

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

RECEIVED
TOWN CLERK

2016 DEC - 2 P 12: 56

NEW MILFORD, CT

DATE: December 6, 2016
TIME: 7:30 P.M.
PLACE: Lillis Administration Building—Room 2

AGENDA

New Milford Public Schools Mission Statement

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

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

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. **Presentation**
 - A. Substitute Outsourcing Services
 1. Kelly Educational Staffing Services
 2. Sources4Teachers
 4. **Discussion and Possible Action**
 - A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
 - B. Monthly Reports
 1. Budget Position dated 11/30/16
 2. Purchase Resolution D-693
 3. Request for Budget Transfers
 - C. Gifts & Donations
 1. PTO — Exhibit B
 - D. Teacher Substitutes
 - E. Paraeducator Substitute Rate
 - F. Tutor Rate
 - G. Input for 2017-2018 Budget

5. Items of Information

- A. Update on Paraeducator Negotiations
- B. Master Bid List schedule
- C. East Street
- D. Pickett District Property

6. Public Comment

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7. Adjourn

**Sub-Committee Members: Wendy Faulenbach, Chairperson
Robert Coppola
Brian McCauley
J.T. Schemm**

**Alternates: Angela C. Chastain
Bill Dahl**

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
December 13, 2016

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mrs. Kristen Mars**, Special Education Teacher, New Milford High School
Move that the Board of Education approve the resignation of **Mrs. Kristen Mars** as Special Education Teacher at New Milford High School effective November 29, 2016.

Took position elsewhere

b. NON-RENEWALS

1. None

2. CERTIFIED STAFF

b. APPOINTMENTS

1. **Ms. Julia Taborsak**, Literacy Coach, Schaghticoke Middle School
Move that the Board of Education appoint **Ms. Julia Taborsak** as a Literacy Coach at Schaghticoke Middle School effective January 3, 2017.
2016-2017 Salary: \$57,074 (step 6E), pro-rated to start date

Education History:

BS: WCSU

Major: Secondary Education

Graduate work Quinnipiac College

Major: Educational Leadership/Literacy

Work Experience:

4 yrs. New Milford High School

3 yrs. Bethel

Replacing: Mary Lavoie

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. **Mrs. Elizabeth DePalma**, Paraeducator, Hill and Plain School
Move that the Board of Education approve the resignation of **Mrs. Elizabeth DePalma** as Paraeducator at Hill and Plain School effective November 18, 2016.
2. **Mrs. Lynn Holmes**, School Nurse, New Milford High School
Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Lynn Holmes** as School Nurse at New Milford High School effective January 31, 2017.

Personal Reasons

Retirement

3. **Mrs. Elizabeth Obstgarten**, Library Clerk, Schaghticoke Middle School
Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Elizabeth Obstgarten** as Library Clerk at Schaghticoke Middle School effective January 11, 2017.

Retirement

4. **Ms. Jane Reed**, Custodian/Groundskeeper, New Milford High School
Move that the Board of Education approve the resignation of **Ms. Jane Reed** as a Custodian/Groundskeeper at New Milford High School effective October 28, 2016.

Personal Reasons

4. **NON-CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **Mrs. Janet Angione**, Paraeducator, Hill and Plain School
Move that the Board of Education appoint **Mrs. Janet Angione** as a Paraeducator at Hill and Plain School effective December 14, 2016.

\$13.04 per hour - Hire Rate
 \$13.38 per hour – Job Rate
 (after completion of probationary period)

Replacing: A. Damalas

2. **Mrs. Toni Bentley**, Paraeducator, Schaghticoke Middle School
Move that the Board of Education appoint **Mrs. Toni Bentley** as a Paraeducator at Schaghticoke Middle School effective December 14, 2016.

\$13.04 per hour - Hire Rate
 \$13.38 per hour – Job Rate
 (after completion of probationary period)

Replacing: M. Warren

3. **Mrs. Mary Brodeur**, Paraeducator, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Mary Brodeur** as a Paraeducator at Sarah Noble Intermediate School effective December 14, 2016.

\$13.04 per hour - Hire Rate
 \$13.38 per hour – Job Rate
 (after completion of probationary period)

Replacing: A. Crookshank

5. **ADULT EDUCATION STAFF**

a. **RESIGNATIONS**

1. **None**

6. **ADULT EDUCATION STAFF**

b. **APPOINTMENTS**

1. **None**

7. **BAND STAFF**

a. **RESIGNATIONS**

1. **None**

8. BAND STAFF

b. APPOINTMENTS

1. **Ms. Rachel Rubino**, Winter Percussion Visual Caption Head for Marching Band, New Milford High School
Move that the Board of Education appoint **Ms. Rachel Rubino** as Winter Percussion Visual Caption Head for Marching Band at New Milford High School effective December 15, 2016.

2016-2017 Stipend: \$1895

2. **Mr. Barry Zhou**, Winter Percussion Volunteer for Marching Band, New Milford High School
Move that the Board of Education appoint **Mr. Barry Zhou** as Winter Percussion Volunteer for Marching Band at New Milford High School effective December 15, 2016.

Volunteer

9. COACHING STAFF

a. RESIGNATIONS

1. **Mr. Shawn Stanco**, JV Boys' Basketball Coach, New Milford High School
Move that the Board of Education approve the resignation of **Mr. Shawn Stanco** as JV Boys' Basketball Coach at New Milford High School effective November 14, 2016.

Personal Reasons

10. COACHING STAFF

b. APPOINTMENTS

1. **Mr. Andrew Bimonte**, Volunteer Boys' Basketball Coach, New Milford High School
Move that the Board of Education appoint **Mr. Andrew Bimonte** as Volunteer Boys' Basketball Coach at New Milford High School effective December 14, 2016.

Volunteer

2. **Mr. Kevin Fanelli**, Volunteer Boys' Basketball Coach, New Milford High School
Move that the Board of Education appoint **Mr. Kevin Fanelli** as Volunteer Boys' Basketball Coach at New Milford High School effective December 14, 2016, pending receipt of coaching permit.

Volunteer

3. **Mr. Benjamin Germain**, JV Boys' Basketball Coach, New Milford High School
Move that the Board of Education appoint **Mr. Benjamin Germain** as JV Boys' Basketball Coach at New Milford High School effective December 14, 2016.

