

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

OPERATIONS SUB-COMMITTEE  
MEETING NOTICE

DATE: December 11, 2018  
TIME: 7:30 P.M.  
PLACE: Lillis Administration Building—Room 2

RECEIVED  
TOWN CLERK  
2018 DEC - 7 P 12: 56

57

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 11/30/18
  2. Purchase Resolution D-717
  3. Request for Budget Transfers
- C. Gifts & Donations
  1. PTO – Exhibit B
- D. Bid Awards
  1. Special Education School-Based Occupational Therapy Services
  2. Special Education School-Based Physical Therapy Services
- E. Stipend Requests
  1. Sarah Noble Intermediate School
- F. 2016-17 Liability Accrued for the School Calendar Grievance

4. **Item of Information**

- A. Budget Drivers

**5. Public Comment**

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**6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson  
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  
December 18, 2018

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

- 1. None currently**

**2. CERTIFIED STAFF**

**b. NON-RENEWALS**

- 1. None currently**

**3. CERTIFIED STAFF**

**c. APPOINTMENTS**

- 1. None currently**

**4. MISCELLANEOUS STAFF**

**a. RESIGNATIONS**

- 1. None currently**

**5. MISCELLANEOUS STAFF**

**b. APPOINTMENTS**

- 1. None currently**

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

**a. RESIGNATIONS**

- 1. Mr. Joseph DiLeone, Computer Tech II, District-wide**  
**Move that the Board of Education approve the resignation of**  
**Mr. Joseph DiLeone as District-wide Computer Tech II**  
**effective December 14, 2018.**

Took position elsewhere

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

**b. APPOINTMENTS**

- 1. None currently**

**8. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

- 1. None currently**

**9. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

- 1. None currently**

**10. BAND STAFF**

**a. RESIGNATIONS**

1. None

**11. BAND STAFF**

**b. APPOINTMENTS**

- |   |  |
|---|--|
| <p>1. <b>Mr. Drew Cayer</b>, Winter Percussion - Visual Tech for Marching Band, New Milford High School<br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Drew Cayer</b> as Winter Percussion - Visual Tech for Marching Band at New Milford High School effective December 19, 2018.</p>                       | <p>2018-19 stipend: \$1486</p>                             |
| <p>2. <b>Mr. Gavin Halsey</b>, Winter Percussion – Co-Director for Marching Band, New Milford High School<br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Gavin Halsey</b> as Winter Percussion – Co-Director for Marching Band at New Milford High School effective December 19, 2018.</p>                   | <p>2018-19 stipend: <math>\\$3928 / 2 = \\$1964</math></p> |
| <p>3. <b>Mr. David Paradis</b>, Winter Percussion - Pit Instructor for Marching Band, New Milford High School<br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. David Paradis</b> as Winter Percussion – Pit Instructor for Marching Band at New Milford High School effective December 19, 2018.</p>           | <p>2018-19 stipend: \$1486</p>                             |
| <p>4. <b>Ms. Rachel Rubino</b>, Winter Percussion - Visual Caption Head for Marching Band, New Milford High School<br/><b><u>Move</u></b> that the Board of Education appoint <b>Ms. Rachel Rubino</b> as Winter Percussion - Visual Caption Head for Marching Band at New Milford High School effective December 19, 2018.</p> | <p>2018-19 stipend: \$1985</p>                             |
| <p>5. <b>Mr. Elveret Thomas</b>, Winter Percussion – Co-Director for Marching Band, New Milford High School<br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Elveret Thomas</b> as Winter Percussion – Co-Director for Marching Band at New Milford High School effective December 19, 2018.</p>               | <p>2018-19 stipend: <math>\\$3928 / 2 = \\$1964</math></p> |

- 6. **Ms. Breanna Vanak**, Winter Percussion – Assistant Director for Marching Band, New Milford High School  
Move that the Board of Education appoint **Ms. Breanna Vanak** as Winter Percussion – Assistant Director for Marching Band at New Milford High School effective December 19, 2018.

