

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

OPERATIONS SUB-COMMITTEE  
MEETING NOTICE

<b>SDATE:</b>	October 1, 2013
<b>TIME:</b>	7:30 P.M.
<b>PLACE:</b>	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**

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. Purchase Resolution D-658
2. Budget Position as of 9/30/13
3. Request for Budget Transfers

**C. Gifts & Donations**

1. PTO – Exhibit B
2. Goldring Family Foundation – Exhibit C

**D. Grant Approvals**

1. District Consolidated Grant
2. Title III Grant

**E. Request for Additional Teacher**

**F. Substitute Rates**

1. Teachers
2. Para-educators
3. Secretaries
4. Tutors

**G. Update on Adult Education**

**4. Items of Information**

- A. The Village Green Scholarship
- B. Affordable Care Act
- C. Update on Transportation Complaints
- D. Update on Grants and Financial Software
- E. New Legislation

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SEP 27 2013

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SEP 27 2013, CT

5. Adjourn

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

Alternates: Mrs. Daniele Shook  
Vacancy

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
October 8, 2013  
Released as of September 27, 2013

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **Mrs. Marybeth D'Amico**, Part-time Special Education Teacher, Faith Academy  
Move that the Board of Education accept the resignation of **Mrs. Marybeth D'Amico** as a Part-time Special Education Teacher at Faith Academy effective on or about October 9, 2013.
2. **Ms. Becky Waters**, Social Studies Teacher, Schaghticoke Middle School  
Move that the Board of Education accept the resignation of **Ms. Becky Waters** as a Social Studies Teacher at Schaghticoke Middle School effective on or about October 21, 2013.

Personal Reasons

Took position elsewhere

**2. CERTIFIED STAFF**

**b. APPOINTMENTS**

1. **Mrs. Amanda Silva**, Part-time Special Education Teacher, Faith Academy  
Move that the Board of Education appoint **Mrs. Amanda Silva** as Part-time Special Education Teacher at Faith Academy effective October 9, 2013.  
2013-2014 salary - \$54,259 (Step 4F), pro-rated to 7 hours per week

*Education History:*  
BS: Russell Sage College  
Major: Elementary Education  
MS: Framingham State College  
Major: Special Education

*Work Experience:*  
2 yrs. NMPS  
2 yrs. Faith Academy

Replace: M. D'Amico

**3. NON-CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **Mrs. Sharon Arciola**, Secretary/Receptionist for Guidance, New Milford High School  
Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Sharon Arciola** as Secretary/Receptionist for Guidance at New Milford High School effective January 1, 2014.
2. **Mrs. Nancy Carlson**, Computer Scheduler, New Milford High School  
Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Nancy Carlson** as Computer Scheduler at New Milford High School effective January 1, 2014.

Retirement

Retirement

#### 4. NON-CERTIFIED STAFF

##### b. APPOINTMENTS

1. **Mrs. Lia Bauso**, Paraeducator, Sarah Noble Intermediate School  
Move that the Board of Education appoint **Mrs. Lia Bauso** as Paraeducator at Sarah Noble Intermediate School effective October 9, 2013.
2. **Mrs. Susan Berry**, Part-time Paraeducator, Northville Elementary School  
Move that the Board of Education appoint **Mrs. Susan Berry** as a part-time Paraeducator at Northville Elementary School effective October 9, 2013.
3. **Mrs. Michelle Freeman**, Paraeducator, Hill and Plain School  
Move that the Board of Education appoint **Mrs. Michelle Freeman** as Paraeducator at Hill and Plain School effective October 9, 2013.

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

Replacing: B. Cecchini

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

Replacing: S. Carlson

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

Replacing: M. Gustafson

#### 5. SUBSTITUTES/INTERNS

##### b. APPOINTMENTS

1. **Ms. Sara Bouchard**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Sara Bouchard** as a Substitute Teacher effective October 9, 2013.
2. **Mrs. Elke Cilia**, Substitute Teacher  
Move that the Board of Education appoint **Mrs. Elke Cilia** as a Substitute Teacher effective October 9, 2013.
3. **Ms. Amy Crookshank**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Amy Crookshank** as a Substitute Teacher effective October 9, 2013.
4. **Ms. Grace Curry**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Grace Curry** as a Substitute Teacher effective October 9, 2013.
5. **Mr. Joseph DiFabbio**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Joseph DiFabbio** as a Substitute Teacher effective October 9, 2013.

*Education History:*  
BFA: Ithaca College  
Major: Theater Arts

*Education History:*  
BS: Pedagogical Acad. of the  
Fed. Rep., Salzburg Austria  
Major: Biology  
MS: College of Mt. St. Vincent  
Major: Urban & Multicultural  
Education

*Education History:*  
BA: Quinnipiac University  
Major: Psychology

*Education History:*  
BS: University of Ohio  
Major: Fashion & Retail  
Studies

*Education History:*  
BA: Manhattan College  
Major: English

6. **Mr. Arthur Eidelson**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Arthur Eidelson** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BSEE: Rochester Inst. of Tech.  
Major: Electrical Engineering  
MSed: Long Island University  
Major: Adolescent Education
7. **Ms. Kara Gabriel**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Kara Gabriel** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BS: Plymouth State University  
Major: Early Childhood Studies
8. **Mr. Morgan Hill**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Morgan Hill** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BA: Kutztown University  
Major: History  
MA: University of Bridgeport  
Major: Elementary Education
9. **Mr. Adam Lavender**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Adam Lavender** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BA: Brandeis  
Major: Anthropology
10. **Ms. Elizabeth Mott**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Elizabeth Mott** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BA: Ashford University  
Major: Psychology
11. **Mr. Bruce Nadler**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Bruce Nadler** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BS: City University of New York  
Major: Economics
12. **Mr. Charles O'Neill**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Charles O'Neill** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BS: Rensselaer Polytechnic Institute  
Major: Civil Engineering
13. **Ms. Kelly Romaine**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Kelly Romaine** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BS: WCSU  
Major: Health Education
14. **Ms. Sarah Selke**, Substitute Teacher  
Move that the Board of Education appoint **Ms. Sarah Selke** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BA: Hofstra University  
Major: Psychology
15. **Mrs. Amanda Silva**, Substitute Teacher  
Move that the Board of Education appoint **Mrs. Amanda Silva** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BS: Russell Sage College  
Major: Elementary Education  
MS: Framingham State College  
Major: Special Education
16. **Mr. Patrick Tishion**, Substitute Teacher  
Move that the Board of Education appoint **Mr. Patrick Tishion** as a Substitute Teacher effective October 9, 2013.  
*Education History:*  
BS: UCONN  
Major: Biology

**17. Mrs. Jennifer Trocolla, Substitute Teacher**

Move that the Board of Education appoint **Mrs. Jennifer Trocolla** as a Substitute Teacher effective October 9, 2013.

*Education History:*

BS: WCSU  
Major: Secondary Education  
History  
MS: WCSU  
Major: Special Education

**18. Mrs. Colleen Wall, Substitute Teacher**

Move that the Board of Education appoint **Mrs. Colleen Wall** as a Substitute Teacher effective October 9, 2013.