2016-2017 stipend: \$3657

4. **Mr. Cody Norlander**, Freshman Boys' Basketball Coach, New Milford High School
Move that the Board of Education appoint **Mr. Cody Norlander** as Freshman Boys' Basketball Coach at New Milford High School effective December 14, 2016, pending receipt of coaching permit.

2016-2017 stipend: \$2813

11. LEAVES OF ABSENCE

1. **Mrs. Michele Christensen**, Special Education Teacher, Schaghticoke Middle School
Move that the Board of Education approve to extend an unpaid leave of absence for **Mrs. Michele Christensen** through January 13, 2017.
2. **Mrs. Katherine Ciparelli**, Elementary Teacher, Hill and Plain School
Move that the Board of Education approve to extend an unpaid leave of absence for **Mrs. Katherine Ciparelli** through April 16, 2017.
3. **Mr. Douglas Thompson**, English Teacher, Schaghticoke Middle School
Move that the Board of Education approve an unpaid leave of absence for **Mr. Douglas Thompson** beginning December 12, 2016 through a date to be determined (approximately January 31, 2017).

Unpaid Leave of Absence

Unpaid Leave of Absence

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	28,752,211	0	28,752,211	8,599,558	19,620,422	532,232	98.15%
100'S	SALARIES - NON CERTIFIED	9,375,406	-30,000	9,345,406	3,054,462	4,559,929	1,731,015	81.48%
200'S	BENEFITS	9,649,146	0	9,649,146	4,566,188	4,025,140	1,057,818	89.04%
300'S	PROFESSIONAL SERVICES	3,403,301	173,650	3,576,951	1,200,196	1,730,617	646,137	81.94%
400'S	PROPERTY SERVICES	866,089	16,541	882,630	334,073	379,009	169,547	80.79%
500'S	OTHER SERVICES	8,019,525	-170,000	7,849,525	2,940,998	4,341,231	567,295	92.77%
600'S	SUPPLIES	2,718,748	7,959	2,726,707	1,075,436	1,206,020	445,250	83.67%
700'S	CAPITAL	606,847	1,850	608,697	269,731	66,140	272,826	55.18%
800'S	DUES AND FEES	86,036	0	86,036	58,533	8,459	19,045	77.86%
900'S	REVENUE	-1,790,649	0	-1,790,649	-550,916	0	-1,239,734	30.77%
GRAND TOTAL		61,686,660	0	61,686,660	21,548,260	35,936,967	4,201,433	93.19%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	518,527	0	518,527	164,626	5,333	348,568	32.78%
51201	SALARIES - NON CERT - PARA EDUCATORS	1,943,894	0	1,943,894	513,718	1,091,473	338,703	82.58%
51202	SALARIES - NON CERT - SUBSTITUTUES	858,200	0	858,200	166,433	24,176	667,591	22.21%
51210	SALARIES - NON CERT - SECRETARY	2,004,229	0	2,004,229	788,487	1,085,662	130,080	93.51%
51225	SALARIES - NON CERT - TUTORS	329,081	0	329,081	61,551	0	267,530	18.70%
51240	SALARIES - NON CERT - CUSTODIAL	1,906,093	-15,000	1,891,093	683,936	1,265,403	-58,247	103.08%
51250	SALARIES - NON CERT - MAINTENANCE	976,839	-15,000	961,839	347,562	539,656	74,620	92.24%
51285	SALARIES - NON CERT - TECHNOLOGY	442,941	0	442,941	180,219	270,104	-7,382	101.67%
51336	SALARIES - NON CERT - NURSES	395,602	0	395,602	147,929	278,121	-30,448	107.70%
TOTAL		9,375,406	-30,000	9,345,406	3,054,462	4,559,929	1,731,015	81.48%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	632,405	0	632,405	209,808	0	422,597	8.04%
52201	BENEFITS - MEDICARE	520,843	0	520,843	159,639	0	361,204	3.15%
52300	BENEFITS - PENSION	800,025	0	800,025	800,025	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	45,000	0	45,000	3,842	41,158	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	6,732,477	0	6,732,477	2,977,710	3,536,144	218,624	85.00%
52820	BENEFITS - DISABILITY INSURANCE	94,236	0	94,236	38,781	55,455	0	100.00%
52830	BENEFITS - LIFE INSURANCE	102,744	0	102,744	44,325	58,419	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	721,416	0	721,416	332,059	333,963	55,394	0.52%
TOTAL		9,649,146	0	9,649,146	4,566,188	4,025,140	1,057,818	89.04%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,752,211	0	28,752,211	8,599,558	19,620,422	532,232	98.15%
51200	NON-CERTIFIED SALARIES	9,375,406	-30,000	9,345,406	3,054,462	4,559,929	1,731,015	81.48%
52000	BENEFITS	9,649,146	0	9,649,146	4,566,188	4,025,140	1,057,818	89.04%
53010	LEGAL SERVICES	181,000	0	181,000	174,911	0	6,090	96.64%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	4,347	1,894	68,759	8.32%
53200	PROFESSIONAL SERVICES	1,843,656	3,650	1,847,306	459,181	1,025,931	362,194	80.39%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	11,000	0	17,000	39.29%
53210	TIME & ATTENDANCE SOFTWARE	12,874	0	12,874	11,284	0	1,590	87.65%
53220	IN SERVICE	114,260	0	114,260	37,231	22,852	54,178	52.58%
53230	PUPIL SERVICES	640,236	170,000	810,236	243,079	530,434	36,724	95.47%
53300	OTHER PROF/ TECH SERVICES	36,475	0	36,475	7,165	4,715	24,595	32.57%
53310	AUDIT/ACCOUNTING	36,050	0	36,050	36,050	0	0	100.00%
53500	TECHNICAL SERVICES	129,750	0	129,750	122,009	0	7,741	94.03%
53530	SECURITY SERVICES	195,000	0	195,000	49,580	144,792	628	99.68%
53540	SPORTS OFFICIALS SERVICES	111,000	0	111,000	44,361	0	66,639	39.97%
54101	CONTRACTUAL TRASH PICK UP	88,525	0	88,525	30,682	52,343	5,500	93.79%
