

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

OPERATIONS SUB-COMMITTEE
SPECIAL MEETING NOTICE

DATE:	February 7, 2017
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School – Library Media Center

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order

2. Public Comment

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

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. Discussion and Possible Action

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 - 1. Budget Position dated 1/31/17
 - 2. Purchase Resolution D-695
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO — Exhibit B
- D. Paraeducator Substitute Rate
- E. Certified Substitute Coverage
- F. Mayor's Request: JPS and East Street

4. Items of Information

- A. Substitute Listing
- B. Important Dates New Milford Public Schools 2017-2018
- C. Town of New Milford Audit Report dated June 30, 2016

RECEIVED
TOWN CLERK *JAK*

2017 FEB -3 P 1:06

NEW MILFORD, CT

5. Public Comment

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6. Adjourn

**Sub-Committee Members: Wendy Faulenbach, Chairperson
Angela C. Chastain
Robert Coppola
Brian McCauley**

**Alternates: Bill Dahl
J.T. Schemm**

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
February 14, 2017

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Dr. Susan Guertin**, Elementary Teacher, Sarah Noble Intermediate School

Move that the Board of Education approve the resignation, due to retirement, of **Dr. Susan Guertin** as Elementary Teacher at Sarah Noble Intermediate School effective June 30, 2017.

Retirement

2. **Mr. Robert Keck**, Music Teacher, New Milford High School

Move that the Board of Education approve the resignation, due to retirement, of **Mr. Robert Keck** as Music Teacher at New Milford High School effective June 30, 2017.

Retirement

b. **NON-RENEWALS**

1. **None**

2. **CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **Mrs. Catherine Shea**, Part-time (.50) School Counselor, Schaghticoke Middle School

Move that the Board of Education appoint **Mrs. Catherine Shea** as Part-time (.50) School Counselor at Schaghticoke Middle School effective February 15, 2017.

2016-2017 Salary – \$29,396 (Step 6F - \$58,791 x .50 FTE), pro-rated to start date

Education History:

BS: University of Dayton
Major: Adolescent to Young Adult Education
MS: Long Island University
Major: School Counseling

Work Experience:

7 yrs. New Hampshire

Replacing: G. Scala

3. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **None**

4. **NON-CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **Ms. Nicole LaMonica**, Paraeducator, Schaghticoke Middle School

Move that the Board of Education appoint **Ms. Nicole LaMonica** as Paraeducator at Schaghticoke Middle School effective February 15, 2017.

\$13.40 per hour - Hire Rate

\$14.81 per hour – Job Rate

(after completion of probationary period)

