,840.00
- Bidder #3 – BLAKE EQUIPMENT \$16,700.00
- Bidder #4 – AIRTEMP MECHANICAL \$24,500.00

I am recommending to the Board that they award this bid to Penn Marr Boiler Cleaning. In addition to being the lower bidder, Penn Marr Boiler Cleaning is a well-established vendor with a proven track record of quality work, responsiveness as well as excellent customer service. They are also the vendor that is currently performing this service for the district. I will be glad to discuss this at the Facilities and Operations meetings on May 8, 2018 to answer any and all questions regarding this decision.

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



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

**Facilities Sub-Committee**  
**Operations Sub-Committee**

**TO: Joshua D. Smith, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: May 4, 2018**  
**RE: Fuel Tank Bid Update**

The bid packet for the Fuel Tank Replacements was mailed and also ran as a legal notice in the newspaper on Monday April 2, 2018. On Tuesday April 10, 2018 a mandatory walkthrough was conducted that five (5) contractors and 1 (one) supplier attended.

The bid close date was on Tuesday April 24, 2018. On that date, three (3) vendors submitted bids for the project:

	<u>EIT Environ.</u>	<u>True Blue Environ.</u>	<u>Amer. Petrol. Equip.</u>
HPS	\$92,000.00	\$94,165.00	\$158,864.50
SNIS	NO BID	\$103,980.00	\$172,514.50
Lillis	\$95,000.00	\$105,108.00	\$164,364.50

**lowest price**

I am providing this memo to further the conversation on this project regarding the order and time frame in which we replace them as well as the funding source to use. I will be glad to discuss this at the Facilities and Operations meetings on May 8, 2018 to answer any and all questions regarding this decision.

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



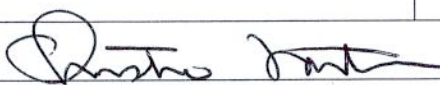
CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Bureau of Health/Nutrition, Family Services and Adult Education

GRANT APPLICATION FOR ADULT EDUCATION

INSTRUCTIONS

1. The CSDE **must receive** both copies of the ED-244 forms in the Bureau of Health/Nutrition, Family Services and Adult Education **by 3 p.m., on or before April 16, 2018**. The CSDE will not accept applications received after that date regardless of when they were sent or postmarked.
2. Complete all sections of the ED-244 application accurately and thoroughly.
3. Use the Excel Budget Template located on the CSDE Web site at [Excel Budget Template for the ED-244 FY 2019..](#)
4. Report expenditures to the nearest dollar. Do not include cents. When completing the Excel Budget Template pages, refer to the [Budget Buddy](#) guide.
5. Include the current Program Profile with the ED-244A application.
6. The *Edit Check* must be completed and signed by someone other than the individual who completes the ED-244.
7. Send copies as directed on page iii section D. Original paper copies must be mailed to the CSDE.

APPLICANT INFORMATION

1. Organization: New Milford Adult Education	District or Agency: New Milford	Town/Agency Code: 096
Address: 388 Danbury Road, New Milford, CT		Zip Code: 06776
2. Completed by: Christine Martin	Title: Program Manager	Phone: 860-350-6647 ext 1170
3. Signature: 		Date: 4/11/18
4. Adult Education provided by: (check one)		
a) Provider Only <input type="checkbox"/> b) Provider with Cooperating Districts <input checked="" type="checkbox"/> c) Cooperative Arrangement C.G.S. Section 10-158a <input type="checkbox"/>		
5. Total number of <b>students</b> anticipated: 97		Total number of <b>enrollments</b> anticipated: 436
6. Summer Operation:	YES <input checked="" type="checkbox"/> NO	
7. Number of cooperating eligible entity (CEE) application(s):		
CEE name(s):		

PROPOSED BUDGET

1. Amount of <b>state/local</b> Adult Education funds	\$109,600
2. Payments from Cooperating Districts	\$2,400
<b>3. TOTAL</b>	<b>\$112,000</b>
4. Anticipated per pupil cost (Total \$ ÷ Number of students)	\$1,155
5. Anticipated per enrollment cost (Total \$ ÷ Number of enrollments)	\$257

**Table 1 - Total students/enrollments per area:** To complete the FY 2017 *Final* column, use data from your district's final Program Profile report for FY 2017. To complete the FY 2018 *Year to Date* column, refer to the current Program Profile report.

	FY 2017 Final Numbers		FY 2018 Year to Date Numbers	
	Students	Enrollments	Students	Enrollments
Citizenship/Americanization	12	18	9	25
English as a Second Language (ESL)	47	62	50	85
Elementary Basic Skills (ABE) and (GED) Preparation	02	02	0	0
High School Credit Diploma Program	50	420	41	313
High School National External Diploma Program				
<b>TOTALS</b>	111	502	109	423

**Table 2 - Projected number of students in Adult Education programs:** Based on the data reported in Table 1, enter *by district and by program type*, the projected number of students expected for FY 2019. Be sure to list cooperating districts in order of town code. \*Each cooperating district must have a projected enrollment in asterisked (\*) columns and in at least one applicable secondary completion area.

District Name	Americanization/ Citizenship*	ESL*	Elementary Basic Skills*	GED Prep.	Credit Program	External Diploma	TOTAL
Provider:	6	30	4	1	39	N/A	80
Cooperating Districts:	3	8	2	1	3	N/A	17
01							
02							
03							
04							
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<b>GRAND TOTAL</b>	<b>9</b>	<b>38</b>	<b>6</b>	<b>2</b>	<b>42</b>	<b>N/A</b>	<b>97</b>

Goals should be written to address issues as identified by Program Profile data, to address overall program improvement or to create an enhancement or initiative. Programs are encouraged to craft goals that are specific and measurable, such as “Increase percentage of students making gains by 10 percent” or “Raise retention by 15 percent.”

