

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

OPERATIONS SUB-COMMITTEE  
MEETING NOTICE

DATE: December 10, 2019  
TIME: 7:30 P.M.  
PLACE: Lillis Administration Building—Room 2

RECEIVED  
TOWN CLERK  
2019 DEC -6 A 11:04  
NEW MILFORD, CT

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order
2. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
  - B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.
3. Discussion and Possible Action
    - A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
    - B. Decision on Motion for Counsel Fees
    - C. Monthly Reports
      1. Budget Position dated 11/30/19
      2. Purchase Resolution D-729
      3. Request for Budget Transfers
    - D. Gifts & Donations
      1. PTO – Exhibit B
    - E. Celtic Energy
    - F. Grant
      1. Perkins V
  4. Items of Information
    - A. Relocation of Administrative Offices
    - B. Budget Drivers – District Wide
  5. Public Comment

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- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

**6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson  
Brian McCauley  
Eileen P. Monaghan**

**Alternates: Joseph Failla**

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
December 17, 2019

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

1. **Mrs. Kelly DeMichele**, School Guidance Counselor, New Milford High School

Move that the Board of Education approve the resignation of **Mrs. Kelly DeMichele** as School Guidance Counselor at New Milford High School effective January 25, 2020.

Personal Reasons

**2. CERTIFIED STAFF**

**b. NON-RENEWALS**

1. None

**3. CERTIFIED STAFF**

**c. APPOINTMENTS**

1. **Ms. Jessica Lionetti**, English Teacher, Schaghticoke Middle School

Move that the Board of Education appoint **Ms. Jessica Lionetti** as English Teacher at Schaghticoke Middle School effective January 2, 2020.

2019-2020 Salary – \$50,766 (Step 1B) pro-rated to start date

*Education History:*

BA: WCSU

Major: Secondary Education English

*Work Experience:*

LT Sub at SMS

Replacing: A. D’Orio

**4. MISCELLANEOUS STAFF**

**a. RESIGNATIONS**

1. None

**5. MISCELLANEOUS STAFF**

**b. APPOINTMENTS**

1. None

**6. NON-CERTIFIED STAFF AND LICENSED STAFF**

**a. RESIGNATIONS**

1. **Mrs. Michele Biondi**, Paraeducator, Schaghticoke Middle School

Move that the Board of Education approve the resignation of **Mrs. Michele Biondi** as Paraeducator at Schaghticoke Middle School effective November 20, 2019.

Transfer to secretarial bargaining unit

- |   |  |
|---|--|
| <p>2. <b>Ms. Samantha Christos</b>, Paraeducator, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education approve the resignation of <b>Ms. Samantha Christos</b> as Paraeducator at Sarah Noble Intermediate School effective December 7, 2019.</p>            | Transfer to secretarial bargaining unit  |
| <p>3. <b>Mrs. Teresa Torre</b>, Paraeducator, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education approve the resignation of <b>Mrs. Teresa Torre</b> as Paraeducator at Sarah Noble Intermediate School effective December 13, 2019.</p>                   | Took position elsewhere  |
| <p><b>7. NON-CERTIFIED AND LICENSED STAFF</b></p>   |  |
| <p><b>b. APPOINTMENTS</b></p>   |  |
| <p>1. <b>Mr. Danford Knowlton</b>, Custodian, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education approve the appointment of <b>Mr. Danford Knowlton</b> as Custodian at Sarah Noble Intermediate School effective December 23, 2019.</p>                   | \$23.03 per hour<br>8 hours per day<br><br>Replacing: W. Watson  |
| <p>2. <b>Mrs. Lisette Sanchez Alonso</b>, Part-time Paraeducator, Hill and Plain School<br/><u>Move</u> that the Board of Education approve the appointment of <b>Mrs. Lisette Sanchez Alonso</b> as Part-time Paraeducator at Hill and Plain School effective January 2, 2020.</p> | \$14.63 per hour - Hire Rate<br>\$16.16 per hour – Job Rate<br>(after completion of probationary period)<br>3.5 hours per day, 4 days per week<br><br>New budgeted |
| <p><b>8. ADULT EDUCATION STAFF</b></p>  |  |
| <p><b>a. RESIGNATIONS</b></p>   |  |
| <p>1. <b>None</b></p>   |  |
| <p><b>9. ADULT EDUCATION STAFF</b></p>  |  |
| <p><b>b. APPOINTMENTS</b></p>   |  |
| <p>1. <b>None</b></p>   |  |
| <p><b>10. BAND STAFF</b></p>  |  |
| <p><b>a. RESIGNATIONS</b></p>   |  |
| <p>1. <b>None</b></p>   |  |
| <p><b>11. BAND STAFF</b></p>  |  |
| <p><b>b. APPOINTMENTS</b></p>   |  |
| <p>1. <b>None</b></p>   |  |

**12. COACHING STAFF**

**a. RESIGNATIONS**

1. None

**13. COACHING STAFF**

**b. APPOINTMENTS**

1. **Ms. Tricia Blood**, Girls' Intramural Volleyball Coach, Schaghticoke Middle School  
Move that the Board of Education appoint **Ms. Tricia Blood** as Girls' Intramural Volleyball Coach at Schaghticoke Middle School effective February 1, 2020.

