

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

OPERATIONS SUB-COMMITTEE  
MEETING NOTICE

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

RECEIVED  
TOWN CLERK  
2016 FEB 26 P 1:21

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. Purchase Resolution D-684
  2. Budget Position dated 2/26/16
  3. Request for Budget Transfers
- C. Gifts & Donations
  1. PTO – Exhibit B
- D. Changes to Signatories on District Accounts – Exhibit C
- E. Five Year Technology Capital Plan Update
- F. Teacher Retirement Incentive Program

4. **Items of Information**

- A. Certified Substitute Coverage
- B. Trend Analysis of Absences
- C. Food Services Audit
- D. Legal Fees
- E. Update on Munis
- F. Sending Town Agreement for the Shepaug Valley Regional Agriscience STEM Academy
- G. Important Dates New Milford Public Schools 2016-2017 School Calendar

**5. Public Comment**

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

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- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

**6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson  
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  
March 8, 2016

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mrs. Ellen Tracy**, Math Teacher, New Milford High School  
Move that the Board of Education accept the resignation of **Mrs. Ellen Tracy** as Math Teacher at New Milford High School effective February 12, 2016.

Personal Reasons

2. CERTIFIED STAFF

b. APPOINTMENTS

1. **Mrs. Yvonne de St. Croix**, K-8 Enrichment Teacher  
Move that the Board of Education appoint **Mrs. Yvonne de St. Croix** as K-8 Enrichment Teacher effective on or about March 28, 2016, pending Connecticut certification.  
2015-2016 Salary: \$87,963 (step 15I), pro-rated to start date

*Education History:*

BA: Univ. of South Carolina  
Major: English  
BS: Univ. of South Carolina  
Major: Anthropology  
MA: Univ. of South Carolina  
Major: Secondary Language Arts  
Education

*Work Experience:*

4 yrs. Arizona, 4 yrs. Virginia  
9 yrs. North Carolina

Replacing: E. Cooper

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. None

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

1. None currently

5. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None currently

6. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. **Mrs. Rita Guariglia**, Mandated Teacher – ESL, Adult Education Program  
Move that the Board of Education appoint **Mrs. Rita Guariglia** as a Mandated Teacher –ESL for the Adult Education Program effective March 9, 2016, pending interview.

Hourly rate: \$34.76

*Education History:*

BA: Illinois State University  
Major: English Education  
MA: WCSU  
Major: English Education

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**

1. **Ms. Tricia Blood**, Girls' Interscholastic Softball Coach, Schaghticoke Middle School  
2015-2016 stipend: \$1,895  
Current staff member  
Move that the Board of Education appoint **Ms. Tricia Blood** as Girls' Interscholastic Softball Coach at Schaghticoke Middle School effective March 9, 2016.
2. **Mrs. Daniella Brooks**, Girls' and Boys' Grade 4 Intramural Baseball Coach, Sarah Noble Intermediate School  
2015-2016 stipend: \$1,895  
Current staff member  
Move that the Board of Education appoint **Mrs. Daniella Brooks** as Girls' and Boys' Grade 4 Intramural Baseball Coach at Sarah Noble Intermediate School effective March 9, 2016.
3. **Mr. Rob Hibbard**, Boys' Intramural Baseball Coach, Schaghticoke Middle School  
2015-2016 stipend: \$947  
Current staff member  
Move that the Board of Education appoint **Mr. Rob Hibbard** as Boys' Intramural Baseball Coach at Schaghticoke Middle School effective March 9, 2016.
4. **Mrs. Theresa McGuinness**, Girls' Interscholastic Track Coach, Schaghticoke Middle School  
2015-2016 stipend: \$1,895  
Current staff member  
Move that the Board of Education appoint **Mrs. Theresa McGuinness** as Girls' Interscholastic Track Coach at Schaghticoke Middle School effective March 9, 2016.
5. **Mr. David Mumma**, Girls' and Boys' Grade 4 Intramural Baseball Coach, Sarah Noble Intermediate School  
2015-2016 stipend: \$1,895  
Current staff member  
Move that the Board of Education appoint **Mr. David Mumma** as Girls' and Boys' Grade 4 Intramural Baseball Coach at Sarah Noble Intermediate School effective March 9, 2016.

