

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

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

|               |                                |
|---------------|--------------------------------|
| <b>DATE:</b>  | <b>April 21, 2020</b>          |
| <b>TIME:</b>  | <b>7:30 P.M.</b>               |
| <b>PLACE:</b> | <b>By Zoom Virtual Meeting</b> |

**To join the meeting:**

**<https://zoom.us/j/396804151?pwd=dzJIR1VzM1ZZWGxBQlJmNkhjWTZXdz09>**

**Meeting ID: 396 804 151**

**Password: 8op7VQ**

**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 March 31, 2020
  2. Purchase Resolution D-733
  3. Request for Budget Transfers
- C. Grant
  1. Adult Education ED 244
- D. Audit Adjustment to 19-20 Budget from 18-19 Fiscal Year End Balance

**4. Items of Information**

- A. NMPS 2020-2021 School Calendar
- B. Update on 2019-2020 Budget

RECEIVED  
TOWN CLERK  
2020 APR 16 P 2:01  
NEW MILFORD, CT

**5. Public Comment**

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- 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.

**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  
New Milford, Connecticut

April 28, 2020

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

- |   |                    |
|---|--------------------|
| <p><b>1. Mrs. Michelle Bouchard</b>, School Psychologist, New Milford High School<br/><u>Move</u> that the Board of Education approve the resignation of <b>Mrs. Michelle Bouchard</b> as School Psychologist at New Milford High School effective March 28, 2020.</p>                                      | Took job elsewhere |
| <p><b>2. Mrs. Denise Duggan</b>, Health Teacher, New Milford High School<br/><u>Move</u> that the Board of Education approve the resignation, due to retirement, of <b>Mrs. Denise Duggan</b> as Health Teacher at New Milford High School effective June 30, 2020.</p>                                     | Retirement         |
| <p><b>3. Mr. Gregory Holmes</b>, Social Studies Teacher, New Milford High School<br/><u>Move</u> that the Board of Education approve the resignation, due to retirement, of <b>Mr. Gregory Holmes</b> as Social Studies Teacher at New Milford High School effective June 30, 2020.</p>                     | Retirement         |
| <p><b>4. Mrs. Barbara Hubbard</b>, Science Teacher, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education approve the resignation, due to retirement, of <b>Mrs. Barbara Hubbard</b> as Science Teacher at Schaghticoke Middle School effective June 30, 2020.</p>                         | Retirement         |
| <p><b>5. Mrs. Kristine Kivela</b>, Elementary Teacher, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education approve the resignation of <b>Mrs. Kristine Kivela</b> as Elementary Teacher at Sarah Noble Intermediate School effective June 30, 2020.</p>                             | Personal           |
| <p><b>6. Mrs. Darcey Markelon</b>, Special Education Teacher, Northville Elementary School<br/><u>Move</u> that the Board of Education approve the resignation, due to retirement, of <b>Mrs. Darcey Markelon</b> as Special Education Teacher at Northville Elementary School effective June 30, 2020.</p> | Retirement         |

- |   |                   |
|---|-------------------|
| <p><b>7. Mr. John Wrenn</b>, Math Teacher, New Milford High School<br/><u>Move</u> that the Board of Education approve the resignation,<br/>due to retirement, of <b>Mr. John Wrenn</b> as Math Teacher at<br/>New Milford High School effective June 30, 2020.</p> <p><b>2. CERTIFIED STAFF</b><br/><b>b. NON-RENEWALS</b><br/>1. None</p> <p><b>3. CERTIFIED STAFF</b><br/><b>c. APPOINTMENTS</b><br/>1. None</p> <p><b>4. MISCELLANEOUS STAFF</b><br/><b>a. RESIGNATIONS</b><br/>1. None</p> <p><b>5. MISCELLANEOUS STAFF</b><br/><b>b. APPOINTMENTS</b><br/>1. None</p> <p><b>6. NON-CERTIFIED STAFF AND LICENSED STAFF</b><br/><b>a. RESIGNATIONS</b><br/>1. None</p> <p><b>7. NON-CERTIFIED AND LICENSED STAFF</b><br/><b>b. APPOINTMENTS</b><br/>1. None</p> <p><b>8. ADULT EDUCATION STAFF</b><br/><b>a. RESIGNATIONS</b><br/>1. None</p> <p><b>9. ADULT EDUCATION STAFF</b><br/><b>b. APPOINTMENTS</b><br/>1. None</p> <p><b>10. BAND STAFF</b><br/><b>a. RESIGNATIONS</b><br/>1. None</p> <p><b>11. BAND STAFF</b><br/><b>b. APPOINTMENTS</b><br/>1. None</p> | <p>Retirement</p> |
|---|-------------------|

