

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

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

<b>DATE:</b>	<b>March 3, 2015</b>
<b>TIME:</b>	<b>7:30 P.M.</b>
<b>PLACE:</b>	<b>Lillis Administration Building – Room 2</b>

RECEIVED  
TOWN CLERK  
2015 FEB 27 P 12:17

NEW MILFORD, CT

**AGENDA**

**New Milford Public Schools Mission Statement**

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

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

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

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
  - B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.
- 3. Discussion and Possible Action**
    - A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
    - B. Monthly Reports
      1. Purchase Resolution D-672
      2. Budget Position dated 2/26/15
      3. Request for Budget Transfers
      4. Renaming Object 515 on Budget Position Report
    - C. Grant
      1. District Technology Upgrades to Support Transition to the New Standards
    - D. Five Year Technology Capital Plan Update
  - 4. Items of Information**
    - A. Mail Server
    - B. Health Inspections
    - C. Update on MUNIS
    - D. Town of New Milford Audit Report dated June 30, 2014
    - E. John Pettibone Building Follow-up
    - F. Update on Transition Activities

**5. Public Comment**

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**6. Executive Session (anticipated)**

- A. Discussion and possible action on proposed draft contract with Sherman

**7. Adjourn**

**Sub-Committee Members:**  
**Wendy Faulenbach, Chairperson**  
**Robert Coppola**  
**David R. Shaffer**  
**Theresa Volinski**

**Alternates:**  
**John W. Spatola**  
**Angela C. Chastain**

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
March 10, 2015

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **Mrs. Victoria Chaudhuri**, Chemistry Teacher, New Milford High School

**Move** that the Board of Education accept the resignation, due to retirement, of **Mrs. Victoria Chaudhuri** as a Chemistry Teacher at New Milford High School effective June 30, 2015.

Retirement

**2. CERTIFIED STAFF**

**b. APPOINTMENTS**

1. **Ms. Christine Beatty**, Spanish Teacher, New Milford High School

**Move** that the Board of Education appoint **Ms. Christine Beatty** as a Spanish Teacher at New Milford High School effective April 1, 2015.

2014-2015 Salary: \$51,344 (step 1I) prorated to start date

*Education History:*  
BS: WCSU  
Major: Social Work  
MSW: UConn  
Major: Social Work  
MA: WCSU  
Major: Secondary Education/Spanish

*Work Experience:*  
½ yr. Naugatuck HS

Replace: M. Froehlich

**3. NON-CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **Mrs. Jayne Shogry**, Administrative Secretary to the Director of Food and Nutrition Services, District-wide

**Move** that the Board of Education accept the resignation of **Mrs. Jayne Shogry** as Administrative Secretary to the Director of Food and Nutrition Services, District-wide, effective June 30, 2015.

Moving out of state

**4. NON-CERTIFIED STAFF**

**b. APPOINTMENTS**

1. **None currently**

**5. SUBSTITUTES/INTERNS**

**a. APPOINTMENTS**

1. **Mr. Scott Adamsons**, Substitute Teacher

**Move** that the Board of Education appoint **Mr. Scott Adamsons** as a Substitute Teacher effective March 11, 2015.

*Education History:*  
BA: CCSU  
Major: Political Science

2. **Ms. Christina Cornell**, Substitute Teacher

**Move** that the Board of Education appoint **Ms. Christina Cornell** as a Substitute Teacher effective March 11, 2015.

*Education History:*

BA: UConn  
Major: Sports Psychology

3. **Mrs. Dayna Gartland**, Substitute Teacher

**Move** that the Board of Education appoint **Mrs. Dayna Gartland** as a Substitute Teacher effective March 11, 2015.

*Education History:*

BS: Univ. of North Carolina  
Major: Elementary Education  
MS: Univ. of Bridgeport  
Major: Education

4. **Mrs. Sharon Sainz**, Substitute Teacher

**Move** that the Board of Education appoint **Mrs. Sharon Sainz** as a Substitute Teacher effective March 11, 2015.

*Education History:*

BA: WCSU  
Major: Biology

5. **Mrs. Claire Thingvold**, Substitute Teacher

**Move** that the Board of Education appoint **Mrs. Claire Thingvold** as a Substitute Teacher effective March 11, 2015.

*Education History:*

BS: Edgewood College  
Major: Elementary Education  
MA: Ursuline College  
Major: Reading

6. **ADULT EDUCATION STAFF**

a. **RESIGNATIONS**

1. **None currently**

7. **ADULT EDUCATION STAFF**

b. **APPOINTMENTS**

1. **None currently**

8. **BAND STAFF**

a. **RESIGNATIONS**

1. **None currently**

9. **BAND STAFF**

b. **APPOINTMENTS**

1. **None currently**

10. **COACHING STAFF**

a. **RESIGNATIONS**

1. **None currently**

11. **COACHING STAFF**

b. **APPOINTMENTS**

1. **Ms. Tricia Blood**, Co-Ed Intramural Frisbee Coach, Schaghticoke Middle School  
**Move** that the Board of Education appoint **Ms. Tricia Blood** as Co-Ed Intramural Frisbee Coach at Schaghticoke Middle School effective March 11, 2015, pending receipt of current Head and Concussion course.

2014-2015 stipend: \$947  
Staff member

- |   |  |
|---|--|
| <p>2. <b>Ms. Tricia Blood</b>, Co-Ed Intramural Softball Coach, Schaghticoke Middle School<br/><b>Move</b> that the Board of Education appoint <b>Ms. Tricia Blood</b> as Co-Ed Intramural Softball Coach at Schaghticoke Middle School effective March 11, 2015, pending receipt of current Head and Concussion course.</p>  | <p>2014-2015 stipend: \$947<br/>Staff member</p>         |
| <p>3. <b>Mr. Charles Ferris</b>, Boys' Freshman Lacrosse Coach, New Milford High School<br/><b>Move</b> that the Board of Education appoint <b>Mr. Charles Ferris</b> as Boys' Freshman Lacrosse Coach at New Milford High School effective March 11, 2015, pending receipt of coaching permit.</p>   | <p>2014-2015 stipend: \$1,180.50<br/>(stipend split)</p> |
| <p>4. <b>Mr. Robert Herr</b>, Boys' Volunteer Lacrosse Coach, New Milford High School<br/><b>Move</b> that the Board of Education appoint <b>Mr. Robert Herr</b> as Boys' Volunteer Lacrosse Coach at New Milford High School effective March 11, 2015.</p>   | <p>Volunteer</p>   |
| <p>5. <b>Mr. Rob Hibbard</b>, Boys' Intramural Baseball Coach, Schaghticoke Middle School<br/><b>Move</b> that the Board of Education appoint <b>Mr. Rob Hibbard</b> as Boys' Intramural Baseball Coach at Schaghticoke Middle School effective March 11, 2015, pending receipt of current First Aid certificate and Head and Concussion course.</p>                                | <p>2014-2015 stipend: \$947<br/>Staff member</p>         |
| <p>6. <b>Mrs. Theresa McGuinness</b>, Girls' Interscholastic Track Coach, Schaghticoke Middle School<br/><b>Move</b> that the Board of Education appoint <b>Mrs. Theresa McGuinness</b> as Girls' Interscholastic Track Coach at Schaghticoke Middle School effective March 11, 2015, pending receipt of current CPR and First Aid certificates and Head and Concussion course.</p> | <p>2014-2015 stipend: \$1,895<br/>Staff member</p>       |
| <p>7. <b>Mr. David Mumma</b>, Boys' Interscholastic Baseball Coach, Schaghticoke Middle School<br/><b>Move</b> that the Board of Education appoint <b>Mr. David Mumma</b> as Boys' Interscholastic Baseball Coach at Schaghticoke Middle School effective March 11, 2015, pending receipt of current Head and Concussion course.</p>  | <p>2014-2015 stipend: \$1,895<br/>Staff member</p>       |

8. **Mr. Howard Senior**, Girls' Volunteer Lacrosse Coach, New Milford High School

**Move** that the Board of Education appoint **Mr. Howard Senior** as Girls' Volunteer Lacrosse Coach at New Milford High School effective March 11, 2015, pending receipt of coaching permit, and current CPR and First Aid certificates.