6. **Mr. David Mumma**, Boys' Interscholastic Baseball Coach,  
Schaghticoke Middle School  
**Move** that the Board of Education appoint **Mr. David Mumma**  
as Boys' Interscholastic Baseball Coach at Schaghticoke Middle  
School effective March 9, 2016.

2015-2016 stipend: \$1,895

Current staff member

7. **Mr. Matt Wall**, Boys' Interscholastic Track Coach,  
Schaghticoke Middle School  
**Move** that the Board of Education appoint **Mr. Matt Wall** as  
Boys' Interscholastic Track Coach at Schaghticoke Middle  
School effective March 9, 2016.

2015-2016 stipend: \$1,895

Current staff member

## 11. LEAVES OF ABSENCE

1. None



**NEW MILFORD 2015-16 BUDGET REPORT THROUGH FEBRUARY 26, 2016**

OBJECT	ACCOUNT DESCRIPTION	Budget	TRANFRS	REV. BUDGET	YTD ACTUAL	ENCUM	Balance	% Used
51110	CERTIFIED SALARIES	28,367,176	-27,422	28,339,754	15,418,480	11,680,705	12,921,274	95.62%
51200	NON-CERTIFIED SALARIES	9,161,646	-35,606	9,126,040	5,262,355	2,994,682	3,855,930	90.48%
52000	BENEFITS	9,290,014	0	9,290,014	6,155,676	2,991,499	142,839	98.46%
53010	LEGAL SERVICES	181,000	0	181,000	161,018.90	0.00	19,981	88.96%
53050	CURRICULUM DEVELOPMENT	109,637	0	109,637	1,807.00	717.00	107,113	2.30%
53200	PROFESSIONAL SERVICES	1,769,439	47,499	1,816,938	831,890.75	794,997.32	190,050	89.54%
53201	MEDICAL SERVICES - SPORT	28,000	0	28,000	18,000.00	8,500.00	1,500	94.64%
53210	SUBSTITUTES	12,641	0	12,641	11,561.87	0.00	1,079	91.46%
53220	IN SERVICE	107,435	20,000	127,435	33,153.62	11,733.00	82,548	35.22%
53230	PUPIL SERVICES	583,733	0	583,733	288,873.99	209,413.26	85,446	85.36%
53300	OTHER PROF/ TECH SERVICE	43,625	15,000	58,625	42,341.53	776.03	15,507	73.55%
53310	AUDIT/ACCOUNTING	35,000	0	35,000	35,000.00	0.00	0	100.00%
53500	TECHNICAL SERVICES	117,745	-2,520	115,225	101,387.57	0.00	13,837	87.99%
53530	SECURITY SERVICES	187,500	0	187,500	105,203.40	81,306.42	990	99.47%
53540	SPORTS OFFICIALS SERVICE	114,000	0	114,000	64,064.05	7,530.53	42,405	62.80%
54101	CONTRACTUAL TRASH PICK U	85,988	0	85,988	56,051.64	27,771.36	2,165	97.48%
54301	BLDG MAINTENANCE	406,250	-20,192	386,058	306,097.65	62,735.40	17,225	95.54%
54302	FIRE / SECURITY MAINTENA	1,450	0	1,450	1,267.17	0.00	183	87.39%
54303	54303 GROUNDS MAINTENANCE	19,098	0	19,098	3,995.90	11,004.10	4,098	78.54%
54310	54310 GENERAL REPAIRS	64,852	-500	64,352	24,169.10	17,374.09	22,809	64.56%
54320	54320 TECHNOLOGY RELATED REPAI	48,645	6,000	54,645	24,342.86	174.80	30,127	44.87%
54411	WATER	69,370	0	69,370	34,716.15	34,653.85	0	100.00%
54412	SEWER	17,265	-132	17,133	20,929.50	0.00	-3,797	122.16%
54420	LEASE/RENTAL EQUIP/VEH	345,658	-10,200	335,458	229,121.52	64,266.84	42,070	87.46%
55100	PUPIL TRANSPORTATION - O	133,800	0	133,800	71,178.02	56,233.64	6,388	95.23%
55101	PUPIL TRANS - FIELD TRIP	17,650	-100	17,550	12,845.80	0.00	4,704	73.20%
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	0.00	0.00	15,750	0.00%
55110	STUDENT TRANSPORTATION	4,761,754	0	4,761,754	2,874,842.56	1,839,732.72	47,179	99.01%
55190	STUDENT TRANSPORTATION P	1,500	0	1,500	195.82	0.00	1,304	13.05%
55200	GENERAL INSURANCE	348,250	0	348,250	350,415.00	0.00	-2,165	100.62%
55300	COMMUNICATIONS - DATA LI	34,124	14,750	48,874	26,066.76	17,958.63	4,849	90.08%
55301	POSTAGE	37,231	0	37,231	15,156.13	21,289.58	785	97.89%
55302	TELEPHONE	49,234	0	49,234	29,847.34	19,386.66	0	100.00%