<p><b>Goal 1: Curriculum and/or instruction will reflect CCRS and be an entry to a career pathway with 25% of the students accessing a course in their identified career pathway.</b></p>	
<p><b>Objectives:</b>                  Program curriculum will reflect college and career readiness standards and be meaningful to WIOA in demand careers.</p>	
Activities	Measurable Outcomes
What specific activities will you undertake?	What specific, measurable results do you expect? How will you verify that these results have been achieved?
<p>Staff will continue to create and/or adapt curriculum that reflects CCRS and in demand career pathways.</p> <p>The workshop model will be utilized to create opportunities for multiple learning opportunities in specific career pathways.</p> <p>PD will address flipped classroom model to enhance more independent student learning..</p> <p>Instruction with flipped classroom model will be created to promote more critical thinking and autonomous learning.</p> <p>Students will become familiar with the components of online learning, use of blackboard and communicating with instructors via email all things expected in college.</p> <p>Staff will be active the use of Virtual High School to increase educational opportunities for students.</p> <p>Student will be required to make presentations via a variety of technology to ensure readiness as employees and college students. Use of smartboards, video, power point and prezzi among the modalities used.</p>	<p>25% if students in HSD will access and complete a course associated with their identified career pathway as documented by a passing grade in CARS</p> <p>25% if students in HSD will access and complete a workshop associated with their identified career pathway as documented by a passing grade in CARS</p> <p>90% of staff will participate in PD as reflected by documented attendance.</p> <p>30% of classroom instruction will be flipped as reflected in lesson plans and classroom observations</p> <p>5 Students will obtain at least .5 credits via Virtual High School. Grades and credits will be documented in CARS</p> <p>New Milford will maintain a learning coordinator and at least 2 staff members will be mentors in the Virtual High School. Online coordinator and mentors registered with VHS.</p> <p>All classes will require students to prepare presentations as a part of their grade. All grades and credits will be documented in CARS</p>

**Goal 2: 90% of students attending 12 hours or more will access/receive at least one transition /support service each semester.**

**Objectives:**

**Students in all programs will be informed of support services and exposed to a variety of career and educational opportunities in multiple career pathways.**

<p style="text-align: center;"><b>Activities</b></p> <p style="text-align: center;">What specific activities will you undertake?</p>	<p style="text-align: center;"><b>Measurable Outcomes</b></p> <p style="text-align: center;">What specific, measurable results do you expect? How will you verify that these results have been achieved?</p>
<p>New students will attend orientation to NMAE 12-16 hours of career interest assessment, self reflection, learning style identification, teamwork and cooperative learning practice, accuplacer practice, study skills and note taking brush up.</p> <p>Guidance will:</p> <ul style="list-style-type: none"> <li>• Meet with all students routinely to establish goals and assist them in the transition process..</li> <li>• Contact students who are in danger of losing credit to inform them of their options.</li> <li>• Call students who are absent on a regular basis and discuss support.</li> <li>• Follow-up contact made through mailings for students who have stopped attending the program.</li> <li>• Send home progress reports to indicate present level of achievement and issue report cards each semester.</li> </ul> <p>Collaborations with New Milford Social Services will continue to provide an avenue for referrals as needed</p> <p>Collaboration with the American Job Center will continue on-site to provide the community with job training support on a monthly basis</p> <p>Job opening board will be utilized to make opportunities available to all students looking to join the workforce</p>	<p>90% of students will gain an understanding of the program they are enrolling in, the expectations involved and become comfortable with the building prior to class start. Students will demonstrate this by obtaining a passing grade as documented in CARS and by completion of questionnaires.</p> <p>Students will have the opportunity to discuss individual problems/concerns with a guidance counselor. 60% of the students will return to class and attempt to complete required assignments.</p> <p>Students will receive letters to encourage them to return to school and to call us with problems/concerns. 60% of the students who receive mailings will return to the program. Copies of guidance mailings will be placed in students files.</p> <p>Program manager will continue to be a presence at SS community meetings as documented in the minutes.</p> <p>80% of the student population will attend a workshop given by American Job Center as documented in student portfolios</p> <p>All students will know of its location and 50% will read opportunities available to them as documented by completion of questionnaires.</p>

<p><b>Goal 3: To maintain current collaborations and add one new interagency collaboration to enhance a career pathway.</b></p>	
<p><b>Objectives:</b>  <b>To continue to expand the opportunities for students to learn about their community, the resources within that community and to experience career pathways in a real life setting</b></p>	
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• What specific activities will you undertake?</li> </ul>	<p><b>Measurable Outcomes</b></p> <p>What specific, measurable results do you expect?</p> <ul style="list-style-type: none"> <li>• How will you verify that these results have been achieved?</li> </ul>
<p>Continue current collaborations:            CT culinary</p> <p>C.N.A. Training</p> <p>Robotics and Beyond</p> <p>Red Cross</p> <p>Maintain Chamber of Commerce membership to keep abreast of community issues</p> <p>Maintain a collaboration with local American Job Center WIB and BRS</p> <p>Meet with community to form more career based collaborations in pathways such as: Early Childhood Education, IT, Manufacturing</p> <p>Use local speakers from government, social services, law enforcement as relates to curriculum and career pathways.</p> <p>Provide speakers from a variety of postsecondary programs and the military to provide students with information and the opportunity to ask questions in a supportive environment</p>	<p>At least 1 students will successfully complete the full certificate program as documented in CARS.</p> <p>At least 2 students will successfully complete the full certificate program as documented in CARS.</p> <p>Students will continue to explore the manufacturing pathway as demonstrated by at least 60% of students enrolled in Trade workshop earning a passing grade and credit toward their high school diploma.</p> <p>At least 4 students will successfully complete certification as documented in CARS.</p> <p>As demonstrated by paid invoice for yearly membership</p> <p>American Job Center onsite monthly. Documentation of visits on file in AE office.</p> <p>At least 1 new collaboration will be made as documented By workshop in CARS</p> <p>Students will have a better understanding of how real life applies to the curriculum .Students will complete an evaluation of each speaker and the topic and place it in their portfolio.</p> <p>Students will have a better understanding of the postsecondary opportunities available to them. Students will complete an evaluation of each speaker and the topic and place it in their portfolio.</p>

Provider: \_New Milford Adult Education

Professional Learning and Organizational Development Plan

Please indicate those Professional Learning (PL) needs that you have identified for your staff and program by thoroughly completing the chart below. PL needs should relate to the 2018-19 program quality goals (pages 4 and 5). Remember to include costs for consultants, in-service training specialists, workshops, teacher stipends, substitute teachers, travel, hotel, etc., in the budget narrative section of your grant application.