54301	REPAIRS & MAINTENANCE	353,300	27,481	380,781	166,454	180,456	33,871	91.10%
54302	FIRE / SECURITY MAINTENANCE	1,450	0	1,450	1,102	0	348	75.98%
54303	GROUNDS MAINTENANCE	19,098	5,000	24,098	4,204	6,719	13,175	45.33%
54310	GENERAL REPAIRS	63,696	-17,080	46,616	12,250	8,094	26,272	43.64%
54320	TECHNOLOGY RELATED REPAIRS	45,645	0	45,645	3,425	0	42,220	7.50%
54411	WATER	66,300	0	66,300	13,964	52,336	0	100.00%
54412	SEWER	20,100	0	20,100	22,289	0	-2,189	110.89%
54420	LEASE/RENTAL EQUIP/VEH	207,975	1,140	209,115	79,704	79,061	50,350	75.92%
55100	PUPIL TRANSPORTATION - OTHER	129,550	0	129,550	33,684	89,516	6,350	95.10%
55101	PUPIL TRANS - FIELD TRIP	43,900	0	43,900	11,260	0	32,640	25.65%
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	220	0	15,530	1.40%
55110	STUDENT TRANSPORTATION	4,716,744	-17,000	4,699,744	1,795,466	2,791,619	112,659	97.60%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	291	0	1,209	19.37%
55200	GENERAL INSURANCE	337,135	0	337,135	334,527	0	2,608	99.23%
55300	COMMUNICATIONS	48,500	0	48,500	20,091	28,362	47	99.90%
55301	POSTAGE	37,331	0	37,331	8,451	27,007	1,873	94.98%
55302	TELEPHONE	51,948	0	51,948	23,193	28,114	641	98.77%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	3,950	0	3,950	1,857	1,056	1,037	73.74%
55505	PRINTING	53,738	0	53,738	25,328	13,310	15,100	71.90%
55600	TUITION	10,000	0	10,000	4,500	0	5,500	45.00%
55610	TUITION TO IN STATE DIST	788,802	-51,000	737,802	236,695	361,370	139,737	81.06%
55630	TUITION TO PRIVATE SOURCES	1,733,647	-102,000	1,631,647	436,088	993,755	201,803	87.63%
55800	TRAVEL	47,030	0	47,030	9,347	7,121	30,561	35.02%
56100	GENERAL INSTRUCTIONAL SUPPLIES	193,435	7,750	201,185	73,716	28,892	98,577	51.00%
56110	INSTRUCTIONAL SUPPLIES	490,012	-4,395	485,617	253,914	60,407	171,296	64.73%
56120	ADMIN SUPPLIES	35,436	0	35,436	9,211	3,253	22,971	35.18%
56210	NATURAL GAS	201,000	0	201,000	31,646	169,354	0	100.00%
56220	ELECTRICITY	924,921	0	924,921	347,819	577,102	0	100.00%
56230	PROPANE	1,825	0	1,825	156	0	1,669	8.55%
56240	OIL	206,656	0	206,656	211	206,445	0	100.00%
56260	GASOLINE	32,250	0	32,250	2,536	21,964	7,750	75.97%
56290	FACILITIES SUPPLIES	208,830	19,959	228,789	122,469	90,408	15,912	93.05%
56291	MAINTENANCE COMPONENTS	29,335	-15,500	13,835	4,606	6,122	3,107	77.54%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	0	0	3,320	0.00%
56293	GROUNDKEEPING SUPPLIES	5,900	3,500	9,400	3,790	3,876	1,735	81.54%
56410	TEXTBOOKS	184,625	-3,375	181,250	126,652	9,964	44,634	75.37%
56411	CONSUMABLE TEXTS	75,566	0	75,566	51,200	3,735	20,631	72.70%
56420	LIBRARY BOOKS	81,109	270	81,379	21,453	17,847	42,079	48.29%
56430	PERIODICALS	26,276	-250	26,026	14,646	5,395	5,985	77.00%
56460	WORKBOOKS	14,502	0	14,502	10,113	719	3,671	74.69%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	1,298	538	1,914	48.97%
57300	BUILDINGS	96,451	-47,251	49,200	29,990	3,735	15,475	68.55%
57340	COMPUTERS/TECH HARDWARE	4,425	2,400	6,825	240	2,160	4,425	35.16%
57345	INSTRUCTIONAL EQUIPMENT	84,713	0	84,713	40,796	669	43,248	48.95%
57400	GENERAL EQUIPMENT	120,088	46,701	166,789	97,409	50,381	19,000	88.61%
57500	FURNITURE AND FIXTURES	301,170	0	301,170	101,296	9,196	190,678	36.69%
58100	DUES & FEES	86,036	0	86,036	58,533	8,459	19,045	77.86%
EXPENDITURE TOTAL		63,477,309	0	63,477,309	22,099,175	35,936,967	5,441,167	91.43%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,051,239	0	-1,051,239	0	0	-1,051,239	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	0	0	-49,575	0.00%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-1,369	0	-832	62.20%
44705	BUILDING USE FEES	-55,000	0	-55,000	-35,000	0	-20,000	63.64%
44800	REGULAR ED TUITION FROM INDIVI	-82,000	0	-82,000	-33,000	0	-49,000	40.24%
44822	SPECIAL ED TUITION FROM OTHER	-19,910	0	-19,910	-6,852	0	-13,058	34.41%
44860	ADMISSIONS/ATHLETIC GATE RECEI	-25,400	0	-25,400	-8,700	0	-16,700	34.25%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-29,550	0	-6,674	81.58%
44862	SCHOOL MUSICAL TICKET SALES	-11,411	0	-11,411	0	0	-11,411	0.00%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-6,374	0	-21,245	23.08%
49599	CAPITAL RESERVE	-430,071	0	-430,071	-430,071	0	0	100.00%
REVENUE TOTAL		-1,790,649	0	-1,790,649	-550,916	0	-1,239,734	30.77%

GRAND TOTAL	61,686,660	0	61,686,660	21,548,260	35,936,967	4,201,433	93.19%
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PURCHASE RESOLUTION D - 693
BOE OPERATIONS SUB-COMMITTEE
NOVEMBER OF FISCAL YEAR 2016-2017

AGENDA ITEM 4B-2
DECEMBER 6, 2016 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
GRANT	SPED	EDADVANCE	BCBA SERVICES 2016-2017	\$49,275
GEN FUND	DISTRICT	EDADVANCE	28 ODYSSEYWARE LICENSES	\$19,600
GEN FUND	NMHS	RICHEY ATHLETICS	HIGH JUMP EQUIPMENT	\$6,540
GEN FUND	NMHS	WESTERN CONN STATE UNIV	GRADUATION RENTAL	\$5,100
GEN FUND	DISTRICT	LIMINEX	1 YEAR GO GUARDIAN FOR ADMIN.	\$9,757