Replacing: L. Bauso

- 5. ADULT EDUCATION STAFF**
 - a. RESIGNATIONS**
 - 1. None**

- 6. ADULT EDUCATION STAFF**
 - b. APPOINTMENTS**
 - 1. None**

- 7. BAND STAFF**
 - a. RESIGNATIONS**
 - 1. None**

- 8. BAND STAFF**
 - b. APPOINTMENTS**
 - 1. None**

- 9. COACHING STAFF**
 - a. RESIGNATIONS**
 - 1. None**

- 10. COACHING STAFF**
 - b. APPOINTMENTS**
 - 1. None**

- 11. LEAVES OF ABSENCE**
 - 1. None**



SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,752,211	0	28,752,211	13,253,319	15,102,033	396,859	98.62%
100'S	SALARIES - NON CERTIFIED	9,375,406	-30,000	9,345,406	4,462,718	3,340,008	1,542,680	83.49%
200'S	BENEFITS	9,649,146	0	9,649,146	6,171,686	2,813,571	663,888	93.12%
300'S	PROFESSIONAL SERVICES	3,403,301	204,270	3,607,571	1,666,706	1,390,658	550,206	84.75%
400'S	PROPERTY SERVICES	866,089	6,360	872,449	427,300	301,841	143,309	83.57%
500'S	OTHER SERVICES	8,019,525	-200,000	7,819,525	3,726,747	3,589,884	502,894	93.57%
600'S	SUPPLIES	2,718,748	15,570	2,734,318	1,409,366	974,531	368,594	87.18%
700'S	CAPITAL	606,847	3,600	610,447	337,861	101,589	170,997	71.99%
800'S	DUES AND FEES	86,036	200	86,236	62,556	6,917	16,764	80.56%
900'S	REVENUE	-1,790,649	0	-1,790,649	-608,848	0	-1,181,802	34.00%
GRAND TOTAL		61,686,660	0	61,686,660	30,909,411	27,621,113	3,174,308	94.88%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	518,527	0	518,527	186,350	4,978	327,199	36.90%
51201	SALARIES - NON CERT - PARA EDUCATORS	1,943,894	-46,409	1,897,485	821,346	882,910	193,230	89.82%
51202	SALARIES - NON CERT - SUBSTITUTUES	858,200	0	858,200	307,006	0	551,194	35.77%
51210	SALARIES - NON CERT - SECRETARY	2,004,229	0	2,004,229	1,088,075	747,773	168,381	91.60%
51225	SALARIES - NON CERT - TUTORS	329,081	0	329,081	96,424	0	232,657	29.30%
51240	SALARIES - NON CERT - CUSTODIAL	1,906,093	-15,000	1,891,093	974,486	916,607	0	100.00%
51250	SALARIES - NON CERT - MAINTENANCE	976,839	-15,000	961,839	498,203	408,403	55,233	94.26%
51285	SALARIES - NON CERT - TECHNOLOGY	442,941	0	442,941	264,308	178,633	0	100.00%
51336	SALARIES - NON CERT - NURSES	395,602	46,409	442,011	226,520	200,705	14,786	96.65%
TOTAL		9,375,406	-30,000	9,345,406	4,462,718	3,340,008	1,542,680	83.49%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	632,405	0	632,405	302,970	0	329,435	47.91%
52201	BENEFITS - MEDICARE	520,843	0	520,843	241,783	0	279,060	46.42%
52300	BENEFITS - PENSION	800,025	0	800,025	800,025	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	45,000	0	45,000	3,973	41,027	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	6,732,477	0	6,732,477	4,207,175	2,525,301	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	94,236	0	94,236	63,244	30,992	0	100.00%
52830	BENEFITS - LIFE INSURANCE	102,744	0	102,744	53,347	49,397	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	721,416	0	721,416	499,168	166,854	55,394	92.32%
TOTAL		9,649,146	0	9,649,146	6,171,686	2,813,571	663,888	93.12%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,752,211	0	28,752,211	13,253,319	15,102,033	396,859	98.62%
51200	NON-CERTIFIED SALARIES	9,375,406	-30,000	9,345,406	4,462,718	3,340,089	1,542,599	83.49%
52000	BENEFITS	9,649,146	0	9,649,146	6,171,686	2,813,571	663,888	93.12%
53010	LEGAL SERVICES	181,000	0	181,000	180,206	0	794	99.56%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	6,709	600	67,691	9.75%
53200	PROFESSIONAL SERVICES	1,843,656	4,270	1,847,926	661,866	848,620	337,440	81.74%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	20,000	0	8,000	71.43%
53210	TIME & ATTENDANCE SOFTWARE	12,874	0	12,874	11,284	0	1,590	87.65%
53220	IN SERVICE	114,260	0	114,260	73,612	6,821	33,827	70.39%
53230	PUPIL SERVICES	640,236	200,000	840,236	386,307	417,325	36,604	95.64%
53300	OTHER PROF/ TECH SERVICES	36,475	0	36,475	20,869	3,666	11,939	67.27%
53310	AUDIT/ACCOUNTING	36,050	0	36,050	36,050	0	0	100.00%
53500	TECHNICAL SERVICES	129,750	0	129,750	123,705	0	6,045	95.34%
53530	SECURITY SERVICES	195,000	0	195,000	80,236	113,626	1,138	99.42%
53540	SPORTS OFFICIALS SERVICES	111,000	0	111,000	65,861	0	45,139	59.33%
54101	CONTRACTUAL TRASH PICK UP	88,525	0	88,525	43,976	40,549	4,000	95.48%
54301	REPAIRS & MAINTENANCE	353,300	27,481	380,781	208,827	147,311	24,643	93.53%