Planned Professional Learning/Organizational Development Activities FY 2018-19					
Identified PL Need	Goal #	Proposed Approaches, Resources, Strategies, Techniques and/or Instructional Programs, etc.	Expected Outcomes	Number of Staff to be Served	Total Anticipated Cost
CAACE	1,2,3	Involve a number of adult education teachers from different aspects of the program allowing them to network with their contemporaries gaining current information and techniques in their various subject areas.	Attending staff will be able to identify new approaches in their area of interest and share this with their colleagues when they return to the district.	4	\$750
Statewide Policy Forum, Facilitator Training, CARS, Workforce, Disabilities Workshops	1,2,3	Designated staff will attend mandatory state meetings and bring information back to the program	Staff will stay current with state policies and procedures in all program areas.	3	\$408
Orientation to the program Program planning	1,2,3	Hold orientation/planning meetings with all teachers prior to the beginning of each semester.	Teachers will know the program expectations and will be able to articulate these to their students.	10	\$1,390
Professional Development Flipped classroom	1,2,3	Professional Development Workshops– Areas of Concentration : Providing more opportunities for student leadership, independent learning and student collaboration	Curriculum will be in alignment with College and Career Readiness (CCR) standards in a variety of career pathways with more student involvement and leadership	10	\$4,000

**STATEMENT OF ASSURANCES**

- 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 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 State Department of Education, including information relating to the project records and access thereto as the 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 State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit.
- L. Required Contract Language (non-discrimination)
  - (a) For purposes of this Section, the terms below are defined as follows:
    - (1) "Commission" means the Commission on Human Rights and Opportunities;
    - (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
    - (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
    - (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
    - (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
    - (6) "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;

- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent 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 Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)(1) 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, gender identity or expression, intellectual disability, mental disability 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; and 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, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) 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; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the 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; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) 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 Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) 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.

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



(e) The Contractor shall include the provisions of subsection (b) of this Section 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 Connecticut General Statutes §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.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g)(1) 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 the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) 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; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) 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 Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph 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 Connecticut General Statutes § 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.

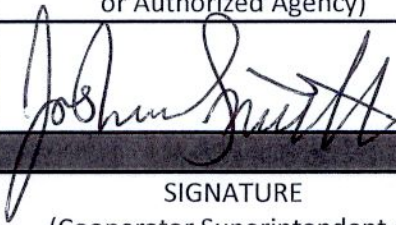

M. The grant award is subject to approval of the State Department of Education and availability of state of federal funds.

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 there under are hereby incorporated by reference.

SIGNATORY AUTHORIZATION

**IMPORTANT: Each signature of the superintendent or agency head attests to the following:**

1. Knowledge and acceptance of the proposed program and budgets.
2. Agreement to abide by the Statement of Assurances A-N listed on pages 7-9.

DISTRICT/AGENCY NAME	District Code	SIGNATURE (Provider Superintendent of Schools or Authorized Agency)	PROVIDER DISTRICT Budget Total (state/local dollars)
PROVIDER DISTRICT:	096		\$109,600
COOPERATING DISTRICTS: (Must be Listed in Numerical District Code Order)	District Code	SIGNATURE (Cooperator Superintendent of Schools Or Authorized Agency Head)	Payments Anticipated from Cooperating Districts for Eligible Expenditures C.G.S. Sec. 10-67
01	212		\$2,400
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
Total Anticipated Payments from COOPERATORS ONLY:			<b>\$2,400</b>

During the program year, any change in program plan or budget requires a program modification signed by the providing agency head and subsequently approved by the CSDE.

**NO MODIFICATIONS WILL BE ACCEPTED AFTER MARCH 15, 2019.**

FISCAL YEAR: 2019

ED-114 BUDGET FORM

GRANTEE NAME: New Milford Adult Education TOWN CODE: 96

GRANTEE TITLE: ADULT EDUCATION PROVIDER

PROJECT TITLE:

FUND: 11000 SPID: 17030 YEAR: 2019 PROG: 84002 CF1: 170013

GRANT PERIOD: 07/01/2018 - 06/30/2019 AUTHORIZED AMOUNT:

AUTHORIZED AMOUNT BY SOURCE:

LOCAL: COOP DUE: STATE:

CODES	DESCRIPTIONS	STATE/LOCAL	COOP REV	TOTAL
111A	NON-INSTRUCTIONAL	\$70,554	\$0	\$70,554
111B	INSTRUCTIONAL	\$21,117	\$2,400	\$23,517
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	\$7,252	\$0	\$7,252
322	IN SERVICE	\$0	\$0	\$0
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	\$0	\$0	\$0
400	PURCHASED PROPERTY SERVICES	\$0	\$0	\$0
500	OTHER PURCHASED SERVICES	\$10,600	\$0	\$10,600
600	SUPPLIES	\$77	\$0	\$77
700	PROPERTY	\$0	\$0	\$0
<b>TOTAL</b>		\$109,600	\$2,400	\$112,000

ORIGINAL REQUEST  
DATE

\_\_\_\_\_

STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_

DATE OF APPROVAL

\_\_\_\_\_





200 Personal Services (Employee Benefits)

Total

\$7,252

Line Item	Description	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
111A	Cigna Health benefits	1	Health Insurance	100.00%	98.00%	\$7,400	\$7,252

