

NEW MILFORD BOARD OF EDUCATION

New Milford Public Schools

50 East Street

New Milford, Connecticut 06776

OPERATIONS SUB-COMMITTEE

MEETING NOTICE

DATE: April 1, 2014
TIME: 7:30 P.M.
PLACE: Lillis Administration Building – Room 2

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

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

3. Discussion and Possible Action

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

B. Monthly Reports

1. Purchase Resolutions D-664
2. Budget Positions dated 3/31/14
3. Requests for Budget Transfers

C. Gifts & Donations

1. PTO – Exhibit B
2. Eagle Scout Donation for SNIS – Exhibit C
3. Donation from GEDEB Realty – Exhibit D
4. Jessica Bradley Memorial Fund – Exhibit E

D. Grant

1. Adult Education – ED 244

E. New Milford High School Graduation Date 2014

4. Items of Information

- A. Adult Ed Compliance Review**
- B. Job Description and Salary for Director of Fiscal Services and Operations**
- C. Draft School Calendar**
- D. Refuse Bid**

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NEW MILFORD, CT

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5. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson
David R. Shaffer
John W. Spatola
Theresa Volinski

Alternates: Dave Littlefield
Robert Coppola

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
April 8, 2014
Released as of March 28, 2014

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Janine Helbig**, Elementary Teacher, Northville Elementary School

Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Janine Helbig** as an Elementary Teacher at Northville Elementary School effective June 30, 2014.

Retirement

2. **CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **Dr. Leonard Tomasello**, Interim Intermediate Principal, Sarah Noble Intermediate School for an additional year

Move that the Board of Education appoint **Dr. Leonard Tomasello** as Interim Intermediate Principal at Sarah Noble Intermediate School effective July 1, 2014 through June 30, 2015 in accordance with Teachers' Retirement Board post retirement requirements.

2014-2015 salary - \$64,446 (\$140,214 - step 7 + \$3000 (doctorate), pro-rated to 45%)

Education History:

BS: CCSU
Major: Elementary Education
M.Ed.: Univ. of Hartford
Major: Elementary Education
Ed.D.: Nova University
Major: Early Childhood
Administration & Supervision

Work Experience:

9 yrs. Director, University Sch.
of Nova University
14 yrs. Principal, 10 yrs. Int.
Superintendent, New Canaan
7 yrs. Principal, Weston
3.5 yrs. Int. admin. positions
Reg. 9 & 15
3 yrs. Interim Principal SNIS

3. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **None currently**

4. **NON-CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **None currently**

5. **SUBSTITUTES/INTERNS**

a. **APPOINTMENTS**

1. **Mrs. Laurie Carrara**, Substitute Teacher

Move that the Board of Education appoint **Mrs. Laurie Carrara** as a Substitute Teacher effective April 9, 2014.

Education History:

BS: SUNY, Binghamton
Major: Psychology

2. **Ms. Amy Donohue**, Substitute Teacher
Move that the Board of Education appoint **Ms. Amy Donohue**
as a Substitute Teacher effective April 9, 2014.

Education History:
BA: Middlebury College
Major: Liberal Arts

3. **Ms. Susan Hardesty**, Substitute Teacher
Move that the Board of Education appoint **Ms. Susan Hardesty**
as a Substitute Teacher effective April 9, 2014.

Education History:
BA: Simpson University
Major: Dance & Sociology

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. **Mr. Ryan Fitzsimmons**, Boys' Varsity Track and Field Coach,
New Milford High School

Move that the Board of Education appoint **Mr. Ryan
Fitzsimmons** as Boys' Varsity Track and Field Coach at New
Milford High School effective April 9, 2014.

2013-14 stipend: \$4660

2. **Mr. Michael Madden**, Volunteer Boys' Baseball Coach, New
Milford High School

Move that the Board of Education appoint **Mr. Michael
Madden** as Volunteer Boys' Baseball Coach at New Milford
High School effective April 9, 2014.

Volunteer

12. **LEAVES OF ABSENCE**

1. **None currently**

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-664
BOE MEETING DATE: 4/8/14

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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>
52520	Regional School District 14 – Nonnewaug Tuition 2013-2014	\$25,116.96	12-561-6110
52527	Ability Beyond Disability – Transportation for 2013-2014	\$12,700.00	12-511-2710
52938	Home Depot – Maintenance Supplies	\$3,000.00	14-613-2620
	Maintenance Supplies	<u>\$3,000.00</u>	14-614-2620
		\$6,000.00	
53053	Education Connection – Tuition 2013-2014	\$22,165.92	12-561-6110
53124	Green Chimney – Tuition 2013-2014	\$20,775.00	12-563-6130
54865	David Tinker Excavating – SNIS Water Main Break Repair	\$9,332.14	14-433-2620-06
54867	Pullman & Comley – Legal Fees Retainer 2013-2014	\$50,000.00	15-332-2310
54924	Town of New Milford – Police Officer Coverage at Athletic Events	\$5,598.40	05-339-3210
55023	F&M Electrical Supply – Electrical Supplies and Components	\$6,500.00	14-613-2620
55068	Billings Sports – Hockey Jerseys	\$6,030.00	05-612-3210
55069	American Bio-Tech – SMS Bat Extermination	\$12,700.00	14-339-2630

New Milford Board of Education

SECONDARY REPORT BY PROGRAM AS OF 3/31/2014

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FUND 001 000

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Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	915,611.00	967,346.00	615,598.46	334,565.31	17,182.23	98.2 %
1102	NON DEPT INSTRUCTION	6,454,243.00	6,502,715.00	4,111,638.50	2,226,194.68	164,881.82	97.5 %
1103	BUSINESS EDUCATION	322,059.00	322,542.00	226,857.35	94,683.56	1,001.09	99.7 %
1104	ENGLISH/LANGUAGE ARTS	1,858,510.00	1,767,768.00	1,221,095.56	532,343.24	14,329.20	99.2 %
1105	WORLD LANGUAGE	967,015.00	945,386.00	640,741.85	299,401.12	5,243.03	99.4 %
1106	HOME ECONOMICS	99,483.00	88,871.00	65,651.07	22,558.29	661.64	99.3 %
1107	INDUSTRIAL ARTS	222,568.00	241,883.00	155,431.10	72,272.77	14,179.13	94.1 %
1108	MATHEMATICS	1,599,581.00	1,628,697.00	1,095,330.73	506,462.42	26,903.85	98.3 %
1109	MUSIC	877,338.00	878,750.00	588,785.93	285,429.46	4,534.61	99.5 %
1110	PHYSICAL EDUCATION	959,160.00	943,724.00	615,762.80	325,674.19	2,287.01	99.8 %
1111	SCIENCE	1,624,025.00	1,639,727.00	1,067,034.87	557,143.80	15,548.33	99.1 %
1112	SOCIAL STUDIES	1,419,933.00	1,418,898.00	978,012.97	435,016.67	5,868.36	99.6 %
1113	PATIENT CARE TECHNOLOGY	18,044.00	18,865.00	10,473.44	5,891.36	2,500.20	86.7 %
1116	HEALTH AND SAFETY	318,588.00	315,235.00	200,056.67	90,550.66	24,627.67	92.2 %
1118	CAREER EDUCATION	27,848.00	18,010.00	13,301.10	4,164.46	544.44	97.0 %
1119	COMPUTER EDUCATION	440,601.00	442,754.00	295,944.05	116,962.00	29,847.95	93.3 %
1121	REMEDIAL READING	894,528.00	817,308.00	570,224.80	238,033.37	9,049.83	98.9 %
1123	ENGLISH LANGUAGE LEARNERS	155,127.00	155,127.00	98,718.95	52,631.44	3,776.61	97.6 %
1124	DISTRIBUTIVE EDUCATION	58,510.00	58,510.00	37,446.40	21,063.60	.00	100.0 %
1127	ART	769,437.00	770,638.00	517,744.18	249,735.68	3,158.14	99.6 %
1128	GENERAL INSTRUCT SUPPLIES	380,390.00	370,727.00	239,055.15	36,670.88	95,000.97	74.4 %
1129	SUBSTITUTE TEACHERS	399,722.00	561,823.00	353,309.18	9,200.00	199,313.82	64.5 %
1130	INSTRUCTIONAL TESTING	117,473.00	120,593.00	90,064.77	26,409.47	4,118.76	96.6 %
1131	NON DEPT INSTRUCT GR 6-12	76,669.00	91,669.00	56,752.84	5,922.12	28,994.04	68.4 %
1210	GIFTED TALENTED/ENRICHMNT	114,670.00	114,670.00	64,856.52	42,600.63	7,212.85	93.7 %
1211	EXCEL-EXPER. CTR EARLY LEARN	433,944.00	430,944.00	311,876.01	120,617.23	1,549.24	100.4 %
1212	SPECIAL ED-NON CATEGORICL	5,109,045.00	4,950,388.00	3,210,247.23	1,732,679.57	7,461.20	99.8 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	143,910.00	143,040.00	123,760.59	48,623.21	29,343.80	120.5 %
1270	TUTORIAL	182,654.00	182,654.00	85,170.20	.00	97,483.80	46.6 %
1271	HOMEBOUND INSTRUCTION	82,559.00	82,559.00	21,077.24	.00	61,481.76	25.5 %
1290	OTHER SPECIAL EDUCATION	295,661.00	296,494.00	218,146.12	78,842.24	494.36	100.2 %
1291	SPEC ED PARA SUBSTITUTES	124,775.00	124,775.00	62,355.28	.00	62,419.72	50.0 %
1310	ADULT ED-BASIC PROGRAM	77,768.00	84,768.00	51,863.82	8,017.92	24,886.26	70.6 %
1311	ADULT ED-HIGH SCHL EQUIV	3,672.00	3,672.00	2,085.60	714.15	872.25	76.2 %
1410	SUMMER SCHOOL-REMEDIAL	.00	.00	.00	.00	.00	.0 %
2113	SOCIAL WORK SERVICES	262,576.00	263,381.00	175,619.65	63,826.12	23,935.23	90.9 %
2120	GUIDANCE SERVICES	984,824.00	964,533.00	642,397.29	310,391.22	11,744.49	98.8 %
2130	HEALTH SERVICES	1,053,341.00	1,048,757.00	507,108.64	336,014.69	205,633.67	80.4 %
2140	PSYCHOLOGICAL SERVICES	434,741.00	432,059.00	281,660.74	139,398.08	11,000.18	97.5 %
2150	SPEECH AND HEARING	675,042.00	674,374.00	444,643.31	211,800.22	17,930.47	97.3 %
2211	STAFF DEVELOPMENT & TRAIN	108,235.00	107,023.00	37,688.87	10,372.97	58,961.16	44.9 %
2212	CURRICULUM DEVELOPMENT	202,951.00	206,071.00	84,831.21	26,751.13	94,488.66	54.1 %
2222	LIBRARY SERVICES	639,126.00	637,152.00	421,772.37	199,037.11	16,342.52	97.4 %
2223	AUDIO-VISUAL SERVICES	16,488.00	16,488.00	1,699.98	1,328.01	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	278,992.76	581.75	2,490.51	100.9 %
2320	CENTRAL ADMINISTRATION	346,000.00	355,344.00	257,575.24	86,776.04	10,992.72	96.9 %
2410	OFFICE OF THE PRINCIPAL	2,737,788.00	2,729,767.00	1,952,166.33	708,709.46	68,891.21	97.5 %
2490	OTHER SCHOOL ADMINISTRATION	73,744.00	73,744.00	37,586.93	10,657.45	25,499.62	65.4 %
2510	FISCAL SERVICES	459,430.00	467,954.00	346,973.82	107,932.41	13,047.77	97.2 %
2590	OTHER BUSINESS SUPPORT SERV	503,349.00	474,328.00	380,547.27	.00	93,780.73	80.2 %
2610	CUSTODIAL & HOUSEKEEPING	2,154,627.00	2,162,472.00	1,598,529.46	62,254.35	501,688.19	76.8 %
2620	MAINTENANCE & REPAIR	3,034,659.00	3,051,124.00	2,205,725.04	657,916.82	187,482.14	93.9 %