*Education History:*

BS: Cedar Crest College  
Major: Nutrition  
BA: Gettysburg College  
Major: French

**19. Ms. Gabrielle Weinberg, Substitute Teacher**

Move that the Board of Education appoint **Ms. Gabrielle Weinberg** as a Substitute Teacher effective October 9, 2013.

*Education History:*

BA: WCSU  
Major: American Studies  
MAT: Sacred Heart University  
Major: Elementary Education

**6. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None currently

**7. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. None currently

**8. BAND STAFF**

**a. RESIGNATIONS**

1. None currently

**9. BAND STAFF**

**b. APPOINTMENTS**

1. **Mrs. Kimberly Dzamko**, Volunteer Color Guard Liaison, New Milford High School

Move that the Board of Education appoint **Mrs. Kimberly Dzamko** as a Volunteer Color Guard Liaison effective October 9, 2013.

Volunteer

**10. COACHING STAFF**

**a. RESIGNATIONS**

1. **Ms. Victoria Giudice**, Volunteer Girls' Field Hockey Coach, New Milford High School

Move that the Board of Education accept the resignation of **Ms. Victoria Giudice** as Volunteer Girls' Field Hockey Coach at New Milford High School effective September 12, 2013.

Personal Reasons

- 2. Mr. Scott McLean**, Boys' Varsity Swimming Coach, New Milford High School

Move that the Board of Education accept the resignation of **Mr. Scott McLean** as Boys' Varsity Swimming Coach at New Milford High School effective September 4, 2013.

Personal reasons

**11. COACHING STAFF**

**b. APPOINTMENTS**

- 1. None currently**

**12. LEAVES OF ABSENCE**

- 1. None currently**



NEW MILFORD PUBLIC SCHOOLS  
PURCHASE RESOLUTION D-658  
BOE MEETING DATE: 10/8/13

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9-30-13

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.

<u>PO #</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT #</u>
52486	All-Star Transportation – SPED Portion of 2013-2014 Student Transport per Contract	\$168,454.00	12-511-2710
52487- 52490	All-Star Transportation – Student Transport 2013-2014 per Bus Contract	\$2,768,718.73	15-511-2710
53166	All-Star Transportation – In/Out District Transportation SPED	\$ 55,000.00	12-511-2710
	Regular Ed	\$ 50,000.00	15-511-2710
	Alter. Ed	<u>\$ 15,000.00</u>	05-511-2710
		\$119,000.00	
53315	PSA Healthcare – Nurse Services at JPS	\$5,000.00	11-323-2130
53349	WB Mason – Toners	\$5,017.77	10-611-1119
53411	McMar Design – Door Security Devices for All Schools	\$8,164.00	17-734-7001
53412	Norbert E. Mitchell Co. – Fuel for Buses for 2013-2014	\$460,000.00	15-511-2710
53413	US Security Associates – Security 2013-2014	\$ 22,500.00	01-339-2660
		\$ 22,500.00	02-339-2660
		\$ 22,500.00	03-339-2660
		\$ 22,500.00	04-339-2660
		\$ 22,500.00	06-339-2660
		<u>\$ 10,000.00</u>	1000-004-5555
		\$122,500.00	
53435	Sportsmen's of Litchfield – Soccer Goal Nets	\$ 350.00	05-432-3210
		<u>\$7,420.05</u>	05-612-3210
		\$7,770.05	
53443	Select Physical Therapy – Contracted Athletic Training Services 2013-2014	\$26,500.00	05-333-3210
53447	Shi International – Chromebooks, Microsoft Exchange Server and Thinkpad.	\$22,665.10	10-733-1119
53480	New Milford Septic Services – Septage Disposal & Tank and Grease Trap Cleanings	\$11,200.00	14-433-2620



NEW MILFORD PUBLIC SCHOOLS  
PURCHASE RESOLUTION D-658  
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<u>PO #</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT #</u>
53486	Willco Sales & Service – Folding Walls Preventive Maintenance	\$8,732.00	14-433-2620
53491	Trebron Co. – Sophos Computer Security System	\$8,137.00	15-339-2840
53559	Northwest Evaluation – Web Based Map Assessment Subscription for Non Title I Schools	\$12,592.00	10-611-1130

FUND 001 000

## SECONDARY REPORT BY PROGRAM AS OF 9/30/2013

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	915,611.00	916,967.00	105,783.46	756,906.04	54,277.50	94.1 %
1102	NON DEPT INSTRUCTION	6,454,243.00	6,454,243.00	761,539.69	5,446,062.79	246,640.52	96.2 %
1103	BUSINESS EDUCATION	322,059.00	322,059.00	40,417.02	276,911.68	4,730.30	98.5 %
1104	ENGLISH/LANGUAGE ARTS	1,858,510.00	1,863,510.00	280,261.01	1,287,298.31	295,950.68	84.1 %
1105	WORLD LANGUAGE	967,015.00	967,015.00	131,014.25	862,902.16	26,901.41	102.8 %
1106	HOME ECONOMICS	99,483.00	99,483.00	12,374.47	75,500.24	11,608.29	88.3 %
1107	INDUSTRIAL ARTS	222,568.00	222,568.00	33,497.63	195,491.33	6,420.96	102.9 %
1108	MATHEMATICS	1,599,581.00	1,599,581.00	260,984.98	1,324,668.05	13,927.97	99.1 %
1109	MUSIC	877,338.00	877,338.00	126,487.76	720,949.68	29,900.56	96.6 %
1110	PHYSICAL EDUCATION	959,160.00	959,160.00	119,007.21	817,830.11	22,322.68	97.7 %
1111	SCIENCE	1,624,025.00	1,624,025.00	219,304.43	1,402,400.42	2,320.15	99.9 %
1112	SOCIAL STUDIES	1,419,933.00	1,420,461.00	217,906.06	1,187,461.59	15,093.35	98.9 %
1113	PATIENT CARE TECHNOLOGY	18,044.00	18,865.00	1,963.77	14,401.03	2,500.20	86.7 %
1116	HEALTH AND SAFETY	318,588.00	318,588.00	36,799.46	265,510.69	16,277.85	94.9 %
1118	CAREER EDUCATION	27,848.00	27,848.00	2,458.56	14,751.44	10,638.00	61.8 %
1119	COMPUTER EDUCATION	440,601.00	440,601.00	51,991.40	280,021.72	108,587.88	75.4 %
1121	REMEDIAL READING	894,528.00	894,528.00	110,387.74	693,736.50	90,403.76	89.9 %
1123	ENGLISH LANGUAGE LEARNERS	155,127.00	155,127.00	20,047.02	129,180.74	5,899.24	96.2 %
1124	DISTRIBUTIVE EDUCATION	58,510.00	58,510.00	7,021.20	51,488.80	.00	100.0 %
1127	ART	769,437.00	770,108.00	97,697.04	652,018.18	20,392.78	97.4 %
1128	GENERAL INSTRUCT SUPPLIES	380,390.00	369,925.00	92,425.25	126,245.58	151,254.17	59.1 %
1129	SUBSTITUTE TEACHERS	399,722.00	399,722.00	33,218.46	.00	366,503.54	8.3 %
1130	INSTRUCTIONAL TESTING	117,473.00	120,593.00	22,636.86	92,246.00	5,710.14	95.3 %
1131	NON DEPT INSTRUCT GR 6-12	76,669.00	91,669.00	6,839.81	15,500.00	69,329.19	24.4 %
1210	GIFTED TALENTED/ENRICHMNT	114,670.00	114,670.00	14,643.48	90,365.76	9,660.76	91.6 %
1211	EXCEL-EXPER. CTR EARLY LEARN	433,944.00	433,944.00	97,482.89	422,278.47	85,817.36	119.8 %
1212	SPECIAL ED-NON CATEGORICL	5,109,045.00	5,057,045.00	520,955.67	4,458,892.44	77,196.89	98.5 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	143,910.00	143,910.00	10,654.14	165,044.62	31,788.76	122.1 %
1270	TUTORIAL	182,654.00	182,654.00	9,101.14	.00	173,552.86	5.0 %
1271	HOMEBOUND INSTRUCTION	82,559.00	82,559.00	631.53	.00	81,927.47	.8 %
1290	OTHER SPECIAL EDUCATION	295,661.00	293,271.00	65,326.76	224,393.05	3,551.19	98.8 %
1291	SPEC ED PARA SUBSTITUTES	124,775.00	124,775.00	9,287.00	.00	115,488.00	7.4 %
1310	ADULT ED-BASIC PROGRAM	77,768.00	77,768.00	10,797.61	.00	66,970.39	13.9 %
1311	ADULT ED-HIGH SCHL EQUIV	3,672.00	3,672.00	208.56	.00	3,463.44	5.7 %
1410	SUMMER SCHOOL-REMEDIAL	.00	.00	.00	.00	.00	.0 %
2113	SOCIAL WORK SERVICES	262,576.00	262,576.00	34,743.58	227,057.78	774.64	99.7 %
2120	GUIDANCE SERVICES	984,824.00	984,824.00	127,611.58	824,344.74	32,867.68	96.7 %
2130	HEALTH SERVICES	1,053,341.00	1,053,341.00	54,325.68	828,606.67	170,408.65	83.8 %
2140	PSYCHOLOGICAL SERVICES	434,741.00	434,741.00	54,106.85	364,991.67	15,642.48	96.4 %
2150	SPEECH AND HEARING	675,042.00	675,042.00	89,262.59	563,965.18	21,814.23	96.8 %
2211	STAFF DEVELOPMENT & TRAIN	108,235.00	108,235.00	2,281.57	.00	105,953.43	2.1 %
2212	CURRICULUM DEVELOPMENT	202,951.00	206,071.00	31,798.00	75,456.06	98,816.94	52.0 %