54302	FIRE / SECURITY MAINTENANCE	1,450	0	1,450	1,102	0	348	75.98%
54303	GROUNDS MAINTENANCE	19,098	5,000	24,098	5,622	6,719	11,757	51.21%
54310	GENERAL REPAIRS	63,696	-25,471	38,225	18,108	5,391	14,727	61.47%
54320	TECHNOLOGY RELATED REPAIRS	45,645	-1,790	43,855	3,685	497	39,673	9.54%
54411	WATER	66,300	0	66,300	24,175	42,125	0	100.00%
54412	SEWER	22,289	0	22,289	22,289	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	205,786	1,140	206,926	99,515	59,249	48,161	76.73%
55100	PUPIL TRANSPORTATION - OTHER	129,550	0	129,550	50,841	72,359	6,350	95.10%
55101	PUPIL TRANS - FIELD TRIP	43,900	0	43,900	12,664	2,179	29,057	33.81%
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	220	0	15,530	1.40%
55110	STUDENT TRANSPORTATION	4,716,744	-17,000	4,699,744	2,285,310	2,302,018	112,416	97.61%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	291	0	1,209	19.37%
55200	GENERAL INSURANCE	337,135	0	337,135	334,527	0	2,608	99.23%
55300	COMMUNICATIONS	48,500	0	48,500	24,397	24,057	47	99.90%
55301	POSTAGE	37,331	0	37,331	10,524	24,953	1,855	95.03%
55302	TELEPHONE	51,948	0	51,948	30,737	20,660	551	98.94%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	3,950	0	3,950	2,123	1,056	772	80.47%
55505	PRINTING	53,738	0	53,738	27,516	12,504	13,718	74.47%
55600	TUITION	10,000	0	10,000	4,500	0	5,500	45.00%
55610	TUITION TO IN STATE DIST	788,802	-51,000	737,802	355,151	246,816	135,835	81.59%
55630	TUITION TO PRIVATE SOURCES	1,733,647	-132,000	1,601,647	573,379	876,787	151,481	90.54%
55800	TRAVEL	47,030	0	47,030	14,569	6,495	25,965	44.79%
56100	GENERAL INSTRUCTIONAL SUPPLIES	193,435	7,750	201,185	101,458	24,281	75,445	62.50%
56110	INSTRUCTIONAL SUPPLIES	490,012	-4,715	485,297	286,386	57,043	141,868	70.77%
56120	ADMIN SUPPLIES	35,436	-300	35,136	14,878	3,844	16,414	53.28%
56210	NATURAL GAS	201,000	0	201,000	70,391	130,609	0	100.00%
56220	ELECTRICITY	924,921	0	924,921	475,953	448,968	18,173	100.00%
56230	PROPANE	1,825	0	1,825	716	1,109	0	100.00%
56240	OIL	206,656	0	206,656	47,059	159,597	0	100.00%
56260	GASOLINE	32,250	0	32,250	5,360	19,140	7,750	75.97%
56290	FACILITIES SUPPLIES	208,830	28,350	237,180	143,564	79,430	14,186	94.02%
56291	MAINTENANCE COMPONENTS	29,335	-15,500	13,835	5,420	6,500	1,915	86.16%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	0	2,700	620	81.33%
56293	GROUNDSKEEPING SUPPLIES	5,900	3,500	9,400	4,076	3,589	1,735	81.54%
56410	TEXTBOOKS	184,625	-3,375	181,250	133,393	3,904	43,954	75.75%
56411	CONSUMABLE TEXTS	75,566	-460	75,106	54,770	9,408	10,927	85.45%
56420	LIBRARY BOOKS	81,109	644	81,753	37,907	19,078	24,768	69.70%
56430	PERIODICALS	26,276	-324	25,952	15,807	4,867	5,278	79.66%
56460	WORKBOOKS	14,502	0	14,502	10,113	0	4,389	69.73%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	2,116	463	1,171	68.77%
57300	BUILDINGS	96,451	-47,251	49,200	33,725	0	15,475	68.55%
57340	COMPUTERS/TECH HARDWARE	4,425	2,400	6,825	890	1,510	4,425	35.16%
57345	INSTRUCTIONAL EQUIPMENT	84,713	460	85,173	45,834	17,131	22,208	73.93%
57400	GENERAL EQUIPMENT	120,088	47,991	168,079	144,267	8,139	15,674	90.67%
57500	FURNITURE AND FIXTURES	301,170	0	301,170	113,146	74,809	113,215	62.41%
58100	DUES & FEES	86,036	200	86,236	62,556	6,917	16,764	80.56%
EXPENDITURE TOTAL		63,477,309	0	63,477,309	31,518,259	27,621,113	4,356,110	93.17%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,051,239	0	-1,051,239	0	0	-1,051,239	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	0	0	-49,575	0.00%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-1,537	0	-664	69.84%
44705	BUILDING USE FEES	-55,000	0	-55,000	-40,000	0	-15,000	72.73%
44800	REGULAR ED TUITION FROM INDIVI	-82,000	0	-82,000	-59,000	0	-23,000	71.95%
44822	SPECIAL ED TUITION FROM OTHER	-19,910	0	-19,910	-13,704	0	-6,206	68.83%
44860	ADMISSIONS/ATHLETIC GATE RECEI	-25,400	0	-25,400	-16,500	0	-8,900	64.96%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-41,050	0	4,826	113.32%
44862	SCHOOL MUSICAL TICKET SALES	-11,411	0	-11,411	0	0	-11,411	0.00%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-6,986	0	-20,633	25.29%
49599	CAPITAL RESERVE	-430,071	0	-430,071	-430,071	0	0	100.00%
REVENUE TOTAL		-1,790,649	0	-1,790,649	-608,848	0	-1,181,802	34.00%