2019-2020 Stipend: \$992

Current Staff Member

2. **Mrs. Daniella Brooks**, Grade 3 Girls' and Boys' Intramural Kickball Coach, Sarah Noble Intermediate School  
Move that the Board of Education appoint **Mrs. Daniella Brooks** as Grade 3 Girls' and Boys' Intramural Kickball Coach at Sarah Noble Intermediate School effective January 30, 2020.

2019-2020 Stipend: \$1985

Current Staff Member

3. **Mrs. Daniella Brooks**, Girls' and Boys' Intramural Unified Sports Coach, Sarah Noble Intermediate School  
Move that the Board of Education appoint **Mrs. Daniella Brooks** as Girls' and Boys' Intramural Unified Sports Coach at Sarah Noble Intermediate School effective January 30, 2020.

2019-2020 Stipend: \$1985

Current Staff Member

4. **Mr. David Mumma**, Grade 3 Girls' and Boys' Intramural Kickball Coach, Sarah Noble Intermediate School  
Move that the Board of Education appoint **Mr. David Mumma** as Grade 3 Girls' and Boys' Intramural Kickball Coach at Sarah Noble Intermediate School effective January 30, 2020.

2019-2020 Stipend: \$1985

Current Staff Member

5. **Mr. Matt Wall**, Boys' Intramural Volleyball Coach, Schaghticoke Middle School  
Move that the Board of Education appoint **Mr. Matt Wall** as Boys' Intramural Volleyball Coach at Schaghticoke Middle School effective February 1, 2020.

2019-2020 Stipend: \$992

Current Staff Member

**14. LEAVES OF ABSENCE**

1. **Mrs. Christina Strell**, Elementary Teacher, Sarah Noble Intermediate School  
Move that the Board of Education approve an unpaid leave of absence for **Mrs. Christina Strell** from November 25, 2019 through April 4, 2020.

Unpaid



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

**3B**  
**Operations Sub-Committee**  
**December 2019**

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**TO: Kerry Parker, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: December 6, 2019**  
**RE: Decision on Motion for Counsel Fees**

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The Board of Education had opposed the New Milford Education Association's (NMEA) motion related to the 4/30/19 Supreme Court decision for counsel fees. The court decided this matter on Friday, November 22, 2019. All Board members were sent the "Memorandum Decision on Motion for Counsel Fees" via an email attachment from the Superintendent on Monday, November 25, 2019 to review. That document outlined the reasons that the court granted NMEA's motion for counsel fees arising from the appeal to the Supreme Court. The NMEA was seeking \$60,420.69 but was only awarded \$25,000.

The amount set aside to satisfy the settlement itself was \$18,441.56 more than we were obligated to pay. This amount has remained on the balance sheet since then. I am recommending that the \$18,441.56 be used to partially satisfy the court awarded counsel fees and the remainder to come from our current operating budget line for legal fees.

This will overdraw our operating line for legal fees if approved. There will be other legal fees through the second half of the year that would have drawn this line into the negative, besides this court award for counsel fees. As to not request several transfers, I am recommending that a single transfer be done later in the year and we allow this line to go into the negative for the time being.

Approval to pay this bill from the two accounts I am suggesting appears on Purchase Resolution D-729, for the Operations Subcommittee to consider on December 10, 2019.

The prohibited labor practice complaint brought against the NMEA by the BOE is still currently pending with the State Board of Labor Relations and I have no update on that portion of this case.



SUMMARY BY MOC (MAJOR OBJECT CODE)								
RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,786,342	-82,360	28,703,982	8,573,037	19,934,834	196,111	99.32%
100'S	SALARIES - NON CERTIFIED	9,334,085	0	9,334,085	3,290,916	4,318,871	1,724,297	81.53%
200'S	BENEFITS	11,327,946	0	11,327,946	5,541,879	4,979,441	806,626	92.88%
300'S	PROFESSIONAL SERVICES	4,087,606	82,360	4,169,966	1,535,970	1,919,145	714,851	82.86%
400'S	PROPERTY SERVICES	969,278	0	969,278	342,129	388,063	239,086	75.33%
500'S	OTHER SERVICES	7,628,684	0	7,628,684	2,601,603	4,327,673	699,408	90.83%
600'S	SUPPLIES	2,626,716	0	2,626,716	733,668	1,410,878	482,170	81.64%
700'S	CAPITAL	84,047	0	84,047	25,563	7,865	50,619	39.77%
800'S	DUES AND FEES	88,621	0	88,621	74,956	2,767	10,898	87.70%
900'S	REVENUE	-892,633	0	-892,633	-69,976	0	-822,657	7.84%
<b>GRAND TOTAL</b>		<b>64,040,692</b>	<b>0</b>	<b>64,040,692</b>	<b>22,649,746</b>	<b>37,289,536</b>	<b>4,101,410</b>	<b>93.60%</b>