FUND 001 000 GENERAL FUND

## SECONDARY REPORT BY PROGRAM AS OF 9/30/2013

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2630	BUILDING USE ADMINISTRATION	35,035.00-	35,035.00-	450.00	1,050.00	36,535.00-	4.3-%
2660	SECURITY	146,806.00	146,806.00	2,926.12	190,951.88	47,072.00-	132.1 %
2710	TRANSPORTATION	4,335,393.00	4,320,393.00	590,320.19	3,882,745.02	152,672.21-	103.5 %
2790	NON-REIMBURSABLE TRANSPRT	1,024.00	1,024.00	1,289.20	.00	265.20-	125.9 %
2810	PLANNING & EVALUATION	30,013.00	30,013.00	.00	1,750.00	28,263.00	5.8 %
2820	COMMUNICATION & COMM/STAFF RELATION	28,594.00	28,329.00	4,374.86	15,625.68	8,328.46	70.6 %
2830	RECRUITING/PERSONNEL SERV	190,064.00	193,196.00	44,123.98	127,920.48	21,151.54	89.1 %
2840	TECHNOLOGY	254,756.00	259,802.00	102,289.47	153,102.56	4,409.97	98.3 %
2910	SOCIAL SECURITY	603,950.00	603,950.00	100,599.15	.00	503,350.85	16.7 %
2920	MEDICARE	481,074.00	481,074.00	68,496.66	.00	412,577.34	14.2 %
2930	LIFE INSURANCE	99,608.00	99,608.00	14,905.37	84,702.63	.00	100.0 %
2940	DISABILITY INSURANCE	84,539.00	84,539.00	12,045.03	72,493.97	.00	100.0 %
2950	MEDICAL INSURANCE	7,030,159.00	7,030,159.00	1,757,539.77	.00	5,272,619.23	25.0 %
2960	UNEMPLOYMENT INSURANCE	177,352.00	177,352.00	17,383.00	85,137.00	74,832.00	57.8 %
2970	OTHER BENEFITS	826,439.00	826,439.00	556,952.00	262,416.00	7,071.00	99.1 %
2980	PENSION-NON CERTIFIED EMPLOYEES	635,000.00	635,000.00	661,158.00	.00	26,158.00-	104.1 %
3210	INTERSCHOLASTIC SPORTS	631,908.00	631,908.00	118,097.37	208,981.70	304,828.93	51.8 %
3211	INTRAMURAL SPORTS	19,891.00	19,891.00	.00	.00	19,891.00	.0 %
3212	OTHER STUDENT ACTIVITIES	203,767.00	203,767.00	3,386.42	7,302.13	193,078.45	5.2 %
6110	TUITION-CONN PUB SCHL DIS	516,081.00	568,081.00	161,286.26	508,947.81	102,153.07-	118.0 %
6130	TUITION-NON PUBLIC SCHL	1,445,189.00	1,445,189.00	197,860.40	1,632,630.01	385,301.41-	126.7 %
7001	CAPITAL-FACILITIES	261,630.00	261,630.00	92,745.70	25,323.00	143,561.30	45.1 %
7002	CAPITAL-TECHNOLOGY	214,130.00	214,130.00	3,472.00	64,620.00	146,038.00	31.8 %
7003	CAPITAL-OTHER	2,850.00	2,850.00	.00	.00	2,850.00	.0 %
** FINAL TOTAL **		59,634,148.00		10,650,475.29		11,286,883.36	
			59,634,148.00		37,696,789.35		81.1 %
"FINAL TOTAL"		57,557,533.00		10,050,123.58		11,125,710.52	
9/30/2012			57,557,533.00		36,381,698.90		80.7%
Variance		2,076,615.00	2,076,615.00	600,351.71	1,315,090.45	161,172.84	0.4%

FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,613,891.00	27,620,520.00	3,571,169.91	22,937,348.12	1,112,001.97	96.0 %
112	SALARY-NON-CERTIFIED	8,312,498.00	8,302,039.00	1,415,154.53	3,745,066.91	3,141,817.56	62.2 %
200	EMPLOYEE BENEFITS	9,935,569.00	9,935,569.00	3,186,558.98	504,749.60	6,244,260.42	37.2 %
321	INSTRUCTIONAL PROGRAMS	41,451.00	41,451.00	3,488.40	12,398.00	25,564.60	38.3 %
322	PROGRAM IMPROVEMENT	122,301.00	122,301.00	14,072.51	.00	108,228.49	11.5 %
323	PUPIL SERV. (COUNSEL, GUID)	640,583.00	640,583.00	51,872.00	463,442.50	125,268.50	80.4 %
324	STAFF SERVICES (TRAINING)	131,725.00	131,725.00	3,543.45	4,155.00	124,026.55	5.8 %
331	AUDIT SERVICES	25,000.00	25,000.00	25,000.00	.00	.00	100.0 %
332	LEGAL SERVICES	181,004.00	181,004.00	100,495.00	.00	80,509.00	55.5 %
333	MEDICAL SERVICES	27,695.00	27,695.00	9,000.00	17,500.00	1,195.00	95.7 %
336	INSURANCE SERVICES	2,484.00	2,484.00	643.00	1,357.00	484.00	80.5 %
339	PURCH. SERVICES-OTHER	1,825,803.00	1,777,633.00	224,798.60	1,313,308.42	239,525.98	86.5 %
411	WATER	76,944.00	76,944.00	8,269.23	68,674.77	.00	100.0 %
412	SEWAGE	30,346.00	30,346.00	22,656.00	.00	7,690.00	74.7 %
413	FIRE DISTRICT	1,295.00	1,295.00	.00	.00	1,295.00	.0 %
421	GARBAGE AND REFUSE	79,482.00	79,482.00	16,533.86	62,948.14	.00	100.0 %
431	INSTRUCT EQUIPMENT REPAIR	14,400.00	14,400.00	640.80	828.00	12,931.20	10.2 %
432	NON-INSTRUCT EQUIPMENT REPAIR	76,769.00	76,439.00	17,996.16	28,096.58	30,346.26	60.3 %
433	BUILD & GROUNDS-REPAIR	335,793.00	335,793.00	143,315.89	163,934.47	28,542.64	91.5 %
442	NON-INSTRUCT EQUIPMENT-RENT	261,283.00	261,283.00	69,032.62	100,594.17	91,656.21	64.9 %
511	PUPIL TRANSPORTATION-CONTRACT	4,455,264.00	4,455,264.00	583,976.01	3,884,502.30	13,214.31-	100.3 %
513	PUPIL TRANSPORTATION-OTHER	1,500.00	1,500.00	.00	.00	1,500.00	.0 %
515	FIELD TRIPS	112,425.00	112,425.00	6,346.78	85,203.22	20,875.00	81.4 %
521	PROPERTY/LIABILITY INS	343,727.00	343,727.00	.00	343,727.00	.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	119.96	540.04	.00	100.0 %
531	TELEPHONES	81,370.00	81,370.00	17,137.88	64,234.62	2.50-	100.0 %
532	POSTAGE	35,998.00	35,998.00	6,246.04	29,202.30	549.66	98.5 %
540	ADVERTISING EXPENSE	1,525.00	1,525.00	760.50	45.50	719.00	52.9 %
550	PRINTING EXPENSE	61,668.00	61,746.00	17,091.75	1,518.00	43,136.25	30.1 %
560	TUITION EXPENSE	5,000.00	5,000.00	.00	.00	5,000.00	.0 %
561	TUITION-CONN LEA	596,276.00	648,276.00	161,286.26	508,947.81	21,958.07-	103.4 %
563	TUITION-PRIVATE FACILITY	1,894,174.00	1,894,174.00	197,860.40	1,632,630.01	63,683.59	96.6 %
580	TRAVEL EXPENSES	38,660.00	38,660.00	7,682.82	8,104.69	22,872.49	40.8 %
611	INSTRUCTIONAL SUPPLIES	453,314.00	443,934.00	121,727.36	90,203.39	232,003.25	47.7 %
612	NON-INSTRUCTIONAL SUPPLIES	202,626.00	202,283.00	70,244.70	20,059.90	111,978.40	44.6 %
613	MAINTENANCE SUPPLIES	202,525.00	202,525.00	106,641.73	76,975.34	18,907.93	90.7 %
614	MAINTENANCE COMPONENTS	32,416.00	32,416.00	6,158.81	13,062.40	13,194.79	59.3 %
615	SUPPLIES/NON-FOOD	3,318.00	3,318.00	.00	.00	3,318.00	.0 %
619	GROUNDKEEPING SUPPLIES	4,543.00	4,543.00	1,626.33	2,916.67	.00	100.0 %
622	ELECTRICITY	879,467.00	879,467.00	164,665.63	714,801.37	.00	100.0 %
623	BOTTLED GAS	1,715.00	1,715.00	91.26	268.74	1.355.00	21.0 %

GL2041R 9/27/2013  
8:42:08  
FUND 001 000 GENERAL FUND

New Milford Board of Education  
APPROPRIATIONS BY OBJECT REPORT AS OF 9/30/2013

Page 2  
USER - GMILLER

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	15,029.00	15,029.00	3,357.21	7,093.73	4,578.06	69.5 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	321,028.00	321,028.00	7,601.89	96,206.54	217,219.57	32.3 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	185,891.00	185,891.00	38,017.00	728.14	148,602.14	20.1 %
810	DUES & FEES	73,693.00	74,288.00	50,433.50	340.00	23,514.50	68.3 %
900	FEE REVENUE	212,228.00-	212,228.00-	816.50-	.00	211,411.50-	.0 %
910	TUITION REVENUE	117,800.00-	117,800.00-	.00	.00	117,800.00-	.0 %
920	GRANT REVENUE STATE	877,032.00-	877,032.00-	.00	.00	877,032.00-	.0 %
960	MEDICAID REIMBURSEMENT	25,000.00-	25,000.00-	60,217.08-	.00	35,217.08	.0 %
965	VENDOR REBATE REVENUE	37,450.00-	37,450.00-	25,000.00-	.00	12,450.00-	.0 %
** FINAL TOTAL **		59,634,148.00		10,650,475.29		11,286,883.36	
			59,634,148.00		37,696,789.35		81.1 %
"FINAL TOTAL" 9/30/2012		57,557,533.00	57,557,533.00	10,050,123.58	36,381,698.90	11,125,710.52	80.7%
Variance		2,076,615.00	2,076,615.00	600,351.71	1,315,090.45	161,172.84	0.4%

**NEW MILFORD PUBLIC SCHOOLS  
BUDGET TRANSFER REQUESTS – RECOMMENDED  
BOE MEETING DATE: 10/8/13**

<b>Transfer #</b>	<b>Description</b>	<b>From: Account#</b>	<b>Amount</b>	<b>To: Account #</b>	<b>Amount</b>
HPS 001	Printworks – Student/ Parent Handbooks	01-612-2410	\$343.00	01-550-2410	\$343.00
C/O 001	On Line Course for Gifted & Talented Budgeted for in Wrong Account.	10-111-1210	\$3,830.00	10-339-1210	\$3,830.00

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

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September 17, 2013

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.

**Sarah Noble Intermediate School requests the following:**

\$6,000.00 is requested for High Tech High Touch for the 4<sup>th</sup> grade.

