

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE:	June 1, 2010
TIME:	7:30 P.M.
PLACE:	Lillis Administration Building - Room 2

AGENDA

- 1. Call to Order**
- 2. Public Comment**

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of items on this agenda. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

3. Discussion and Possible Action

A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence

B. Monthly Reports

1. Request for Budget Transfers
2. Purchase Resolution D-627
3. Budget Position as of 5/31/10

C. Gifts & Donations

1. Exhibit B: PTO

D. Grants

1. Carl D. Perkins Vocational & Applied Technology Education Act Grant
2. IDEA Grant
3. Adult Ed Transition Grant
4. English Language Civics Grant

E. Bid Awards

1. Athletic Trainer
2. Milk & Frozen Desserts
3. Special Education Transportation
4. Occupational & Physical Therapy

F. Audit Report

G. End-of-Year Projects

H. Ad Hoc Advisory Committee for Efficiency and Cost Savings Ideas

4. Items of Information

1. John J. McCarthy Observatory Annual Report
2. Wellness Report

5. Adjourn

Sub-Committee Members: **Mr. Tom McSherry, Chairman**
Mrs. Alexandra Thomas
Mr. Bill Wellman
Mr. Rod Weinberg

Alternates: **Mr. David A. Lawson**
Mrs. Lynette Celli Rigdon

GEORGE C. BUCKBE
TOWN CLERK

2010 MAY 28 P 1:01

NEW MILFORD, CT

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
June 8, 2010

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mrs. Katherine Ellsworth**, Elementary Teacher, Hill and Plain School

Move that the Board of Education accept the resignation of **Mrs. Katherine Ellsworth** as an Elementary Teacher at Hill and Plain School effective June 30, 2010.

Personal Reason

2. **Mrs. Kathleen Maguire**, Elementary Teacher, John Pettibone School

Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Kathleen Maguire** as an Elementary Teacher at John Pettibone School effective June 15, 2010.

Retirement

3. **Mr. Brock Putnam**, Social Studies Teacher, New Milford High School

Move that the Board of Education accept the resignation, due to retirement, of **Mr. Brock Putnam** as a Social Studies Teacher at New Milford High School effective June 30, 2010.

Retirement

2. CERTIFIED STAFF

b. APPOINTMENTS

1. **Mr. Gregg Miller**, Accounting Manager and Interim Director of Fiscal Services

Move that the Board of Education appoint **Mr. Gregg Miller** as Director of Fiscal Services effective July 1, 2010.

Education History:
AS: Post College
Major: Accounting
BBA: WCSU
Major: Accounting
SDE Cert: 085 Business Mgr.
Replacing John Turk's
2009-10 salary of \$94,368 at
salary of \$85,000

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. **None currently**

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

1. **Mrs. Deborah Socotch**, Accounting/Data Specialist and Interim Accounting Manager

Move that the Board of Education appoint **Mrs. Deborah Socotch** as Accounting Manager effective July 1, 2010.

Education History:
BBA: West VA State Univ.
Major: Accounting
Minor: Bus. Mgmt.
Replacing Gregg Miller's
2009-10 salary of \$60,776 at
salary of \$59,234

5. SUBSTITUTES

a. APPOINTMENTS

- 1. Ms. Nicole Holland**, Substitute Teacher

Move that the Board of Education appoint **Ms. Nicole Holland** as a Substitute Teacher effective June 9, 2010.

Education History:

BS: UConn

Major: Elementary Education

MA: UConn

Major: Curriculum &
Instruction

6. COACHING STAFF

a. RESIGNATIONS

- 1. none currently**

7. COACHING STAFF

b. APPOINTMENTS

- 1. none currently**

8. LEAVES OF ABSENCE

- 1. Mrs. Heather Badaracco**, Special Education Teacher, Hill and Plain School

Move that the Board of Education approve the request of **Mrs. Heather Badaracco** for a child-bearing leave of absence from August 24, 2010 through November 19, 2010.

Paid leave of absence

8/26/10-9/29/10

Unpaid leave of absence

9/30/10-11/19/10

- 2. Mrs. Alicia Getz**, School Social Worker, Sarah Noble Intermediate School/John Pettibone School

Move that the Board of Education approve the request of **Mrs. Alicia Getz** for a child-bearing leave of absence from approximately September 7, 2010 through October 15, 2010.

Paid leave of absence

9/7/10-10/15/10

- 3. Mrs. Beth-Anne Kiernan**, Special Education Teacher, New Milford High School

Move that the Board of Education approve the request of **Mrs. Beth-Anne Kiernan** for a child-bearing leave of absence from August 24, 2010 through September 8, 2010.

Unpaid leave of absence

8/26/10-9/8/10

**NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 06/8/10**

Transfer #	Description	From: Account#	Amount	To: Account #	Amount
HPS 001	WB Mason – Ink Cartridges for Printing Pictures of 3rd Grade Students	01-550-2410	\$210.00	01-612-2410	\$210.00
SMS 001	School Specialty – Large White Marker Boards for Use With Mimio in Library	04-612-2223	\$391.00	04-734-2223	\$391.00
SMS 002	RNB Enterprises – Speaker to Use With Laptop in Library.	04-612-2223	\$177.00	04-734-2223	\$177.00
NMHS 001	ESL Texts Were More Expensive Than Budgeted	05-642-1121	\$142.00	05-643-1123	\$142.00
NMHS 002	To Cover Athletic Transportation Pursuant to Post Season Sports	05-432-3210	\$2,000.00	05-515-3210	\$2,000.00
NMHS 003	To Cover Athletic Transportation Pursuant to Post Season Sports	05-442-3210	\$2,600.00	05-515-3210	\$2,600.00
NMHS 004	To Cover Athletic Transportation Pursuant to Post Season Sports	05-339-3210	\$7,000.00	05-515-3210	\$7,000.00
NMHS 005	To Make Up for Additional Athletic Trainer Costs	05-339-3210	\$1,500.00	05-333-3210	\$1,500.00
SNIS 001	NASCO – Portfolio Cabinets for Art Work	05-611-1128	\$870.00	05-733-1127	\$870.00

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-627
BOE MEETING DATE: 06/8/10

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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.

<u>PO #</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT #</u>
37763	Bridgeport Board of Education – Tuition for 1 Student 26 Days at \$200.00 per Day for 3/3/10-4/12/10	\$5,200.00	12-561-6110
37764	Kinney and Associates – Annual License Fee for Ksystems. Online Tracking System to Capture Medicaid Reimbursable and Excess Costs.	\$11,639.00	1000-002-0001
38081	Elan Publishing – Printing Handbooks for the High School	\$6,280.00	05-550-2120
38102	Dell Marketing – 148 Desktop Computers. Bid Previously Approved by Board.	\$98,499.92	15-733-7002
38103	AV Presentation – 23 Projectors. Bid Previously Approved by Board.	\$ 2,916.00 \$ 1,764.00 \$ 2,916.00 \$ 3,024.00 <u>\$ 2,880.00</u> \$13,500.00	01-731-7002 02-731-7002 03-731-7002 04-731-7002 06-731-7002
38223	CX Tec – APC Smart UPS Battery Back for Servers and Network Equipment	\$5,787.00	15-734-7002
38227	RNB Enterprises – Electric White Boards & Slates to Integrate Technology Into Instruction. Purchased in Conjunction With PO #38103 Above.	\$13,402.00 <u>\$ 1,495.00</u> \$14,897.00	06-731-7002 04-731-7002
38229	Tangent – DataCove 500. Email Archive System to Meet State Requirements for Document Retention	\$8,010.00	15-734-7002
38233	Advanced Corp Networking – Relocate Network Hub From Central Office to Sarah Noble. Which Has More Space and Is Climate Controlled	\$11,200.00	15-339-2840

