

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE: February 2, 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. Discussion and Possible Action

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 - 1. Purchase Resolution D-683
 - 2. Budget Position dated 1/29/16
- C. Gifts & Donations
 - 1. PTO – Exhibit B
 - 2. Goldring Family Foundation – Exhibit C

4. Items of Information

- A. Substitute Listing
- B. Certified Substitute Coverage
- C. Update on Munis
- D. Town of New Milford Audit Report dated June 30, 2015
- E. Legal Services Update

5. 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.

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NEW MILFORD, CT

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
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
February 9, 2016

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. None

2. CERTIFIED STAFF

b. APPOINTMENTS

1. **Mrs. Nancy Caron**, Elementary Teacher, Hill and Plain School
Move that the Board of Education appoint **Mrs. Nancy Caron**
as an Elementary Teacher at Hill and Plain School effective
February 10, 2016.
2015-2016 Salary: \$55,995 (step 4F), pro-rated to start date

Education History:
BS: WCSU
Major: Elementary Education
MA: WCSU
Major: Elementary
Education/Reading

Work Experience:
3 yrs. Greenwich

Replacing: J. Desmarais

2. **Dr. Julia Rose**, English Teacher, New Milford High School
Move that the Board of Education appoint **Dr. Julia Rose** as an
English Teacher at New Milford High School effective
February 10, 2016.
2015-2016 Salary: \$58,845 (step 2K), pro-rated to start date

Education History:
BA: Vassar College
Major: English
MFA: Iowa State University
Major: Creative Writing
Ph.D. New York University
Major: English Literature

Work Experience:
15 yrs. Adjunct Professor
1 yr. Long term substitute

Replacing: G. Riccio-Bronn

3. **Mr. Jared Russell**, Math Teacher, New Milford High School
Move that the Board of Education appoint **Mr. Jared Russell**
as a Math Teacher at New Milford High School effective
January 19, 2016.
2015-2016 Salary: \$49,525 (step 1B), pro-rated to start date

Education History:
BA: UConn
Major: General Studies/Quantative
Studies
WCSU: Graduate work in
Secondary Education - Math

Work Experience:
9 yrs. Washington Montessori
School

Replacing: L. Scoralick

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

1. None currently

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

1. **Mrs. Christine Baluha**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Christine Baluha** as a Tutor at Sarah Noble Intermediate School effective December 14, 2015.
2. **Mrs. Rebecca Burns**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Mrs. Rebecca Burns** as a Tutor at Hill and Plain School effective October 26, 2015.
3. **Ms. Ann Coppola**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Ms. Ann Coppola** as a Tutor at Sarah Noble Intermediate School effective January 25, 2016.
4. **Mrs. Donna DiFabbio**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Mrs. Donna DiFabbio** as a Tutor at Northville Elementary School effective August 24, 2015.
5. **Mrs. Nancy Domoff**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Mrs. Nancy Domoff** as a Tutor at Northville Elementary School effective September 22, 2015.
6. **Mrs. Paula Durr**, Tutor, Hill and Plain School and Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Paula Durr** as a Tutor at Hill and Plain School and Sarah Noble Intermediate School effective September 17, 2015.
7. **Ms. Michelle Estrella**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Ms. Michelle Estrella** as a Tutor at Hill and Plain School effective August 24, 2015.
8. **Mrs. Lori Giannini**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Lori Giannini** as a Tutor at Sarah Noble Intermediate School effective August 24, 2015.

Education History:

BS: SCSU
Major: Elementary/Special Education
BA: SCSU
Major: Spanish

Education History:

BFA: Pratt Institute
Major: Illustration
MS: University of Bridgeport
Major: Elementary Education

Education History:

BS: Salve Regina University
Major: Elementary/Special Education

Education History:

BA: ECSU
Major: Psychology

Education History:

BA: New York University
Major: Early Childhood Education
MA: New York University
Major: Psychoeducational Studies

Education History:

BA: Geneva College
Major: English

Education History:

BS: Marywood University
Major: Early Childhood/Special Education

Education History:

BA: William Paterson College
Major: Psychology

9. **Ms. Anita Hattar**, Paraeducator, Hill and Plain School
Move that the Board of Education appoint **Ms. Anita Hattar** as a Paraeducator at Hill and Plain School effective February 10, 2016.
\$13.04 per hour - Hire Rate
\$13.38 per hour – Job Rate (after completion of probationary period)
Replacing: M. Freeman
10. **Ms. Kelsey Heaton**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Ms. Kelsey Heaton** as a Tutor at Sarah Noble Intermediate School effective January 13, 2016.
Education History:
BS: WCSU
Major: Elementary Education
11. **Mrs. Carolyn Hibbard**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Mrs. Carolyn Hibbard** as a Tutor at Northville Elementary School effective August 25, 2015.
Education History:
BS: WCSU
Major: Elementary Education
12. **Mrs. Terri McLaughlin**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Mrs. Terri McLaughlin** as a Tutor at Hill and Plain School effective December 7, 2015.
Education History:
BA: WCSU
Major: Business Administration
MS: University of Bridgeport
Major: Education
13. **Mrs. Maureen Mertens**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Mrs. Maureen Mertens** as a Tutor at Hill and Plain School effective August 24, 2015.
Education History:
BS: St. Bonaventure University
Major: Elementary Education
14. **Ms. Amy Patnode**, Tutor, Schaghticoke Middle School
Move that the Board of Education appoint **Ms. Amy Patnode** as a Tutor at Schaghticoke Middle School effective December 7, 2015.
Education History:
BS: University of New Haven
Major: Legal Studies
MS: University of Bridgeport
Major: Secondary Education
15. **Ms. Amanda Peixoto**, Tutor, Hill and Plain School
Move that the Board of Education appoint **Ms. Amanda Peixoto** as a Tutor at Hill and Plain School effective October 26, 2015.
Education History:
BA: Roger Williams University
Major: Elementary Education
16. **Mrs. JoAnn Peterson-Calarco**, Tutor, Schaghticoke Middle School
Move that the Board of Education appoint **Mrs. JoAnn Peterson-Calarco** as a Tutor at Schaghticoke Middle School effective September 18, 2015.
Education History:
BS/MS: WCSU
Major: Education
6th Yr.: WCSU
Major: Reading
17. **Mrs. Lisa Prontelli**, Tutor, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mrs. Lisa Prontelli** as a Tutor at Sarah Noble Intermediate School effective September 3, 2015.
Education History:
BA: Brooklyn College
Major: TV/Radio Production
MS: Iona College
Major: Childhood Education

18. Ms. Shannon Rausch, Tutor, Northville Elementary School and Schaghticoke Middle School

Move that the Board of Education appoint **Ms. Shannon Rausch** as a Tutor at Northville Elementary School and Schaghticoke Middle School effective August 25, 2015.

Education History:

BS: Sacred Heart University
Major: English
MA: Sacred Heart University
Major: Secondary Education

19. Ms. Jessica Rebenske, Tutor, Hill and Plain School

Move that the Board of Education appoint **Ms. Jessica Rebenske** as a Tutor at Hill and Plain School effective September 9, 2015.

Education History:

BS: University of Hartford
Major: Elementary/Special Education
MS: CCSU
Major: Reading & Language Arts

20. Ms. Colleen Romano, Tutor, New Milford High School

Move that the Board of Education appoint **Ms. Colleen Romano** as a Tutor at New Milford High School effective December 3, 2015.

Education History:

BS: Edinboro University
Major: Elementary Education
MA: Antioch New England Graduate School
Major: Education

21. Ms. Amanda Spelbos, Tutor, Sarah Noble Intermediate School

Move that the Board of Education appoint **Ms. Amanda Spelbos** as a Tutor at Sarah Noble Intermediate School effective August 24, 2015.

Education History:

BA: Endicott College
Major: Liberal Studies

22. Mrs. Sherry Weber, Tutor, Northville Elementary School

Move that the Board of Education appoint **Mrs. Sherry Weber** as a Tutor at Northville Elementary School effective August 24, 2015.

Education History:

BA: SUNY at Oneonta
Major: Education

5. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

6. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

7. BAND STAFF

a. RESIGNATIONS

1. None

8. BAND STAFF

b. APPOINTMENTS

1. None

9. COACHING STAFF

a. RESIGNATIONS

1. None

10. COACHING STAFF

b. APPOINTMENTS

1. **Ms. Tricia Blood**, Girls' Intramural Softball Coach,
Schaghticoke Middle School

Move that the Board of Education appoint **Ms. Tricia Blood** as
Girls' Intramural Softball Coach at Schaghticoke Middle
School effective February 10, 2016.