GRAND TOTAL		61,686,660	0	61,686,660	30,909,411	27,621,113	3,174,308	94.88%
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PURCHASE RESOLUTION D - 695

AGENDA ITEM 3B-2
FEBRUARY 7, 2017 MEETING

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

Funding	Location	Vendor Name	Description	Amount
GENERAL	SPED	WELLSPRING FOUNDATION	2017 TUITION: 1/9/17 - 6/13/17	\$54,609.22
OPERATING CAPITAL	DISTRICT	SHI INTERNATIONAL	200 DELL CHROMEBOOKS	\$47,400.00
OPERATING CAPITAL	DISTRICT	ZONES INC	24 WORKSTATIONS AND MONITORS	\$27,409.44
GRANT	SPED	FRONTLINE TECHNOLOGIES	IEP ANNUAL SUBSCRIPTION	\$16,272.65
GENERAL	NMHS	SELECT PHYSICAL THERAPY	ATHLETIC TRAINING SERVICES	\$9,000.00
GENERAL	DISTRICT	FRONTLINE TECHNOLOGIES	RTIM DIRECT ANNUAL SUBSCRIPTION	\$8,586.60
GENERAL	DISTRICT	UNIVERSITY OF BRIDGEPORT	INTERN TUITION SNIS FALL SEMESTER	\$7,275.00
GENERAL	DISTRICT	TREAS STATE OF CT ADMIN DEPT	CEN INTERNET ACCESS	\$7,200.00
GRANT	NMHS	ED ADVANCE	HEALTHCARE SHADOWING FOR MED TECH	\$6,000.00
GENERAL	DISTRICT	DR. JEANANN PADDYFOTE	CHRO LITIGATION CONSULTATION	\$5,828.21