SALARIES - NON CERTIFIED BREAKOUT								
OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	565,784	0	565,784	170,415	0	395,369	30.12%
51201	SALARIES - NON CERT - PARA EDUCATOR	2,009,328	0	2,009,328	610,190	1,372,240	26,899	98.66%
51202	SALARIES - NON CERT - SUBSTITUTES	854,478	0	854,478	337,801	0	516,677	39.53%
51210	SALARIES - NON CERT - SECRETARY	1,888,333	0	1,888,333	721,289	1,010,684	156,360	91.72%
51225	SALARIES - NON CERT - TUTORS	300,695	0	300,695	56,954	0	243,741	18.94%
51240	SALARIES - NON CERT - CUSTODIAL	1,891,646	0	1,891,646	733,026	894,335	264,285	86.03%
51250	SALARIES - NON CERT - MAINTENANCE	920,746	0	920,746	344,492	487,561	88,693	90.37%
51285	SALARIES - NON CERT - TECHNOLOGY	457,410	0	457,410	160,834	282,170	14,406	96.85%
51336	SALARIES - NON CERT - NURSES	445,665	0	445,665	155,916	271,882	17,867	95.99%
<b>TOTAL</b>		<b>9,334,085</b>	<b>0</b>	<b>9,334,085</b>	<b>3,290,916</b>	<b>4,318,871</b>	<b>1,724,297</b>	<b>81.53%</b>

BENEFIT BREAKOUT								
OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,931	-360	638,571	200,171	0	438,400	31.35%
52201	BENEFITS - MEDICARE	534,567	0	534,567	166,340	0	368,227	31.12%
52300	BENEFITS - PENSION	840,836	360	841,196	841,196	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	6,662	8,338	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,572,329	0	8,572,329	4,013,707	4,558,622	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	41,876	83,124	0	100.00%
52830	BENEFITS - LIFE INSURANCE	121,000	0	121,000	43,550	77,450	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	480,283	0	480,283	228,376	251,907	0	100.00%
<b>TOTAL</b>		<b>11,327,946</b>	<b>0</b>	<b>11,327,946</b>	<b>5,541,879</b>	<b>4,979,441</b>	<b>806,626</b>	<b>92.88%</b>



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,786,342	-82,360	28,703,982	8,573,037	19,934,834	196,111	99.32%
51200	NON-CERTIFIED SALARIES	9,334,085	0	9,334,085	3,290,916	4,318,871	1,724,297	81.53%
52000	BENEFITS	11,327,946	0	11,327,946	5,541,879	4,979,441	806,626	92.88%
53010	LEGAL SERVICES	213,500	0	213,500	204,405	3,800	5,295	97.52%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	20,456	0	54,544	27.27%
53200	PROFESSIONAL SERVICES	2,020,502	0	2,020,502	568,401	1,118,334	333,767	83.48%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	10,833	0	19,667	35.52%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	2,240	619	7,641	27.22%
53220	IN SERVICE	118,560	0	118,560	30,844	4,750	82,966	30.02%
53230	PUPIL SERVICES	931,976	82,360	1,014,336	350,843	627,476	36,017	96.45%
53300	OTHER PROF/ TECH SERVICES	65,215	0	65,215	18,401	6,526	40,289	38.22%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	260,690	0	260,690	156,971	14,210	89,510	65.66%
53530	SECURITY SERVICES	206,163	0	206,163	62,734	143,429	0	100.00%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	64,845	0	45,155	58.95%
54101	CONTRACTUAL TRASH PICK UP	92,995	0	92,995	30,838	16,380	45,777	50.77%
54301	REPAIRS & MAINTENANCE	455,243	0	455,243	167,083	223,931	64,230	85.89%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,203	0	1,297	48.11%
54303	GROUNDS MAINTENANCE	14,028	0	14,028	3,700	2,500	7,828	44.20%
54310	GENERAL REPAIRS	48,446	0	48,446	8,798	12,126	27,522	43.19%
54320	TECHNOLOGY RELATED REPAIRS	36,430	0	36,430	7,922	7,339	21,169	41.89%
54411	WATER	68,195	0	68,195	23,309	44,886	0	100.00%
54412	SEWER	22,900	0	22,900	22,294	0	606	97.35%
54420	LEASE/RENTAL EQUIP/VEH	228,541	0	228,541	76,982	80,902	70,657	69.08%
55100	PUPIL TRANSPORTATION - OTHER	106,250	0	106,250	32,195	71,105	2,950	97.22%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	13,793	0	9,207	59.97%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,560,865	0	4,560,865	1,431,233	3,047,723	81,909	98.20%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	279,746	0	279,746	279,746	0	0	100.00%
55300	COMMUNICATIONS	48,668	0	48,668	16,395	32,273	0	100.00%
55301	POSTAGE	35,531	0	35,531	9,220	26,311	0	100.00%
55302	TELEPHONE	77,145	0	77,145	47,136	30,009	0	100.00%





EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	5,000	0	5,000	2,425	278	2,298	54.05%
55505	PRINTING	51,372	0	51,372	30,764	3,363	17,244	66.43%
55600	TUITION	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION TO IN STATE DIST	796,641	0	796,641	280,244	211,103	305,294	61.68%
55630	TUITION TO PRIVATE SOURCES	1,540,697	0	1,540,697	446,868	895,247	198,582	87.11%
55800	TRAVEL	51,269	0	51,269	11,584	10,261	29,424	42.61%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,242	0	168,242	55,217	28,237	84,789	49.60%
56110	INSTRUCTIONAL SUPPLIES	415,078	0	415,078	171,743	83,720	159,616	61.55%
56120	ADMIN SUPPLIES	28,397	0	28,397	7,391	4,369	16,637	41.41%
56210	NATURAL GAS	194,960	0	194,960	25,452	169,508	0	100.00%
56220	ELECTRICITY	964,971	0	964,971	239,882	725,088	1	100.00%
56230	PROPANE	4,500	0	4,500	274	2,605	1,620	63.99%
56240	OIL	205,437	0	205,437	1,311	204,126	0	100.00%
56260	GASOLINE	33,246	0	33,246	3,946	21,762	7,538	77.33%
56290	FACILITIES SUPPLIES	308,111	0	308,111	124,838	118,057	65,215	78.83%
56291	MAINTENANCE COMPONENTS	15,000	0	15,000	4,063	6,937	4,000	73.33%
56292	UNIFORMS/ CONTRACTUAL	14,200	0	14,200	0	11,276	2,924	79.41%
56293	GROUNDSKEEPING SUPPLIES	22,750	0	22,750	2,139	11,861	8,750	61.54%
56410	TEXTBOOKS	60,228	0	60,228	29,352	8,363	22,513	62.62%
56411	CONSUMABLE TEXTS	55,481	0	55,481	7,579	2,414	45,488	18.01%
56420	LIBRARY BOOKS	58,696	0	58,696	22,331	10,217	26,149	55.45%
56430	PERIODICALS	19,157	0	19,157	11,971	174	7,012	63.40%
56460	WORKBOOKS	13,916	0	13,916	11,530	2,162	224	98.39%
56500	SUPPLIES - TECH RELATED	44,346	0	44,346	14,650	0	29,696	33.04%
57340	COMPUTERS/TECH HARDWARE	14,100	0	14,100	6,375	3,642	4,084	71.04%
57345	INSTRUCTIONAL EQUIPMENT	8,140	0	8,140	2,788	440	4,912	39.66%
57400	GENERAL EQUIPMENT	49,683	0	49,683	15,071	3,282	31,330	36.94%
57500	FURNITURE AND FIXTURES	12,124	0	12,124	1,329	501	10,294	15.10%
58100	DUES & FEES	88,621	0	88,621	74,956	2,767	10,898	87.70%
<b>EXPENDITURE TOTAL</b>		<b>64,933,325</b>	<b>0</b>	<b>64,933,325</b>	<b>22,719,722</b>	<b>37,289,536</b>	<b>4,924,068</b>	<b>92.42%</b>



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-533,633	0	-533,633	0	0	-533,633	0.00%
43105	MEDICAID REIMBURSEMENT	-51,000	0	-51,000	-10,345	0	-40,655	20.29%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES	-55,000	0	-55,000	-5,871	0	-49,129	10.67%
44800	REGULAR ED TUITION	-104,725	0	-104,725	0	0	-104,725	0.00%
44822	SPECIAL ED TUITION	-18,200	0	-18,200	0	0	-18,200	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-2,000	0	-23,400	7.87%
44861	PARKING PERMIT FEES	-64,824	0	-64,824	-45,000	0	-19,824	69.42%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	0	0	-10,000	0.00%
49102	TRANSFER IN-OTHER	-27,951	0	-27,951	-6,759	0	-21,192	24.18%
<b>REVENUE TOTAL</b>		<b>-892,633</b>	<b>0</b>	<b>-892,633</b>	<b>-69,976</b>	<b>0</b>	<b>-822,657</b>	<b>7.84%</b>

<b>GRAND TOTAL</b>	<b>64,040,692</b>	<b>0</b>	<b>64,040,692</b>	<b>22,649,746</b>	<b>37,289,536</b>	<b>4,101,410</b>	<b>93.60%</b>
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**BOE Capital Reserve Acct #43020000-10101**

Total as of 11/30/19	345,611
ESTIMATED \$315,000 FROM BOE 18.19 FYE BALANCE WAS APPROVED BY BOARD OF FINANCE ON 10/9/19 AND IS AWAITING FINAL AUDIT BEFORE DEPOSIT	315,000
<b>Projected Total 1/31/20</b>	<b>660,611</b>

**Turf Field Replacement Acct #43020000-49510**

CONTRIBUTION - <u>BOE 17.18 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>BOE TEAM FEE'S &amp; BANNERS</u>	8,735
<b>TOTAL TURF FIELD REPLACEMENT FUNDS SENT FROM BOE TO TOWN</b> (ANOTHER \$50,000 FROM BOE 18.19 FYE BALANCE WAS APPROVED BY BOARD OF FINANCE ON 10/9/19 AND IS AWAITING FINAL AUDIT BEFORE IT IS REFLECTED HERE)	<b>58,735</b>