2015-2016 stipend: \$947

Current staff member

11. LEAVES OF ABSENCE

1. None

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D - 683
BOE MEETING DATE: 2/2/16
January 25 - 29 2015-2016

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	Description	Amount
Grant	CO	611 Grant portion of OT Services	\$14,589.00
Cap Res	NMHS	Various handicap accessible doors, elevators...	\$14,390.00

NEW MILFORD 2015-16 BUDGET REPORT THROUGH JANUARY 29, 2016

OBJECT	ACCOUNT DESCRIPTION	Budget	TRANFRS	REVISED BUDGET	YTD ACTUAL	ENCUM	Balance	% Used
511000	CERTIFIED STAF	28,367,176	-27,422	28,339,754	14,142,548.31	13,905,638.00	291,567.69	98.97%
51200	NON-CERTIFIED STAFF	9,161,646	-25,606	9,136,040	4,700,426.82	3,234,787.00	1,200,826.18	86.86%
52200	52200 FICA	619,297	0	619,297	337,788.94	0.00	281,508.06	54.54%
52201	52201 MEDICARE	501,259	0	501,259	259,166.93	0.00	242,092.07	51.70%
52300	52300 PENSION	654,842	0	654,842	654,842.00	0.00	0.00	100.00%
52600	52600 UNEMPLOYMENT COMP	99,275	0	99,275	15,485.00	83,790.00	0.00	100.00%
52810	52810 HEALTH INSURANCE	6,441,241	0	6,441,241	3,719,908.28	2,522,532.72	198,800.00	96.91%
52820	52820 DISABILITY INSURANCE	94,233	0	94,233	54,582.56	39,650.44	0.00	100.00%
52830	52830 LIFE INSURANCE	102,741	0	102,741	61,623.27	41,117.73	0.00	100.00%
52900	52900 OTHER EMPLOYEE BENEFITS	775,146	0	775,146	538,358.49	182,287.11	54,500.40	92.97%
52901	52901 FSA ADMINISTRATION	1,980	0	1,980	1,187.48	1,012.52	-220.00	111.11%
52000	BENEFITS	9,290,014	0	9,290,014	5,642,942.95	2,870,390.52	776,680.53	91.64%
53010	LEGAL SERVICES	181,000	0	181,000	161,018.90	0.00	19,981.10	88.96%
53050	CURRICULUM DEVELOPMENT	109,637	0	109,637	1,807.00	717.00	107,113.00	2.30%
53200	PROFESSIONAL SERVICES	1,769,439	47,499	1,816,938	577,580.70	1,033,818.37	205,538.93	88.69%
53201	MEDICAL SERVICES - SPORT	28,000	0	28,000	18,000.00	8,500.00	1,500.00	94.64%
53210	SUBSTITUTES	12,641	0	12,641	11,561.87	0.00	1,079.13	91.46%
53220	IN SERVICE	107,435	20,000	127,435	27,689.82	6,834.80	92,910.38	27.09%
53230	PUPIL SERVICES	583,733	0	583,733	250,743.99	231,311.76	101,677.25	82.58%
53300	OTHER PROF/ TECH SERVICE	43,625	15,000	58,625	42,127.02	816.24	15,681.74	73.25%
53310	AUDIT/ACCOUNTING	35,000	0	35,000	35,000.00	0.00	0.00	100.00%
53500	TECHNICAL SERVICES	117,745	-2,520	115,225	101,387.57	0.00	13,837.43	87.99%
53530	SECURITY SERVICES	187,500	0	187,500	86,172.80	100,436.02	891.18	99.52%
53540	SPORTS OFFICIALS SERVICE	114,000	0	114,000	48,597.13	13,810.30	51,592.57	54.74%
54101	CONTRACTUAL TRASH PICK U	85,988	0	85,988	50,127.11	33,695.89	2,165.00	97.48%
54301	BLDG MAINTENANCE	406,250	-30,324	375,926	297,873.64	54,714.72	23,337.64	93.79%
54302	FIRE / SECURITY MAINTENA	1,450	0	1,450	1,267.17	0.00	182.83	87.39%
54303	GROUNDS MAINTENANCE	19,098	0	19,098	3,995.90	11,004.10	4,098.00	78.54%
54310	GENERAL REPAIRS	64,852	0	64,852	19,074.39	16,506.28	29,271.33	54.86%
54320	TECHNOLOGY RELATED REPAI	48,645	6,000	54,645	24,232.86	83.80	30,328.34	44.50%
54411	WATER	69,370	0	69,370	30,986.97	38,383.03	0.00	100.00%
54412	SEWER	17,265	0	17,265	20,929.50	0.00	-3,664.50	121.23%
54420	LEASE/RENTAL EQUIP/VEH	345,658	-10,200	335,458	220,903.83	62,879.53	51,674.64	84.60%
55100	PUPIL TRANSPORTATION - O	133,800	0	133,800	46,308.65	81,103.01	6,388.34	95.23%
55101	PUPIL TRANS - FIELD TRIP	17,650	-100	17,550	10,395.80	2,000.00	5,154.20	70.63%

