

**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>February 5, 2013</b>                        |
| <b>TIME:</b>  | <b>7:30 P.M.</b>                               |
| <b>PLACE:</b> | <b>Lillis Administration Building – Room 2</b> |

**REVISED AGENDA**

**New Milford Public Schools Mission Statement**

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

**1. Call to Order**

**2. Public Comment**

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

**3. Discussion and Possible Action**

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

**B. Monthly Reports**

1. Budget Position as of 1/31/13
2. Request for Budget Transfers

**C. Gifts & Donations**

1. Equipment Donation to New Milford High School

**D. Update on Internal Service Fund**

**E. Security and Vulnerability Assessment**

**4. Adjourn**

**Sub-Committee Members:** **Mr. Thomas McSherry, Chairperson**  
**Mr. David A. Lawson**  
**Mrs. Lynette Celli Rigdon**  
**Mr. William Wellman**

**Alternates:** **Mr. Tom Brant**  
**Mrs. Daniele Shook**

GEORGE C. BUCKBEE  
TOWN CLERK

2013 FEB -4 P 2:54

NEW MILFORD, CT

# NEW MILFORD PUBLIC SCHOOLS

## EXHIBIT A

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
**February 12, 2013**

### ACTION ITEMS

#### A. Personnel

|   |  |
|---|--|
| <b>1. CERTIFIED STAFF</b>   |  |
| <b>a. RESIGNATIONS</b>  |  |
| <b>1. None currently</b>  |  |
| <b>2. CERTIFIED STAFF</b>   |  |
| <b>b. APPOINTMENTS</b>  |  |
| <b>1. Ms. Mary Lavoie</b> , Literacy Coach, Grades 7-12<br><u>Move</u> that the Board of Education approve the appointment of <b>Ms. Mary Lavoie</b> as Literacy Coach, Grades 7-12, effective March 13, 2013.<br>2012-2013 salary: \$80,904 (step 14J) pro-rated to start date | <i>Education History:</i><br>BS: Charter Oak State Univ.<br>Major: Sociology<br>MA: St. Joseph College<br>Major: Special Education<br>6 <sup>th</sup> Yr.: CCSU<br>Major: Reading<br><br><i>Experience:</i><br>6 yrs. Naugatuck HS,<br>1 yr. Abbott Tech,<br>4 yrs., Reg. 15,<br>5 yrs. Seymour<br><br>Replacing: C. Morosko |
| <b>3. NON-CERTIFIED STAFF</b>   |  |
| <b>a. RESIGNATIONS</b>  |  |
| <b>1. None currently</b>  |  |
| <b>4. NON-CERTIFIED STAFF</b>   |  |
| <b>b. APPOINTMENTS</b>  |  |
| <b>1. Mrs. Kimberly Ginn</b> , Paraeducator, Northville Elementary School<br><u>Move</u> that the Board of Education approve the appointment of <b>Mrs. Kimberly Ginn</b> as Paraeducator at Northville Elementary School effective February 13, 2013.                          | \$13.38 per hour<br><br>Replacing: A. Tobin  |
| <b>5. SUBSTITUTES</b>   |  |
| <b>a. APPOINTMENTS</b>  |  |
| <b>1. None currently</b>  |  |
| <b>6. ADULT EDUCATION STAFF</b>   |  |
| <b>a. APPOINTMENTS</b>  |  |
| <b>1. None currently</b>  |  |

|                              |  |
|------------------------------|--|
|                              |  |
| <b>7. BAND STAFF</b>         |  |
| <b>a. RESIGNATIONS</b>       |  |
| <b>1. None currently</b>     |  |
| <b>8. BAND STAFF</b>         |  |
| <b>b. APPOINTMENTS</b>       |  |
| <b>1. None currently</b>     |  |
| <b>9. COACHING STAFF</b>     |  |
| <b>a. RESIGNATIONS</b>       |  |
| <b>1. None currently</b>     |  |
| <b>10. COACHING STAFF</b>    |  |
| <b>b. APPOINTMENTS</b>       |  |
| <b>1. None currently</b>     |  |
| <b>11. LEAVES OF ABSENCE</b> |  |
| <b>1. None currently</b>     |  |