BUDGET TRANSFER REQUESTS
 BOE OPERATIONS SUB-COMMITTEE
 NOVEMBER OF FISCAL YEAR 2016-2017

AGENDA ITEM 4B-3
 DECEMBER 6, 2016 MEETING

Requesting Approval Across MOC	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
	NMHS-1	CLC MEMBERSHIP DUES TO THE CT LIBRARY CONSORTIUM	\$200.00	NMHS	LIBRARY BLE22235	GENERAL EQUIPMENT 57400	DISTRICT	LIBRARY BLE22235	PROFESSIONAL SERVICES 53200

Informational Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
	FAC-01	ADJUSTING PO TO MASTERSHEILD FOR REPAIR ITEMS DISTRICT WIDE	\$2,000.00	NMHS	MAINTENANCE & REPAIR BFE26243	REPAIRS & MAINTENANCE 54301	FACILITIES	MAINTENANCE & REPAIR BFY26243	REPAIRS & MAINTENANCE 54301
	FAC-02	REPAIRS TO SNIS CUSTODIAL EQUIPMENT	\$500.00	NMHS	CUSTODIAL & HOUSEKEEPING BFE26143	GENERAL REPAIRS 54310	SNIS	CUSTODIAL & HOUSEKEEPING BFF26143	GENERAL REPAIRS 54310

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

November 29, 2016

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

Dear Mr. Smith:

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

Northville Elementary School

\$1,225.00 Cultural Arts Enrichment Grant: Cowboy Ernie. A real-life cowboy who'll sing songs of the west and arrives in full costume. This event establishes a common frame of reference of background knowledge.

Sincerely,
Kathleen Lewis
TW PTO President



TO: Joshua D. Smith, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: December 2, 2016
RE: Para-Educator Substitute Rate

Below please find the account details to reference as we discuss our Para-Educator Substitutes pay rate and its impact on the current 2016-2017 budget. These salaries are all paid from the BSZ10011-51202 line item in MUNIS.

These employees currently earn \$9.60 per hour. The state minimum wage will raise this to \$10.10 per hour come January of 2017. Using an average of 13,291 total working hours for all those staff members for the entire year, we will be expensing an additional \$2,193 (prorated) for this line item versus what we are currently paying today in the 2016-2017 fiscal year. If we were to raise the hourly rate beyond the new minimum wage to the amount of \$12.00 per hour we would be expensing an additional \$10,526 (prorated) for this line item versus what we are currently paying today in the 2016-2017 fiscal year.

ACCOUNT DETAIL	ORG	OBJECT	DESC
	BSZ10011	51202	SUBSTITUTES

HISTORICAL DETAIL	FISCAL YEAR	BUDGET	EXPENDITURES	HOURS AT \$9.60 PER HOUR	AVERAGE HOURS
	2016-2017	\$135,200	\$27,394 <small>Year to date</small>	14083	13291
	2015-2016	\$135,200	\$91,624	14083	
	2014-2015	\$133,189	\$77,591	13874	
	2013-2014	\$124,775	\$89,525	12997	
	2012-2013	\$109,600	\$124,207	11417	

REQUESTED DETAIL	TYPE	RATE	AVERAGE HOURS	2016-2017 Projected Expenses	CHANGE	NOTE
	CURRENT	\$9.60	13291	\$127,593	N/A	CHANGE IS PRO-RATED
To start Jan. 2017	NEW MIN. WAGE	\$10.10	13291	\$134,238	\$2,193	FOR JANUARY 2017
	PROPOSED	\$12.00	13291	\$159,491	\$10,526	THROUGH JUNE 2017

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



TO: Joshua D. Smith, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: December 2, 2016
RE: Tutor Rate

Below please find the account details being used as we discuss the 2017-2018 budget and the factors under which to consider the BDZ10000/BSZ10018-51225 line item(s) in MUNIS where we pay the salaries of our Tutors from.

We currently employ 12.5 FTE's at the pay rate of \$15 per hour and 7.0 FTE's at the pay rate of \$14 per hour. The chart below outlines what we pay those employees now relative to the budget and what effect moving them all to a rate of either \$16, \$17 or \$18 (all on same step) would have on the 2017-2018 budget.

ACCOUNT DETAIL	ORG	OBJECT	DESC
	BDZ10000	51225	TUTORS
	BSZ10018		

HISTORICAL DETAIL	FISCAL YEAR	BUDGET
	2016-2017	\$329,082
	2015-2016	\$364,969
	2014-2015	\$357,143
	2013-2014	\$182,654
	2012-2013	\$210,779

REQUESTED DETAIL*	YEAR	FTE'S	RATE	AVERAGE HOURS PER YEAR	SUBTOTAL	INCREASE
	2016-2017	12.50	\$15	1118	319,185	N/A
	2016-2017	7.00	\$14	1118		
	2017-2018	19.50	\$16	1118	348,816	29,627
	2017-2018	19.50	\$17	1118	370,617	51,428
	2017-2018	19.50	\$18	1118	392,418	73,229

* EVERY \$1 MORE PER HOUR AFTER BRINGING ALL FTE'S TO SAME \$16 PER HOUR STEP COSTS \$21,801 ANNUALLY
 BASED ON 19.5 FTE'S ALL WORKING 1118 HOURS PER YEAR

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



MASTER BID LIST SCHEDULE

AGENDA ITEM 5B
DECEMBER 6, 2016 MEETING

<i>Facilities</i>				
TYPE OF SERVICE	DESCRIPTION OF SERVICES	FREQUENCY	DEPARTMENT	NEXT POSTING
Septic Tank Cleanings	Maintenance of septic tank and grease trap system's) by having the tanks pumped to remove solids and perform visual inspection of the leach fields.	Annually everywhere, 2x year at High School	Facilities	APRIL 2017
Kitchen Hood & Exhaust Systems Cleaning	Cleaning and inspection that complies with applicable standards as set forth by the National Fire Protection Association (NFPA) and International Kitchen Exhaust Cleaning Association (IKECA).	Annually everywhere, 2x year at High School	Facilities	APRIL 2017
Automatic Sprinkler Systems, Test & Inspect	Testing and inspecting specified equipment in accordance with NFPA 25 standards. This includes Sarah Noble which is equipped with a fire pump.	Test & inspect throughout the year per code	Facilities	APRIL 2017
Gymnasium Operable Walls Test & Inspect	Servicing and inspecting specified units. This would include all school buildings in the New Milford Public school district with such units.	Annually	Facilities	APRIL 2017
Emergency Lighting Service Test & Inspect	Testing and inspection of emergency lighting systems. This would include all school buildings in the New Milford Public school district.	Test & inspect throughout the year per code	Facilities	APRIL 2017
Fire Extinguisher Test & Inspect	Testing and inspection of fire extinguishers. This would include all school buildings in the New Milford Public school district.	Annually	Facilities	APRIL 2017
Boiler and Burner Service and Cleaning	Annual cleaning and servicing through recognized industry standards. This would include all school buildings in the New Milford Public school district.	Annually	Facilities	APRIL 2017