NEW MILFORD 2015-16 BUDGET REPORT THROUGH JANUARY 29, 2016

OBJECT	ACCOUNT DESCRIPTION	Budget	TRANFRS	REVISED BUDGET	YTD ACTUAL	ENCUM	Balance	% Used
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	0.00	0.00	15,750.00	0.00%
55110	STUDENT TRANSPORTATION	4,761,754	0	4,761,754	2,396,772.52	2,317,475.88	47,505.60	99.00%
55190	STUDENT TRANSPORTATION P	1,500	0	1,500	195.82	0.00	1,304.18	13.05%
55200	GENERAL INSURANCE	348,250	0	348,250	350,415.00	0.00	-2,165.00	100.62%
55300	COMMUNICATIONS - DATA LI	34,124	14,750	48,874	25,806.80	18,218.59	4,848.61	90.08%
55301	POSTAGE	37,231	0	37,231	15,052.14	21,296.63	882.23	97.63%
55302	TELEPHONE	49,234	0	49,234	28,216.39	21,017.61	0.00	100.00%
55400	ADVERTISING	3,800	0	3,800	615.00	0.00	3,185.00	16.18%
55505	PRINTING	54,370	917	55,287	25,859.95	12,551.67	16,875.38	69.48%
55600	TUITION	10,000	0	10,000	0.00	0.00	10,000.00	0.00%
55610	TUITION TO IN STATE DIST	675,609	0	675,609	441,174.61	324,821.45	-90,387.06	113.38%
55630	TUITION TO PRIVATE SOURC	1,748,001	0	1,748,001	689,756.12	1,039,007.57	19,237.31	98.90%
55800	TRAVEL	41,313	-280	41,033	17,137.83	7,708.99	16,186.18	60.55%
56100	GENERAL INSTRUCTIONAL SU	220,163	4,739	224,902	103,288.02	35,559.01	86,054.48	61.74%
56110	INSTRUCTIONAL SUPPLIES	548,516	11,082	559,598	297,521.98	86,835.06	175,240.96	68.68%
56120	ADMIN SUPPLIES	42,453	-14,900	27,553	7,351.64	2,248.84	17,952.52	34.84%
56210	NATURAL GAS	211,100	0	211,100	64,571.42	146,528.58	0.00	100.00%
56220	ELECTRICITY	912,548	0	912,548	490,988.74	421,559.26	0.00	100.00%
56230	PROPANE	1,825	0	1,825	382.81	381.32	1,060.87	41.87%
56240	OIL	268,964	0	268,964	20,046.01	248,917.99	0.00	100.00%
56260	GASOLINE	32,786	0	32,786	12,940.44	15,559.56	4,286.00	86.93%
56290	FACILITIES SUPPLIES	205,945	0	205,945	165,003.71	23,607.06	17,334.23	91.58%
56291	MAINTENANCE COMPONENTS	29,335	0	29,335	4,965.99	19,351.05	5,017.96	82.89%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	100.00	0.00	3,220.00	3.01%
56293	GOUNDSKEEPING SUPPLIES	4,585	0	4,585	2,295.23	1,452.00	837.77	81.73%
56410	TEXTBOOKS	154,671	9,945	164,616	138,915.43	11,215.27	14,485.30	91.20%
56411	CONSUMABLE TEXTS	61,489	4,804	66,293	52,884.49	1,052.02	12,356.49	81.36%
56420	LIBRARY BOOKS	86,828	250	87,078	23,875.19	25,094.17	38,108.19	56.24%
56430	PERIODICALS	25,075	66	25,141	16,966.94	1,433.19	6,740.81	73.19%
56460	WORKBOOKS	15,961	0	15,961	14,449.01	110.00	1,401.99	91.22%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	3,161.70	223.04	365.26	90.26%
57300	BUILDINGS	69,350	0	69,350	45,450.92	6,276.00	17,623.08	74.59%
57340	COMPUTERS	4,425	0	4,425	1,406.83	2,384.05	634.12	85.67%
57345	INSTRUCTIONAL EQUIPMENT	76,074	-4,241	71,833	29,392.18	7,353.75	35,087.07	51.15%
57400	GENERAL EQUIPMENT	139,881	-19,297	120,584	79,380.04	8,201.97	33,001.99	72.63%

