

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

OPERATIONS SUB-COMMITTEE  
MEETING NOTICE

DATE: November 1, 2016  
TIME: 7:30 P.M.  
PLACE: Lillis Administration Building—Room 2

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.

RECEIVED  
CLERK

2016 OCT 28 P 12:37

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NEW MILFORD, CT

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 10/28/16
  2. Purchase Resolution D-692
  3. Request for Budget Transfers
- C. Legal Contract

4. Items of Information

- A. Fill Rates
- B. Update on Transportation Complaints
- C. Health Inspections

5. Public Comment

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**6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson  
Robert Coppola  
Brian McCauley  
J.T. Schemm**

**Alternates: Angela C. Chastain  
Bill Dahl**

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
November 8, 2016

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. None

b. **NON-RENEWALS**

1. None

2. **CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **Mrs. Danielle Kiser**, Special Education Teacher,  
Schaghticoke Middle School  
**Move** that the Board of Education appoint **Mrs. Danielle Kiser** as a Special Education Teacher at Schaghticoke Middle School effective November 9, 2016.

*Education History:*  
BS: SUNY Brockport  
Major: Psychology/Elementary Education  
MS: Long Island University  
Major: Special Education

*Work Experience:*  
2 yrs. New York  
9 yrs. Wilton

Replacing: M. Lavoie

3. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Karen Adams**, Paraeducator, Northville Elementary School  
**Move** that the Board of Education approve the resignation of **Mrs. Karen Adams** as a Paraeducator at Northville Elementary School effective October 28, 2016.
2. **Mrs. Amy Crookshank**, Paraeducator, Sarah Noble Intermediate School  
**Move** that the Board of Education approve the resignation of **Mrs. Amy Crookshank** as a Paraeducator at Sarah Noble Intermediate School effective November 10, 2016.

Personal Reasons

Personal Reasons

4. **NON-CERTIFIED STAFF**

b. **APPOINTMENTS**

1. None

5. **ADULT EDUCATION STAFF**

a. **RESIGNATIONS**

1. None

**6. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

**1. None**

**7. BAND STAFF**

**a. RESIGNATIONS**

**1. None**

**8. BAND STAFF**

**b. APPOINTMENTS**

**1. None**

**9. COACHING STAFF**

**a. RESIGNATIONS**

**1. None**

**10. COACHING STAFF**

**b. APPOINTMENTS**

- |   |   |
|---|---|
| <p><b>1. Ms. Tricia Blood</b>, Girls' Intramural Basketball Coach,<br/>Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Ms. Tricia Blood</b><br/>as Girls' Intramural Basketball Coach at Schaghticoke<br/>Middle School effective November 14, 2016.</p>                | <p>2016-2017 Stipend: \$947<br/>Current Staff Member</p>  |
| <p><b>2. Ms. Tricia Blood</b>, Girls' Intramural Volleyball Coach,<br/>Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Ms. Tricia Blood</b><br/>as Girls' Intramural Volleyball Coach at Schaghticoke<br/>Middle School effective February 1, 2017.</p>                 | <p>2016-2017 Stipend: \$947<br/>Current Staff Member</p>  |
| <p><b>3. Mr. Gary Golembeske</b>, Boys' Assistant Ice Hockey Coach,<br/>New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Gary</b><br/><b>Golembeske</b> as Boys' Assistant Ice Hockey Coach at New<br/>Milford High School effective November 9, 2016.</p>              | <p>2016-2017 Stipend: \$2428</p>                          |
| <p><b>4. Mr. Rob Hibbard</b>, Girls' Interscholastic Basketball Coach,<br/>Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Rob</b><br/><b>Hibbard</b> as Girls' Interscholastic Basketball Coach at<br/>Schaghticoke Middle School effective November 14, 2016.</p> | <p>2016-2017 Stipend: \$1895<br/>Current Staff Member</p> |