**NEW MILFORD 2015-16 BUDGET REPORT THROUGH FEBRUARY 26, 2016**

OBJECT	ACCOUNT DESCRIPTION	Budget	TRANFRS	REV. BUDGET	YTD ACTUAL	ENCUM	Balance	% Used
55400	ADVERTISING	3,800	0	3,800	615.00	0.00	3,185	16.18%
55505	PRINTING	54,370	917	55,287	28,024.62	11,240.95	16,021	71.02%
55600	TUITION	10,000	0	10,000	0.00	0.00	10,000	0.00%
55610	TUITION TO IN STATE DIST	675,609	0	675,609	512,814.01	253,182.05	-90,387	113.38%
55630	TUITION TO PRIVATE SOURC	1,748,001	0	1,748,001	839,342.36	948,511.27	-39,853	102.28%
55800	TRAVEL	41,313	-280	41,033	18,715.09	7,536.55	14,781	63.98%
56100	GENERAL INSTRUCTIONAL SU	220,163	2,629	222,792	116,350.27	32,272.69	74,169	66.71%
56110	INSTRUCTIONAL SUPPLIES	548,516	11,082	559,598	331,420.59	69,676.35	158,501	71.68%
56120	ADMIN SUPPLIES	42,453	-14,900	27,553	9,048.03	1,680.57	16,824	38.94%
56210	NATURAL GAS	211,100	0	211,100	84,814.91	126,285.09	0	100.00%
56220	ELECTRICITY	912,548	0	912,548	572,689.04	339,858.96	0	100.00%
56230	PROPANE	1,825	0	1,825	582.34	180.89	1,062	41.82%
56240	OIL	268,964	0	268,964	100,611.45	168,352.55	0	100.00%
56260	GASOLINE	32,786	0	32,786	15,462.77	13,037.23	4,286	86.93%
56290	FACILITIES SUPPLIES	205,945	0	205,945	173,390.49	18,447.43	14,107	93.15%
56291	MAINTENANCE COMPONENTS	29,335	0	29,335	5,687.41	20,644.01	3,004	89.76%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	100.00	0.00	3,220	3.01%
56293	GOUNDSKEEPING SUPPLIES	4,585	0	4,585	2,295.23	1,471.46	818	82.15%
56410	TEXTBOOKS	154,671	9,945	164,616	146,728.48	4,240.73	13,647	91.71%
56411	CONSUMABLE TEXTS	61,489	4,804	66,293	53,517.99	625.48	12,150	81.67%
56420	LIBRARY BOOKS	86,828	250	87,078	30,178.03	21,446.73	35,453	59.29%
56430	PERIODICALS	25,075	66	25,141	17,442.12	1,212.34	6,486	74.20%
56460	WORKBOOKS	15,961	0	15,961	14,449.01	110.00	1,402	91.22%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	3,145.45	223.04	382	89.83%
57300	BUILDINGS	69,350	0	69,350	51,726.92	0.00	17,623	74.59%
57340	COMPUTERS	4,425	0	4,425	3,462.84	328.04	634	85.67%
57345	INSTRUCTIONAL EQUIPMENT	76,074	-3,516	72,558	32,802.16	11,382.88	28,373	60.90%
57400	GENERAL EQUIPMENT	139,881	-17,412	122,469	81,771.26	11,973.54	28,724	76.55%
57500	FURNITURE AND FIXTURES	264,763	-1,098	263,665	132,307.17	29,287.82	102,070	61.29%
58100	DUES & FEES	80,087	937	81,024	68,106.93	1,068.00	11,849	85.38%
	Expense Total	62,563,447	0	62,563,447	36,059,655	23,048,718	18,122,706	94.48%



