

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE: June 9, 2020
TIME: 7:30 P.M.
PLACE: By Zoom Virtual Meeting

RECEIVED
TOWN CLERK
2020 JUN - 5 A 8:49

NEW MILFORD, CT

To join the meeting:

<https://zoom.us/j/94349422673?pwd=MThtQU0xeKcwZ2pQWmY5YkVXVVC4OT09>

Meeting ID: 943 4942 2673

Password: 891039

AGENDA

New Milford Public Schools Mission Statement

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

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

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

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

3. Discussion and Possible Action

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 1. Budget Position dated May 31, 2020
 2. Purchase Resolution D-735
 3. Request for Budget Transfers
- C. Bid Awards
 1. Food and Nutrition Services – Milk
 2. Food and Nutrition Services – Frozen Dessert
 3. Boiler Cleaning
 4. Septic Cleaning
 5. School Based Student Care Workers
 6. Substitute Recruitment and Retention Services
 7. Copier Services

D. Grant

1. Adult Education PEP Grant

E. AASA Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process

F. Recommended Adjustments to the 2020-21 Budget

4. Items of Information

A. Annual Emergency Preparedness Report

B. Annual Wellness Report

C. Annual Report of the John J. McCarthy Observatory

D. Excess Cost Payment 2 of 2 for 2019-20

E. Update on 2019-20 Capital Projects

5. Public Comment

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6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson

Pete Helmus

Eileen P. Monaghan

Olga I. Rella

Alternates: Brian McCauley

Tammy McInerney

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education

June 16, 2020

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

- | | |
|---|--------------------------------|
| <p>1. Mr. Michael Abraham, Social Studies Teacher at New Milford High School <u>Move</u> that the Board of Education approve the resignation, due to retirement, of Mr. Michael Abraham as Social Studies Teacher at New Milford High School effective June 30, 2020.</p> | <p>Retirement</p> |
| <p>2. Ms. Linda Cervone, Math Teacher, New Milford High School <u>Move</u> that the Board of Education approve the resignation of Ms. Linda Cervone as Math Teacher at New Milford High School effective June 16, 2020.</p> | <p>Took position elsewhere</p> |
| <p>3. Dr. Kathleen DelMonico, English Teacher at New Milford High School <u>Move</u> that the Board of Education approve the resignation, due to retirement, of Dr. Kathleen DelMonico as English Teacher at New Milford High School effective July 31, 2020.</p> | <p>Retirement</p> |
| <p>4. Mrs. Denise Kemmerer, Math Teacher, Schaghticoke Middle School <u>Move</u> that the Board of Education approve the resignation of Mrs. Denise Kemmerer as Math Teacher at Schaghticoke Middle School effective May 27, 2020.</p> | <p>Personal Reasons</p> |

2. CERTIFIED STAFF

b. NON-RENEWALS

- 1. None**

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Ms. Taylor Anderek**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Ms. Taylor Anderek** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$54,638 (Step 1F)

2. **Ms. Laura Nadriczny**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Ms. Laura Nadriczny** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$54,638 (Step 1F)

3. **Mr. Joseph Perlman**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Mr. Joseph Perlman** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$94,705 (Step 15I)

4. **Mr. Joseph Perlman**, Math Department Chair, New Milford High School

Move that the Board of Education appoint **Mr. Joseph Perlman** as Math Department Chair at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Stipend – \$4,299

5. **Mr. Corey Stevens**, Math Teacher, New Milford High School

Move that the Board of Education appoint **Mr. Corey Stevens** as Math Teacher at New Milford High School effective August 20, 2020, pending meeting all hiring criteria.

2020-2021 Salary – \$61,896 (Step 6F)

Education History:

BS: Sacred Heart University

Major: Math

MA: Sacred Heart University

Major: Secondary Education

Work Experience:

Student Teacher – Newtown HS

Replacing: L. Cervone

Education History:

BA: WCSU

Major: Math

MA: UConn

Major: Secondary Math Education

Work Experience:

Student Teacher – Newtown HS

Replacing: K. Sroka

Education History:

BA: Iona College

Major: Math

MA: CUNY, Queens College

Major: Math & Secondary Youth Services

Work Experience:

20 Yrs. Rye Neck, NY

Replacing: R. Fitzsimmons

Education History:

BA: Iona College

Major: Math

MA: CUNY, Queens College

Major: Math & Secondary Youth Services

Work Experience:

20 Yrs. Rye Neck, NY

Replacing: R. Fitzsimmons

Education History:

BS: University of South Carolina

Major: Sport & Entertainment Mgmt.

MA: University of South Carolina

Major: Secondary Math

Work Experience:

5 Yrs. South Carolina

Replacing: J. Wrenn

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. **Mrs. Janet Roache**, Secretary to Assistant Principal, Northville Elementary School
Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Janet Roache** as Secretary to Assistant Principal at Northville Elementary School effective June 30, 2020.

Retirement

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. None

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. None

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. None

13. COACHING STAFF

b. APPOINTMENTS

1. None

14. LEAVES OF ABSENCE

1. **Mrs. Katherine Sheikh**, Elementary Teacher, Sarah Noble Intermediate School

Move that the Board of Education approve an unpaid leave of absence for **Mrs. Katherine Sheikh** for the 2020-2021 school year.

Unpaid Leave of Absence



SUMMARY BY MOC (MAJOR OBJECT CODE)

| RANGE | MAJOR OBJECT CODE DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|-------------|-------------------------------|-----------------|-----------|----------------|------------|--------------|-----------|---------|
| 100'S | SALARIES - CERTIFIED | 28,786,342 | -1,360 | 28,784,982 | 28,513,189 | 325,041 | -53,248 | 100.18% |
| 100'S | SALARIES - NON CERTIFIED | 9,334,085 | 0 | 9,334,085 | 8,506,397 | 374,211 | 453,478 | 95.14% |
| 200'S | BENEFITS | 11,327,946 | 0 | 11,327,946 | 10,211,521 | 1,014,478 | 101,947 | 99.10% |
| 300'S | PROFESSIONAL SERVICES | 4,087,606 | 25,119 | 4,112,726 | 3,214,250 | 621,725 | 276,751 | 93.27% |
| 400'S | PROPERTY SERVICES | 969,278 | -3,411 | 965,867 | 677,058 | 165,539 | 123,270 | 87.24% |
| 500'S | OTHER SERVICES | 7,628,684 | -43,813 | 7,584,871 | 5,820,798 | 658,573 | 825,755 | 85.42% |
| 600'S | SUPPLIES | 2,626,716 | -3,302 | 2,623,414 | 1,868,747 | 516,478 | 238,189 | 90.92% |
| 700'S | CAPITAL | 84,047 | 27,243 | 111,290 | 49,233 | 35,488 | 26,569 | 76.13% |
| 800'S | DUES AND FEES | 88,621 | -476 | 88,145 | 84,178 | 45 | 3,922 | 95.55% |
| 900'S | REVENUE | -892,633 | 0 | -892,633 | -875,551 | 0 | -17,082 | 98.09% |
| GRAND TOTAL | | 64,040,692 | 0 | 64,040,692 | 58,069,819 | 3,711,577 | 1,979,550 | 96.47% |

SALARIES - NON CERTIFIED BREAKOUT

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------|-------------------------------------|-----------------|-----------|----------------|------------|--------------|---------|---------|
| 51180 | SALARIES - NON CERT - STIPENDS | 565,784 | 0 | 565,784 | 416,232 | 0 | 149,552 | 73.57% |
| 51201 | SALARIES - NON CERT - PARA EDUCATOR | 2,009,328 | 0 | 2,009,328 | 1,936,432 | 72,896 | 0 | 100.00% |
| 51202 | SALARIES - NON CERT - SUBSTITUTES | 854,478 | 0 | 854,478 | 820,589 | 0 | 33,889 | 96.03% |
| 51210 | SALARIES - NON CERT - SECRETARY | 1,888,333 | 0 | 1,888,333 | 1,784,734 | 103,599 | 0 | 100.00% |
| 51225 | SALARIES - NON CERT - TUTORS | 300,695 | 0 | 300,695 | 250,705 | 0 | 49,990 | 83.38% |
| 51240 | SALARIES - NON CERT - CUSTODIAL | 1,891,646 | 0 | 1,891,646 | 1,651,772 | 121,239 | 118,635 | 93.73% |
| 51250 | SALARIES - NON CERT - MAINTENANCE | 920,746 | 0 | 920,746 | 780,834 | 49,537 | 90,375 | 90.18% |
| 51285 | SALARIES - NON CERT - TECHNOLOGY | 457,410 | 0 | 457,410 | 437,934 | 8,440 | 11,037 | 97.59% |
| 51336 | SALARIES - NON CERT - NURSES | 445,665 | 0 | 445,665 | 427,165 | 18,500 | 0 | 100.00% |
| TOTAL | | 9,334,085 | 0 | 9,334,085 | 8,506,397 | 374,211 | 453,478 | 95.14% |

BENEFIT BREAKOUT

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------|------------------------------------|-----------------|-----------|----------------|------------|--------------|---------|---------|
| 52200 | BENEFITS - FICA | 638,931 | -26,339 | 612,592 | 536,038 | 0 | 76,554 | 87.50% |
| 52201 | BENEFITS - MEDICARE | 534,567 | 0 | 534,567 | 516,476 | 0 | 18,091 | 96.62% |
| 52300 | BENEFITS - PENSION | 840,836 | 860 | 841,696 | 841,696 | 0 | 0 | 100.00% |
| 52600 | BENEFITS - UNEMPLOYMENT COMP | 15,000 | 25,479 | 40,479 | 40,479 | 0 | 0 | 100.00% |
| 52810 | BENEFITS - HEALTH INSURANCE | 8,572,329 | 0 | 8,572,329 | 7,638,228 | 934,101 | 0 | 100.00% |
| 52820 | BENEFITS - DISABILITY INSURANCE | 125,000 | 0 | 125,000 | 94,242 | 30,758 | 0 | 100.00% |
| 52830 | BENEFITS - LIFE INSURANCE | 121,000 | 0 | 121,000 | 96,530 | 24,470 | 0 | 100.00% |
| 52900 | BENEFITS - OTHER EMPLOYEE BENEFITS | 480,283 | 0 | 480,283 | 447,833 | 25,148 | 7,302 | 98.48% |
| TOTAL | | 11,327,946 | 0 | 11,327,946 | 10,211,521 | 1,014,478 | 101,947 | 99.10% |