2018-19 stipend: \$1985

**12. COACHING STAFF**

**a. RESIGNATIONS**

- 1. **None currently**

**13. COACHING STAFF**

**b. APPOINTMENTS**

- 1. **Mr. Matthew Arnold**, Boys’ Assistant Wrestling Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Matthew Arnold** as Boys’ Assistant Wrestling Coach at New Milford High School effective December 19, 2018, pending receipt of coaching permit.
  
- 2. **Ms. Kathy Flynn**, Volunteer Cheerleading Coach, New Milford High School  
Move that the Board of Education appoint **Ms. Kathy Flynn** as Volunteer Cheerleading Coach at New Milford High School effective December 19, 2018, pending receipt of coaching permit.
  
- 3. **Mr. Jamie Pisano**, Boys’ Assistant Wrestling Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Jamie Pisano** as Boys’ Assistant Wrestling Coach at New Milford High School effective December 19, 2018, pending receipt of coaching permit.

2018-2019 Stipend: \$3149

Volunteer

2018-2019 Stipend: \$3149

**14. LEAVES OF ABSENCE**

- 1. **None**



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	28,371,848	0	28,371,848	8,477,527	19,632,360	261,962	99.08%
100'S	SALARIES - NON CERTIFIED	9,186,474	0	9,186,474	3,140,682	4,092,938	2,059,802	78.74%
200'S	BENEFITS	11,077,452	0	11,077,452	5,260,325	4,861,659	955,468	91.37%
300'S	PROFESSIONAL SERVICES	4,066,004	40	4,066,044	1,449,235	1,855,058	761,752	81.27%
400'S	PROPERTY SERVICES	971,502	(335)	971,167	391,030	372,384	207,753	78.61%
500'S	OTHER SERVICES	7,665,654	(50,000)	7,615,654	2,587,024	4,436,115	593,515	92.22%
600'S	SUPPLIES	2,642,956	185	2,643,141	874,993	1,214,393	553,754	79.05%
700'S	CAPITAL	143,194	110	143,304	42,882	18,970	81,453	43.16%
700'S	5 YEAR CAPITAL	322,250	-	322,250	192,248	28,691	101,312	68.56%
800'S	DUES AND FEES	89,180	-	89,180	61,021	7,166	20,994	76.46%
900'S	REVENUE	-1,525,928	50,000	-1,475,928	-464,619	0	-1,011,309	31.48%
<b>GRAND TOTAL</b>		<b>63,010,586</b>	<b>0</b>	<b>63,010,586</b>	<b>22,012,348</b>	<b>36,519,732</b>	<b>4,586,455</b>	<b>92.89%</b>

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	557,844	0	557,844	163,377	0	501,415	29.29%
51201	SALARIES - NON CERT - PARA EDUCATOR	1,923,907	0	1,923,907	560,238	1,301,482	62,187	96.77%
51202	SALARIES - NON CERT - SUBSTITUTUES	833,638	0	833,638	268,215	0	565,423	32.17%
51210	SALARIES - NON CERT - SECRETARY	1,894,971	0	1,894,971	694,430	1,003,021	197,521	89.58%
51225	SALARIES - NON CERT - TUTORS	293,362	0	293,362	46,172	0	247,190	15.74%
51240	SALARIES - NON CERT - CUSTODIAL	1,919,763	0	1,919,763	762,698	994,858	162,207	91.55%
51250	SALARIES - NON CERT - MAINTENANCE	884,575	0	884,575	342,230	489,762	52,583	94.06%
51285	SALARIES - NON CERT - TECHNOLOGY	444,451	0	444,451	151,620	214,023	78,808	82.27%
51336	SALARIES - NON CERT - NURSES	433,963	0	433,963	151,703	89,793	192,467	55.65%
<b>TOTAL</b>		<b>9,186,474</b>	<b>0</b>	<b>9,186,474</b>	<b>3,140,682</b>	<b>4,092,938</b>	<b>2,059,802</b>	<b>78.74%</b>