GL2042R 5/28/2010
7:29:30
FUND 001 000

New Milford Board of Education
APPROPRIATIONS BY PROGRAM REPORT AS OF 5/31/2010

Page 1
USER - BARBARA

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	634,371.00	652,192.00	526,535.14	125,435.44	221.42	100.0 %
1102	NON DEPT INSTRUCT GR 1-5	6,803,029.00	6,802,406.00	5,340,736.31	1,201,513.12	260,156.57	96.2 %
1103	BUSINESS EDUCATION	295,309.00	295,309.00	239,987.47	36,019.91	19,301.62	93.5 %
1104	ENGLISH/LANGUAGE ARTS	1,975,402.00	1,950,814.00	1,493,731.80	306,547.00	150,535.20	92.3 %
1105	FOREIGN LANGUAGE	1,103,001.00	1,089,001.00	789,477.63	171,506.91	128,016.46	88.2 %
1106	HOME ECONOMICS	174,859.00	174,859.00	151,808.51	22,648.44	402.05	99.8 %
1107	INDUSTRIAL ARTS	335,367.00	326,367.00	256,314.55	33,576.30	36,476.15	88.8 %
1108	MATHEMATICS	1,643,078.00	1,659,263.00	1,340,585.11	259,584.77	59,093.12	96.4 %
1109	MUSIC	811,524.00	806,152.00	645,891.89	167,199.79	6,939.68	100.9 %
1110	PHYSICAL EDUCATION	960,018.00	941,553.00	773,181.14	180,934.88	12,563.02	101.3 %
1111	SCIENCE	1,706,869.00	1,706,869.00	1,410,508.42	286,664.76	9,695.82	99.4 %
1112	SOCIAL STUDIES	1,562,000.00	1,562,091.00	1,308,179.47	247,091.52	6,820.01	99.6 %
1113	PATIENT CARE TECHNOLOGY	16,345.00	16,345.00	13,446.11	2,869.00	29.89	99.8 %
1116	HEALTH AND SAFETY	329,994.00	318,794.00	210,940.08	51,778.28	56,075.64	82.4 %
1118	CAREER EDUCATION	34,245.00	34,245.00	24,416.31	2,133.26	7,695.43	77.5 %
1119	COMPUTER EDUCATION	361,557.00	361,557.00	285,454.05	54,413.22	21,689.73	94.0 %
1120	DRIVER EDUCATION	9,000.00	9,000.00	11,347.10	1,080.45	1,266.65	.0 %
1121	REMEDIAL READING	835,238.00	821,096.00	674,767.60	136,172.15	10,156.25	98.8 %
1123	ENGLISH AS A SECOND LANG	135,880.00	136,022.00	85,917.56	27,510.63	22,593.81	83.4 %
1124	DISTRIBUTIVE EDUCATION	89,348.00	75,348.00	43,196.00	10,674.00	21,478.00	71.5 %
1127	ART	806,014.00	807,093.00	662,287.39	144,152.28	653.33	99.9 %
1128	GENERAL INSTRUCT SUPPLIES	338,505.00	335,870.00	291,502.69	49,136.45	4,769.14	101.4 %
1129	SUBSTITUTE TEACHERS	380,009.00	380,009.00	354,457.89	4,200.00	21,351.11	94.4 %
1130	INSTRUCTIONAL TESTING	96,858.00	111,858.00	99,191.02	16,552.00	3,985.02	103.6 %
1131	NON DEPT INSTRUCT GR 6-12	134,836.00	134,836.00	119,379.33	8,234.72	7,221.95	94.6 %
1210	GIFTED TALENTED/ENRICHMNT	110,460.00	110,460.00	88,556.34	17,560.00	4,343.66	96.1 %
1211	EXCEL-EXPER. CTR EARLY MAN	375,943.00	375,943.00	317,044.72	68,770.83	9,872.55	102.6 %
1212	SPECIAL ED-NON CATEGORICL	4,707,542.00	4,696,064.00	4,051,180.37	804,759.71	159,876.08	103.4 %
1213	COMMUNITY BASED DEVELOPMT	.00	.00	.00	.00	.00	.0 %
1214	LEARN DISABLE/EMOT.HANDCP	.00	.00	.00	.00	.00	.0 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	171,033.00	171,033.00	132,708.65	27,308.34	11,016.01	93.6 %
1230	PHYSICALLY HANDICAPPED	.00	.00	.00	.00	.00	.0 %
1260	LEARNING DISABLED	.00	.00	.00	.00	.00	.0 %
1270	TUTORIAL	210,779.00	210,779.00	183,826.26	.00	26,952.74	87.2 %
1271	HOMEBOUND INSTRUCTION	72,000.00	72,000.00	47,365.10	.00	24,634.90	65.8 %
1290	OTHER SPECIAL EDUCATION	291,873.00	291,873.00	267,428.19	26,286.54	1,841.73	100.6 %
1291	SPEC ED PARA SUBSTITUTES	69,026.00	69,026.00	88,531.85	.00	19,505.85	128.3 %
1310	ADULT ED-BASIC PROGRAM	100,175.00	100,175.00	93,034.45	608.00	6,532.55	93.5 %
1311	ADULT ED-HIGH SCHL EQUIV	4,970.00	4,970.00	2,873.25	244.35	1,852.40	62.7 %
1410	SUMMER SCHOOL-REMEDIAL	37,400.00	37,400.00	38,318.34	.00	918.34	102.5 %
2113	SOCIAL WORK SERVICES	235,962.00	235,962.00	198,402.41	36,147.27	1,412.32	99.4 %
2120	GUIDANCE SERVICES	906,199.00	906,199.00	747,067.10	155,112.26	4,019.64	99.6 %
2130	HEALTH SERVICES	922,317.00	937,149.00	801,770.90	112,465.46	22,912.64	97.6 %
2140	PSYCHOLOGICAL SERVICES	442,770.00	442,770.00	373,146.62	63,878.10	5,745.28	98.7 %
2150	SPEECH AND HEARING	796,887.00	778,733.00	634,361.85	109,195.42	35,175.73	95.5 %
2211	STAFF DEVELOPMENT & TRAIN	59,800.00	59,800.00	38,408.34	13,932.66	7,459.00	87.5 %
2212	CURRICULUM DEVELOPMENT	123,657.00	123,657.00	104,542.98	9,206.76	9,907.26	92.0 %
2222	LIBRARY SERVICES	689,907.00	669,720.00	536,613.65	119,806.90	13,299.45	98.0 %
2223	AUDIO-VISUAL SERVICES	18,626.00	20,025.00	9,738.33	2,548.74	7,737.93	61.4 %
2224	EDUCATIONAL TELEVISION	2,500.00	2,500.00	1,080.38	966.90	452.72	81.9 %
2310	BOARD OF EDUCATION	152,250.00	152,250.00	132,713.04	8,033.50	11,503.46	92.4 %
2320	CENTRAL ADMINISTRATION	342,714.00	342,714.00	303,932.09	32,712.16	6,069.75	98.2 %
2410	OFFICE OF THE PRINCIPAL	2,568,291.00	2,606,492.00	2,324,947.94	225,437.12	56,106.94	97.8 %

FUND 001 000 GENERAL FUND

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2490	OTHER SCHOOL ADMINISTRATN	121,288.00	121,715.00	87,903.06	23,382.31	10,429.63	91.4 %
2510	FISCAL SERVICES	448,131.00	446,631.00	396,459.79	27,984.01	22,187.20	95.0 %
2590	OTHER BUSINESS SUPPRT SERV	407,202.00	407,202.00	346,987.00	.00	60,215.00	85.2 %
2610	CUSTODIAL & HOUSEKEEPING	1,944,478.00	1,932,258.00	1,870,372.45	25,996.74	35,888.81	98.1 %
2620	MAINTENANCE & REPAIR	3,310,887.00	3,307,965.00	2,699,149.71	491,356.42	117,458.87	96.4 %
2630	BUILDING USE ADMINISTRATION	20,675.00	20,675.00	5,263.00	942.00	26,880.00	.0 %
2660	SECURITY	.00	62,101.00	.00	62,101.00	.00	100.0 %
2710	REIMBURSABLE TRANSPORT	4,224,776.00	4,077,099.00	3,342,370.19	497,977.03	236,751.78	94.2 %
2790	NON-REIMBURSABLE TRANSPRT	.00	.00	8,665.94	.00	8,665.94	.0 %
2810	PLANNING & EVALUATION	43,675.00	43,675.00	17,955.03	.00	25,719.97	41.1 %
2820	COMMUNITY/STAFF RELATIONS	14,100.00	14,100.00	90.00	1,596.00	12,414.00	12.0 %
2830	RECRUITING/PERSONNEL SERV	190,111.00	196,111.00	167,961.18	14,513.58	13,636.24	93.0 %
2840	DATA PROCESSING	210,097.00	210,097.00	184,942.76	11,744.99	13,409.25	93.6 %
2910	SOCIAL SECURITY	589,267.00	589,267.00	576,132.99	.00	13,134.01	97.8 %
2920	MEDICARE	387,590.00	387,590.00	416,856.40	.00	29,266.40	107.6 %
2930	LIFE INSURANCE	97,348.00	97,348.00	103,666.05	.00	6,318.05	106.5 %
2940	DISABILITY INSURANCE	183,351.00	142,236.00	95,729.61	12,970.60	33,535.79	76.4 %
2950	MEDICAL INSURANCE	6,611,309.00	6,611,309.00	6,611,304.00	.00	5.00	100.0 %
2960	UNEMPLOYMENT INSURANCE	82,610.00	82,610.00	26,865.68	7,811.82	47,932.50	42.0 %
2970	OTHER BENEFITS	425,492.00	621,492.00	650,953.00	.00	29,461.00	104.7 %
2980	PENSION-NON CERTIFIED EMPLOYEES	344,200.00	344,200.00	442,341.00	.00	98,141.00	128.5 %
3210	INTERSCHOLASTIC SPORTS	672,407.00	672,407.00	577,407.85	56,572.74	38,426.41	94.3 %
3211	INTRAMURAL SPORTS	29,968.00	29,968.00	18,908.00	.00	11,060.00	63.1 %
3212	OTHER STUDENT ACTIVITIES	194,814.00	194,814.00	173,045.93	1,010.00	20,758.07	89.3 %
6110	TUITION-CONN PUB SCHL DIS	532,157.00	532,157.00	610,194.57	53,404.34	131,441.91	124.7 %
6130	TUITION-NON PUBLIC SCHL	636,210.00	636,210.00	803,349.53	237,288.70	404,428.23	163.6 %
7001	CAPITAL-FACILITIES	61,605.00	61,605.00	42,028.42	19,575.00	1.58	100.0 %
7002	CAPITAL-TECHNOLOGY	194,642.00	194,642.00	27,491.06	168,957.58	1,806.64	100.9 %
7003	CAPITAL-OTHER	40,434.00	40,434.00	18,413.41	6,695.65	15,324.94	62.1 %
** FINAL TOTAL **		56,945,211.00		48,970,947.13		869,673.06	
			56,945,211.00		7,104,590.81		98.5 %
"FINAL TOTAL" 5/31/2009		56,945,211.00	56,945,211.00	48,655,871.34	8,026,371.56	262,968.10	99.5%
Variance		0.00	0.00	315,075.79	-921,780.75	606,704.96	1.0%