New Milford Board of Education  
SECONDARY REPORT BY PROGRAM AS OF 1/31/2013

| Prog | Description                     | Approved     | Adjusted     | Expended     | Encumbered   | Balance    | Pct. Used |
|------|---------------------------------|--------------|--------------|--------------|--------------|------------|-----------|
| 1101 | KINDERGARTEN                    | 949,699.00   | 999,656.00   | 435,022.95   | 544,478.07   | 20,154.98  | 98.0 %    |
| 1102 | NON DEPT INSTRUCTION            | 6,745,569.00 | 6,763,364.00 | 2,967,456.92 | 3,526,463.73 | 269,443.35 | 96.0 %    |
| 1103 | BUSINESS EDUCATION              | 307,280.00   | 307,280.00   | 148,379.33   | 158,106.42   | 794.25     | 99.7 %    |
| 1104 | ENGLISH/LANGUAGE ARTS           | 1,813,957.00 | 1,805,052.00 | 768,432.19   | 848,966.96   | 187,652.85 | 89.6 %    |
| 1105 | WORLD LANGUAGE                  | 967,950.00   | 967,950.00   | 467,571.35   | 495,878.22   | 4,500.43   | 99.5 %    |
| 1106 | HOME ECONOMICS                  | 180,369.00   | 180,369.00   | 86,826.04    | 92,922.10    | 620.86     | 99.7 %    |
| 1107 | INDUSTRIAL ARTS                 | 302,470.00   | 302,470.00   | 136,271.86   | 152,336.16   | 13,861.98  | 95.4 %    |
| 1108 | MATHEMATICS                     | 1,585,037.00 | 1,587,609.00 | 748,165.79   | 764,533.92   | 74,909.29  | 95.3 %    |
| 1109 | MUSIC                           | 840,544.00   | 866,604.00   | 410,842.80   | 445,341.04   | 10,420.16  | 98.8 %    |
| 1110 | PHYSICAL EDUCATION              | 937,284.00   | 942,626.00   | 418,260.49   | 522,320.90   | 2,044.61   | 99.8 %    |
| 1111 | SCIENCE                         | 1,542,668.00 | 1,548,195.00 | 708,182.23   | 822,962.81   | 17,049.96  | 98.9 %    |
| 1112 | SOCIAL STUDIES                  | 1,396,700.00 | 1,366,423.00 | 644,453.00   | 697,676.97   | 24,293.03  | 98.2 %    |
| 1113 | PATIENT CARE TECHNOLOGY         | 17,467.00    | 17,467.00    | 6,585.70     | 8,381.70     | 2,499.60   | 85.7 %    |
| 1116 | HEALTH AND SAFETY               | 338,414.00   | 338,414.00   | 144,095.00   | 180,418.13   | 13,900.87  | 95.9 %    |
| 1118 | CAREER EDUCATION                | 27,998.00    | 27,998.00    | 14,212.11    | 13,615.09    | 170.80     | 99.4 %    |
| 1119 | COMPUTER EDUCATION              | 432,095.00   | 435,752.00   | 212,066.89   | 169,814.48   | 53,870.63  | 87.6 %    |
| 1121 | REMEDIAL READING                | 880,945.00   | 879,945.00   | 397,296.13   | 416,401.09   | 66,247.78  | 92.5 %    |
| 1123 | ENGLISH LANGUAGE LEARNERS       | 151,639.00   | 151,639.00   | 65,659.36    | 80,024.82    | 5,954.82   | 96.1 %    |
| 1124 | DISTRIBUTIVE EDUCATION          | 57,054.00    | 57,054.00    | 25,103.76    | 31,950.24    | .00        | 100.0 %   |
| 1127 | ART                             | 775,698.00   | 776,248.00   | 361,892.46   | 391,385.91   | 22,969.63  | 97.0 %    |
| 1128 | GENERAL INSTRUCT SUPPLIES       | 383,724.00   | 365,607.00   | 202,528.49   | 77,523.45    | 85,555.06  | 76.6 %    |
| 1129 | SUBSTITUTE TEACHERS             | 378,959.00   | 379,265.00   | 125,121.19   | .00          | 254,143.81 | 33.0 %    |
| 1130 | INSTRUCTIONAL TESTING           | 100,238.00   | 103,482.00   | 60,352.27    | 41,086.60    | 2,043.13   | 98.0 %    |
| 1131 | NON DEPT INSTRUCT GR 6-12       | 112,755.00   | 125,790.00   | 59,200.69    | 27,209.20    | 39,380.11  | 68.7 %    |
| 1210 | GIFTED TALENTED/ENRICHMNT       | 114,559.00   | 114,559.00   | 47,758.24    | 59,337.76    | 7,463.00   | 93.5 %    |