**NEW MILFORD 2015-16 BUDGET REPORT THROUGH FEBRUARY 26, 2016**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>Budget</b>	<b>TRANFRS</b>	<b>REV. BUDGET</b>	<b>YTD ACTUAL</b>	<b>ENCUM</b>	<b>Balance</b>	<b>% Used</b>
43103	EXCESS COSTS	-1,072,835	0	-1,072,835	0.00	0.00	-1,072,835	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-32,933.83	0.00	-16,641	66.43%
44105	FOI FEES	-2,272	0	-2,272	-1,676.00	0.00	-596	73.77%
44705	BUILDING USE FEES	-52,000	0	-52,000	-24,000.00	0.00	-28,000	46.15%
44800	REGULAR ED TUITION FROM	-82,000	0	-82,000	-45,000.00	0.00	-37,000	54.88%
44822	SPECIAL ED TUITION FROM	-19,910	0	-19,910	0.00	0.00	-19,910	0.00%
44860	ADMISSIONS/ATHLETIC GATE	-26,626	0	-26,626	-13,000.00	0.00	-13,626	48.82%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-31,000.00	0.00	-5,224	85.58%
44862	SCHOOL MUSICAL TICKET SA	-12,000	0	-12,000	0.00	0.00	-12,000	0.00%
49102	TRANSFER IN-OTHER	-31,197	0	-31,197	-8,122.50	0.00	-23,075	26.04%
	<b>Revenue Total</b>	<b>-1,384,639</b>	<b>0</b>	<b>-1,384,639</b>	<b>-155,732</b>	<b>0</b>	<b>-1,228,907</b>	<b>11.25%</b>
	<b>Grand Total</b>	<b>61,178,808</b>	<b>0</b>	<b>61,178,808</b>	<b>35,903,923</b>	<b>23,048,718</b>	<b>16,893,799</b>	<b>96.36%</b>
	<b>2014-15</b>	<b>60,961,778</b>	<b>0</b>	<b>60,961,778</b>	<b>35,253,210</b>	<b>22,087,933</b>	<b>3,620,635</b>	<b>94.06%</b>

NEW MILFORD PUBLIC SCHOOLS  
 BUDGET TRANSFER REQUESTS – RECOMMENDED  
 BOE MEETING DATE: 3/1/16  
 February 2015-2016

<u>Transfer#</u>	<u>Description</u>	<u>From:</u> <u>Account #</u>	<u>Amount</u>	<u>To:</u> <u>Account #</u>	<u>Amount</u>
CO001	Supplies	BDZ10033-55800 (Dept. of Instruction)	\$500.00	BDZ10033-56110 (Dept. of Instruction)	\$500.00
FAC001	Hire HVAC Co.	BFY26243-51250 (Facilities)	\$10,000.00	BFY26243-54301 (Facilities)	\$10,000.00
FAC002	Move Funds Between schools	BFB26243-54301 (FAC/NES)	\$500.00	BFA26243-54301 (FAC/HPS)	\$500.00
FAC003	Move Funds Between schools	BFY26243-54301 (Facilities)	\$1,500.00	BFF26243-54301 (FAC/SNIS)	\$1,500.00
FAC004	Move Funds Between schools	BFC26143-54310 (FAC/JPS)	\$250.00	BFB26143-54310 (FAC/NES)	\$250.00
FAC005	Move Funds Between schools	BFC26243-54412 (FAC/JPS)	\$132.00	BFY26243-54301 (Facilities)	\$132.00
FAC006	Move Funds Between schools	BFC26243-56290 (FAC/JPS)	\$250.00	BFY26243-56290 (Facilities)	\$250.00
FAC007	Move Funds Between schools	BFY26243-54301 (Facilities)	\$500.00	BFB26243-54301 (FAC/NES)	\$500.00
NES001	AV equipment	BLB22335-56100 (NES)	\$725.00	BLB22335-57345 (NES)	\$725.00
SMS001	Purchase ice Machine	BLD32040-56100 (SMS)	\$1,385.00	BLD32040-57400 (SMS)	\$1,385.00
HS001	Repair AV Equipment	BLE22335-57400 (NMHS)	\$500.00	BLE22335-54310 (NMHS)	\$500.00
Ad. Ed.	Need supplies	GGZ00000-55500 (Adult Ed.)	\$200.00	GGZ00000-56110 (Adult Ed.)	\$200.00

<u>Org</u>	<u>Description</u>	<u>Object</u>	<u>Description</u>
10033	Gifted/Talented Enrichment	56110	General Supplies
26243	Maintenance and Repair	55800	Travel
26143	Custodial and Housekeeping	51250	Maintenance
32040	Interscholastic Sports	54301	Building Maintenance
22335	Audio Visual Services	57400	General Equipment
GGZ00000	Adult Ed Enrichment	55500	Other Purchased Services
		57345	Instructional Equipment
		54412	Sewer
		56290	Facilities Supplies

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

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February 24, 2016

Mr. Joshua Smith  
Interim 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.