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,734,764.00	27,688,612.00	22,677,989.83	4,389,009.92	621,612.25	97.8 %
112	SALARY-NON-CERTIFIED	7,755,665.00	7,784,663.00	7,163,694.47	520,215.77	100,752.76	98.7 %
200	EMPLOYEE BENEFITS	8,721,167.00	8,876,052.00	8,923,848.73	20,782.42	68,579.15-	100.8 %
321	INSTRUCTIONAL PROGRAMS	50,080.00	42,248.00	26,368.00	200.00	15,680.00	62.9 %
322	PROGRAM IMPROVEMENT	60,750.00	60,750.00	36,859.65	1,198.00	22,692.35	62.6 %
323	PUPIL SERV. (COUNSEL, GUID)	542,139.00	543,339.00	469,493.58	84,132.75	10,287.33-	101.9 %
324	STAFF SERVICES (TRAINING)	92,836.00	91,346.00	53,043.45	24,031.79	14,270.76	84.4 %
331	AUDIT SERVICES	10,000.00	10,000.00	10,000.00	.00	.00	100.0 %
332	LEGAL SERVICES	97,000.00	97,000.00	96,626.63	7,321.50	6,948.13-	107.2 %
333	MEDICAL SERVICES	23,500.00	25,000.00	25,000.00	.00	.00	100.0 %
336	INSURANCE SERVICES	9,000.00	9,000.00	1,250.50	469.50	7,280.00	19.1 %
339	PURCH. SERVICES-OTHER	1,777,347.00	1,748,528.00	1,352,128.13	281,723.07	114,676.80	93.4 %
411	WATER	65,160.00	65,160.00	52,746.94	12,402.54	10.52	100.0 %
412	SEWAGE	34,080.00	34,080.00	29,721.52	.00	4,358.48	87.2 %
413	FIRE DISTRICT	1,321.00	2,811.00	1,939.81	870.46	.73	100.0 %
414	ALARM MONITORING	3,129.00	.00	420.00	.00	420.00-	.0 %
421	GARBAGE AND REFUSE	71,886.00	74,386.00	68,192.51	11,531.25	5,337.76-	107.2 %
431	INSTRUCT EQUIPMENT REPAIR	21,465.00	20,690.00	9,055.55	3,269.95	8,364.50	59.6 %
432	NON-INSTRUCT EQUIPMENT REPAIR	81,707.00	89,711.00	46,047.69	13,775.01	29,888.30	66.7 %
433	BUILD & GROUNDS-REPAIR	254,639.00	252,139.00	255,233.68	21,478.03	24,572.71-	109.7 %
442	NON-INSTRUCT EQUIPMENT-RENT	182,023.00	179,423.00	159,352.59	49,243.92	29,173.51-	116.3 %
511	PUPIL TRANSPORTATION-CONTRACT	4,411,117.00	4,263,440.00	3,541,857.57	497,206.99	224,375.44	94.7 %
513	PUPIL TRANSPORTATION-OTHER	2,500.00	2,500.00	250.00	.00	2,250.00	10.0 %
515	FIELD TRIPS	103,950.00	114,283.00	96,191.98	16,158.81	1,932.21	98.3 %
521	PROPERTY/LIABILITY INS	346,987.00	346,987.00	346,987.00	.00	.00	100.0 %
523	MEDICAL INSURANCE-SPORTS PROGRAM	20,000.00	20,000.00	13,660.00	.00	6,340.00	68.3 %
531	TELEPHONES	111,830.00	113,165.00	80,918.25	7,535.47	24,711.28	78.2 %
532	POSTAGE	59,747.00	59,747.00	33,580.75	10,656.43	15,509.82	74.0 %
540	ADVERTISING EXPENSE	22,000.00	22,000.00	2,821.10	204.80	18,974.10	13.8 %
550	PRINTING EXPENSE	88,573.00	86,390.00	49,147.77	12,004.00	25,238.23	70.8 %
560	TUITION EXPENSE	3,000.00	3,000.00	219.00	.00	2,781.00	7.3 %
561	TUITION-CONN LEA	630,449.00	630,449.00	709,648.57	53,404.34	132,603.91-	121.0 %
563	TUITION-PRIVATE FACILITY	1,051,693.00	1,051,693.00	1,223,742.53	237,288.70	409,338.23-	138.9 %
580	TRAVEL EXPENSES	30,840.00	37,333.00	23,329.87	1,571.52	12,431.61	66.7 %
611	INSTRUCTIONAL SUPPLIES	513,126.00	518,264.00	393,600.63	76,741.12	47,922.25	90.8 %
612	NON-INSTRUCTIONAL SUPPLIES	189,289.00	180,541.00	137,130.41	39,960.71	3,449.88	98.1 %
613	MAINTENANCE SUPPLIES	183,506.00	181,006.00	167,294.93	11,287.16	2,423.91	98.7 %
614	MAINTENANCE COMPONENTS	37,653.00	26,438.00	20,189.65	4,950.68	1,297.67	95.1 %
619	GROUNDSKEEPING SUPPLIES	6,355.00	6,355.00	5,335.07	464.07	555.86	91.3 %
622	ELECTRICITY	1,252,310.00	1,210,983.00	748,400.13	237,545.64	225,037.23	81.4 %
623	BOTTLED GAS	1,150.00	3,650.00	1,377.87	922.13	1,350.00	63.0 %
624	OIL	305,706.00	305,706.00	135,616.77	120,089.23	50,000.00	83.6 %
625	NATURAL GAS	389,923.00	414,923.00	346,220.00	68,703.00	.00	100.0 %
626	GASOLINE	27,131.00	27,131.00	26,433.64	1,773.15	1,075.79-	104.0 %
641	TEXTS-NEW/NON-CONSUMABLE	117,866.00	123,024.00	109,920.70	12,642.62	460.68	99.6 %
642	TEXTS-REP/ADD NON-CONSUMABLE	56,831.00	77,059.00	60,251.45	11,867.85	4,939.70	93.6 %
643	TEXTS-NEW CONSUMABLE	1,587.00	1,687.00	1,686.97	.00	.03	100.0 %
644	TEXTS-REP/ADD CONSUMABLE	56,936.00	62,621.00	61,373.85	646.00	601.15	99.0 %
645	LIBRARY BOOKS	105,511.00	108,568.00	79,715.30	17,262.65	11,590.05	89.3 %
646	WORKBOOKS	44,455.00	41,622.00	32,580.89	7,091.05	1,950.06	95.3 %
647	PERIODICALS	26,250.00	26,327.00	21,967.85	1,836.25	2,522.90	90.4 %
720	BUILDINGS & IMPROVEMENTS	60,100.00	60,100.00	39,398.90	20,700.00	1.10	100.0 %
731	INSTRUCTIONAL EQUIPMENT-NEW	80,641.00	89,224.00	33,968.86	48,548.16	6,706.98	92.5 %

GL2041R 5/28/2010
7:30:07

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 5/31/2010

Page 2
USER - BARBARA

FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEM	30,766.00	34,572.00	12,676.27	5,941.70	15,954.03	53.9 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	204,813.00	213,316.00	137,552.01	104,960.42	29,196.43-	113.7 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	65,098.00	70,405.00	37,983.71	27,346.28	5,075.01	92.8 %
810	DUES & FEES	80,625.00	80,525.00	62,480.33	5,624.00	12,420.67	84.6 %
900	FEE REVENUE	116,927.00-	116,927.00-	99,986.75-	.00	16,940.25-	.0 %
910	TUITION REVENUE	95,200.00-	95,200.00-	85,164.00-	.00	10,036.00-	.0 %
920	GRANT REVENUE STATE	938,934.00-	938,934.00-	950,032.00-	.00	11,098.00	.0 %
960	MEDICAID REIMBURSEMENT	45,000.00-	45,000.00-	87,006.25-	.00	42,006.25	.0 %
965	VENDOR REBATE REVENUE	168,700.00-	168,700.00-	46,120.21-	.00	122,579.79-	.0 %
998	TRANSFER IN	.00	.00	15,267.50-	.00	15,267.50	.0 %
** FINAL TOTAL **		56,945,211.00		48,970,947.13		869,673.06	
			56,945,211.00		7,104,590.81		98.5 %
"FINAL TOTAL" 5/31/2009		56,945,211.00	56,945,211.00	48,655,871.34	8,026,371.56	262,968.10	99.5%
Variance		0.00	0.00	315,075.79	-921,780.75	606,704.96	1.0%

New Milford PTO

Parent Teacher Organization

New Milford PTO

P.O. Box 1343

New Milford, CT 06776

April 20, 2010

Dr. Jean Ann Paddyfote
Superintendent
50 East Street
New Milford, CT 06776

Dear Dr. Paddyfote:

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.