| 1211 | EXCEL-EXPER. CTR EARLY MAN      | 416,714.00   | 416,714.00   | 321,254.83   | 210,893.67   | 115,434.50 | 127.7 %   |
| 1212 | SPECIAL ED-NON CATEGORICL       | 5,118,433.00 | 5,089,654.00 | 2,206,113.79 | 2,723,456.28 | 160,083.93 | 96.9 %    |
| 1215 | TRANSITION 18-21 PROGRAM (LHTC) | 158,567.00   | 158,567.00   | 99,773.35    | 70,640.77    | 11,847.12  | 107.5 %   |
| 1270 | TUTORIAL                        | 210,779.00   | 210,779.00   | 57,969.07    | .00          | 152,809.93 | 27.5 %    |
| 1271 | HOMEBOUND INSTRUCTION           | 76,000.00    | 76,000.00    | 16,928.45    | .00          | 59,071.55  | 22.3 %    |
| 1290 | OTHER SPECIAL EDUCATION         | 302,545.00   | 304,702.00   | 169,176.26   | 117,026.25   | 18,499.49  | 93.9 %    |
| 1291 | SPEC ED PARA SUBSTITUTES        | 109,600.00   | 109,600.00   | 52,992.00    | .00          | 56,608.00  | 48.4 %    |
| 1310 | ADULT ED-BASIC PROGRAM          | 86,159.00    | 86,159.00    | 25,571.77    | 1,046.73     | 59,540.50  | 30.9 %    |
| 1311 | ADULT ED-HIGH SCHL EQUIV        | 5,099.00     | 5,099.00     | 764.72       | .00          | 4,334.28   | 15.0 %    |
| 1410 | SUMMER SCHOOL-REMEDIAL          | 56,563.00    | 56,563.00    | 33,411.30    | .00          | 23,151.70  | 59.1 %    |
| 2113 | SOCIAL WORK SERVICES            | 254,766.00   | 254,766.00   | 117,988.22   | 135,216.42   | 1,561.36   | 99.4 %    |
| 2120 | GUIDANCE SERVICES               | 959,875.00   | 959,875.00   | 439,973.59   | 506,953.83   | 12,947.58  | 98.7 %    |
| 2130 | HEALTH SERVICES                 | 1,024,816.00 | 1,035,800.00 | 475,360.14   | 493,739.65   | 66,700.21  | 93.6 %    |
| 2140 | PSYCHOLOGICAL SERVICES          | 460,076.00   | 460,076.00   | 192,641.39   | 222,641.69   | 44,792.92  | 90.3 %    |
| 2150 | SPEECH AND HEARING              | 695,626.00   | 695,626.00   | 324,496.92   | 342,027.05   | 29,102.03  | 95.8 %    |
| 2211 | STAFF DEVELOPMENT & TRAIN       | 60,873.00    | 60,873.00    | 23,754.44    | 149.00       | 36,969.56  | 39.3 %    |
| 2212 | CURRICULUM DEVELOPMENT          | 165,112.00   | 168,356.00   | 56,702.12    | 40,180.90    | 71,472.98  | 57.5 %    |
| 2222 | LIBRARY SERVICES                | 606,576.00   | 606,576.00   | 279,889.53   | 311,646.32   | 15,040.15  | 97.5 %    |
| 2223 | AUDIO-VISUAL SERVICES           | 18,366.00    | 18,366.00    | 2,006.29     | 825.99       | 15,533.72  | 15.4 %    |
| 2224 | EDUCATIONAL TELEVISION          | 1,757.00     | 1,757.00     | .00          | .00          | 1,757.00   | .0 %      |
| 2310 | BOARD OF EDUCATION              | 210,652.00   | 210,652.00   | 162,958.30   | 1,160.00     | 46,533.70  | 77.9 %    |
| 2320 | CENTRAL ADMINISTRATION          | 337,431.00   | 347,658.00   | 199,888.97   | 137,337.48   | 10,431.55  | 97.0 %    |
| 2410 | OFFICE OF THE PRINCIPAL         | 2,542,865.00 | 2,534,158.00 | 1,392,527.87 | 1,069,619.74 | 72,010.39  | 97.2 %    |
| 2490 | OTHER SCHOOL ADMINISTRATN       | 131,966.00   | 131,966.00   | 60,487.20    | 66,084.79    | 5,394.01   | 95.9 %    |
| 2510 | FISCAL SERVICES                 | 433,486.00   | 443,518.00   | 277,855.82   | 165,657.30   | 4.88       | 100.0 %   |
| 2590 | OTHER BUSINESS SUPPRT SERV      | 519,751.00   | 436,041.00   | 362,923.57   | .00          | 73,117.43  | 83.2 %    |
| 2610 | CUSTODIAL & HOUSEKEEPING        | 2,146,326.00 | 2,150,984.00 | 1,199,233.57 | 67,206.36    | 884,544.07 | 58.9 %    |
| 2620 | MAINTENANCE & REPAIR            | 3,037,596.00 | 3,042,254.00 | 1,488,225.62 | 1,089,733.94 | 464,294.44 | 84.7 %    |