PURCHASE RESOLUTION D - 729

AGENDA ITEM 3C-2  
DECEMBER 2019 MEETING

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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	DISTRICT	GOULD - KILLIAN, LLP	COUNSEL FEES - PAID FROM BALANCE SHEET (LEFTOVER FROM SETTLEMENT)	\$18,441.56	20301
			COUNSEL FEES - PAID FROM OPERATING	\$6,558.44	53010
GENERAL	TECH	WHALLEY COMPUTER ASSOCIATES	TONER FOR DISTRICT	\$24,707.00	56110
GENERAL	DOI	EDADVANCE	ODYSSEYWARE LICENSES	\$19,500.00	53200
<b>GRANT</b>	<b>DOI</b>	<b>AMY TEPPER CONSULTING</b>	<b>ADMINISTRATOR WORKSHOP TRAINING</b>	<b>\$15,967.66</b>	<b>53300</b>
GENERAL	TECH	WEST INTERACTIVE SERVICES	RENEWAL SCHOOL MESSENGER	\$11,480.51	53500
GENERAL	FAC	DANBURY WINSUPPLY	SNIS HOT WATER HEATER REPLACEMENT	\$8,707.14	54310
GENERAL	SPED	KATE PEARCE EDUCATIONAL SERVICES	EDUCATIONAL SERVICES FOR ONE STUDENT	\$6,080.00	55630

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



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3C-3  
DECEMBER 2019 MEETING

Requesting Approval Across MOC	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT

NONE AT THIS TIME

Informational Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT

NONE AT THIS TIME

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

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3 December, 2019

Dr. Kerry Parker  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Dr. Parker:

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.

**Hill & Plain Elementary School:**

**\$1,200.00** Field trip to the Ridgefield Playhouse. The live performance aligns with the literacy curriculum.

**Northville Elementary School:**

**\$1,200.00** Yoga lessons for PM Excel classes. This will improve gross motor skills, balance and teach children techniques to help deal with their emotions.

**Sarah Noble Intermediate School:**

**\$1,530.00** Tanglewood Marionettes will perform two assemblies to all 3rd grade students to supplement the "Once Upon a Time" unit. It is a presentation of reading, writing and music.

**\$1,295.00** Benjamin Franklin presentation for all of 4th grade to promote writing and reading.

**Schaghticoke Middle School:**

**\$1,500.00** ELA Summer reading program books, celebration, and prizes.

**\$6,725.00 Grand Total**

Sincerely,  
Mandi MacDonald  
NMPTO President



# NEW MILFORD HIGH SCHOOL

388 Danbury Road  
New Milford, CT 06776

Phone: (860) 350-6647

Fax: (860) 210-2256  
[www.nmhs.newmilfordps.org](http://www.nmhs.newmilfordps.org)

Greg P. Shugrue, Principal  
Elizabeth Curtis, *Assistant Principal*  
Tracy-Ann Menzies, *6-12 Supervisor of Special Education*

Kevin Best, *Assistant Principal*  
Linda Scoralick, *Assistant Principal*  
Keith Lipinsky, *Athletic Director*

To: Dr. Kerry Parker  
From: Linda Scoralick  
Date: December 5, 2019  
Re: Perkins V Grant Summary 2019-2020

The Perkins V Grant is being used to supplement district funds for CTE courses at New Milford High School. For the 2019-2020 school year, the amount of the grant award is \$36,884.00 versus \$35,209.00 for the previous year. A major focus for improvement continues to be growing our robotics and drone technology programs. The following bullets summarize how the bulk of funds were budgeted:

- Fees paid to EdAdvance for the Healthcare Job Shadowing Program
- Robots and drones to support the Robotics and Drone Technology Club
- Replacement equipment to support woodworking programs
- Replacement laptops to be used in Accounting classes
- Transportation costs for opportunities to learn more about how CTE curriculum applies in the career setting, post-secondary opportunities, and leadership conferences for FBLA and DECA (non-competition)
- Registration fees for faculty to attend various workshops and conferences

**W**ork ~ **A**chieve ~ **V**alue ~ **E**mpower

**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.*



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## Proposed Relocation of Administrative Offices

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### ***Background***

There continue to be interior and exterior issues affecting occupancy of the Lillis Building. Most recently, on November 12, 2019 at the Facilities Sub-Committee meeting, a memo was distributed that explained the latest repairs needed. Payment was later approved at the full Board of Education meeting on November 19, 2019. These repairs re-started conversation internally about possible alternatives for the location of district offices.

### ***Advantages of Relocation***

- Reduces the footprint of the district, allowing for operating cost reductions including utilities, repairs and maintenance (plow/mow) outlined in the *Operating Savings* chart on page 3. It is anticipated that in year one (2020-2021) these savings would be used to fund the move and required setup (see *2020-2021 Relocation Operating Expenses* chart on page 3), but in 2021-2022 and beyond those savings would be a real reduction to the bottom line operating cost for the district.
- Avoids the forthcoming capital projects for the Lillis Building such as the cupola, boiler replacement, foundation repairs and needed roof replacement that are outlined in the *Capital Savings For Projects to be Removed from 5 Year Plan* chart on page 3.
- Allows ADA accommodations in the operation of the district offices without the exceptions currently allowed at the Lillis Building.
- Relocates district office staff to a better maintained building that has a new roof, central air conditioning and that is covered by a generator, since SNIS is currently designated as one of the emergency shelters for the Town of New Milford.
- Provides sufficient room for the Facilities department staff to be moved from the Farmhouse, consolidating district office personnel into one location for the public.
- Provides for district office staff to be at a location where the district currently employs safety monitors.