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New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 3/31/2014

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FUND 001 000 GENERAL FUND

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2630	BUILDING USE ADMINISTRATION	35,035.00-	35,035.00-	25,575.50-	12,700.00	22,159.50-	36.8 %
2660	SECURITY	146,806.00	146,806.00	80,829.67	81,442.28	15,465.95-	110.5 %
2710	TRANSPORTATION	4,335,393.00	4,320,393.00	3,022,087.29	1,307,480.22	9,174.51-	100.2 %
2790	NON-REIMBURSABLE TRANSPRT	1,024.00	1,024.00	1,289.20	.00	265.20-	125.9 %
2810	PLANNING & EVALUATION	30,013.00	18,918.00	6,760.00	3,750.00	8,408.00	55.6 %
2820	COMMUNICATION & COMM/STAFF RELATION	28,594.00	28,329.00	14,718.10	7,478.34	6,132.56	78.4 %
2830	RECRUITING/PERSONNEL SERV	190,064.00	193,196.00	127,132.61	45,686.37	20,377.02	89.5 %
2840	TECHNOLOGY	254,756.00	261,245.00	206,463.55	53,785.35	996.10	99.6 %
2910	SOCIAL SECURITY	603,950.00	603,950.00	416,693.91	.00	187,256.09	69.0 %
2920	MEDICARE	481,074.00	481,074.00	325,121.17	.00	155,952.83	67.6 %
2930	LIFE INSURANCE	99,608.00	99,608.00	67,986.14	31,621.86	.00	100.0 %
2940	DISABILITY INSURANCE	84,539.00	84,539.00	54,217.15	30,321.85	.00	100.0 %
2950	MEDICAL INSURANCE	7,030,159.00	7,030,159.00	5,272,619.31	.00	1,757,539.69	75.0 %
2960	UNEMPLOYMENT INSURANCE	177,352.00	151,194.00	90,966.00	11,554.00	48,674.00	67.8 %
2970	OTHER BENEFITS	826,439.00	826,439.00	820,987.90	.00	5,451.10	99.3 %
2980	PENSION-NON CERTIFIED EMPLOYEES	635,000.00	661,158.00	661,158.00	.00	.00	100.0 %
3210	INTERSCHOLASTIC SPORTS	631,908.00	629,472.00	455,629.04	57,824.95	116,018.01	81.6 %
3211	INTRAMURAL SPORTS	19,891.00	19,891.00	14,209.00	.00	5,682.00	71.4 %
3212	OTHER STUDENT ACTIVITIES	203,767.00	199,017.00	91,920.74	2,398.51	104,697.75	47.4 %
6110	TUITION-CONN PUB SCHL DIS	516,081.00	568,081.00	438,576.30	173,493.50	43,988.80-	107.7 %
6130	TUITION-NON PUBLIC SCHL	1,445,189.00	1,445,189.00	642,664.46	778,661.00	23,863.54	98.3 %
7001	CAPITAL-FACILITIES	261,630.00	238,136.00	179,772.76	4,655.00	53,708.24	77.4 %
7002	CAPITAL-TECHNOLOGY	214,130.00	214,130.00	73,523.60	47,295.55	93,310.85	56.4 %
7003	CAPITAL-OTHER	2,850.00	2,850.00	2,708.61	.00	141.39	95.0 %
** FINAL TOTAL **		59,634,148.00		40,714,449.25		4,753,700.79	
			59,634,148.00		14,165,997.96		92.0 %
"FINAL TOTAL"		57,557,533.00		39,101,401.02		4,657,777.49	
3/31/2013			57,557,533.00		13,798,354.49		91.9%
Variance		2,076,615.00	2,076,615.00	1,613,048.23	367,643.47	95,923.30	0.1%

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New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 3/31/2014

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FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,613,891.00	27,408,419.00	18,105,111.85	8,767,120.27	536,186.88	98.0 %
112	SALARY-NON-CERTIFIED	8,312,498.00	8,487,634.00	5,816,849.79	1,406,426.09	1,264,358.12	85.1 %
200	EMPLOYEE BENEFITS	9,935,569.00	9,935,569.00	7,707,229.58	73,497.71	2,154,841.71	78.3 %
321	INSTRUCTIONAL PROGRAMS	41,451.00	41,451.00	13,286.40	11,700.00	16,464.60	60.3 %
322	PROGRAM IMPROVEMENT	122,301.00	122,301.00	22,005.90	1,090.00	99,205.10	18.9 %
323	PUPIL SERV. (COUNSEL, GUID)	640,583.00	640,583.00	358,931.33	225,922.22	55,729.45	91.3 %
324	STAFF SERVICES (TRAINING)	131,725.00	128,814.00	21,823.84	5,495.71	101,494.45	21.2 %
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	243,654.51	.00	1,555.51-	100.6 %
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	1,472.00	528.00	484.00	80.5 %
339	PURCH. SERVICES-OTHER	1,825,803.00	1,775,071.00	1,155,951.16	531,017.95	88,101.89	95.0 %
411	WATER	76,944.00	76,944.00	42,575.36	34,368.64	.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	53,151.98	26,330.02	.00	100.0 %
431	INSTRUCT EQUIPMENT REPAIR	14,400.00	13,300.00	3,457.98	751.24	9,090.78	31.6 %
432	NON-INSTRUCT EQUIPMENT REPAIR	76,769.00	76,285.00	62,226.79	8,032.28	6,025.93	92.1 %
433	BUILD & GROUNDS-REPAIR	335,793.00	335,343.00	285,124.36	54,874.93	4,656.29	101.4 %
442	NON-INSTRUCT EQUIPMENT-RENT	261,283.00	261,283.00	151,050.04	33,087.13	77,145.83	70.5 %
511	PUPIL TRANSPORTATION-CONTRACT	4,455,264.00	4,455,264.00	3,237,922.87	1,308,767.44	91,426.31-	102.1 %
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	93,540.02	8,502.82	10,382.16	90.8 %
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	479.84	180.16	.00	100.0 %
531	TELEPHONES	81,370.00	81,370.00	60,762.34	22,381.16	1,773.50-	102.2 %
532	POSTAGE	35,998.00	35,998.00	21,546.85	14,241.63	209.52	99.4 %
540	ADVERTISING EXPENSE	1,525.00	1,525.00	1,024.25	581.75	81.00-	105.3 %
550	PRINTING EXPENSE	61,668.00	58,430.00	25,535.19	3,317.50	29,577.31	49.4 %
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	544,040.30	173,493.50	69,257.80-	110.7 %
563	TUITION-PRIVATE FACILITY	1,894,174.00	1,894,174.00	1,106,038.46	778,661.00	9,474.54	99.5 %
580	TRAVEL EXPENSES	38,660.00	41,135.00	20,407.54	6,719.64	14,007.82	65.9 %
611	INSTRUCTIONAL SUPPLIES	453,314.00	438,232.00	309,944.60	18,428.55	109,858.85	74.9 %
612	NON-INSTRUCTIONAL SUPPLIES	202,626.00	200,392.00	145,190.48	14,928.43	40,273.09	79.9 %
613	MAINTENANCE SUPPLIES	202,525.00	209,962.00	208,660.91	26,079.46	24,079.37-	111.8 %
614	MAINTENANCE COMPONENTS	32,416.00	32,416.00	28,489.60	7,189.13	3,262.73-	110.1 %
615	SUPPLIES/NON-FOOD	3,318.00	3,318.00	.00	.00	3,318.00	.0 %
619	GROUNDKEEPING SUPPLIES	4,543.00	4,543.00	3,260.13	1,530.06	247.19-	105.4 %
622	ELECTRICITY	879,467.00	879,467.00	580,305.47	299,161.53	.00	100.0 %
623	BOTTLED GAS	1,715.00	1,715.00	1,642.68	72.32	.00	100.0 %
624	OIL	350,969.00	350,969.00	236,449.13	114,596.93	77.06-	100.0 %
625	NATURAL GAS	265,044.00	265,044.00	189,866.83	75,177.17	.00	100.0 %
626	GASOLINE	39,935.00	39,935.00	24,832.22	11,167.78	3,935.00	90.1 %
641	TEXTS-NEW/NON-CONSUMABLE	84,298.00	88,583.00	78,420.74	1,486.24	8,676.02	90.2 %
642	TEXTS-REP/ADD NON-CONSUMABLE	23,778.00	28,453.00	22,991.30	1,759.33	3,702.37	87.0 %
644	TEXTS-REP/ADD CONSUMABLE	66,486.00	66,486.00	41,148.40	.00	25,337.60	61.9 %
645	LIBRARY BOOKS	103,824.00	95,408.00	72,121.48	8,445.37	14,841.15	84.4 %
646	WORKBOOKS	64,415.00	68,131.00	58,936.55	154.28	9,040.17	86.7 %
647	PERIODICALS	22,350.00	20,044.00	15,374.19	472.50	4,197.31	79.1 %
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	53,103.16	1,822.75	14,585.91-	136.2 %