*EXPENDITURES*

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------|--------------------------------|-----------------|-----------|----------------|------------|--------------|---------|---------|
| 51110 | CERTIFIED SALARIES | 28,786,342 | -1,360 | 28,784,982 | 28,513,189 | 325,041 | -53,248 | 100.18% |
| 51200 | NON-CERTIFIED SALARIES | 9,334,085 | 0 | 9,334,085 | 8,506,397 | 374,211 | 453,478 | 95.14% |
| 52000 | BENEFITS | 11,327,946 | 0 | 11,327,946 | 10,211,521 | 1,014,478 | 101,947 | 99.10% |
| 53010 | LEGAL SERVICES | 213,500 | 0 | 213,500 | 242,101 | 0 | -28,601 | 113.40% |
| 53050 | CURRICULUM DEVELOPMENT | 75,000 | 0 | 75,000 | 44,016 | 0 | 30,984 | 58.69% |
| 53200 | PROFESSIONAL SERVICES | 2,020,502 | -55,520 | 1,964,982 | 1,379,321 | 424,589 | 161,072 | 91.80% |
| 53201 | MEDICAL SERVICES - SPORTS | 30,500 | 0 | 30,500 | 19,667 | 0 | 10,833 | 64.48% |
| 53210 | TIME & ATTENDANCE SOFTWARE | 10,500 | 0 | 10,500 | 3,638 | 0 | 6,862 | 34.64% |
| 53220 | IN SERVICE | 118,560 | -14,803 | 103,757 | 59,657 | 10,000 | 34,100 | 67.13% |
| 53230 | PUPIL SERVICES | 931,976 | 97,360 | 1,029,336 | 937,140 | 65,874 | 26,322 | 97.44% |
| 53300 | OTHER PROF/ TECH SERVICES | 65,215 | -3,518 | 61,697 | 42,314 | 676 | 18,707 | 69.68% |
| 53310 | AUDIT/ACCOUNTING | 45,000 | 0 | 45,000 | 45,000 | 0 | 0 | 100.00% |
| 53500 | TECHNICAL SERVICES | 260,690 | 1,600 | 262,290 | 202,047 | 54,564 | 5,680 | 97.83% |
| 53530 | SECURITY SERVICES | 206,163 | 0 | 206,163 | 140,141 | 66,022 | 0 | 100.00% |
| 53540 | SPORTS OFFICIALS SERVICES | 110,000 | 0 | 110,000 | 99,210 | 0 | 10,790 | 90.19% |
| 54101 | CONTRACTUAL TRASH PICK UP | 92,995 | 0 | 92,995 | 59,640 | 17,310 | 16,046 | 82.75% |
| 54301 | REPAIRS & MAINTENANCE | 455,243 | 0 | 455,243 | 339,545 | 99,407 | 16,291 | 96.42% |
| 54302 | FIRE / SECURITY MAINTENANCE | 2,500 | 0 | 2,500 | 1,203 | 0 | 1,297 | 48.11% |
| 54303 | GROUPS MAINTENANCE | 14,028 | 0 | 14,028 | 7,106 | 2,094 | 4,828 | 65.58% |
| 54310 | GENERAL REPAIRS | 48,446 | -4,046 | 44,400 | 21,148 | 8,301 | 14,951 | 66.33% |
| 54320 | TECHNOLOGY RELATED REPAIRS | 36,430 | 0 | 36,430 | 18,314 | 1,385 | 16,731 | 54.07% |
| 54411 | WATER | 68,195 | 0 | 68,195 | 48,375 | 19,820 | 0 | 100.00% |
| 54412 | SEWER | 22,900 | 0 | 22,900 | 22,025 | 184 | 691 | 96.98% |
| 54420 | LEASE/RENTAL EQUIP/VEH | 228,541 | 635 | 229,176 | 159,702 | 17,039 | 52,435 | 77.12% |
| 55100 | PUPIL TRANSPORTATION - OTHER | 106,250 | 0 | 106,250 | 76,268 | 0 | 29,982 | 71.78% |
| 55101 | PUPIL TRANS - FIELD TRIP | 23,000 | -2,813 | 20,187 | 19,686 | 0 | 501 | 97.52% |
| 55105 | TRANSPORTATION - SUMMER | 16,000 | 0 | 16,000 | 0 | 0 | 16,000 | 0.00% |
| 55110 | STUDENT TRANSPORTATION | 4,560,865 | 0 | 4,560,865 | 3,841,107 | 313,670 | 406,088 | 91.10% |
| 55190 | STUDENT TRANSPORTATION PURCHAS | 1,500 | 0 | 1,500 | 0 | 0 | 1,500 | 0.00% |
| 55200 | GENERAL INSURANCE | 279,746 | 0 | 279,746 | 0 | 0 | 0 | 0.00% |
| 55300 | COMMUNICATIONS | 48,668 | 0 | 48,668 | 40,773 | 7,895 | 0 | 100.00% |
| 55301 | POSTAGE | 35,531 | 0 | 35,531 | 21,125 | 14,406 | 0 | 100.00% |
| 55302 | TELEPHONE | 77,145 | 0 | 77,145 | 77,145 | 0 | 0 | 100.00% |

*EXPENDITURES*

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|--------------------------|--------------------------------|-------------------|-----------|-------------------|-------------------|------------------|------------------|---------------|
| 55400 | ADVERTISING | 5,000 | 0 | 5,000 | 3,151 | 798 | 1,051 | 78.97% |
| 55505 | PRINTING | 51,372 | 0 | 51,372 | 34,101 | 3,785 | 13,486 | 73.75% |
| 55600 | TUITION | 35,000 | 0 | 35,000 | 1,300 | 950 | 32,750 | 6.43% |
| 55610 | TUITION TO IN STATE DIST | 796,641 | -41,000 | 755,641 | 540,272 | 68,777 | 146,592 | 80.60% |
| 55630 | TUITION TO PRIVATE SOURCES | 1,540,697 | 0 | 1,540,697 | 1,144,770 | 241,695 | 154,232 | 89.99% |
| 55800 | TRAVEL | 51,269 | 0 | 51,269 | 21,100 | 6,597 | 23,572 | 54.02% |
| 56100 | GENERAL INSTRUCTIONAL SUPPLIES | 168,242 | -635 | 167,607 | 111,327 | 10,066 | 46,213 | 72.43% |
| 56110 | INSTRUCTIONAL SUPPLIES | 415,078 | 2,207 | 417,285 | 291,246 | 12,496 | 113,542 | 72.79% |
| 56120 | ADMIN SUPPLIES | 28,397 | 0 | 28,397 | 16,385 | 1,580 | 10,431 | 63.27% |
| 56210 | NATURAL GAS | 194,960 | 0 | 194,960 | 157,603 | 37,357 | 0 | 100.00% |
| 56220 | ELECTRICITY | 964,971 | 0 | 964,971 | 730,146 | 234,825 | 1 | 100.00% |
| 56230 | PROPANE | 4,500 | 0 | 4,500 | 1,818 | 1,062 | 1,620 | 63.99% |
| 56240 | OIL | 205,437 | 0 | 205,437 | 141,263 | 64,174 | 0 | 100.00% |
| 56260 | GASOLINE | 33,246 | 0 | 33,246 | 9,375 | 15,119 | 8,752 | 73.68% |
| 56290 | FACILITIES SUPPLIES | 308,111 | 0 | 308,111 | 213,012 | 73,902 | 21,197 | 93.12% |
| 56291 | MAINTENANCE COMPONENTS | 15,000 | 0 | 15,000 | 14,650 | 43 | 307 | 97.95% |
| 56292 | UNIFORMS/ CONTRACTUAL | 14,200 | 0 | 14,200 | 12,411 | 230 | 1,559 | 89.02% |
| 56293 | GROUNDKEEPING SUPPLIES | 22,750 | 0 | 22,750 | 5,835 | 11,209 | 5,706 | 74.92% |
| 56410 | TEXTBOOKS | 60,228 | 245 | 60,473 | 60,473 | 0 | 0 | 100.00% |
| 56411 | CONSUMABLE TEXTS | 55,481 | -5,040 | 50,440 | 10,691 | 35,298 | 4,451 | 91.17% |
| 56420 | LIBRARY BOOKS | 58,696 | 520 | 59,216 | 42,698 | 12,261 | 4,258 | 92.81% |
| 56430 | PERIODICALS | 19,157 | -475 | 18,682 | 16,262 | 860 | 1,560 | 91.65% |
| 56460 | WORKBOOKS | 13,916 | 0 | 13,916 | 13,904 | 0 | 12 | 99.92% |
| 56500 | SUPPLIES - TECH RELATED | 44,346 | -124 | 44,222 | 19,646 | 5,996 | 18,580 | 57.99% |
| 57340 | COMPUTERS/TECH HARDWARE | 14,100 | 0 | 14,100 | 9,853 | 32 | 4,214 | 70.11% |
| 57345 | INSTRUCTIONAL EQUIPMENT | 8,140 | 0 | 8,140 | 2,788 | 649 | 4,703 | 42.23% |
| 57400 | GENERAL EQUIPMENT | 49,683 | 27,243 | 76,926 | 33,082 | 34,807 | 9,037 | 88.25% |
| 57500 | FURNITURE AND FIXTURES | 12,124 | 0 | 12,124 | 3,510 | 0 | 8,614 | 28.95% |
| 58100 | DUES & FEES | 88,621 | -476 | 88,145 | 84,178 | 45 | 3,922 | 95.55% |
| EXPENDITURE TOTAL | | 64,933,325 | 0 | 64,933,325 | 58,945,370 | 3,711,577 | 1,996,632 | 96.49% |



REVENUES

| OBJECT | ACCOUNT DESCRIPTION | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | BALANCE | % USED |
|----------------------|-----------------------------------|-----------------|-----------|-----------------|-----------------|--------------|----------------|---------------|
| 43103 | EXCESS COSTS | -533,633 | 0 | -533,633 | -700,575 | 0 | 166,942 | 131.28% |
| 43105 | MEDICAID REIMBURSEMENT | -51,000 | 0 | -51,000 | -37,443 | 0 | -13,557 | 73.42% |
| 44105 | FOI & FINGERPRINTING FEES | -1,900 | 0 | -1,900 | 0 | 0 | -1,900 | 0.00% |
| 44705 | BUILDING USE FEES (BASE RENTAL) | -55,000 | 0 | -55,000 | -22,826 | 0 | -32,174 | 41.50% |
| 49102 | BUILDING USE FEES (CUSTODIAL) | -27,951 | 0 | -27,951 | -17,247 | 0 | -10,704 | 61.70% |
| 44800 | REGULAR ED TUITION | -104,725 | 0 | -104,725 | -43,000 | 0 | -61,725 | 41.06% |
| 44822 | SPECIAL ED TUITION | -18,200 | 0 | -18,200 | 0 | 0 | -18,200 | 0.00% |
| 44860 | ADMISSIONS/ATHLETIC GATE RECEIPTS | -25,400 | 0 | -25,400 | -23,500 | 0 | -1,900 | 92.52% |
| 44861 | PARKING PERMIT FEES | -64,824 | 0 | -64,824 | -30,961 | 0 | -33,863 | 47.76% |
| 44862 | SCHOOL MUSICAL TICKET SALES | -10,000 | 0 | -10,000 | 0 | 0 | -10,000 | 0.00% |
| REVENUE TOTAL | | -892,633 | 0 | -892,633 | -875,551 | 0 | -17,082 | 98.09% |

| | | | | | | | |
|--------------------|-------------------|----------|-------------------|-------------------|------------------|------------------|---------------|
| GRAND TOTAL | 64,040,692 | 0 | 64,040,692 | 58,069,819 | 3,711,577 | 1,979,550 | 96.47% |
|--------------------|-------------------|----------|-------------------|-------------------|------------------|------------------|---------------|

| <u>BOE Capital Reserve Acct #43020000-10101</u> | |
|---|---------|
| Total as of 5/31/20 | 549,385 |

| <u>BOE Turf Field Replacement Acct #43020000-10130</u> | |
|--|---------|
| CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u> | 50,000 |
| CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u> | 50,000 |
| CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S & BANNER SALES</u> | 10,225 |
| Total as of 5/31/20 | 110,225 |