MASTER BID LIST SCHEDULE

AGENDA ITEM 5B
DECEMBER 6, 2016 MEETING

<i>District</i>				
TYPE OF SERVICE	DESCRIPTION OF SERVICES	FREQUENCY	DEPARTMENT	NEXT POSTING
Transportation	Regular Education Transportation	Every 3 Years	District	JANUARY 2017
Security	Provide security services both during school hours and for after school activities.	Every 3 Years	District	MARCH 2017
Copier Paper	District wide copier paper currently using State of CT contract price bid.	Annually	District	APRIL 2017
Athletic Trainer	High School Sports	Every 3 Years	District	JULY 2017
Life Insurance & AD&D	Provide Life Insurance coverage pursuant to all collective bargaining agreements.	Every 3 Years	District	JULY 2017
Long Term Disability	Provide Long Term Disability Policy pursuant to all collective bargaining agreements.	Every 3 Years	District	JULY 2017
Legal Service	Provide legal services for both regular education and special education.	Every 3-5 Years	District	AS REQUESTED


<i>Special Education</i>				
TYPE OF SERVICE	DESCRIPTION OF SERVICES	FREQUENCY	DEPARTMENT	NEXT POSTING
Student Care Workers	Provide student care workers to Special education students pursuant to their IEP.	Every 3 Years	Special Ed	MAY 2018
Transportation	Special Education Transportation	Every 3 Years	Special Ed	MAY 2019
O/T & P/T Services	Provide O/T & P/T service for Special education students pursuant to their IEP.	Every 3 Years	Special Ed	MAY 2019

<i>Food Services</i>				
TYPE OF SERVICE	DESCRIPTION OF SERVICES	FREQUENCY	DEPARTMENT	NEXT POSTING
Frozen Dessert & Milk	Provide for all the districts dairy needs.	Annually	Food Services	MAY 2017



New Milford Public Schools & Kelly Educational Staffing

DECEMBER 6, 2016

 *Education is a shared responsibility.*

Our Proven, National Experience



2.2 million

U.S. Classrooms
filled in 2014/15



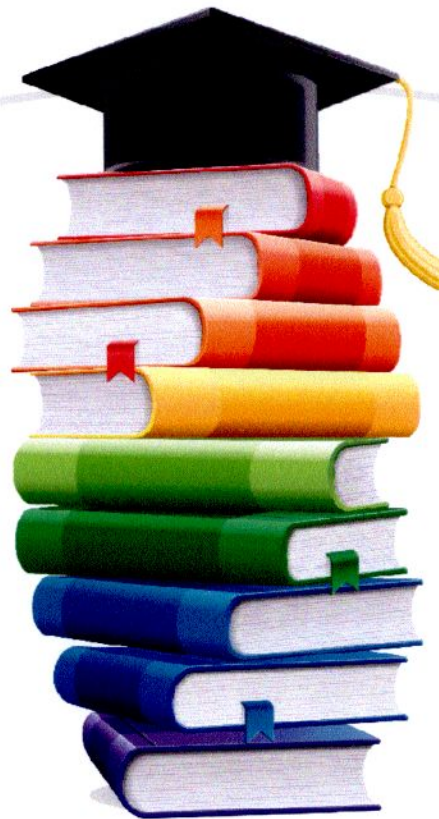
100%

Success improving
substitute
placement rates in
all our partner
districts



965+

School/district
programs
successfully
implemented to
date



Compliant with the
Affordable Care Act
without limiting hours.