**Schaghticoke Middle School requests the following:**

\$2,900.00 is requested for Rachel's Challenge.

Sincerely,  
Jennifer Cahalan  
TW PTO Secretary



# Goldring Family Foundation

**RECEIVED**

SEP 25 2013

NEW MILFORD SCHOOLS  
SUPERINTENDENTS OFFICE

September 23, 2013

Ms. JeanAnn Paddyfote  
Superintendent of Schools  
50 East Street  
New Milford, CT 06776

## Contributions

Dear JeanAnn:

As we discussed, I enclose two contributions for use by the New Milford public school system.

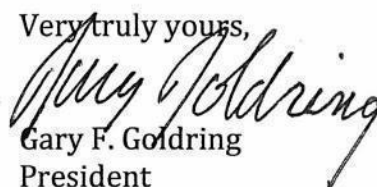
The first contribution, in the amount of \$32,795.18, is to be used to purchase certain engineering equipment as listed in Exhibit A to this letter. The goal is to enhance the engineering program at the school through Project Lead The Way.

The second contribution is the initial grant to be used to fund a scholarship that will be known as "The Village Green Scholarship". This scholarship is to be awarded annually to the most outstanding male and female student at the New Milford High School. Each student will be awarded a \$10,000 scholarship, payable in equal amounts of \$2,500, over 4 years to be used by that student to attend a four-year college upon graduation from the high school. Students may apply or be nominated by a teacher or other person associated with the school.

The criteria for awarding the scholarship are subjective and would include evaluation of academics, extra-curricular activities and general accomplishments by the student. As noted above, it is important that the scholarship winners are truly "outstanding". I would be involved to some extent in the final selection process. While I intend to provide the money, in advance, to fully fund two scholarships each year, I reserve the right to terminate new funding at any time.

I hope that these grants are helpful to our local students and teachers and look forward to working with you in the future to find other opportunities for me to support the school system.

Very truly yours,



Gary F. Goldring  
President

48 Mill Pond Road • Sherman, CT 06784 • 860.354.7223

[gfgoldring@hotmail.com](mailto:gfgoldring@hotmail.com)

## Grant 2013\_2014

## 2013-2014 NMHS Engineering Grant Items

Vex Kits	\$12,560.00
SSA (Structural Analysis)	\$4,338.00
Printers (color laser and plotter + ink/paper)	\$4,774.63
3-D printer	\$3,963.75
3-D Scanner	\$3,438.00
Hydraulic Demonstration Kit	\$2,600.00
Wards	\$288.80
EPSON scanners	\$595.00
Button Maker Kit	\$237.00
<b>Total</b>	<b>\$32,795.18</b>

Total **DOES** include shipping and handling

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



Joshua Smith  
Assistant Superintendent of Schools

TO: Dr. JeanAnn C. Paddyfote  
FROM: Joshua Smith  
DATE: September 27, 2013  
RE: 2013-2014 Grants

The grants listed below will be used to supplement district funds and not to supplant them. It breaks down as follows:

- **District Consolidated Grant**

**Title I** – (\$210,635) *Improving Basic Programs Operated by Local Educational Agencies*. Last year we received \$153,340. This money is used to purchase assessment and data collection materials, hire one literacy coach, one math coach, and for student support services at our Title I schools.

**Title II** – (\$66,179) *Teacher and Principal Training and Recruiting*. Last year we received \$63,626. This money is used for professional development for our certified staff.

- **Title III Grant** – (\$19,009) *English Language Acquisition and Language Enhancement*. Last year we received \$20,515. This money is used for an ELL instructional tutor.



**NEW MILFORD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**50 East Street**  
**New Milford, Connecticut 06776**  
**Telephone (860)-355-8406**

**MEMORANDUM**

**TO:** Board of Education Members  
**FROM:** JeanAnn C. Paddyfote, Ph.D.  
**DATE:** September 27, 2013  
**RE:** Request for Additional Teacher at Hill and Plain School

The overall enrollment at Hill and Plain School is eight students above the projection of 464 students. Prior to the opening of school, the enrollment for kindergarten was at 98 students. As of today, there are 107 students enrolled in kindergarten with five sections: 22, 22, 21, 21, and 21.

It has been brought to my attention by the administration and staff at Hill and Plain School that the composition of these classes further complicates the picture. There are 21 students who require services from the English Language Learners program and seven of the 21 students do not speak any English. In addition, there are children with special education and/or speech and language needs.

There are two options that can be considered to address this situation.

**Option 1**

The first option is to hire a teacher for Hill and Plain School and create a sixth section of kindergarten with five sections of 18 students and one section of 17 students. This option would be disruptive to 17 or 18 students. However, the disruption would be offset by an opportunity to optimize class size and each student's learning experience. The funds for this teacher would come out of the certified salary account which is favorable due to savings from staff that left and the replacements that were hired at a lower rate. Please see the chart below.



Teacher Late Retirement	Teacher Retires	New Hire	Difference
Grade 3	77,563	49,200	28,363
Guidance	71,886	51,934	19,952
Health	83,011	76,916	6,095
Grade 7	76,758	60,640	16,118
Grade 4	83,170	51,649	31,521
Total	392,388	290,339	102,049

**Option 2**

The kindergarten enrollment at John Pettibone School was projected at 90 students. Prior to the opening of school there were 79 students registered in kindergarten. During the first week of school the overall enrollment at John Pettibone School was 20 students below the projection of 407 students. Historically, we have some parents who enroll their children after Labor Day. However, that didn't happen this year at John Pettibone School.

Currently, there are five kindergarten teachers at John Pettibone and class sizes are as follows: 16, 16, 14, 15, 15. We could collapse a class at John Pettibone and reassign the children to the other four classes. In this instance, the teacher with the least seniority is the teacher of 16 students. Hence, we would have to disrupt the kindergarten experience for 16 John Pettibone students in order to transfer that teacher to Hill and Plain School. This is in addition to the disruption to the 17 or 18 Hill and Plain students. This option is cost neutral and not viewed as the best option because of the impact on the 16 children at John Pettibone School.

# Memorandum from the Offices of the Directors of Human Resources and Fiscal Services

**TO:** Dr. JeanAnn Paddyfote  
**FROM:**  Ellamae Baldelli, Gregg Miller   
**RE:** Substitute Pay Rates  
**DATE:** September 25, 2013

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At the September Operations Sub-Committee meeting, we informed the Committee members that we would be bringing data about substitute rates to the October Operations Sub-Committee to review.

Attached are two informational sheets. The first is an informational sheet on the rates of pay from surrounding school districts for a substitute teacher, paraeducator and secretary. The second sheet is historical data from the past three years regarding the number of staff absences as well as the number of unfilled absences.

It is our recommendation that the Board consider raising the rates for a teacher substitute, paraeducator and secretary.