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

| Funding | Location | Vendor Name | Description | Amount | Object Code |
|------------------------|-------------|---|--|--------------------|--------------|
| GENERAL | SPED | SPEECH EXPRESS, LLC | 2019-2020 TUITION PER MEDIATION AGREEMENT | \$ 51,000.00 | 55630 |
| GRANT - IDEA | SPED | INTEGRATED PEDIATRICS THERAPIES, LLC | PRE-K GRANT PORTION OF OT/PT SERVICES FOR 19-20 | \$ 7,731.00 | 53230 |
| GENERAL | FACILITIES | STEWART & STEVENSON POWER PRODUCTS, LLC | REPAIRS TO SNIS BACK UP GENERATOR | \$ 6,168.70 | 54301 |
| GRANT - PERKINS | NMHS | DRONE SYSTEM TECHNOLOGIES, LLC | DRONE WITH ACCESSORIES AND CURRICULUM PACKAGE FOR BOTH PILOT CERTIFICATION AND S.T.E.M. INSTRUCTION | \$ 5,792.90 | 56110 |
| GRANT - PERKINS | NMHS | VEX ROBOTICS INC. | 8 CLASSROOM STARTER KITS AND 2 ADVANCED SENSOR KITS FOR ROBOTICS | \$ 5,528.96 | 56110 |

GRANT EXPENDITURES ARE PRESENTED IN BOLD AND ITALICIZED FONT IN THE ABOVE LISTING



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
JUNE 2020 MEETING

| Requesting Approval Across MOC | DETAIL | | | FROM (-) | | | TO (+) | | |
|-----------------------------------|--------|--------|--------|----------|-----|--------|----------|-----|--------|
| | # | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATION | ORG | OBJECT |
| | | | | | | | | | |

NONE AT THIS TIME

| Informational Within Major Object Code | DETAIL | | | FROM (-) | | TO (+) | | | |
|--|--------|--|------------|---------------------|-------------------------------|-------------------------------|----------|---------------------|-------------------------------|
| | # | REASON | AMOUNT | LOCATION | ORG | OBJECT | LOCATION | ORG | OBJECT |
| | FAC-1 | URGENT REPAIRS TO THE SNIS BACK UP GENERATOR USING AVAILABLE MONEY ORIGINALLY ALLOCATED BUT UNSPENT TO DATE FOR <u>HPS</u> REPAIRS AND MAINTENANCE | \$3,000.00 | HPS | BFA26243 FACILITIES | 54301 REPAIRS AND MAINTENANCE | SNIS | BFF26243 FACILITIES | 54301 REPAIRS AND MAINTENANCE |
| URGENT REPAIRS TO THE SNIS BACK UP GENERATOR USING AVAILABLE MONEY ORIGINALLY ALLOCATED BUT UNSPENT TO DATE FOR <u>NES</u> REPAIRS AND MAINTENANCE | | \$3,000.00 | NES | BFB26243 FACILITIES | 54301 REPAIRS AND MAINTENANCE | | | | |

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Anthony J. Giovannone, Director of Fiscal Services & Operations

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 18, 2020

Re: Milk Bid

Due to the current business climate and uncertain schedules for future feeding, it is my recommendation to roll the current milk contract over to the 2020-2021 school year. Wade's Dairy has provided New Milford Public Schools with excellent service and product during the school year and our transition to emergency COVID-19 feeding. They have agreed to a slight increase of seven tenths of a cent per half pint. It is crucial we have a dependable company to provide the necessary products to meet the USDA meal pattern.

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Anthony J. Giovannone, Director of Fiscal Services & Operations

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 18, 2020

Re: Frozen Dessert Bid

Due to the current business climate and uncertainty of future feeding schedules, it is my recommendation to roll the current frozen dessert bid over to the 2020-2021 school year. The New England Ice Cream Company has serviced New Milford well with product availability and has agreed to hold all current prices for next school year.



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

Bid Award: E-1920-051240
Operations Sub-Committee: 6/9/20

TO: Dr. Kerry Parker, Superintendent
FROM: Anthony Giovannone, Director of Fiscal Services and Operations
Date: June 2, 2020
RE: Bid Award E-1920-051240 – Boiler Cleaning & Service

The bid packet for the **Boiler Cleaning & Service** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday May 13, 2020. The bid close date was on Thursday May 23, 2019.

On that date, three (3) vendors submitted bids for the project:

- Bidder #1 – PENN MARR BOILER CLEANING \$12,950.00
- Bidder #2 – MULVANEY MECHANICAL \$19,282.40
- Bidder #3 – PERFECTEMP INC. \$35,050.00

We are recommending to the Board that they award this bid to Penn Marr Boiler Cleaning for services in 20/21. In addition to being the lower bidder, Penn Marr Boiler Cleaning is a well-established vendor with a proven track record of quality work, responsiveness as well as excellent customer service. Penn Marr Boiler Cleaning is the vendor of record for the current year and this is the vendor that has provided this service for the district over the past 5 years.

This item will appear on the first Purchase Resolution of the 2020/2021 fiscal year in July 2020, in order to generate a purchase order to the vendor. We will be glad to discuss this at the Facilities and Operations meetings on June 9, 2020 to answer any and all questions regarding this decision.

Sincerely,

Kevin Munrett
Director of Facilities

Anthony J. Giovannone
Director of Fiscal Services and Operations



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

Bid Award: E-1920-051230
Operations Sub-Committee: 6/9/20

TO: Dr. Kerry Parker, Superintendent
FROM: Anthony Giovannone, Director of Fiscal Services and Operations
Date: June 2, 2020
RE: Bid Award E-1920-051230 – Septic Cleaning & Service

The bid packet for **Septic Cleaning & Service** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday May 13, 2020. The bid close date was on Friday May 29, 2020.

On that date, one (1) vendors submitted bids for the project:

- Bidder #1 – NEW MILFORD SEPTIC \$13,710.00

We are recommending to the Board that they award this bid to New Milford Septic for services in 20/21. Despite being the sole bidder, New Milford Septic is a well-established vendor with a proven track record of quality work, responsiveness, as well as excellent customer service. They are also the vendor that is currently performing this service for the district for the past 5 years. It is also worth noting, the vendor has held the same price point as last year.

This item will appear on the first Purchase Resolution of the 2020/21 fiscal year in July 2020, in order to generate a purchase order to the vendor. We will be glad to discuss this at the Facilities and Operations meetings on June 7, 2020 to answer any and all questions regarding this decision.

Sincerely,

Kevin Munrett
Director of Facilities

Anthony J. Giovannone
Director of Fiscal Services and Operations



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

Operations Subcommittee

June 2020

Bid Awards 3C-5

TO: Kerry Parker, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: June 8, 2020
RE: Bid Award #E-1920-051250 - School Based Student Care Workers

On Friday, May 29, 2020 at 2p.m., the bids to provide the district with Student Care Workers were opened. There were two (2) vendors that submitted pricing at that time and the fees for their services are summarized on page #2 of this memo.

Of the two (2) bids received the Director of Pupil Personnel & Special Services and I both suggest that the bid be awarded to Ed Advance for the following reason(s):

- Ed Advance (formerly Education Connection) has been providing service to our school district for over 15+ years. They provide quality recruitment and staffing and their pricing was the lowest of the two.
- Ed Advance offers flexible options for our employees (medical, dental) as well as a pay range so that the NM school district can set the hourly rate based on experience and education annually.
- Ed Advance worked with us during the recent closure to preserve the staff allocated to us in order to use them during distance learning only for actual hours worked on a discounted basis.

I will be glad to discuss this at the Operations Sub-Committee meeting on June 9, 2020 along with Laura Olson, the Director of Pupil Personnel & Special Services, to answer any and all questions regarding these services.

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



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

Operations Subcommittee

June 2020

Bid Awards 3C-5

Delta-T Group Pricing Response Form

| | 2020-2021 | 2021-2022 | 2022-2023 |
|------------------------------------|---|---|---|
| Hourly Rate for SCW | Option #1 \$22.75 per hour High School Diploma/GED Option #2 \$26.75 per hour AA degree or BT in training | Option #1 \$23.21 per hour High School Diploma/GED Option #2 \$27.29 per hour AA degree or BT in training | Option #1 \$23.67 per hour High School Diploma/GED Option #2 \$27.84 per hour AA degree or BT in training |

Ed Advance Pricing Response Form

| | 2020-2021 | 2021-2022 | 2022-2023 |
|------------------------------------|---|------------------------------------|------------------------------------|
| Hourly Rate for SCW | <div>\$14.66-22.42 per hour</div> | <div>\$14.96-22.87 per hour*</div> | <div>\$15.25-23.32 per hour*</div> |
| | * Actual hourly rate and any COLA to be determined by New Milford Public Schools. This proposal reflects a 1.9% COLA in each year. | | |



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

Operations Subcommittee

June 2020

Bid Awards 3C-6

TO: Kerry Parker, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: June 8, 2020
RE: Bid Award #E-1920-051220 - Substitute Recruitment and Retention Services

On Friday, May 29, 2020 at 2p.m., the bids to provide the district with Substitute Recruitment and Retention Services were opened. There were three (3) vendors that submitted pricing at that time and the fees for their services can be found on pages #2, #3 and #4 of this memo. Those three (3) companies were as follows:

- EDUStaff
- Effective School Solutions
- Precision Human Resource Solutions

Of the three (3) bids received, the Director of Human Resources and I both suggest that the bid be awarded to Effective School Solutions for the following reason(s):

- Effective School Solutions has been providing quality recruitment and staffing services to our school district since outsourcing this service in 2016 with a dedicated, on-site, Regional Manager.
- Effective School Solutions recruitment efforts have proven effective, with a pool of more than 175 active and 30 building-based substitutes for our school district.
- Effective School Solutions, while more expensive than the other 2 proposals received is our current vendor for these services and not knowing the extent that we would deploy substitutes in the following school year, it is prudent to stay the course and continue with this vendor.
- If the district was to select a vendor other than our current vendor (Effective School Solutions) the district would have to undertake additional work assisting with a migration to that new vendor's absenteeism management software that we may not utilize in the following school year.

I will be glad to discuss this at the Operations Sub-Committee meeting on June 9, 2020 along with Ellamae Baldelli, the Director of Human Resources, to answer any and all questions regarding these services.