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	653,931	0	653,931	201,819	0	452,112	30.86%
52201	BENEFITS - MEDICARE	541,567	0	541,567	157,316	0	384,251	29.05%
52300	BENEFITS - PENSION	815,879	0	815,879	815,879	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	5,573	9,427	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,250,427	0	8,250,427	3,732,854	4,472,653	44,920	99.46%
52820	BENEFITS - DISABILITY INSURANCE	147,000	0	147,000	76,093	23,015	47,892	67.42%
52830	BENEFITS - LIFE INSURANCE	120,000	0	120,000	8,842	96,401	14,757	87.70%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	533,648	0	533,648	261,950	260,163	11,536	97.84%
<b>TOTAL</b>		<b>11,077,452</b>	<b>0</b>	<b>11,077,452</b>	<b>5,260,325</b>	<b>4,861,659</b>	<b>955,468</b>	<b>91.37%</b>



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,371,848	0	28,371,848	8,477,527	19,632,360	261,962	99.08%
51200	NON-CERTIFIED SALARIES	9,186,474	0	9,186,474	3,140,682	4,092,938	2,059,802	78.74%
52000	BENEFITS	11,077,452	0	11,077,452	5,260,325	4,861,659	955,468	91.37%
53010	LEGAL SERVICES	184,000	0	184,000	182,996	1,004	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	13,680	0	61,320	18.24%
53200	PROFESSIONAL SERVICES	2,032,252	-102,749	1,929,503	563,377	1,105,040	261,086	86.47%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	8,833	0	19,167	31.55%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	38	0	10,462	0.36%
53220	IN SERVICE	132,210	40	132,250	25,508	15,671	91,071	31.14%
53230	PUPIL SERVICES	924,576	102,749	1,027,325	328,804	652,477	46,044	95.52%
53300	OTHER PROF/ TECH SERVICES	55,765	0	55,765	18,354	576	36,835	33.95%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	263,834	0	263,834	178,542	9,600	75,692	71.31%
53530	SECURITY SERVICES	204,867	0	204,867	42,718	70,690	91,460	55.36%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	41,384	0	68,616	37.62%
54101	CONTRACTUAL TRASH PICK UP	91,174	0	91,174	25,104	48,357	17,713	80.57%
54301	REPAIRS & MAINTENANCE	449,103	0	449,103	211,307	201,141	36,655	91.84%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,010	0	1,490	40.40%
54303	GROUNDS MAINTENANCE	13,028	0	13,028	8,081	0	4,948	62.02%
54310	GENERAL REPAIRS	43,146	-400	42,746	8,888	8,593	25,265	40.90%
54320	TECHNOLOGY RELATED REPAIRS	54,040	0	54,040	22,166	966	30,907	42.81%
54411	WATER	67,347	0	67,347	22,001	45,346	0	100.00%
54412	SEWER	22,900	0	22,900	10,530	0	12,370	45.98%
54420	LEASE/RENTAL EQUIP/VEH	228,264	65	228,329	81,943	67,980	78,406	65.66%
55100	PUPIL TRANSPORTATION - OTHER	106,050	0	106,050	32,014	72,241	1,795	98.31%