**Northville Elementary School**

**\$2548** for the Kindergarten Field Trip to Connecticut's Beardsley Zoo

**\$1500** for Cultural Arts Grant for a school performance of Frogtown Puppet Theatre by the Frogtown Mountain Puppeteers

Sincerely,  
Kathleen Lewis  
TW PTO President



NEW MILFORD PUBLIC SCHOOLS  
Fiscal Services and Operations  
50 East Street  
New Milford, Connecticut 06776  
(860) 354-8726 FAX (860) 355-4966

TO: Joshua Smith, Interim Superintendent  
From: Jay H. Hubelbank, Director of Fiscal Services and Operations  
Re: Signatories on District Accounts  
Date: March 1, 2016

The following action is recommended effective March 14, 2016:

The New Milford Board of Education hereby resolves that the individuals listed below are authorized signatories on the following accounts:

<u>Description</u>	<u>Financial Institution</u>	<u>Authorized Individuals</u>
Noble B. Booth Scholarship	Webster	Joshua D. Smith Anthony Giovannone
NMHS Activity Master Fund	Webster	Joshua D. Smith Greg Shugrue Anthony Giovannone
NMHS Operations Fund	Webster	Joshua D. Smith Greg Shugrue Anthony Giovannone
NMHS Class of Master Fund	Webster	Joshua D. Smith Greg Shugrue Anthony Giovannone
Money Market Scholarship Acct.	Webster	Joshua D. Smith Greg Shugrue Anthony Giovannone
SMS Operations Master Fund	Webster	Joshua D. Smith Leonard Tomasello Anthony Giovannone
SMS Activity Fund	Webster	Joshua D. Smith Leonard Tomasello Anthony Giovannone

<u>Description</u>	<u>Financial Institution</u>	<u>Authorized Individuals</u>
SMS Student Awards Master Fund	Webster	Joshua D. Smith Leonard Tomasello Anthony Giovannone
SNIS Operations Master Fund	Webster	Joshua D. Smith Anne Bilko Anthony Giovannone
SNIS Activity Master Fund	Webster	Joshua D. Smith Anne Bilko Anthony Giovannone
SNIS Student Awards Master Fund	Webster	Joshua D. Smith Anne Bilko Anthony Giovannone
Hill and Plain Activity Master Fund	Webster	Joshua D. Smith Paula Kelleher Anthony Giovannone
Hill and Plain Operations Master Fund	Webster	Joshua D. Smith Paula Kelleher Anthony Giovannone
Northville School Activity Master Fund	Webster	Joshua D. Smith Susan Murray Anthony Giovannone
Northville School Operations Master	Webster	Joshua D. Smith Susan Murray Anthony Giovannone
BOE School Lunch Fund	Webster	Joshua D. Smith Sandra Sullivan Anthony Giovannone

Comments:

1. Two signatures are required on accounts.
2. The account numbers have been intentionally left blank.

New Milford Public Schools  
Five Year Technology Capital Plan  
2016-2021

<u>SCHOOL</u>	<u>CAPITAL ITEM</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
HPS	Computers	\$23,115				
	Smart Board Refresh	\$15,000				
NES	Computers	\$23,115				
	Smart Board Refresh	\$12,000				
SNIS	Computers	\$23,115				
	Smart Board Refresh	\$15,000				
SMS	Computers	\$23,115				
	Smart Board Refresh	\$9,000				
HS	Computers	\$43,100				
	Smart Board Refresh	\$3,000				
District	Network/Server Infrastructure	\$97,920				
	<b>TOTALS</b>	<b>\$287,480</b>				
<u>SCHOOL</u>	<u>CAPITAL ITEM</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
HPS	Computers		\$45,200			
	Smart Board Refresh		\$12,000			
NES	Computers		\$45,200			
	Smart Boards Refresh		\$12,000			
SNIS	Computers		\$45,450			
	Smart Boards Refresh		\$19,000			
SMS	Computers		\$45,200			
	Smart Boards Refresh		\$12,000			
HS	Computers		\$45,200			
HS	Smart Boards New/Refresh		\$12,000			
District	Network/Server Infrastructure		\$67,050			
	<b>TOTALS</b>		<b>\$360,300</b>			