NEW MILFORD 2015-16 BUDGET REPORT THROUGH JANUARY 29, 2016

OBJECT	ACCOUNT DESCRIPTION	Budget	TRANFRS	REVISED BUDGET	YTD ACTUAL	ENCUM	Balance	% Used
57500	FURNITURE AND FIXTURES	264,763	-1,098	263,665	132,059.74	27,678.25	103,927.01	60.58%
58100	DUES & FEES	80,087	937	81,024	67,688.98	1,199.00	12,136.02	85.02%
		62,563,447	0	62,563,447	32,339,790.32	26,563,749.20	3,659,907.48	94.15%
43103	EXCESS COSTS	-1,072,835	0	-1,072,835	0.00	0.00	-1,072,835.00	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-24,334.08	0.00	-25,240.92	49.09%
44105	FOI FEES	-2,272	0	-2,272	-1,410.50	0.00	-861.50	62.08%
44705	BUILDING USE FEES	-52,000	0	-52,000	-24,000.00	0.00	-28,000.00	46.15%
44800	REGULAR ED TUITION FROM	-82,000	0	-82,000	-45,000.00	0.00	-37,000.00	54.88%
44822	SPECIAL ED TUITION FROM	-19,910	0	-19,910	0.00	0.00	-19,910.00	0.00%
44860	ADMISSIONS/ATHLETIC GATE	-26,626	0	-26,626	-13,000.00	0.00	-13,626.00	48.82%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-31,000.00	0.00	-5,224.00	85.58%
44862	SCHOOL MUSICAL TICKET SA	-12,000	0	-12,000	0.00	0.00	-12,000.00	0.00%
49102	TRANSFER IN-OTHER	-31,197	0	-31,197	-8,122.50	0.00	-23,074.50	26.04%
	Revenue Total	-1,384,639	0	-1,384,639	-146,867.08	0.00	-1,237,771.92	10.61%
	Grand Total	61,178,808	0	61,178,808	32,192,923	26,563,749	2,422,136	96.04%
	2014-15	60,961,778	0	60,961,778	30,736,196	25,627,553	4,598,029	92.46%

EXHIBIT B

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

January 25, 2016

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

Dear Dr. Paddyfote:

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

Northville Elementary School

\$1450 for a Cultural Arts Grant – School performance of “The Three Little Pigs” by the Lollipop Opera Company

Sarah Noble Intermediate School

\$4250 for Literature Week authors

Schaghticoke Middle School

\$4550 for Science Enrichment for grade 6 – Eli Whitney Museum Experimental Building

New Milford High School

\$1270 for DECA – defray cost for the bus transportation to state leadership conference

Sincerely,
Denise Reiss
TW PTO Secretary



NEW MILFORD PUBLIC SCHOOLS
Fiscal Services and Operations
50 East Street
New Milford, Connecticut 06776
(860) 354-8726 FAX (860) 355-4966

EXHIBIT C


TO: New Milford Board of Education
From: Jay H. Hubelbank, Director of Fiscal Services and Operations
Re: Donation
Date: January 29, 2016

Please accept the following donation from the Goldring Family Foundation to the following:

The Village Green Scholarship:	\$20,000.00
Project Lead The Way :	\$26,981.50

The funds will be deposited into their respective NMHS accounts. We want to thank the Goldring Family Foundation for their continued support of the New Milford Public Schools.

Memorandum from the Office of the Director of Human Resources

TO: Dr. JeanAnn Paddyfote
CC: Mr. Joshua Smith
FROM: Ellamae Baldell 
RE: Update for Teacher Substitutes
DATE: January 28, 2016


Attached is an updated list of teacher substitutes with new additions noted in bold.

Teacher Substitutes as of January 2016	
	* New substitutes in bold
Lname	Fname
Ahearn	Marilyn
Behringer	Erika
Bentley	Toni
Bergner	Jonathan
Bessel	Henry
Bixler	Richard
Bouchard	Sara
Broder-Walker	Jacqueline
Canela-Drake	Mercedes
Carlone	Susan
Carlson	Stephanie
Cavajani	Tannia
Cherniske	Alice
Christian	Megan
Clark	Jason
Conte	Maria
Culbertson	Valerie
D'Amato	Tammy
D'Andrea	Sarah
Dahl	Suzan
Davenport	Paula
Davidson	Laurabeth
DeGaeto	Russell
Dilak	Cyrus
Farr	Linda
Flaherty	Robert
Fodor	Jennifer
Folchi	Marybeth
Gaiser	Joy
Gammons	Sandra
Gartland	Dayna
Gillespie	Frank
Gosselin	Katelyn
Gundel	Kyle
Hamill	James
Harrington	Jill
Hayes	Kresta
Jackson	Lisa
Johnson	Patrick
Kaczka	Kristeen
Kaiser	Lisa
Kesinger-Balstad	Kimberley
Kinnicutt	Michael
Kisling	Andrew