55101	PUPIL TRANS - FIELD TRIP	24,600	0	24,600	6,105	2,648	15,847	35.58%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,331,010	-50,000	4,281,010	1,283,863	2,986,968	10,179	99.76%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	293,338	0	293,338	292,620	0	718	99.76%
55300	COMMUNICATIONS	48,646	0	48,646	20,578	28,068	0	100.00%
55301	POSTAGE	35,981	0	35,981	8,953	25,803	1,225	96.59%
55302	TELEPHONE	76,449	0	76,449	51,000	26,449	0	101.31%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	2,000	0	2,000	1,845	100	55	97.25%
55505	PRINTING	48,562	0	48,562	23,415	11,448	13,699	71.79%
55600	TUITION	30,000	0	30,000	6,000	800	23,200	22.67%
55610	TUITION TO IN STATE DIST	772,434	0	772,434	256,992	479,810	35,632	95.39%
55630	TUITION TO PRIVATE SOURCES	1,830,260	0	1,830,260	596,838	790,141	443,281	75.78%
55800	TRAVEL	48,824	0	48,824	6,801	11,640	30,383	37.77%
56100	GENERAL INSTRUCTIONAL SUPPLIES	163,894	-65	163,829	55,959	29,907	77,964	52.41%
56110	INSTRUCTIONAL SUPPLIES	418,963	250	419,213	184,777	59,023	175,413	58.16%
56120	ADMIN SUPPLIES	31,429	0	31,429	3,227	2,932	25,270	19.60%
56210	NATURAL GAS	196,000	0	196,000	32,670	158,330	5,000	97.45%
56220	ELECTRICITY	945,010	0	945,010	334,961	578,409	31,640	96.65%
56230	PROPANE	2,250	0	2,250	253	1,997	0	100.00%
56240	OIL	206,737	0	206,737	20,253	171,279	15,205	92.65%
56260	GASOLINE	29,653	0	29,653	3,667	22,486	3,500	88.20%
56290	FACILITIES SUPPLIES	310,761	0	310,761	118,135	124,274	68,352	78.00%
56291	MAINTENANCE COMPONENTS	14,500	0	14,500	6,807	6,083	1,611	88.89%
56292	UNIFORMS/ CONTRACTUAL	3,400	0	3,400	0	2,900	500	85.29%
56293	GROUNDKEEPING SUPPLIES	17,750	0	17,750	8,247	4,504	4,999	71.84%
56410	TEXTBOOKS	52,397	0	52,397	26,192	9,315	16,890	67.77%
56411	CONSUMABLE TEXTS	78,994	0	78,994	23,077	7,719	48,198	38.99%
56420	LIBRARY BOOKS	107,044	-104	106,940	30,573	26,614	49,754	53.48%
56430	PERIODICALS	17,449	104	17,553	14,629	602	2,322	86.77%
56460	WORKBOOKS	13,185	0	13,185	3,465	8,009	1,711	87.02%
56500	SUPPLIES - TECH RELATED	33,540	0	33,540	8,103	10	25,427	24.19%
57300	BUILDINGS	111,350	0	111,350	40,912	21,748	48,690	56.27%
57340	COMPUTERS/TECH HARDWARE	8,250	0	8,250	3,543	1,062	3,646	55.81%
57345	INSTRUCTIONAL EQUIPMENT	56,075	110	56,185	16,513	5,448	34,223	39.09%
57400	GENERAL EQUIPMENT	114,394	0	114,394	51,544	18,802	44,048	61.49%
57500	FURNITURE AND FIXTURES	175,375	0	175,375	122,618	600	52,157	70.26%
58100	DUES & FEES	89,180	0	89,180	61,021	7,166	20,994	76.46%
<b>EXPENDITURE TOTAL</b>		<b>64,536,514</b>	<b>-50,000</b>	<b>64,486,514</b>	<b>22,476,966</b>	<b>36,519,732</b>	<b>5,597,764</b>	<b>91.49%</b>