23,300+

Absences handled in a
single day



6,500

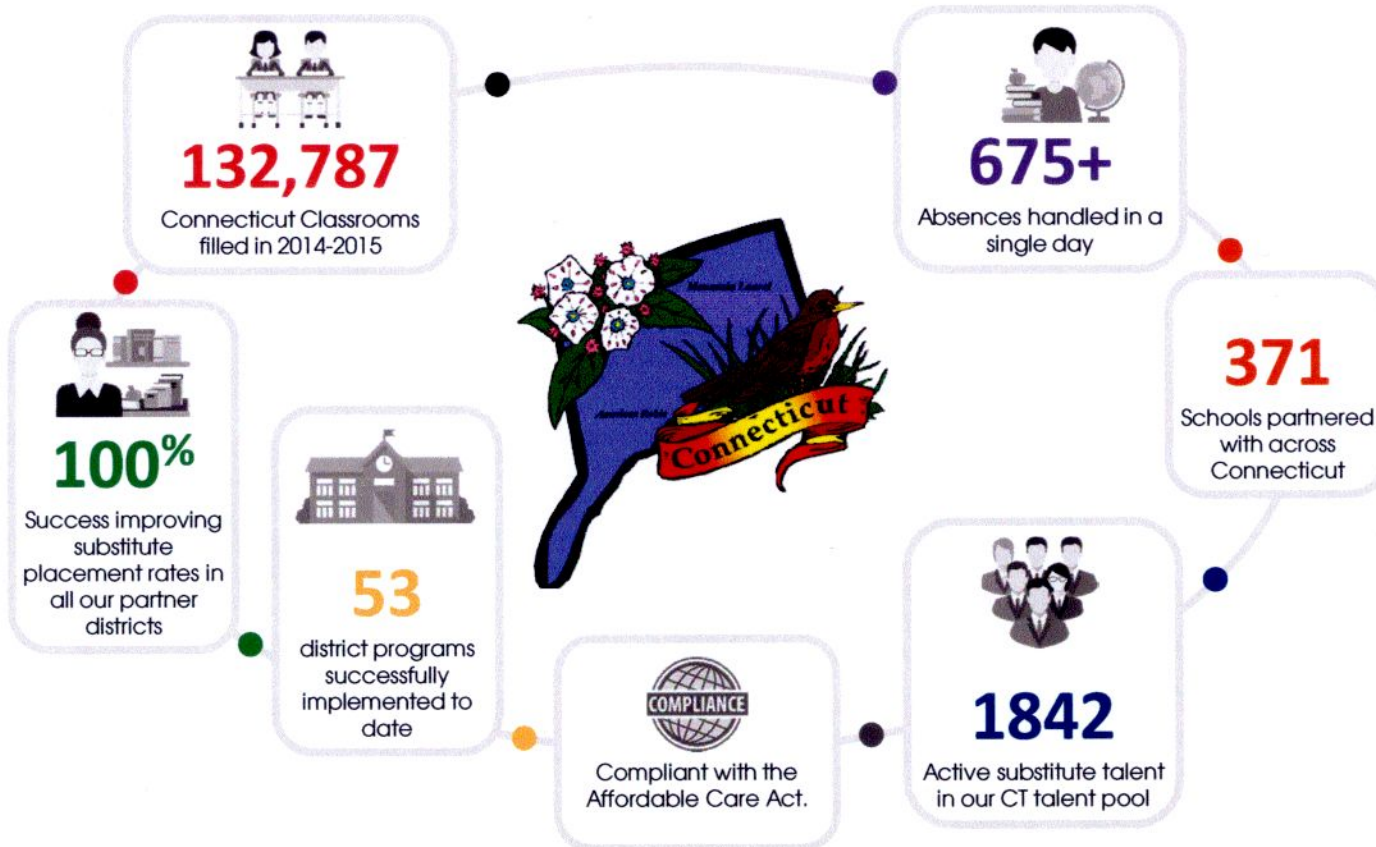
Schools partnered
with across 35
states



45K

Active substitute talent
in our talent pool

Connecticut Experience





educational
staffing

Workforce Management Program Your One-Stop Solution

Deliver

accountability &
measurable
results

Provide

insights & tools to
reduce absenteeism

Remove

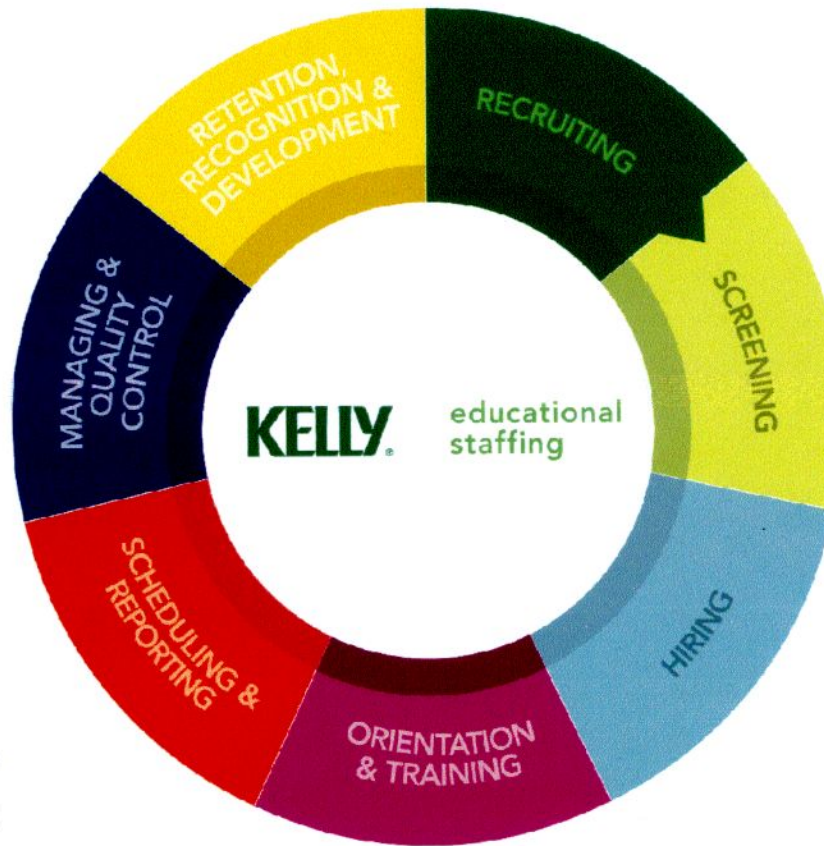
administrative burden
from your staff

Boost

student achievement
by ensuring continuous
learning

Create

cost savings &
operational efficiencies



Traditional

- Internet Homepage and Job Boards
- Print Advertising, Fliers and Classified Ads
- Direct Mail
- Job Fair Attendance
- University/Campus Recruitment
- On-Site Recruiting



Strategic

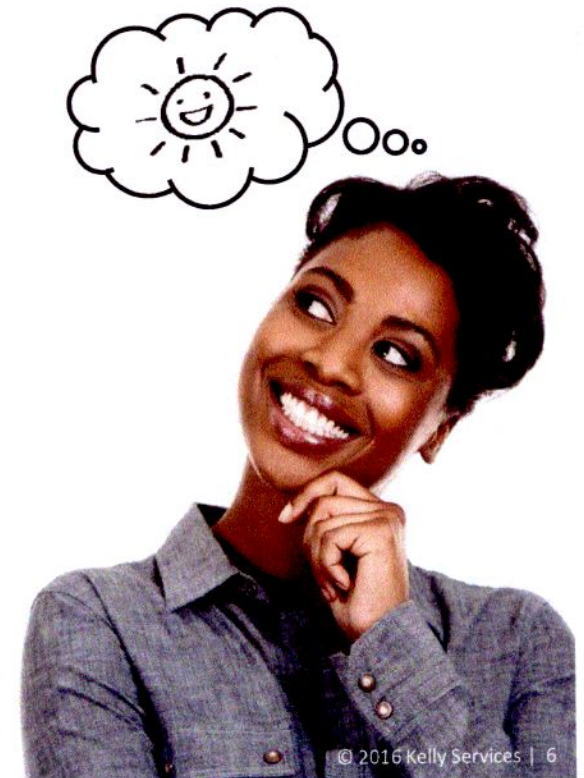
- Internet/Kelly Career Network (KCN)
- Strategic relationships with Higher Education Institutions
- Referral Programs
- Retention Programs
- Social Networking: LinkedIn, Facebook, Snapattack, Twitter
- Workforce Development Initiatives
- AARP/Active Life Planning
- KVETS & Army Spousal Employment Program

Visit us on



Kelly Services was recognized by LinkedIn as one of the Most Socially Engaged Companies in Recruitment in 2015!