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 6 characters)	Purpose/Service Description	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

330 Employee Training and Development 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"









734 Technology-Related Hardware

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item (> = 1000)	Quantity	Total Annual Expenditure

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

735 Technology Software

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item (> = 1000)	Quantity	Total Annual Expenditure

GRAND TOTAL: \$112,000

# New Milford Adult Education Profile Report for 2018

## Program Information

Program/District: New Milford	Director: Joshua Smith
Cooperating Districts: REG DIST #12	
Total Grant Funds: State / Local: \$163,000 Federal: \$75,000	Number of Program Sites: 2

### Community Needs:

Number (Percent) of Adult Population, 18 or older, without a high school diploma: 1,665 (6.1%)

Number (Percent) of Adult Population, 18 or older, who do not speak English well: 318 (1.2%)

## Program Enrollment and Student Demographics

Program Area	Total Instructional Hours Offered	New Students	Returning Students	Total Students	Total Enrollments
Adult High School Credit Diploma Program	968	29	12	41	313
Citizenship	24	4	4	8	25
English as a Second Language (ESL)	406	50	10	60	85
<b>Total:</b>	<b>1,398</b>	<b>83</b>	<b>26</b>	<b>109</b>	<b>423</b>

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

Age	Females	Males	Total
16 - 18	17	11	28
19 - 24	5	5	10
25 - 44	28	20	48
45 - 54	13	4	17
55 - 59	2	0	2
60+	2	2	4
<b>Total:</b>	<b>67</b>	<b>42</b>	<b>109</b>

Ethnicity	Females	Males	Total
Hispanic/Latino	34	20	54
Not Hispanic/Latino	33	22	55
<b>Total:</b>	<b>67</b>	<b>42</b>	<b>109</b>

Race	Females	Males	Total
American Indian/Alaskan Native	0	1	1
Asian	1	0	1
Black / African American	1	5	6
Two or More Races	2	1	3
White	29	15	44
<b>Total:</b>	<b>33</b>	<b>22</b>	<b>55</b>

### Student Characteristics at Entry

Entry Status	Number
Employed	64
Unemployed - Seeking Employment	32
Unemployed - Not Seeking Employment	13
On Public Assistance	0
Homeless	0
Immigrant	10
With a Disability	0
Even Start	0
<b>Parent of Child(ren)</b>	
5 years of age or younger	13
6 to 10 years of age	15
11 to 18 years of age	19

Goals/Reasons for Enrollment	Number
Enter Employment	11
Retain Employment	0
Earn a Diploma	36
Enter Postsecondary	12
Improve Basic Skills	65
Progress Towards Diploma	13
Enhance Family Literacy	8
Earn Citizenship	31
Vote	7
Use Community Services	5
Enter Military	1
Court Ordered	3
Required for Public Assistance	3

## 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
Total:			0.00%	0.00%	0.00%	0.00%	0.00%

### 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
Low Beginning	1	28	28.14%	100.00%	100.00%	100.00%	100.00%
High Beginning	6	30	38.25%	50.00%	33.33%	33.33%	50.00%
Low Intermediate	6	47	44.51%	100.00%	50.00%	33.33%	83.33%
High Intermediate	4	44	46.01%	50.00%	50.00%	50.00%	50.00%
Advanced	2	34	65.97%	100.00%	50.00%	0.00%	100.00%
Total:	19	183	43.44%	73.68%	47.37%	36.84%	68.42%

### 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	11	222	82.09%	0.00%	0.00%
Students with 11 or more credits	30	181	76.20%	23.33%	20.00%
Total:	41	404	77.93%	17.07%	14.63%

### 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 Areas	% Completing Level
	0	0	0.00%	0.00%
Total:	0	0	0.00%	0.00%

## Supplemental Information

Percent Functioning Below Intermediate Level at Program Year

	Listening	Reading
English as a Second Language	100%	93%

Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	68%	100%

### Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ESL (Combines ESL and Citizenship)	1+ Hours	87 (100%)	20 (23%)
	12+ Hours	68 (78%)	19 (27%)
Credit Diploma Program	1+ Hours	46 (100%)	0 (0%)
	12+ Hours	41 (89%)	0 (0%)

### Performance by Skill Area

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

### Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Total
English	15.75		15.75
Math	11.50		11.50
Science	15.00		15.00
Social Studies - Civics		5.50	5.50
Social Studies - US History	1.00	0.50	1.50
Social Studies - Other	7.25		7.25
Voc Ed / Art	6.75		6.75
Electives	10.75	0.50	11.25
<b>Total:</b>	<b>68.00</b>	<b>6.50</b>	<b>74.50</b>

### Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	3
GED	0
CDP	9
EDP	0
Counselors	1

### GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	0	0	0	0
12 or more	6	0	0	0
<b>Total:</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>

Printed On  
4/12/2018

**EDIT CHECK:** This section must be completed by someone other than the individual designated on page one.  
**Place a check mark (✓) on the line by each item reviewed.**  
**If a particular item is "not applicable," indicate with "N/A."**

- 1. **Page 1** Application Information Lines 1–7 accurately completed.
- 2. **Page 1** Line 3 has been signed by director/coordinator.
- 3. **Page 1** Proposed Budget Lines 1–5 completed.
- 4. **Page 2** Tables 1 and 2 - all columns completed.
- 5. **Pages 3-5** Program Quality Goals, Objectives, Activities and Measurable Outcomes provided.
- 6. **Page 6** The Professional and Organizational Development Chart completed.
- 7. **Page 10** Bears the original signature of **provider** superintendent or authorized agency head.
- The Provider District state/local budget total entered in the appropriate Column.
- The original signature(s) of **cooperator** superintendent(s) and/or authorized agency head(s) for each **cooperator** (if applicable).
- Cooperator district codes entered numerically.
- Cooperator payments to provider entered.
- Total entered is for cooperator payments ONLY.**
- 8. **Attachment** The current Program Profile is included.
- 9. **Attachment** The Excel Budget Template is included.
- 10. **Attachment** A current copy of a building lease or rental agreement(s) is enclosed.  N/A
- 11. **E-mail** The entire Excel Budget Template e-mailed to the program manager.
- 12. **Page 11** Edit Check completed by:

Signature: Hope Kaplan	Date: 4/12/18
Print Name: Hope Kaplan	Title: administrative data entry assistant

# NEW MILFORD PUBLIC SCHOOLS

Office for Student Affairs  
50 EAST STREET  
NEW MILFORD, CONNECTICUT 06776  
(860) 354-2654 FAX (860) 210-2682



Laura M. Olson  
Director of Special Services

## MEMORANDUM

TO: Joshua Smith  
FROM: Laura M. Olson  
DATE: April 30, 2018  
RE: IDEA Grant

Attached you will find the Budget Narrative and State Budget pages for the IDEA, Part B, Section 611 and Section 619 grants. These are entitlement grants, not competitive grants, and funds must be spent on activities that support district goals for special education students. IDEA-611 is for students 3-21 years old and IDEA-619 is solely for activities supporting children 3-5 years old. The major expenditures for each of these grants are on staffing. The budget narrative pages explain the full-time equivalents and the actual expenditure line for each category. The IDEA-611 grant is \$871,110. and IDEA-619 is \$34,315.

District Goals supporting the grants:

1. To increase opportunities for all students with disabilities meaningful learning time with nondisabled peers.
2. To increase parent partnerships in the participation of their child's educational program.
3. To increase opportunities for students with disabilities to access technology, to promote communication, access to general curriculum and learning.
4. To provide appropriate instruction for students with specific learning and behavioral needs.
5. To increase the proficiency and accuracy of paperwork, written goals and data related to special education.
6. To promote best practices for transition planning.
7. To promote best special education preschool programming within a fully inclusive environment with nondisabled typical peers.
8. To enhance preschool programming addressing state Preschool Curriculum and other best practices.

**1a. Goals, Related Activities and Access to  
IDEA, PART B, SECTION 611  
Special Education and Related Services (Ages 3-21)**  
*ACTION STEP: Fill in information*

**District Goal #   1   :**

To increase opportunities for all students with disabilities meaningful learning time with nondisabled peers.

**School District Planned Special Education Activities:**

1. Continue to improve service delivery of co-taught classes at the high school, middle school, and elementary level.
2. Provide professional development to staff to strengthen skills to meet the needs of students behaviorally, emotionally, and academically.
3. Provide coverage for regular and special education teachers planning and collaborative time.
4. Facilitate collaboration/communication through web-based IEP tools.
5. Provide in-service training to facilitate and teach staff and parents how to use technology to promote communication, access to general curriculum and as a learning tool.
6. Provide learning supports and related services to facilitate successful participation within the general curriculum.
7. Employ a part-time special education teacher to support school-based teams to promote inclusive educational opportunities for preschool through high school.
8. Provide OT services to promote access to the curriculum and inclusive activities.
9. Provide behavioral consultation to school teams.

**District Goal #   2   :**

To increase parent partnerships in the participation of their child’s education program.

**School District Planned Special Education Activities:**

1. Provide informational opportunities around topics of interest for parents.
2. Provide staff coverage to allow for parent meetings and case conferences.
3. Provide “person-centered” planning sessions for families and school teams.

**District Goal #   3   :**

To increase opportunities for students with disabilities to access technology to promote communication and access to the general curriculum and learning.



**School District Planned Special Education Activities:**

1. Provide technology support to staff to assist in programming personal student devices.
2. Provide students with the technology needed to participate within the general curriculum.
3. Provide coverage for regular and special education teachers so that they may participate in training, planning and collaboration around the use of technology within the classroom.

**District Goal # 4 :**

To provide appropriate instruction for students with specific learning needs.

**School District Planned Special Education Activities:**

1. Provide training in multisensory language-based reading approaches and evaluation to staff.
2. Provide opportunities including additional tutorial sessions for reading/writing using multisensory language-based approaches and materials.
3. Provide services to identified nonpublic students.
4. Provide a variety of opportunities for students to participate in community activities during ESY and the school year.
5. Provide professional development on autism.

**District Goal # 5 :**

To increase the proficiency and accuracy of paperwork, written goals, and data related to special education.

**School District Planned Special Education Activities:**

1. IEP Direct web-based program will be used to complete IEP and progress on goals.

**District Goal # 6 :**

To promote best practices for transition planning.

**School District Planned Special Education Activities:**

1. Provide opportunities for students in the transition program to attend vocational sites and work exploratory environments.

**1b. Goals, Related Activities and Access to  
IDEA, PART B, SECTION 619  
Preschool Special Education (Ages 3-5)**  
*ACTION STEP: Fill in information*

District Goal #   1   :

Provide special education preschool program within a fully inclusive environment with nondisabled typical peers.

**School District Planned Special Education Activities:**

1. Provide inclusion tutor within the preschool program to assist with the needs of all students including typical peers.
2. Provide OT services to promote access to the curriculum and inclusive activities.

District Goal #   2   :

To enhance preschool programming addressing state Preschool Curriculum and other best practices.

**School District Planned Special Education Activities:**

1. Provide professional development opportunities for staff around curriculum, language-based interventions and technology. Provide sub coverage to promote staff collaboration and professional development.