Kisling	Peter
Kivela	Ashley
Klimowich	Susan
Kohut	Peter
Kraft	William
Lamb	Susan
Lee	Mallory
Lee	Roxane
Leroy	Susan
Lorimer	Valerie
Loth	Keri
Magner	Elizabeth
Malhi	Harjit
Marcy	Kevin
Matos	Marco
Matranga	James
McAleer	Lisa
McMahon	Melinda
McNulty	Maura
Mellen	Emily
Mirkhani	Chelsea
Murphy	Jillian
O'Donnell	Karen
O'Neill	Charles
Olden	Donald
Paradiso	Catharine
Pasternak	Adrian
Pearl	Patricia
Pelletier	Nanette
Purcell	Susan
Raimondi	JoAnn
Reiss	Denise
Robidoux	Maeghan
Roe	Jacqueline
Ruffler	Sherri
Russell	Jared
Ryan	Margaret
Sarbello	AnnMarie
Schnarr	Heidi
Schroedel	Carol
Schuff	Sara
Shapiro	Melvin
Siegle	Tammy
Silva	Amanda
Smith	Jessica
Steinnagel	Jason
Stephens	Joanne

Stewart	Kristine
Stone	Mary
Sullivan	Kyle
Szumlas	Sylwia
Thingvold	Claire
Tracey	Julia
Vita	Joseph
Waldeisen	Victoria
Waters	Merriah
Wechter	Julie
Weiller	Melissa
Willaum	Robert
Wilson	Ellen
Yanik	Cathy
Zachary	Nina
Zigmund	Charles
TOTAL=107	

Memorandum from the Office of the Director of Human Resources

TO: Dr. JeanAnn Paddyfote
CC: Mr. Joshua Smith
FROM: Ellamae Baldell 
RE: Certified Substitute Coverage: Report for January 2016
DATE: January 28, 2016

Attached is the monthly report of teacher absences and absence reasons.

Certified Substitute Coverage - Report for January 2016					
Total Teachers = 383					
	Total absences	# Unfilled	Full days	Half days	Notes
1/4/2016	160	36	21	15	
1/11/2016	172	27	18	9	
Certified Substitute Coverage 2015-2016 Summary					
Total Teachers = 383					
	Total absences	# Unfilled	Full days	Half days	
8/17/2015	59	1	1	0	
8/24/2015	80	2	1	1	
8/31/2015	105	10	7	3	
Totals	244	13	9	4	
9/7/2015	117	25	18	7	4 day week
9/14/2015	104	20	14	6	4 day week
9/21/2015	106	17	15	2	4 day week
9/28/2015	161	43	34	9	
Totals	488	105	81	24	
10/5/2015	171	49	39	10	
10/12/2015	142	40	26	14	4 day week
10/19/2015	228	75	53	22	
10/26/2015	188	52	42	10	
Totals	729	216	160	56	
11/2/2015	176	33	20	13	4 day week
11/9/2015	115	26	18	8	4 day week
11/16/2015	187	52	39	13	
11/23/2015	52	12	9	3	2 day week
11/30/2015	169	47	37	10	
Totals	699	170	123	47	
12/7/2015	187	58	44	14	
12/14/2015	180	56	33	23	
12/21/2015	55	10	5	5	2 day week
12/28/2015	0	0	0	0	holiday recess
Totals	422	124	82	42	

Certified Substitute Coverage 2015-2016									
	Absence Reasons- Cumulative Record								Notes
	Illness	Pers w	Pers wo	Prof.	Bereave	Jury	Unpaid	Other*	
	* May include field trips, Religious holiday, Worker's Comp, etc.								
8/17/2015									
Full	31	3	0	0	6	0	12	0	
Half	5	2	0	0	0	0	0	0	
8/24/2015									
Full	42	3	0	0	7	0	13	0	
Half	11	4	0	0	0	0	0	0	
8/31/2015									
Full	52	5	1	0	3	0	15	0	
Half	15	7	3	4	0	0	0	0	
9/7/2015									4 day wk
Full	39	11	1	13	4	0	13	0	
Half	23	3	2	8	0	0	0	0	
9/14/2015									4 day wk
Full	53	5	3	2	0	0	11	0	
Half	19	2	2	5	0	0	2	0	
9/21/2015									4 day wk
Full	57	9	3	4	0	0	11	0	
Half	16	4	0	2	0	0	0	0	
9/28/2015									
Full	69	9	3	40	0	3	15	0	
Half	14	1	1	5	0	1	0	0	
10/5/2015									
Full	89	11	0	7	5	0	16	1	
Half	25	8	0	9	0	0	0	0	
10/12/2015									4 day wk
Full	59	8	7	7	0	2	16	0	
Half	33	4	1	5	0	0	0	0	
10/19/2015									
Full	99	7	7	29	5	2	23	2	
Half	32	1	2	19	0	0	0	0	
10/26/2015									
Full	73	5	1	46	2	2	20	1	
Half	28	4	3	2	0	0	0	1	
11/2/2015									4 day wk
Full	99	7	3	5	5	0	17	0	
Half	28	8	1	2	0	0	0	1	
11/9/2015									4 day wk
Full	65	3	2	2	4	0	8	2	
Half	16	2	2	8	0	0	0	1	
11/16/2015									
Full	85	7	2	12	3	2	10	5	
Half	34	7	2	12	0	0	0	0	
11/23/2015									2 day wk
Full	22	3	1	3	7	0	4	0	
Half	11	1	0	0	0	0	0	0	
11/30/2015									
Full	77	4	6	20	0	1	11	3	
Half	32	7	3	6	0	0	0	0	