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



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

Operations Subcommittee

June 2020

Bid Awards 3C-6

EDUStaff Pricing Response Form

| Position | Pay Rate 2020/2021 | Bill Rate 2020/2021 | Pay Rate 2021/2022 | Bill Rate 2021/2022 | Pay Rate 2022/2023 | Bill Rate 2022/2023 |
|--|--------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| Full Day Substitute Teacher | \$90.00 | 31% | \$94.25 | 31% | \$101.50 | 31% |
| Half Day Substitute Teacher | \$51.00 | 31% | \$55.25 | 31% | \$59.50 | 31% |
| Full Day Teacher Building Substitute | \$90.00 | 31% | \$94.25 | 31% | \$101.50 | 31% |
| Half Day Teacher Building Substitute | \$51.00 | 31% | \$55.25 | 31% | \$59.50 | 31% |
| Full Day Long Term Substitute Teacher (Days 1-20) | \$90.00 | 31% | \$94.24 | 31% | \$101.50 | 31% |
| Full Day Long Term Substitute Teacher (Days 21-40) | \$115.00 | 31% | \$115.00 | 31% | \$115.00 | 31% |
| Half Day Long Term Substitute Teacher (Days 1-20) | \$51.00 | 31% | \$55.25 | 31% | \$59.50 | 31% |
| Half Day Long Term Substitute Teacher (Days 21-40) | \$57.50 | 31% | \$57.50 | 31% | \$59.50 | 31% |
| Full Day Substitute Tutor | \$90.00 | 31% | \$94.25 | 31% | \$101.50 | 31% |
| Half Day Substitute Tutor | \$51.00 | 31% | \$55.25 | 31% | \$59.50 | 31% |
| Full Day Substitute Para Educator | \$84.00 | 31% | \$91.00 | 31% | \$98.00 | 31% |
| Half Day Substitute Para Educator | \$51.00 | 31% | \$55.25 | 31% | \$59.50 | 31% |
| Full Day Para Educator Building Substitute | \$84.00 | 31% | \$91.00 | 31% | \$98.00 | 31% |
| Half Day Para Educator Building Substitute | \$51.00 | 31% | \$55.25 | 31% | \$59.50 | 31% |
| Substitute Bus/Van Rider (Hourly) | \$12.00 | 38% | \$13.00 | 38% | \$14.00 | 38% |
| Substitute Custodian (Hourly) | \$12.00 | 37% | \$13.00 | 37% | \$14.00 | 37% |
| Substitute Food Service (Hourly) | \$12.00 | 33% | \$13.00 | 33% | \$14.00 | 33% |
| Substitute Nurse (Hourly) | \$22.14 | 34% | \$22.11 | 34% | \$22.14 | 34% |
| Substitute Secretary (Hourly) | \$12.00 | 31% | \$13.00 | 31% | \$14.00 | 31% |



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

Operations Subcommittee

June 2020

Bid Awards 3C-6

Effective School Solutions Pricing Response Form

| Position | Pay Rate 2020/2021 | Bill Rate 2020/2021 | Pay Rate 2021/2022 | Bill Rate 2021/2022 | Pay Rate 2022/2023 | Bill Rate 2022/2023 |
|--|--------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| Full Day Substitute Teacher | \$90.00 | \$119.61 | \$94.25 | \$125.26 | \$101.50 | \$134.89 |
| Half Day Substitute Teacher | \$51.00 | \$67.78 | \$55.25 | \$73.43 | \$59.50 | \$79.08 |
| Full Day Teacher Building Substitute | \$90.00 | \$119.61 | \$94.25 | \$125.26 | \$101.50 | \$134.89 |
| Half Day Teacher Building Substitute | \$51.00 | \$67.78 | \$55.25 | \$73.43 | \$59.50 | \$79.08 |
| Full Day Long Term Substitute Teacher (Days 1-20) | \$90.00 | \$119.61 | \$94.24 | \$125.26 | \$101.50 | \$134.89 |
| Full Day Long Term Substitute Teacher (Days 21-40) | \$115.00 | \$152.84 | \$115.00 | \$152.84 | \$115.00 | \$152.84 |
| Half Day Long Term Substitute Teacher (Days 1-20) | \$51.00 | \$67.78 | \$55.25 | \$73.43 | \$59.50 | \$79.08 |
| Half Day Long Term Substitute Teacher (Days 21-40) | \$57.50 | \$76.42 | \$57.50 | \$76.42 | \$59.50 | \$79.08 |
| Full Day Substitute Tutor | \$90.00 | \$119.61 | \$94.25 | \$125.26 | \$101.50 | \$134.89 |
| Half Day Substitute Tutor | \$51.00 | \$67.78 | \$55.25 | \$73.43 | \$59.50 | \$79.08 |
| Full Day Substitute Para Educator | \$84.00 | \$111.64 | \$91.00 | \$120.94 | \$98.00 | \$130.24 |
| Half Day Substitute Para Educator | \$51.00 | \$67.68 | \$55.25 | \$73.43 | \$59.50 | \$79.08 |
| Full Day Para Educator Building Substitute | \$84.00 | \$111.64 | \$91.00 | \$120.94 | \$98.00 | \$130.24 |
| Half Day Para Educator Building Substitute | \$51.00 | \$67.78 | \$55.25 | \$73.43 | \$59.50 | \$79.08 |
| Substitute Bus/Van Rider (Hourly) | \$12.00 | \$15.95 | \$13.00 | \$17.28 | \$14.00 | \$18.61 |
| Substitute Custodian (Hourly) | \$12.00 | \$15.95 | \$13.00 | \$17.28 | \$14.00 | \$18.61 |
| Substitute Food Service (Hourly) | \$12.00 | \$15.95 | \$13.00 | \$17.28 | \$14.00 | \$18.61 |
| Substitute Nurse (Hourly) | \$22.14 | \$29.42 | \$22.11 | \$29.42 | \$22.14 | \$29.42 |
| Substitute Secretary (Hourly) | \$12.00 | \$15.95 | \$13.00 | \$17.28 | \$14.00 | \$18.61 |



Precision Human Resource Solutions Pricing Response Form

| Position | Pay Rate 2020/2021 | Bill Rate 2020/2021 | Pay Rate 2021/2022 | Bill Rate 2021/2022 | Pay Rate 2022/2023 | Bill Rate 2022/2023 |
|--|--------------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| Full Day Substitute Teacher | \$90.00 | \$115.20 | \$94.25 | \$120.64 | \$101.50 | \$129.92 |
| Half Day Substitute Teacher | \$51.00 | \$65.28 | \$55.25 | \$70.72 | \$59.50 | \$76.16 |
| Full Day Teacher Building Substitute | \$90.00 | \$115.20 | \$94.25 | \$120.64 | \$101.50 | \$129.92 |
| Half Day Teacher Building Substitute | \$51.00 | \$65.28 | \$55.25 | \$70.72 | \$59.50 | \$76.16 |
| Full Day Long Term Substitute Teacher (Days 1-20) | \$90.00 | \$115.20 | \$94.24 | \$120.64 | \$101.50 | \$129.92 |
| Full Day Long Term Substitute Teacher (Days 21-40) | \$115.00 | \$147.20 | \$115.00 | \$147.20 | \$115.00 | \$147.20 |
| Half Day Long Term Substitute Teacher (Days 1-20) | \$51.00 | \$65.28 | \$55.25 | \$70.72 | \$59.50 | \$76.16 |
| Half Day Long Term Substitute Teacher (Days 21-40) | \$57.50 | \$73.20 | \$57.50 | \$73.20 | \$59.50 | \$76.16 |
| Full Day Substitute Tutor | \$90.00 | \$115.20 | \$94.25 | \$120.64 | \$101.50 | \$129.92 |
| Half Day Substitute Tutor | \$51.00 | \$65.28 | \$55.25 | \$70.72 | \$59.50 | \$76.16 |
| Full Day Substitute Para Educator | \$84.00 | \$107.52 | \$91.00 | \$116.48 | \$98.00 | \$125.44 |
| Half Day Substitute Para Educator | \$51.00 | \$65.28 | \$55.25 | \$70.72 | \$59.50 | \$76.16 |
| Full Day Para Educator Building Substitute | \$84.00 | \$107.52 | \$91.00 | \$116.48 | \$98.00 | \$125.44 |
| Half Day Para Educator Building Substitute | \$51.00 | \$65.28 | \$55.25 | \$70.72 | \$59.50 | \$76.16 |
| Substitute Bus/Van Rider (Hourly) | \$12.00 | \$15.84 | \$13.00 | \$17.16 | \$14.00 | \$18.48 |
| Substitute Custodian (Hourly) | \$12.00 | \$15.84 | \$13.00 | \$17.16 | \$14.00 | \$18.48 |
| Substitute Food Service (Hourly) | \$12.00 | \$15.84 | \$13.00 | \$17.16 | \$14.00 | \$18.48 |
| Substitute Nurse (Hourly) | \$22.14 | \$29.22 | \$22.11 | \$29.22 | \$22.14 | \$29.22 |
| Substitute Secretary (Hourly) | \$12.00 | \$15.84 | \$13.00 | \$17.16 | \$14.00 | \$18.48 |



3D-1
Operations Sub-Committee
June 2020

TO: New Milford Board of Education members
FROM: Brandon Rush, Director of Technology
Date: June 4, 2020
RE: Bid Award E-1920-103119 – Digital Copiers

Per the Board's request, attached is a list of options presented by Ricoh for continued support and renewal options of our copier fleet. Our Ricoh account manager, Brianne Papahristou, will speak on these options and answer questions during the June 2020 Operations Sub-Committee meeting.

Sincerely,
Brandon Rush
Director of Technology

New Milford Public Schools

5/14/20

Current Situation

Current lease payment: \$3324.23

Service: \$5,214.37 (Includes 1,158,750 impressions per month)

Total Costs per month: \$ 8,538.60

Option # 1-Do Nothing

Continue in month to month until you are ready to upgrade and keep owned machines until school is back in session. New Milford Public Schools will continue to pay \$8,538.60 per month.

Pricing from the RFP for new equipment is guaranteed for the next 90 days. Ricoh will have to revisit the pricing in 90 days due to COVID-19 affecting all businesses.

Option #2-Upgrade Group 1 and 2 with Papercut in August

| RICOH | 60 Month lease | 36 Month lease |
|---------------------------|----------------|----------------|
| Group 1 | \$ 2,977.92 | \$ 4,125.27 |
| Group 2 | \$ 1,013.05 | \$ 1,404.15 |
| Papercut w Maintenance | \$ 738.71 | \$ 1,116.38 |
| Total per month | \$ 4,729.68 | \$ 6,645.80 |

Overall Savings

60 Months: \$ 3808.92 per month! (Service payment, plus the difference between the lease payments)

36 Months: \$ 1892.80 per month! (Service payment, plus the difference between the lease payments)

Or without Papercut : Papercut can be added on later if need be

| RICOH | 60 Month lease | 36 Month lease |
|-----------------|----------------|----------------|
| Group 1 | \$ 2,977.92 | \$ 4,125.27 |
| Group 2 | \$ 1,013.05 | \$ 1,404.15 |
| Total Per month | \$ 3,990.97 | \$ 5,529.42 |

Overall Savings

60 Months: \$ 4,547.63 per month! (Service payment, plus the difference between the lease payments)

36 Months: \$ 3009.18 per month! (Service payment, plus the difference between the lease payments)

Utilize the 90 day deferral to put off payment for 90 days.

-Standard lease option to sign and take delivery now, without making the first payment for 3 months.

- For a limited time, the 3% lease rate increase is being waived for new Deferred Leases!
Customer payment will be the same as standard lease.
- 3 months added to end of term
 - i.e., 60-month lease becomes 63-month lease

Option # 3 -Term renewal or Refinance

Term renewal/lease extension-Minimum term is 8 Months-lower lease payment to \$3124.78

Savings of \$ 199.45 per month x 8 months=\$1196.70

Or

Refinance for 12 Months-minimum is 12 months -lower lease payment to \$2326.96

Savings of \$ 997.27 per month x 12 months=\$ 11,967.24

Service will stay the same.

Option # 4 -Upgrade Group 1 only- at this time

Upgrade only leased machines and all of Group 1 in August. This would be a total of 26 machines.

| | 60 Month lease | 36 Month lease |
|--------------|----------------|----------------|
| RICOH | | |
| Group 1 | \$ 2,977.92 | \$ 4,125.27 |

Service: All impressions billed at .004 b/w and .04 color, therefore if they are not used than there will be no charge.

Savings of \$5,214.37 per month on service. Since the machines will not be utilized until school is back in session.

Keep owned machines (Group 2) until there is a known date for school to be back in session. There will no costs associated with these machines if they are not being used.

Overall Savings

60 Months: \$ 5,557.68 per month! (Service payment, plus the difference between the lease payments)

36 Months: \$ 4,413.33 per month! (Service payment, plus the difference between the lease payments)

Utilize the 90 day deferral to put off payment for 90 days.