GL2041R 3/27/2014
10:37:04
FUND 001 000 GENERAL FUND

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 3/31/2014

Page 2
USER - BARBARA

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	15,029.00	17,901.00	14,634.04	493.59	2,773.37	84.5 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	321,028.00	319,075.00	146,118.74	67,484.15	105,472.11	66.9 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	185,891.00	165,332.00	116,046.86	8,014.40	57,299.54	65.3 %
810	DUES & FEES	73,693.00	74,788.00	59,848.26	1,524.00	13,415.74	82.1 %
900	FEE REVENUE	212,228.00	212,228.00	166,459.68	.00	45,768.32	.0 %
910	TUITION REVENUE	117,800.00	117,800.00	48,324.55	.00	69,475.45	.0 %
920	GRANT REVENUE STATE	877,032.00	877,032.00	905,139.00	.00	28,107.00	.0 %
926	GRANT REVENUE PRIVATE/OTHER	.00	.00	1,500.00	.00	1,500.00	.0 %
960	MEDICAID REIMBURSEMENT	25,000.00	25,000.00	175,695.74	.00	150,695.74	.0 %
965	VENDOR REBATE REVENUE	37,450.00	37,450.00	25,439.72	.00	12,010.28	.0 %
996	INTEREST EARNED	.00	.00	527.37	.00	527.37	.0 %
998	TRANSFER IN	.00	.00	19,956.54	.00	19,956.54	.0 %
** FINAL TOTAL **		59,634,148.00		40,714,449.25		4,753,700.79	
			59,634,148.00		14,165,997.96		92.0 %
"FINAL TOTAL"		57,557,533.00		39,101,401.02		4,657,777.49	
3/31/2013			57,557,533.00		13,798,354.49		91.9%
Variance		2,076,615.00	2,076,615.00	1,613,048.23	367,643.47	95,923.30	0.1%

**NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 4/8/14**

<u>Transfer #</u>	<u>Description</u>	<u>From: Account#</u>	<u>Amount</u>	<u>To: Account #</u>	<u>Amount</u>
SMS 001	WB Mason – Stacking Guest Chairs to Replace Worn Out Chairs in Guidance Reception Area.	04-550-2120	\$362.00		
		Balance*	\$0.00		
		04-612-2120	\$488.00	04-734-2120	\$850.00
		Balance*	\$941.34		
NMHS 001	Travel Reimbursements for Mileage & Hotels for Coaches for Athletic Playoffs	5-339-3210	\$2,075.00	05-580-3210	\$2,075.00
		Balance*	\$38,348.26		
FAC 001	Security Salaries. Money Had Been Budgeted Under General Capital-“Security”	17-734-7001	\$23,494.00	14-112-2620	\$23,494.00
		Balance*	\$53,314.11		
C/O 001	Travel for Techs From C/O To the Schools	15-612-2840	\$400.00	05-580-2840	\$400.00
		Balance*	\$385.22		

*Balances as of Transfer Date

<u>Object</u>	<u>Description</u>
<u>112</u>	<u>Salary Non-Certified</u>
<u>339</u>	<u>Other Purchased Services</u>
<u>550</u>	<u>Printing</u>
<u>580</u>	<u>Travel</u>
<u>612</u>	<u>Non-Instructional Supplies</u>
<u>734</u>	<u>Non-Instructional Replacement Equipment</u>

EXHIBIT B

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

March 26, 2014

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

Dear Dr. Paddyfote:

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

Northville Elementary School requests the following:

\$1000 Barry Kavasch Literature Week Author Visit
\$1000 Michael Rex Literature Week Author Visit
\$1000 Nan Rossiter Literature Week Author Visit

John Pettibone School requests the following:

\$1055 for 1st grade trip to Rainbow's End Butterfly Farm
\$1474 for Kindergarten trip to Beardsley Zoo

Sarah Noble Intermediate School Requests the following:

\$3704 for Pratt Center Studies, including transportation
\$4604 for Sturbridge Village Self Guided Tour
\$1050 Nations of Motion Assembly
\$6498 4th Grade Bronx Zoo

Hill and Plain School:

\$1618 Diane DeGroat Literature Week Author Visit

Sincerely,
Jennifer Cahalan
TW PTO Secretary



NEW MILFORD PUBLIC SCHOOLS
FACILITIES DEPARTMENT

50 East Street
NEW MILFORD, CT. 06776

John E. Calhoun
Facilities Manager

Telephone : (860) 354 - 6265
Fax : (860) 210-2233

To: JeanAnn C. Paddyfote, PhD.
From: John Calhoun
Re: Eagle Scout Project at SNIS
Date: March 27, 2014

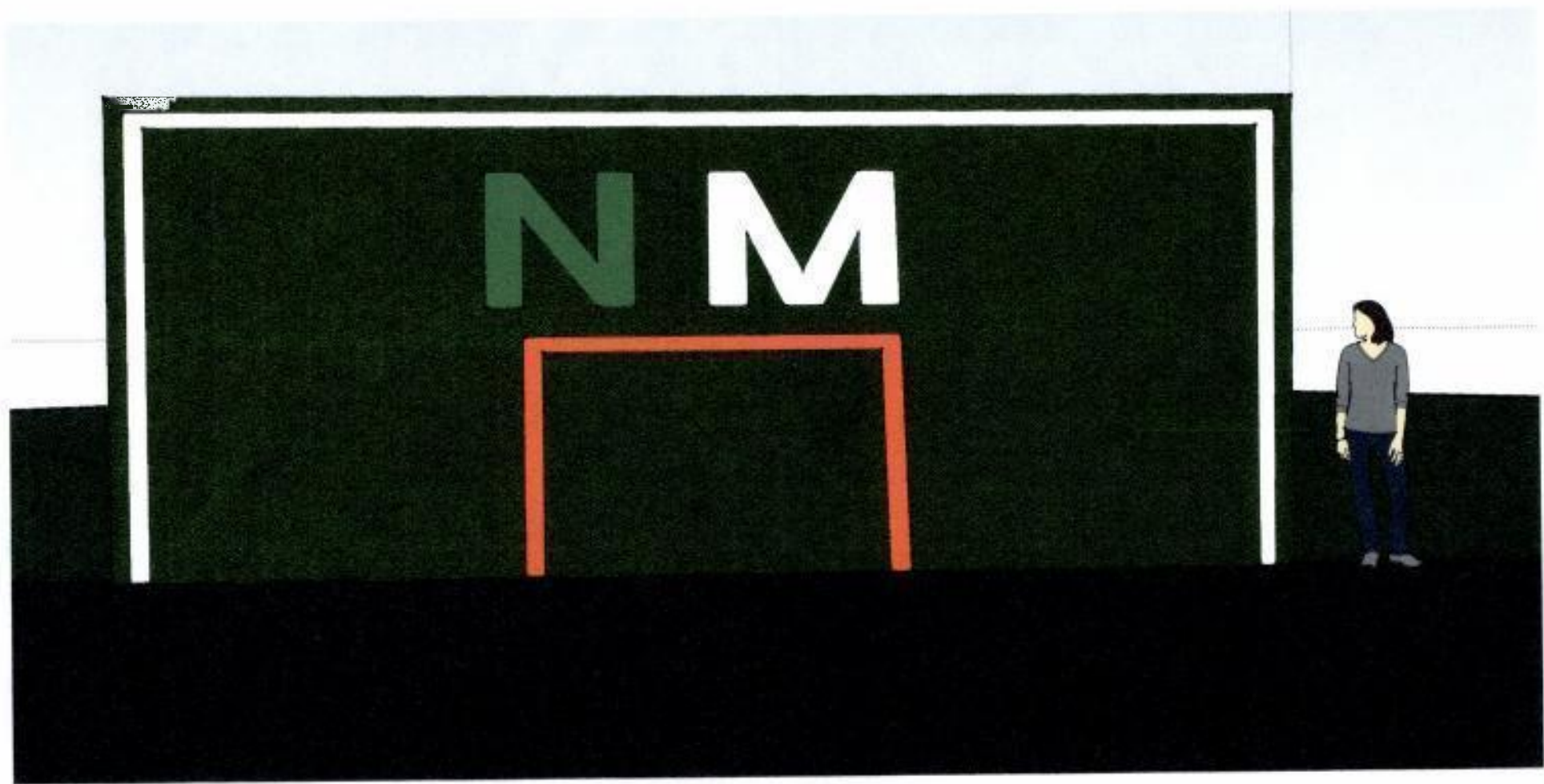
Brady Clark is a Boy Scout in Troop 31 working toward the ranks of Eagle Scout. He approached Dr. Tomasello and I well over a year ago to discuss the possibility of erecting a Sports Wall at the Sarah Noble Intermediate School. On his way to becoming an Eagle Scout, Brady's last requirement is to plan, develop and give leadership to others in a service project that would benefit an organization or group outside of the Boy Scouts of America.