**SECTION 2**

**SPECIAL EDUCATION GRANT PROGRAMS**

**Parentally Placed Private School Students (PPPSS)**

**ELIGIBLE STUDENTS PLACED BY THEIR PARENTS IN A NONPUBLIC SETTING:**

IDEA regulations mandate that school districts receiving IDEA funding expend a proportionate amount of funding for the benefit of eligible students who had a free appropriate public education (FAPE) made available and whose parents elected to place their child in private elementary or secondary schools. For example: if two percent of a school district's identified 611 students with disabilities (ages 3-21) are placed in nonpublic schools by their parents, the school district has the obligation to expend an amount equal to two percent of the district's IDEA grant or grants pursuant to Section 300.133(a), as applicable for the benefit of those students.

The proportional expenditure obligation for school districts applies to the IDEA, Part B, Sections 611 and 619 grant programs. Every LEA, under Section 300.133 (c) is required as part of its timely and meaningful consultation with representatives of PPPSS and non-public schools, to determine the number of students with disabilities regardless of whether they are or are not receiving special education services

GRANTEE NAME: New Milford Public School

TOWN CODE: 096

GRANT TITLE: IDEA, PART B, SECTION 611

PROJECT TITLE: IDEA, PART B, SECTION 611 ENTITLEMENT GRANT

CORE-CT CLASSIFICATION:

FUND: 12060 SPID: 20977 PROGRAM: 82032

BUDGET REFERENCE: 2019

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/18 - 6/30/20 AUTHORIZED AMOUNT:\$ 871,110.

AUTHORIZED AMOUNT BY SOURCE: CURRENT DUE:\$

LOCAL BALANCE:\$

CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	NON-INSTRUCTIONAL SALARIES	80,247.		80,247.
111B	INSTRUCTIONAL SALARIES	639,016.	27,973.	666,989.
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS (INSTRUCTIONAL, NON-PAYROLL)			
322	IN-SERVICE	28,955.		28,955.
323	PUPIL SERVICES (NON-PAYROLL)	68,919.		68,919.
324	FIELD TRIPS			
325	PARENT ACTIVITIES	1,000.		1,000.
330	EMPLOYEE TRAINING (NON-DIRECT SERVICES)	18,000.		18,000.
340	OTHER PROFESSIONAL SERVICES			
341	AUDIT			
350	TECHNICAL SERVICES			
440	RENTALS			
450	CONSTRUCTION SERVICES			
510	STUDENT TRANSPORTATION SERVICES			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL	500.		500.
600	SUPPLIES-TECHNOLOGY/INSTRUCTIONAL	6,500.		6,500.
730	EQUIPMENT			
734	TECHNOLOGY RELATED HARDWARE			
735	TECHNOLOGY SOFTWARE			
917	INDIRECT COSTS			
	<b>TOTAL</b>	<b>843,137.</b>	<b>27,973.</b>	<b>871,110.</b>

GRANTEE NAME: New Milford Public Schools

TOWN CODE: 096

GRANT TITLE: IDEA, PART B, SECTION 619  
 PROJECT TITLE: IDEA, PART B, SECTION 619 PRESCHOOL ENTITLEMENT  
 CORE-CT CLASSIFICATION:  
 FUND: 12060 SPID: 20983 PROGRAM: 82032  
 BUDGET REFERENCE: 2019 CHARTFIELD1: 170002  
 CHARTFIELD2:

GRANT PERIOD: 7/01/18 - 6/30/20 AUTHORIZED AMOUNT: \$34,315.

AUTHORIZED AMOUNT BY SOURCE: CURRENT DUE:\$  
 LOCAL BALANCE:\$ CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	NON-INSTRUCTIONAL SALARIES			
111B	INSTRUCTIONAL SALARIES	23,605.		23,605.
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS (INSTRUCTIONAL, NON-PAYROLL)			
322	IN SERVICE	500.		500.
323	PUPIL SERVICES (NON-PAYROLL)	7,731.		7,731.
324	FIELD TRIPS			
325	PARENT ACTIVITIES	500.		500.
330	EMPLOYEE TRAINING (NON-DIRECT SERVICES)			
340	OTHER PROFESSIONAL SERVICES			
341	AUDIT			
350	TECHNICAL SERVICES			
440	RENTALS			
450	CONSTRUCTION SERVICES			
510	STUDENT TRANSPORTATION SERVICES			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
600	SUPPLIES-TECHNOLOGY/INSTRUCIONAL			
730	EQUIPMENT			
734	TECHNOLOGY RELATED HARDWARE	1,979.		1,979.
735	TECHNOLOGY SOFTWARE			
917	INDIRECT COSTS			
	<b>TOTAL</b>	34,315.		34,315.

**BUDGET NARRATIVE – 611 District Name: New Milford Public Schools**

Code	Line Item	611 Cost - Public	Justify	611 Cost - Nonpublic (as needed)	Justify	CEIS Reserve Set-aside (as needed)	Justify
111A	Non-Instructional Salaries (10 percent rule)	80,247.		.45 Administrator -ESY Administrator			
111B	Instructional Salaries	639,016.	-6.8 FTE Certified Teachers -0.5 FTE SW -1.0 FTE SLP -7.0 FTE Paraprofessionals	27,973.	-19 students placed at non- public schools		
200	Personnel Services-Employee Benefits						
321	Tutors (Instructional, non-payroll)						
322	In-service	28,955.	-PD for: multisensory reading, co teaching, behavioral interventions				
323	Pupil Services (non-payroll personnel)	68,919.	-0.1 FTE OT -0.5 BCBA				
324	Field Trips						
325	Parent Activities	1,000.	-Parent Workshops				
330	Employee Training (non-direct staff)	18,000.	-IEP Direct Web- based program				
340	Other Professional Services						
341	Audit						
350	Technical Services						
440	Rentals						
450	Construction Services						
510	Student Transportation Services						
530	Communications						
560	Tuition						
580	Travel	500.	-mileage reimbursement				
600	Supplies- Technology/Instructional	6,500.	-software & hardware: iPads,				

Code	Line Item	611 Cost - Public	Justify	611 Cost - Nonpublic (as needed)	Justify	CEIS Reserve Set-aside (as needed)	Justify
			ITouches, Chromebooks, laptops, assistive technology needs				
730	Equipment						
734	Technology Related Hardware						
735	Technology Software						
917	Indirect Costs (prior approval)						
	<b>TOTAL EXPENSES</b>	843,137.				27,973.	871,110.