**12. COACHING STAFF**

**a. RESIGNATIONS**

**1. None**

**13. COACHING STAFF**

**b. APPOINTMENTS**

**1. None**

**14. LEAVES OF ABSENCE**

**1. None**



## SUMMARY BY MOC (MAJOR OBJECT CODE)

| RANGE              | MAJOR OBJECT CODE DESCRIPTION | ORIGINAL BUDGET   | TRANSFERS | REVISED BUDGET    | YTD ACTUAL        | ENCUMBRANCES      | BALANCE          | % USED        |
|--------------------|-------------------------------|-------------------|-----------|-------------------|-------------------|-------------------|------------------|---------------|
| 100'S              | SALARIES - CERTIFIED          | 28,786,342        | -1,360    | 28,784,982        | 20,457,326        | 8,362,076         | -34,421          | 100.12%       |
| 100'S              | SALARIES - NON CERTIFIED      | 9,334,085         | 0         | 9,334,085         | 6,895,890         | 1,637,413         | 800,782          | 91.42%        |
| 200'S              | BENEFITS                      | 11,327,946        | 0         | 11,327,946        | 8,696,987         | 2,278,278         | 352,681          | 96.89%        |
| 300'S              | PROFESSIONAL SERVICES         | 4,087,606         | 27,440    | 4,115,046         | 2,752,204         | 946,348           | 416,495          | 89.88%        |
| 400'S              | PROPERTY SERVICES             | 969,278           | -209      | 969,069           | 630,080           | 186,749           | 152,239          | 84.29%        |
| 500'S              | OTHER SERVICES                | 7,628,684         | -28,813   | 7,599,871         | 5,198,597         | 1,955,769         | 445,505          | 94.14%        |
| 600'S              | SUPPLIES                      | 2,626,716         | 3,418     | 2,630,134         | 1,694,647         | 633,448           | 302,039          | 88.52%        |
| 700'S              | CAPITAL                       | 84,047            | 0         | 84,047            | 40,452            | 10,675            | 32,920           | 60.83%        |
| 800'S              | DUES AND FEES                 | 88,621            | -476      | 88,145            | 83,380            | 795               | 3,970            | 95.50%        |
| 900'S              | REVENUE                       | -892,633          | 0         | -892,633          | -737,679          | 0                 | -154,954         | 82.64%        |
| <b>GRAND TOTAL</b> |                               | <b>64,040,692</b> | <b>0</b>  | <b>64,040,692</b> | <b>45,711,886</b> | <b>16,011,551</b> | <b>2,317,256</b> | <b>96.38%</b> |

## 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          | 240,415          | 0                | 325,369        | 42.49%        |
| 51201        | SALARIES - NON CERT - PARA EDUCATOR | 2,009,328        | 0         | 2,009,328        | 1,397,457        | 524,520          | 87,351         | 95.65%        |
| 51202        | SALARIES - NON CERT - SUBSTITUTES   | 854,478          | 0         | 854,478          | 792,478          | 0                | 62,000         | 92.74%        |
| 51210        | SALARIES - NON CERT - SECRETARY     | 1,888,333        | 0         | 1,888,333        | 1,457,797        | 376,843          | 53,693         | 97.16%        |
| 51225        | SALARIES - NON CERT - TUTORS        | 300,695          | 0         | 300,695          | 206,669          | 0                | 94,026         | 68.73%        |
| 51240        | SALARIES - NON CERT - CUSTODIAL     | 1,891,646        | 0         | 1,891,646        | 1,396,319        | 419,996          | 75,330         | 96.02%        |
| 51250        | SALARIES - NON CERT - MAINTENANCE   | 920,746          | 0         | 920,746          | 659,459          | 169,312          | 91,976         | 90.01%        |
| 51285        | SALARIES - NON CERT - TECHNOLOGY    | 457,410          | 0         | 457,410          | 347,525          | 98,848           | 11,037         | 97.59%        |
| 51336        | SALARIES - NON CERT - NURSES        | 445,665          | 0         | 445,665          | 397,772          | 47,894           | 0              | 100.00%       |
| <b>TOTAL</b> |                                     | <b>9,334,085</b> | <b>0</b>  | <b>9,334,085</b> | <b>6,895,890</b> | <b>1,637,413</b> | <b>800,782</b> | <b>91.42%</b> |