NES Requests the following:

\$1510.00 for the entire first grade to go to the Action Wildlife in Goshen, CT. This trip will give the students the opportunity to observe wild and farm animals and learn about their habitats and diets.

Sincerely,

Gail Dawson
TW PTO Secretary

NEW MILFORD HIGH SCHOOL
MEMORANDUM
Office of the Assistant Principal

To: Dr. JeanAnn Paddyfote, Superintendent
From: Gerry Robinson
Date: 5/26/2010
Re: Perkins Grant 2010-2011

New Milford High School has again applied for monies for the Perkins Grant for the next school year. Perkins monies are targeted for Business and Vocational Education programs. The many programs under this umbrella include the following:

- Medical Technology which includes Allied Health, Sports Medicine, Medical Careers
- Media Productions
- Desktop Publishing (Cut, Paste & Copy)
- Business Computer Applications along with Web Design and Accounting II
- Child Development
- Marketing, Marketing II
- Internship Program
- Projects Unlimited
- AutoCAD

This past year we were given approximately \$32,000 for our various Business/Vocational Education and Enterprise programs. We were able to purchase new laptops for Accounting II and the Business Computer Application classes. The monies also contributed to new equipment for the Medical Careers program as well as computer and camera equipment for CP & C and for Media Productions.

This new grant, with our request for approximately \$35,000 includes requests for funds to purchase new computers for AutoCAD and new equipment for Woodshop, replacing equipment that is at least 10 years old. We are also continuing to equip the CP&C area with mini Mac computers as we have funds available. We have continued to include requests for professional development and subject are related conferences for teachers. We are also testing the AutoCAD and Projects Unlimited students for the first time in 2010-2011 in the Connecticut Technology Exam.

ED 114 FISCAL YEAR 2011

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: New Milford High School		VENDOR CODE:
GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006		
PROJECT TITLE: SECONDARY BASIC GRANT		
CORE-CT CLASSIFICATION: FUND: 12060	SPID: 20742	PROGRAM: 84010
BUDGET REFERENCE: 2011	CHARTFIELD1: 170002 CHARTFIELD2:	
GRANT PERIOD: 7/1/2010 - 6/30/2011	AUTHORIZED AMOUNT: \$35174.00	
AUTHORIZED AMOUNT by SOURCE:		
LOCAL BALANCE: \$	CARRY-OVER DUE: \$	CURRENT DUE: \$
CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	3000.00
112A	EDUCATION AIDES	
112B	CLERICAL	300.00
119	OTHERS	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	3000.00
323	PUPIL SERVICES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
510	PUPIL TRANSPORTATION	1000.00
580	TRAVEL	2500.00
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	1718.00
641	TEXTBOOKS	200.00
700	PROPERTY	23456.00
940	INDIRECT COSTS	
	TOTAL	
XANR	AGRICULTURE AND NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SERVICES	
XBAS	BUSINESS AND ADMIN. SERVICES	
XCON	CONSTRUCTION	21210.00
XETS	EDUCATION AND TRAINING SERVICES	
XFS	FINANCIAL SERVICES	2245.00
XHS	HEALTH SERVICES	
XHSS	HUMAN SERVICES	
XHT	HOSPITALITY & TOURISM	
XITS	INFO. TECH. TELECOM. SERVICES	8579.00
XLP	LEGAL AND PROTECTIVE SERVICES	
XMAN	MANUFACTURING	
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICES	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS.	
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS.	
XWRS	WHOLESALE/RETAIL SALES AND SERVICES	3140.00

ORIGINAL REQUEST DATE_____
REVISED REQUEST DATE_____
STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION_____
DATE OF
APPROVAL



NEW MILFORD PUBLIC SCHOOLS
Office for Student Affairs
50 East Street
New Milford, Connecticut 06776

MEMORANDUM

TO: Operations Committee Members
FROM: Adele S. Johnson
DATE: May 25, 2010
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 \$886,942 and IDEA-619 is \$34,999.

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 needs
5. To increase the proficiency and accuracy of paperwork, written goals and data related to special education.
6. To enhance preschool programming addressing state Preschool Curriculum and other best practices.
6. To promote best practices for transition planning.

ED114 FISCAL YEAR 2011

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: New Milford Public Schools

TOWN CODE: 00096

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: 2011

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/10 - 6/30/12

AUTHORIZED AMOUNT:\$886,942

AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$

LOCAL BALANCE:\$

CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	ADMINISTRATOR/SUPERVISOR SALARIES	66,336		66,336
111B	TEACHERS	641,456	11,619	653,075
112A	EDUCATION AIDES	133,464		133,464
112B	CLERICAL			
119	OTHERS	3,456		3456
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS			
322	IN SERVICE	2,000		2,000
323	PUPIL SERVICES	15,162		15,162
324	FIELD TRIPS	420		420
325	PARENT ACTIVITIES	500		500
330	OTHER PROFESSIONAL/TECHNICAL SERVICES	12,529		12,529
331	AUDIT			
400	PURCHASED PROPERTY SERVICES			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
590	OTHER PURCHASED SERVICES			
611	INSTRUCTIONAL SUPPLIES			
612	ADMINISTRATIVE SUPPLIES			
690	OTHER SUPPLIES			
700	PROPERTY			
890	OTHER OBJECTS			
940	INDIRECT COSTS			
	TOTAL	875,323	11,619	886,942

ED114 FISCAL YEAR 2011

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: New Milford Public Schools

TOWN CODE: 00096

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: 2011

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/10 - 6/30/12

AUTHORIZED AMOUNT:\$ 34,999

AUTHORIZED AMOUNT by SOURCE:

CURRENT DUE:\$

LOCAL BALANCE:\$

CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	ADMINISTRATOR/SUPERVISOR SALARIES			
111B	TEACHERS	34,999		34,999
112A	EDUCATION AIDES			
112B	CLERICAL			
119	OTHERS			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS			
322	IN SERVICE			
323	PUPIL SERVICES			
324	FIELD TRIPS			
325	PARENT ACTIVITIES			
330	OTHER PROFESSIONAL TECHNICAL SERVICES			
331	AUDIT			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
600	SUPPLIES			
700	PROPERTY			
940	INDIRECT COSTS			
	TOTAL	34,999		34,999



NEW MILFORD ADULT EDUCATION

John Lee, *Director*
Joe Neff, *School Counselor*
Christy Martin, *Facilitator*

388 Danbury Road, New Milford, CT 06776
(860) 350-6647 ext 1176 Fax (860) 210-2256
web address: www.adulted@newmilfordps.org

May 17, 2010

The New Milford Adult Education Program has submitted the third year of two continuous improvement grants to the state adult education department of education. This is the third year for the Transitions grant and the English Language Civics grant. The Transitions grant is for \$45,000 and the English Language Civics grant is for \$35,000. I am requesting the board's approval for the continuation of this program.

This current year we were fortunate enough to have the original amount of \$35,000. for the English Language Civics but to also apply for and receive another \$20,000 for this grant. Our total improvement grant award for this current year was \$100,000.

Sincerely,

John H. Lee, Jr.

Director

FOR 2010 –11 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS
Bureau of Health/Nutrition, Family Services and Adult Education

Title Of Grant: Transition to the future ESL language and community learning

Applicant Organization: New Milford Adult Education
 388 Danbury Rd.
 New Milford, Ct. 06776

Initiated By: John H. Lee, Jr., Director 860-350-6647 X1170
 New Milford Adult Education leej@newmilfordps.org
 388 Danbury Rd.
 New Milford, Ct. 06776

Project Director: Christy Martin, Facilitator 860-350-6674 X1170
 New Milford Adult Education martinc@newmilfordps.org
 388 Danbury Rd.