New Milford Public Schools  
Five Year Technology Capital Plan  
2016-2021

<u>SCHOOL</u>	<u>CAPITAL ITEM</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
HPS	Computers Refresh			\$45,000		
HPS	Smart Boards Refresh			\$12,000		
NES	Computers Refresh			\$45,000		
NES	Smart Boards Refresh			\$12,000		
SNIS	Computers Refresh			\$45,450		
SNIS	Smart Boards Refresh			\$19,000		
SMS	Computers Refresh			\$45,000		
SMS	Smart Boards Refresh			\$15,000		
HS	Computers Refresh			\$45,000		
HS	Smart Boards Refresh			\$17,000		
District	Network/Server Infrastructure Refresh			\$67,050		
	<b>TOTALS</b>			<b>\$367,500</b>		
<u>SCHOOL</u>	<u>CAPITAL ITEM</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
HPS	Computers Refresh				\$55,000	
HPS	Smart Boards Refresh				\$12,000	
NES	Computers Refresh				\$55,000	
NES	Smart Boards Refresh				\$12,000	
SNIS	Computers Refresh				\$55,000	
SNIS	Smart Boards Refresh				\$19,000	
SMS	Computers Refresh				\$55,000	
SMS	Smart Boards Refresh				\$15,000	
HS	Computers Refresh				\$55,200	
HS	Smart Boards Refresh				\$27,000	
District	Channel 194 Equipment Refresh				\$30,000	
District	Network/Server Infrastructure Refresh				\$47,500	
	<b>TOTALS</b>				<b>\$437,700</b>	

New Milford Public Schools  
 Five Year Technology Capital Plan  
 2016-2021

SCHOOL	CAPITAL ITEM	2016/17	2017/18	2018/19	2019/20	2020/21
HPS	Computers Refresh					\$45,000
HPS	Smart Boards Refresh					\$12,000
NES	Computers Refresh					\$45,000
NES	Smart Boards Refresh					\$12,000
SNIS	Computers Refresh					\$45,000
SNIS	Smart Boards Refresh					\$15,000
SMS	Computers Refresh					\$45,000
SMS	Smart Boards Refresh					\$15,000
HS	Computers Refresh					\$45,000
HS	Smart Boards Refresh					\$17,000
District	Network/Server Infrastructure Refresh					\$47,050
	<b>TOTALS</b>					<b>\$343,050</b>





NEW MILFORD PUBLIC SCHOOLS  
Office of the Superintendent  
50 East Street  
New Milford, Connecticut 06776  
Telephone (860)-355-8406

## MEMORANDUM

**TO:** Board of Education  
**FROM:** Joshua Smith, Interim Superintendent  
**DATE:** February 24, 2016  
**RE:** Requested Teacher Retirement Incentive Program

Please see the requested information on a possible structure for a Teacher Retirement Incentive Program. The draft outline is based on the last incentive that was offered in 2011.

To be eligible to participate in the Teacher Retirement Incentive Program, the teacher must be:

1. Eligible for normal, pro-ratable or early retirement benefits under appropriate Connecticut State Statutes;
2. Employed by the Board with no less than 30 years of continuous service on the payroll (on the payroll since on or before July 1, 1986);
3. Age 55 years or more as of June 30, 2016;
4. On maximum step on any track of the teachers' salary schedule.
5. The teacher must resign and retire from his/her employment with the Board effective June 30, 2016.

The retirement incentive benefit shall be in the form of a monetary sum of \$30,000.00 (less federal and state taxes and FICA contributions) payable over three years, detailed in a Memorandum of Agreement between the New Milford Board of Education, the participating teacher and the New Milford Education Association.

To participate in the Program, the teacher must **accept** the Teacher Retirement Incentive Program offer by executing an Election Form, Agreement, Release and Waiver, by a date to be determined.

This Program shall be implemented only if a **minimum of five (5) teachers to a maximum of ten (10) teachers retire effective June 30, 2016**, in accordance with the provisions of the Program. Program applicants will be selected on a first come, first served basis, based on the date/time, still to be determined, that the applicant's completed election form is received in the Superintendent's office.