- |  |   |
|--|---|
| <p>5. <b>Mr. Rob Hibbard</b>, Boys' Intramural Basketball Coach, Schaghticoke Middle School<br/><b>Move</b> that the Board of Education appoint <b>Mr. Rob Hibbard</b> as Boys' Intramural Basketball Coach at Schaghticoke Middle School effective February 1, 2017.</p>            | <p>2016-2017 Stipend: \$947<br/>Current Staff Member</p>  |
| <p>6. <b>Mr. David Mumma</b>, Boys' Interscholastic Basketball Coach, Schaghticoke Middle School<br/><b>Move</b> that the Board of Education appoint <b>Mr. David Mumma</b> as Boys' Interscholastic Basketball Coach at Schaghticoke Middle School effective November 14, 2016.</p> | <p>2016-2017 Stipend: \$1895<br/>Current Staff Member</p> |
| <p>7. <b>Mr. Albert Tolomeo III</b>, Boys' Varsity Basketball Coach, New Milford High School<br/><b>Move</b> that the Board of Education appoint <b>Mr. Albert Tolomeo III</b> as Boys' Varsity Basketball Coach at New Milford High School effective November 9, 2016.</p>          | <p>2016-2017 Stipend: \$5626</p>                          |
| <p>8. <b>Mr. Matt Wall</b>, Boys' Intramural Volleyball Coach, Schaghticoke Middle School<br/><b>Move</b> that the Board of Education appoint <b>Mr. Matt Wall</b> as Boys' Intramural Volleyball Coach at Schaghticoke Middle School effective February 1, 2017.</p>                | <p>2016-2017 Stipend: \$947<br/>Current Staff Member</p>  |
| <p><b>11. LEAVES OF ABSENCE</b></p>  |   |
| <p>1. <b>Mrs. Amber Scalzo</b>, Elementary Teacher, Sarah Noble Intermediate School<br/><b>Move</b> that the Board of Education approve to extend an unpaid leave of absence for <b>Mrs. Amber Scalzo</b> through the end of the 2016-2017 school year.</p>                          | <p>Unpaid Leave of Absence</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	28,752,211	0	28,752,211	6,256,772	21,839,344	656,094	97.72%
100'S	SALARIES - NON CERTIFIED	9,375,406	-30,000	9,345,406	2,242,653	4,982,255	2,120,498	77.31%
200'S	BENEFITS	9,649,146	0	9,649,146	3,796,530	4,075,976	1,776,640	81.59%
300'S	PROFESSIONAL SERVICES	3,403,301	3,450	3,406,751	849,062	1,861,923	695,766	79.58%
400'S	PROPERTY SERVICES	866,089	16,541	882,630	278,319	417,312	186,999	78.81%
500'S	OTHER SERVICES	8,019,525	0	8,019,525	1,908,521	5,370,772	740,231	90.77%
600'S	SUPPLIES	2,718,748	7,959	2,726,707	865,615	1,350,537	510,556	81.28%
700'S	CAPITAL	606,847	2,050	608,897	214,004	114,698	280,196	53.98%
800'S	DUES AND FEES	86,036	0	86,036	55,027	8,429	22,580	73.76%
900'S	REVENUE	-1,790,649	0	-1,790,649	-550,700	0	-1,239,950	30.75%
<b>GRAND TOTAL</b>		<b>61,686,660</b>	<b>0</b>	<b>61,686,660</b>	<b>15,915,804</b>	<b>40,021,246</b>	<b>5,749,610</b>	<b>90.81%</b>

### SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	518,527	0	518,527	7,194	6,045	505,289	2.55%
51201	SALARIES - NON CERT - PARA EDUCATORS	1,943,894	0	1,943,894	375,471	1,240,290	328,133	83.12%
51202	SALARIES - NON CERT - SUBSTITUTUES	858,200	0	858,200	101,778	17,406	739,015	13.89%
51210	SALARIES - NON CERT - SECRETARY	2,004,229	0	2,004,229	634,023	1,198,533	171,674	91.43%
51225	SALARIES - NON CERT - TUTORS	329,081	0	329,081	38,824	-1,946	292,203	11.21%
51240	SALARIES - NON CERT - CUSTODIAL	1,906,093	-15,000	1,891,093	555,260	1,335,833	0	100.00%
51250	SALARIES - NON CERT - MAINTENANCE	976,839	-15,000	961,839	275,265	602,389	84,185	91.25%
51285	SALARIES - NON CERT - TECHNOLOGY	442,941	0	442,941	145,894	297,047	0	100.00%
51336	SALARIES - NON CERT - NURSES	395,602	0	395,602	108,944	286,658	0	100.00%
<b>TOTAL</b>		<b>9,375,406</b>	<b>-30,000</b>	<b>9,345,406</b>	<b>2,242,653</b>	<b>4,982,255</b>	<b>2,120,498</b>	<b>77.31%</b>

### BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	632,405	0	632,405	138,100	0	494,305	8.04%
52201	BENEFITS - MEDICARE	520,843	0	520,843	97,594	0	423,249	3.15%
52300	BENEFITS - PENSION	800,025	0	800,025	800,025	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	45,000	0	45,000	2,958	42,042	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	6,732,477	0	6,732,477	2,359,456	3,569,328	803,693	85.00%
52820	BENEFITS - DISABILITY INSURANCE	94,236	0	94,236	31,023	63,213	0	100.00%
52830	BENEFITS - LIFE INSURANCE	102,744	0	102,744	35,315	67,429	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	721,416	0	721,416	332,059	333,963	55,394	0.52%
<b>TOTAL</b>		<b>9,649,146</b>	<b>0</b>	<b>9,649,146</b>	<b>3,796,530</b>	<b>4,075,976</b>	<b>1,776,640</b>	<b>81.59%</b>