-Standard lease option to sign and take delivery now, without making the first payment for 3 months.

- For a limited time, the 3% lease rate increase is being waived for new Deferred Leases!
Customer payment will be the same as standard lease.
- 3 months added to end of term
 - i.e., 60-month lease becomes 63-month lease

Option #4 Renewal Extension with Reduced Payment:

25% current payment reduction with new order-lower current lease payment by \$831.06 per month.

Month to Month lease will be extended up to 6 months, with a 25% payment reduction, in return for a new equipment order.

- Buy now, take delivery later, while benefitting from a payment reduction on the existing lease
- Standard terms for new lease
- Take delivery anytime during extension period
- New lease starts upon delivery

For example: Sign paperwork in July-take delivery any time from then until January.

Savings of \$ 4,986. 36 over 6 months. You can decide on a shorter term once we know more about when school will be back in session.

Service will stay the same for those 6 months (\$5,214.37 per month).

Suggestions:

Do not upgrade MP5054 at Schaghitcoke Middle school in Rubys office -lease is up 2021. We can revisit this is 2021. I did not include this machine in my options. It is listed in Group 2 on the RFP.



NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent
50 East Street
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643

TO: Dr. Kerry Parker
FROM: Alisha DiCorpo
DATE: May 20, 2020
RE: Adult Education PEP (Program Enhancement Projects) Grant

This grant is a fourth year continuation created in response to the Workforce Innovation and Opportunity Act (*WIOA*) of 2014, Title II, *Adult Education and Family Literacy Act (AEFLA)*, Public Law 113-128 (hereinafter referred to as the "Act").

The overarching goal of WIOA and the Act is to:

- increase accessibility to adult education programs and services for learners most in need;
- create a seamless transition to post-secondary education and training through the development of career pathways;
- foster strong, literate families in an effort to reduce the current student achievement gap;
- build an educated and competitive Connecticut workforce.

The funds are awarded to agencies that have demonstrated effectiveness in providing adult education and literacy activities to individuals who:

- have attained 17 years of age;
- are not enrolled or required to be enrolled in secondary school under Connecticut state law;
- are basic skills deficient;
- do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
- are English language learners (ELL).

These funds are to be used to enhance what local funding provides, not replace it.

This year we are requesting \$78,000. (\$40,000 for Workforce Readiness and \$38,000 for ELA and Integrated English Literacy and Civics Education.)



Resolution in Support of a Safe, Healthy, and District-Specific Reopening Process Informed by the Centers for Disease Control and Prevention Guidelines

The New Milford Public School District advocates for equitable access for all students to the highest quality public education and develops and supports school system leaders, a mission that promotes and values an inclusive, safe and innovative quality public education system that ensures all students can succeed regardless of their zip code, the color of their skin, their native language, their gender/gender identity, their immigration status, their religion, or their social standing.

The New Milford Public School District maintains that the COVID-19 pandemic has highlighted the importance of our public school system and the need for a consistent, coherent, actionable and fully resourced plan to support every public school district reopening during the 2020-21 academic year; and

The New Milford Public School District contends that the reopening of schools should be a local or regional decision informed by applicable health, safety and disinfecting recommendations articulated by the Centers for Disease Control and Prevention, as well as state and local health agencies; and

The New Milford Public School District asserts that each school district should be permitted to determine the timing and scheduling configuration of its schools using health data and benchmarks related to COVID-19 specific to its geographic location and communities; and

The New Milford Public School District contends that the COVID-19 crisis has revealed the urgency of integrating strategies and processes to promote students' health, social and emotional learning, and well-being as essential components of their academic growth, development, and achievement; and

The New Milford Public School District advocates for policies and practices that foster equity in opportunities and outcomes, particularly by addressing the unique needs of persistently underserved children and special needs children; and

The New Milford Public School District supports efforts to address students' learning loss as a result of the COVID-19 pandemic with the recognition that the uneven delivery of teaching and learning in an online environment leaves 12 million students unable to access remote



learning at home during the COVID-19 pandemic and highlights the need for students' equitable access to broadband connectivity, internet and devices necessary for virtual learning; and

The New Milford Public School District supports creating stable, equitable, predictable and adequate funding for schools based on federal, state and local revenues that will support school districts during this major transition, including but not limited to staffing, professional development, health services, personal protective equipment, building and bus disinfecting, food services, transportation and elements associated with social distancing.

WHEREAS investing in public education is crucial to ensuring the future growth and stability of our economy and our country's global competitiveness and translates into more students graduating and contributing to our 21st century society ready to fill current and future jobs; and

WHEREAS a robust federal investment in education during this period of national crisis is essential to ensuring equity and excellence for all learners in our public schools; and

WHEREAS without equitable access to quality public education, the gross disparities in health care and technology access evidenced in many communities during the COVID-19 crisis shall be exacerbated, including increased academic gaps along racial and socio-economic lines and a continued divide between the educated and uneducated corresponding to the debilitating divide between the rich and the poor and the strong and the weak; and

WHEREAS the existence of a strong, effective system of free public education for all children is essential to a thriving democratic system of government and our nation's economic well-being, taking into account the unanticipated funding, safety, disinfecting, food service and nutrition, transportation, and technology implications for the public school system generated by the COVID-19 crisis; and

WHEREAS public schools provide students with diverse, culturally relevant and inclusive educational opportunities to ensure their academic progress, a holistic approach to education is essential, including, but not limited to students' academic development and progress, health and wellness, physical growth and development, and social-emotional needs; and

WHEREAS schools serve as a lifeline for children who can't access health services outside of school and are uniquely positioned to help children and youth acquire life-long, health-



promoting knowledge, skills and behaviors — priorities compounded by the COVID-19 crisis and related school closings; and

WHEREAS investment in public education as an essential service is a top priority, it is imperative that recovery-based federal funding be distributed in a clear, coherent and equitable manner that reinforces the mission and goals of public education, providing critical support to schools and the neediest students they serve,

BE IT RESOLVED that these statements exemplify the importance of ensuring that public schools and districts are safe to reopen and are equipped with the staff, resources, technology, space, policies and protocols required for the health, safety and well-being of all students and staff informed by actionable criteria articulated by the Centers for Disease Control and Prevention; therefore

The nation's public school superintendents call on federal, state and local lawmakers to prioritize support for ensuring equitable and adequate funding and policy to support the reopening of our nation's public schools premised on empowering local education leaders to formulate, implement and lead plans to open school districts and transition into the coming academic year;

The New Milford Public School District along with AASA, The School Superintendents Association, advocates for federal, state and local policy and related funding committed to supporting COVID-19-related health, safety and disinfecting requirements in all school districts and buildings to educate the whole child (including health and physical development, social and emotional well-being, and academic achievement); provide support for academic and non-academic resources (including equitable access to internet connectivity and equipment required for distance learning); and expand access to support services, including counseling, health and nutrition, and mental health supports;

The New Milford Public School District supports current proposed funding for broadband access currently under consideration in the U.S. House of Representatives and Senate;

The New Milford Public School District affirms its commitment to these values and priorities and will be steadfast in its efforts to protect students and their families, public schools and our communities from any policies that would undermine the safe reopening of schools throughout the United States;

The New Milford Public School District joins AASA, The School Superintendents Association to affirm the work of AASA's state affiliates in their effort to support local



school superintendents in a smooth transition to reopening public schools for the 2020-21 school year in a manner informed by applicable and actionable CDC, state and local health agency guidance, and prioritizing the health and safety of students and staff; and

THEREFORE, the New Milford Public School District urges Congress to ensure federal resources related to future recovery funding include clear support for the values and priorities articulated in this resolution with funding allocated equitably, providing increased levels of support for needier communities and districts.

This the 16th day of June, 2020.

[SIGNATURE]

Kerry L. Parker, Ed. D.
Superintendent

[SIGNATURE]

Angela Chastain
Chair, New Milford Board of Education



As 2019/2020 winds down and we look to an uncertain future, what funding sources does the Board of Education expect to have use of outside of the Final 2020/2021 General Fund Budget?

Fiscal Year End Surplus from 2019/2020 – during a normal year the Board of Education averages approximately \$365,000 or roughly 0.5% remaining unspent at fiscal year-end. This year due to many circumstances revolving around the COVID-19 closure, the projected fiscal year-end balance for 2019/2020 is estimated to be approximately **\$1,473,000**. Use of this funding in 2020/2021 will require an agreed upon process with the Town, Board of Education and our auditors to earmark these funds for future use from which to draw upon, as supplemental appropriations. The breakout of the **projected** fiscal year-end balance for 2019/2020 by Major Object Code (MOC) is captured below:

| MAJOR OBJECT CODE | AMOUNT |
|-----------------------|------------------|
| SALARY | 250,000 |
| BENEFITS | 300,000 |
| PROFESSIONAL SERVICES | 150,000 |
| PROPERTY SERVICES | 116,000 |
| OTHER SERVICES | 430,000 |
| SUPPLIES | 200,000 |
| CAPITAL | 15,000 |
| DUES & FEES | 4,000 |
| EXPENSE TOTAL | 1,465,000 |
| REVENUE TOTAL | 8,000 |
| GRAND TOTAL | 1,473,000 |

CARES Act Funding – the estimated funding that New Milford Public Schools expects is **\$300,856**. In the State of Connecticut this funding was allocated on the same basis as the Title I grant funding. An application will be required and the Connecticut State Department of Education (CSDE) is expected to finalize and distribute the application in mid-June for the Board of Education to complete. Funding, once provided, will come directly to the Board of Education.

FEMA Grant – the estimated funding that New Milford Public Schools expects is **\$TBD**. This funding is linked specifically to anticipated but unfunded, COVID-19 related expenses. The preliminary application was worked on by both the Town & the Board of Education with submission handled by the Grant Writer for the Town. Any expense that qualifies will then be reimbursed at a 75% rate. Reimbursement, once provided, will go directly to the Town and the Board of Education will have to work with our auditors to properly adjust any Board of Education expense for which a reimbursement is provided.



What kind of expenses may the Board of Education face that are not provided for in the General Fund 2020/2021 Budget?