District	Sub Teacher	After # days	After # days	Other	Sub Para	Sub Secy	Sub Cust.
New Milford	\$70/day	after 90 cumulative days of subbing goes to \$75/day	LT Sub 1-20 days - \$115	LT sub 21-40 days Step 1BS - \$47,989 or Step 1 MS - \$50, 379	\$9.00/hr. (\$63/day)	\$8.50/hr	\$10/hr. or \$12/hr based on experience
Bethel	\$72/day	after 20 days \$77/day	LT sub goes to 1st step after 30 days (approx. \$257)		\$72/day after 20 days \$77/day	\$72/day after 20 days \$77/day	\$15/hr
Brookfield	\$75/day	LT sub on 11th day - \$100/not retroactive	LT sub on 21st day- BA step 1 (approx. \$252)/ not retroactive	If sub in LT position is absent 3 consecutive days go, rate goes back to \$75 If LT known at onset (lesson plans, etc.) start sub at BA step 1	\$10/hr (based on 6 hrs)	\$10/hr (based on 7.5 hrs)	\$12/hr.
Danbury	\$90/day	LT sub after 40 days -goes to \$249/day (teacher per diem)			\$11.25/hr (based on 6 hrs)	\$12/hr.	\$11/hr.
New Fairfield	\$75/day	If LT \$85/day for 1- 20 days	20-40 days \$105/day After 40 days - Appr. contract step	Also have perm. building subs (2 per elem, 1 ms,1 hs) - \$80/day	\$9.63/hr	none used	\$10/hr.
Newtown	\$75/day	if LT sub - \$75 x5 days, then \$90/day for 30 days	After 30 days, step1 of BA on scale -approx. \$240/day	Retired Newtown teachers are given BA 1st step (even MA 1st step if asked)	\$13.38/hr.	\$18.76/hr (higher for admin support)	none used
Information came from a combination of HR and Payroll personnel.							

Information came from a combination of HR and Payroll personnel.



**Handed Out**

	Total Absences	No. needing fill	No. Unfilled	% unfilled
2010-11				
Teacher	5949	4614	296	6
Para	2132	1793	271	15
Secretary	702	291	47	16
2011-12				
Teacher	6592	5383	479	9
Paraeducator	2472	2220	478	22
Secretary	871	396	61	15
2012-13				
Teacher	6295	5197	609	12
Paraeducator	2878	2653	619	23
Secretary	753	753	69	9

<b>New Milford Public Schools</b>						
<b>Substitute Rates of Pay</b>						
<b>2013-14</b>						
	<b>Current</b>	<b>Proposed</b>	<b>Pay</b>	<b>\$ Increase</b>	<b>Annual Est.</b>	
	<b>Rate</b>	<b>Rate</b>	<b>Frequency</b>	<b>Increment</b>	<b>Budgetary</b>	
					<b>Impact</b>	
Teacher Substitute	\$70.00	\$75.00	Per Diem	\$5.00		\$19,065.00
after 90 Cumulative days	\$75.00	\$80.00	Per Diem	\$5.00		\$9,915.00
Paraeducator Substitute	\$9.00	\$9.50	Hourly	\$0.50		\$6,310.50
Secretary Substitute	\$8.50	\$9.50	Hourly	\$1.00		\$2,791.00
				<b>Totals:</b>		<b>\$38,081.50</b>

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



**Joshua Smith**  
**Assistant Superintendent of Schools**

TO: JeanAnn C. Paddyfote, Ph.D.  
FROM: Joshua Smith  
DATE: September 27, 2013  
RE: Adult Education Program

**Adult Education**

In August of 2013 the Director of the Adult Education Program resigned. We have been seeking to hire a replacement since that time and have not found any interested and qualified applicants. I believe that the lack of possible candidates is due to our current program's structure and a change is warranted. Below I have outlined our current structure and suggested changes to move the program forward.

**The current structure for our Adult Education Program management is:**

1 Part-time Director; hours 5 PM to 9:30 PM, Monday – Thursday for 39 weeks. The position requires Administrative Certification and that the person is on-site. Currently the stipend is tied to student enrollment and equates to \$13,000 annually. Our directors for the past five years have all been administrators or teachers from the high school. Since the position opened in early August, there have been nine applicants, all external. Three of these applicants were qualified but dropped out of the process once it was clear that it would only be part-time. There were no internal applicants.

Upon further research into the difficulties filling the position I have identified the following reasons and deficiencies in our current structure:

- As a part-time position the role was filled by a person who worked from 7 AM to 9:30 PM which results in burnout and turnover. (For the past five years it has been a teacher or administrator from NMHS)
- Demands for teachers and administrators continue to rise and many are unable to extend themselves.
- The current \$13,000 stipend to work 5 PM to 9:30 PM for ten months is difficult for anyone other than an administrator or teacher already employed by the district.

- Salary is currently enrollment driven and fluctuates. This is compounded by the fact that the position is not structured to market, recruit or grow the program.
- As a second job, it has been difficult for a director to manage the program requirements and fulfill obligations that take place outside of actual instructional time.

#### Suggested Program Enhancements:

I would like to discuss the possibilities of changing the program and the role to include a full-time program manager. The expanded position would be able to build a more comprehensive program and better meet the needs of the district. Options for suggested program improvements are outlined below:

#### Option One:

- Grow the Adult Education program to better meet student and community needs. This fall we will have an audit that will identify several areas where we are deficient; a part time director is not able to meet the expanding program demands of GED, ELL and Workforce Competitiveness.
- Oversee the computer based instructional program currently housed at Central Office. Our alternative day program options are limited and could be more effective.
- Design a full-time position from 1:30 PM – 9:30 PM from Monday through Thursday and 8 AM – 4 PM on Friday with a role as teacher and program manager to allow for a single focus on programming, community partnerships, alternative and adult learning needs.

#### Budget:

- Reprioritize objectives with minimum cost to the district
- Create new full-time 40 hour per week program manager position. Expected Salary \$60,000.
- Expanding the position to full-time can be accomplished in the 2013-14 academic year by reprioritizing the current grant, a short term reduction in services and a small increase in the budgeted funds.
  - Reduce and stream line professional development, program expansion and number of sections for the current year.
  - Reduce enrichment hours in year one.
  - Short term increase of \$10,000 (pro-rated) to be appropriated in 2013-14 budget.
  - Long term (within two years), grow programs and use grants, enrollment and partnerships to return budgeted allocations to 2012 levels.

Option Two:

- Maintain the current part-time position but expand the hours from 18 hours per week to 22 hours per week.
- Increase salary from \$13,000 to \$30,000 to include additional time for administrative tasks.
- Remove enrollment driven salary restriction.
- Reduce current program offerings to offset district costs.
- Continue status quo organization of day-time central office program.
- Seek alternative long term solutions.

Option Three:

- Seek to outsource the program to an educational non-profit.
- Anticipated costs: \$100,000
- Advantages: No management responsibilities to the district.
- Disadvantages: No programing or staffing controls, no connection to other district initiatives, no connection to the business community, no capacity to leverage grants or control cost increases.