- Service Bonus Plan
- ACA-Compliant Health Care Plan
- Health, prescription, vision, dental, life and short-term disability insurances
- Weekly electronic payroll options
- Ongoing Work Assignments and Flexible Scheduling
- Kelly Relief Fund and KellyCares Program
- Kudos! Recognition Program
- Professional Development: Kelly Learning Center
- Substitute Teacher of the Year Program
- Also, employee discounts, Family and Medical Leave Act (FMLA), toll-free office automation hotline, pre-tax parking & transit benefit, and Access2wellness™ discount prescriptions, among others.



Scheduling & Reporting



- Nearly two decades of experience
- Substitute teacher programs and non-instructional staffing for school districts large and small
- Local account team and personalized extended hours live support
- Industry thought leader
- Proven implementation process and a team of dedicated implementation professionals
- 24/7 incident reporting
- No additional fees for implementation or technology



Largest
U.S. education
staffing firm
in 2015 by
Staffing Industry
Analysts

KELLY

educational
staffing

Our Contact Information



KELLY

educational
staffing

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 *Education is a shared responsibility™*

CT schools currently serviced by Kelly Educational Staffing



Western / South Central Connecticut (203) 288-3564 / 860-482-2178

ACES
Ansonia School District
Amistad Academy
Amity Regional Schools
Barkhamsted School
Bethany Community School
Branford School District
Derby Public Schools
East Haven Public Schools
Exploration Charter
Hamden Public Schools
New Haven Job Corps
North Haven Public Schools
Notre Dame Catholic School
Plymouth Public Schools
Regional School District No 6
Regional School District No 14
St. Bernadette
St. Rita School
Thomaston Public Schools
Torrington School District
Winchester Public Schools
Woodhouse Academy

Kelly Educational Staffing®

North Central Connecticut (860) 674-1710

Achievement First Charter School
Avon Public Schools
Bloomfield Public Schools
Bristol Public Schools
CREC Magnet Schools
Corpus Christi-Wethersfield
East Granby Public Schools
East Hartford Public Schools
East Windsor Public Schools
Enfield Public Schools
Hartford Job Corps
HRA of New Britain
LEARN Regional Education
Manchester Public Schools
New Britain Public Schools
Odyssey Community School
Suffield Public Schools
Wethersfield Public Schools
Windsor Public Schools

Eastern Connecticut (860) 439-0881

Eastconn
ISAAC School
New London Public Schools
North Stonington Public Schools
Preston Public Schools
Sprague School District
Westbrook Public Schools
Windham Public Schools

 Education is a shared responsibility™

EXHIBIT A PRICING FOR KELLY EDUCATIONAL STAFFING

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Services between Kelly Services, Inc. and New Milford Public Schools, dated December 6, 2016. The pricing in Exhibit A is confidential and proprietary to Kelly. Customer agrees not to disclose the contents of Pricing Exhibit A to persons or entities not party to this agreement without Kelly's written permission.

1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following rates:

Job Title	Daily or Hourly Pay Rate	Markup	Daily or Hourly Bill Rate
Substitute Teacher	\$90.00/Day	1.39	\$125.10/Day
Paraprofessional	\$10.10/Hour	1.39	\$14.03/Hour

2. Pricing for Hiring a Kelly Temporary Employee

If Customer hires an Assigned Employee before the Assigned Employee works 90 substitute days, Customer agrees to pay a placement fee upon hiring the Kelly Educational Staffing temporary employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked. The fee schedule is set forth below.

1 – 60 days worked	20 % of annualized salary*
61 – 90 days worked	10 % of annualized salary
90+ days worked	Fee Waived

*Annualized salary based on the daily bill rate would be calculated as follows:

Total school days in a school year multiplied by the daily bill rate = annualized salary

The annualized salary calculation using hourly rates is calculated as follows:

Total school days in a year multiplied by the hourly bill rate multiplied by the number of hours per work day = annualized salary

3. Pricing for Hiring a Direct Hire Candidate

If the Customer hires a candidate referred to it by Kelly Educational Staffing for direct hire by Customer, the Customer agrees to pay a direct placement fee of 20% of the candidate's annualized salary.

KELLY SERVICES, INC.