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FUND 001 000 GENERAL FUND

New Milford Board of Education  
SECONDARY REPORT BY PROGRAM AS OF 1/31/2013

Page 2  
USER - BARBARA

| Prog              | Description                         | Approved      | Adjusted      | Expended      | Encumbered    | Balance      | Pct. Used |
|-------------------|-------------------------------------|---------------|---------------|---------------|---------------|--------------|-----------|
| 2630              | BUILDING USE ADMINISTRATION         | 32,208.00-    | 32,208.00-    | 33,599.58-    | 901.33        | 490.25       | 101.5 %   |
| 2710              | REIMBURSABLE TRANSPORT              | 4,133,906.00  | 4,128,167.00  | 2,243,137.42  | 1,950,288.62  | 65,259.04-   | 101.6 %   |
| 2790              | NON-REIMBURSABLE TRANSPRT           | .00           | .00           | 893.44        | .00           | 893.44-      | .0 %      |
| 2810              | PLANNING & EVALUATION               | 57,013.00     | 57,013.00     | 13,903.22     | 37,375.00     | 5,734.78     | 89.9 %    |
| 2820              | COMMUNICATION & COMM/STAFF RELATION | 28,594.00     | 28,594.00     | 12,990.23     | 7,051.03      | 8,552.74     | 70.1 %    |
| 2830              | RECRUITING/PERSONNEL SERV           | 178,801.00    | 182,738.00    | 100,683.59    | 69,518.98     | 12,535.43    | 93.1 %    |
| 2840              | TECHNOLOGY                          | 268,465.00    | 275,757.00    | 191,946.54    | 75,812.06     | 7,998.40     | 97.1 %    |
| 2910              | SOCIAL SECURITY                     | 599,400.00    | 599,400.00    | 318,288.28    | .00           | 281,111.72   | 53.1 %    |
| 2920              | MEDICARE                            | 473,244.00    | 473,244.00    | 230,976.66    | .00           | 242,267.34   | 48.8 %    |
| 2930              | LIFE INSURANCE                      | 87,154.00     | 87,154.00     | 52,360.58     | 34,793.42     | .00          | 100.0 %   |
| 2940              | DISABILITY INSURANCE                | 93,915.00     | 93,915.00     | 41,453.75     | 52,461.25     | .00          | 100.0 %   |
| 2950              | MEDICAL INSURANCE                   | 5,427,205.00  | 5,427,205.00  | 3,165,869.63  | .00           | 2,261,335.37 | 58.3 %    |
| 2960              | UNEMPLOYMENT INSURANCE              | 84,500.00     | 84,500.00     | 63,375.81     | 21,124.19     | .00          | 100.0 %   |
| 2970              | OTHER BENEFITS                      | 798,939.00    | 798,939.00    | 681,436.00    | 110,228.00    | 7,275.00     | 99.1 %    |
| 2980              | PENSION-NON CERTIFIED EMPLOYEES     | 635,212.00    | 635,212.00    | 635,212.00    | .00           | .00          | 100.0 %   |
| 3210              | INTERSCHOLASTIC SPORTS              | 630,330.00    | 630,330.00    | 393,090.60    | 144,754.57    | 92,484.83    | 85.3 %    |
| 3211              | INTRAMURAL SPORTS                   | 32,681.00     | 32,681.00     | 6,630.50      | .00           | 26,050.50    | 20.3 %    |
| 3212              | OTHER STUDENT ACTIVITIES            | 205,173.00    | 205,173.00    | 93,284.49     | 6,446.89      | 105,441.62   | 48.6 %    |
| 6110              | TUITION-CONN PUB SCHL DIS           | 561,262.00    | 561,262.00    | 452,523.90    | 120,020.58    | 11,282.48-   | 102.0 %   |
| 6130              | TUITION-NON PUBLIC SCHL             | 1,262,149.00  | 1,262,149.00  | 834,712.11    | 840,655.91    | 413,219.02-  | 132.7 %   |
| 7001              | CAPITAL-FACILITIES                  | 253,300.00    | 253,300.00    | 147,861.94    | 6,981.40      | 98,456.66    | 61.1 %    |
| 7002              | CAPITAL-TECHNOLOGY                  | 270,727.00    | 270,727.00    | 182,820.65    | 79,529.85     | 8,376.50     | 96.9 %    |
| 7003              | CAPITAL-OTHER                       | 18,324.00     | 18,324.00     | .00           | .00           | 18,324.00    | .0 %      |
| ** FINAL TOTAL ** |                                     | 57,557,533.00 |               | 29,532,458.10 |               | 6,124,751.89 |           |
|                   |                                     |               | 57,557,533.00 |               | 21,900,323.01 |              | 89.4 %    |
| "FINAL TOTAL"     |                                     | 57,194,266.00 |               | 25,409,422.81 |               | 6,245,689.50 |           |
| 1/31/2012         |                                     |               | 57,194,266.00 |               | 25,539,153.69 |              | 89.1%     |
| Variance          |                                     | 363,267.00    | 363,267.00    | 4,123,035.29  | -3,638,830.68 | -120,937.61  | 0.3%      |