Volunteer

9. **Mr. David Warren**, Boys' Freshman Lacrosse Coach, New Milford High School

**Move** that the Board of Education appoint **Mr. David Warren** as Boys' Freshman Lacrosse Coach at New Milford High School effective March 11, 2015, pending receipt of coaching permit.

2014-2015 stipend: \$1,180.50  
(stipend split)

10. **Mr. Matt Wall**, Boys' Interscholastic Baseball Coach, Schaghticoke Middle School

**Move** that the Board of Education appoint **Mr. Matt Wall** as Boys' Interscholastic Baseball Coach at Schaghticoke Middle School effective March 11, 2015, pending receipt of current Head and Concussion course.

2014-2015 stipend: \$1,895  
Staff member

## 12. LEAVES OF ABSENCE

1. **None currently**

NEW MILFORD PUBLIC SCHOOLS  
PURCHASE RESOLUTION D-672  
BOE MEETING DATE: 3/3/15  
2014-2015

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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>
58309	IBoss Network Security - State mandated web filter	\$5,699.90	17-733-7002
58426	Arum & Associates – Services per agreement	\$18,200.00	10-002-0004
58680	Kamco – SMS Renovation material	\$18,500.00	17-720-7001
58686	AT Equip. Sales Corp. – SMS lockers	\$28,958.00	17-720-7001
58687	Optec Displays Inc. – LED Light bulbs	\$5,947.50	14-433-2620
58690	Dell Marketing – Computer Systems	\$13,194.44	17-733-7002
58691	Dell Marketing – Computer Systems	\$92,549.00	17-733-7002
58692	CT Business Systems – Smart Boards, Monitors	\$98,010.00	17-733-7002
58693	Cooperative Educ Services - Tuition	\$25,033.00	12-561-6110
58694	The Artworks Shop – Graphics for Cafeterias	\$12,175.00	01-339-8100 02-339-8100

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	915,611.00	967,346.00	497,869.70	452,294.07	17,182.23	98.2 %
1102	NON DEPT INSTRUCTION	6,454,243.00	6,502,715.00	3,352,174.07	2,962,590.68	187,950.25	97.1 %
1103	BUSINESS EDUCATION	322,059.00	322,542.00	180,932.46	143,527.38	1,917.84-	100.6 %
1104	ENGLISH/LANGUAGE ARTS	1,858,510.00	1,767,768.00	1,008,589.13	745,546.71	13,632.16	99.2 %
1105	WORLD LANGUAGE	967,015.00	979,770.00	523,236.45	416,842.76	39,690.79	95.9 %
1106	HOME ECONOMICS	99,483.00	88,871.00	53,654.64	34,164.75	1,051.61	98.8 %
1107	INDUSTRIAL ARTS	222,568.00	241,883.00	126,852.48	99,368.19	15,662.33	93.5 %
1108	MATHEMATICS	1,599,581.00	1,628,697.00	906,033.57	693,268.51	29,394.92	98.2 %
1109	MUSIC	877,338.00	878,750.00	486,650.03	384,808.69	7,291.28	99.2 %
1110	PHYSICAL EDUCATION	959,160.00	943,724.00	504,425.30	437,002.66	2,296.04	99.8 %
1111	SCIENCE	1,624,025.00	1,639,727.00	874,019.34	749,975.62	15,732.04	99.0 %
1112	SOCIAL STUDIES	1,419,933.00	1,418,898.00	805,316.31	607,629.41	5,952.28	99.6 %
1113	PATIENT CARE TECHNOLOGY	18,044.00	18,865.00	8,509.67	7,855.13	2,500.20	86.7 %
1116	HEALTH AND SAFETY	318,588.00	315,235.00	158,139.10	120,734.23	36,361.67	88.5 %
1118	CAREER EDUCATION	27,848.00	18,010.00	10,453.58	7,091.88	464.54	97.4 %
1119	COMPUTER EDUCATION	440,601.00	441,542.00	241,548.19	164,214.42	35,889.39	91.9 %
1121	REMEDIAL READING	894,528.00	817,308.00	464,651.74	343,959.93	8,696.33	98.9 %
1123	ENGLISH LANGUAGE LEARNERS	155,127.00	155,127.00	81,146.19	70,195.20	3,785.61	97.6 %
1124	DISTRIBUTIVE EDUCATION	58,510.00	58,510.00	30,425.20	28,084.80	.00	100.0 %
1127	ART	769,437.00	770,638.00	417,878.66	348,494.38	4,264.96	99.4 %
1128	GENERAL INSTRUCT SUPPLIES	380,390.00	370,727.00	204,664.72	65,759.41	100,302.87	72.9 %
1129	SUBSTITUTE TEACHERS	399,722.00	561,823.00	260,260.43	9,200.00	292,362.57	48.0 %
1130	INSTRUCTIONAL TESTING	117,473.00	120,593.00	82,519.15	33,955.09	4,118.76	96.6 %
1131	NON DEPT INSTRUCT GR 6-12	76,669.00	91,669.00	49,229.28	6,910.80	35,528.92	61.2 %
1210	GIFTED TALENTED/ENRICHMNT	114,670.00	114,670.00	53,822.28	52,586.96	8,260.76	92.8 %
1211	EXCEL-EXPER. CTR EARLY LEARN	433,944.00	430,944.00	348,599.27	155,305.89	72,961.16-	116.9 %
1212	SPECIAL ED-NON CATEGORICL	5,109,045.00	4,950,388.00	2,568,214.68	2,371,006.03	11,167.29	99.8 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	143,910.00	143,040.00	116,738.23	57,524.60	31,222.83-	121.8 %
1270	TUTORIAL	182,654.00	182,654.00	65,939.74	.00	116,714.26	36.1 %
1271	HOMEBOUND INSTRUCTION	82,559.00	82,559.00	17,744.21	.00	64,814.79	21.5 %
1290	OTHER SPECIAL EDUCATION	295,661.00	296,494.00	194,241.56	100,822.26	1,430.18	99.5 %
1291	SPEC ED PARA SUBSTITUTES	124,775.00	124,775.00	50,994.80	.00	73,780.20	40.9 %
1310	ADULT ED-BASIC PROGRAM	77,768.00	84,768.00	43,375.71	13,395.01	27,997.28	67.0 %
1311	ADULT ED-HIGH SCHL EQUIV	3,672.00	3,672.00	1,772.76	.00	1,899.24	48.3 %
1410	AFTER SCHOOL INTERVENTION	.00	.00	.00	.00	.00	.0 %
2113	SOCIAL WORK SERVICES	262,576.00	263,381.00	142,002.72	90,266.41	31,111.87	88.2 %
2120	GUIDANCE SERVICES	984,824.00	964,533.00	529,963.99	422,196.10	12,372.91	98.7 %
2130	HEALTH SERVICES	1,053,341.00	1,048,757.00	494,151.08	440,542.52	114,063.40	89.1 %
2140	PSYCHOLOGICAL SERVICES	434,741.00	432,059.00	229,639.65	191,378.27	11,041.08	97.4 %
2150	SPEECH AND HEARING	675,042.00	674,374.00	363,181.82	293,261.71	17,930.47	97.3 %
2211	STAFF DEVELOPMENT & TRAIN	108,235.00	108,235.00	31,450.97	12,998.90	63,785.13	41.1 %
2212	CURRICULUM DEVELOPMENT	202,951.00	206,071.00	76,226.86	34,590.98	95,253.16	53.8 %
2222	LIBRARY SERVICES	639,126.00	637,152.00	342,150.02	276,229.60	18,772.38	97.1 %
2223	AUDIO-VISUAL SERVICES	16,488.00	16,488.00	1,669.08	1,358.91	13,460.01	18.4 %
2224	EDUCATIONAL TELEVISION	1,200.00	1,200.00	.00	1,025.85	174.15	85.5 %
2310	BOARD OF EDUCATION	215,724.00	277,084.00	228,992.76	581.75	47,509.49	82.9 %
2320	CENTRAL ADMINISTRATION	346,000.00	355,344.00	229,234.11	112,743.61	13,366.28	96.2 %
2410	OFFICE OF THE PRINCIPAL	2,737,788.00	2,729,767.00	1,731,136.42	922,565.66	76,064.92	97.2 %
2490	OTHER SCHOOL ADMINISTRATN	73,744.00	73,744.00	27,213.89	20,941.23	25,588.88	65.3 %
2510	FISCAL SERVICES	459,430.00	467,954.00	315,306.02	139,505.25	13,142.73	97.2 %
2590	OTHER BUSINESS SUPPORT SERV	503,349.00	439,944.00	376,099.36	.00	63,844.64	85.5 %
2610	CUSTODIAL & HOUSEKEEPING	2,154,627.00	2,162,472.00	1,400,171.69	77,467.19	684,833.12	68.3 %
2620	MAINTENANCE & REPAIR	3,034,659.00	3,051,124.00	1,777,480.29	967,242.03	306,401.68	90.0 %



Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2610	CUSTODIAL & HOUSEKEEPING	2,244,515.00	2,244,515.00	1,307,431.93	84,058.63	853,024.44	62.0 %
2620	MAINTENANCE & REPAIR	3,060,900.00	3,070,100.00	1,655,787.31	998,108.89	416,203.80	86.4 %
2630	BUILDING USE ADMINISTRATION	39,896.00-	39,896.00-	37,850.00-	600.00	2,646.00-	93.4 %
2660	SECURITY	180,407.00	180,407.00	72,973.92	93,359.46	14,073.62	92.2 %
2710	TRANSPORTATION	4,463,662.00	4,462,462.00	2,847,299.17	1,717,967.87	102,805.04-	102.3 %
2790	NON-REIMBURSABLE TRANSPRT	1,024.00	1,024.00	717.78	.00	306.22	70.1 %
2810	PLANNING & EVALUATION	41,903.00	41,903.00	19,452.50	5,830.00	16,620.50	60.3 %
2820	COMMUNICATION & COMM/STAFF RELATION	22,645.00	22,645.00	6,861.40	10,125.18	5,658.42	75.0 %
2830	RECRUITING/PERSONNEL SERV	192,829.00	193,129.00	127,497.99	56,785.00	8,846.01	95.4 %
2840	TECHNOLOGY	269,012.00	269,012.00	218,940.55	67,904.07	17,832.62-	106.6 %
2910	SOCIAL SECURITY	598,209.00	598,209.00	342,938.19	.00	255,270.81	57.3 %
2920	MEDICARE	480,924.00	480,924.00	268,719.13	.00	212,204.87	55.9 %
2930	LIFE INSURANCE	95,860.00	95,860.00	56,411.49	39,448.51	.00	100.0 %
2940	DISABILITY INSURANCE	77,599.00	77,599.00	48,057.80	29,541.20	.00	100.0 %
2950	MEDICAL INSURANCE	6,966,641.00	6,966,641.00	4,644,440.00	2,322,201.00	.00	100.0 %
2960	UNEMPLOYMENT INSURANCE	101,827.00	101,827.00	13,951.50	87,875.00	.50	100.0 %
2970	OTHER BENEFITS	967,310.00	967,310.00	809,769.00	133,775.00	23,766.00	97.5 %
2980	PENSION-NON CERTIFIED EMPLOYEES	703,419.00	703,419.00	703,419.00	.00	.00	100.0 %
3210	INTERSCHOLASTIC SPORTS	666,876.00	666,876.00	345,944.62	146,491.25	174,440.13	73.8 %
3211	INTRAMURAL SPORTS	20,524.00	20,524.00	8,525.00	.00	11,999.00	41.5 %
3212	OTHER STUDENT ACTIVITIES	206,641.00	206,641.00	84,869.73	3,647.14	118,124.13	42.8 %
6110	TUITION-CONN PUB SCHL DIS	630,778.00	630,778.00	401,063.21	225,926.20	3,788.59	99.4 %
6130	TUITION-NON PUBLIC SCHL	1,238,193.00	1,238,193.00	966,220.26	745,815.49	473,842.75-	138.3 %
7001	CAPITAL-FACILITIES	116,250.00	166,750.00	95,261.28	55,713.42	15,775.30	90.5 %
7002	CAPITAL-TECHNOLOGY	195,710.00	411,310.00	116,859.88	254,692.90	39,757.22	90.3 %
7003	CAPITAL-OTHER	1,150.00	1,150.00	.00	.00	1,150.00	.0 %
** FINAL TOTAL **		60,961,778.00		35,251,149.79		3,624,273.31	
			60,961,778.00		22,086,354.90		94.1 %
** FINAL TOTAL **		59,634,148.00		35,279,502.28		5,210,986.62	
2013-2014			59,634,148.00		19,143,659.10		91.3 %