**New Milford Board of Education  
Operations Sub-Committee Minutes  
October 1, 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  
Mrs. Ellamae Baldelli, Director of Human Resources  
Mr. Gregg Miller, Director of Fiscal Services  
Ms. Roberta Pratt, Director of Technology  
Mr. John Calhoun, Facilities Manager  
Mr. Joseph Olenik, Assistant Facilities Manager

LESLIE C. BUCKDEE  
TOWN CLERK

2013 OCT -4 A 9:25

NEW MILFORD, CT

60

1.	<b>Call to Order</b> The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 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>  <b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b> <ul style="list-style-type: none"> <li>Ms. Baldelli said there may be additions to this exhibit by Tuesday. Prescreening has started for the Accounting Manager and there are still vacancies to be filled: 0.5 Special Education at NMHS and English and Special Education at SMS. Interviews are ongoing.</li> </ul> Mrs. Celli Rigdon moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.  Motion seconded by Mr. Lawson.  Motion passed unanimously.	<b>Discussion and Possible Action</b>  <b>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b>  <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><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Purchase Resolution D-658</b></li> <li><b>2. Budget Position as of September 30, 2013</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <ul style="list-style-type: none"> <li>Mr. Lawson asked for clarification regarding account numbers 550 and 612. Mr. Miller said 550 is printing and 612 is non-instructional supplies.</li> </ul> <p>Mrs. Celli Rigdon moved to bring the monthly reports: Purchase Resolution D-658, Budget Position as of September 30, 2013 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO – Exhibit B</b></li> <li><b>2. Goldring Family Foundation – Exhibit C</b></li> </ol> <ul style="list-style-type: none"> <li>Mr. McSherry said the PTO donations are always appreciated and the Goldring Family Foundation donation is also very much appreciated.</li> <li>Mr. Lawson asked if the engineering donation was supplanting Project Lead the Way and Dr. Paddyfote said no that it is an addition to the budgeted amount. She said it is a much needed enhancement. Mr. Goldring had reviewed the program and offered a \$30,000 donation. The teachers provided a wish list in excess of that amount and Mr. Goldring funded the full amount requested.</li> <li>Mrs. Celli Rigdon said the donation was fantastic support for the program.</li> <li>Mr. Lawson asked if the program would eventually have four levels and Dr. Paddyfote said yes that the program was in its second year and building up to four levels.</li> <li>Mr. Lawson said the district is thankful for</li> </ul>	<p><b>Monthly Reports</b></p> <ol style="list-style-type: none"> <li><b>1. Purchase Resolution D-658</b></li> <li><b>2. Budget Position as of September 30, 2013</b></li> <li><b>3. Request for Budget Transfers</b></li> </ol> <p><b>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-658, Budget Position as of September 30, 2013 and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>Gifts &amp; Donations</b></p> <ol style="list-style-type: none"> <li><b>1. PTO – Exhibit B</b></li> <li><b>2. Goldring Family Foundation – Exhibit C</b></li> </ol>
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	<p>these donations and other assistance given to district students by organizations such as MVP-SOS.</p> <p>Mr. Lawson moved to bring Gifts &amp; Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p><b>D. Grant Approvals</b></p> <p><b>1. District Consolidated Grant</b></p> <p><b>2. Title III Grant</b></p> <ul style="list-style-type: none"> <li>Mr. McSherry said he was glad to see that both grants had increased. Mr. Smith said they are formula driven. Title I is tied to free and reduced membership which has increased.</li> <li>Mr. Lawson asked who is responsible for the data collection piece. Mr. Smith said most are electronic assessment tools. Teachers play a role but don't input data.</li> </ul> <p>Mr. Lawson moved to bring the District Consolidated Grant and Title III Grant to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p><b>E. Request for Additional Teacher</b></p> <ul style="list-style-type: none"> <li>Dr. Paddyfote said that enrollment at JPS never reached its projected mark and HPS, while not much higher overall, was up in numbers at the kindergarten level. The nature of the class was compounding the issue. She presented two options to the Committee. Option 1 has a cost associated with it but is less disruptive overall to students. Savings from late retirees could be used to fund this option. Option 2 is cost</li> </ul>	<p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO – Exhibit B and Goldring Family Foundation – Exhibit C to the full Board for approval.</b></p> <p><b>Grant Approvals</b></p> <p><b>1. District Consolidated Grant</b></p> <p><b>2. Title III Grant</b></p> <p><b>Motion made and passed unanimously to bring the District Consolidated Grant and Title III Grant to the full Board for approval.</b></p> <p><b>Request for Additional Teacher</b></p>
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	<p>neutral but disrupts a class at JPS too.</p> <ul style="list-style-type: none"> <li>• Mr. Wellman asked for more elaboration on the nature of the disruption. Dr. Paddyfote said the least senior teacher is at JPS and she would move to HPS as the additional teacher. Her 16 member class would be dispersed to other classes.</li> <li>• Mr. Lawson asked if there were special education students involved. Dr. Paddyfote said yes as well as ELL and 504 students.</li> <li>• Mrs. Celli Rigdon expressed concern about the timeliness of the change. Dr. Paddyfote said if approved by the Board the plan was to open the new section after the Columbus Day weekend. She said the move involves the moving of another class' physical space.</li> <li>• Mr. Lawson said this is an example of how projections can be incorrect. He is partial to Option 1 and favors sending the discussion to the full Board. He said kindergarten is the foundation of a student's education and we should choose the option least disruptive to students.</li> <li>• Mr. McSherry said he would recuse himself because his grandson is in one of the crowded classes at HPS.</li> <li>• Mrs. Celli Rigdon said she prefers Option 1 because it affects the least children and limits disruption.</li> </ul> <p>Mr. Lawson moved to bring the request for an additional teacher to the full Board for discussion.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed 3-0-1.</p> <p>Yes: Mr. Lawson, Mrs. Celli Rigdon, Mr. Wellman          Abstain: Mr. McSherry</p> <p><b>F. Substitute Rates</b></p> <ol style="list-style-type: none"> <li>1. Teachers</li> <li>2. Para-educators</li> </ol>	<p><b>Motion made and passed to bring the request for additional teacher to the full Board for discussion.</b></p> <p><b>Substitute Rates</b></p> <ol style="list-style-type: none"> <li>1. Teachers</li> <li>2. Para-educators</li> </ol>
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	<p><b>3. Secretaries</b> <b>4. Tutors</b></p> <ul style="list-style-type: none"><li>• Ms. Baldelli referenced the information provided regarding substitute rates and passed out a revision to the third sheet. She said the compiling of this information took over 20 hours since reporting is not automated yet. She said New Milford is close on starting pay for teacher substitutes in the area with the exception of Danbury and said that some subs do go to Danbury instead of New Milford. The secretary sub rate is close to a problem in that minimum wage is going up to \$9.00 on January 1, 2014. Para-educator rates are behind other districts. Ms. Baldelli passed out a sheet of recommended increases in the rates to be incorporated into budget planning for next year.</li><li>• Mr. Miller said the sheet shows a budgetary impact of over \$38,000 if the increases are made. The calculation was made using actual 2012-13 substitute numbers.</li><li>• Ms. Baldelli elaborated on the filled/unfilled numbers. She said a substitute is not always needed and gave the example of a teacher on a field trip. She said she did not want to minimize the 6% unfilled rate problem but New Milford's 94% fill rate for teachers is excellent.</li><li>• Ms. Baldelli said the Affordable Care Act may have an effect on this area down the road. As of January 2015 employees averaging 30 hours per week through the year must be offered insurance. This will include substitutes and tutors. The district may need to look at limiting a substitute's hours to avoid this. Also, new requirements say that a retired teacher in a shortage area who is used as a long term sub must be paid at the same level at which they went out.</li><li>• Mr. McSherry asked if there were a lot of subs who reach the 30 hours a week now and Mr.</li></ul>	<p><b>3. Secretaries</b> <b>4. Tutors</b></p>
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	<p>Miller said there were less than a dozen at this time and that it did not fluctuate greatly.</p> <ul style="list-style-type: none"> <li>• Mrs. Celli Rigdon asked what the budgetary amount would be for a dozen people for insurance. Mr. Miller said it would depend on the coverage chosen but estimated it would be between \$7,000 and \$20,000 each.</li> <li>• Mrs. Celli Rigdon asked what happened if the person went back down under 30 hours and Mr. Miller said that was not clearly defined now.</li> <li>• Mr. McSherry asked why the percentage of teachers unfilled is growing every year and Ms. Baldelli said she was not sure. Para-educator numbers unfilled is higher partly because many of them are qualified to sub as teachers and that pays better.</li> <li>• Mr. Lawson said we should not worry about whether or not we would need to offer a substitute insurance but what is best for students. A long term substitute is necessary for continuity. He said if cost efficiencies are sought the district should look to see if the number of absences can be reduced, for example decreasing the number of in-service requirements. He recommended bringing the increases forward to the Board now.</li> <li>• Mr. Miller said acting on the increases now would require a transfer of funds.</li> </ul> <p>Mr. Lawson moved to bring the Substitute Rates as recommended for teachers, para-educators and secretaries to the full Board for approval.</p> <p>There was no second.</p>	
<b>G.</b>	<b>Update on Adult Education</b>	<b>Update on Adult Education</b>
	<ul style="list-style-type: none"> <li>• Mr. Smith said he has been overseeing Adult Education since the last director resigned in June and no qualified replacement has been found. He believes the \$13,000 stipend and hours of 5:00 p.m. to 9:30 p.m. Monday through Thursday is making it difficult to find</li> </ul>	