Certified Substitute Coverage 2015-2016									
Absence Reasons- Cumulative Record									
	Illness	Pers w	Pers wo	Prof.	Bereave	Jury	Unpaid	Other*	Notes
* May include field trips, Religious holiday, Worker's Comp, etc.									
12/7/2015									
Full	114	11	12	4	0	0	11	4	
Half	28	2	0	1	0	0	0	0	
12/14/2015									
Full	91	9	6	2	2	1	10	1	
Half	41	6	1	7	0	0	0	0	
12/21/2015									2 day wk
Full	24	4	1	1	3	0	4	0	
Half	14	2	2	0	0	0	0	0	
12/28/2015									school recess
Full	0	0	0	0	0	0	0	0	
Half	0	0	0	0	0	0	0	0	
1/4/2016									
Full	83	9	4	7	3	0	13	0	
Half	34	2	0	4	0	0	0	1	
1/11/2016									
Full	105	6	2	10	1	1	11	0	
Half	31	3	1	1	0	0	0	0	

To the Board of Finance
Town of New Milford, Connecticut

In connection with our audit of the financial statements of the Town of New Milford, Connecticut (the "Town"), as of June 30, 2015 and for the year then ended, auditing standards generally accepted in the United States of America ("US GAAS") require that we advise management and the Board of Finance (hereinafter referred to as "those charged with governance") of certain internal control matters identified during our audit.

Our responsibilities

Our responsibility, as prescribed by US GAAS, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes consideration of internal control over financial reporting (hereinafter referred to as "internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of identifying deficiencies in internal control or expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion on internal control effectiveness.

Deficiencies in internal control

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention by those charged with governance.

During our audit, we became aware of the following deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening the Town's internal controls and operating efficiencies:

CURRENT YEAR RECOMMENDATIONS

Fraud Risk Assessment Process

All organizations are subject to fraud risks. Management of the Town's various departments are ultimately responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

During our audit, we noted that the Town does not have a formal fraud risk assessment process. A fraud risk assessment process is an important process that can be used by an organization to systematically identify where and how fraud may occur and who may be in a position to commit fraud. The process is used to identify fraud risk schemes as well as respective controls that may prevent or detect these schemes. An effective fraud risk assessment process:

- requires board input and oversight;
- is performed on a systematic and recurring basis;
- identifies instances where fraud may occur within the organization;
- involves appropriate personnel to consider potential fraud schemes and scenarios; and
- links potential fraud schemes and scenarios to mitigating controls.

The benefits of a planned and properly executed fraud risk assessment process includes identifying specific instances of fraud within the organization early, allowing the organization to address and detect fraud risk proactively rather than reactively and deterring potential fraud through its existence and communication to employees.

We recommend that the Town consider implementing a formal fraud risk assessment process. The process can be performed internally by management or through the use of an external consultant or firm with related expertise.

PREVIOUS YEAR RECOMMENDATIONS – UNRESOLVED

Disposal of Fully Depreciated Capital Assets - Board of Education

During our prior year audit, we noted that the current capital asset listing maintained by the Board of Education Business Office included a number of older fully depreciated assets that may no longer be held by the Board of Education.

During the current year, the audit team noted no capital asset disposals were identified by the Business Office. In addition, the Business Office has yet to implement procedures that would facilitate timely disposals and accurate record keeping. We continue to recommend that the Board of Education implement procedures that require periodic notification to the Business Office of capital asset disposals to ensure timely and accurate recording for financial reporting purposes. Documentation of disposals should include the method of disposal, approval obtained and the sale amount, if applicable.

PREVIOUS YEAR RECOMMENDATIONS – UNRESOLVED (Continued)

Internal Service Fund - Fund Balance Policy - Town

During the prior year audit, we recommended that the Town consider developing a policy governing the operations of its internal service fund. The Town currently uses an internal service fund to account for activities relating to employee medical and dental insurance. An internal service fund, by definition, should operate on a cost-recovery basis. While a surplus or deficit in an internal service fund in any given year or over a reasonable period poses no specific problem, a significant and or growing surplus or deficit over time should be addressed by an approved policy. The policy should address the following:

- the action required to the extent the internal service fund is operating at a deficit,
- the disposition of unexpended surpluses (i.e. whether unexpended surpluses should be refunded to the participating departments or carried forward to offset costs in the ensuing fiscal year), and
- a fund balance policy that addresses a minimum and maximum level of reserve to be maintained in the fund

We continue to recommend that the Town develop a policy governing the operations of its internal service fund to address potential issues that often develop overtime when using an internal service fund.