Submitted By: Dr. Jean Ann Paddyfote 860-355-8406
 Superintendent of Schools
 New Milford, Ct. 06776

Signature of Superintendent of Schools or Chief Executive Officer of Agency: * Contingent upon Board of Education approval

Priority Area	Code	Funds Requested	Matching Funds
Preparing the 21 st Century Workforce – Elementary ESL and ABE/GED	AE-09-1E		
Preparing the 21 st Century Workforce - Secondary	AE-09-1S		
Family Literacy – Elementary ESL and ABE/GED	AE-09-2E		
Family Literacy- Secondary	AE-09-2S		
Nontraditional Adult Education Instruction and Services	AE-09-3		
Expansion of the National External Diploma Program	AE-09-4		
Transition to Post-Secondary Education and Training	AE-09-5	\$45,000	\$11,250
English Language Acquisition/ Civics Education	AE-09-6	\$35,000	\$8,750
Workplace Education	AE-09-7		
CT Adult Virtual High School	AE-09-8		
Total Funds Requested		\$80,000	\$20,000
Date Submitted:	Date of Board/Agency Approval:		



NEW MILFORD PUBLIC SCHOOLS

BUSINESS OFFICE

50 EAST STREET
NEW MILFORD, CT. 06776

John O. Turk

Director of Fiscal Services

Telephone : (860) 354 -8726

Fax : (860) 355-4966

17 May 2010

Dr. JeanAnn C. Paddyfote
Superintendent of Schools
New Milford, CT
50 East Street
New Milford, CT 06776

Dear Dr. Paddyfote,

This is to advise you that Requests for Proposals (RFPs) for the services of an Athletic Trainer for New Milford High School were sent out to four (4) potential vendors. Two responses were received. It was requested that annual bids be submitted for three (3) years and that an hourly rate be included for Additional Services beyond the scope of normal season activities. These additional services would cover activities such as wrestling tournaments, playoffs, CIAC tournaments and the like.

Gregg Miller and I opened the Athletic Trainer bids on Monday, 17 May, 2010. It is our recommendation that Select Physical Therapy be awarded the bid for three (3) years on the basis of being the lower annual bidder and based on the district's experience (14 years) with them. Although Select Physical Therapy will charge \$5.00/hour more each of the three (3) years for the "Additional Services", it would take over 620 hours/year to equalize those services with the annual rate.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Select Physical Therapy - Annual Fee	\$26,900	\$26,900	\$26,900
Hourly Rate	\$40/hour	\$40/hour	\$40/hour
Edge Performance Training – Annual Rate	\$30,000	\$30,000	\$35,000
Hourly Rate	\$35/hour	\$35/hour	\$35/hour

I have discussed this recommendation with the Athletic Director and he concurs.

John Turk

Cc: Gregg Miller
Ted Oczkowski
Greg Shugrue



NEW MILFORD PUBLIC SCHOOLS

BUSINESS OFFICE

50 EAST STREET
NEW MILFORD, CT. 06776

John O. Turk
Director of Fiscal Services

Telephone : (860) 354 -8726
Fax : (860) 355-4966

24 May 2010

Dr. JeanAnn C. Paddyfote
Superintendent of Schools
New Milford, CT
50 East Street
New Milford, CT 06776

Dear Dr. Paddyfote,

This is to advise you that Requests for Bids for the Milk and Frozen Products were solicited by the Food and Nutrition Services Department for 2010 - 2011. Bids were opened at 9:00 AM Wednesday 19 May 2010 by Sandra Sullivan, Director, and bids were recorded by Gregg Miller and reviewed by John Turk. Bids were received from three (3) vendors for Milk products and from only one (1) vendor for Frozen products. Two letters of declination were received from two (2) frozen products vendors. These are one (1) year bids with the BOE reserving the right to extend the contract for an additional one (1) year by providing written notice to the vendor(s).

Price, volume and ingredients were all considered in determining the bid recommendation. After review, Wade's Dairy was selected to provide Milk products. The other vendors were Guida Dairy and Marcus Dairy. The only vendor submitting a bid for Frozen products was New England Ice Cream. Dari Farms and Garelick Farms did thank us for the opportunity, but did not bid. New England Ice Cream, therefore, receives the recommendation.

John Turk

Cc: Gregg Miller
Sandra Sullivan



NEW MILFORD PUBLIC SCHOOLS

BUSINESS OFFICE

50 EAST STREET
NEW MILFORD, CT. 06776

John O. Turk
Director of Fiscal Services

Telephone : (860) 354 -8726
Fax : (860) 355-4966

26 May 2010

Dr. JeanAnn Paddyfote
Superintendent
New Milford Public Schools
50 East St.
New Milford, CT 06776

Dear Dr. Paddyfote,

This is to advise you that bids were opened for Pupil Transportation Services for Special Education Students placed out of district at 3:00 PM 21 April 2010. Bids were opened and logged by Debbie Socotch and John Turk. Requests for Proposals were sent to eight (8) potential contractors of whom six (6) responded. One of the six (6) respondents declined to bid. Proposals were requested for a three (3) year term.

The bids were reviewed in detail by Adele Johnson and John Turk. Listed below is a summary of the recommended bidders, the number of bids they were awarded, and the dollar value for the 2010 – 2011 school year.

<u>Vendor</u>	<u># of Bids</u>	<u>2010 - 2011 Estimated Annual Cost</u>
Education Connections	5	\$165,435.00
CT Transportation Solutions	5	\$214,341.00
Cardinal Driving Service	4	\$247,325.00
Totals	14	\$627,101.00

Cc: Adele Johnson
Debbie Socotch

BlumShapiro

Accounting | Tax | Business Consulting

To the Board of Finance
Town of New Milford, Connecticut

In planning and performing our audit of the financial statements of the Town of New Milford, Connecticut as of and for the year ended June 30, 2009, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of New Milford, Connecticut's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of New Milford, Connecticut's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of New Milford, Connecticut's internal control.

We noted the following matters involving the internal control over financial reporting and its operation that we offer as constructive suggestions for your consideration as part of the ongoing process of modifying and improving accounting controls and administrative practices.

INTERNAL CONTROL RELATED MATTERS

Board of Education and Town General Ledger Reconciliation

During our audit, we noted that there were large variances in various balance sheet accounts between the detail maintained at the Board of Education (BOE) and the summary accounts maintained at the Town. The BOE maintains their ledger on an accrual basis and records activity in various balance sheet accounts. However, when the Town receives information from the BOE during the year, they only post activity to cash and expenditures. At the end of the year, the BOE gives the Town a journal entry to adjust these balance sheet accounts. When we audited these amounts, large variances still existed.

Recommendation - We recommend the Town work with the BOE to ensure all BOE balance sheet accounts are kept accurate on the Town's general ledger during the year and the expenditures remain in balance. We would like the communication between the Town and the BOE to be more frequent and for these accounts to be reviewed during the year, rather than annually. It is imperative that all accounts be reconciled between the Town and BOE at least quarterly, if not monthly. We also recommend that the Town and BOE review their monthly and or quarterly procedures to accommodate these reconciliations.

Blum, Shapiro & Company, P.C.

WEST HARTFORD • SHELTON
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Documentation of Review

Our audit procedures require us to gain an understanding of the Town's internal controls. We did this through inquiry and compiling memos of accounting and operating procedures. When we attempted to do a walk through of these controls we were unable to verify that they were in place due to lack of documentation of review. Many controls rely on a review of documentation by the Mayor, Finance Director, Director of Fiscal Services, and Accounting Manager at the business office. While the review is most likely occurring, it is not documented by a signature of the employee and the date the review was performed.

Recommendation - We recommend that when employees are performing reviews of information, they document their review by signature or initial and the date of review.

Review of Bank Reconciliations and Payroll

Accounting personnel perform the bank reconciliation function. However, there is currently no procedure in place to review the bank reconciliation after it is completed. This practice would greatly enforce the checks and balances necessary for strong controls over cash.

We also noted that payroll is not reviewed by anyone outside of the payroll clerk for both the Town and the BOE.

Recommendation - We suggest that a member of management, such as the Director of Finance/Director of Fiscal Services, review all bank reconciliations (Town, BOE and WPCA) for accuracy and investigate any unusual items and document approval by initialing the form.

We also recommend that payroll registers be reviewed by the appropriate supervisor and noted in writing that the review was performed.

Capital Assets Inventory

It was noted that inventory of capital assets not reviewed by departments annually. This could cause the capital assets to be misstated. All departments should review their inventory and note any disposals and ensure all additions are included in the listing.

Recommendation - We recommend that each department, including the WPCA, review a listing of capital assets annually and update the listing appropriately.

Receipt of Advance Payments

It was noted that cash receipts for taxes and WPCA payments are received for the following year. The Town currently holds these checks and deposits them in the following fiscal year. In order to maximize strong internal controls over cash collections, all receipts should be deposited on a timely basis.

Recommendation - We recommend that the Town deposit all cash receipts timely and make the required accounting entries if the monies received are for the next fiscal year.

Performance Bonds

During our audit, we noted that the Town currently accounts for performance bonds in the General Fund. As these monies do not constitute Town assets, they should be recorded in an agency fund. We also noted that the accounting of the performance bonds was not complete.

Recommendation - We recommend that the controls over performance bonds be strengthened so that the balances are accounted for accurately in the general ledger in an agency fund rather than in the General Fund.

Pension Trust Fund

The pension fund's activity was not posted to the general ledger during the year. The investment activity was not posted and the fund was out of balance as certain balance sheet accounts including net assets were not accurate. In addition, the balances are not reconciled back to the fiscal year statements to ensure the posting is complete and accurate.

Recommendation - We recommend that the monthly activity of the Pension Fund be posted to the general ledger. In addition, the activity should be reconciled to the fiscal year statements annually to ensure the activity was recorded accurately. This reconciliation should be done either by someone other than the individual posting the activity or if the same person who is posting the activity does the reconciliation, it should be reviewed by another individual. This review should be documented by a signature and date of review.