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,613,891.00	27,374,035.00	14,854,858.61	11,934,918.86	584,257.53	97.9 %
112	SALARY-NON-CERTIFIED	8,312,498.00	8,487,634.00	4,975,513.77	1,796,039.24	1,716,080.99	79.8 %
200	EMPLOYEE BENEFITS	9,935,569.00	9,935,569.00	6,864,786.07	214,567.31	2,856,215.62	71.3 %
321	INSTRUCTIONAL PROGRAMS	41,451.00	41,451.00	12,936.40	11,250.00	17,264.60	58.3 %
322	PROGRAM IMPROVEMENT	122,301.00	122,301.00	20,808.47	.00	101,492.53	17.0 %
323	PUPIL SERV. (COUNSEL, GUID)	640,583.00	640,583.00	292,317.58	272,884.97	75,380.45	88.2 %
324	STAFF SERVICES (TRAINING)	131,725.00	131,725.00	10,187.15	13,039.62	108,498.23	17.6 %
331	AUDIT SERVICES	25,000.00	25,000.00	25,000.00	.00	.00	100.0 %
332	LEGAL SERVICES	181,004.00	242,099.00	193,654.51	.00	48,444.49	80.0 %
333	MEDICAL SERVICES	27,695.00	27,695.00	18,000.00	8,500.00	1,195.00	95.7 %
336	INSURANCE SERVICES	2,484.00	2,484.00	1,207.50	792.50	484.00	80.5 %
339	PURCH. SERVICES-OTHER	1,825,803.00	1,774,235.00	925,894.91	735,142.81	113,197.28	93.6 %
411	WATER	76,944.00	76,944.00	34,274.59	42,669.41	.00	100.0 %
412	SEWAGE	30,346.00	22,909.00	22,656.00	.00	253.00	98.9 %
413	FIRE DISTRICT	1,295.00	1,449.00	1,448.19	.00	.81	99.9 %
421	GARBAGE AND REFUSE	79,482.00	79,482.00	47,339.20	32,142.80	.00	100.0 %
431	INSTRUCT EQUIPMENT REPAIR	14,400.00	13,300.00	3,136.14	884.58	9,279.28	30.2 %
432	NON-INSTRUCT EQUIPMENT REPAIR	76,769.00	76,285.00	46,659.48	15,458.82	14,166.70	81.4 %
433	BUILD & GROUNDS-REPAIR	335,793.00	335,343.00	256,958.23	63,262.29	15,122.48	95.5 %
442	NON-INSTRUCT EQUIPMENT-RENT	261,283.00	261,283.00	122,170.45	61,127.72	77,984.83	70.2 %
511	PUPIL TRANSPORTATION-CONTRACT	4,455,264.00	4,455,264.00	2,777,928.64	1,766,881.67	89,546.31-	102.0 %
513	PUPIL TRANSPORTATION-OTHER	1,500.00	1,500.00	.00	.00	1,500.00	.0 %
515	FIELD TRIPS	112,425.00	112,425.00	78,437.83	22,992.48	10,994.69	90.2 %
521	PROPERTY/LIABILITY INS	343,727.00	343,727.00	343,727.00	.00	.00	100.0 %
523	MEDICAL INSURANCE-SPORTS PROGRAM	21,000.00	21,000.00	14,200.00	.00	6,800.00	67.6 %
530	COMMUNICATIONS	660.00	660.00	419.86	240.14	.00	100.0 %
531	TELEPHONES	81,370.00	81,370.00	52,078.05	29,294.45	2.50-	100.0 %
532	POSTAGE	35,998.00	35,998.00	17,157.97	18,570.12	269.91	99.3 %
540	ADVERTISING EXPENSE	1,525.00	1,525.00	1,024.25	581.75	81.00-	105.3 %
550	PRINTING EXPENSE	61,668.00	58,792.00	21,590.84	7,321.53	29,879.63	49.2 %
560	TUITION EXPENSE	5,000.00	5,000.00	.00	.00	5,000.00	.0 %
561	TUITION-CONN LEA	596,276.00	648,276.00	528,856.80	144,688.27	25,269.07-	103.9 %
563	TUITION-PRIVATE FACILITY	1,894,174.00	1,894,174.00	908,223.39	955,701.07	30,249.54	98.4 %
580	TRAVEL EXPENSES	38,660.00	39,060.00	14,931.40	9,206.66	14,921.94	61.8 %
611	INSTRUCTIONAL SUPPLIES	453,314.00	438,232.00	274,814.05	44,824.28	118,593.67	72.9 %
612	NON-INSTRUCTIONAL SUPPLIES	202,626.00	200,880.00	134,381.46	11,257.00	55,241.54	72.5 %
613	MAINTENANCE SUPPLIES	202,525.00	209,962.00	192,779.20	20,020.40	2,837.60-	101.4 %
614	MAINTENANCE COMPONENTS	32,416.00	32,416.00	19,767.94	6,306.71	6,341.35	80.4 %
615	SUPPLIES/NON-FOOD	3,318.00	3,318.00	.00	.00	3,318.00	.0 %
619	GROUNDSKEEPING SUPPLIES	4,543.00	4,543.00	2,853.66	1,936.53	247.19-	105.4 %
622	ELECTRICITY	879,467.00	879,467.00	466,178.78	413,288.22	.00	100.0 %
623	BOTTLED GAS	1,715.00	1,715.00	1,440.53	274.47	.00	100.0 %
624	OIL	350,969.00	350,969.00	120,256.43	230,712.57	.00	100.0 %
625	NATURAL GAS	265,044.00	265,044.00	143,628.75	121,415.25	.00	100.0 %
626	GASOLINE	39,935.00	39,935.00	20,000.32	15,999.68	3,935.00	90.1 %
641	TEXTS-NEW/NON-CONSUMABLE	84,298.00	122,967.00	75,256.79	6,729.62	40,980.59	66.7 %
642	TEXTS-REP/ADD NON-CONSUMABLE	23,778.00	28,453.00	22,991.30	2,174.11	3,287.59	88.4 %
644	TEXTS-REP/ADD CONSUMABLE	66,486.00	66,486.00	41,222.06	.00	25,263.94	62.0 %
645	LIBRARY BOOKS	103,824.00	95,408.00	59,921.85	19,746.63	15,739.52	83.5 %
646	WORKBOOKS	64,415.00	68,131.00	55,546.76	3,613.01	8,971.23	86.8 %
647	PERIODICALS	22,350.00	20,044.00	14,751.84	1,643.50	3,648.66	81.8 %
720	BUILDINGS & IMPROVEMENTS	88,525.00	88,525.00	69,874.36	16,450.00	2,200.64	97.5 %
731	INSTRUCTIONAL EQUIPMENT-NEW	32,906.00	40,340.00	45,697.52	7,465.64	12,823.16-	131.8 %

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	4,295.00	21,930.00	2,435.14	7,437.73	12,057.13	45.0 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	306,877.00	527,376.00	189,239.85	288,040.58	50,095.57	90.5 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	16,534.00	34,359.00	16,103.76	721.73	17,533.51	49.0 %
810	DUES & FEES	80,340.00	80,794.00	65,499.00	1,005.00	14,290.00	82.3 %
900	FEE REVENUE	211,886.00-	211,886.00-	140,103.25-	.00	71,782.75-	.0 %
910	TUITION REVENUE	101,910.00-	101,910.00-	47,300.69-	.00	54,609.31-	.0 %
920	GRANT REVENUE STATE	873,753.00-	873,753.00-	.00	.00	873,753.00-	.0 %
960	MEDICAID REIMBURSEMENT	35,575.00-	35,575.00-	130,799.12-	.00	95,224.12	.0 %
965	VENDOR REBATE REVENUE	28,720.00-	28,720.00-	399.37-	.00	28,320.63-	.0 %
998	TRANSFER IN	33,647.00-	33,647.00-	21,701.00-	.00	11,946.00-	.0 %
	** FINAL TOTAL **	60,961,778.00		35,251,149.79		3,624,273.31	
			60,961,778.00		22,086,354.90		94.1 %
	** FINAL TOTAL **	59,634,148.00		35,279,502.28		5,210,986.62	
	2013-2014		59,634,148.00		19,143,659.10		91.3 %

NEW MILFORD PUBLIC SCHOOLS  
 BUDGET TRANSFER REQUESTS – RECOMMENDED  
 BOE MEETING DATE: 3/3/2015  
2014-2015

Transfer #	Description	From: Account#	Amount	To: Account #	Amount
HPS001	Purchase replacement Hover cams	01-611-1128 Balance	\$1,635.00 \$1,907.47*	01-732-1128	\$1,635.00
JPS001	Purchase supplies to Support music program	03-431-1109 Balance	\$75.00 \$75.00*	03-611-1109	\$75.00
CO001	Increased rates for LHTC Internet/Charter Com.	12-339-1215 Balance	\$320.00 \$1,378.42*	12-530-1215	\$320.00
NMHS001	Chairs for NEASC Visiting committee	05-339-2490 Balance	\$1,260.00 \$20,880.18*	05-733-2490	\$1,260.00
HPS002	Purchase ipads	01-612-2223 Balance	\$1,192.00 \$1,572.04*	01-733-2223	\$1,192.00
CO002	Unanticipated toner use Throughout district	15-339-2840 Balance	\$5,000.00 \$7,837.56*	15-612-2840	\$5,000.00
CO003	Reimburse travel for techs	10-324-1119 Balance	\$800.00 \$951.74*	10-580-1119	\$800.00
FAC001	Funds for Bottled Gas	14-433-2620 Balance	\$500.00 \$132,471.90*	14-623-2620	\$500.00
NES001	Music Purchase Price Increase	02-431-1109 Balance	\$22.00 \$325.00*	02-611-1109	\$22.00