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-717,460	0	-717,460	0	0	-717,460	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-63,014	0	13,439	127.11%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-284	0	-1,916	12.91%
44705	BUILDING USE FEES	-55,000	0	-55,000	-12,000	0	-43,000	21.82%
44800	REGULAR ED TUITION	-100,550	0	-100,550	0	0	-100,550	0.00%
44822	SPECIAL ED TUITION	-36,400	0	-36,400	0	0	-36,400	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-2,000	0	-23,400	7.87%
44861	PARKING PERMIT FEES	-69,224	4,400	-64,824	-41,000	0	-23,824	63.25%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	0	0	-10,000	0.00%
44863	PAY TO PLAY	-110,000	45,600	-64,400	-18,671	0	-45,729	28.99%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-5,149	0	-22,470	18.64%
49599	CAPITAL RESERVE	-322,500	0	-322,500	-322,500	0	0	100.00%
<b>REVENUE TOTAL</b>		<b>-1,525,928</b>	<b>50,000</b>	<b>-1,475,928</b>	<b>-464,619</b>	<b>0</b>	<b>-1,011,309</b>	<b>31.48%</b>

<b>GRAND TOTAL</b>		<b>63,010,586</b>	<b>0</b>	<b>63,010,586</b>	<b>22,012,348</b>	<b>36,519,732</b>	<b>4,586,455</b>	<b>92.89%</b>
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PURCHASE RESOLUTION D - 717

AGENDA ITEM 3B-2  
DECEMBER 2018 MEETING

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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	SPED	FUSION LEARNING INC	TUITION - PER SETTLEMENT AGREEMENT	\$ 50,000.00	55630
GENERAL	SPED	THE VILLAGE	TUITION - EAGLE HOUSE SUB-ACUTE PROGRAM FOR 4 MONTHS	\$ 27,690.00	55630
GENERAL	DOI	UNIVERSITY OF BRIDGEPORT	TUITION - 2 FALL SEASON INTERNS	\$ 15,300.00	51202
GENERAL	DOI	PANORAMA EDUCATION INC	SURVEY ADMINISTRATION/ANALYSIS/REPORTING	\$ 13,756.25	53220
GENERAL	DOI	THE REVISION LEARNING PARTNERSHIP	COLLEGIAL CALIBRATIONS	\$ 11,443.08	53200
GENERAL	FACILITIES	JD MUSE ENTERPRISES, LLC	ANNUAL UNIFORM ORDER - FACILITIES STAFF	\$ 8,905.15	53200



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
DECEMBER 2018 MEETING

	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
Requesting Approval Across MOC				NONE AT THIS TIME					

	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
Informational Within Major Object Code				NONE AT THIS TIME					

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

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3 December, 2018

Dr. Stephen Tracy  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Dr. Tracy:

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**

**\$1,125.00** Field trip for all First Grade Students to see Dragons Love Tacos at the Warner Theater. The live performance aligns with the literacy curriculum.

**\$1,125.00 Grand Total**

Sincerely,  
Mandi MacDonald  
NMPTO President

**MEMORANDUM**  
**NEW MILFORD PUBLIC SCHOOLS**  
**Office for Student Affairs**



**Laura M. Olson**  
Director of Pupil Personnel and Special Services

To: Dr. Stephen Tracy, Interim Superintendent  
From: Laura M. Olson, Director of Pupil Personnel and Special Services  
Date: December 4, 2018  
Re: Bid Awards PT E-1819-112935 and OT #E-1819-112934

The New Milford Public School District goes out to bid every three years for occupational therapy and physical therapy services. The bid packet for OT and PT services was mailed to prospective vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday, November 14, 2018. The bid closed on November 28, 2018, at which time we received bids for (9)OT and (10)PT beginning at the start of the 2019-2020 school year.

Ten vendors submitted bids and their names are as follow:

- AMN Health Care
- Delta T
- Cumberland Therapy
- Debbie Myhill (PT only)
- Integrated Pediatrics
- All American Health
- Therapia Staff
- Constellation School Base Therapy
- Access Rehab Centers
- Advanced PT/OT

As Director of Pupil Personnel and Special Services, I am recommending the follow awards by vendor:

1. Occupational Therapist: Integrated Pediatrics
2. Certified Occupational Therapist Assistant: Integrated Pediatrics
3. Physical Therapist: Integrated Pediatrics and Debbie Myhill

For reference, the rear of this memo captures all bids, by vendor, that submitted per hour costs. Those cells that are highlighted reflect the recommended award.