**BUDGET NARRATIVE – 619 District Name: New Milford Public Schools**

Code	Line Item	619 Cost - Public	Justify	619 Cost – Nonpublic (as needed)	Justify	CEIS Reserve Set-aside (as needed)	Justify
111A	Non-Instructional Salaries (10 percent rule)						
111B	Instructional Salaries	23,605.	-1.0 FTE Inclusion Tutor -additional staff hours for parent support, home visits.				
200	Personnel Services-Employee Benefits						
321	Tutors (Instructional, non-payroll)						
322	In-service	500.	-teacher training for preschool EXCEL staff				
323	Pupil Services (non-payroll personnel)	7,731.	-0.1 FTE Occupational Therapist				
324	Field Trips						
325	Parent Activities	500.	-Parent trainings				
330	Employee Training (non-direct staff)						
340	Other Professional Services						
341	Audit						
350	Technical Services						
440	Rentals						
450	Construction Services						
510	Student Transportation Services						
530	Communications						
560	Tuition						
580	Travel						
600	Supplies- Technology/Instructional						

Code	Line Item	619 Cost - Public	Justify	619 Cost – Nonpublic (as needed)	Justify	CEIS Reserve Set-aside (as needed)	Justify
730	Equipment						
734	Technology Related Hardware	1,979.	-software & hardware: IPads, ITouches, Chromebooks, laptops, assistive technology needs				
735	Technology Software						
917	Indirect Costs (prior approval)						
	<b>TOTAL EXPENSES</b>	34,315					



**From:** Fiore, Susan [<mailto:Susan.Fiore@ct.gov>]

**Sent:** Tuesday, March 6, 2018 1:21 PM

**Subject:** Important Information: Sample Language for Board Vote on 2018-19 Healthy Food Certification (HFC) Statement

Dear District Contacts for Healthy Food Certification (HFC):

The information below clarifies the requirements for the annual HFC vote by the board of education or school governing authority, which must occur by **July 1, 2018**, to be eligible for HFC participation during school year 2018-19.

The HFC application steps are summarized in the "[Apply](#)" section of the HFC webpage and in [Operational Memorandum No. 4-18: Process for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2018-19](#), which was distributed to schools on February 14, 2018.

**Please be sure that your district's HFC vote addresses both issues below**, as outlined in the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#). **Maintain a copy of the meeting minutes indicating the results of both HFC votes.** The authorized signer will upload this information to the CSDE's CNP System in May 2018, when the online HFC application module is available.

1. **Healthy Food Option:** *The board of education or school governing authority for each public school that participates in the National School Lunch Program (NSLP) must vote "yes" or "no" on whether to implement the healthy food option.*

**Sample Language for Healthy Food Option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2018, through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

2. **Exemption for Food Items:** *If the board of education or governing authority votes "yes" for the healthy food option, the board of education or governing authority must also vote "yes" or "no" on whether to allow food exemptions.*

**Sample Language for Exemption for Food Items:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

## Information on Beverages

**Note:** *C.G.S. Section 10-221q addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are **not** part of the annual HFC Statement, which applies only to food sales. If the district chooses to allow beverage exemptions, the CSDE recommends that the board of education or school governing authority conducts the vote on beverage exemptions at the same time as the vote on HFC participation and food exemptions. Sample language for beverage exemptions is below.*

**Sample Language for Beverage Exemptions:** The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.



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Susan Fiore, M.S., R.D.

Education Consultant

Connecticut State Department of Education

Office of Student Supports and Organizational Effectiveness

Bureau of Health/Nutrition, Family Services and Adult Education

Phone: 860-807-2075

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**TO:** Joshua D. Smith, Superintendent  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** May 4, 2018  
**RE:** End of Year Balance 2017/2018

The below chart summarizes the \$650,000 by major object code (MOC) that the Board of Education anticipates to be able to utilize at fiscal year-end to satisfy both the:

- \$450,000 - Town has requested to offset reduced revenue received in their 17/18 budget.
- \$200,000 - Board of Education is projecting in reduced revenue for the Excess Cost in 17/18.

Examples are given within each MOC of the types of lines we hope to utilize. This being a draft only, it is subject to change as we move closer to fiscal year end.

<b>MOC</b>	<b>Anticipated Type*</b>	<b>Projected Amount</b>
Certified Salary	Turnover Savings / Unfilled Positions	\$250,000
Non-Certified Salary	Turnover Savings / Unfilled Positions / OT / Tutors	\$200,500
Benefits	Workers Comp / Unemployment / FICA / Medicare	\$62,800
Other Services	Printing	\$3,200
Professional Services	Curriculum Writing / Professional Development	\$85,000
Property Services	Technology Repairs	\$4,500
Utilities	Electric / Oil / Water / Propane / Natural Gas	\$29,000
Capital	Technology Purchases	\$15,000
<b>Total</b>		<b>\$650,000</b>

*\*may include but not limited to*

I anticipate providing a fiscal year end projection at the June Operations meeting to identify any funds beyond the \$650,000 that we anticipate having remaining at fiscal year-end. I suggest we should retain approximately \$100,000, at a bare minimum, to account for any possible audit adjustments. The audit adjustment at the end of the last two (2) fiscal years is captured below for reference:

	15/16	16/17
Projected fiscal year end balance	\$348,430	\$247,801
Year end balance after audit adjustments	\$264,406	\$194,314
<b>Change</b>	<b>\$84,024</b>	<b>\$53,487</b>

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



DRAFT

TOTAL REDUCTIONS TO MAKE			\$968,084		
	Item	Description	Individual Line Reduction	Running Reduction Total	Further Reductions Required
<b>Recommended Reduction in this section:</b> - does not add risk - does not impact department or program	Health Insurance	Per Town's Actuarial.			
	Bus Contract	Possibly renegotiating current extension into a new contract.			
<b>Recommended Reduction in this section:</b> - adds risk - does not significantly impact department or program	Capital Reserve	Adjustment to revenue line from Capital Reserve Account.			
	Turnover Savings	Increase risk of properly funding certified staffing replacements.			
<b>Recommended Reduction in this section:</b> - adds risk - impacts programs	Excess Cost	Downward adjustment to revenue line.			
	Additional Staffing Reductions	In addition to the reductions identified in the Board Adopted Budget.			