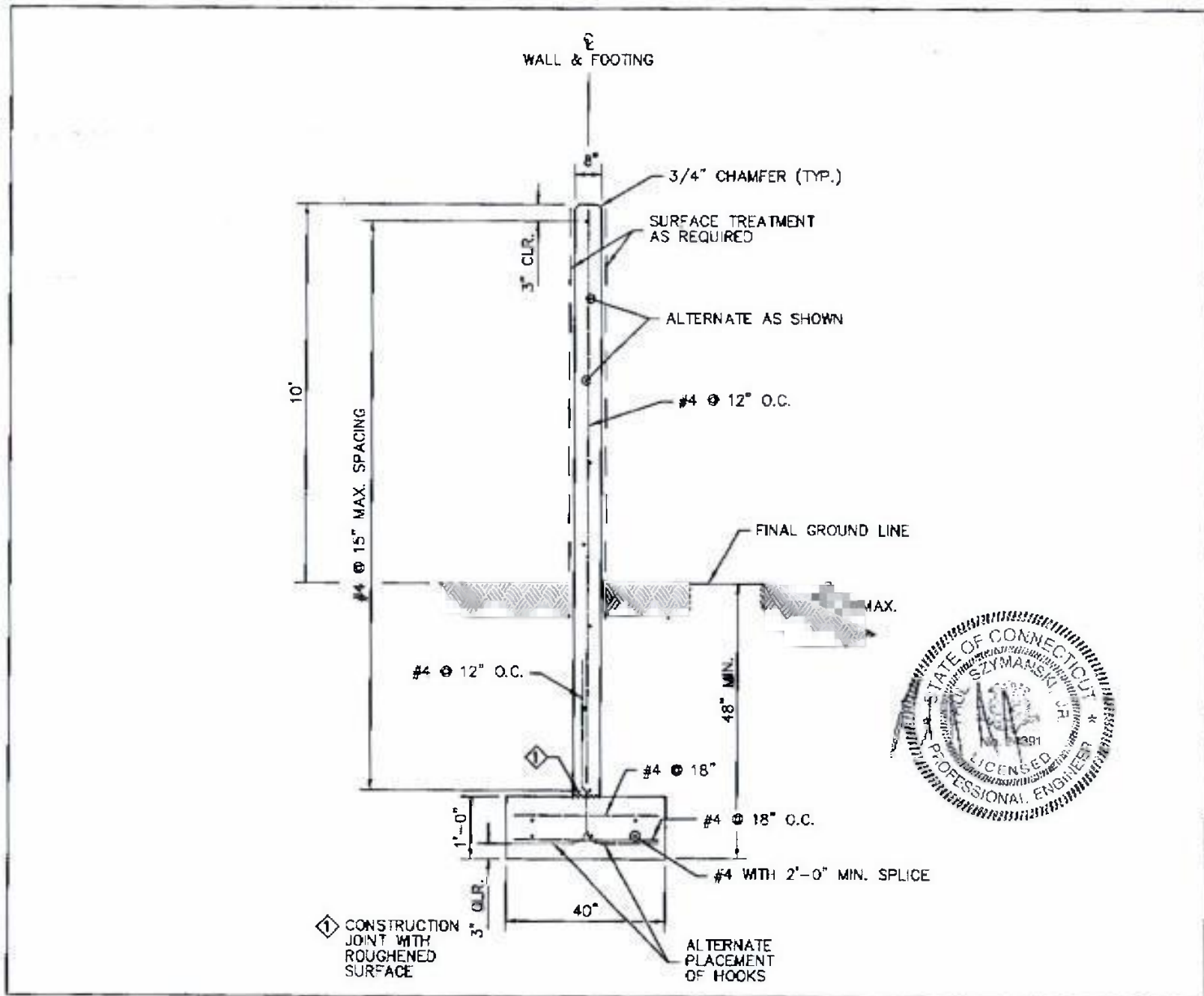
The project he came up with is called a Sports Wall, which is a 10'tall by 25' long by 8" thick solid concrete structure. The purpose the wall is to give student's at recess and gym class an opportunity to practice sports like soccer and lacrosse. Because of the design, students can play with or without classmates. The location of the wall will be on the edge of the blacktop on the grass on the playground at Sarah Noble. Please note on the attached diagram that the wall will be painted with simulated goal posts on both sides so it can be utilized on both playground surfaces.

The wall has been designed and engineered, and it has been stamped and certified as a viable safe playground structure. The excavation and construction will be done by a licensed and insured contractor, who has done similar projects like this in the past. Facilities personnel will be on site to oversee the project and to ensure that it meets all standards as prescribed.

Ideally the install date would be the week of April vacation when there are no students on the playground. The estimated cost of the project will be around \$8000.

Mr. Brady Clark has been working on this project for about a year and a half, which have included Dr. Tomasello, I and my staff. I am fully behind this project and believe it will be a welcome addition to our school.





**GEDEB Realty
280 Kent Road
New Milford, CT 06776**

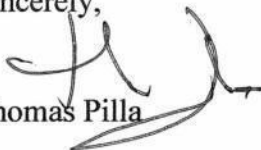
March 26, 2014

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

Dear Dr. Paddyfote:

GEDEB Realty is pleased to present a check in the amount of \$1,500. to New Milford Public Schools for the cost of the presentation by Jeffrey Veatch to New Milford High School students, parents and community members on April 23, 2014. Please arrange for this matter to be placed on the agenda of the next Board meeting.

Sincerely,


Thomas Pilla



New Milford High School

Home of the Green Wave

Greg P. Shugrue, Principal

shugrueg@newmilfordps.org

Tel (860) 350-6647 Fax (860) 210-2256

To: Gregg Miller

Cc: Dr. JeanAnn Paddyfote

Date: March 24, 2014

Re: Donation to School from Jessica Bradley Memorial Fund

Enclosed is a check in the amount of \$4,500 that Mrs. Bradley would like donated to the All School Musical Account from donations collected in honor of Jessica. The Jessica Bradley Fund Memorial fund was started with the sudden passing of Jessica this past summer. Jessica was a beautiful young girl who was most comfortable on stage and participated in New Milford High School's All School Musical during her four years here. It is the wishes of the Bradley family that this check be accepted by the BOE and deposited into the All School Musical account.

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health/Nutrition, Family Services and Adult Education

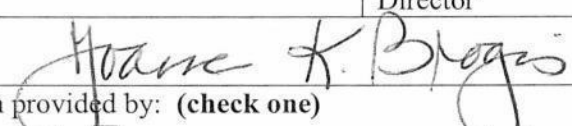
GRANT APPLICATION FOR ADULT EDUCATION

INSTRUCTIONS

1. Send Form ED-244 to the Bureau on or before **April 15, 2014**. No applications will be accepted after that date.
2. Complete all sections of the ED 244 application accurately and thoroughly.
3. Record budget expenditures (pages 12-17) using the Excel Budget Narrative Template located on the CSDE Web site at www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=45472/#45554
4. Report expenditures to the nearest dollar. **Do not include cents.** Refer to the **Budget Guide** found on the above Web link when completing pages 12-17.
5. Submit the current Program Profile with the ED-244 application.
6. The *Edit Check* must be completed and signed by someone other than the individual who completes the ED-244.
7. Send **two** stapled, typewritten copies (**one with original authorized signature[s]** see page one and ten) to:

Valerie R. Marino, Program Manager
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457-1543

APPLICANT INFORMATION

1. Organization: New Milford Adult Education		District or Agency: New Milford	Town/Agency Code: 096
Address: 388 Danbury Road, New Milford CT		Zip Code: 06776	
2. Completed by: Dr. Joanne Brogis		Title: Director	Phone: 860 350-6647 ex 1170
3. Signature: 		Date: 3/18/2014	
4. Adult Education provided by: (check one)			
a) Provider Only <input type="checkbox"/> c) Cooperative Arrangement CGS 10-158a <input type="checkbox"/>			
b) Provider with Cooperating Districts <input checked="" type="checkbox"/>			
5. Total number of students anticipated: 82		Total number of enrollments anticipated: 200	
6. Summer Operation:	YES: <input type="checkbox"/>	NO: <input checked="" type="checkbox"/>	
7. Number of cooperating eligible entity (CEE) application(s):			
Entity name(s):			

PROPOSED BUDGET

1. Amount of state/local adult education funds	\$106,107
2. Payments from Cooperating Districts	\$ 2,400
3. TOTAL	\$108,507
4. Anticipated per pupil cost (Total \$ ÷ Number of students)	\$1,323
5. Anticipated per enrollment cost (Total \$ ÷ Number of enrollments)	\$542

Table 1 - Total students/enrollments per area: To complete the FY 2013 *Final* column, use data from your district's final Program Profile report for **FY 2013**. To complete the FY 2014 *Year to Date* column, refer to the **current** Program Profile report.

	FY 2013 Final		FY 2014 Year to Date	
	No. of Students	No. of Enrollments	No. of Students	No. of Enrollments
Citizenship/Americanization	8	38	5	15
English as a Second Language (ESL)	48	65	15	16
Elementary Basic Skills (ABE) and (GED) Preparation	18	60	6	10
High School Credit Diploma Program	47	261	31	147
High School National External Diploma Program	N/A	N/A	N/A	N/A
TOTALS	121	424	57	188

Table 2 - Projected number of students in Adult Education programs: Based on the data reported in Table 1, enter *by district and by program type*, the **projected** number of students expected for **FY 2015**. Be sure to list cooperating districts in order of town code. ***Each cooperating district must have a projected enrollment in asterisked (*) columns and in at least one applicable secondary completion area.**

District Name	Americanization/ Citizenship (01)*	ESL (02)*	Elementary Basic Skills (03)*	GED Prep. (04)	Credit Program (05)	External Diploma (06)	TOTAL (07)
Provider:	6	17	4	7	35	N/A	69
Cooperating Districts	2	3	2	3	3	N/A	13
01							
02							
03							
04							
05							
06							
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14							
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16							
17							
18							
19							
GRAND TOTAL	8	20	6	10	38	0	82

PROGRAM QUALITY

Please refer to your district's **final FY 2013 Program Profile** and **Provider Performance Summary** reports as well as Connecticut's Core Performance Benchmarks from the State Plan for Adult Education, as guides when developing your program goals, objectives, activities and measurable outcomes for this section. Programs should establish their goals and measure their performance in accord with the above documents.