\*Balances as of Transfer Date

Transfers approved by board on February 10, 2015

CO004	SMS cafe soundproofing	01-111-1212	\$14,000.00	17-720-7001	\$14,000.00
CO005	Purchase smart boards	01-111-2150	\$11,800.00	17-733-7002	\$11,800.00
CO006	Purchase smart boards	01-111-2410	\$110,000.00	17-733-7002	\$110,000.00
CO007	Pods for moving	01-111-1211	\$9,200.00	14-442-2620	\$4,700.00
	Boxes for moving			14-612-2620	\$4,500.00
CO008	SMS lockers	02-111-1102	\$130,300.00	17-720-7001	\$29,000.00
	SMS Room Renovation			17-720-7001	\$7,500.00
	Computer Replacements			17-733-7002	\$93,800.00

Object	Description	Object	Description
<u>111</u>	<u>Salary - Certified</u>		
<u>324</u>	<u>Staff Services (Training)</u>	<u>611</u>	<u>Instructional Supplies</u>
<u>339</u>	<u>Purchased Services</u>	<u>612</u>	<u>Non-Instructional Supplies</u>
<u>431</u>	<u>Instructional Equipment Repair</u>	<u>720</u>	<u>Buildings and Improvements</u>

442      Non Instruct. Equipment Rent

530      Communications

563      Tuition – Private Facility

580      Travel Expenses

732      Instructional Equipment Replace

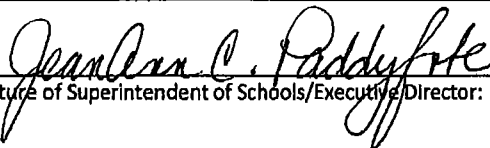
733      Non-Instructional Equip. New

***Proposal Cover Page***

**Connecticut State Department of Education  
District Technology Upgrades to Support Transition to the New Standards  
2014 - 15**

<b>Applicant:</b> This proposal is submitted on behalf of the following:
<b>New Milford Public Schools</b>

<b>Contact Information:</b> Name, title, address, telephone, e-mail
<b>Roberta Pratt Director of Technology 50 East Street New Milford CT prattr@newmilfordps.org 860.354.3235</b>

<b>Certification:</b> I hereby certify that the information contained in this proposal is true and accurate to the best of my knowledge and belief and that we will expend our share of project costs as documented herein.
 Signature of Superintendent of Schools/Executive Director:
Name and Title (Typed): <b>Dr. JeanAnn C. Paddyfote, Superintendent</b>
Date of Board Acceptance: <b><i>*The Board will approve this grant at their next scheduled meeting on March 10, 2015.</i></b>

## PROPOSAL NARRATIVE

### PROGRAM NEED:

New Milford Public School District is seeking to purchase new network devices to remove bottlenecks and support the implementation a more student centered learning environment, faster and more efficient progress monitoring, and to improve the administration of the Smarter Balanced Assessment System.

New Milford School District is promoting 21<sup>st</sup> century skills such as collaboration, problem solving, and critical thinking to get our students to be prepared for work and/or college. The technology department has identified areas that need to be updated in the network infrastructure. The district consistently prioritizes operational funds to allocate the resources to high impact purchases. Any awarded grant funds will be targeted to equipment prioritized to have the greatest impact to the number students. The administrative team, technology department, and members of the Board of Education have a clear understanding and vision of what the technology needs are and where any supplemental funds can be targeted. We need to have equity amongst our schools for our students and teachers in their network access to technology; **however, the district has not been able to keep pace with the infrastructure needs to support high speed data, multimedia, online assessment and performance tools.**

New Milford's CEN connection has been upgraded to a 10-gig capacity, but in order to take advantage of the greater capacity the edge router needs to be upgraded to a 10-gig hand off at the point of entry. There are Fiber connections to all sites from Sara Noble Intermediate School. The connection from CEN to New Milford's WAN is slowed to one gig once it leaves the CEN router and is sent to the network hub at Sarah Noble Intermediate School.

In 2011, New Milford Public Schools moved the Inter-district Network from a basement location at Lillis Administrative Building, 50 East St in New Milford to a climate controlled server room with a Generator at Sarah Noble Intermediate School, 25 Sunny Valley Rd, New Milford. The Internet connection from Connecticut Educational Network (CEN) was left at the Lillis Administrative location. This has caused a bottleneck issue with outgoing traffic. All district traffic is routed to Sarah Noble Intermediate School. It is then routed out a 1gig single fiber strand to the Lillis Administrative Building CEN connection to the Internet. Use of technology for research and testing is directly affected by this configuration.

Moving the connection for our Internet service to Sarah Noble Intermediate School will resolve two current issues. First is the traffic bottle neck from the rest of the network to the 10-gig CEN connection. Relocating the demark will also allow for an improved environment for the switches as well as provide generator backup.

The firewall that supports the New Milford Public Schools network is approaching 4 years old. At this point, the firewall is nearing its end of life functionality. With the increased on our technology, it is important to have equipment that will meet the needs for today as well as provide growth capacity for the future and improved reliability. Upgrading the district firewall will allow us to meet our increasing needs, without interruptions. Our district network has been built on a premise of redundancy. The Dell SonicWall model NSA 6600 has a high availability security appliance that will improve the percentage of uptime with minimal chance of network interruptions during lessons and testing periods.

Currently 68% or 857 Desktop computers were purchased in 2007. Overall 91% of district desktop computers are 6 years or older. The age of the current technology in use at the



district hampers teacher's efforts to effectively instruct students. Additionally, the age of the computers directly impacts student ability to participate in meaningful and challenging instruction. The district has developed a technology refresh plan. Networking equipment, servers, Smart Boards and computers are currently on a 30% refresh cycle. This grant would allow us to bring the total for this year to 50%.

**PROGRAM PLAN:**

New Milford Public Schools is seeking to purchase or relocate new technology equipment as follows:

- Move CEN connection to SNIS, 25 Sunny Valley Rd, New Milford
- Replace Aging SonicWall with new model 6600
- Purchase and deploy 500 Desktop computers distributed evenly throughout 5 buildings

As soon as the funds are awarded, the Technology Director for New Milford Public Schools will contact the following:

- CEN to begin the project of moving the network connection to SNIS
- Contact the Vendor on the Connecticut State Contract list to initiate the purchase of the Dell SonicWall
- Contact the vendor on the Connecticut State Contract list to initiate the purchase of 500 Desktop computers.

The network move would need to be completed by Charter Fiber and CEN over the summer to minimize the impact to technology access in the district. The Dell SonicWall will be staged at our Technology Office location. All configurations would be done before installation. Installation would occur after ours to insure there is no impact to technology users in the school district.

The desktops would be ordered and delivered to the Technology Offices. An unused portion of the offices would be set up as a staging area. The computers would be imaged over the summer with customized images currently used at the schools on the same model number. During the summer, the computers will be deployed by building technicians.

### **TEACHING AND LEARNING:**

The improvements made to the network infrastructure will allow New Milford Public School teachers to increase resources needed in the classroom. Methods for this approach will include:

- Rolling out student access to individualized instruction. Included increased access to tools like Newsela, Lexia, IXL Math, online accounts that are connected to our textbooks and other internet based resources that we currently have student licenses for, but are underutilized based on student's access to technology.
- An ability to measure student progress using NWEA/MAP student assessment,
- Have the tools necessary to prioritize curriculum initiatives,
- Use flipped classroom techniques to maximize student learning,
- Access to web based resources, on-line textbooks and instructional materials to enhance classroom instruction,
- Allow for a more successful BYOD initiative to increase student access  
(In 2012, NMPS implemented a BYOD policy),
- Maximized participation and access needed for SBAC.
- Elimination of Windows XP Operating System.