a certified candidate. In the past the position has been filled by an in-district administrator or teacher with 092 certification but as daytime responsibilities have increased people are not willing to take on this added time. Mr. Smith outlined three options in a memo for the Board to discuss.

- Mr. Wellman asked if Mr. Smith had data on what the district needs. Mr. Smith said the GED and ELL populations are increasing.
- Mrs. Celli Rigdon asked what other districts are doing. Mr. Smith said there is a wide range. Many districts outsource the program. Mrs. Celli Rigdon said she thought the increase in hours and salary under option two was still too low to attract candidates. She asked Mr. Smith what the goals were for the Adult Education program. Mr. Smith said he thinks they are to serve the adult learners for high school equivalency or GED, to provide workforce competitive programs, and to offer community enrichment programs.
- Mr. Lawson asked what the program costs now. Mr. Smith said in 2013-14 the budget is \$81,000, supplemented by a grant of \$120,000.
- Mr. McSherry asked if there were other substantial grants available. Mr. Smith said there were major initiatives with federal and state money attached in the areas of ELL, CNA, home health care and workforce initiatives.
- Mrs. Celli Rigdon asked for the number of people who used Adult Education last year. Mr. Smith said it was over 200 not including enrichment courses.
- Mr. Lawson asked if the search for candidates could be expanded to the tri-state area. Mr. Smith said a Connecticut certification is required.
- Though no motion was made, the consensus of the Committee was to put the item on the full Board agenda for further discussion.

4.	<b>Items of Information</b>	
A.	<b>The Village Green Scholarship</b>	<b>The Village Green Scholarship</b>
	<ul style="list-style-type: none"> <li>• Dr. Paddyfote said that in addition to his generous donation to Project Lead the Way, Mr. Goldring was establishing a scholarship with a starting donation of \$20,000 to be awarded to two outstanding seniors at New Milford High School. The distribution would be for \$2500 per student each year for four years.</li> </ul>	
B.	<b>Affordable Care Act</b>	<b>Affordable Care Act</b>
	<ul style="list-style-type: none"> <li>• Ms. Baldelli said that the district was required to notify all employees about the insurance exchange before October 1, 2013. Approximately 1000 correspondence pieces were distributed.</li> </ul>	
C.	<b>Update on Transportation Complaints</b>	<b>Update on Transportation Complaints</b>
	<ul style="list-style-type: none"> <li>• Mr. Miller said there have been nine complaints so far this year compared to twenty last year at this time. He said many parent concerns are resolved by All-Star before they reach the Central Office level.</li> </ul>	
D.	<b>Update on Grants and Financial Software</b>	<b>Update on Grants and Financial Software</b>
	<ul style="list-style-type: none"> <li>• Mr. Miller said that currently grants are maintained in Quikbooks not in the AS400. The CPA partner in June recommended keeping the present set up until the conversion to MUNIS is accomplished in July 2014.</li> </ul>	
E.	<b>New Legislation</b>	<b>New Legislation</b>
	<ul style="list-style-type: none"> <li>• Dr. Paddyfote distributed a summary from Pullman &amp; Comley of new legislation that impacts Board of Education policies and practices. She said item 1 on physical exercise</li> </ul>	

and discipline was being incorporated into the district's current wellness policy. Item 2 regarding the written explanation to municipality on emergency line item transfers is also being addressed through policy changes. She suggested that Mr. Miller add a line to the current transfer form requiring a reason so the district will have a record. Dr. Paddyfote said item 3 prohibits the use of Alert Now and email to remind parents of any upcoming referendum. The district is already in compliance with item 4 requiring internet posting of spending since monthly reports are currently posted on the website. Item 5 regarding the development of school security and safety plans is very detailed. Dr. Paddyfote said this is another example of an unfunded mandate that will require time and resources. Item 6 does not apply to the district because none of our facilities has a pool. Item 7 on exemption from dissection is being addressed through policy changes. Item 8 expands Adult Education instruction. Item 9 is an amendment to the graduation policy which is being addressed through policy changes. Item 10 states that "stealing" school accommodations is no longer a crime, though a parent may still be civilly liable. Item 11 establishes the qualifications and responsibilities of athletic directors. We are already in compliance. Item 12 details assisting homeless youth in obtaining birth certificates. Item 13 requires the use of state-assigned student identification numbers on transcripts etc. which we have not done in the past. The district is exempt from compliance with Item 14 regarding electronic filing of unemployment tax returns because we have more than 250 employees.

- Mrs. Celli Rigdon asked what the budgetary impact of these items might be and Dr. Paddyfote said that was not known at this time.



Operations Sub-Committee Minutes

October 1, 2013

Lillis Administration Building, Room 2

5.	<b>Adjourn</b>  Mr. Lawson moved to adjourn the meeting at 8:52 p.m. seconded by Mrs. Celli Rigdon and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 8:52 p.m.</b>
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Respectfully submitted:



Thomas McSherry, Chairperson  
Operations Sub-Committee