Identifying Adult Education Program Goals and Objectives

Using the tables on pages 4 and 5, list at least **three** goals from the list provided below. Be sure to include accompanying objectives that you have established for your adult education programs. When identifying your program's goals and objectives, please ensure that they:

- respond to the educational needs of our adult population;
- demonstrate program development, improvement, new initiatives;
- reflect an analysis of the data reported in the district's *Program Profile* and *Program Performance Summary*;
- enhance program accountability; and
- integrate technology.

Goals that support and enhance program improvement and accountability should include:
(Choose at least **three**)

- (1) Program planning and operations.
- (2) Student recruitment.
- (3) Student retention.
- (4) Monitoring learning gains and secondary completion.
- (5) Curriculum and/or instruction.
- (6) Transition and/or support services.
- (7) Interagency collaboration.
- (8) Services for adults with disabilities.
- (9) Worksite collaboratives.
- (10) Other (be specific).

When stating your goals and objectives, be sure to:

- include those **activities** that you will undertake to successfully achieve stated objectives;
- state the specific **measurable** results you anticipate; and
- indicate the **methods to verify** that results have been achieved.

Goals should be selected from the list found on page three. Be sure to include accompanying objectives. When listing activities that you will implement to attain the objectives of your goal, remember to consider the following: populations most in need of adult education services, how to assist students in meeting educational goals, community and labor market needs, and program improvement and accountability.

Goal 1: Curriculum and Instruction	
Objectives: To provide accessible and relevant curriculum in a number of modalities to ensure college and career readiness.	
Activities •What specific activities will you undertake?	Measurable Outcomes •What specific, measurable results do you expect? How will you verify these results have been achieved?
1. Staff will be trained in the use of Odysseyware and Virtual High School to increase educational opportunities for students.	At least 2 staff members will obtain professional development training in the use of Odysseyware and the Virtual High School. Professional development information log will document length and intensity of training.
2. Staff will review and modify Odysseyware curriculum to meet the requirements of NMAE to obtain one ASHD credit.	Staff will create at least 4 core subject and 2 elective subject modified Odysseyware classes for one ASHD credit.
3. Students will access computer based learning through Odysseyware and the Virtual High School to supplement their class.	Four students will successfully access and complete a computer based class and obtain credit with a passing grade. Student success will be monitored by an instructor certified in the content area, a guidance counselor and documented in CARS.
4. Director of NMAE will increase the number of teacher observations to ensure consistency of instruction.	The director will conduct one informal staff observation and one formal observation over the course of the school year. Director will document all observation results.
5. Director will review and identify curriculum that develops competencies needed by adults to achieve college and career readiness.	Existing curriculum will be reviewed to ensure compliance with college and career readiness standards. Review of documentation will indicate CCR Standards met and align with competencies needed by adults in order to be fully proficient, lead productive lives and improve their ability to reach self-sufficiency.

Goal 2: Interagency Collaboration	
Objectives: To increase community partnerships	
Activities •What specific activities will you undertake?	Measurable Outcomes •What specific, measurable results do you expect? How will you verify these results have been achieved?
1. NMAE staff will identify potential community partnerships that will enhance services already available and explore new opportunities for student and program growth. NMAE will conduct meetings to discuss methods for strengthening partnerships with a variety of local agencies.	At least 3 new local agencies will be contacted and meetings held to explore partnerships. Meeting minutes will be maintained and available in the interagency log book.
2. Students will be surveyed to ascertain their community partnership interests.	Students will be surveyed regarding the development of their educational program. 70 % of surveys will be completed and returned to the Adult Education office.
3. NMAE will continue to meet with high school guidance to exchange information regarding Adult Education opportunities.	Both programs will continue to exchange informational brochures about their respective programs. Staff will meet prior to the start of each semester to exchange information and ideas. Meetings will be documented in the interagency log book.

Goal 3: Worksite Collaboratives**Objectives: To build a business education partnership to identify skills needed for future employment.**

Activities •What specific activities will you undertake?	Measurable Outcomes •What specific, measurable results do you expect? How will you verify these results have been achieved?
<ol style="list-style-type: none"> 1. NMAE will conduct a community needs assessment and align outcomes with a revamped curriculum and instructional schedule. 2. NMAE will take survey results and identify needs, evaluate and /or develop curriculum to provide customized workforce education services to meet the challenges of globalization, technology and improved production practices. 3. NMAE will contact local businesses to develop partnerships and develop a forum for the exchange of issues, ideas and best practices. 	<p>NMAE will identify the area specific employability skills wanted and needed for job readiness.</p> <p>Curriculum will be created and adapted to align with employment skills. Curriculum will be in file in the AE office.</p> <p>Meetings will be held with school and community business partners. Meeting minutes will be documented and shared with staff and partners and on file in the AE office.</p>

Professional and Organizational Development Plan

Please indicate those professional development (PD) needs that you have identified for your staff and program by thoroughly completing the chart below. Be sure to relate identified PD needs with program quality goals chosen (pages 4 and 5) if applicable. Remember to include costs for consultants, in-service training specialists, workshops, teacher stipends, substitute teachers, travel, hotel, etc., in the Budget Narrative section of your grant application.

Planned Professional/Organizational Development Activities FY 2014-15					
Identified PD Need	Goal #	Proposed Approaches, Resources, Strategies, Techniques and/or Instructional Programs, etc.	Expected Outcomes	Number of Staff to be served	Total Anticipated Cost*
- Odysseyware and Virtual High School training Train Staff in Odysseyware and Virtual High School usage and curriculum	1	Representative will conduct one session in Odysseyware and one session in Virtual High School	One academic instructor in each core subject will be trained in Odysseyware and one teacher will be trained in Virtual High School	6 @\$34.76 x4 hr	\$834
Curriculum alignment Director and counselor will seek professional development in aligning current curriculum with College and Career Readiness (CCR) standards	1	Director and counselor will attend workshop in curriculum alignment to standards	Curriculum will be aligned to CCR standards in all credit diploma classes	1 @12hr x 34.76	\$417
CAACE	1,2,3	Register select adult education staff for the annual CAACE conference to network with their contemporaries and update current information and techniques in their various subject areas.	Attending staff will be able to identify new approaches in their area of interest and share this with their colleagues when they return to the district	4-6	\$1200
Statewide Policy Forum, Facilitator Training, Writing contact & Disabilities Workshop		Designated staff will attend mandatory state meetings and bring information back to the program	Staff will stay current with state policies and procedures in all program areas.	1 @ 60 hrs x \$21	\$1,260

STATEMENT OF ASSURANCES

- 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 Connecticut State Board of Education and the 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 State Department of Education, including information relating to the project records and access thereto as the 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 State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit.
- L. Required Contract Language (non-discrimination)
 - 1) (a) For purposes of this Section, the terms below 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;

STATEMENT OF ASSURANCES

- 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.

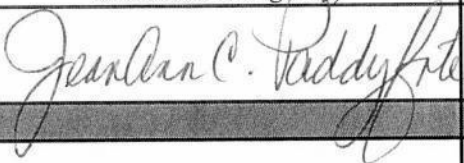

STATEMENT OF ASSURANCES

- (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 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.

SIGNATORY AUTHORIZATION

IMPORTANT: Each signature of the superintendent or agency head attests to the following:

1. knowledge and acceptance of the proposed program and budgets, and
2. agreement to abide by the statement of assurances A-N listed on pages seven through nine.

DISTRICT/AGENCY NAME	District Code	SIGNATURE (Provider Superintendent of Schools or Authorized Agency)	Provider District Budget Total (state/local dollars)
PROVIDER DISTRICT:	096		106,107
COOPERATING DISTRICTS: (Must be Listed in Numerical District Code Order)	District Code	SIGNATURE (Cooperator Superintendent of Schools Or Authorized Agency Head)	Payments anticipated from Cooperating Districts for Eligible Expenditures C.G.S. Sec. 10-67
01Region 12	212		\$2,400
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
Total Anticipated Payments from COOPERATORS ONLY:			\$2,400

Any change in program plan or budget during the program year requires a program modification signed by the providing agency head and subsequently approved by the Connecticut State Department of Education.

NO MODIFICATION WILL BE ACCEPTED AFTER March 16, 2015.

FISCAL YEAR: 2015

ED-114 BUDGET FORM

GRANTEE NAME:		TOWN CODE:																																																																																																	
GRANTEE TITLE: ADULT EDUCATION PROVIDER																																																																																																			
PROJECT TITLE:																																																																																																			
FUND: 11000	SPID: 17030	YEAR: 2015	PROG: 84002	CF1: 170013																																																																																															
GRANT PERIOD: 07/01/2014- 06/30/2015		AUTHORIZED AMOUNT: \$																																																																																																	
AUTHORIZED AMOUNT BY SOURCE:																																																																																																			
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ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

ED-244 FY 15

Technical Questions contact: guy.williams@ct.gov - (860) 807-2029

Town Code: 096

Budget Buddy: <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf>

Total: \$29,400

111A Administrator/Supervisor Salaries

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

111B Teachers

Total: \$61,164

[illegible]

112A Education Aides

[illegible]

Total: \$1,740

To clear a cell: Right click on cell then choose "Clear Contents"

Total: \$7,318

[illegible]

Total	\$0
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To clear a cell: Right click on cell then choose "Clear Contents"

Total: \$0

330 Other Professional Technical Services

Total: \$565

To clear a cell: Right click on cell then choose "Clear Contents"

Total: \$0

[illegible]

Total: \$0

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

Total: \$1,628

[illegible]

590 Other Purchased Services

Total: \$4,440

[illegible]

To clear a cell: Right click on cell then choose "Clear Contents"

611 Instructional Supplies

Total: \$902

[illegible]

Total: \$0

641 Textbooks		Total:		\$550
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Total:	\$550
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[illegible]


Total:	\$0
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To clear a cell: Right click on cell then choose "Clear Contents"

Total:	\$800
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GRAND TOTAL: \$108,507

Memo

To: Jean Ann Paddyfote
From: Greg Shugrue 
Date: 3/19/2014
Re: Graduation date for the Class of 2014

Based on the current 2013-2014 school calendar, it is my recommendation that we set the date and time of graduation for the Class of 2014 as Saturday, June 21, 2014 at 7:30pm.