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New Milford Board of Education  
APPROPRIATIONS BY OBJECT REPORT AS OF 1/31/2013

Page 1  
USER - BARBARA

FUND 001 000 GENERAL FUND

| Obj. | Description                      | Approved      | Adjusted      | Expended      | Encumbered    | Balance      | Pct. Used |
|------|----------------------------------|---------------|---------------|---------------|---------------|--------------|-----------|
| 111  | SALARY-CERTIFIED                 | 27,705,947.00 | 27,706,025.00 | 12,587,397.43 | 14,085,030.40 | 1,033,597.17 | 96.3 %    |
| 112  | SALARY-NON-CERTIFIED             | 8,266,629.00  | 8,255,567.00  | 4,249,137.38  | 2,184,686.49  | 1,821,743.13 | 77.9 %    |
| 200  | EMPLOYEE BENEFITS                | 8,199,569.00  | 8,199,569.00  | 5,188,984.55  | 218,606.86    | 2,791,977.59 | 65.9 %    |
| 321  | INSTRUCTIONAL PROGRAMS           | 40,251.00     | 40,251.00     | 11,256.64     | 10,850.00     | 18,144.36    | 54.9 %    |
| 322  | PROGRAM IMPROVEMENT              | 87,639.00     | 87,639.00     | 3,555.26      | 185.00        | 83,898.74    | 4.3 %     |
| 323  | PUPIL SERV. (COUNSEL, GUID)      | 630,810.00    | 630,810.00    | 243,805.07    | 289,786.37    | 97,218.56    | 84.6 %    |
| 324  | STAFF SERVICES (TRAINING)        | 102,150.00    | 99,150.00     | 15,130.00     | 2,149.00      | 81,871.00    | 17.4 %    |
| 331  | AUDIT SERVICES                   | 25,000.00     | 25,000.00     | 25,000.00     | .00           | .00          | 100.0 %   |
| 332  | LEGAL SERVICES                   | 175,732.00    | 175,732.00    | 129,812.30    | .00           | 45,919.70    | 73.9 %    |
| 333  | MEDICAL SERVICES                 | 25,000.00     | 27,750.00     | 10,250.00     | 17,500.00     | .00          | 100.0 %   |
| 336  | INSURANCE SERVICES               | 2,622.00      | 2,622.00      | 907.50        | 1,312.50      | 402.00       | 84.7 %    |
| 339  | PURCH. SERVICES-OTHER            | 1,649,081.00  | 1,660,456.00  | 756,600.94    | 724,069.15    | 179,785.91   | 89.2 %    |
| 411  | WATER                            | 74,829.00     | 74,829.00     | 36,200.60     | 38,628.40     | .00          | 100.0 %   |
| 412  | SEWAGE                           | 30,346.00     | 30,346.00     | 24,276.00     | .00           | 6,070.00     | 80.0 %    |
| 413  | FIRE DISTRICT                    | 1,378.00      | 1,378.00      | 1,247.06      | .00           | 130.94       | 90.5 %    |
| 421  | GARBAGE AND REFUSE               | 74,052.00     | 74,052.00     | 43,564.54     | 27,069.46     | 3,418.00     | 95.4 %    |
| 431  | INSTRUCT EQUIPMENT REPAIR        | 17,035.00     | 16,392.00     | 3,722.09      | 792.59        | 11,877.32    | 27.5 %    |
| 432  | NON-INSTRUCT EQUIPMENT REPAIR    | 73,116.00     | 72,920.00     | 24,564.17     | 10,471.01     | 37,884.82    | 48.0 %    |
| 433  | BUILD & GROUNDS-REPAIR           | 323,349.00    | 323,349.00    | 221,002.65    | 17,997.37     | 84,348.98    | 73.9 %    |
| 442  | NON-INSTRUCT EQUIPMENT-RENT      | 230,795.00    | 230,795.00    | 105,799.77    | 79,828.36     | 45,166.87    | 80.4 %    |
| 511  | PUPIL TRANSPORTATION-CONTRACT    | 4,300,972.00  | 4,300,972.00  | 2,244,186.14  | 1,951,772.03  | 105,013.83   | 97.6 %    |
| 513  | PUPIL TRANSPORTATION-OTHER       | 2,000.00      | 2,000.00      | .00           | .00           | 2,000.00     | .0 %      |
| 515  | FIELD TRIPS                      | 106,200.00    | 109,545.00    | 57,513.61     | 42,610.98     | 9,420.41     | 91.4 %    |
| 521  | PROPERTY/LIABILITY INS           | 343,727.00    | 343,727.00    | 343,727.00    | .00           | .00          | 100.0 %   |
| 523  | MEDICAL INSURANCE-SPORTS PROGRAM | 21,000.00     | 21,000.00     | 14,200.00     | .00           | 6,800.00     | 67.6 %    |
| 530  | COMMUNICATIONS                   | 660.00        | 660.00        | 421.64        | 238.36        | .00          | 100.0 %   |
| 531  | TELEPHONES                       | 86,554.00     | 86,554.00     | 48,271.07     | 38,566.57     | 283.64       | 100.3 %   |
| 532  | POSTAGE                          | 35,483.00     | 35,483.00     | 17,134.86     | 16,640.80     | 1,707.34     | 95.2 %    |
| 540  | ADVERTISING EXPENSE              | 1,725.00      | 1,725.00      | 1,113.29      | .00           | 611.71       | 64.5 %    |
| 550  | PRINTING EXPENSE                 | 58,754.00     | 58,154.00     | 20,891.09     | 6,532.37      | 30,730.54    | 47.2 %    |
| 560  | TUITION EXPENSE                  | 1,700.00      | 1,700.00      | .00           | .00           | 1,700.00     | .0 %      |
| 561  | TUITION-CONN LEA                 | 645,678.00    | 645,678.00    | 452,523.90    | 120,020.58    | 73,133.52    | 88.7 %    |
| 563  | TUITION-PRIVATE FACILITY         | 1,618,975.00  | 1,618,975.00  | 834,712.11    | 840,655.91    | 56,393.02    | 103.5 %   |
| 580  | TRAVEL EXPENSES                  | 34,692.00     | 34,792.00     | 14,949.57     | 7,056.84      | 12,785.59    | 63.3 %    |
| 611  | INSTRUCTIONAL SUPPLIES           | 530,258.00    | 508,297.00    | 301,496.16    | 33,091.91     | 173,708.93   | 65.8 %    |
| 612  | NON-INSTRUCTIONAL SUPPLIES       | 194,329.00    | 188,724.00    | 134,848.60    | 25,196.25     | 28,679.15    | 84.8 %    |
| 613  | MAINTENANCE SUPPLIES             | 200,060.00    | 200,060.00    | 176,720.18    | 24,848.20     | 1,508.38     | 100.8 %   |
| 614  | MAINTENANCE COMPONENTS           | 31,625.00     | 31,625.00     | 18,821.83     | 1,529.38      | 11,273.79    | 64.4 %    |
| 615  | SUPPLIES/NON-FOOD                | 3,265.00      | 3,265.00      | 1,493.96      | .00           | 1,771.04     | 45.8 %    |
| 619  | GROUNDSKEEPING SUPPLIES          | 4,432.00      | 4,432.00      | 2,068.31      | 541.69        | 1,822.00     | 58.9 %    |
| 622  | ELECTRICITY                      | 925,755.00    | 925,755.00    | 409,807.42    | 465,192.58    | 50,755.00    | 94.5 %    |
| 623  | BOTTLED GAS                      | 638.00        | 638.00        | 536.64        | 33.78         | 67.58        | 89.4 %    |
| 624  | OIL                              | 350,969.00    | 350,969.00    | 49,503.36     | 301,465.64    | .00          | 100.0 %   |
| 625  | NATURAL GAS                      | 316,715.00    | 316,715.00    | 91,995.79     | 143,886.21    | 80,833.00    | 74.5 %    |
| 626  | GASOLINE                         | 51,218.00     | 51,218.00     | 16,098.68     | 27,901.32     | 7,218.00     | 85.9 %    |
| 641  | TEXTS-NEW/NON-CONSUMABLE         | 52,286.00     | 52,153.00     | 34,991.59     | 781.07        | 16,380.34    | 68.6 %    |
| 642  | TEXTS-REP/ADD NON-CONSUMABLE     | 46,430.00     | 46,090.00     | 28,345.17     | 530.95        | 17,213.88    | 62.7 %    |
| 644  | TEXTS-REP/ADD CONSUMABLE         | 72,230.00     | 73,653.00     | 59,303.19     | .00           | 14,349.81    | 80.5 %    |
| 645  | LIBRARY BOOKS                    | 90,727.00     | 90,727.00     | 36,551.74     | 20,482.21     | 33,693.05    | 62.9 %    |
| 646  | WORKBOOKS                        | 57,702.00     | 63,778.00     | 52,684.18     | 1,294.35      | 9,799.47     | 84.6 %    |
| 647  | PERIODICALS                      | 27,235.00     | 27,235.00     | 11,566.42     | 2,707.99      | 12,960.59    | 52.4 %    |
| 720  | BUILDINGS & IMPROVEMENTS         | 255,300.00    | 255,300.00    | 148,648.19    | 6,981.40      | 99,670.41    | 61.0 %    |
| 731  | INSTRUCTIONAL EQUIPMENT-NEW      | 32,382.00     | 38,026.00     | 17,035.56     | 3,310.89      | 17,679.55    | 53.5 %    |