TECHNOLOGY SECURITY MATTERS

In support to the financial audit, Blum Shapiro Consulting performed an IT general controls review of the information technology function for the Town and the BOE during the fiscal year ended June 30, 2009. The findings and recommendations are summarized below.

I. Town Findings and Recommendations

Based on our review, our overall findings and recommendations for the Town are as follows:

1. Network User ID And Password Controls Need Improvement

Although user IDs and passwords are used to access the Town's network, their effectiveness is impacted by the lack of key controls, specifically; users are not forced to change their passwords, and password complexity is not required. The continued use of the same password and/or the sharing of passwords can severely diminish security within the network and respective applications. Without regular password changes, the opportunities for abuse increase dramatically.

Recommendation - Implement Additional User ID Access Controls

The network operating systems allow for many different levels of user access controls through a variety of unique parameters. We recommend that the Town require all passwords to be a minimum of 6-8 characters with complex parameters (e.g., capital letter, symbol, or number) in place.

We recommend that the Town establish a regularly forced password change to occur every 60 or 90 days requiring all staff to create a new, unique password for their ID. We also recommend that users not share passwords and be required to create a different password at each interval change (with a password history of no less than four).

User IDs should also be locked after three unsuccessful attempts and required the system administrator to reset the ID. This approach should raise the awareness of any unauthorized attempts to access the Town's network by someone outside of the organization.

We further recommend that the town implement a policy that specifically prohibits writing passwords down and keeping them near PCs. This will provide greater security for all programs and sensitive data.

2. Too Many Employees Have Access to Server/Computer Room

Although the Town has air conditioned computer rooms which house many key servers, too many employees have unnecessary access to this room. Overall the Town has done a good job of securing their network from intruders (both external/internal) through the implementation of user IDs and passwords. However, it is equally important to protect the physical location of the computer equipment as well.

Recommendation - Improve Limited Access to Server/Computer Room

The Town needs to develop and document policies and procedures to limit access to the computer room by internal employees. Typically, only certain IT personnel would and/or should have access to this room. Limiting the number of people that can access this room can help secure and protect the overall technology infrastructure and critical information contained on the respective servers.

3. Virus Protection Software On Some PCs Are Not Updated On A Timely Basis

Presently, the Town of New Milford has implemented AVG antivirus protection on both desktop PC's and network servers. The servers are configured for daily updates. However, there are some desktop PCs still using out-of date Symantec antivirus software, which have not been automatically updated with the most recent virus signature. Two of the three computers tested were still using the old Symantec antivirus software had not been updated for several months.

Viruses and other destructive programs (e.g., Trojan horses, worms, etc.) could be loaded to any of these PCs (through the Internet) and detrimentally affect the overall network operations and/or destroy information on the network.

Recommendation - Update Virus Protection Software Signature Files On All PCs

To ensure the virus protection software on all Town PCs is working effectively, we recommend that the Town update the virus signature files on all computers daily. This will minimize the risk of any infections that may come from any sources as well as ensure that the anti-virus software the Town purchased is operating as intended.

The Network Administrator must make the migration of Antivirus software a top priority. When the initial migration occurred some PCs did not receive the upgrade, and now put the entire network at risk.

4. Virus Protection Controls Need To Be Enhanced

After reviewing several PCs within the Town network, we found that the virus protection software could be manually disabled. The ability to turn off virus protection could expose the network to a high level of risk from numerous virus threats.

Recommendation - Enhance Virus Protection Controls

To enhance virus protection controls at the Town, we recommend that the Town's virus protection software be "locked-down" so that users without Administrative Rights cannot modify elements of the configuration or disable the software. This will enhance the overall security on the network.

5. Data Backup Is Not Regularly Tested

The backup capabilities of Native Windows NT and the AS/400 are not regularly tested to ensure that information is successfully being backed-up. As a result, in the event of an emergency, the Town may not be able to restore critical files when needed most.

Recommendation - Perform Regular Tests of Data Backup Media

The Town should introduce into its backup procedure a regular, monthly/quarterly test of the data backups. The network administrator should attempt to recover a test data file from a randomly selected backup. This will allow the Town to confirm that the backup process is working as required and will function when needed.

6. Monitoring of Backup Needs Improvement

Although the Town performs a daily backup of the data and applications stored on the network server, there is no regular monitoring or confirmation that the scheduled backup jobs are completed successfully. Because there is no daily monitoring of the backup process and only one tape is used on a daily basis, the Town would be unaware that a problem exists with the backup tape until a restore was attempted.

Recommendation - Regularly Monitor Data Backup

The Native Windows NT backup software provides users and system administrators with a running log of the results of the previous night's backup job. These logs will identify whether the job was successfully completed or if some error or errors were encountered during the backup process. By either reviewing the logs at the server console or configuring the Windows NT software to send email notifications to either the Network Administrator or Finance Director, the Town can take the necessary actions to correct backup issues before they become critical problems.

7. A Documented Disaster Recovery Plan Does Not Exist

The Town does not have a documented plan to ensure the quick and orderly recovery of business operations in the event of an emergency. Although staff may have a reasonable idea of what is required to restore critical business systems in a timely fashion, it will be difficult to ensure all aspects of the Town's network are addressed during a time of crisis. A documented plan will provide both IT and Town management with the information necessary to ensure all activities are addressed, required hardware and software are identified and appropriated, and task responsibilities assigned to appropriate key personnel.

Recommendation - Develop and Test a Comprehensive Disaster Recovery Plan

A documented Disaster Recovery Plan should be developed to provide a "roadmap" of key activities and responsibilities for staff in the event of an emergency (See Appendix A). This plan should include, at a minimum:

- a. Prioritization of systems for recovery
- b. Assignment of staff roles and responsibilities
- c. Inventory of systems and data maintained on the various servers
- d. Hardware, operating system and application configuration data
- e. Vendor contacts for mission critical systems
- f. Location of backup media and software
- g. Potential off-site recovery locations

Once developed, this plan should be tested on a regularly scheduled basis to confirm that procedures are still applicable to the current technology environment. We also recommend that a copy of the plan be maintained off-site with the system backup software and the daily and/or monthly backup tapes to ensure all key elements are available and accessible.

Create a documented disaster recovery plan to be kept off-site. Although the plan does not need to be overly elaborate, it should include the following elements:

a. DATA

Confirm and document where backup tapes are stored off-site (i.e. who has them and how are they labeled).

b. EQUIPMENT

Inventory all critical equipment and identify model numbers, serial numbers and configuration information. In case of a disaster, this will allow for easier purchasing of equipment and filing of insurance claims. Inventory key software applications and identify respective version numbers, operating system information, and identification/activation codes.

c. FACILITIES/OPERATIONS

Create a checklist that identifies the appropriate priority and steps/procedures to take in case of an emergency and/or disaster.

Confirm how each remote location will be used in case of a disaster. This includes identifying the minimum amount of space and utility requirements (i.e. electrical power, telephone, network wiring, office space and storage space requirements).

Develop a list of key contacts and phone numbers (i.e. home phone, cellular, office phone, direct extension number and pager,) including:

1. Telephone system/equipment vendor
2. Telephone customer service representative
3. Computer/Network services
4. Key Town employees
5. Insurance agent
6. Document an agreement with your hardware/network vendor that confirms roles, responsibilities and costs for the timely replacement of key hardware/software. Within this agreement, the vendor's response time including hardware/software acquisition and setup should be confirmed.

7. Provide cross training to personnel on the overall network infrastructure and software application. This person(s) should be very familiar with the documented Disaster Recovery plan. Having additional personnel knowledgeable in this area will significantly minimize the overall risk to the Town and help the disaster recovery process.
8. Confirm and test that current backups contain data, programs and operating system information. In addition, on a quarterly basis, test to confirm that the tapes are readable and information can be recovered.
9. Users should be forced to store all of their electronic files and documents on the network. This will significantly help during disaster recovery and provide increased security to all documents and files.

This letter should be read in conjunction with our report on Internal Control over Financial Reporting and on Compliance Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated February 24, 2010.

This communication is intended solely for the information and use of management, the Board of Finance, the Town Council, others within the organization, and federal and state awarding agencies, and pass through entities and is not intended to be and should not be used by anyone other than these specified parties.

Blum, Shapiro & Company, P.C.

February 24, 2010



TOWN OF NEW MILFORD

Town Hall
10 Main Street
New Milford, Connecticut 06776
Telephone (860) 355-6010 • Fax (860) 355-6002

Office of Patricia Murphy, Mayor

May 13, 2010

Wendy A. Faulenbach, Chairman
Board of Education
50 East Street
New Milford, CT 06776

Dear Wendy,

At their regularly scheduled meeting on May 10, 2010; the New Milford Town Council created an Ad Hoc Advisory Committee for Efficiency and Cost Savings Ideas. The membership of this Committee will be by Mayoral appointment, with the approval of the Town Council, and will be comprised of 3 members of the New Milford Town Council, 3 members of the New Milford Board of Education, and 1 member of the Board of Finance. The Committee shall determine the time and place of its meetings as well as post and warn the meeting agendas and minutes.