NEW MILFORD PUBLIC SCHOOLS

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

New Milford Public Schools

PRESENTATION

December 6, 2016

SOURCE  **TEACHERS**
Educational Managed Solutions



What Your Employees Can Expect

**Qualified employees will be hired
at your current rates**

Health benefits

Health/Dental/Vision
ACA-Compliant Plan
Employee Discount Plan

401(K) program

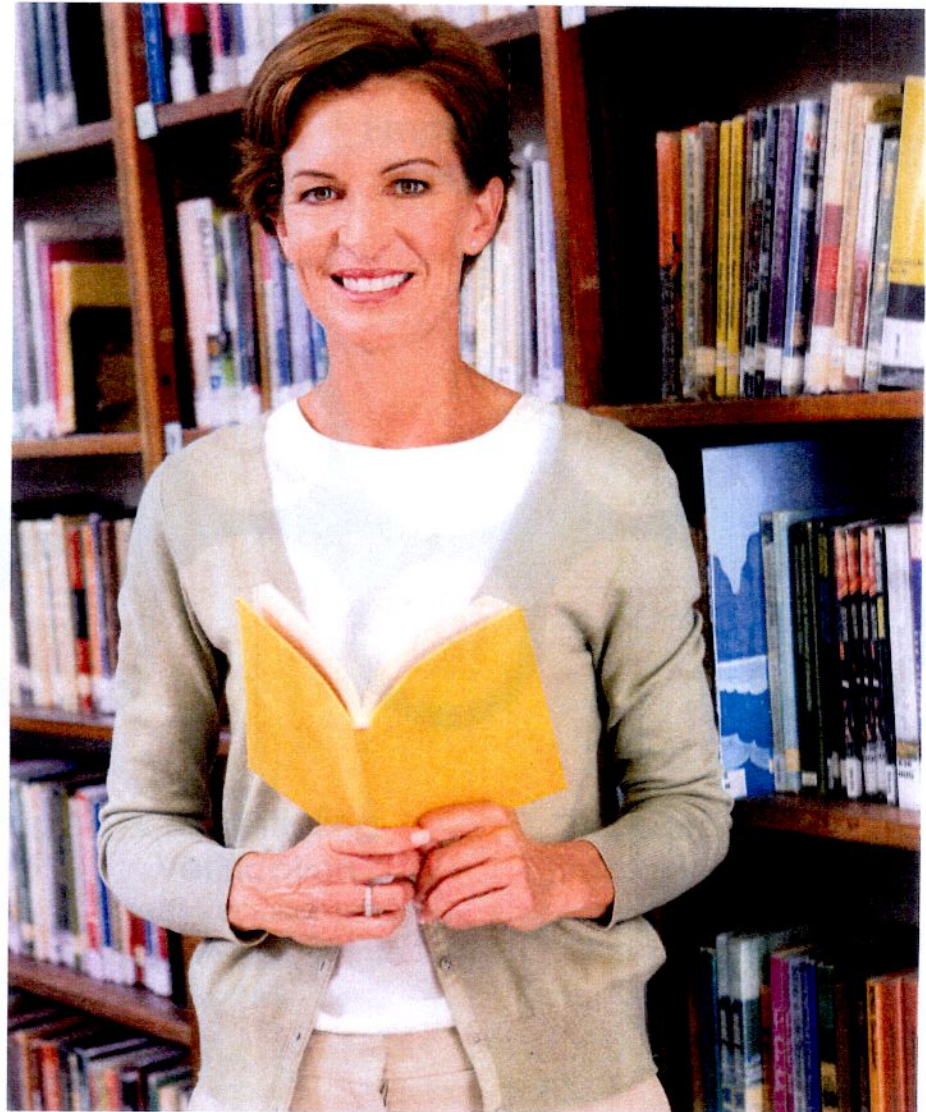
Unemployment opportunity

Paid Weekly

Direct Deposit or Free Debit Card

**24 hour access to available
positions by phone or internet**

6:00 am – 10:00 pm Support



Transition - District

Establish goals and timelines

Set meetings

Continue open communication



Recruiting – Local Customized Campaign



Niche recruit

Integral member of the community

Host hiring events

Recruit 365 days

Training



Onsite within New Milford Public Schools

Separate classes for substitute teachers and paraprofessionals

All training at no additional cost

Customized to meet your requirements

Annual training and development session at the start of each year

Online classes to meet additional state and district requirements

Reduced Program Costs

Affordable Care Act

Health Benefits, Measurement of Hours, Hourly Employees, Time Clock System, No Limited Hours, Look Back Period, Exposure

Administrative

Hiring, Credentialing, Training, Payroll, Human Resources

Insurances

General Liability, Workers' Compensation, Unemployment

Recruiting

Advertising and Marketing

Technology

SAMS, VeriTime, AppliTrack, Freshdesk



RIGHT PARTNER FOR NEW MILFORD PUBLIC SCHOOLS

Technology

INTEGRATED SYSTEMS AND TECHNOLOGY:

Hiring process

View and accept jobs

Managing absences

Automated time tracking system

ACA Tracking

Training for all district employees

VeriTime units installed in each school



VeriTime®

AppliTrack.

New Milford Public Schools' Management Team



PHIL ENGLE
VP Transitions

RYAN MOORE
Transition Manager

District Manager

CAMILE CURNEW
Applicant Manager

Applicant Specialist

JAMES MCHUGH
IT/VeriTime Manager

Recruiter

HEATHER GOLDSTEIN
Finance Manager

THERESA TRAINER
Client Relations Manager

Company Overview



Number of clients:
275

Number of states:
10

Number of substitutes:
40,000

Number of permanent
paraprofessionals:
2,500

Number of daily
educational placements:
10,000

Number of students
served daily:
1,000,000

Why Source4Teachers?

Proven success in increasing substitute fill rates

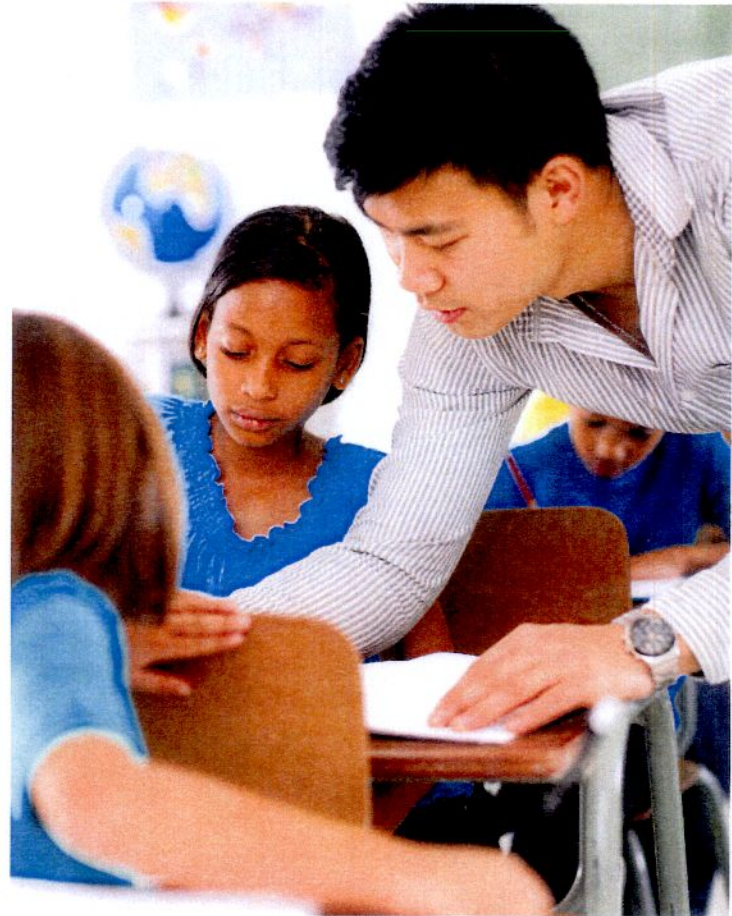
Community driven partner

Dedicated local management team

No job descriptions limitations

- i.e. special education, 1:1, teacher assistants

Comprehensive training built around a face-to-face platform



POSITIVE IMPACT ON STUDENT ACHIEVEMENT