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11:31:39

New Milford Board of Education  
APPROPRIATIONS BY OBJECT REPORT AS OF 1/31/2013

Page 2  
USER - BARBARA

FUND 001 000 GENERAL FUND

| Obj.              | Description                        | Approved      | Adjusted      | Expended      | Encumbered    | Balance      | Pct. Used |
|-------------------|------------------------------------|---------------|---------------|---------------|---------------|--------------|-----------|
| 732               | INSTRUCTIONAL EQUIPMENT-REPLACEMEN | 12,131.00     | 13,943.00     | 6,735.82      | 119.99        | 7,087.19     | 49.2 %    |
| 733               | NON-INSTRUCTIONAL EQUIPMENT-NEW    | 378,221.00    | 382,329.00    | 248,765.85    | 105,271.80    | 28,291.35    | 92.6 %    |
| 734               | NON-INSTRUCTION EQUIPMENT-REPLACEM | 23,368.00     | 27,644.00     | 8,512.48      | 298.00        | 18,833.52    | 31.9 %    |
| 810               | DUES & FEES                        | 79,671.00     | 82,224.00     | 59,889.00     | 1,800.00      | 20,535.00    | 75.0 %    |
| 900               | FEE REVENUE                        | 165,043.00-   | 165,043.00-   | 61,963.50-    | .00           | 103,079.50-  | .0 %      |
| 910               | TUITION REVENUE                    | 110,420.00-   | 110,420.00-   | 19,874.00-    | .00           | 90,546.00-   | .0 %      |
| 920               | GRANT REVENUE STATE                | 807,401.00-   | 807,401.00-   | .00           | .00           | 807,401.00-  | .0 %      |
| 960               | MEDICAID REIMBURSEMENT             | 50,000.00-    | 50,000.00-    | 12,231.13-    | .00           | 37,768.87-   | .0 %      |
| 965               | VENDOR REBATE REVENUE              | 40,000.00-    | 40,000.00-    | 10,675.62-    | .00           | 29,324.38-   | .0 %      |
| 998               | TRANSFER IN                        | .00           | .00           | 11,076.00-    | .00           | 11,076.00    | .0 %      |
| ** FINAL TOTAL ** |                                    | 57,557,533.00 |               | 29,532,458.10 |               | 6,124,751.89 |           |
|                   |                                    |               | 57,557,533.00 |               | 21,900,323.01 |              | 89.4 %    |
| "FINAL TOTAL"     |                                    | 57,194,266.00 |               | 25,409,422.81 |               | 6,245,689.50 |           |
| 1/31/2012         |                                    |               | 57,194,266.00 |               | 25,539,153.69 |              | 89.1%     |
| Variance          |                                    | 363,267.00    | 363,267.00    | 4,123,035.29  | -3,638,830.68 | -120,937.61  | 0.3%      |

**NEW MILFORD PUBLIC SCHOOLS  
BUDGET TRANSFER REQUESTS – RECOMMENDED  
BOE MEETING DATE: 2/12/13**

| <b>Transfer #</b> | <b>Description</b>                             | <b>From:<br/>Account#</b> | <b>Amount</b> | <b>To:<br/>Account #</b> | <b>Amount</b> |
|-------------------|--|---------------------------|---------------|--------------------------|---------------|
| HPS 001           | CT Assoc. of Schools –<br>Membership Fee       | 01-612-2410               | \$200.00      | 01-810-2410              | \$200.00      |
| SMS 001           | WB Mason – Replace<br>Damaged Chair            | 04-432-2490               | \$196.00      | 04-734-2490              | \$196.00      |
| SMS 002           | Apple – 5 iPads and<br>Accessories             | 04-641-1105               | \$3,135.00    | 04-731-1105              | \$3,135.00    |
| NMHS 001          | Amer. Library Assoc. –<br>ALA Dues             | 05-611-2222               | \$150.00      | 05-810-2222              | \$150.00      |
| NMHS 002          | JTR Transportation –<br>Buses for Band Trips   | 05-733-1109               | \$3,345.00    | 05-515-1109              | \$3,345.00    |
| CO 001            | Mileage for Person Now<br>Going From C/O to HS | 15-339-2320               | \$100.00      | 15-580-2510              | \$100.00      |





# NEW MILFORD HIGH SCHOOL

388 Danbury Road, New Milford, CT 06776  
(860) 350-6647 Fax (860) 210-2256  
web address: [www.newmilfordps.org/nhs/](http://www.newmilfordps.org/nhs/)

Greg P. Shugrue, *Principal*  
Elizabeth Curtis, *Assistant Principal*  
Tracy-Ann Menzies, *Interim Supervisor of Special Education*

Marc Balanda, *Assistant Principal*  
Christopher Longo, Ed.D., *Assistant Principal*  
Lance Pliego, *Athletic Director*

February 1, 2013

Dear Dr. Paddyfote,

I am writing to inform you and the Board of Education of the gift we are hoping to receive for our boys' and girls' basketball programs. Dr. Michael Grill has graciously offered to purchase and donate a "shooting machine" at a cost of \$7,000.

This machine "rebounds" shots and actually passes the ball back to the shooter. It also keeps track of shots, shooting percentage, and can work with multiple students shooting at a time. With this machine, our teams can get many more repetitions with less down time, allowing us to work harder AND smarter!

The machine can be kept easily in our storage closet, is portable and is easy to set up. The maintenance for the machine is also within our means, keeping this machine viable for years to come. It is truly a perfect gift for our program!

I want to thank Dr. Michael Grill for his generosity and interest in our program. He is a great example of the kind of support we have from this community.