The purpose of the Committee shall be to facilitate effective communication among municipal boards and commissions so as to promote a full knowledge about sources of revenue and revenue projections, expenditure priorities and to evaluate costs, consolidation and protocols to achieve maximum efficiency and savings. The Committee shall terminate on December 31, 2010 and shall periodically report its findings and advice to the Town Council, Board of Education, and Board of Finance. A final report shall be submitted at the first Town Council meeting in January 2011.

Please forward the names recommended by the Board of Education to the Mayor's Office prior to Friday June 11, 2010.

Sincerely,

Patricia Murphy, Mayor



John J. McCarthy Observatory



April 29, 2010

Ms. Wendy Faulenbach
Chairperson
New Milford Board of Education
50 East Street
New Milford, CT 06776

Board of Directors

William Quinnell
Chairperson

Montgomery Robson
President

Robert McCarthy
Vice President

William Cloutier
Secretary

Robert Lambert
Treasurer

John Gebauer
Chief Technology
Officer

Heidi Hammel, PhD

Wendy Faulenbach

Thomas Heydenburg

Kathleen Fischer

Chris Smith

Jeffrey Miskie

Dear Ms. Faulenbach,

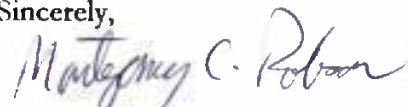
It is with sincere pleasure that I deliver the John J. McCarthy Observatory Corporation's 2010 Annual Operations Report on this fifth anniversary of the Memorandum of Understanding between our organizations dated April 26, 2005.

The 2009-2010 school year has been a most exciting and productive year for the entire growing team of the McCarthy Observatory. In addition to our normal activities and events supporting our mission with students and the community, the volunteer team celebrated the International Year of Astronomy with a long list of exciting events, with the most important one being the completion of the "McCarthy Observatory Solar System" which spans the town and has a very visible presence on the property of every school in the community. It is proving to be very popular with our students and many visitors.

As you will see, JJMOC has had a very active and successful year. With new members and very well received ongoing programs that continue to be refined, our goals of supporting the schools and the community continue to be realized in new ways.

This year has been one of challenge, excitement, and great satisfaction for all the volunteer staff, and we thank you for renewing our unique agreement for another year.

Sincerely,



Montgomery C. Robson
President

John J. McCarthy Observatory Corporation

**John J. McCarthy Observatory Corporation
2010 Annual Operations Report**



Photo courtesy of David Spagnola

A student visitor is moonstruck

John J. McCarthy Observatory Corporation 2010 Annual Operations Report

Introduction

The John J. McCarthy Observatory Corporation (JJMOC) has during this year successfully fulfilled its obligations as specified by the "Memorandum of Understanding" (MOU) between JJMOC and the New Milford Board of Education (NMBOE). This agreement, dated April 26, 2005, set forth a structure and operational plan to ensure that the John J. McCarthy Observatory at the New Milford High School (NMHS) and the John J. McCarthy Planetarium at the Sarah Noble Intermediate School (SNIS) are maintained in an operational state and utilized to further science literacy and critical thinking skills through education and public outreach.

During the past year JJMOC has accomplished the following:

Educational Support

Based on the model developed by the School Advisory Board as set forth in the MOU, our in-school offerings for curriculum support continues to be well accepted by teachers, and we have been able to sustain our volunteer staff participation in the schools delivering support programs. With this level of programs and participating team members we anticipate conducting over 75 classroom science sessions this school year. The Astronomy to Go (ATG) lessons have continued to receive high praise from the SNIS faculty and students alike.

The SNIS Planetarium has continued to be used very broadly this school year, with many teachers independently using it as a planetarium and as a multi-media room, in addition to numerous ATG sessions delivered by JJMO staff volunteers. The astronomy software simulators and individual presentations continue to be updated to maintain currency with the rapid pace of discovery in space science.

For the fifth straight year, third grade students from Hill and Plain School made several visits to the observatory with their art teacher, Cecilia Page, and created beautiful hand-drawn pictures of the planets, nebula and galaxies they viewed. Ms. Page continues to be a very active volunteer at the Observatory and her unique use of the observatory to support her art classes stands as a model of creativity and resourcefulness. Over 90 Kindergarten students will visit this spring during the school day, engaging in a variety of activities related to space exploration. In addition, a new Astronomy Club has been formed at NMHS, and we are excited to be working with this group.

JJMOC continues publishing a monthly Astronomy Calendar that is distributed to well over 100 teachers and staff of the school system. This has proven to be a very well accepted document, and readership continues to grow.

Dr. Heidi Hammel, a JJMOC board member and world-renowned planetary scientist, will be presenting an exciting program to an assembly of the SNIS sixth grade class in June. This is the fifth consecutive year that Dr. Hammel has presented at SNIS.

We have also been active in supporting the 6th grade students in Brookfield, and will give presentations to every one of those students at Whisconier School this year. We have also had visits from South Kent School and Canterbury School this year.

International Year of Astronomy Projects

The Observatory team kept the pace of celebrating the International Year of Astronomy. (IYA) going this school year with the construction and deployment of New Milford's "true scale" Solar System, that spans the entire town. The solar system was dedicated in November, and we believe will be a major attraction for visitors and regional students for many years to come.



This year we plan to construct a large sundial at the Observatory, incorporating a full-scale replica of Galileo's original telescope in the design. It will be a highly accurate device, and a proven teaching tool for students to learn about celestial motion and the concept of time. This instrument and the 6-foot sun will dwell in a garden area to be known as "Galileo's Garden". This 3,000 square foot area will be an extension of our outdoor teaching space, to be used to support student daytime activities as classes visit the facility. Detailed design of this space is underway now by the observatory team.

In May Bill Cloutier, a volunteer on our staff and Secretary of our Board, has again arranged through NASA to have New Milford students have an opportunity to examine up close through a microscope an exhibit of lunar samples that had been brought back by the Apollo astronauts. This

will be the third time that Bill has donated his time to educate local students about the moon's composition and history, and about the Apollo Program exploration of the moon. Feedback from students that have observed the "Moon Rocks" and listened to Mr. Cloutiers' deep knowledge of the subject has been extremely positive.

Volunteer projects

Our volunteer team continues to grow and diversify, engaging in new astronomy-related activities to hone their skills and provide more tools to support our mission. Here are highlights of two exciting projects:

- **Mirror/telescope making:**

Several volunteers are nearing completion of fabricating their own telescope mirrors, which will be installed in their own handmade telescopes over the next year. At this time there are six mirrors being made – a complicated and challenging process involving arduous labor and precise quality measurements throughout. The mirrors range in size from 4" to 24". Two of them are being made by children of volunteers, the youngest being a second-grader in New Milford! We hope to engage more students in mirror-making endeavors in the future.



- **A volunteer's Observatory:**

A New Milford volunteer has constructed a personal observatory, and now has both a 14" and 16" Meade telescope installed, along with two auxiliary telescopes and three solar telescopes. Other volunteers are using this equipment for developing skills in observing and imaging at a very dark-sky location, making this a real asset and a close partner with the McCarthy Observatory primary site. The combination of this observatory and the new volunteer telescopes under construction makes the future look great for our ability to get students engaged with a variety of great instruments and ever-increasing volunteer skills.



Ongoing Public Outreach

JJMOC continues to operate as an "open" observatory that can be visited at any time, with or without an appointment, as long as volunteer operators are present. This policy has continued to attract many visiting groups and individuals in our nine and a half year history. The staff has continued to grow this year, in number of volunteers and in skills and knowledge of the science of astronomy.

The Second Saturday Stars events, held on the second Saturday of each month, continue to grow in popularity. During the SSS events, an astronomy or science-related



presentation is delivered to attendees in the observatory's "warm" room while other visitors look through either the main observatory instrument or any of the telescopes and binoculars on the SkyDeck. We celebrated the 5th anniversary of Second Saturday Stars In February.

Effective April 17, Charter Cable began broadcasting these presentations for two hours each week, so 13 area towns will see the entire series from inception in the months and years to come.

Our successful Adult Education program was again held this year with both a fall and spring course. We have held a course every semester since the facility opened, with many people taking several of the courses. We have now held 17 consecutive Adult Ed courses.

We continue to publish a comprehensive monthly Calendar/Almanac to "Friends of the McCarthy Observatory" via email: it is now being received by well over 500 families each month.

We have continued our membership in the NASA Museum Alliance Group, which allows us to receive advanced information and presentation materials for major NASA press events, outstanding posters and student handouts on all facets of space exploration, and other special opportunities. That organization will be involved in distributing artifacts from the Space Shuttle program and other NASA programs over the years to come, and we anticipate being able to benefit from that program.

Science

Monty Robson has successfully completed his scientific investigation into the location of the fall area of the Weston Meteor of December 14, 1807, and his findings that correct the historically accepted fall location have been accepted by the Meteoritical Society, and his paper published in Meteoritics and Planetary Science Vol 44 No. 9 (September 2009).