STATE OF CONNECTICUT  
 DEPARTMENT OF EDUCATION  
 Office of Student Support and Organizational Effectiveness  
 Bureau of Health/Nutrition, Family Services and Adult Education



Child Nutrition Program Administrative Review Overview Report

This report represents written notification of the findings of this review, required corrective action, and the timeframe for the required corrective action. This information must be shared with the superintendent and/or appropriate administrative personnel.

Sponsor Name: New Milford Public Schools	Sponsor Number: 09600	Review Date(s): February 3-4, 2016
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Schools Reviewed	Site Number	State Reviewers
1. Sarah Noble Intermediate School, NSLP, SBP	09	1. Lead: FIONNUALA BROWN Phone: 860-807-2129
2.		2. Jackie Schipke
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.

Check CNP Programs Reviewed	Check Type of Review	Check if Applicable
X National School Lunch Program	Follow-up	Provision 2
X School Breakfast Program	Additional	Community Eligibility Provision
After School Snack Program		
Fresh Fruit and Vegetable Program	Do all of the schools in the district participate in the School Breakfast Program? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If no, indicate the district's reason given during the exit conference:	
Seamless Summer Food Program		
Special Milk Program		

Date of Exit Conference: 2/23/16	Response Due Date: 3/24/16
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The *Response Due Date* is the date the sponsor's response and written Corrective Action Plan are due to the lead reviewer. *Note: Failure to respond by this date will result in Claims for Reimbursements being withheld.*

## Child Nutrition Program Administrative Review Overview Report

Sponsor Name: New Milford Public Schools	Sponsor Number: 09600	Review Date(s): February 3-4, 2016
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**Overview of Sponsor Findings:** Attached is an overview of findings from the reviewed materials and school(s). Please note that any findings associated with *Meal Access and Reimbursement*, and *Meal Pattern and Nutritional Quality* may result in fiscal action. Each problem area cited must be addressed in your Corrective Action Plan to the Child Nutrition Programs (CNP). All findings have been entered into the CNP Online System Compliance Module. Corrective Action must be completed and submitted in the Compliance Module: <https://et.cnps.com/prod/Splash.aspx>.

The Administrative Review of the school Child Nutrition Programs consisted of an examination of the following areas:

- Meal Access and Reimbursement
- Verification
- Meal Counting and Claiming
- Nutritional Quality and Meal Pattern
- Meal Components and Quantities
- Offer verses Serve
- Dietary Specifications & Nutrition Analysis
- Resource Management
  - Maintenance of Non-Profit School Food Service Account
  - Paid Lunch Equity
  - Revenue from Non-Program Food
  - Resource Management - Indirect Costs
- General Areas:
  - Civil Rights
  - On-site Monitoring
  - Local School Wellness Policy
  - Smart Snacks in School
  - Food Safety
- School Breakfast and Summer Food Service Programs Outreach
- Professional Standards

Child Nutrition Program Administrative Review Overview Report

Review Year: 2016

Month of Review: December

Lead Reviewer: Fionnuala Brown

Area	Findings ID	Finding Description	Required Corrective Action
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**Sponsor - Level Findings**

100 - Certification and Benefit Issuance	V-0100	The Verification Summary Report was submitted on time however section 3-4 reported 0 when in fact one student was certified categorically free eligible through SNAP letter and the student was counted incorrectly in line 4-3.	Provide written assurance that moving forward the report will correctly report students' certified categorically free eligible through SNAP letter method.
1000 - Local School Wellness Policy	V-1000	A comprehensive review of the Local School Wellness Policy (LSWP) was conducted off-site by Dr. Jean Mee, CSDE Health and Physical Education Consultant. A copy of her assessment is attached. Until the issuance of further implementation guidance and/or the publication of the LSWP final rule, LSWP non-compliance is addressed through this technical assistance only. Please review the attached assessment and take action to ensure compliance in the sections noted as needing action.	NA
800 - Civil Rights	V-0800	The policy provided is for Personnel-Certified / Non-Certified. The SFA must establish procedures for receiving and processing complaints alleging discrimination with FNS School Meals Programs.  Please note that procedures for receiving and processing complaints must identify the outside agency to which complaints are forwarded (i.e. SA, FNSRO, FNS, Office of Civil Rights, or USDA Office of Civil Rights). SFA's procedures must not indicate that they attempt to resolve the complaint themselves. This is specifically for USDA Child Nutrition complaints.	Develop and submit procedures for receiving and processing complaints alleging discrimination with FNS School Meals Programs.