# Memorandum from the Office of the Director of Human Resources

**TO:** Joshua Smith, Superintendent  
**CC:** Anthony Giovannone, Director of Fiscal Services and Operations  
**FROM:** Ellamae Baldelli, Director of Human Resources *(EB)*  
**RE:** Proposal to Contract with Source4Teachers for cafeteria, custodian, nurse, secretary, and tutor substitutes  
**DATE:** May 3, 2018

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This memo is an update on our first year of contracting with Source4Teachers for teacher and paraeducator substitutes. Reviewing our data from September through April, the following has occurred:

- Fifty-three teacher substitutes have been added, with twenty who have been through training and are currently subbing with us, and the remaining thirty-three waiting to be processed;
- Eleven paraeducator substitutes have been added and are currently subbing with us, with another fourteen waiting to be processed;
- The fill rate for teacher absences increased in seven out of the eight months from September through April beginning in October; those fill rates increased between 1% and 8% with the total absences for that time approximately the same; the fill rate has been between 80% in the beginning and has increased to 84% at this time;
- The fill rate for the paraeducator substitutes remained almost the same at 58% but with almost two hundred more absences; the fill rate increased for the last month by 7%.

When we outsourced with Source4Teachers for the 2017-2018 school year, it was our intention to have all substitutes be hired by S4T. However, with the late start date for implementation, we only went with contracting for teacher and paraeducator substitutes, with the intention to add cafeteria, custodian, nurse, secretary and tutor substitutes for the 2018-2019 school year. S4T has made a sizable effort in their recruiting of substitutes for teachers and paraeducators this year and it is the expectation that recruitment effort will continue into next year too.

In light of timing, the result of the referendum vote on May 15, and current and possible additional reductions to our budget, I would like to recommend that we continue to pursue this plan if funds are available.

# NEW MILFORD PUBLIC SCHOOLS 2018 – 2019 School Calendar

**DRAFT**

**DRAFT**

**DRAFT**

## August 2018 3 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 24 Teacher Work Day
- 27 Convocation/Prof. Dev.
- 28 Staff Meetings/K-5 Open House
- 29 Students Return

## September 17 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 3 Labor Day
- 6 K-12 PD after school
- 10 Rosh Hashanah
- 19 Yom Kippur
- Curriculum Night - date TBD by principal

## October 21 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 4 K-12 PD after school
- 5 Prof. Dev.
- 8 Columbus Day

## November 17 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1 K-12 PD after school
- 6 Prof. Dev.
- 12 Veterans Day Observed
- 21-23 Thanksgiving Recess
- 27 K-5 Parent/Teacher confs
- 29 6-12 Parent/Teacher confs

## December 15 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 3 K-5 Parent/Teacher confs
- 5 6-12 Parent/Teacher confs
- 6 K-12 PD after school
- 24-31 Holiday Recess

## January 2019 21 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 1 Holiday Recess
- 3 K-12 PD after school
- 21 Martin Luther King Day

## February 18 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

- 7 K-12 PD after school
- 18&19 Winter Recess

## March 21 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 7 K-12 PD after school

## April 17 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 3 K-5 Parent/Teacher confs
- 4 6-12 Parent/Teacher confs
- 10 6-12 Parent/Teacher confs
- 11 K-5 Parent/Teacher confs
- 15-19 Spring Recess (includes Good Friday)

## May 22 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 2 K-12 PD after school
- 27 Memorial Day
- Spring evening event

## June \* 9 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 6 K-12 PD after school
- 13 Last Day of School (early dismissal for students)

\* NMHS Graduation Date will be set by the Board of Education at its September 2018 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or pre-opening activities
-  Last Day of School
-  Contingency for snow days

**181 Student Days Total**  
**186 Teacher Days Total**

**After School PD Hours**  
K-5 3:25 p.m. to 4:35 p.m.  
6-12 2:30 p.m. to 3:40 p.m.

June 14-25 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with April 18 and working back.

Any additional days required in excess of those indicated will be taken from the remaining days in June.

*Draft as of May 3, 2018*  
**SUBJECT TO CHANGE**

**Important Dates  
New Milford Public Schools  
2019-2020 School Calendar\***

**\*Full Calendar to Follow**

**8/27 First Day of School for Students**

**9/2 Schools Closed - Labor Day**

**9/30 Schools Closed - Rosh Hashanah**

**10/4 Schools Closed - K-12 Prof Dev**

**10/9 Schools Closed - Yom Kippur**

**10/14 Schools Closed - Columbus Day**

**11/5 Schools Closed - Election Day, K-12 Prof Dev**

**11/11 Schools Closed - Veterans Day observed**

**11/27, 11/28, 11/29 Schools Closed - Thanksgiving Recess**

**12/23-12/27 Schools Closed - Holiday Recess**

**12/30-1/1 Schools Closed - Holiday Recess**

**1/20 Schools Closed - Martin Luther King Day**

**2/17-2/18 Schools Closed - Winter Recess**

**4/10 Schools Closed - Good Friday**

**4/13-4/17 Schools Closed - Spring Recess**

**5/25 Schools Closed - Memorial Day**

**6/12 Last Day of School - No Snow Days**

*DRAFT as of 5/3/18*