**ITEM OF INFORMATION  
DECEMBER 2019**

3C - Facilities Sub-Committee  
4A - Operations Sub-Committee

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- Could accommodate a dedicated Board Room that would be wired for recording of all Board of Education Sub-Committee meetings. The specifications and funding to accomplish this have not been identified and would need a separate proposal.
- May lower the Board of Education's liability and property insurance premiums through CIRMA. This amount is yet to be determined.

***Time Frame***

Summer of 2020.





**Savings & Costs**

<b>OPERATING SAVINGS</b>		
<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
FACILITIES - MAINTENANCE	\$5,500	CONTRACTED REPAIRS FOR CENTRAL OFFICE
	\$500	GROUNDS MAINTENANCE FOR CENTRAL OFFICE
	\$1,600	WATER FOR CENTRAL OFFICE
	\$900	SEWER FOR CENTRAL OFFICE
	\$36,532	PHONE SERVICE FOR CENTRAL OFFICE
	\$21,269	ELECTRIC FOR CENTRAL OFFICE
	\$26,775	OIL FOR CENTRAL OFFICE
	\$1,784	MAINTENANCE SUPPLIES FOR CENTRAL OFFICE
FACILITIES - CUSTODIAL	\$12,710	TRASH COLLECTION FOR CENTRAL OFFICE
	\$2,434	GENERAL REPAIRS FOR CENTRAL OFFICE
	\$1,350	FACILITIES SUPPLIES FOR CENTRAL OFFICE
TECHNOLOGY	\$9,000	FIBER SERVICE FOR CENTRAL OFFICE
	<b>\$120,355</b>	

<b>2020-2021 RELOCATION OPERATING EXPENSES</b>		
<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
FACILITIES - MAINTENANCE	\$22,400	INTERCOMS & CARD SWIPES FOR BUILDING ACCESS
	\$44,323	INTERIOR & EXTERIOR DOOR RECONFIGURATION
	\$3,000	ROOM REPAIRS
TECHNOLOGY	\$36,532	RELOCATED PHONE SERVICE
	\$4,500	NEW PHONE HOOKUPS
	\$4,600	NETWORK HOOKUPS AND ADDITIONAL ACCESS POINTS
OTHER	\$5,000	SIGNAGE, FURNITURE & ANY UNANTICIPATED COSTS
	<b>\$120,355</b>	

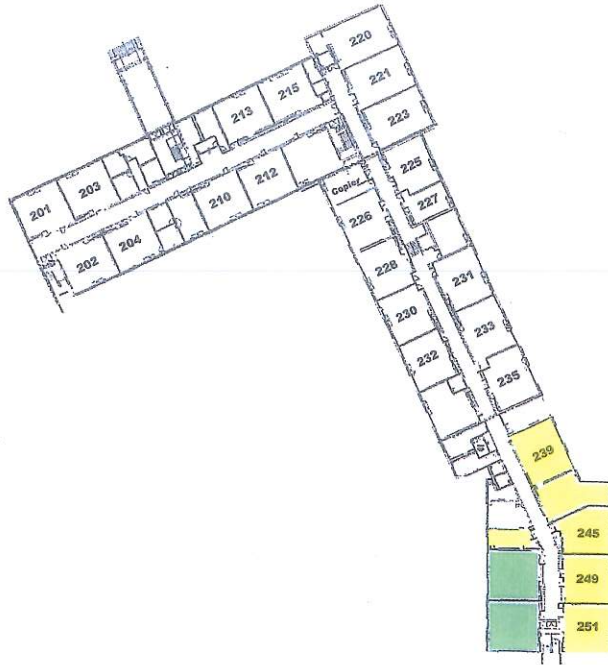
<b>CAPITAL SAVINGS FOR PROJECTS TO BE REMOVED FROM 5 YEAR PLAN</b>		
<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
FACILITIES	\$60,000	ROOF CUPOLA - 2020/2021
	\$95,000	STEAM BOILER REPLACEMENT - 2020/2021
	\$40,000	FOUNDATION REPAIR - 2021/2022
	\$900,000	ROOF REPLACEMENT - 2022/2023
	<b>\$1,095,000</b>	