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,752,211	0	28,752,211	6,256,772	21,839,344	656,094	97.72%
51200	NON-CERTIFIED SALARIES	9,375,406	-30,000	9,345,406	2,242,653	5,065,709	2,037,044	78.20%
52000	BENEFITS	9,649,146	0	9,649,146	3,796,530	4,075,976	1,776,640	81.59%
53010	LEGAL SERVICES	181,000	0	181,000	173,975	0	7,026	96.12%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	4,347	1,894	68,759	8.32%
53200	PROFESSIONAL SERVICES	1,843,656	3,450	1,847,106	272,862	1,178,919	395,325	78.60%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	2,000	9,000	17,000	39.29%
53210	TIME & ATTENDANCE SOFTWARE	12,874	0	12,874	11,284	0	1,590	87.65%
53220	IN SERVICE	114,260	0	114,260	14,622	18,302	81,335	28.82%
53230	PUPIL SERVICES	640,236	0	640,236	159,769	449,929	30,538	95.23%
53300	OTHER PROF/ TECH SERVICES	36,475	0	36,475	3,349	8,048	25,078	31.25%
53310	AUDIT/ACCOUNTING	36,050	0	36,050	36,050	0	0	100.00%
53500	TECHNICAL SERVICES	129,750	0	129,750	122,009	0	7,741	94.03%
53530	SECURITY SERVICES	195,000	0	195,000	22,688	171,981	331	99.83%
53540	SPORTS OFFICIALS SERVICES	111,000	0	111,000	26,107	23,850	61,043	45.01%
54101	CONTRACTUAL TRASH PICK UP	88,525	0	88,525	23,860	59,165	5,500	93.79%
54301	REPAIRS & MAINTENANCE	353,300	27,481	380,781	138,942	209,439	32,400	91.49%
54302	FIRE / SECURITY MAINTENANCE	1,450	0	1,450	1,102	0	348	75.98%
54303	GROUNDS MAINTENANCE	19,098	5,000	24,098	3,744	179	20,175	16.28%
54310	GENERAL REPAIRS	63,696	-17,080	46,616	5,290	12,605	28,721	38.39%
54320	TECHNOLOGY RELATED REPAIRS	45,645	0	45,645	3,027	398	42,220	7.50%
54411	WATER	66,300	0	66,300	9,791	56,509	0	100.00%
54412	SEWER	20,100	0	20,100	20,100	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	207,975	1,140	209,115	70,275	79,017	59,823	71.39%
55100	PUPIL TRANSPORTATION - OTHER	129,550	0	129,550	25,579	96,921	7,050	94.56%
55101	PUPIL TRANS - FIELD TRIP	43,900	0	43,900	6,585	3,025	34,290	21.89%
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	0	620	15,130	3.94%
55110	STUDENT TRANSPORTATION	4,716,744	0	4,716,744	944,602	3,650,902	121,240	97.43%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	337,135	0	337,135	334,527	0	2,608	99.23%
55300	COMMUNICATIONS	48,500	0	48,500	16,063	32,390	47	99.90%
55301	POSTAGE	37,331	0	37,331	6,006	29,417	1,908	94.89%
55302	TELEPHONE	51,948	0	51,948	18,467	32,958	523	98.99%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	3,950	0	3,950	801	2,112	1,037	73.74%
55505	PRINTING	53,738	0	53,738	19,133	4,067	30,538	43.17%
55600	TUITION	10,000	0	10,000	0	4,500	5,500	45.00%
55610	TUITION TO IN STATE DIST	788,802	0	788,802	207,671	398,441	182,690	76.84%
55630	TUITION TO PRIVATE SOURCES	1,733,647	0	1,733,647	321,453	1,108,391	303,803	82.48%
55800	TRAVEL	47,030	0	47,030	7,634	7,029	32,367	31.18%
56100	GENERAL INSTRUCTIONAL SUPPLIES	193,435	250	193,685	65,115	23,623	104,947	45.82%
56110	INSTRUCTIONAL SUPPLIES	490,012	3,105	493,117	199,351	90,600	203,166	58.80%
56120	ADMIN SUPPLIES	35,436	0	35,436	6,656	3,299	25,481	28.09%
56210	NATURAL GAS	201,000	0	201,000	20,931	180,069	0	100.00%
56220	ELECTRICITY	924,921	0	924,921	266,184	658,737	0	100.00%
56230	PROPANE	1,825	0	1,825	104	1,396	325	82.19%
56240	OIL	206,656	0	206,656	0	206,656	0	100.00%
56260	GASOLINE	32,250	0	32,250	1,581	22,919	7,750	75.97%
56290	FACILITIES SUPPLIES	208,830	19,959	228,789	113,529	90,870	24,390	89.34%
56291	MAINTENANCE COMPONENTS	29,335	-15,500	13,835	247	9,481	4,107	70.31%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	0	0	3,320	0.00%
56293	GROUNDSKEEPING SUPPLIES	5,900	3,500	9,400	1,535	6,106	1,759	81.29%
56410	TEXTBOOKS	184,625	-3,375	181,250	118,518	13,386	49,346	72.77%
56411	CONSUMABLE TEXTS	75,566	0	75,566	45,554	9,693	20,319	73.11%
56420	LIBRARY BOOKS	81,109	270	81,379	11,004	14,323	56,052	31.12%
56430	PERIODICALS	26,276	-250	26,026	13,528	6,397	6,102	76.56%
56460	WORKBOOKS	14,502	0	14,502	763	12,161	1,578	89.12%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	1,015	821	1,914	48.97%
57300	BUILDINGS	96,451	-47,251	49,200	29,990	0	19,210	60.95%
57340	COMPUTERS/TECH HARDWARE	4,425	2,400	6,825	240	2,160	4,425	35.16%
57345	INSTRUCTIONAL EQUIPMENT	84,713	0	84,713	34,237	6,856	43,620	48.51%
57400	GENERAL EQUIPMENT	120,088	46,901	166,989	49,292	96,486	21,211	87.30%
57500	FURNITURE AND FIXTURES	301,170	0	301,170	100,245	9,196	191,729	36.34%
58100	DUES & FEES	86,036	0	86,036	55,027	8,429	22,580	73.76%
<b>EXPENDITURE TOTAL</b>		<b>63,477,309</b>	<b>0</b>	<b>63,477,309</b>	<b>16,464,314</b>	<b>40,104,700</b>	<b>6,908,295</b>	<b>89.12%</b>





REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,051,239	0	-1,051,239	0	0	-1,051,239	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	0	0	-49,575	0.00%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-1,153	0	-1,048	52.39%
44705	BUILDING USE FEES	-55,000	0	-55,000	-35,000	0	-20,000	63.64%
44800	REGULAR ED TUITION FROM INDIVI	-82,000	0	-82,000	-33,000	0	-49,000	40.24%
44822	SPECIAL ED TUITION FROM OTHER	-19,910	0	-19,910	-6,852	0	-13,058	34.41%
44860	ADMISSIONS/ATHLETIC GATE RECEI	-25,400	0	-25,400	-8,700	0	-16,700	34.25%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-29,550	0	-6,674	81.58%
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	-6,374	0	-21,245	23.08%
49599	CAPITAL RESERVE	-430,071	0	-430,071	-430,071	0	0	100.00%
<b>REVENUE TOTAL</b>		<b>-1,790,649</b>	<b>0</b>	<b>-1,790,649</b>	<b>-550,700</b>	<b>0</b>	<b>-1,239,950</b>	<b>30.75%</b>

<b>GRAND TOTAL</b>		<b>61,686,660</b>	<b>0</b>	<b>61,686,660</b>	<b>15,913,615</b>	<b>40,104,700</b>	<b>5,668,345</b>	<b>90.81%</b>
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PURCHASE RESOLUTION D - 692  
BOE OPERATIONS SUB-COMMITTEE  
OCTOBER OF FISCAL YEAR 2016-2017

AGENDA ITEM 3B-2  
NOVEMBER 1, 2016 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
GEN FUND	DISTRICT	ALL-STAR TRANSPORTATION	STUDENT TRANSPORTATION	\$3,674,937.50
GEN FUND	SPED	EFFECTIVE SCHOOL SOLUTIONS	CLINICAL SERVICES	\$170,000.00
CAPITAL	FAC	CROWLEY FORD	FORD F-350 PICK UP TRUCK	\$36,896.48
CAPITAL	FAC	BETHEL POWER EQUIPMENT	EX-MARK MOWER	\$23,080.00
CAPITAL	FAC	RUWET-SIBLEY EQUIP CORP	KUBOTA F3990 MOWER	\$33,400.00
CAPITAL	SNIS	CHRISTOPHER INTERIORS	SNIS CATWALK FINAL BILLING	\$25,789.79
GEN FUND	TECH	E-RATE ONLINE	USF FILING SERVICES PROGRAM 16/17	\$5,000.00




BUDGET TRANSFER REQUESTS  
BOE OPERATIONS SUB-COMMITTEE  
OCTOBER OF FISCAL YEAR 2016-2017

AGENDA ITEM 3B-3  
NOVEMBER 1, 2016 MEETING

Requesting Approval - Across	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
SPED-01		TO FUND EFFECTIVE SCHOOL SOLUTIONS CONTRACT FOR THERAPEUTIC SERVICES UTILIZING SAVINGS IN TRANSPORTATION AND TUITION FROM LESS OUTPLACED STUDENTS	\$17,000.00	DISTRICT	SPECIAL EDUCATION BTZ27143	TRANSPORTATION 55110	DISTRICT	SPECIAL EDUCATION BPZ21343	PUPIL SERVICES 53230
			\$51,000.00	DISTRICT	SPECIAL EDUCATION BSZ10028	TUITION IN STATE 55610			
			\$102,000.00	DISTRICT	SPECIAL EDUCATION BSZ10028	TUITION PRIVATE 556300			