Respectfully,

Lance Pliego

#### **New Milford 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.*

**TOWN OF NEW MILFORD AND BOARD OF EDUCATION  
INTERNAL SERVICE FUND ANALYSIS**

|   |                      |                  |
|---|----------------------|------------------|
| FUND BALANCE 6/30/2012 (UNAUDITED)                      | \$ 6,753,742.34      |                  |
| REVENUES (UNAUDITED)                                    |                      | \$ 10,962,927.18 |
| EXPENDITURES (UNAUDITED)                                |                      | \$ 12,081,474.87 |
| RESULTS OF OPERATIONS                                   | \$ (1,118,547.69)    |                  |
| BEGINNING BALANCE 7/1/12 (UNAUDITED)                    | \$ 5,635,194.65      |                  |
| IBNR (INCURRED BUT NOT REPORTED) ADJUSTMENT 6/30/12     | \$ (433,599.00)      |                  |
| ADJUSTED BALANCE 7/1/12 (UNAUDITED)                     | \$ 5,201,595.65      |                  |
| BUDGET RELIEF FY 2013 (BOE \$1,150,000, TOWN \$600,000) | \$ (1,750,000.00)    |                  |
| 20% STOP GAP RESERVE                                    | \$ (1,637,400.00)    | a                |
| IBNR (INCURRED BUT NOT REPORTED)                        | \$ (831,800.00)      | b                |
| PHARMACEUTICAL RESERVE                                  | \$ (137,800.00)      | c                |
| OPEB (OTHER POST EMPLOYMENT BENEFITS)                   | \$ (371,900.00)      | d                |
| H&H (HEART AND HYPERTENSION)                            | \$ (177,750.00)      | e                |
| FINAL BALANCE 6/30/13 (EST)                             | <u>\$ 294,945.65</u> |                  |

a) The maximum liability reserve represents the difference between the expected paid claims for fiscal year ending 6/30/13 and the estimated maximum liability for CIGNA medical claims based on 120% aggregate stop loss coverage.

b) This reserve represents the estimated liability of claims that have been reported but not paid and claims that have been incurred but not reported.

c) This reserve represents 5% of expected prescription drug and dental paid claims.

d) Appropriation of funds to be put into a trust for the payment of future medical costs for our retired police and teachers.

e) Medical and prescription expenses with regard to police officers that have filed for coverage under the workmans compensation regulation.



THE SEGAL COMPANY,  
30 Waterside Drive Suite 300 Farmington, CT 06032-3069  
T 860.678.3000 F 860.678.3090 www.segalco.com

*Final*  
*12/13*

## MEMORANDUM

**To:** New Milford – Town and Board of Education

**From:** Terry DeMattie  
Emily K. Swift

**Date:** May 4, 2012

**Re:** Updated Budget Projections for Fiscal Years Ending 2012, 2013 and 2014  
Funding Rates Effective July 1, 2012

Attached are the exhibits for the updated budget projections for the fiscal years ending June 30<sup>th</sup> 2012, 2013 and 2014. We have included separate exhibit for the combined group, the Town only and the Board of Education only. In addition, we have included the exhibits for the July 1, 2012 funding rates for the Town and the Board of Education. Below are some highlights regarding the budget projections.

- > The combined Town and Board of Education budget projections for fiscal year ending June 30, 2013 is **\$11,844,900**, which represents a **2.5% decrease** from the original budget amount for fiscal year ending June 30, 2013 of \$12,142,500, released in December 2011.
- > The Maximum Liability Reserve of **\$1,637,400** represents the difference between the expected paid claims for fiscal year June 30, 2013 and the estimated maximum liability for CIGNA medical claims based on 120% aggregate stop loss coverage. CIGNA set the maximum liability in the July 1, 2012 renewal. The maximum liability for 2014 has been estimated based on the projected medical claims for the fiscal year.
- > Claims Fluctuation Margin of **\$137,800** represents 5% of expected prescription drug and dental paid claims. It is recommended to protect against claim volatility resulting from high claimants and normal month-to-month variances in paid claims.
- > The Estimated IBNR Reserve of **\$831,800** represents the estimated liability of claims that have been reported but not paid and claims that have been incurred but not reported.

Benefits, Compensation and HR Consulting Offices throughout the United States and Canada



Founding Member of the Multinational Group of Actuaries and Consultants, a global affiliation of independent firms

**New Milford Board of Education  
Operations Sub-Committee Minutes  
February 5, 2013  
Lillis Administration Building, Room 2**

Present: Mr. Thomas McSherry, Chairperson  
Mr. David A. Lawson  
Mrs. Lynette Celli Rigdon  
Mr. William Wellman

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
Mr. Joshua Smith, Assistant Superintendent  
Mr. Gregg Miller, Director of Fiscal Services  
Mrs. Laura Olson, Director of Pupil Personnel & Special Services  
Mr. Daniel DiVito, Director of Technology

GEORGE C. BJORCKEE  
TOWN CLERK

2013 FEB -7 P 1:03

NEW MILFORD, CT

|    |   |  |
|----|---|--|
| 1. | <b>Call to Order</b><br>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:32 p.m. by Mr. McSherry.  | <b>Call to Order</b>   |
| 2. | <b>Public Comment</b> <ul style="list-style-type: none"> <li>None</li> </ul>  | <b>Public Comment</b>  |
| 3. | <b>Discussion and Possible Action</b> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote noted that this Exhibit would be revised before next week's Board meeting.</li> </ul> <p>Mrs. Celli Rigdon moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li>Budget Position as of January 31, 2013</li> <li>Request for Budget Transfers</li> </ol> <ul style="list-style-type: none"> <li>Mr. Miller noted that we are running slightly behind last year's numbers. He gave an update</li> </ul> | <b>Discussion and Possible Action</b> <p><b>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p> <p><b>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</b></p> <p><b>Monthly Reports</b></p> <ol style="list-style-type: none"> <li>Budget Position as of January 31, 2013</li> <li>Request for Budget Transfers</li> </ol> |