**Site - Level Findings: Sarah Noble Intermediate School (09)**

400 - Meal Components and Quantities - Breakfast	V-0400	While there were completed production records kept for the review week at Sarah Noble Intermediate School, the manager combined the fruit and the milk quantities offered for breakfast and lunch on one record. The amount of fruit and milk offered at breakfast and lunch must be recorded separately to accurately reflect that reimbursable meals were offered to students.	1) Retrain site manager to record all foods offered at breakfast and lunch on the appropriate production records daily. 2) Submit copies of completed production records for breakfast and lunch at Sarah Noble Intermediate School for the week of February 22-26, 2016.
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Child Nutrition Program Administrative Review Overview Report

Additional comments:

It was a pleasure visiting the New Milford Public School system and it was evident throughout the Administrative Review that the district was well organized and prepared. All of the staff observed during the visit were professional, cooperative and provided a very welcoming environment. Thank you!

The Sarah Noble Intermediate School offered a variety of menu items and the meals that were observed were well received by the students. The variety of fruits and vegetables helped to promote the program and support the US Department of Agriculture's recommendations.

It is also evident that the district has a strong commitment towards the Child Nutrition Programs. The food service director's strong financial and operational management skills allows the NMPS food service operation to run a fiscally sound and very successful child nutrition program in what many find to be challenging times. The investment of the updated serving areas appear to be having a positive impact on participation. great job!

The food service department did an excellent job in completing the USDA menu worksheets which validated compliance with the USDA meal pattern for both the breakfast and lunch programs. It is also evident that the food service program provides training for all school food service staff which helps to enforce the many new regulations that USDA has issued during the past few years.

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The Child Nutrition Program (CNP) State Agency reviewer and the sponsor representative must sign and date this report at the exit conference. A copy must be made for the sponsor and the CNP reviewer retains the original. *Note: You have the right to appeal any or all findings directly to the Connecticut State Department of Education. Procedures and timelines for filing an appeal are attached.*

State Reviewer, Child Nutrition Programs:

*George A. Pincus*

Date:

4/23/16

Sponsor Representative:

*Joy H. K...*

Date:

2/22/16

**Sending Town Agreement for the Shepaug Valley Regional Agriscience STEM Academy**

**Name of Sending District: New Milford Public Schools**

The **New Milford Public School** District hereby agrees to send students who are interested in attending an agriscience program to **Shepaug Regional School District 12's** agriscience STEM program beginning in the fall of 2018, and thus are willing to increase the number of students they send to **Shepaug Regional School District 12** above their 3 year average they currently support at Regional School District 14.

This agreement is made with the understanding that the new Shepaug agriscience STEM program will provide a comprehensive, state-of-the-art agriscience educational experience.

**New Milford Public Schools** will continue to send its students to Regional School District 14's agriscience program through the 2017-2018 school year, until the **Shepaug Valley Agriscience STEM Academy** is open in the fall of 2018. **New Milford Public School** students currently enrolled in Regional School District 14's agriscience program prior to the opening of the new Shepaug agriscience STEM program, may remain until they graduate.

Signed,

\_\_\_\_\_, Superintendent of Schools, New Milford Public Schools

\_\_\_\_\_, Date

DRAFT

Important Dates  
New Milford Public Schools  
2016-2017 School Calendar\*

DRAFT

\*Full Calendar to Follow

**8/31 First Day of School for Students**

**9/5 Schools Closed - Labor Day**

10/3 Schools Closed - Rosh Hashanah

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

10/11 Schools Closed

10/12 Schools Closed - Yom Kippur

**11/8 Schools Closed - Election Day, K-12 Prof Dev**

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

**11/23, 11/24, 11/25 Schools Closed - Thanksgiving Recess**

**12/26-12/30 Schools Closed - Holiday Recess**

**1/2 Schools Closed - Holiday Recess**

**1/16 Schools Closed - Martin Luther King Day**

**2/20-2/21 Schools Closed - Winter Recess**

**4/10-4/14 Schools Closed - Spring Recess (includes Good Friday)**

**5/29 Schools Closed - Memorial Day**

**6/14 Last Day of School - No Snow Days**

**(Dates in Bold Align with Proposed Regional Calendar)**