## BENEFIT BREAKOUT

| OBJECT       | ACCOUNT DESCRIPTION                | ORIGINAL BUDGET   | TRANSFERS | REVISED BUDGET    | YTD ACTUAL       | ENCUMBRANCES     | BALANCE        | % USED        |
|--------------|------------------------------------|-------------------|-----------|-------------------|------------------|------------------|----------------|---------------|
| 52200        | BENEFITS - FICA                    | 638,931           | -360      | 638,571           | 426,927          | 0                | 211,644        | 66.86%        |
| 52201        | BENEFITS - MEDICARE                | 534,567           | 0         | 534,567           | 376,631          | 0                | 157,936        | 70.46%        |
| 52300        | BENEFITS - PENSION                 | 840,836           | 360       | 841,196           | 841,696          | 0                | -500           | 100.06%       |
| 52600        | BENEFITS - UNEMPLOYMENT COMP       | 15,000            | 0         | 15,000            | 38,701           | 0                | -23,701        | 258.01%       |
| 52810        | BENEFITS - HEALTH INSURANCE        | 8,572,329         | 0         | 8,572,329         | 6,409,842        | 2,162,487        | 0              | 100.00%       |
| 52820        | BENEFITS - DISABILITY INSURANCE    | 125,000           | 0         | 125,000           | 76,799           | 48,201           | 0              | 100.00%       |
| 52830        | BENEFITS - LIFE INSURANCE          | 121,000           | 0         | 121,000           | 78,908           | 42,092           | 0              | 100.00%       |
| 52900        | BENEFITS - OTHER EMPLOYEE BENEFITS | 480,283           | 0         | 480,283           | 447,483          | 25,498           | 7,302          | 98.48%        |
| <b>TOTAL</b> |                                    | <b>11,327,946</b> | <b>0</b>  | <b>11,327,946</b> | <b>8,696,987</b> | <b>2,278,278</b> | <b>352,681</b> | <b>96.89%</b> |

**EXPENDITURES**

| <b>OBJECT</b> | <b>ACCOUNT DESCRIPTION</b>     | <b>ORIGINAL BUDGET</b> | <b>TRANSFERS</b> | <b>REVISED BUDGET</b> | <b>YTD ACTUAL</b> | <b>ENCUMBRANCES</b> | <b>BALANCE</b> | <b>% USED</b> |
|---------------|--------------------------------|------------------------|------------------|-----------------------|-------------------|---------------------|----------------|---------------|
| 51110         | CERTIFIED SALARIES             | 28,786,342             | -1,360           | 28,784,982            | 20,457,326        | 8,362,076           | -34,421        | 100.12%       |
| 51200         | NON-CERTIFIED SALARIES         | 9,334,085              | 0                | 9,334,085             | 6,895,890         | 1,637,413           | 800,782        | 91.42%        |
| 52000         | BENEFITS                       | 11,327,946             | 0                | 11,327,946            | 8,696,987         | 2,278,278           | 352,681        | 96.89%        |
| 53010         | LEGAL SERVICES                 | 213,500                | 0                | 213,500               | 223,659           | 0                   | -10,159        | 104.76%       |
| 53050         | CURRICULUM DEVELOPMENT         | 75,000                 | 0                | 75,000                | 28,516            | 0                   | 46,484         | 38.02%        |
| 53200         | PROFESSIONAL SERVICES          | 2,020,502              | -55,520          | 1,964,982             | 1,132,224         | 659,059             | 173,699        | 91.16%        |
| 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                | 3,596             | 42                  | 6,862          | 34.64%        |
| 53220         | IN SERVICE                     | 118,560                | -1,000           | 117,560               | 52,533            | 1,287               | 63,740         | 45.78%        |
| 53230         | PUPIL SERVICES                 | 931,976                | 82,360           | 1,014,336             | 786,409           | 202,716             | 25,210         | 97.51%        |
| 53300         | OTHER PROF/ TECH SERVICES      | 65,215                 | 0                | 65,215                | 42,124            | 1,697               | 21,394         | 67.19%        |
| 53310         | AUDIT/ACCOUNTING               | 45,000                 | 0                | 45,000                | 45,000            | 0                   | 0              | 100.00%       |
| 53500         | TECHNICAL SERVICES             | 260,690                | 1,600            | 262,290               | 189,430           | 10,212              | 62,648         | 76.11%        |
| 53530         | SECURITY SERVICES              | 206,163                | 0                | 206,163               | 134,828           | 71,335              | 0              | 100.00%       |
| 53540         | SPORTS OFFICIALS SERVICES      | 110,000                | 0                | 110,000               | 94,218            | 0                   | 15,782         | 85.65%        |
| 54101         | CONTRACTUAL TRASH PICK UP      | 92,995                 | 0                | 92,995                | 56,335            | 20,614              | 16,046         | 82.75%        |
| 54301         | REPAIRS & MAINTENANCE          | 455,243                | 0                | 455,243               | 316,712           | 104,152             | 34,379         | 92.45%        |
| 54302         | FIRE / SECURITY MAINTENANCE    | 2,500                  | 0                | 2,500                 | 1,203             | 0                   | 1,297          | 48.11%        |
| 54303         | GROUPS MAINTENANCE             | 14,028                 | 0                | 14,028                | 7,025             | 2,175               | 4,828          | 65.58%        |
| 54310         | GENERAL REPAIRS                | 48,446                 | -844             | 47,602                | 19,122            | 11,064              | 17,415         | 63.42%        |
| 54320         | TECHNOLOGY RELATED REPAIRS     | 36,430                 | 0                | 36,430                | 18,314            | 0                   | 18,116         | 50.27%        |
| 54411         | WATER                          | 68,195                 | 0                | 68,195                | 41,872            | 26,323              | 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               | 147,471           | 22,236              | 59,468         | 74.05%        |
| 55100         | PUPIL TRANSPORTATION - OTHER   | 106,250                | 0                | 106,250               | 74,033            | 29,342              | 2,875          | 97.29%        |
| 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             | 3,183,076         | 1,300,476           | 77,314         | 98.30%        |
| 55190         | STUDENT TRANSPORTATION PURCHAS | 1,500                  | 0                | 1,500                 | 0                 | 0                   | 1,500          | 0.00%         |
| 55200         | GENERAL INSURANCE              | 279,746                | 0                | 279,746               | 279,746           | 0                   | 0              | 100.00%       |
| 55300         | COMMUNICATIONS                 | 48,668                 | 0                | 48,668                | 36,735            | 11,933              | 0              | 100.00%       |
| 55301         | POSTAGE                        | 35,531                 | 0                | 35,531                | 17,450            | 18,081              | 0              | 100.00%       |
| 55302         | TELEPHONE                      | 77,145                 | 0                | 77,145                | 71,143            | 6,002               | 0              | 100.00%       |