BUDGET TRANSFER REQUESTS

DETAIL			FROM (-)			TO (+)			
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT	
Requesting Approval Across MOC	NMHS-1	CART FOR CHROMEBOOKS	\$1,790.00	NMHS	OTHER SCHOOL ADMIN BLE24943	TECH RELATED REPAIRS 54320	NMHS	OTHER SCHOOL ADMIN BLE24943	GENERAL EQUIPME 57400
	FAC-1	INCREASED NEED OF CLEANING SUPPLIES USING OVERTIME SAVINGS (ALIGN TO 17/18 BUDGET)	\$15,000.00	DISTRICT	MAINTENANCE & REPAIR BFY26243	OVERTIME SALARIES 51250	HPS	CUSTODIAL & HOUSEKEEPING BFA26143	FACILITIES SUPPLIES 56290
							NES	CUSTODIAL & HOUSEKEEPING BFB26143	
							SMS	CUSTODIAL & HOUSEKEEPING BFD26143	
							NMHS	CUSTODIAL & HOUSEKEEPING BFE26143	
							SNIS	CUSTODIAL & HOUSEKEEPING BFF26143	
	FAC-2	ADDITIONAL CLEANING SUPPLIES	\$1,500.00	NES	CUSTODIAL & HOUSEKEEPING BFB26143	GENERAL REPAIRS 54310	NES	CUSTODIAL & HOUSEKEEPING BFB26143	FACILITIES SUPPLIES 56290
			\$1,500.00	SMS	CUSTODIAL & HOUSEKEEPING BFD26143		SMS	CUSTODIAL & HOUSEKEEPING BFD26143	
			\$4,800.00	NMHS	CUSTODIAL & HOUSEKEEPING BFE26143		NMHS	CUSTODIAL & HOUSEKEEPING BFE26143	
			\$590.61	SNIS	CUSTODIAL & HOUSEKEEPING BFZ26143		SNIS	CUSTODIAL & HOUSEKEEPING BFZ26143	

DETAIL			FROM (-)			TO (+)			
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT	
Informational Within Major Object Code	CO-1	SUBSCRIPTIONS	\$300.00	DISTRICT	CENTRAL ADMINISTRATION BAZ23243	ADMIN SUPPLIES 56120	DISTRICT	CENTRAL ADMINISTRATION BAZ23243	PERIODICALS 56430
	FAC-3	NMHS FIRE ALARM PANEL UPGRADE	\$500.00	HPS	MAINTENANCE & REPAIR BFA26243	GENERAL REPAIRS 54310	NMHS	MAINTENANCE & REPAIR BFE26243	GENERAL REPAIRS 54310
			\$3,500.00	NES	MAINTENANCE & REPAIR BFB26243				
	\$3,500.00	SMS	MAINTENANCE & REPAIR BFD26243						

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

February 2, 2017

Mr. Joshua Smith
Superintendent
50 East Street
New Milford, CT 06776

Dear Mr. Smith:

The New Milford PTO is pleased to present the following gifts to the Board of Education for approval. Please arrange for these gifts to be placed on the agenda at the next Board of Education meeting.

Northville Elementary School

\$1,720.00 All school performance of the Gizmo Guys. The group uses magic, slight-of-hand, humor and incredible physical dexterity to open the imagination of the children.

Hill and Plain Elementary School

\$1,400.00 Ashley Wolff, author and illustrator, will present to all grades including EXCEL to help promote and celebrate Literature Week.

\$1,800.00 Poet/author Douglas Florian will present to all the grades including EXCEL to help promote and celebrate Literature Week.

Sarah Noble Intermediate School

\$1,580.00 Tanglewood Marionettes to perform "Arabian Adventure" for 3rd graders in co-ordination with Literature Month.

\$1,070.00 Tim Latta to perform "Motion 360" to the 4th and 5th graders. This performance combines dance, theatre and circus to entertain and engage students in thinking creatively and independently.