Adoption of a Fund Balance Policy - Town

During the prior year audit, we recommended that the Town consider adopting a fund balance policy to address the provisions of Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB 54 established a hierarchy of fund balance based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds and clarified the definitions of the general fund, special revenue funds, capital projects funds, debt service funds and permanent funds.

We continue to recommend that the Town adopt a fund balance policy that addresses the requirements within GASB 54. The fund balance policy should address the following:

- How the Town will commit and/or assign fund balance;
- The order in which the Town will use fund balance when both restricted and unrestricted funds are available for expenditure, and, within unrestricted funds, when committed, assigned and/or unassigned funds are available for expenditure;
- The level of unassigned fund balance that should be maintained in the Town's General Fund; and
- The approval process for establishing special revenue funds.

Formal Closing Procedures - Town and Board of Education

During the prior year audit, we noted that a number of audit adjustments were proposed and recorded by the Town Finance Department and Board of Education Business Office in order to present the accounting records on the modified accrual basis of accounting. During the current year audit, we noted improvement in the closing procedures for both the Town Finance Department and Board of Education Business Office; however, a number of adjustments were again proposed and recorded as part of the audit process.

We continue to recommend that the Town and Board of Education work toward improving their closing procedures to ensure that all accounts are reconciled, balanced and sufficiently supported in a timely manner.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of these matters, or to assist you in implementing the recommendations.

We appreciate the courtesies extended to us by the management and staff of the Town.

This communication is intended solely for the information and use of the Board of Finance and management of Town, the Office of Policy and Management, and federal and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Maloney Sabol & Company, LLP

Glastonbury, Connecticut
December 29, 2015

Memorandum

To: Operations Sub Committee
From: Joshua Smith, Interim Superintendent - Elect
Date: 1/29/2016
Re: Legal Services Update

Attached please find an accounting of the legal services paid for the past two years. The fees are the total annual expenses broken down by the type or category of services provided. You will notice that the costs associated with negotiations fluctuate based on which contract is under review.

The hourly rate for services charged is based upon the type of work and the level of the associate that is involved. It ranges from \$220 to \$115; I have included an average hourly rate and a two year average of the services provided to use as a guide.

In July we process the initial retainer and each month any work done is billed against it. The use of a retainer provides for a discounted hourly rate, simplified billing and easier access to the services provided.

Our current rates were negotiated in 2012 and have remained unchanged.

PULLMAN AND COMLEY - LEGAL SERVICES

Categories	2013-14			2014-15			Two Year Average		
	HRS	Cost	%	HRS	Cost	%	Hrs.	Cost	%
Admin Negotiations	297.30	49,390.50	29.14%	0.00	0.00	0.00%	148.65	24,695.25	17.03%
Custodian Negotiations	73.90	12,288.00	7.24%	29.60	5,904.50	4.08%	51.75	9,096.25	5.93%
Food Services Negotiations	47.00	9,803.50	4.61%	0.50	110.00	0.07%	23.75	4,956.75	2.72%
General Ed	260.00	54,203.50	25.49%	228.40	49,821.00	31.46%	244.20	52,012.25	27.97%
Grievances	68.80	15,105.00	6.74%	4.20	837.00	0.58%	36.50	7,971.00	4.18%
Nurses Negotiations	0.00	0.00	0.00%	48.60	9,631.50	6.69%	24.30	4,815.75	2.78%
Para Negotiations	166.44	23,711.00	16.32%	0.00	0.00	0.00%	83.22	11,855.50	9.53%
Policy Review	19.70	4,313.00	1.93%	47.60	10,070.00	6.56%	33.65	7,191.50	3.85%
Secretary Negotiations	0.00	0.00	0.00%	27.30	5,681.50	3.76%	13.65	2,840.75	1.56%
Special Ed	67.90	14,620.00	6.66%	108.10	23,215.50	14.89%	88.00	18,917.75	10.08%
Student Hearings	0.00	0.00	0.00%	23.20	5,104.00	3.20%	11.60	2,552.00	1.33%
Teacher Negotiations	19.10	3,731.00	1.87%	208.60	40,333.50	28.73%	113.85	22,032.25	13.04%
Total	1,020.14	187,165.50		726.10	150,708.50		873.12	168,937.00	
Average Hourly Rate		183.47			207.56			193.49	