**PROJECT TIMELINE**

<b>Projected Start Date</b>	<b>Project Description</b>
Upon grant award	Begin work with CEN to schedule connection move to SNIS
Upon grant award	Contact the Vendor on the Connecticut State Contract list to initiate the purchase of the Dell SonicWall
Upon grant award	Contact the vendor on the Connecticut State Contract list to initiate the purchase of 500 Desktop computers.
Summer 2015	Completed by Charter Fiber and CEN
Upon item delivery	The Dell SonicWall will be staged at our Technology Office location and all configurations would be done before installation. Installation would occur after ours to insure there is no impact to technology users in the school district.
Upon item delivery	The desktops would be ordered and delivered to the Technology Offices. An unused portion of the offices would be set up as a staging area
Summer 2015	Computers would be imaged over the summer with the customized images. During the summer, the computers will be deployed by building technicians

## **BUDGET NARRATIVE**

### **BUDGET:**

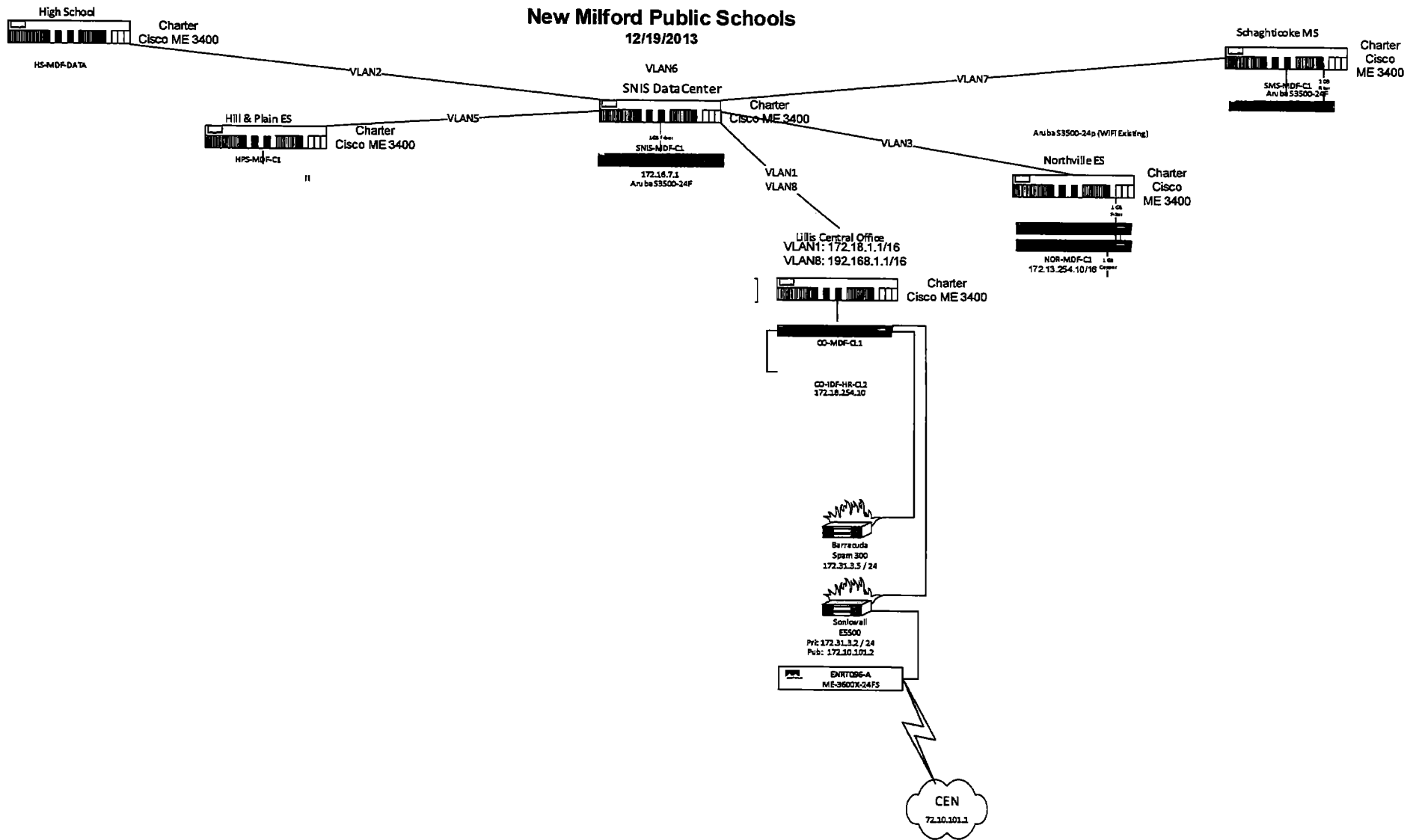
- The Network move will be completed by the current Internet provider. This project will require extra strands of fiber to be installed at SNIS. The CEN router will need to be installed at SNIS. This will be completed by a partner of the Fiber Company.
- The Dell Sonic wall will be purchased through Dell on the State Contract list. This will allow the district to take advantage of State Bid List and competitive pricing. (Estimate based on current bid pricing)
- The Desktops will be purchased with State of Connecticut Contract pricing. This will allow the district to take advantage of State Bid List and competitive pricing. (Estimate based on current bid pricing)
- 1 Network Move @ \$54,900= \$54,900
- 1 Dell SonicWall Model 6600 @ \$44,591
- 1 Dell SonicWall 6600 High Availability @ 13,636
- 1 Dell Licensing Sonic Wall (2) years @ \$15,761
- 690 Desktop Computers @ 929.51 = \$641,362
- The project total would cost \$770,250

### **SUSTAINABILITY:**

The New Milford Public School system has implemented a 3-5 year refresh program for all technology equipment. These refreshes would be part of the Technology Capital Budget. The plan is to (beginning in the 2015-16 budget year) replace 33.3% of computers every year. Networking hardware is on a 5-year replacement schedule as are servers. Additional financial support is available through local budgetary funds. The local budget has several lines dedicated to repairing parts if needed.



# New Milford Public Schools 12/19/2013



**ED 114 Budget Form**

<b>GRANTEE NAME:</b> <u>NEW MILFORD PUBLIC SCHOOLS</u>		<b>TOWN CODE:</b> <u>096</u>	
<b>GRANT TITLE:</b> <u>District Technology Upgrades to Support Transition to the New Standards</u>			
<b>ACCOUNTING CLASSIFICATION:</b> _____		<b>BUDGET REFERENCE:</b> _____	
<b>FUND:</b> _____		<b>SPID:</b> _____	
<b>PROGRAM:</b> _____		<b>CHARTFIELD2:</b> _____	
<b>CHARTFIELD1:</b> _____			

<b>GRANT PERIOD:</b> April 2015 – June 30, 2016		<b>AUTHORIZED AMOUNT:</b>		
CODE	DESCRIPTION	CSDE State Funds	Local Funds - Match	Total Budget
340	Other Professional Services	\$23,251	\$32,385	\$55,636
530	Communication	\$5,390	\$7,510	\$12,900
650	Supplies—Technology Related	\$6,586	\$9,175	\$15,761
734	Technology-Related Hardware	\$286,660	\$399,293	\$685,953
	<b>TOTAL</b>	<b>\$321,887</b>	<b>\$448,363</b>	<b>\$770,250</b>

ORIGINAL REQUEST DATE	STATE DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION	DATE OF APPROVAL
REVISED REQUEST DATE		