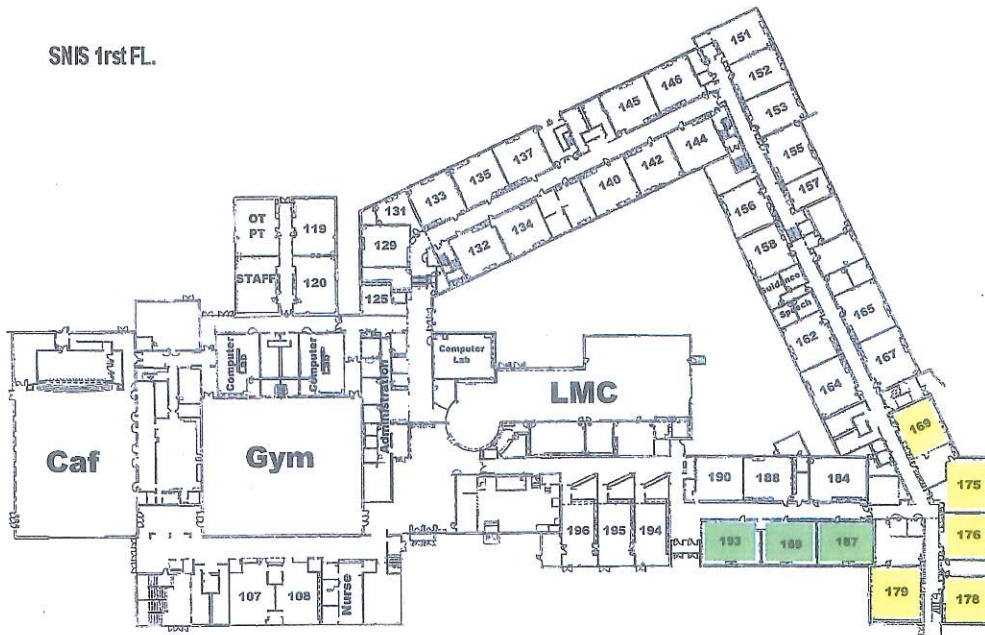
**ITEM OF INFORMATION  
DECEMBER 2019**

3C - Facilities Sub-Committee  
4A - Operations Sub-Committee

**SNIS 2nd FL.**



**SNIS 1st FL.**





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**TO:** Kerry Parker, Superintendent  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** December 6, 2019  
**RE:** Budget Drivers – District Wide

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The **District Wide** budget driver topic will remain on this sub-committee agenda starting in the month of October 2019 and continuing through December 2019 and will include any projects discussed separately at the sub-committees for **Facilities**, **Committee on Learning** and **Operations**. The purpose is to identify and outline potential projects the Board of Education is likely to see as part of the 2020-2021 budget development process. This list is not complete, is subject to change, and is an effort to get the conversation started on these important items.

- Certified Staffing & Non-Certified Staffing – any changes due to enrollment and or department request will be presented as part of the Superintendent’s proposed budget.

**1) EL/Bilingual** – *This item is a revised recommendation based on feedback from the Committee on Learning meeting on November 5, 2019:*

- 2 Bilingual Teachers per state mandate of 20 Spanish speakers. October 1<sup>st</sup> enrollment shows NES and HPS will be mandated to have a bilingual teacher in place. **Estimated \$133,936**
- 0.5 EL Coordinator-position currently funded with the Title III Immigration grant. We do not qualify for the funding again. The district must absorb the cost of this position in order to continue to coordinate EL testing, data analysis and professional learning across district. **-Estimated \$33,484**

**2) General Education:**

- 1 Guidance Counselor @ SNIS - **Estimated \$66,968**
- 0.5 Guidance Counselor @ SMS - **Estimated \$33,484**
- 3 Regular Para educators, one at each elementary - **Estimated \$63,000**
- 6 Stipends for Head Teachers for the K-2 level. These teachers will be leading the grade level team. These positions are currently in place at every level except the primary grades - **Estimated \$18,000**
- Summer Staffing for credit recovery program - **Estimated \$12,500**

**3) Special Education:**

- 0.5 Excel Teacher @ NES - **Estimated \$33,484**
- **1.0 Sped Teacher @ HPS - Estimated \$66,968 (redeploy)**
- 1 Stipend for Social Worker Coordinator district wide - **Estimated \$4,500**
- Summer Staffing for credit recovery program – **Estimated \$12,500**



- 4) Federal Programs & Portrait of the Graduate. *This item is a revised recommendation based on feedback from the Committee on Learning meeting on November 5, 2019. Estimated \$120,000*
- 1 Coordinator to provide oversight and create opportunities for:
    - Community input and outreach for student internships and opportunities
    - Title I, II, III, IV, Bilingual & Perkins grants
    - Adult Education Programming and Grants: ED 244 (Americanization and United States citizenship), EL Civics Grant for Work and Life and the PEP Grant (Program Enhancement Project Grant).
    - Homelessness (Transportation, Free and Reduced Lunch, Training)
    - 504 (Training, Oversight, Transportation, Implementation)
    - Test Administration (Local and State Assessments-Language Arts, Math and Science)
  - Health Insurance – historically this is a large budget driver that we will continue to add to our fixed costs. With the move to the State Partnership Plan (SPP) it is projected that our year to year increases will rise at a slower pace than if we had stayed self-insured. We should still expect at least a 5% increase (\$428,000) for this line item in 2020-2021. *Town and BOE are meeting on December 10<sup>th</sup> with actuarial to finalize percentage for 20-21 Budget. We should expect between a 5% (\$428,000) and an 8% (\$685,000) increase.*
  - Student Information System (SIS) – our current contract is up at the end of this year and we have been with this vendor for many years. With many new competitors in this area it is prudent to post an RFP (request for proposal) for services to start on July 1, 2019 and see what else is out there that may better address our needs. The Technology Director has begun forming an evaluation and search committee utilizing select staff members during the month of October. This committee will develop an initial survey to go out to staff regarding our SIS usage, craft the requirements for the RFP and finally, assist in making a recommendation for award. We hope to post an RFP for this service during the month of November. The information we get back may require more or less of a financial obligation than our current vendor/contract. *RFP closed and the annual costs are all similar to our current budget for this item. There are additional upfront costs estimated to be approximately \$50,000 to migrate to and train on any new system with a different vendor.*