Sarah Noble Intermediate School (Cont'd)

\$4,500.00 Three authors (Tony Abbott - 3rd Grade, Kenn Nesbitt - 4th Grade and Paul Catanese - 5th Grade) will present to each grade during the month of April for the celebration of Literature Month.

\$5,890.00 Fourth grade field trip to the Bronx Zoo. This will cover the cost for each student's admission ticket.

\$17,960.00 TOTAL

Sincerely,
Kathleen Lewis
TW PTO President



Office of Fiscal Services & Operations
50 East Street
New Milford, Connecticut 06776

MEMORANDUM

3D

TO: Joshua D. Smith, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: February 3, 2017
RE: Paraeducator Substitute Rate

Below please find the details of our Paraeducator Substitute pay rate and its impact on the 2017-2018 budget. The last time this was discussed was at the December 2, 2016 meeting when an analysis was provided referencing a proposed rate increase to \$12.00 per hour.

The below table projects out the current budget for 2017-2018 which was built off the new minimum wage rate of \$10.10 per hour versus the potential impact on the 2017-2018 budget when using the rates of both \$12.00 per hour as well as \$11.00 per hour.

DESCRIPTION	RATE	TOTAL HOURS	2017-2018 Projected Expenses	ANNUAL CHANGE	NOTE
2017-2018 Budgeted	\$10.10	13,291	\$134,239		2017-2018 BUDGET WAS BASED ON THE NEW MINIMUM WAGE RATE OF \$10.10 AS OF 1/1/17
PROPOSED on 2/7/17	\$11.00	13,291	\$146,200	\$11,961	
PROPOSED on 12/2/16	\$12.00	13,291	\$159,491	\$25,252	

Sincerely,
Anthony J. Giovannone
Director of Fiscal Services and Operations

Memorandum from the Office of the Director of Human Resources

TO: Joshua Smith
CC: Anthony Giovannone
FROM: Ellamae Baldelli (AB)
RE: Updated Fill Rates for Paraeducators and Teachers
DATE: February 3, 2016

At the October 25, 2016 Operations sub-committee meeting, we presented a memo addressing sub rates and options. The sub-committee agreed to have two educational staffing services present at the next Operations meeting in December.

We are currently in the process of reviewing the information presented to us, contacting districts that use these services and checking references for both services. At this time, we will be bringing a recommendation on the matter of hiring one of these services to the Operations sub-committee in March.

We promised to bring updated information on the fill rates for both paraeducator and teacher absences. Below is a compilation of the fill rates for all absences from September 2016 through January 2017:


2016-17	Teachers	Paraeducators
September	81%	68%
October	77%	69%
November	76%	44%
December	73%	40%
January	77%	50%

Results from unfilled coverage at the schools from the beginning of the year through January 27, 2017- pulled staff include substitute teachers, other staff and administrators:

2016-17	NMHS	SMS	SNIS	H&P	NES
# Unfilled Days of Coverage	102	133	80	65	60
# Days of Period Coverage	60	32	18	13	12
# Days of Pulled Staff	42	101	62	52	48
% Days of Period Coverage	59%	24%	22.5%	20%	20%
% Days of Pulled Staff	41%	76%	77.5%	80%	80%
Additional Cost*	\$3,600	\$1,920	\$1,080	\$780	\$720

* Additional cost refers to the differential between period coverage compensation versus the cost of a daily substitute.

Memorandum from the Office of the Director of Human Resources

TO: Joshua Smith
FROM: Ellamae Baldelli 
RE: List of Substitute Teachers
DATE: February 3, 2017

Attached is a list of substitute teachers as of February 1, 2017.