**APPENDIX A**

**STATEMENT OF ASSURANCES**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
STANDARD STATEMENT OF ASSURANCES GRANT  
PROGRAMS**

**PROJECT TITLE:** District Technology Upgrades to Support Transition to the New Standards

**THE APPLICANT:** Dr. JeanAnn C. Paddyfote **HEREBY ASSURES THAT:**

The New Milford Public Schools

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General



Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

#### L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

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

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

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

(g)(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

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

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature:



Name: (typed)

Dr. JeanAnn C. Paddyfote

Title: (typed)

Superintendent

Date:

February 12, 2015

**APPENDIX C**

**Scoring Rubric**

District Technology Upgrades to Support Transition to the New Standards Rubric											
	<u>0</u>	1	2	<u>3</u>	4	5	<u>6</u>	7	8	<u>9</u>	Point Value
<b>Completeness and Clarity of the Proposal</b>	The proposal is incomplete.		The proposal is complete; however, lacks clarity.		The proposal is complete and shows sufficient clarity.		The proposal is complete and shows excellent clarity.				__/9
<b>Proposal Narrative</b>	Proposal narrative is lacking in needs, plans, teaching and learning component, timeline and/or program evaluation. Components are missing or very poorly addressed.		Proposal narrative is outlined but not clear and not achievable. Some of the needs, plans, teaching and learning component, timeline and program evaluation are addressed.		Proposal narrative is outlined but either not clear or not achievable. All of the needs, plans, teaching and learning component, timeline and program evaluation are sufficiently addressed.		Clear proposal narrative with an achievable set of goals. All of the needs, plans, teaching and learning component, timeline and program evaluation are exceptionally addressed.				__/9
<b>Comments on Proposal Narrative</b>											
<b>Proposal Budget</b>	Budget lacks alignment, details and justification.		Budget is presented but lacks two of the following: details, alignment or justification.		Budget is presented but lacks one of the following: details, alignment or justification.		Budget is presented and contains details, alignment and justification.				__/9
<b>Sustainability</b>	No sustainability plan.		Adequate sustainability plan.		Detailed sustainability plan.						__/6
<b>Comments on Budget and Sustainability</b>											
<b>Total Points</b>											__/33

**New Milford Public Schools  
Five Year Technology Capital Plan  
2015-2020**

<b>SCHOOL</b>	<b>CAPITAL ITEM</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
HPS	Computers	\$37,500				
NES	Computers	\$37,500				
SNIS	Computers	\$37,500				
SMS	Computers	\$37,500				
HS	Computers	\$37,500				
District	Network/Server Infastructure	\$47,050				
	<b>TOTALS</b>	<b>\$234,550</b>				
<b>SCHOOL</b>	<b>CAPITAL ITEM</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
HPS	Computers		\$75,500			
	Smart Board Refresh		\$12,200			
NES	Computers		\$75,600			
	Smart Boards Refresh		\$12,200			
SNIS	Computers		\$98,850			
	Smart Boards Refresh		\$24,000			
SMS	Computers		\$101,000			
	Smart Boards Refresh		\$25,000			
HS	Computers		\$115,200			
HS	Smart Boards New/Refresh		\$51,000			
District	Network/Server Infastructure		\$47,050			
	<b>TOTALS</b>		<b>\$637,600</b>			

**New Milford Public Schools  
Five Year Technology Capital Plan  
2015-2020**

<u>SCHOOL</u>	<u>CAPITAL ITEM</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
HPS	Computers Refresh			\$75,200		
HPS	Smart Boards Refresh			\$12,200		
NES	Computers Refresh			\$75,200		
NES	Smart Boards Refresh			\$12,200		
SNIS	Computers Refresh			\$75,450		
SNIS	Smart Boards Refresh			\$19,000		
SMS	Computers Refresh			\$75,200		
SMS	Smart Boards Refresh			\$25,000		
HS	Computers Refresh			\$75,200		
HS	Smart Boards Refresh			\$27,000		
District	Network/Server Infastructure Refresh			\$47,050		
	<b>TOTALS</b>			<b>\$518,700</b>		
<u>SCHOOL</u>	<u>CAPITAL ITEM</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
HPS	Computers Refresh				\$75,200	
HPS	Smart Boards Refresh				\$12,200	
NES	Computers Refresh				\$75,200	
NES	Smart Boards Refresh				\$12,200	
SNIS	Computers Refresh				\$75,450	
SNIS	Smart Boards Refresh				\$19,000	
SMS	Computers Refresh				\$75,200	
SMS	Smart Boards Refresh				\$25,000	
HS	Computers Refresh				\$75,200	
HS	Smart Boards Refresh				\$27,000	
District	Channel 194 Equipment Refresh				\$30,000	
District	Network/Server Infastructure Refresh				\$47,050	
	<b>TOTALS</b>				<b>\$548,700</b>	

**New Milford Public Schools  
Five Year Technology Capital Plan  
2015-2020**

<b>SCHOOL</b>	<b>CAPITAL ITEM</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
HPS	Computers Refresh					\$75,200
HPS	Smart Boards Refresh					\$12,200
NES	Computers Refresh					\$75,200
NES	Smart Boards Refresh					\$12,200
SNIS	Computers Refresh					\$75,450
SNIS	Smart Boards Refresh					\$19,000
SMS	Computers Refresh					\$75,200
SMS	Smart Boards Refresh					\$25,000
HS	Computers Refresh					\$75,200
HS	Smart Boards Refresh					\$27,000
District	Network/Server Infrastructure Refresh					\$47,050
	<b>TOTALS</b>					<b>\$518,700</b>

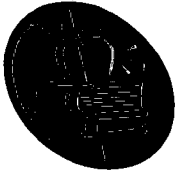
**NEW MILFORD PUBLIC SCHOOLS**

**Food and Nutrition Services Department**

**22 Hipp Road**

**New Milford, Connecticut 06776**

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



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

To: Jay Hubelbank

✓CC: Dr. JeanAnn C. Paddyfote *SB*

From: Sandra Sullivan

Date: February 23, 2010

RE: Health Inspections

The New Milford Health Department conducted its most recent health inspections for the Food and Nutrition Services Department. I am happy to report the following scores.

New Milford High School	95
Schaghticoke Middle School	93
Sarah Noble Intermediate School	100
Northville Elementary School	97
John Pettibone Elementary School	97
Hill and Plain Elementary School	100



**TOWN OF NEW MILFORD, CONNECTICUT**

**COMMUNICATION OF CERTAIN  
INTERNAL CONTROL RELATED MATTERS**

**JUNE 30, 2014**

To the Board of Finance  
Town of New Milford, Connecticut

In connection with our audit of the financial statements of the Town of New Milford, Connecticut (the "Town") as of June 30, 2014 and for the year then ended, auditing standards generally accepted in the United States of America ("US GAAS") established by the American Institute of Certified Public Accountants require that we advise management and the Board of Finance (hereinafter referred to as "those charged with governance") of certain internal control matters identified during our audit.

**Our Responsibilities**

Our responsibility, as prescribed by US GAAS, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes consideration of internal control over financial reporting (hereinafter referred to as "internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of identifying deficiencies in internal control or expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion on internal control effectiveness.

**Identified Deficiencies in Internal Control**

During our audit, we became aware of the following deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiencies:

**CURRENT YEAR RECOMENDATIONS**

**Disposal of Fully Depreciated Capital Assets - Board of Education**

During our audit, we noted that the current capital asset listing of the Board of Education includes a number of older fully depreciated assets that may no longer be held by the Board of Education.

We recommend that the Board of Education implement procedures that require periodic notification to the Board of Education Finance Department of capital asset disposals to ensure timely and accurate recording for financial reporting purposes. Documentation of disposals should include the method of disposal, approval obtained and the sale amount, if applicable.