Informational - Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
FAC-01	ADDITIONAL CLEANING SUPPLIES FOR HPS	\$1,000.00	NES	CUSTODIAL & HOUSEKEEPING BFB26143	FACILITIES SUPPLIES 56290	HPS	CUSTODIAL & HOUSEKEEPING BFA26143	FACILITIES SUPPLIES 56290	
FAC-02	ADDITIONAL CLEANING SUPPLIES FOR NMHS	\$300.00	NES	CUSTODIAL & HOUSEKEEPING BFB26143	FACILITIES SUPPLIES 56290	NMHS	CUSTODIAL & HOUSEKEEPING BFE26143	FACILITIES SUPPLIES 56290	
FAC-03	ADDITIONAL CLEANING SUPPLIES FOR NMHS	\$5,500.00	SMS	CUSTODIAL & HOUSEKEEPING BFD26143	FACILITIES SUPPLIES 56290	NMHS	CUSTODIAL & HOUSEKEEPING BFE26143	FACILITIES SUPPLIES 56290	
FAC-04	ADDITIONAL CLEANING SUPPLIES FOR NMHS	\$2,700.00	SNIS	CUSTODIAL & HOUSEKEEPING BFF26143	FACILITIES SUPPLIES 56290	NMHS	CUSTODIAL & HOUSEKEEPING BFE26143	FACILITIES SUPPLIES 56290	
FAC-05	HYGENIX RADON TESTING ONCE EVERY 5 YEARS ALL MONEY AT C.O.	\$300.00	C.O.	MAINTENANCE & REPAIR BFZ26243	REPAIRS & MAINTENANCE 54301	SMS	MAINTENANCE & REPAIR BFD26243	REPAIRS & MAINTENANCE 54301	

# Memorandum from the Office of the Director of Human Resources

**TO:** Joshua Smith  
**FROM:** Ellamae Baldelli   
**RE:** Sub Rates and Options  
**DATE:** October 25, 2016

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Eleven districts were contacted to acquire their rates for substitute teachers, paraeducators and tutors. The districts were: Bethel, Brookfield, Danbury, Milford, New Fairfield, Newington, Newtown, Region 12, Region 15, Sherman, and Wallingford. The following is information that was obtained:

## Teacher Substitute

New Milford	\$90/day
Bethel	\$80/day
Brookfield	\$90/day
Danbury	\$90/day
Milford	\$90/day for high school \$75/day for middle/elementary
New Fairfield	\$80/day Permanent building subs \$85/day
Newington	\$75/day up to 41 days then \$85/day
Newtown	\$85/day
Region 12	\$80/day for days 1-10 \$85/day thereafter
Region 15	\$85/day
Sherman	\$90/day
Wallingford	\$80/day

**Paraeducator Substitute**

New Milford	\$9.60/hour
Bethel	\$11.50 - \$13.00/hour
Brookfield	\$9.60 - \$9.63/hour
Danbury	\$ 11.25/hour
Milford	\$ 10.77/hour
New Fairfield	\$10 - \$12/hour
Newington	No paras
Newtown	\$11.22//hour
Region 12	\$11/hour
Region 15	Not available at this time
Sherman	\$10/hour
Wallingford	\$9.72/hour

**Tutor Rate**

New Milford	\$14/hour years 1-3 \$15/hour after 3 years
Bethel	\$29.53/hour
Brookfield	Reported as having no tutors
Danbury	\$12.83 - \$16.31 based on years of experience
Milford	Reported as having no tutors
New Fairfield	Reported as having no tutors
Newington	\$16 or \$19/hour depending on assignment
Newtown	Reported as having no tutors
Region 12	Reported as having no tutors
Region 15	\$15/hour
Sherman	\$16.60/hour
Wallingford	Reported as having no tutors

Review of this collected information leads me to conclude that:

1. New Milford's rate for teacher substitutes is competitive compared to the above-mentioned districts;
2. New Milford's rate for paraeducator substitutes is low compared to some of the other districts contacted: our rate will increase to \$10.10 effective January 1, 2017 to meet the minimum wage requirement;
3. New Milford's rate for tutors is comparable to the above-mentioned districts that employ tutors; there are five other districts from those contacted that use tutors as New Milford does.