February 1, 2017
Teacher Substitutes

<u>Ahearn, Marilyn</u>	<u>Eden O'Donnell, Tina</u>	<u>Lorimer, Valerie</u>
<u>Allsworth, Janet</u>	<u>Farr, Linda</u>	<u>Lounsbury, Alan</u>
<u>Andrews, Nicole</u>	<u>Faust, Lauren</u>	<u>Lull, Megan</u>
<u>Aurio, DeAnna</u>	<u>Fodor, Jennifer</u>	<u>Maggiolo, Tania</u>
<u>Baluha, Christine</u>	<u>Folchi, Marybeth</u>	<u>Malhi, Harjit</u>
<u>Bedini, Amanda</u>	<u>Fox, M.Lisa</u>	<u>Malinowski, Kimber</u>
<u>Behringer, Erika</u>	<u>Gadiel, Peter</u>	<u>Mandeville, Nancy</u>
<u>Bergner, Jonathan</u>	<u>Gaiser, Joy</u>	<u>Marcy, Kevin</u>
<u>Bessel, Henry</u>	<u>Gammons, Sandra</u>	<u>Matos, Marco</u>
<u>Bixler, Richard</u>	<u>Gillespie, Frank</u>	<u>Matranga, James</u>
<u>Bohrman, Cheryl</u>	<u>Goldberg, Paul</u>	<u>McAleer, Lisa</u>
<u>Bond, Cathleen</u>	<u>Gundel, Kyle</u>	<u>McLaughlin, Terri</u>
<u>Cambareri, Danielle</u>	<u>Hamill, H. James</u>	<u>McMahon, Melinda</u>
<u>Carlone, Susan</u>	<u>Hattar, Anita</u>	<u>McNulty, Maura</u>
<u>Carlson, Stephanie</u>	<u>Hayes, Kresta</u>	<u>Mellen, Emily</u>
<u>Cherniske, Alice</u>	<u>Johnson, Patrick</u>	<u>Mertens, Maureen</u>
<u>Chowdhury, Cecilia</u>	<u>Jugler, Joshua</u>	<u>Miller, Nancy</u>
<u>Christian, Megan</u>	<u>Kaczka, Kristeen</u>	<u>Mirkhani, Chelsea</u>
<u>Cipolletti, Sarah</u>	<u>Kesinger-Balstad, Kimberley</u>	<u>Miserendino, Peter</u>
<u>Clark, Jason</u>	<u>Kivela, Ashley</u>	<u>Murphy, Laura</u>
<u>Conte, Maria</u>	<u>Knobloch, Brooke</u>	<u>O'Donnell, Karen</u>
<u>Culbertson, Valerie</u>	<u>Kohut, Peter</u>	<u>O'Hara, Bridgit</u>
<u>Curtis, Ian</u>	<u>Kraft, William</u>	<u>O'Neill, Charles</u>
<u>Dahl, Suzan</u>	<u>LaBella, Donna</u>	<u>Ocampos, Jessica</u>
<u>Davis, Amy</u>	<u>LaFontan, Elaine</u>	<u>Olden, Donald</u>
<u>Davis, Marianna</u>	<u>Lamb, Susan</u>	<u>Pasternak, Adrian</u>
<u>DeGaeto, Russell</u>	<u>Leach, Megan</u>	<u>Pearl, Patricia (Trish)</u>
<u>Dilak, Cyrus</u>	<u>Lee, Mallory</u>	<u>Pelletier, Nannette</u>
<u>Domoff, Nancy</u>	<u>Lee, Roxane</u>	<u>Peterson-Cajarco, JoAnn</u>
<u>Dzurka, Christopher</u>	<u>Leroy, Susan</u>	<u>Porizkova, Sachi</u>