The chart below attempts to identify potential expenses that are currently unfunded by the Board of Education's 2020/2021 general fund budget. Any amount shown is estimated at this time. **This is by no means a complete list and is subject to change.**

| CATEGORY | DESCRIPTION | ESTIMATED AMOUNT |
|--|---|--------------------|
| PPE Gear & Monitoring | Student masks (3896 students, 3 per day, 181 days @ \$0.06 per) | \$126,932 |
| | Thermometer Devices for Building Entrances (11 units @ \$2,749 each) | \$30,239 |
| | Staff masks (637 employees, 1 per day, 181 days @ \$0.06 per)* | \$6,918 |
| | Infrared, No-Contact Forehead Thermometer's (20 units @ \$50 each) | \$1,000 |
| | Other (N95 Masks, Gloves, Face Shields, Gowns) | TBD |
| Facilities & Buildings | Touchless Bathroom Renovations - 5 schools plus C.O. (faucets, flushometers, dispensers, hand sanitizers, water fountains, batteries) | \$334,795 |
| | Electrostatic Back Pack Sprayers (9 units @ \$1,800 each) | \$16,200 |
| | Plexi-Glass Partitions (48 units @ \$240 each) | \$11,520 |
| | UV Sanitizers (26 units @ \$290 each) | \$7,540 |
| | Additional Cleaning Products - to meet protocols | TBD |
| | Signage & Decals - to provide visual queues for social distancing guidelines | TBD |
| | Additional Space - to carve out dedicated Nurse space to hold ill students/staff | TBD |
| | Additional Space - to spread out classrooms for social distancing guidelines | TBD |
| | Ventilation Upgrades - to be in compliance with guidelines | TBD |
| Instructional Technology & Supplies | 1:1 Chromebooks for students | \$300,337 |
| | 1:1 Chromebooks or laptops for staff | \$207,951 |
| | Individual student classroom supplies - removal of communal supplies | \$104,000 |
| | Computer accessories for 1:1 student and staff deployment of devices | \$51,359 |
| | App purchases for devices that will no longer be offered for free as they are now | \$40,000 |
| | Teacher Supplies for Distance Learning (360 staff at \$100 each) | \$36,000 |
| | Webcams / Microphones for staff | \$32,100 |
| | Professional Learning for Teachers | \$25,000 |
| | Headphones for students | \$13,309 |
| | Internet Hotspots for students | \$10,800 |
| | Software Licensing - student social emotional support | \$6,000 |
| | Software Licensing - potential offering of virtual courses | TBD |
| | | |
| Technology | Google Voice Phone Numbers | \$129,600 |
| | Upgraded District Internet Connection | \$8,400 |
| Staffing | Additional Teaching Staff - to be in compliance with social distancing guidelines | TBD |
| | Additional Student Support Staffing - Guidance, Psychologists, Interventionists, etc. | TBD |
| | Additional Cleaning Staff - to meet protocols | TBD |
| | Additional Stipends - Head Teachers Kindergarten through 2nd Grade | TBD |
| | Additional Stipends - Technology Integration Specialists | TBD |
| | Additional Stipends - staff use of home internet | TBD |
| Transportation | Busing - additional runs/buses to be in compliance with social distancing guidelines | TBD |
| | Bus Monitors - to enforce social distancing guidelines | TBD |
| Loss of Revenue | General Fund - PreK Tuition, Medicaid, Athletic Gate Receipts, Building Use Fees | TBD |
| | School Lunch Fund - Food Services | TBD |
| ESTIMATED TOTAL (WITHOUT TBD'S) | | \$1,500,000 |

We are providing the above chart to demonstrate that once the Connecticut State Department of Education (CSDE) issues their formal re-opening guidelines, there is the real potential that our unfunded costs will far exceed the funding sources and amounts noted on page #1.



What were the steps of the Board of Education 2020/2021 General Fund Budget and how do they fit in with past budgets over the last 10 years?

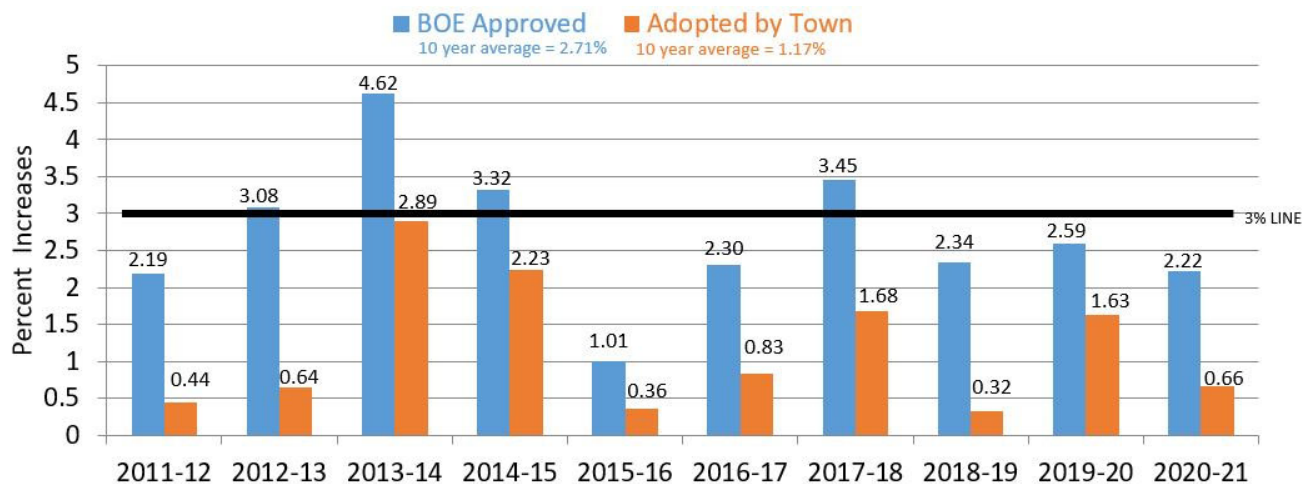
The dates of these steps were as follows:

- The 2020/2021 Superintendent's Proposed Budget was presented on 1/21/20.
- The 2020/2021 Board Adopted Budget was approved on 1/29/20.
- The 2020/2021 Final Budget amount was approved by Town Council on 6/1/20 (not by voter referendum as per Governor Lamont's Executive Order No. 7HH dated 5/1/20).

The amounts and percentages of those steps are as follows:

| 2020/2021 | Superintendent Proposed | Board Adopted | Final |
|--|-------------------------|---------------|------------|
| \$ Amount | 65,843,593 | 65,464,776 | 64,464,776 |
| \$ Change | 1,802,901 | 1,424,084 | 424,084 |
| % Change | 2.82% | 2.22% | 0.66% |
| Required changes to meet final budget: | | -1,000,000 | |

The 10-year history of budget increases, updated with the 2020/2021 data, is shown below:





What are the Superintendent's recommended reductions to the Board of Education 2020/2021 General Fund Budget in order to meet the referendum number, without the use of any alternate funding sources outlined on page #1, in light of all the funding demands we may experience outlined on page #2?

The list below is not in order of recommendation importance or dollar amount, rather by Major Object Code.

| MOC | TYPE | DESCRIPTION | AMOUNT |
|-----------------------|----------------|---|--------------|
| STAFFING | ADMINISTRATOR | REDUCTION OF 0.2 FTE - ASSISTANT PRINCIPAL - NES & HPS | -\$27,041 |
| | PARAEDUCATOR | REDUCTION OF 3.0 FTE - CURRENT VACANCIES OF WHICH 1.50 FTE ARE NEW IN 20/21 | -\$66,000 |
| | SECRETARY | REDUCTION OF 3.0 FTE - SECRETARY TO ASSISTANT PRINCIPAL - SNIS / SMS / NMHS | -\$110,919 |
| | | REDUCTION OF 3.0 FTE - LIBRARY CLERK - NES & HPS / SNIS / SMS | -\$82,731 |
| | TEACHER | REDUCTION OF 1.0 FTE - PRACTICAL ARTS - SMS | -\$92,906 |
| | NON BARGAINING | REDUCTION OF 0.49 FTE - LAB ASSISTANT - NMHS | -\$11,053 |
| | | REDUCTION OF 0.41 FTE - DISTRICT COURIER - DISTRICT | -\$16,226 |
| BENEFITS | DISTRICT WIDE | HEALTH INSURANCE SAVINGS BASED ON REVISED ACTUARIAL FORECAST FOR 20/21. | -\$376,000 |
| | | ESTIMATED ADDITIONAL HEALTH INSURANCE SAVINGS - ASSOCIATED WITH ALL FTE REDUCTIONS ABOVE THAT ARE ENTITLED TO PARTICIPATE IN OUR HEALTH INSURANCE PLAN (BASED ON EMPLOYER CONTRIBUTION TO AN INDIVIDUAL HEALTH PLAN THAT DIFFERS BY UNION). | -\$93,932 |
| PROFESSIONAL SERVICES | DISTRICT WIDE | STUDENT INFORMATION SYSTEM - THE BOARD ADOPTED BUDGET FUNDS THE IMPLEMENTATION FEES AT 100% IN 20/21 AND BASED OFF CURRENT IMPLEMENTATION TIMELINE ONLY 50% OF IMPLEMENTATION COSTS WILL BE INCURRED BEFORE JUNE 30, 2021. | -\$25,000 |
| | | FINGERPRINTING OF VOLUNTEERS - VOLUNTEERS IN OUR BUILDINGS MAY NOT BE COMPATIBLE WITH FINAL GUIDELINES. IF WE DID ALLOW VOLUNTEERS AT SOME POINT DURING 20/21, WITH THIS CUT, VOLUNTEERS WOULD NEED TO ABSORB THE FEES ASSOCIATED WITH THEIR FINGERPRINTING. | -\$21,600 |
| | | STRATEGIC PLAN - PORTRAIT OF THE GRADUATE AND NEASC STRATEGIC PLANNING. | -\$17,500 |
| | | COPIER HOLD - EXTENDING CURRENT MONTH TO MONTH AGREEMENT AND NOT AWARDED A 3 OR 5 YEAR CONTRACT WITH UPGRADED MACHINES. | -\$13,000 |
| CAPITAL | DISTRICT WIDE | SMALL EQUIPMENT AS WELL AS FURNITURE - THE REDUCED AMOUNT OF \$46,092 WOULD MANIFEST ON A FORTHCOMING WITHDRAW REQUEST FROM CAPITAL RESERVE TO BUY SAID ITEMS. THE AMOUNT LEFT IN THE 20/21 OPERATING BUDGET FOR THIS MOC IS SPED RELATED ONLY IN ORDER TO CAPTURE EXCESS COST. | -\$46,092 |
| TOTAL | | | -\$1,000,000 |



Office of Facilities
50 East Street
New Milford, Connecticut 06776

Item: 4A

Operations Sub-Committee: 6/9/20

TO: Dr. Kerry Parker, Superintendent
FROM: Kevin Munrett, Director of Facilities
Date: June 3, 2020
RE: Annual Emergency Preparedness Report 2019-2020

BOE Policy 3516.3 stipulates that the Superintendent of Schools shall "provide an annual report to the Board of Education summarizing the district's activities regarding school security and safety". It is the purpose of this document to review the past year.

Below is a list of security related activities that took place during the year. It is provided as a summary and does not include all activities but rather is offered to provide a view of the breadth and scope of activities covered:

Activities within the Schools

1. Fire Drills & Lockdowns at each school.
2. Visitor registration system in use at each school.
3. Continued support of School Resource officers as well as Security Monitors.
4. Safety committee meetings at the individual school building level as well as District Wide Committee.

Collaboration with the Town of New Milford

1. Collaboration with Police Force.
2. Visits from Canine Patrol.
3. Walkthrough of schools with the Town-Wide Emergency Planning Committee including first responders.

New Milford Board of Education District Wide Activities

1. Continued participation in the statewide CIRMA Risk Management Advisory Committee securing Cyber Risk coverage under our existing CIRMA policy in conjunction with the Town of New Milford.
2. Continued internet infrastructure and with appropriate server storage and backup.
3. Continued security enhancements to camera and card reader systems.
4. Implementation of on-line training resources for staff.

Sincerely,
Kevin Munrett
Director of Facilities

NEW MILFORD PUBLIC SCHOOLS
Office for Student Affairs
50 EAST STREET
NEW MILFORD, CONNECTICUT 06776
(860) 354-2654 FAX (860) 210-2682



Laura M. Olson
Director of Special Services and Pupil Personnel

TO: Dr. Kerry Parker, Superintendent
FROM: Laura Olson, Director of Pupil Personnel and Special Services, Anne Bilko, SNIS Principal, and Jane Danish, SNIS Guidance Counselor
DATE: June 4, 2020
SUBJECT: **Annual Wellness Report**

The Wellness Committee had four scheduled meetings for the 2019-2020 school year. Our membership includes NMPS administrators, teachers, nurses, related service staff, New Milford Youth Agency members, BOE members, parents, and the community. Due to the COVID-19 pandemic and subsequent school closure, the third and fourth meetings were not held.