Once the Board of Education has approved this date, we will enter into a contract with the O'Neill Center at WCSU to hold the event there, as we have the past several years.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



February 25, 2014

RECEIVED

MAR 12 2014

NEW MILFORD SCHOOLS
SUPERINTENDENTS OFFICE

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

Dear Dr. Paddyfote:

This is to officially inform you that the Program Compliance Review undertaken by the staff of the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, pursuant to Section 10-4(a) of the Connecticut General Statutes has been completed for your district. The report for the program monitored is enclosed for your review and response.

Please acknowledge your receipt of this report to Valerie R. Marino, Program Review Manager with either a telephone call to 860-807-2130 or letter to:

Valerie R. Marino
Connecticut State Department of Education
25 Industrial Park Road
Middletown, Connecticut 06457

The final report of the Adult Education Program Compliance Review requires a written response to the recommendations outlined within 30 days of receipt of this report.

We wish to thank you and your staff for the full support and cooperation extended to the department's program review staff. If you have any questions or concerns, please do not hesitate to contact Ms. Marino.

Sincerely,

Charlene Russell-Tucker
Chief Operating Officer

CRT:vm
cc: Stefan Pryor, Commissioner
Valerie R. Marino, Program Manager
Joanne Brogis, Adult Education Director

Enclosure

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Adult Education Program Compliance and Quality Review Final Report

District: New Milford Public Schools

Program Reviewed: New Milford Adult Education

Statutory References: Section 10-5 and Sections 10-67 to 10-73c, inclusive, of the Connecticut General Statutes and Title II of Public Law 105-220

Site Visited: New Milford Adult Education
388 Danbury Road
New Milford, CT

Date of Visit: November 19, 2013

An examination of your Program Review materials was conducted by Maureen Wagner, Education Consultant, from the Bureau of Health/Nutrition, Family Services and Adult Education in accordance with the requirements of the 2013-14 Program Compliance and Quality Review.

A site visit was conducted on November 19, 2013, with Joanne Brogis, Director, Christy Martin, program facilitator and instructional and support staff, to obtain a better understanding of certain aspects of the adult education program. During this period, the director, staff and participants were interviewed; printed materials, student and staff questionnaires and student records were reviewed; and classes were visited. Policies and procedures affecting adult education programs were examined in the school district's self-review and verified during the onsite monitoring of the following areas:

1. Program administration.
2. Director's role.
3. Program planning and operations.
4. Program goals.
5. Program application.
6. Assessment procedures.
7. Interagency cooperation.
8. Counseling services.
9. Program evaluation.
10. Recruitment.
11. Staff and student concerns.
12. Curriculum and instruction.
13. Data quality.

COMMENDATIONS

1. New Milford Adult Education is a well-managed, progressive program with experienced staff who work well together and who collectively provide a comprehensive instructional program for the eligible residents of New Milford and Regional School District 12. Located within New Milford High School, the adult education program has access to unlimited classrooms, computer and science labs, an observatory and a lecture hall. New Milford Adult Education has a well-marked entrance, providing easy access for adult education students. A communication board and resource information are displayed each evening for convenient viewing by students as they enter the building. An idea box is strategically placed for student input.
2. The program has a very efficient administrative and programmatic structure that is evident in the following examples:
 - a comprehensive faculty manual;
 - an effective student intake system that ensures that students are tested and placed appropriately, that all documentation is submitted and included in students' files and that students understand program expectations;
 - a comprehensive student resource handbook;
 - an English as a second language orientation handbook; and
 - a solid, comprehensive and research-based curriculum in all instructional areas.
3. New Milford Adult Education established a Student Congress in 2012-13 as a way for students leaders to share helpful ideas on program improvement; to represent the needs and interests of all students; and to offer suggestions and make decisions on how to increase student attendance, student participation and learner achievements. Active Student Congress members receive a leadership certificate at the end of the year and through their participation build interpersonal, critical thinking and technology skills.
4. A formal 12-hour orientation is required for all high school credit diploma students. The orientation includes career exploration; team building exercises; reading, writing and math self-assessment and study skills as preparation for the beginning of classes. Students sign a commitment contract and set goals for the semester. Those students who experience one successful semester with New Milford Adult Education and have identified health care as a career pathway can receive a full scholarship to Certified Nursing Assistant training.
5. The program is commended for extending quality counseling services to learners in the adult high school credit diploma, adult basic education and English as a Second language (ESL) programs. A safe and supportive environment encourages students to take advantage of these services. Follow up is provided for those students who miss class or who might be at risk of leaving the program.

RECOMMENDATIONS

The following recommendations are offered in the interest of serving a greater portion of the estimated 1,428 adults who do not have a high school diploma and the approximately 268 adults who do not speak English well in New Milford. The New Milford Adult Education program served 121 adults, which generated 424 enrollments in mandated classes during the 2012-2013 school years.

1. Although New Milford Adult Education has the benefit of classroom space and access to resources at New Milford High School, there appears to be a lack of understanding among high school faculty and staff regarding the role of adult education. Although the program facilitator works with guidance counselors at the high school, there could be more sharing of goals and achievements to enhance the perception of adult education and the services it offers its students.
2. The program should strengthen its connections with the local CT Works One Stop Center and attend Workforce Investment Board and Chamber of Commerce meetings to raise community and industry awareness about adult education and to become more knowledgeable about workforce development opportunities in the New Milford region. These connections would allow for the development of collaborative initiatives, which could benefit the adult education population by providing information on training and employment opportunities.
3. Regional School District 12 cooperates with New Milford Adult Education. The contribution provided does not fully cover the costs incurred by New Milford Adult Education in its service to enrolled Region 12 students. It is strongly recommended that the director meet with the superintendent of Region 12, apprise him of the services being offered to the residents of that community and ask for an increase in its contribution for adult education services. It is also recommended that the director reach out to high school guidance counselors and community organizations to inform them of the adult education services available through New Milford Adult Education.
4. The program is encouraged to strengthen its relationship with Literacy Volunteers. Currently Literacy Volunteers offers daytime classes and could enhance their services by collaborating with New Milford Adult Education. Although New Milford Adult Education has offered limited daytime programs in the past, it is suggested that the program explore ways in which it might utilize the services of this volunteer organization in a way that would benefit both entities, as well as current and potential students.
5. The structure of the current program should be reviewed to consider the ways in which the instructional schedule may be negatively affecting the recruitment and retention of students. For example:
 - there are no daytime programs for students who cannot attend evening classes;
 - the high school is located at the Southern end of New Milford, and although there is a bus, public transportation is not adequate for those attending evening classes. Unless students have their own transportation, they may not be able to attend or may find it difficult to continue attending adult education classes; and
 - the high school credit diploma program's class schedule does not allow for a dinner break for students who often leave to get something to eat and do not return to class.

New Milford Adult Education Program Compliance Report

Page 4


In light of these factors, the program director might consider the following suggestions in order to address the recruitment and retention issues at New Milford Adult Education:

- a. conduct a community needs assessment and align the outcomes with a revamped recruitment and retention plan;
 - b. make presentations to the family resource center, elementary schools and faith-based and community organizations to inform them of the educational opportunities provided by the program;
 - c. schedule ongoing conversations with guidance counselors in both high schools to foster a better understanding of the educational opportunities available in adult education;
 - d. explore a reconfiguration of the high school credit diploma program in terms of hours per day and total classes per semester. There are currently 12 classes being offered this semester. Observation of those classes revealed from three to six students in each class. Credit diploma teachers have expressed their eagerness to have more students in their classes. A possible reduction in the number of credit classes offered each semester might boost class enrollment. In addition, utilization of the adult virtual high school would provide additional credit opportunities for those students requiring them; and
 - e. examine the feasibility of offering evening snacks for students so they do not leave the building in search of food.
6. The program facilitator is an experienced and innovative team member. Without prompting, she has filled in when there was no adult education director and she is currently managing all CARS data entry since that position has gone unfilled. She is a wonderful resource for the program and for the students and teachers specifically. It is recommended that her hours be increased to match the amount of work she is actually performing as the program facilitator and to offer an opportunity to implement some additional initiatives.

Please describe how you will address the above recommendations via written correspondence to Valerie R. Marino, Program Manager, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, Connecticut 06457, within 30 days of the receipt of this report.

Within the scope of the review conducted, the adult education provided by New Milford School District is in compliance with Section 10-5 and Sections 10-67 to 10-73c, inclusive, of the Connecticut General Statutes and the Adult Education and Family and Literacy Act, Title II of the Workforce Investment Act, Public Law 105-220.

Report Prepared By:


Maureen Wagner
Education Consultant
Bureau of Health/Nutrition, Family
Services and Adult Education

2/11/14
Date

Report Reviewed By:


John Frassinelli, Chief
Bureau of Health/Nutrition, Family
Services and Adult Education

2-18-14
Date

Response to Compliance Review Dated February 25, 2014

The following responses address the recommendations resulting from the New Milford Adult Education Program Compliance Review dated February 25, 2014.