## **CURRENT YEAR RECOMENDATIONS (Continued)**

### **Internal Service Fund - Fund Balance Policy - Town**

The Town currently uses an internal service fund to account for activities relating to employee medical and dental insurance. An internal service fund, by definition, should operate on a cost-recovery basis. While a surplus or deficit in an internal service fund in any given year or over a reasonable period poses no specific problem, a significant and or growing surplus or deficit over time should be addressed by an approved policy. The policy should address the following:

- the action required to the extent the internal service fund is operating at a deficit,
- the disposition of unexpended surpluses (i.e. whether unexpended surpluses should be refunded to the participating departments or carried forward to offset costs in the ensuing fiscal year), and
- a fund balance policy that addresses a minimum and maximum level of reserve to be maintained in the fund

We recommend that the Town develop a policy governing the operations of its internal service fund to address potential issues that often develop overtime when using an internal service fund.

## **PREVIOUS YEAR RECOMENDATIONS – UNRESOLVED**

### **Formal Closing Procedures - Water Pollution Control Authority**

In connection with our fiscal year 2012-2013 audit, we reported a material weakness in the Water Pollution Control Authority's (the "WPCA") internal control over financial reporting. Specifically, we noted that the WPCA did not have formal annual closing procedures in place to ensure that accounts were reconciled and properly balanced at year-end in accordance with accounting principles generally accepted in the United States of America ("US GAAP").

We recommended that formal closing procedures be developed by the WPCA.

During the current year audit, we noted that the WPCA continues to account for all transactions on a budgetary basis of accounting. US GAAP requires the WPCA to report on the full accrual basis of accounting. This resulted in a situation where a significant number of closing adjustments were proposed to convert the WPCA's financial statements from a budgetary basis to a full accrual basis. The adjustments related primarily to vacation and payroll accruals and year-end cut-off of accounts payable and assessment receivables. We continue to recommend that the WPCA identifies and records all required year-end adjustments to ensure that amounts are properly accounted for in accordance with US GAAP.

### **Formal Closing Procedures - Town**

In connection with our fiscal year 2011-2012 audit, we reported a material weakness in the Town's internal control over financial reporting. Specifically, we noted that the Town did not have formal annual closing procedures in place to ensure that accounts were reconciled and properly balanced at year-end in accordance with accounting principles generally accepted in the United States of America ("US GAAP").

We recommended that formal closing procedures be developed by the Town.

In connection with the fiscal year 2012-2013 audit, we noted that the Town developed and implemented various procedures at year-end to reconcile and balance accounting records. However, during the current year audit, we noted that a number of closing adjustments were proposed in order to balance interfund transfers. We continue to recommend that the Town improves its closing procedures to ensure that all accounts are reconciled and balanced in a timely manner.

## **PREVIOUS YEAR RECOMENDATIONS – UNRESOLVED (Continued)**

### **Formal Close and Multiple General Ledgers – Board of Education**

In connection with our fiscal year 2011-2012 audit, we reported a material weakness in the Board of Education's internal control over financial reporting. Specifically, we noted that the Board of Education utilized two general ledger systems (AS400 and Quickbooks). In addition, we noted that activity maintained in Quickbooks was being maintained on a cash basis.

We recommended that formal closing procedures be developed by Board of Education. In addition, we recommended that the Board of Education consider the use of one general ledger in order to reduce costs and to reduce the risk of misstatement relating to interfund activity.

In connection with our fiscal year 2012-2013 audit, we noted that the Town and Board of Education purchased a new, more advanced general ledger software and are currently in the process of finalizing a new chart of accounts for use in this system. Included in the new chart of accounts is the inclusion of the various Board of Education funds, which had previously been tracked using Quickbooks. This software is expected to be operational as of July 1, 2015. In addition, we noted the Board of Education improved on the use of the modified accrual basis of accounting. However, during the current year audit, we noted that certain Board of Education funds continue to require proposed audit adjustments to convert the funds from a cash basis to a modified accrual basis of accounting.

We continue to recommend that the Board of Education identifies and records all required year-end adjustments to ensure that amounts are properly accounted for in accordance with US GAAP.

### **Adoption of a Fund Balance Policy - Town**

During fiscal year 2010-2011, the Town implemented the provisions of Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB 54 established a hierarchy of fund balance based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds and clarified the definitions of the general fund, special revenue funds, capital projects funds, debt service funds and permanent funds.

We recommended that the Town adopt a fund balance policy that addresses the requirements within GASB 54. The fund balance policy should address the following:

- How the Town will commit and/or assign fund balance;
- The order in which the Town will use fund balance when both restricted and unrestricted funds are available for expenditure, and, within unrestricted funds, when committed, assigned and/or unassigned funds are available for expenditure;
- The level of unassigned fund balance that should be maintained in the Town's General Fund; and
- The approval process for establishing special revenue funds.

The Town has not adopted a fund balance policy that addresses the requirements of GASB 54 and, therefore, we continue to recommend the adoption of a fund balance policy.

## **PREVIOUS YEAR RECOMENDATIONS - RESOLVED**

### **Grant Monitoring - Town**

In connection with our fiscal year 2012-2013 audit, we noted that the Town's Finance Department was not always aware of the status of grant awards and grant reimbursement requests submitted to awarding agencies, which could result in situations where grant revenue is not being recognized when related costs are incurred. The Town receives numerous grants from the Federal Government and State of Connecticut. These grants are often administered by various Town departments, other than the Town's Finance Department.

We recommended increased communication between the Finance Department and the various departments administering the grants. In addition, we recommended policies and procedures be adopted to include, at minimal, an annual reconciliation between the Town Finance Department and the various departments administering grants, to ensure proper recording of all grant revenue and expenses.

During the current year audit, we noted that additional procedures were implemented to facilitate the increased communication between the Department of Finance and the various Town departments administering grants. As such, this recommendation appears to have been resolved.

### **Improving the Effectiveness of Fund Accounting - Town**

In connection with our fiscal year 2012-2013 audit, we noted that the Town had established a large number of nonmajor Special Revenue and Capital Projects Funds. In many instances, the funds had no activity and immaterial balances continued to be reported year after year. The use of unnecessary funds for financial reporting purposes can result in inflexibility, undue complexity, and inefficient financial administration.

We recommended that the Town consider reducing the number of nonmajor funds presented in the annual financial statements. We further recommended that the Town establish a clear criterion for determining whether a given fund should be classified and reported as an individual fund in the Town's financial statements. For example, the Town could combine grants for similar purposes into a single fund, or in many cases, could report such activity in the General Fund.

During the current year audit, we identified a significant number of funds that were closed during the fiscal year. In addition, the need for numerous other special revenue funds are currently being evaluated by the Finance Department. As such, this recommendation appears to have been resolved.

### **Conversion to Computerized Capital Asset System - Water Pollution Control Authority**

In connection with our fiscal year 2012-2013 audit, we noted that manual records are kept for all capital assets held by the WPCA.

We recommended that the WPCA convert to a computerized system designed to accumulate capital asset cost information and calculate depreciation expense. This would eliminate a significant amount of manual record-keeping duties and provide more accurate information with regard to accounting for capital assets.

During the current year audit, Management of the WPCA converted the manual capital asset records to a computerized system. As such, this recommendation appears to have been resolved.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of these matters, or to assist you in implementing the recommendations.

We appreciate the courtesies extended to us by the management and staff of the Town.

This communication is intended solely for the information and use of the Board of Finance and management of Town, the Office of Policy and Management, and federal and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

*Mahoney Sabol + Company, LLP*

Glastonbury, Connecticut  
January 29, 2015