Accomplishments for 2019-2020

- The committee started the October 2019 meeting with a presentation on mindfulness, followed by a hands-on demonstration by Mrs. Bilko.
- The Wellness Committee reviewed the NMPS August 23, 2019 PD which included: mindfulness, the Choose Love Curriculum, Copper Beach, and psychiatrist Dr. David Aversa's presentation on trauma and behavioral diagnoses.
- Mrs. Angie Chastain, BOE Chairperson and founder of Camella's Cupboard, shared accomplishments on the daily food distribution during the past summer, fundraising opportunities, and access to the website for more information.
- Vaping: Christine Benson, health teacher at NMHS, presented to the committee about the dangers of vaping. Parents As Partners subsequently offered parents, students and the community a seminar on the dangers of vaping.
- At the February 13, 2020 meeting, the committee began work on updating the Wellness Policy. The CSDE is requiring a triennial assessment of all district Wellness policies throughout CT. The completed triennial assessment was originally due on June 26, 2020, but due to the school closure the CSDE has extended the due date to June 30, 2021. Committee work began by assessing our current Wellness Policy in the areas of: Nutrition Education, Standards for USDA Child Nutrition Programs and Meals, Nutrition Standards for Competitive and Other Foods and Beverages, Physical Education Activity, Wellness Promotion and Marketing, and Implementation, Evaluation and Communication.

Goals for 2020-2021

- To work closely with school staff, administration, and other members of the community to address the implications of the COVID-19 and school reopening plan.
- To complete the Wellness Policy Triennial Evaluation and begin work on targeted areas for policy improvement.
- Support NMPS efforts to enhance/improve the mental health needs of the students, staff and families negatively affected by the pandemic.

John J. McCarthy Observatory



Mrs. Angela C. Chastain
Chairman, New Milford Board of Education
50 East Street
New Milford, CT 06776

June 6, 2020

Dear Mrs. Chastain,

As we move through our 20th year of successful operation, I am proud to deliver the John J. McCarthy Observatory Corporation's 2019-2020 Annual Operations Report, per the Memorandum of Understanding between our organizations dated April 26, 2005.

Even though we closed the facility to the public in early March due to the Covid-19 pandemic, we have been able to have successes, with visits, technology advancements, and new initiatives in space science and in garden ecology science. The team has made much progress this year in our mission, as we continue to build our skills, add fine volunteers, enrich our technology for education, and broaden our public outreach. Much of what we had planned for the year is being accomplished, with adaptation to the restrictions the pandemic mandated. We are now in our 134th year of partnership with the Board of Education as a certified 501(C)(3) non-profit corporation, and we continue our focus on improving what we accomplish in exciting students to science.

Highlights for engagement with New Milford students included orientation visits to the observatory for all 400 incoming freshman, so now all four classes in NMHS have received a full orientation to the observatory. We had to cancel our popular scheduled "Bugarama" event in the elementary schools due to the pandemic—very disappointing to all.

The best news is that we have made major strides on two exciting science initiatives: expanding and upgrading the technology to capture meteor trails in our region, and Galileo's Garden is again undergoing a major change, altering our planning to evolve to true New England native plants that are much more suited to attract native pollinators. We are now in the middle of this project and altering our whole garden plan to have meadow features and a much more diverse kind of New England plantings to attract the whole food chain for pollinators.

Things are progressing well, and our volunteer staff, including skilled gardeners, keeps getting more robust. We are now engaged in new ways to serve student and the community in better ways in a post-pandemic world. Ideas are flowing. We thank you for renewing our Memorandum of Understanding for another year. We don't know when will reopen, and how things will be managed, but we know we will be able to work things out through our partnership with your team.

Sincerely,

Robert E. Lambert
Treasurer - John J. McCarthy Observatory Corporation

Introduction

Even with the continued disappointing shutdown, now three months long and extending, we have been able to make much progress on key projects in our 20th year of service to the region. Major activities to highlight for the year 2019-2020 are:

- A challenging repair on the control systems for the main 16" telescope happened in the fall of its 19th year. We had our first system failure, and had no choice but to completely dismantle the entire telescope stack, spread it out on the observing deck, and troubleshoot. It was discovered that a motion sensor had failed. We ordered a replacement and spares, and mother board brain surgery ensued. When reassembled the system worked perfectly, and it has behaved better ever since than it did when we first tested in 2000. These systems come with no parts explosions, no circuit diagrams, and very few replacement parts, so it was exciting to know that we are able to troubleshoot and repair so effectively. Let's hope it continues to behave!
- Huge progress on our prototyping of a meteor detection system. We are determined to be the initial site the first meteor tracking system in New England. We have something that really works, built by our team! We have initial interest from another well-run facility! We have high confidence now that we can make this happen. It won't be easy, but serious technical barriers have been knocked down. Some details below.
- A fun celebration of the 50th anniversary of the Apollo II lunar landing on July 20, with some excellent displays for whole families to enjoy and learn from.
- A whole new approach has been mapped out and underway for a major revision to Galileo's Garden; adapting it to current thinking of what it requires to be a true "native" pollinator habitat. New science demands that what is grown must have a long native heritage to work effectively and support the whole food chain required for a viable pollinator-attracting site. A new thrust is happening. It is starting as an experimental garden with a "mini-meadow" in the area north of the observatory building, and also new plantings in much of the rest of the garden. We expect much-improved pollinator visits with this approach, in quantity and variety, and great teaching opportunities.

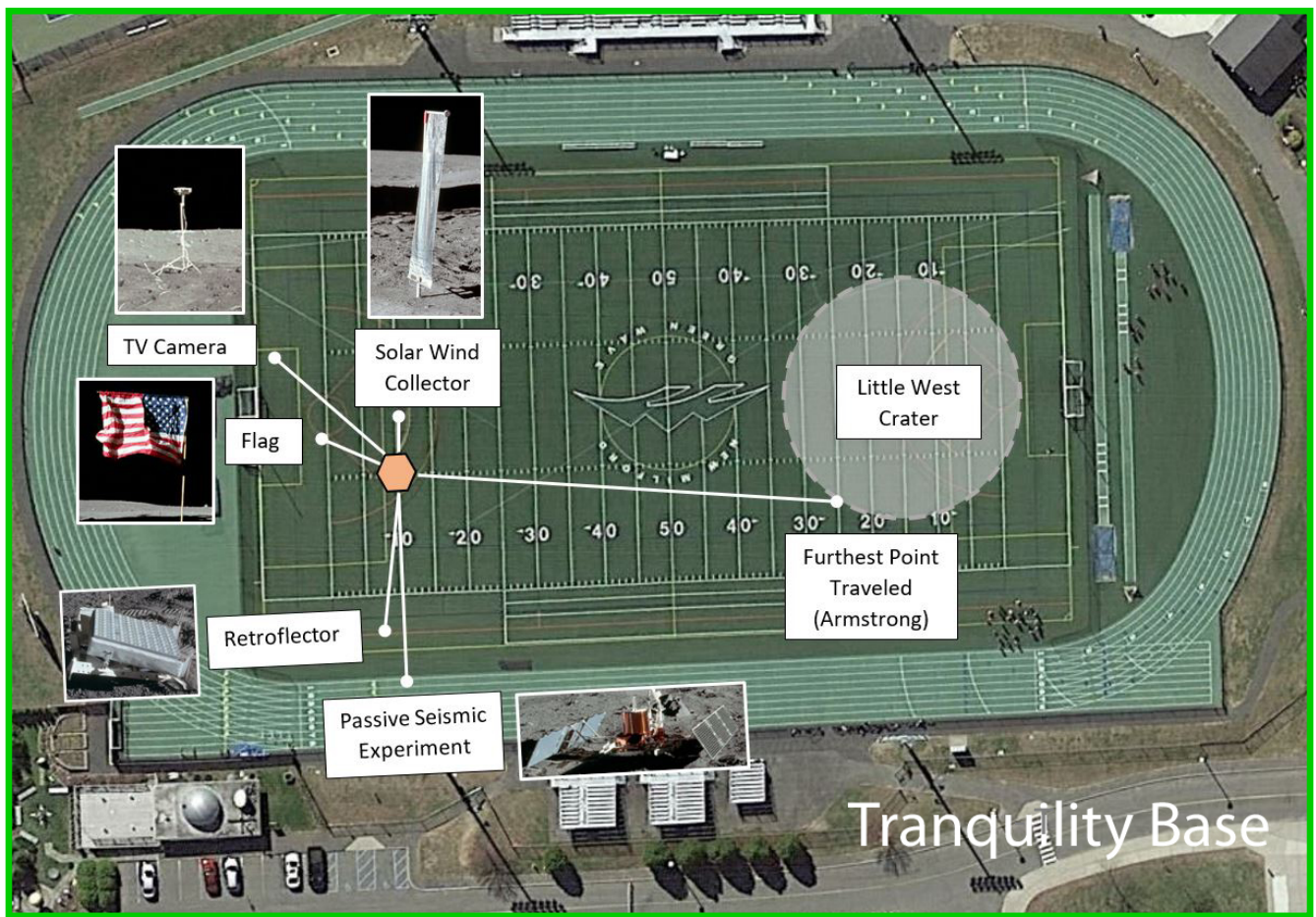
Celebrating the Apollo II 50th Anniversary.

We celebrated the great accomplishment of July 20th, 1969, when the Apollo 11 mission placed a lander on the lunar surface, and Neil Armstrong and Buzz Aldrin stepped out of the lunar lander and started human exploration of another celestial object

On the very hot evening of Saturday, July 20th, we had a number of fine Apollo exhibits for the public:

- On the football field, we arranged a reenactment of Tranquility Base, where Apollo 11 landed in the Sea of Tranquility. We fashioned the Eagle lander, and science instruments and the flag in their proper positions relative to the Eagle. We explained the instruments and the wandering paths of the astronauts. None of us had ever seen this in true scale before. It was excellent
- Making a true-dimensioned chalk outline of the Saturn V rocket in the parking lot – over 360 feet long. Children were encouraged to do chalk drawings on the rocket profile.
- Displaying our collection of lunar meteorites with our fine microscope in front of the facility. Mayor Bass got to see real lunar rocks under a high-powered microscope, as did many others. Young students were the most interested.
- On July 13th, our Second Saturday Stars event featured an amazing talk by one of our volunteers, retired engineer Peter Gagne of Brookfield, who had engineered the downward facing radar on all the Apollo landing modules. He is a treasure trove of Apollo lore.
- raffling off many bits of memorabilia

The celebration was attended by a number of people who had vivid memories of that momentous event, and we had a fine time swapping stories about the whole Apollo program and what it meant in that era. The team much enjoyed the planning and the event, as did our friends who endured the heat to celebrate with us.



True scale layout of the entire Tranquility Base



Saturn V rocket -Longer than the parking lot!

The Meteor Tracking Project

We have had major breakthroughs in our long-term project to capture meteors with an “AllSky” widefield camera, and gather detailed data on all of the object characteristics as it plummets through the atmosphere. We have used various cameras and software in the past several years, helping us get up the learning curve in this very complex field. After many invention attempts, we now have achieved a very robust technology level of camera, control systems and analysis software that can perform the whole process of meteor trail capture, analysis and orbit calculation. The capture and analyze phases have now had six months of successful tuning, with some spectacular “fireball” captures across our region. On clear nights, we capture and map 3 to 5 events within a 150+ mile radius. This is thrilling!