1. Dr. Joanne Brogis, director, met with New Milford High School administrators and guidance counselors on December 13, 2013 to review the goals and program within Adult Education and distribute current brochures and information. She also contacted Lori Ferreira, assistant principal, at Shepaug High School (a cooperating district). She is scheduled to meet with the guidance department at Henry Abbott Technical High School on March 24, 2014. The recommendation is addressed in the 2014-2015 program goals.
2. Dr. Brogis met with the Chamber of Commerce Executive Director on December 11, 2013 to review collaborative efforts between local businesses and New Milford Adult Education. A future meeting is pending with Home Depot to review employment readiness skills and opportunities. Dr. Brogis attended an Economic Development Council meeting on March 13, 2014 followed by a meeting with the New Milford mayor. She also established a collaboration with Goodwill Career Center in Brookfield. She will attend the WIA bidder's conference on April 2 in Waterbury. A WIA application has been submitted for the New Milford CNA course. The recommendation is addressed in the 2014-2015 program goals.
3. Dr. Brogis discussed the cooperating district's increase in funds with Dr. JeanAnn Paddyfote, New Milford superintendent. There are currently a minimum number of students from the cooperating district attending the New Milford program. The cost will be evaluated at the beginning of the school year and will be based on current enrollment.
4. Dr. Brogis has scheduled a meeting with Jacqui Farrell of Literacy Volunteers to establish a collaborative effort to meet the needs of the community. Cathy Hackett, NM Adult Education teacher, met with the secretary at St. John's Episcopal Church on February 5, 2013 to explain the adult education services. Dr. Brogis met with the Danbury ESL coordinator to offer services to their waiting list students. There will be ongoing communication with community leaders.
5. A day time ESL class is currently scheduled to determine the feasibility of offering day classes in addition to evening classes. The current enrollment limits the number of classes offered. Public transportation services are limited.
 - a. A community needs assessment will be conducted in the fall and is included in the 2014-2015 goals.
 - b. Ongoing discussions will be conducted with local community resources and schools, explaining the adult education services. In addition, a letter

and brochure were mailed to local businesses offering adult educational instruction.

- c. Conversations with high school guidance counselors will continue in order to strengthen the relationship with Adult Education.
 - d. The course schedule has been modified to meet the needs of the current enrollment. Odysseyware and Virtual High School courses will be offered to increase credit options.
 - e. Food service was offered to students for approximately one month but could not be continued due to low sales.
6. The program facilitator is scheduled for fifteen weeks beyond instructional time which will be used for planning and implementation of additional initiatives. In addition, a new director was hired in October, 2013, at which time the facilitator was able to resume her functional responsibilities. Data entry hours have been added to the 2014-2015 grant funding.

NEW MILFORD PUBLIC SCHOOLS

50 East Street

New Milford, Connecticut 06776

POSITION DESCRIPTION

TITLE: Director of Fiscal Services and Operations

GENERAL STATEMENT OF DUTIES: This individual will be responsible for budget development and management, state financial reporting, district audit, procedures for fund raising and accepting donations, administration of revenue generating services, negotiations, management of district's utility accounts, administration of the district's external accounts and student transportation.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Business Administration or degree in other field with additional courses in business.
2. Must possess CT State Department of Education (085) School Business Administrator Certification.

This certificate is required for each person employed by a Board of Education who is responsible for six or more of the following areas of school business administration: (1) accounting and reporting; (2) financial planning and budgeting; (3) operation and maintenance of plant; (4) administering personnel functions; (5) purchasing and supply management; (6) data processing; (7) food service operations; (8) grant applications and reporting; (9) insurance; (10) collective bargaining; and (11) transportation.

3. At least five (5) years of recent experience in public school business administration or the equivalent experience in business.
4. Knowledge of computer sciences and data processing, personnel administration, plant maintenance, fiscal control, purchasing, and budgeting is desirable for this position. Previous experience and education should have prepared him/her for program planning, cost benefit analysis, up-to-date accounting procedures, and Planned Program Budgeting Systems.

REPORTS TO: Superintendent

SUPERVISES: Facilities Manager, Food Services Director, Accounting Manager, payroll, accounts payable, purchase order processing employees and district-wide transportation/school activities clerk.

PERFORMANCE RESPONSIBILITIES:

1. Direct the development of all accounting and reporting procedures necessary to meet local, state and federal requirements.
2. Monitor all purchase requisitions, orders and contracts for conformance with policy, accounting requirements, adequate specifications and benefit to the district.
3. Supervise and monitor payroll systems and procedures, accounts payable systems and procedures and accounting systems and procedures.
4. Control expenditure of budget appropriations in accordance with the Board's budget goals and objectives and compile reports on the status of the budget to the Superintendent and the Board.
5. Maintain such records and documentation as may be needed to ensure that the district has the information necessary to derive maximum benefit from its expenditures.
6. Assist the Superintendent in the negotiation of Bargaining unit contracts.
7. Oversee District-wide procurement procedures, and assist other administrators in the technical and financial requirements of complex procurement issues.
8. Make recommendations, as necessary, to the Superintendent with regard to procedural and/or policy changes.
9. Oversee the development and implementation of school safety and security procedures and the all-hazards crisis plan.
10. Oversee the implementation of the Board's policies regarding student transportation.
11. Performs other related duties as assigned.

Revised 3/7/14

NEW MILFORD PUBLIC SCHOOLS

2014 – 2015 School Calendar

Draft as of March 17, 2014

August 2014 5 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 19 Teacher Work Day
- 20 Professional Development
- 21 Professional Development
- 22 All Staff Convocation
- 25 Students Return

September 20 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 1 Labor Day
- 10 K-12 Early Dismissal for PD
- 17 K-12 Early Dismissal for PD
- 25 Rosh Hashanah

October 22 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 13 Columbus Day
- 15 K-12 Early Dismissal for PD
- 22 K-12 Early Dismissal for PD

November 16 Days

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 4 Election Day/Professional Day
- 11 Veterans Day Observed
- 17-19 K-12 Early Dismissal for Parent Conferences
- 20 K-3 Evening Parent Conferences
- 24 SNIS Evening Parent Conferences
- 26 Early Dismissal for Thanksgiving
- 27-28 Thanksgiving Recess

December 17 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 3 SMS Evening Parent Conferences
- 4 HS Evening Parent Conferences
- 23 Early Dismissal for Holiday Recess
- 24-26 Holiday Recess
- 29-31 Holiday Recess

January 2015 19 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1-2 Holiday Recess
- 19 Martin Luther King Day

February 18 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

- 16&17 Winter Recess

March 22 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 4 Kindergarten Parent Orientation
- 19 K-3 Evening Parent Conferences
- 23-25 K-6 Early Dismissal for Parent Conferences
- 24-25 7-12 Early Dismissal for PD
- 26 SNIS Evening Parent Conferences

April 16 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- 1 SMS Evening Parent Conferences
- 3 Good Friday
- 6-10 NES Kindergarten Registration
- 8 7-12 Early Dismissal for PD
- 9 HS Evening Parent Conferences
- 13-17 Spring Recess
- 20-24 HPS Kindergarten Registration
- 27-30 JPS Kindergarten Registration

May 20 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 1 JPS Kindergarten Registration
- 25 Memorial Day

June * 6 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 8 Last Day of School

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or pre-opening activities
-  Early Dismissal All Schools
-  Early Dismissal K-6 Only
-  Early Dismissal 7-12 Only

181 Student Days Total
186 Teacher Days Total

* NMHS Graduation Date will be set by the Board of Education at its April 2015 Meeting.

Draft as of March 17, 2014
SUBJECT TO CHANGE

Any days lost by emergency closing of schools will be added to the calendar after June 8th through, and including, June 19, 2015. After June 19, days will be deducted from the beginning of spring recess starting with April 13, 14, etc. Additional days will be added after June 19, 2015.

**New Milford Board of Education
Operations Sub-Committee Minutes
April 1, 2014**

Present: Mrs. Daniele Shook, Chairperson
Mr. John Spatola
Mrs. Theresa Volinski
Mr. Dave Littlefield, Alternate

Absent: Mrs. Wendy Faulenbach
Mr. Dave R. Shaffer

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Gregg Miller, Director of Fiscal Services
Ms. Roberta Pratt, Director of Technology
Mr. John Calhoun, Facilities Manager
Dr. Joanne Brogis, Director of New Milford Adult Education

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NEW MILFORD, CT

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1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Daniele Shook. Mr. Dave Littlefield was seated in the absence of Mr. Shaffer	Call to Order
2.	Public Comment <ul style="list-style-type: none"> None 	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	<p>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> Mr. Spatola asked about the 45% salary pro-rated for Mr. Tomasello and Ms. Baldelli noted that he is filling this role post-retirement and he cannot make more than 45% of his prior salary per the Teachers Retirement Board. <p>Mr. Littlefield moved to bring Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval, Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	<p>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>Motion made and passed to bring Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p>

**New Milford Board of Education
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<p>B.</p>	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolutions D-664 2. Budget Positions dated 3/31/14 3. Requests for Budget Transfers <ul style="list-style-type: none"> • Mr. Spatola asked about the tuition lines for special education and Dr. Paddyfote said there were multiple tuition lines including tuition for four students who have special needs above and beyond the base needs, transportation for students with special needs, Education Connection therapeutic programming, and Green Chimneys which is for a one on one para but is eligible for excess costs. • Mr. Spatola noted the police coverage at athletic events and asked if the admission charge was enough to cover the cost of police. Mr. Miller said admission is not a direct offset to that line item and the police coverage is just one expense of the overall sports at the high school. Mr. Spatola asked when the admission charge was last increased and Dr. Paddyfote said it was probably a while ago. • Mr. Littlefield asked about the \$50,000 charge for Pullman which he thought came through last month and Mr. Miller said that was the transfer last month and this is the actual purchase order. • Mr. Spatola asked if the line item 1215 at 120% of budget was for a settlement and Dr. Paddyfote said that was not that particular line. Mr. Spatola said he asked about this line in the past and he was told it was for a negotiated settlement. Dr. Paddyfote said there may have been a settlement with some program but not this particular line item. • Mr. Miller noted the Litchfield Hills Transition program had been budgeted for three tuition students but only one has been enrolled so there is a shortfall on the revenue side. • Mr. Spatola asked why the Board of Education 2310 line is so over budget and Dr. Paddyfote said it is mostly legal though all objects must go into a 	<p>Monthly Reports</p> <ol style="list-style-type: none"> 1. Purchase Resolutions D-664 2. Budget Position dated 3/31/14 3. Request for Budget Transfers
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**New Milford Board of Education
Operations Sub-Committee Minutes
April 1, 2014**