- SNIS Elevator Retrofit – this was brought to our attention in June of 2019 by the Kone Elevator Company. This project needs to be done by August of 2020. The scope of this project includes removal of the existing hydraulic bottom cylinder and installing a new double bottom cylinder to meet the updated code requirements. [Estimated \\$49,000.](#)
- School Resource Officers (SRO) & Armed School Security Officers (ASSO) – usage of these two types of employees and their deployment across our school locations will be memorialized in a forthcoming Memorandum of Understanding (MOU) between the Town of New Milford Police and the Board of Education that may financially impact the district's 2020-2021 budget. The existing MOU only provides for SRO's and was originally signed in November of 2015. Our current Security Safety Monitor contract with Securitas is in place through 6/30/21. Any change in service level of these contracted employees would have to be addressed after that date as we are currently under contract for both the current school year and the 2020-2021 school year. [Estimated \\$85,000-\\$100,000 \(anticipated offset may come from reduction of Security Monitors at HPS, NES, SNIS\).](#)
- Portrait of the Graduate & [NEASC Strategic Planning](#) - Implementation of program to address the community's aspirations for all students for future work in college or career. This will lead to a strategic operating plan which is the promise to our community that the collective vision from the Portrait of the Graduate work in schools is planned for and measured over time. [Estimated \\$34,000 in 2020-2021.](#)
- Copier Leases - our current contract is up in November of 2019 at which time we will default to a month to month agreement. We have been with the current vendor for 5 years. Due to the length in time since we last evaluated the needs of the district it is prudent to post an RFP (request for proposal) for services to start on July 1, 2019 and see what else is out there that may better address our needs. The RFP for this service will be posted during the month of November with a 3 year and a 5 year option. The information we get back may require more or less of a financial obligation than our current vendor/contract. [RFP closed and the annual costs are all similar to the current budget for this item. There is option to add existing owned machines into our refresh cycle that would result in an additional \\$14,000-\\$18,000 per year budget requirement.](#)



- Building Controls – In fiscal year 2018-2019 we used end of year funds to upgrade hardware and software associated with security cameras due to the Windows 7 conversion. At that time we also identified software and panel upgrades necessary for our building controls that run on a proprietary system. We did not fund this at that time but need to plan for them going forward. The funds needed for the first phase of this project total approximately \$52,000 and needs to be addressed in the 2020-2021 Budget or at the latest, the 2021-2022 Budget as the core system with Siemens will no longer be supported after January 2022. There is another \$185,000 in upgrades that will need to be purchased beyond this initial investment to keep us current with the new Siemens core system. This additional amount will need to be phased in and prioritized among all the other projects on the 5 Year Capital Plan. [Estimated \\$52,000 in 2020-2021.](#)
- Access Controls – this was brought to our attention in early September 2019 by our vendor TEC Control Systems Inc., as requiring attention as soon as possible. The scope of this project includes replacing card access hardware and software as well as a new server for the district. The Town is also looking at implementing a card access system and employee badges for their buildings. A joint meeting was held in late September that included the I.T. Director for the Town to discuss a system that will work for both entities and also interface smoothly with our new security camera system. Project would need to be bid and price will be determined by scope of the project that is not yet finalized. [Estimate for all 5 schools is \\$125,000 and has been shared with Town grant writer.](#)
- District Wide RTU's – the RTU that services the cafeteria and kitchen at SNIS failed in mid-September 2019. This will be the 4<sup>th</sup> unit that has required replacement at SNIS in recent years. Repair of the unit is estimated to be \$18,000 and replacement of the unit is estimated to be \$66,000. The 3<sup>rd</sup> unit previously replaced at SNIS last year serviced the main office and was a smaller unit that cost us \$37,000 to replace. The unit that now needs replacing is larger as it services both the cafeteria and the kitchen. This unit will likely need replacement sooner, in 2019-2020, before the warmer temperatures arrive in the spring of 2020. We are mentioning it now even if the project is undertaken in 2019-2020 as there is a financial impact going into 2020-2021 and beyond. This is because there are 9 more roof mounted units that are all approximately 19 years old on the SNIS roof alone. Replacement of RTU's district wide will need to be phased in and prioritized among all the other projects on the 5 Year Capital Plan. [Estimated \\$100,000 per year.](#)



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

# 4B

## Operations Sub-Committee

### December 2019

- 
- Minimum Wage – over the next several years, the minimum wage will gradually rise to \$15.00 per hour and then be indexed to the federal economic indicators for future years. Impact for NMPS will be communicated as part of the Superintendent’s proposed budget. The new law requires the minimum wage to increase from its current level of \$10.10 to:
    - 1) \$11.00 on October 1, 2019;
    - 2) \$12.00 on September 1, 2020;
    - 3) \$13.00 on August 1, 2021;
    - 4) \$14.00 on July 1, 2022; and
    - 5) \$15.00 on June 1, 2023.
- 
- Time and Attendance System - our current contract is year to year and we have been with this vendor since July of 2013. Due to time constraints with the Student Information System and Copier RFP’s currently underway, there will not be time to do a formal RFP for a replacement Time and Attendance System during the budget process. A full RFP will be posted in the spring of 2020 for this item. In the meantime the Business Office will reach out to vendors on a Request for Quote (RFQ) basis to get some baseline numbers to use for the 2020-2021 budget, short of posting a full RFP.