|  |   |   |
|--|---|---|
|  | <p>on the Utilities lines: line 622 electric is trending \$50,000 to the good; line 624 oil is just slightly ahead of last year and should come in on budget; line 625 natural gas could trend down slightly but should finish between \$50,000 and \$60,000 to the good. He said he would discuss other budget trends next month.</p> <ul style="list-style-type: none"> <li>• Mrs. Celli Rigdon asked for clarification on the chair in budget transfers. Mr. Miller said this was for the SMS Assistant Principal whose chair had been damaged by a roof leak.</li> <li>• Mr. Wellman asked what line 1124 Distributive Ed covered and was told that this was for Business Marketing at the high school. He asked what 1211 Excel stood for and Mr. Miller said there was a typo. Dr. Paddyfote said it stood for Experiential Center for Early Learning. Mr. Wellman asked if all the transportation in 2710 was reimbursable. Mr. Miller said this line covered all transportation and only a portion was reimbursable.</li> </ul> <p>Mr. Lawson moved to bring the monthly reports: Budget Position as of January 31, 2013 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <p><b>1. Equipment Donation to New Milford High School</b></p> <ul style="list-style-type: none"> <li>• Mr. Wellman asked for clarification of the phrase "maintenance within our means" regarding the donation and Mr. Miller said he would ask for specifics.</li> <li>• Mrs. Celli Rigdon asked why the request was being submitted after the donation has already been made. Dr. Paddyfote said it was a courtesy. Mr. Lawson said he thought it would be more courteous to the Board to be notified</li> </ul> | <p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position as of January 31, 2013 and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>Gifts &amp; Donations</b></p> <p><b>1. Equipment Donation to New Milford High School</b></p> |
|--|---|---|

|  |   |  |
|--|---|--|
|  | <p>prior to the donation.</p> <p>Mr. Lawson moved to bring Gifts &amp; Donations: Equipment Donation to New Milford High School to the full Board for approval. Motion seconded by Mrs. Celli Rigdon and passed unanimously.</p> <p><b>D. Update on Internal Service Fund</b></p> <ul style="list-style-type: none"> <li>• Mr. Miller distributed a handout on the Internal Service Fund. Dr. Paddyfote said this topic came up at a meeting with the town regarding the adopted budget at which they asked the town for a detailed accounting of the fund.</li> <li>• Mr. Miller said based on the handout, any relief for this year is projected to be minimal if at all.</li> <li>• Mr. Lawson asked when audited numbers would be available. Mr. Miller said probably in late February.</li> <li>• Mr. Lawson stated that he has found the Internal Service Fund mystifying over the years and does not see that it works for the district financially.</li> <li>• Mr. McSherry said he is uncomfortable with the extreme fluctuations from year to year, the transfer of funds to other accounts, and would like to see more level use of the fund for relief from year to year.</li> <li>• Mr. Lawson said the term relief was not correct as it was in fact a refund from overpayment.</li> <li>• Mr. Wellman questioned the meaning of the IBNR (Incurred But Not Reported) line. He asked if the bottom line was that the fund needed over \$5,000,000 to maintain. Mr. Miller said that was correct, and that contributions are made monthly to the account.</li> <li>• Mr. McSherry asked for an accounting of actual claims history. He said that since insurance is such a huge cost, it has serious budget implications. Mr. Miller said he would research that.</li> </ul> | <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: Equipment Donation to New Milford High School to the full Board for approval.</b></p> <p><b>Update on Internal Service Fund</b></p> |
|--|---|--|



[illegible]

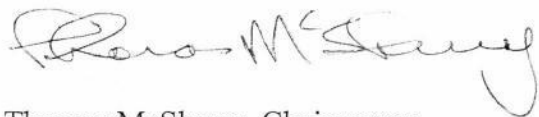


the town regarding the security of school and municipal buildings. The mayor had asked for and received a list from Dr. Paddyfote of security priorities which included updating the district's security and vulnerability assessment. Dr. Paddyfote believes that the mayor plans to request an appropriation of emergency funds at the next Town Council meeting which would include the funding the new study. Dr. Paddyfote consulted with the Board counsel who said it was possible to use the same company, Guidepost Solutions, which did the 2007 study for the update without going out to bid. Dr. Paddyfote distributed a copy of their proposal.

- Chief Boyne had emailed Dr. Paddyfote with the name of another company that was recommended to him, Margolis/Healy. Dr. Paddyfote distributed that proposal as well. If this company is preferred, we will need to go through the bid process. Dr. Paddyfote said this could be problematic as timeliness is critical to use of emergency funds.
- Mr. McSherry asked if Margolis/Healy was an original bidder and Mr. Miller said he did not believe so.
- Mrs. Celli Rigdon asked when the vendors would report back the results of their study. Guidepost would report back within four weeks. Margolis/Healy would report back within 45 to 60 days.
- Mr. Lawson said he was comfortable with using Guidepost who has been here before and is less expensive. He was concerned that Margolis/Healy gave only colleges and universities as references.
- Mr. Wellman asked if tonight's motion was to actually choose a vendor or to refer to the full Board for discussion. Dr. Paddyfote said she would prefer they choose a vendor tonight with the caveat that it is pending an appropriation from the town.
- Mr. McSherry said he was comfortable with

|    |  |   |
|----|--|---|
|    | <p>Guidepost as they were very thorough in 2007 and would have even more experience in the field now.</p> <ul style="list-style-type: none"><li>• Mr. Wellman said he was not prepared to decide tonight because he wants to review the materials presented.</li><li>• Mrs. Celli Rigdon said she was prepared to decide tonight but that she too preferred receiving materials ahead of time.</li></ul> <p>Mr. Lawson moved to recommend to the full Board that Guidepost Solutions to do an updated security and vulnerability assessment pending receipt of funding from the town, seconded by Mrs. Celli Rigdon.</p> <p>Motion passed 3-1.</p> <p>Yes: Mr. Lawson, Mr. McSherry, Mrs. Celli Rigdon<br/>No: Mr. Wellman</p> | <p><b>Motion made and passed to recommend to the full Board that Guidepost Solutions to do an updated security and vulnerability assessment pending receipt of funding from the town.</b></p> |
| 4. | <p><b>Adjourn</b></p> <p>Mr. Lawson moved to adjourn the meeting at 8:28 p.m. seconded by Mrs. Celli Rigdon and passed unanimously.</p>  | <p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:28 p.m.</b></p>  |

Respectfully submitted:



Thomas McSherry, Chairperson  
Operations Sub-Committee