	<p>program line.</p> <ul style="list-style-type: none"> • Mr. Miller noted that at the last operations meeting he had said the budget would self-correct from the big difference at the last report and he pointed out that in this report the budget had indeed corrected. • Mr. Littlefield asked about object 613 maintenance supplies and Mr. Calhoun said the line is for custodial and maintenance supplies and that included ice melt, repair products, paper products and trash liners which have increased due to the high petroleum costs. <p>Mr. Littlefield moved to send the Monthly Reports: 1. Purchase Resolution D-664, 2. Budget Positions dated 3/31/14, and 3. Requests for Budget Transfers, to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	
C.	<p>Gifts & Donations</p> <p>1. PTO – Exhibit B</p> <ul style="list-style-type: none"> • Mr. Spatola asked who would be on the self-guided tour. Mr. Smith the teachers and chaperones would lead the students. <p>2. Eagle Scout Donation for SNIS – Exhibit C</p> <ul style="list-style-type: none"> • Mr. Littlefield noted that the Facilities Subcommittee had approved this project. <p>3. Donation from GEDEB Realty – Exhibit D</p> <ul style="list-style-type: none"> • Dr. Paddyfote said this was a follow up to a forum being held this evening to have a speaker come to the high school to talk about having lost his son to a drug overdose. 	<p>Motion made and passed unanimously to send the Monthly Reports: 1. Purchase Resolution D-664, 2. Budget Positions dated 3/31/14, and 3. Requests for Budget Transfers, to the full Board for approval.</p> <p>Gifts & Donations</p> <p>1. PTO – Exhibit B</p> <p>2. Eagle Scout Donation for SNIS – Exhibit C</p> <p>3. Donation from GEDEB Realty – Exhibit D</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
April 1, 2014**

<p>D.</p>	<p>4. Jessica Bradley Memorial Fund – Exhibit E</p> <ul style="list-style-type: none"> • These funds are for the all-school musical productions in honor of Jessica who performed in them during high school. <p>Mr. Littlefield moved to bring the Gifts and Donations to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p> <p>Grant</p> <p>1. Adult Education – ED 244</p> <ul style="list-style-type: none"> • Dr. Paddyfote invited Dr. Joanne Brogis to present information regarding the Adult Education Grant. Dr. Brogis pointed out her goals and objectives for adult education including compliance review, interagency collaboration and worksite collaboration. • Mr. Smith noted the changes to Adult Education that came about last fall including the change in the way the position of director was structured. He said part of the reason to change adult education was because there were big holes in compliance. • Dr. Brogis said she is trying to do more outreach to literacy volunteers and chamber connections. She said next year a Community Needs Assessment will be conducted to see how the program should grow. • Mr. Spatola asked why the enrollment was down in 2014 and Dr. Brogis said prior reporting has been misleading and the goal now is to zero in on accuracy and not double count participants. • Mr. Smith said the Nursing Certification Program has helped people at the hospital to get certification. Mr. Spatola asked how the nursing 	<p>4. Jessica Bradley Memorial Fund – Exhibit E</p> <p>Motion made and passed unanimously to bring Gifts and Donations: PTO – Exhibit B, Eagle Scout Donation for SNIS – Exhibit C, Donation from GEDEB Realty – Exhibit D, and Jessica Bradley Memorial Fund – Exhibit E to the full Board for approval.</p> <p>Grant</p> <p>1. Adult Education – ED 244</p>
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**New Milford Board of Education
Operations Sub-Committee Minutes
April 1, 2014**

	<p>program was funded and Dr. Brogis said if the Workforce Investment Board approves this program under Workforce Investment Act (WIA), participants can get reimbursed for some expenses including tuition, books, and uniforms.</p> <ul style="list-style-type: none"> • Mr. Smith noted that the district would get paid regardless of the WIA approval but this would allow the students to get reimbursed. • Mr. Spatola asked what a CDP was and Dr. Brogis said it was a credit diploma program which requires that the student take credits to get a high school diploma versus a GED which only requires an equivalency test. • Mr. Spatola asked why Region 12 only contributes \$2,400 to the program and Dr. Brogis said a cooperative program currently only pays a lump sum but they only send two students at the moment. She said she will be looking at this next year before the grant is written and submitted. • Mrs. Volinski asked if the adult education program was only for high school kids who did not graduate or for those above 18 years of age. Dr. Brogis said the enrichment program was for all and that is a money making program. Mrs. Volinski asked how people were reached to get the information about the program and Dr. Brogis said brochures were dropped off at various locations, the newspaper had ads and there is an online registration component. Mrs. Volinski noted since she does not receive the newspaper she does not have a way to get information. <p>Mr. Littlefield moved to send the Adult Education Grant – ED 244 to the full Board for approval.</p> <p>Motion seconded by Mrs. Volinski.</p> <p>Motion passed unanimously.</p>	
E.	<p>New Milford High School Graduation Date 2014</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the graduation date will be 	<p>Motion made and passed unanimously to send the Adult Education Grant – ED 244 to the full Board for approval.</p> <p>New Milford High School Graduation Date 2014</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
April 1, 2014**

	<p>June 21, 2014.</p> <p>Mr. Littlefield moved to send to the full Board for approval the high school graduation date of June 21st, 2014, seconded by Mrs. Volinski and passed unanimously.</p>	<p>Motion made and passed unanimously to send the New Milford High School Graduation Date of June 21st, 2014 to the full Board for approval.</p>
4.	Items for Information	Items for Information
A.	<p>Adult Ed Compliance Review</p> <ul style="list-style-type: none"> • Dr. Brogis said the compliance review highlighted a few standard things and every concern has been addressed. • Mr. Spatola asked if the HART bus could be used as an option to get students to the program and Dr. Brogis said they do not pick up as late as the 9 p.m. dismissal time. So far most of the participants are getting rides. • Mr. Spatola asked if there were vending machines with sandwiches for the participants and Mr. Smith said they are continuing to explore options for food. Dr. Paddyfote suggested that they contact the Litchfield Hills Transitions Students Culinary Program. 	Adult Ed Compliance Review
C.	<p>Draft School Calendar</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the board does not approve the calendar but she was looking for feedback on the proposed 2014-2015 calendar. • Mrs. Volinski suggested there be a full week vacation in February versus April which might alleviate the snow days in February. Dr. Paddyfote noted this was traditional and they also looked at the regional calendar. • Mrs. Shook said from a teacher's standpoint, no break in April would make for a long March, April and May. • Dr. Paddyfote said the district used to have the week long February vacation but that was done away with. She also noted that the state will be coming up with a standard schedule that will be 	Draft School Calendar

**New Milford Board of Education
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	<p>voluntary next year but then required after that. She said this proposed schedule mirrors the region at the moment.</p> <ul style="list-style-type: none"> • Mr. Spatola suggested that instead of a two hour delay, school should just be cancelled. • Mrs. Volinski suggested taking a week off in February and a week in April but give days back from April if there are too many snow days. 	
D.	<p>Refuse Bid</p> <ul style="list-style-type: none"> • Mr. Miller said the bid is due back to the town in April and he expected to have the information available to the Board next month. 	Refuse Bid
B.	<p>Job Description and Salary for Director of Fiscal Services and Operations</p> <ul style="list-style-type: none"> • Dr. Paddyfote said the job description was updated before the position was posted to reflect what is happening in the system. She said she is not looking for a motion but rather feedback and a sense of the committee. She handed out information on the salary of similar positions in the DRG and New Milford is well below average. She suggested that the Board might have to consider bumping the salary to \$125,000 to \$130,000. She said the position was posted three weeks ago and only six applications have been received with one candidate that seems to have all the requirements. • Mr. Spatola noted that the Director of Finance for New Milford does not make \$125,000 to \$130,000 and Mr. Miller fits under the direction of the Director of Finance for the town. • The Director of Finance and Operations reports to and is evaluated by the Superintendent. • Mr. Spatola said the state statutes now allow the combining of non-educational services and suggested a combining of the town and school finance departments. • Dr. Paddyfote responded to the Director of Finance salary noting that the school has 680 employees not including substitutes whereas the 	<p>Job Description and Salary for Director of Fiscal Services and Operations</p>

**New Milford Board of Education
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	<p>town only has about 200. She also noted that the budget of the Board of Education is two-thirds of the total budget. Also, this position is responsible for transportation of students whereas the Town Finance Director does not have that responsibility. She also said that in the future, after the transition to the MUNIS system, it might be good to explore with the town the merging of purchasing or accounts payable positions.</p> <ul style="list-style-type: none"> • Dr. Paddyfote noted that candidate that they think will best serve New Milford currently makes just under \$124,000. She also said the Director of Technology left New Milford to go to another town in the DRG where he made \$29,000 more. • Mr. Miller said when he first came to New Milford 10 years ago he had two goals – not to commute anymore and to vest in a pension program which he has done. He said New Milford has the distinction of having the lowest paid Business Manager in the State. He also said while he was not in this position for the pay, someone with experiences was not going to come into this position making \$90,000. • Mr. Spatola asked about item nine on the job description overseeing the implementation of school security procedures and wondered why that fell under this job. Dr. Paddyfote said normally the facilities person would report to Mr. Miller but due to conflict with a family situation in this district, the facilities person reports to the Superintendent. • Mrs. Shook said she had no problem with offering more than the current salary based on the information provided. • Mr. Littlefield said it was clear that New Milford had to offer more and he felt a range from \$120,000 to \$130,000 was workable. 	
5.	<p>Adjourn</p> <p>Mr. Spatola moved to adjourn the meeting at 9:08 p.m. seconded by Mr. Littlefield and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:08 pm.</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
April 1, 2014**

Respectfully submitted:

A handwritten signature in cursive script that reads "Danielle Shook". The signature is written in dark ink and is positioned above the printed name and title.

Danielle Shook, Chairperson
New Milford Board of Education