The following are the range of fill rates for last year and this year:

Last year 2015-16

Teachers		Paraeducators	
September	80%	September	63%
October	66%	October	66%

This year 2016-17

Teachers		Paraeducators	
September	81%	September	68%
October	77%	October	69%

When absences are unfilled, schools must seek out alternative ways to fill that absence.

To cover unfilled teacher absences, options available to the schools are:

- paying other teachers who offer to cover during their planning time (\$30.00 per period missed);
- assigning other substitute teachers who are there but do not need a planning period, reassigning some teachers from certain duties;
- if the unfilled absence is in a co-taught class then only one teacher instead of two will teach that class;
- reassigning a tutor to cover the position, resulting in no classroom support where the tutor is originally assigned; or
- having administrators cover periods.

To cover unfilled paraeducator absences, options available to the schools are:

- reassigning another paraeducator resulting in no classroom support where the reassigned paraeducator is taken from; or
- having administrators cover periods.

Results from lack of coverage at the schools from the beginning of the year through October 21, 2016 show:

#### NMHS

1. Paid for missed planning time

- 19 unfilled days—60 periods @ \$30/period = \$ 1800 versus \$ 1080 if there were subs available, difference of \$720 additional funding
- 63 % of the unfilled periods were covered by paying for missed planning periods; 37 % were covered by other substitute teachers or staff members
- This information is for August and September; it does not include October

#### SMS

1. Paid for missed planning time

- 54 unfilled days - 40 periods @ \$30/period = \$ 1200 verses \$720 if there were subs available, difference of \$480 additional funding
- 15 % of the unfilled periods were covered by paying for missed planning periods; 85 % were covered by other substitute teachers, staff members or administrators

#### SNIS

1. Paid for missed planning time

- 36 unfilled days - 35 periods x \$30/period-= \$1050 versus \$ 630 if there were subs available, difference of \$420 additional funding
- 19% of the unfilled periods were covered by paying for missed planning periods; 81 % were covered by other substitute teachers, staff members or administrators

2. Tutors pulled to cover

- 25 days-no support given in classrooms

3. Cancelled class

- 2 days

4. Other staff covered with no pay

- 2 days

## H&P

### 1. Paid for missed planning time

- 19 unfilled days – 5 periods x \$30/period + \$ 150 versus \$90 if there were subs available, difference of \$60 additional funding
- 5 % of the unfilled periods were covered by paying for missed planning periods; 95 % were covered by other substitute teachers, staff members or administrators

### 2. Tutors pulled

- 15 days- no support given in classrooms

### 3. Cancelled class

- 2 day

### 4. Other staff covered with no pay

- 1 day

## NES Period Coverage:

### 1. Paid for missed planning time

- 13 unfilled days - 25 periods x \$30/period = \$750 versus \$ 450 if there were subs available, difference of \$300 additional funding
- 38 % of the unfilled periods were covered by paying for missed planning periods; 62 % were covered by other substitute teachers, staff members or administrators

### 2. Tutors pulled- no support in classroom

- 2 days

### 3. Cancelled class

- 2 days

### 4. Other staff covered with no pay

- 4 days

## Solutions to be considered for further exploration:

1. Increase in pay rate
2. Assigning permanent substitutes to each school
3. Investigating outsourcing for teacher substitutes



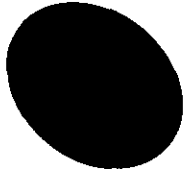
**NEW MILFORD PUBLIC SCHOOLS**

**Food and Nutrition Services Department**

**22 Hipp Road**

**New Milford, Connecticut 06776**

**(860) 354-3712 • FAX (860) 354-3712**



**Sandra Sullivan, RD, CD-N**  
**Director**

To: Anthony Giovannone  
From: Sandra Sullivan  
Date: October 21, 2016

Re: Health Inspections

The New Milford Health Department has completed its first inspection for the 2016-17 school year. Inspections occur two to three times per year. All kitchens, service areas and storage facilities were evaluated. I am happy to report the following scores:

New Milford High School	99
Schaghticoke Middle School	100
Sarah Noble Intermediate School	100
Northville School	98
Hill and Plain School	98