*EXPENDITURES*

| OBJECT                   | ACCOUNT DESCRIPTION            | ORIGINAL BUDGET   | TRANSFERS | REVISED BUDGET    | YTD ACTUAL        | ENCUMBRANCES      | BALANCE          | % USED        |
|--------------------------|--------------------------------|-------------------|-----------|-------------------|-------------------|-------------------|------------------|---------------|
| 55400                    | ADVERTISING                    | 5,000             | 0         | 5,000             | 2,867             | 0                 | 2,133            | 57.35%        |
| 55505                    | PRINTING                       | 51,372            | 0         | 51,372            | 33,991            | 4,228             | 13,153           | 74.40%        |
| 55600                    | TUITION                        | 35,000            | 0         | 35,000            | 1,858             | 4,750             | 28,392           | 18.88%        |
| 55610                    | TUITION TO IN STATE DIST       | 796,641           | -26,000   | 770,641           | 478,910           | 38,139            | 253,592          | 67.09%        |
| 55630                    | TUITION TO PRIVATE SOURCES     | 1,540,697         | 0         | 1,540,697         | 978,416           | 535,441           | 26,841           | 98.26%        |
| 55800                    | TRAVEL                         | 51,269            | 0         | 51,269            | 20,686            | 7,378             | 23,205           | 54.74%        |
| 56100                    | GENERAL INSTRUCTIONAL SUPPLIES | 168,242           | -635      | 167,607           | 102,240           | 13,889            | 51,478           | 69.29%        |
| 56110                    | INSTRUCTIONAL SUPPLIES         | 415,078           | 8,927     | 424,006           | 286,376           | 16,052            | 121,578          | 71.33%        |
| 56120                    | ADMIN SUPPLIES                 | 28,397            | 0         | 28,397            | 15,617            | 605               | 12,176           | 57.12%        |
| 56210                    | NATURAL GAS                    | 194,960           | 0         | 194,960           | 124,203           | 70,757            | 0                | 100.00%       |
| 56220                    | ELECTRICITY                    | 964,971           | 0         | 964,971           | 635,321           | 329,650           | 0                | 100.00%       |
| 56230                    | PROPANE                        | 4,500             | 0         | 4,500             | 1,690             | 1,189             | 1,620            | 63.99%        |
| 56240                    | OIL                            | 205,437           | 0         | 205,437           | 136,330           | 69,107            | 0                | 100.00%       |
| 56260                    | GASOLINE                       | 33,246            | 0         | 33,246            | 9,001             | 16,707            | 7,538            | 77.33%        |
| 56290                    | FACILITIES SUPPLIES            | 308,111           | 0         | 308,111           | 203,660           | 77,366            | 27,084           | 91.21%        |
| 56291                    | MAINTENANCE COMPONENTS         | 15,000            | 0         | 15,000            | 14,650            | 43                | 307              | 97.95%        |
| 56292                    | UNIFORMS/ CONTRACTUAL          | 14,200            | 0         | 14,200            | 8,941             | 3,000             | 2,259            | 84.09%        |
| 56293                    | GROUNDSKEEPING SUPPLIES        | 22,750            | 0         | 22,750            | 5,264             | 11,780            | 5,706            | 74.92%        |
| 56410                    | TEXTBOOKS                      | 60,228            | 245       | 60,473            | 54,616            | 2,359             | 3,497            | 94.22%        |
| 56411                    | CONSUMABLE TEXTS               | 55,481            | -5,040    | 50,440            | 10,067            | 13,301            | 27,072           | 46.33%        |
| 56420                    | LIBRARY BOOKS                  | 58,696            | 520       | 59,216            | 39,775            | 6,474             | 12,968           | 78.10%        |
| 56430                    | PERIODICALS                    | 19,157            | -475      | 18,682            | 14,601            | 0                 | 4,081            | 78.15%        |
| 56460                    | WORKBOOKS                      | 13,916            | 0         | 13,916            | 13,732            | 172               | 12               | 99.92%        |
| 56500                    | SUPPLIES - TECH RELATED        | 44,346            | -124      | 44,222            | 18,563            | 996               | 24,663           | 44.23%        |
| 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             | 440               | 4,912            | 39.66%        |
| 57400                    | GENERAL EQUIPMENT              | 49,683            | 0         | 49,683            | 24,301            | 10,203            | 15,180           | 69.45%        |
| 57500                    | FURNITURE AND FIXTURES         | 12,124            | 0         | 12,124            | 3,510             | 0                 | 8,614            | 28.95%        |
| 58100                    | DUES & FEES                    | 88,621            | -476      | 88,145            | 83,380            | 795               | 3,970            | 95.50%        |
| <b>EXPENDITURE TOTAL</b> |                                | <b>64,933,325</b> | <b>0</b>  | <b>64,933,325</b> | <b>46,449,564</b> | <b>16,011,551</b> | <b>2,472,210</b> | <b>96.19%</b> |