Board Membership

We are very pleased to announce an outstanding new member of our Board:

Thomas Heydenburg – Manager of Optical Engineering at Goodrich Electro-Optical in Danbury. Tom has been the Observatory technical advisor since inception of the facility and will be a great addition to the Board. Besides his superb technical knowledge of optics and mechanics, Tom has arranged for many equipment donations from Goodrich and other companies over the years.

Donated Equipment

As a condition of the MOU, JJMOC donates any capital assets it acquires to the NMBOE. JJMOC has acquired and now donates the following equipment this year:

- 31mm Televue eyepiece for our primary telescope - \$518
- OIII filter for student deep sky imaging - \$110
- An HP computer and upgraded software for control of the telescope and attachments - \$1000
- Three donated computers as replacements and upgrades of capability – value: \$1000
- The Solar System model, including the sun and 12 other objects, pyramids, signs, and sculptures – cost: \$25,000

Facilities

JJMOOC has continuously maintained the Observatory, SkyDeck, and Planetarium facilities in excellent operational condition and has provided full staffing to host many events at the observatory and the planetarium. Our record of never having an event cancelled due to either equipment maintenance or staffing issues remains intact since our opening in 2000. We place a continued emphasis on safety, ADA compliance, and on the well being of all visitors.

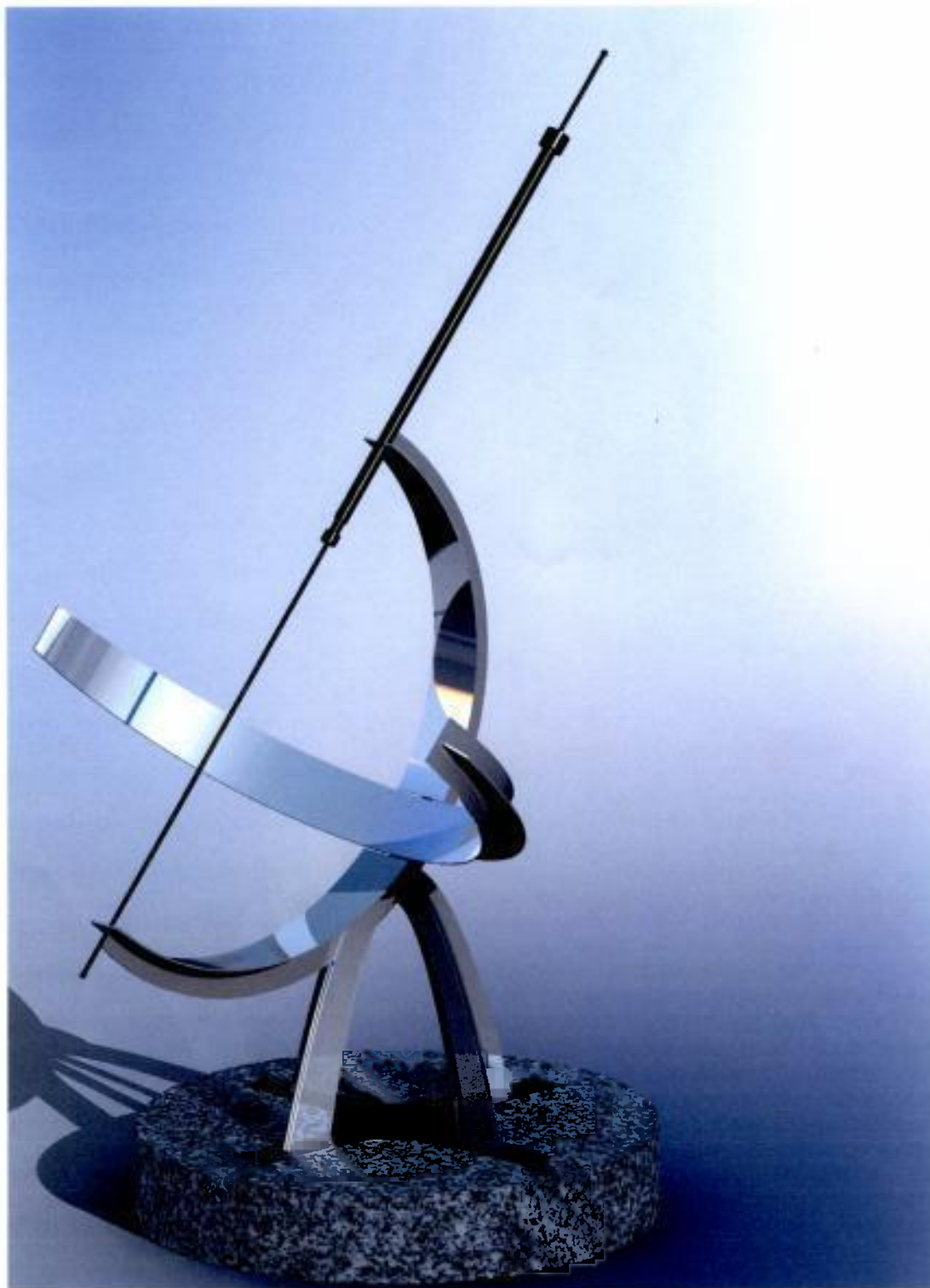
In the past few months, we have upgraded the observatory technology in many ways, as well as enhancing the accuracy of the telescope in pointing and tracking, which means the future science and visual observing experience will be the best we have ever had since inception. This spring we have upgraded our operations procedure documents and have been conducting extensive operator training sessions for the volunteer team in all facets of observatory operations.

The Future

The 2009-2010 MOU year has been a success for our team, the teachers we support, and the public. The International Year of Astronomy activities to date have been exciting, and the permanent solar system exhibits added in the fall have proven to be of great interest to our visitors of all ages. We believe them to be a great asset to the community, and we appreciate the fine support we had in this project from the town and school leaders and especially the school PTO teams, who gave us so much support throughout the year.

Looking to the future, there is much on our horizon. The IYA activities planned for the remainder of the year have generated much new support and excitement. The sundial, solar calendar/clock, and Galileo's Garden are exciting to us, and will be excellent additions to the town and an important extension to the activities we can offer students in the next school year.. We expect there will be numerous additional activities, and possibly additional space exploration artifacts donated by NASA this coming year..

All of what we do is made possible by the continued support of the public, the teachers, the administrators and most importantly the New Milford Board of Education. We eagerly anticipate what we can do together this coming year and beyond.



Galileo's Sundial – current design concept

Height – nine feet

Width – five feet

Material – Stainless Steel

New Milford Public Schools

Wellness Committee News

2009-2010

Accomplishments



One of the goals for this year was to increase Wellness activities in grades 7-12 and to continue those being done in grades K-6. We are still not where we would like to be, but we have improved.

- The high school schedule makes it difficult to offer more activities for students, but the staff was offered spinning class, yoga, a volleyball tournament, and run/walk/stairs.
- SMS provides more opportunities for physical activities during flex time.
- SMS had a showcase in the library, "Fuel Up for 60," about the food pyramid. The elementary schools did bulletin boards.
- Across the district, activities were displayed in the school cafeterias that focused on the themes of balance from November until March and on nutrition from March through June.



Another goal for this year was to replace committee members who leave with people who can add to our expertise. The good news is that we have a very dedicated committee, and with the exception of one member who resigned, the committee membership has not changed, so we still need to tap members of the community to join our committee.

Gerry Lukovits has contacted the United Way of Western CT for eligibility to apply for a grant to reduce childhood obesity.

A survey about the school cafeteria will be completed in the second semester of the ninth grade health classes. Another survey was conducted of the teachers involved in the walking project at SNIS. The teachers found the students more attentive and fewer watched television while participating.



Training and awareness of healthy practices was done this year with Sandra Sullivan's daily nutrition tips during the month of March. Sandra has been introducing fresh vegetables, humus and pita chips, wraps, garden burgers, and parfaits made with fruit and home-made granola into the school lunch menus. Schools continued to mention the Food and Nutrition Services link in their newsletters, which is also on the district's website in addition to links to outside information.

Several activities besides food were suggested as fund raisers in the schools: candles, wrapping paper, silent action, read-a-thon, Fun Run. The read-a-thon at NES raised almost \$4000 this year. A list of other ideas was given to principals and PTO presidents. Candy continues to be the most profitable fundraiser, but it is now offered as an option and not the sole money maker.



We need to come up with a district-wide procedure of what nurses should do when a tick is discovered. The health department is willing to work with us on this process.

Goals for 2010-2011

1. Discuss expanding the walking project at SNIS to grades 4-6. Make its purpose be more than just for fun.
2. Increase membership by adding a building administrator, teachers from the high school and SNIS, someone from the health department, someone on the safety committee, and someone from New Milford Hospital.
3. Some schools have active Wellness Committees in place, so we would like to see that in all six schools. In addition, we would like to have a parent on each school committee.
4. There are many wonderful wellness activities being held in individual schools, but we would like to consider a district-wide activity.
5. We need to develop a district-wide procedure for handling ticks.
6. The CSDE requires there be a program of study in health and safety education in grades K-12. We need to review our health curriculum as well as insure that we have appropriate personnel teaching health.