February 1, 2017
Teacher Substitutes

Purcell, Susan

Quaintance, Agnes

Raimondi, JoAnn

Reiss, Denise

Robidoux, Maeghan

Roe, Jacqueline

Romaniello, Tiffany

Romano, Kristine

Rositano, Carmine

Sarbellio, AnnMarie

Savo, Daniel

Schroedel, Carol

Schuette, Alice

Seymour, Ashley

Shapiro, Barbara

Shapiro, Melvin

Sheehan, Michael

Siegle, Tammy

Simon, Estrella

Smith, Jessica

Snedden, Madeline

Spelbos, Amanda

Stephens, Joanne

Stone, Mary

Thies, Jacob

Toussaint, Danielle

Turney, Brittany

Turney, Stephanie

Ullman, Caroline

Vita, Joseph

Walton, Blair

Waters, Merriah

Wechter, Julie

Willaum, Robert

Winkel, Douglas

Zachary, Nina

Zigmund, Charles

Memorandum of Understanding
The New Milford Board of Education Occupancy of a portion of the
Former John Pettibone School Building

addresses:

Lillis Administration Building
50 East Street
New Milford, CT 06776

DRAFT

John Pettibone School Building
2 Pickett District Road
New Milford, CT 06776

Ownership. The Town of New Milford (the "Town") is the owner of certain real estate and improvements known as John Pettibone School ("JPS") located at 2 Pickett District Road New Milford, Connecticut (the "Property").

Occupancy. The New Milford Board of Education (the "BOE") proposes to occupy approx. 15,100 square feet of the former school building for use by the BOE as the New Milford Public Schools Central Administrative and Operations Offices.

BOE shall have the right to occupy the property for a term of 25 years, renewable annually thereafter. (the "Term"). The Term shall begin effective as of July 1, 2017 (contingent on terms of occupancy) (the "Commencement Date") and expire on June 30, 2042. Each year beginning on the Commencement Date, or an anniversary thereof. The Board of Education shall have the right of first refusal thereafter.

Interior Maintenance: To be maintained by the BOE to include regular maintenance, upkeep and general improvements with the exception of major structural issues.

Maintenance of Property Exterior and Capital Improvements: All exterior maintenance, snow removal, grounds keeping, storm damage, structural projects and site maintenance are the responsibility of the Town of New Milford.

All moving costs and arrangements will be the responsibility of the Town.

Miscellaneous. This MOU is subject to approval by the New Milford legislative body and BOE.

in addition to the terms and conditions the following stipulations apply:

- BOE Facility Manager will be responsible for the oversight of the renovation work.
- The Town Planner may assist BOE's Facility Manager to coordinate the renovation work.
- Approval by the BOE upon advice of the Superintendent must be granted prior to occupancy, not to be unreasonably withheld.
- Security costs and system installation will be the responsibility of the BOE.
- Upon completion of the Board of Education's move from 50 East Street to JPS, the Board will turn over the 50 East Street property to the Town, assuming prior authorization by the Board of Education.
- The \$250,000 estimated renovation budget and any additional renovation costs will be paid from the BOE Capital Reserve Account. Upon the sale of the East Street Building, the renovation expenditures will be reimbursed to the BOE Capital Reserve Account from the proceeds of the sale of the East Street Building.
- The balance of the proceeds from the sale of East Street, after all costs and expenses, will be placed in the Board of Education's Capital Reserve Account. BOE yearly surpluses will then be applied to the General Fund to offer tax relief for budgetary increases, until the aggregate BOE surplus revenue exceeds the revenue deposited from the sale.

For example, if \$1,000,000 in proceeds from the East Street sale is deposited into the BOE Capital Reserve Account, BOE surplus funds will not be used to fund the BOE Capital Reserve Account until \$1,000,000 in surplus funds have been deposited into the Town general fund. The surplus funds will help to mitigate BOE yearly budget increases.

Any Arbitration Award or settlement could also be paid for from the proceeds of the sale of East Street.

- All terms outlined in the Memorandum of Understanding between the Board of Education and the Town of New Milford are subject to the BOE and/or Town obtaining any required permits/approvals to complete the project.
- This memorandum shall be recorded in the Town's land records so as to alert a title searcher of this encumbrance.

David Gronbach, Mayor
Town of New Milford, CT

Date

David A. Lawson, Chairperson
New Milford Board of Education

Date