## REVENUES

| OBJECT               | ACCOUNT DESCRIPTION               | ORIGINAL BUDGET | TRANSFERS | REVISED BUDGET  | YTD ACTUAL      | ENCUMBRANCES | BALANCE         | % USED        |
|----------------------|-----------------------------------|-----------------|-----------|-----------------|-----------------|--------------|-----------------|---------------|
| 43103                | EXCESS COSTS                      | -533,633        | 0         | -533,633        | -553,320        | 0            | 19,687          | 103.69%       |
| 43105                | MEDICAID REIMBURSEMENT            | -51,000         | 0         | -51,000         | -31,286         | 0            | -19,714         | 61.35%        |
| 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         | -17,000         | 0            | -8,400          | 66.93%        |
| 44861                | PARKING PERMIT FEES               | -64,824         | 0         | -64,824         | -53,000         | 0            | -11,824         | 81.76%        |
| 44862                | SCHOOL MUSICAL TICKET SALES       | -10,000         | 0         | -10,000         | 0               | 0            | -10,000         | 0.00%         |
| <b>REVENUE TOTAL</b> |                                   | <b>-892,633</b> | <b>0</b>  | <b>-892,633</b> | <b>-737,679</b> | <b>0</b>     | <b>-154,954</b> | <b>82.64%</b> |

|                    |                   |          |                   |                   |                   |                  |               |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|
| <b>GRAND TOTAL</b> | <b>64,040,692</b> | <b>0</b> | <b>64,040,692</b> | <b>45,711,886</b> | <b>16,011,551</b> | <b>2,317,256</b> | <b>96.38%</b> |
|--------------------|-------------------|----------|-------------------|-------------------|-------------------|------------------|---------------|

|   |         |
|---|---------|
| <u>BOE Capital Reserve Acct #43020000-10101</u> |         |
| Total as of 4/15/20                             | 548,943 |

|  |         |
|--|---------|
| <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 &amp; BANNER SALES</u> | 10,225  |
| Total as of 4/15/20  | 110,225 |