Sincerely,

Laura M. Olson  
Director of Pupil Personnel and Special Services

Cc: Giovannone, A.  
Morse, L.



## Memorandum from the Office of the Director of Human Resources

**TO:** Dr. Stephen Tracy, Interim Superintendent of Schools  
**FROM:** Ellamae Baldelli, Director of Human Resources *EB*  
**CC:** Mrs. Anne Bilko, SNIS Principal; Mr. Anthony Giovannone, Director of Fiscal Services and Operations; Mrs. Kim Patella, CEA-New Milford, President  
**RE:** Request for a New After-School Activity at Sarah Noble Intermediate School per Stipend Committee Report  
**DATE:** December 6, 2018

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I have reviewed Mrs. Bilko's request to add two clubs, the Kindness Club and the Creative Writing/Journalism Club. Attached is Mrs. Bilko's letter and explanation for her request.

There is funding in Mrs. Bilko's operating budget to cover these stipends as she will be replacing two clubs that do not have a high student interest this year with these two new clubs.

I am recommending that this request be brought, for approval, to the regular Board of Education meeting on December 18, 2018.

If you have any questions, I am available to meet with you.

# Memorandum

To: Dr. Steven Tracy  
Cc: Ellamae Baldelli  
From: Anne Bilko  
Date: 11/30  
Re: Stipends for 2018/2019

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**Request:**

In an effort to provide more before and after school activities to our students, I recommend the addition of the following afterschool activities.

**Rationale:**

We have had great success in our recently added activities, specifically each new club is being offered as a mini session to each grade. Through student and staff surveys we've identified some new clubs that we feel will benefit students and give students more choices.

**Funding:**

Each stipend will be a Class A stipend (992.00) for a total cost of \$1984.00. However, this year this is a substitution for another activities.

**New Activities:**

**Kindness Club:**

This club would consist of three eight week sessions, one per grade. Participation in this club will be designed to inspire students to recognize and reward the good in one another through intentional acts of kindness. Elements of the Ben's Bells program will be utilized to highlight kind acts.

**Creative Writing/Journalism Club:**

Students will work on writing and publishing creative writing pieces of different genres. Each grade will craft, write, and publish over the course of six weeks with a culminating project that incorporates the student work.