The software suite was purchased from a small supplier in Japan. Our research found that it is the only commercially available package that offers the complete functionality that we require. We linked it to the custom camera and control system, invented by one of our fine volunteers. The system immediately proved to be many times more sensitive than previous systems tested, and much richer in function. We are now in early discussion with another site in the region to be the next member of a network, and they would be fine partners if the details can be worked out. When the additional site is operational, we can begin calculation of meteor orbits using data from two sites about 50 kilometers apart. Having that capability will give us the head start required to begin forming the very first New England fireball tracking network, which will be of great interest to NASA. They have networks deployed in a number of US locations, but nothing in New England. Our objective is to remedy that, after our many attempts over the years to entice NASA to deploy here have come to no avail. With two sites operational, we will have the technology needed to approach a fine University to be site #3. When the two-site system is operational, we hope to teach students what this is all about, and attract student volunteers to help operate the network and have the basis for fine independent study projects.. It is a great STEM environment involving math and science in a real-world research environment.

The volunteer that invented the first camera/controller is well along in inventing a second one with more function and a much wider field of view. We know it will be amazing! The plans for this version will be shared with other sites that have interest, and together with competent partners we hope improvements in technology will keep us innovating.

Together with our continuing efforts in asteroid identification and deeper study of the meteorite collection, we can continue our journey in what we call the “three-legged stool” of solar system science: asteroid tracking, meteor discovery, and meteorite science.

Galileo' Garden: Major changes are in the works!

The observatory garden was magnificent in 2019, after a major redesign and addition of many new perennials that are known pollinator attractors. The garden was healthy and flowers were abundant throughout the growing season. It was a testament to using only earth-friendly products for the entire garden, without exception. We had serious spider mite issue on two large bushes, but eliminated them with regular spraying with eco-friendly treatments. No harmful chemicals of any sort are ever used in Galileo's Garden. Those two beautiful Wiegela plants are perfect this spring.

With all the new plantings, we expected more butterflies and birds than we attracted, leading us to rethink our strategy and do more research. What we discovered, and is the new wave in pollinator garden science, is that plantings must be from regional heritage lineage – seeds from the early days as far back as the settlers are important. From the bottom of the pollinator food chain to the top it does its best by far if it consists of the right combination of plantings and have them sourced from the region the garden is in.

Coming Soon

A Native Plant "Pollinator Habitat"

**A mini-meadow of New England
Heritage Plants**

**Attracting and feeding butterflies,
bees and birds**

**A teaching garden for proper
ecological practices**

Given that wisdom, we are developing an experimental habitat out of the area north of the observatory building. We call it a "mini-meadow", as it is a wildflower meadow, not a "pretty flowers" garden, although we know it will be attractive. To populate this meadow, we ordered 150 specimens of 7 pollinator plants from an organization in New England that is growing these NE heritage plants, and we went to Wethersfield and bought many heritage plant seeds.

We started the seeds in our homes, and repaired and revamped the greenhouse at Hill & Plain, where several hundred seedlings are now growing. The best of those and many of the 150 plants will be in the garden this month. We stripped out the sod, tilled the area, and brought in 8 yards of good topsoil. We are making a water feature out of two of the giant granite disks we own, and a granite bench out of two others. Then we will add a stone walkway, and a watering system then keep the plantings properly watered

We intend for this to be a teaching site, and a source of native seeds for as many students, families, garden clubs, etc. as we can get interested. It will evolve, and the rest of our garden will also have things added in years to come that work in the mini-meadow for

pollinator attraction. We hope all of you will wander over and see our progress in this unique adventure. We have been able to do all this with strict adherence to social distancing, and mask use. Our main measure of success in year one will be the number of monarchs! Note: Monarchs may be added soon to the Endangered Species list



Facilities team is a great help!



The Garden Is Now a Registered Pollinator Pathway Site





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

Operations Subcommittee

June 2020

Item of Information 4D

TO: Kerry Parker, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: June 8, 2020
RE: Excess Cost Payment 2 of 2 for 2019-20

The Special Education Excess Cost grant reimburses school districts for the reasonable costs of special education for a student who lives in the district that exceed 4.5 times the district's average per pupil expenditures for the preceding year. The first of two payments was received during the month of February 2020.

At the May 2020 full Board of Education meeting we had yet to receive the second payment of Excess Cost funding from the State. As of May 31, 2020 we have now received the second payment of Excess Cost funding from the State.

This has now been captured on the Budget Position dated May 31, 2020 and below is the snapshot of the last 3 years of Excess Cost for the district:

| Year | Uncapped Projected Qualified Expenses | Budget Amount | Budget % | February Payment | May Payment | Total Received | Budget + or - |
|-------|--|------------------|----------|---------------------|----------------|-------------------|---------------|
| 19/20 | \$780,118 | \$533,633 | 68% | \$553,320 | \$147,255 | \$700,575 | \$166,942 |
| 18/19 | \$1,024,942 | \$717,460 | 70% | \$466,400 | \$40,013 | \$506,413 | -\$211,047 |
| 17/18 | \$1,023,212 | \$716,249 | 70% | \$376,913 | \$124,921 | \$501,834 | -\$214,415 |

I would also like to acknowledge the work and dedication of the Special Education department to the task of making sure that every applicable good or service that qualified for reimbursement was tracked, captured and properly reported upon.

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

| FACILITIES | DESCRIPTION | DETAIL | 19.20 BUDGET FROM CAPITAL RESERVE | SPENT | REMAINING | NOTE |
|------------|----------------------------------|---|-----------------------------------|-----------|-----------|--|
| | ALARM PANEL UPGRADE | VARIOUS DEVICE MODULES, SMOKE/HEAT/DUST DETECTORS AND PULL STATIONS AT NMHS. | \$29,000 | \$29,000 | \$0 | DEVICES RECEIVED, MONEY REQUEST IN 5 YEAR CAPITAL OVER NEXT YEAR(S) TO CONTINUE WITH INSTALLATIONS AND UPDATES. |
| | SECURITY ENHANCEMENTS | CARD ACCESS READERS FOR EMPLOYEE BADGE BUILDING ACCESS FOR THE DISTRICT. | \$15,000 | \$0 | \$15,000 | PROJECT WAS PUT ON HOLD WHEN POSSIBLE C.O. MOVE TO SNIS WAS DISCUSSED. PROJECT NOT RESTARTED SINCE COVID-19. |
| | ASBESTOS ABATEMENT | ABATEMENT OF 1 CLASSROOM AT HPS. | \$15,500 | \$15,500 | \$0 | MONEY WAS SPENT ON ASBESTOS REMEDIATION AT C.O. AND NOT HPS. |
| | GROUNDS EQUIPMENT REPLACEMENTS | 1 LAWNMOWER ON REFRESH CYCLE FOR THE DISTRICT. | \$15,000 | \$15,000 | \$0 | EQUIPMENT RECEIVED AND IN SERVICE. |
| | CUSTODIAL EQUIPMENT REPLACEMENTS | 1 FLOOR SCRUBBER ON REFRESH CYCLE FOR NMHS. | \$16,000 | \$16,050 | -\$50 | EQUIPMENT RECEIVED AND IN SERVICE. |
| | PLAYGROUND COMPLIANCE | SAFETY WOOD FIBER REPLENISHMENT AT SNIS. REPLACEMENT OF BROKEN/WORN PARTS (CHAINS/SEATS) AT SNIS. NO NEW EQUIPMENT. | \$23,100 | \$7,611 | \$15,489 | FULL PLAYGROUND REPLACEMENTS FUNDED BY TOWN COVERED MANY REPAIRS THAT THIS BUDGET WAS MEANT FOR AND THIS IS WHY THERE IS AN AVAILABLE BALANCE. |
| | TENNIS COURT REPAIR | FILL CRACKS TO ENSURE PLAYABLE SURFACE AT NMHS | \$24,000 | \$0 | \$24,000 | NONE OF THE MONEY SPENT AS JOINT BID WITH TOWN CAME BACK WITH PRICES TOO HIGH FOR BOE TO PROCEED WITHOUT ADDITIONAL FUNDING AND THIS IS WHY THERE IS AN AVAILABLE BALANCE. |
| | SUB TOTAL | | \$137,600 | \$83,161 | \$54,439 | |
| TECHNOLOGY | DESCRIPTION | DETAIL | 19.20 BUDGET FROM CAPITAL RESERVE | SPENT | REMAINING | NOTE |
| | COMPUTER REFRESH | \$7000 FOR 8 LAPTOPS AT \$900 PER UNIT FOR THE DISTRICT. \$10,000 FOR 67 DESKTOP SOLID STARE HARD DRIVES AT \$150 PER UNIT FOR THE DISTRICT. | \$17,000 | \$17,000 | \$0 | ALL LAPTOPS WERE RECEIVED AND SOME WERE DEPLOYED TO STAFF USE DURING DISTANCE LEARNING. HARD DRIVES WERE RECEIVED AND INSTALLATIONS ARE ONGOING. |
| | SMART BOARD REFRESH | 10 SMART BOARD REPLACEMENTS AT \$2,000 PER UNIT FOR THE DISTRICT. | \$20,000 | \$20,000 | \$0 | SMARTBOARDS WERE ALL ORDERED AND WILL BE RECEIVED BEFORE JUNE 30TH. |
| | CHROME BOOK REFRESH | 412 CHROMEBOOK REPLACEMENTS AT \$195 PER UNIT FOR THE DISTRICT. | \$80,340 | \$81,307 | -\$967 | ALL CHROMEBOOKS ORDERED. HALF WERE RECEIVED AND HANDED OUT FOR DISTANCE LEARNING. THE REMAINING WILL BE DELIVERED BEFORE JUNE 30TH. |
| | NETWORK/SERVER INFRASTRUCTURE | 65 ACCESS POINTS, 20 SWITCHES, AND 1 WIRELESS CONTROLLER FOR THE DISTRICT. 1 FIREWALL UPGRADE FOR LHTC. | \$97,560 | \$94,895 | \$2,665 | ALL EQUIPMENT RECEIVED AND INSTALLATIONS ARE ONGOING. |
| | SUB TOTAL | | \$214,900 | \$213,202 | \$1,698 | |

| | | | |
|---------------------|------------------|------------------|-----------------|
| GRAND TOTAL* | \$352,500 | \$296,363 | \$56,137 |
|---------------------|------------------|------------------|-----------------|

***ALL FUNDING IS IN A SEPARATE MULTI YEAR FUND & DOES NOT HAVE TO BE EXPENDED BY JUNE 30TH. THESE FUNDS CAN:**

A.) REMAIN WITH THE BOE IN THEIR EXISTING ACCOUNTS AND CONTINUE TO BE SPENT ON THESE SPECIFIC PROJECTS WITHIN THEIR ORIGINAL BUDGETS.

B.) REMAIN WITH THE BOE AND BE TRANSFERRED BETWEEN THESE SPECIFIC PROJECTS AS SAVINGS/DEFICITS MAY EXIST VERSUS ORIGINAL, INDIVIDUAL, PROJECT BUDGET.

C.) RETURNED TO THE CAPITAL RESERVE ACCOUNT TO FUND PROJECTS DIFFERENT THAN THOSE ABOVE IN FUTURE YEARS OF THE 5 YEAR CAPITAL PLAN.