## PURCHASE RESOLUTION D - 733

AGENDA ITEM 3B-2  
APRIL 2020 MEETING

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

| Funding               | Location        | Vendor Name                       | Description   | Amount             | Object Code  |
|-----------------------|-----------------|-----------------------------------|---|--------------------|--------------|
| 5 YEAR CAPITAL        | FACILITIES      | TRANE COMPANY                     | SNIS ROOF TOP A/C UNIT #1<br>(funding for this project was already withdrawn from BOE Capital Reserve account after approval by BoF on 4.7.20)                | \$66,000.00        | 53204        |
| 5 YEAR CAPITAL        | FACILITIES      | KONE, INC.                        | SNIS ELEVATOR<br>(funding for this project was already withdrawn from BOE Capital Reserve account after approval by BoF on 4.7.20)                            | \$49,000.00        | 53204        |
| GENERAL               | SPED            | *NAME WITHHELD*                   | TUITION REIMBURSEMENT PER SETTLEMENT AGREEMENT  | \$45,000.00        | 55630        |
| 5 YEAR CAPITAL        | TECHNOLOGY      | WHALLEY COMPUTER ASSOCIATES, INC  | SMARTBOARDS FOR THE DISTRICT - 10 UNITS<br>(funding for this project was already withdrawn from BOE Capital Reserve account after approval by BoF on 10.9.19) | \$23,448.00        | 57340        |
| GENERAL               | NES             | THE BOOKSOURCE, INC               | TEXTBOOK REPLACEMENT  | \$12,746.04        | 56411        |
| <b>GRANT- TITLE 1</b> | <b>DISTRICT</b> | <b>AMY TEPPER CONSULTING</b>      | <b>ADMIN CONSULTING SERVICES</b>  | <b>\$12,559.30</b> | <b>57310</b> |
| <b>GRANT- TITLE 1</b> | <b>DISTRICT</b> | <b>CONNECT KIDS CT</b>            | <b>TRANSPORTATION FOR HOMELESS STUDENTS PRIOR TO CLOSURE</b>  | <b>\$8,142.25</b>  | <b>55500</b> |
| <b>GRANT- AE</b>      | <b>ADULT ED</b> | <b>ROBOTICS AND BEYOND, INC.</b>  | <b>8 CLASS SERIES ON 21st CENTURY TECHNOLOGY TRADE SKILLS</b>   | <b>\$6,200.00</b>  | <b>51115</b> |
| <b>GRANT- IDEA</b>    | <b>SPED</b>     | <b>PATRICIA E. BRADBURY, BCBA</b> | <b>BCBA SERVICES FOR PARENT ACTIVITIES / TRAINING</b>   | <b>\$6,000.00</b>  | <b>53200</b> |

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



# BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
APRIL 2020 MEETING

| Requesting Approval<br>Across WOC | DETAIL |        |        | FROM (-)          |     |        | TO (+)   |     |        |
|-----------------------------------|--------|--------|--------|-------------------|-----|--------|----------|-----|--------|
|                                   | #      | REASON | AMOUNT | LOCATION          | ORG | OBJECT | LOCATION | ORG | OBJECT |
|                                   |        |        |        | NONE AT THIS TIME |     |        |          |     |        |

| Informational<br>Within Major Object Code | DETAIL |        |        | FROM (-)          |     |        | TO (+)   |     |        |
|---|--------|--------|--------|-------------------|-----|--------|----------|-----|--------|
|   | #      | REASON | AMOUNT | LOCATION          | ORG | OBJECT | LOCATION | ORG | OBJECT |
|   |        |        |        | NONE AT THIS TIME |     |        |          |     |        |



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

**Ms. Alisha DiCorpo**  
**Assistant Superintendent of Schools**

TO: Dr. Kerry Parker  
FROM: Alisha DiCorpo  
DATE: April 14, 2020  
RE: Adult Education ED-244 Grant

The Adult Education ED-244 Grant is reflective of what New Milford is required by law to provide to the community.

Grant ED-244 covers the basic cost of running a minimal Adult Education program serving High School Completion (through High School Diploma Classes or GED Prep Classes), English as a second Language and Citizenship Classes.

The ED 244 is the combination of State and local funds for Adult Ed for the 20-21 school year. Our service area includes all of New Milford and Region 12. New Milford's population has changed over the past several years and with it the needs of its adult population. An increase in ESL and ESL transitioning to High School diploma with huge gaps in basic skills requiring more educational support is one major change. The requirements of State and Federal guidelines for Adult Education is another component that drives this budget. As New Milford follows the College and Career readiness standards and prepares all our students for the future as productive employees, parents and community members we continually need to be offering relevant, challenging programming that move our students forward.

The figures are based on:

1. What our local BOE budgets: \$119,319
2. What our cooperating district (Region 12) pays us: \$2,400.00
3. The percentage of this amount that the State contributes (varies year to year), usually \$24,000-\$30,000
4. Supplements from the Enrichment funds

This grant is used to pay for direct instruction, Guidance, Program Manager, Facilitator Office staff, Security, materials and textbooks.