Respectfully submitted,

  
Anne Bilko

Creative  
Writing  
Journalism  
Pg 2

## Worksheet

### Classification of Extra Curricular Survey Guidelines

Extra-Curricular Activities are defined here as those activities that normally occur outside of the normal instructional day and would not include that which is scheduled as instructional time within the school day as class time or an activity period.	
	<input checked="" type="checkbox"/>
<b>1. Does the position <u>require</u>* specific expertise in content or skill?</b>	
3 pts	Advisor/Coach/Teacher <u>must</u> have <u>specific</u> extensive content skill or knowledge to be qualified.
2 pts	Advisor/Coach/Teacher <u>must</u> have some content, skill, knowledge to be qualified.
1 pt	<input checked="" type="checkbox"/> Advisor/Coach/Teacher does not need specific content, skill or knowledge to qualify to supervise activity.
<b>2. To what extent does the activity <u>require</u>* supervision for student safety?</b>	
5 pts	Activity involves regular events, practices, drills that call for close supervision in order to ensure student safety. (First Aid/CPR Training is highly recommended for advisors.)
3 pts	Activity seldom or only occasionally involves events, practices, skills that call for close supervision in order to ensure student safety.
1 pt	<input checked="" type="checkbox"/> Activity contains no events that could be viewed as requiring extraordinary supervision to ensure student safety.
<b>3. How many students does the activity service?</b>	
4 pts	Activity regularly involves supervising 40 or more students at a time.
3 pts	Activity regularly involves supervising 25-39 students at a time.
2 pts	<input checked="" type="checkbox"/> Activity regularly involves supervising 10-24 students at a time.
1 pt	Activity regularly involves supervising of 10 students or fewer.
<b>4. How much time does the activity <u>require</u>* outside of school?</b>	
8 pts	Activity regularly requires advisor/coach/teacher spend time supervising students on days when school is not in session (i.e. Saturdays, vacation time, holidays, more than 3 times annually).
4 pts	Activity occasionally requires advisor/coach/teacher spend time supervising students at times when school is not in session (less than 3 times annually).
2 pts	Activity meets on school days throughout a time period greater than 6 months.
1 pt	<input checked="" type="checkbox"/> Activity meets on school days for a session of 6 months less.
<b>5. Does the activity <u>require</u>* travel and overnight supervision?</b>	
3 pts	Activity includes at least one event annually that involves a field trip that includes a supervised overnight stay and travel.
2 pts	Activity includes events that may require overnight stay and travel, but it might not be an annual event.
1 pt	<input checked="" type="checkbox"/> Activity is not likely to ever require overnight stay and travel.
<b>6. How much time with students does the activity demand of coach/advisor/teacher annually?</b>	
16 pts	200 hours or more
8 pts	100 hours or more but fewer than 200
4 pts	50 hours or more, but fewer than 100 hours
2 pts	<input checked="" type="checkbox"/> 25 hours or more, but fewer than 50 hours
1 pt	<input checked="" type="checkbox"/> fewer than 25 hours

Worksheet  
Classification of Extra Curricular Survey Guidelines

	<input checked="" type="checkbox"/>									
7. How much planning/preparation time is <u>required</u> * with this activity annually?										
5 pts		80 hours or more								
4 pts		60-79 hours								
3 pts		40-59 hours								
2 pts		20-39 hours								
1 pt	<input checked="" type="checkbox"/>	fewer than 20 hours								
8. Is there a public display required with the activity (public sees the result of preparation of students or views a performance or exhibition) or are public communication (i.e. press releases) expected with this activity?										
4 pts		Yes, regularly and frequently scheduled events.								
3 pts		Yes, one or two seminal scheduled events.								
2 pts		Possibly - but not as a regularly scheduled event.								
1 pt	<input checked="" type="checkbox"/>	No								
9. Does the activity relate directly to course/curricula expectations?										
4 pts		Yes, clearly - student performance is assessed directly always.								
3 pt		Yes, sometimes - student performance is assessed, but not as regularly.								
1 pts	<input checked="" type="checkbox"/>	No, never.								
10. Does activity <u>require</u> * a great deal of interaction with parents as part of the work as advisor/coach?										
4 pts		Yes, parents are apprised of student activities regularly.								
3 pts		Yes, parents are apprised of student activities on occasion.								
1 pt		Yes, but parents have minimal contact.								
0 pts	<input checked="" type="checkbox"/>	No, parents have almost no relation to the activity.								
11. Does activity <u>require</u> * assistants who must be supervised (i.e. assistant coaches, choreographers, drill instructors, etc.)?										
4 pts		Yes, 3 or more people regularly.								
3 pts		Yes, 1 or 2 people regularly.								
1 pt		1 person - occasionally								
0 pt	<input checked="" type="checkbox"/>	No, no one is supervised.								
Add up the number of points. Total: <u>10</u>										
Activity Level Category:										
Level 1	<input checked="" type="checkbox"/>	10 points or fewer								
Level 2		11 points-18 points								
Level 3		19 points-27 points								
Level 4		28 points-36 points								
Level 5		37 points-45 points								
Level 6		46 points-54 points								
Level 7		55 points or more								
* "Require" - The word reflects the expectation that the advisor/coach/teacher would perform those functions to successfully fulfill the obligations inherent in the position.										

Kindness  
club  
pg. 1

## Worksheet

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Kindness  
club  
pg 2

## Worksheet Classification of Extra Curricular Survey Guidelines

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