The ability to leverage more State dollars to support our local funds expended, the increased diversity and needs of our adult population resulted in a budget revision for this current year of \$135,400. Our budget for 20-21 school year is \$150,000. This increase reflects the concern we have that the Federal grants which we have utilized to enhance our programs are changing in availability and amount and should they disappear will leave our students without the educational opportunities they deserve.

The received amount fluctuates each year depending on BOE funding, which affects the state dollar amount as it is based on a percentage of local funding.



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

**Operations Sub-Committee**

**April 2020**

**3D**

**TO: Kerry Parker, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 17, 2020**  
**RE: Audit Adjustments to 19-20 Budget from 18-19 Fiscal Year End Balance**

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Discussed during Budget Adopted for 2020-2021 and again at both the February and March Operations meetings of the Board of Education but remaining unresolved, is the important matter for the 2019-2020 Budget related to 2018-2019 Fiscal Year End Balance.

\$199,999 of the 2018-2019 Fiscal Year End Balance was approved and designated for use to offset the 2019-2020 operating budget for the Board of Education. As per the Town Finance Director of the Town, and our audit firm, this will still require an application to the Town Council and Board of Finance as a supplemental appropriation in order to repurpose the \$199,999 of the Board of Education's 2018-2019 fiscal year end balance toward the 2019-2020 operating budget for the Board of Education. This is not a supplemental appropriation in the sense that the Board of Education overspent its budget. The mechanic being employed is similar to a supplemental appropriation because if approved, the additional \$199,999 towards the 2019-2020 Budget will show up under the revised budget only; not original.

To get the 2019-2020 Board of Education budget to meet the referendum number back in June 2019, our audit firm was consulted and advised us to budget \$-199,999 in a new and isolated salary line that would then be back filled during the year after an approved application to the Town Council and Board of Finance. This line was established correctly at that time and it is now proper to move ahead with applications to both the Town Council and the Board of Finance so the Town Finance Director can post the corresponding transfer in MUNIS along with auditor approval/guidance.

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

# NEW MILFORD PUBLIC SCHOOLS 2020 – 2021 School Calendar

## August 2020 5 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  |
| 31  |     |     |     |     |

20 Teacher Work Day  
21 Convocation/Prof. Dev.  
24 Staff Meetings/K-5 Open House  
25 Students Return

## September 20 Days

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   |
| 7   | 8   | 9   | 10  | 11  |
| 14  | 15  | 16  | 17  | 18  |
| 21  | 22  | 23  | 24  | 25  |
| 28  | 29  | 30  |     |     |

3 K-12 PD after school  
7 Labor Day  
28 Yom Kippur  
Curriculum Night - date TBD by principal

## October 21 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 K-12 PD after school  
12 Columbus Day

## November 16 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  |     |     |     |     |

2 Parent Conferences (see below)  
3 Parent Conferences (see below)  
5 K-12 PD after school  
11 Veterans Day Observed  
25-27 Thanksgiving Recess

## December 16 Days

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   |
| 7   | 8   | 9   | 10  | 11  |
| 14  | 15  | 16  | 17  | 18  |
| 21  | 22  | 23  | 24  | 25  |
| 28  | 29  | 30  | 31  |     |

3 K-12 PD after school  
23-31 Holiday Recess

## January 2021 19 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 Holiday Recess  
7 K-12 PD after school  
18 Martin Luther King Day

## February 18 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  |

4 K-12 PD after school  
15&16 Winter Recess

## March 22 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  |     |     |

4 K-12 PD after school  
10 Parent Conferences (see below)  
11 Parent Conferences (see below)

## April 16 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  |

2 Good Friday  
12-16 Spring Recess

## May 20 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  |
| 31  |     |     |     |     |

6 K-12 PD after school  
31 Memorial Day






Spring evening event

## June \* 8 Days

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   |
| 7   | 8   | 9   | 10  | 11  |
| 14  | 15  | 16  | 17  | 18  |
| 21  | 22  | 23  | 24  | 25  |
| 28  | 29  | 30  |     |     |

3 K-12 PD after school  
10 Last Day of School (early dismissal for students)

\* NMHS Graduation Date will be set by the Board of Education at its September 2020 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or Parent confs.
-  Last Day of School
-  Contingency for snow days

**181 Student Days Total**  
**186 Teacher Days Total**

**After School PD Hours**  
K-5 3:25 p.m. to 4:35 p.m.  
6-12 2:30 p.m. to 3:40 p.m.

### Parent Conference Hours

**November 2**  
K-5 3:30 p.m. to 5:30 p.m.  
6-12 2:30 p.m. to 4:30 p.m.

**November 3**  
K-12 1:00 p.m. to 8:00 p.m.

**March 10**  
K-5 3:30 p.m. to 5:30 p.m.  
6-12 2:30 p.m. to 4:30 p.m.

**March 11**  
K-12 1:00 p.m. to 8:00 p.m.

June 11, 14-18, 21-22 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with April 16 and working back.

Any additional days required in excess of those indicated will be taken from the remaining days

*As of April 17, 2020*



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

**Operations Sub-Committee**

**April 2020**

**4B**

**TO: Kerry Parker, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 17, 2020**  
**RE: Update on 2019-2020 Budget**

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The school closure due to COVID-19 in conjunction with the several executive orders that followed have many financial exposures and savings possibilities that impact several areas of the 2019-2020 Budget.

Working with district administrative staff, Town of New Milford staff, vendors that provide the district with goods and services as well as both the Connecticut Association of School Business Officials (CASBO) and Connecticut Association of Public School Superintendents (CAPSS) is an ongoing and daily process.

Another big piece of the puzzle concerns how much the district is required to pay for staffing and services related to the Connecticut Governor's Executive Order 7R and the guidance given therein, along with its relationship to the Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act). New Milford Board of Education staff have been utilizing our legal counsel extensively to navigate those intricate issues as they pertain to expenses, including but not limited to Transportation and Special Education.

As many of those issues are still ongoing there is not a solid end of the year fund balance I can reliably release at this time. CASBO and CAPSS collaborated on collecting financial data to determine the impact of COVID-19 recently and the New Milford Board of Education did participate along with 46 other school districts.

Potential COVID-19 financial exposures and savings possibilities to school districts was analyzed through CASBO and CAPSS across many budget areas and can be found in the chart on the 2<sup>nd</sup> page of this memo.



| Potential Costs   | Potential Savings   | Potential Lost Revenues   |
|---|---|---|
| <u>Distance learning costs</u> <ul style="list-style-type: none"><li>• Computer hardware/software</li><li>• Devices for families and hotspots where there is no internet</li><li>• Printing and mailing for learning packets pre-k to 3<sup>rd</sup> grade</li></ul> <u>Feeding Programs</u> <ul style="list-style-type: none"><li>• More lunches, no receipts</li><li>• Food preparation and distribution costs, no receipts</li></ul> <u>Site Costs</u> <ul style="list-style-type: none"><li>• Cleaning of buildings</li></ul> <u>Personnel</u> <ul style="list-style-type: none"><li>• Continuing to pay full and part time staff</li><li>• Unemployment compensation, 26 weeks to 36 weeks</li><li>• Legal Services</li><li>• Lost collectability on insurance cost shares/insurance switches for district employees and families</li><li>• Insurance claims/Workers Compensation/life insurance</li></ul> | <u>Personnel:</u> <ul style="list-style-type: none"><li>• Substitutes &amp; Tutors</li><li>• Monitors</li><li>• Coaches stipends</li><li>• Extended Duty</li><li>• Overtime</li><li>• FICA and Medicare</li><li>• Professional</li></ul> <u>Development</u> <ul style="list-style-type: none"><li>• General and Special</li></ul> <u>Transportation</u> <ul style="list-style-type: none"><li>• General (with fuel)</li><li>• Special Education</li><li>• Athletic</li></ul> <u>Plant and Utility Costs</u> <ul style="list-style-type: none"><li>• Maintenance projects</li></ul> <u>Other</u> <ul style="list-style-type: none"><li>• Field Trips</li><li>• Postage</li><li>• Travel reimbursement</li><li>• Office and</li></ul> <u>Instructional Supplies</u> <ul style="list-style-type: none"><li>• Furniture &amp; Equipment</li><li>• Dues &amp; Fees</li></ul> | <u>Lost Federal/State Grants</u> <ul style="list-style-type: none"><li>• Medicaid</li><li>• Excess Cost Grant</li><li>• Pre-K Tuition</li><li>• Magnet Transportation</li><li>• Adult Education</li><li>• TEAM mentor reimbursement</li></ul> <u>Other Revenues</u> <ul style="list-style-type: none"><li>• Building Use revenues</li></ul> |

To be clear, for New Milford Public Schools, there is not a reliable fiscal year end projection to release at this time. The CASBO and CAPSS collaboration continues to map and collect data from 47 districts in the above categories for any and all COVID-19 financial exposures and savings possibilities. If there is an update by the time the full Board of Education meets on April 28, 2020, I would be happy to provide one.

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