

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE:	April 2, 2013
TIME:	7:30 P.M.
PLACE:	Lillis Administration Building – Room 2

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order

2. Public Comment

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-654
2. Budget Position as of 3/31/13
3. Request for Budget Transfers

C. Grant

1. Adult Education - ED 244

D. New Milford High School Graduation Date 2013

E. System for Educator Evaluation and Development (SEED)

4. Item of Information and Discussion

A. School Calendar discussion

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

GEORGE C. BUCKBEE
TOWN CLERK



2013 MAR 28 P 2:30

NEW MILFORD, CT

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

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

April 9, 2013

** as of April 2, 2013

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF	
a. RESIGNATIONS	
1. Mr. Lance Pliego , Athletic Director, New Milford High School <u>Move</u> that the Board of Education accept the resignation of Mr. Lance Pliego as Athletic Director at New Milford High School effective March 27, 2013.	Personal Reasons
2. Ms. Janet Toto , Special Education Teacher, John Pettibone School <u>Move</u> that the Board of Education accept the resignation of Ms. Janet Toto as a Special Education Teacher at John Pettibone School effective April 12, 2013.	Personal Reasons
2. CERTIFIED STAFF	
b. APPOINTMENTS	
1. **Mr. Keith Lipinsky , Long Term Substitute Athletic Director, New Milford High School <u>Move</u> that the Board of Education appoint Mr. Keith Lipinsky as Long Term Substitute Athletic Director at New Milford High School effective April 3, 2013. 2012-2013 salary: \$91,053, pro-rated, Step 1 Athletic Director salary	<i>Education History:</i> BS: Springfield College Major: Management & Sport Studies MS: Springfield College Major: Health Studies 6 th Year Degree: CCSU Major: Educational Leadership Replacing: L. Pliego
2. **Dr. Leonard Tomasello , Interim Intermediate Principal, Sarah Noble Intermediate School for an additional year <u>Move</u> that the Board of Education appoint Dr. Leonard Tomasello as Interim Intermediate Principal at Sarah Noble Intermediate School effective July 1, 2013 through June 30, 2014 in accordance with Teachers' Retirement Board post retirement requirements. 2013-2014 salary - \$61,859 (\$137,465 - step 5, pro-rated to 45%) + \$3000 (doctorate)	<i>Education History:</i> BS: CCSU Major: Elementary Education M.Ed. Univ. of Hartford Major: Elementary Education Ed.D. Nova University Major: Early Childhood Administration & Supervision <i>Work Experience:</i> 9 yrs. University Schl. of Nova Univ. 14 yrs. Principal, 10 yrs. Int. Superintendent, New Canaan 7 yrs. Principal, Weston 3.5 yrs. Int. admin. positions Reg. 9 & 15 2 yrs. Interim Principal SNIS

3. NON-CERTIFIED STAFF	
a. RESIGNATIONS	
1. None currently	
4. NON-CERTIFIED STAFF	
b. APPOINTMENTS	
1. Mr. Walker Merritt , Computer Technician I, New Milford High School <u>Move</u> that the Board of Education appoint Mr. Walker Merritt as Computer Tech I at New Milford High School effective April 10, 2013.	\$19.37 per hour Replacing: E. D'Angelo
5. SUBSTITUTES	
a. APPOINTMENTS	
1. Ms. Jamie D'Allacco , Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Jamie D'Allacco as a Substitute Teacher effective April 10, 2013.	<i>Education History:</i> BA: UConn Major: Sociology
2. Mr. Wayne Gebert , Substitute Teacher <u>Move</u> that the Board of Education appoint Mr. Wayne Gebert as a Substitute Teacher effective April 10, 2013.	<i>Education History:</i> BA: WCSU Major: Communications
3. Mr. Friso Hermans , Substitute Teacher <u>Move</u> that the Board of Education appoint Mr. Friso Hermans as a Substitute Teacher effective April 10, 2013.	<i>Education History:</i> BA: Indiana University Major: Chemistry MS: Cornell University Major: Chemistry MA: California State Univ. Major: Music Theory
4. Ms. Elizabeth Karlan , Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Elizabeth Karlan as a Substitute Teacher effective April 10, 2013.	<i>Education History:</i> BA: Denison University Major: History MA: Univ. of Bridgeport Major: Education
5. Ms. Amy Patnode , Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Amy Patnode as a Substitute Teacher effective April 10, 2013.	<i>Education History:</i> BS: University of New Haven Major: Legal Studies MS: Univ. of Bridgeport Major: Secondary Education
6. Mrs. Laura Purcell , Substitute Teacher <u>Move</u> that the Board of Education appoint Mrs. Laura Purcell as a Substitute Teacher effective April 10, 2013.	<i>Education History:</i> BS: SUNY @ Plattsburgh Major: Psychology MS: Univ. of Arkansas Major: Speech Pathology
7. Mr. Jason Steinnagel , Substitute Teacher <u>Move</u> that the Board of Education appoint Mr. Jason Steinnagel as a Substitute Teacher effective April 10, 2013.	<i>Education History:</i> BA: WCSU Major: Music Education

6. ADULT EDUCATION STAFF	
a. APPOINTMENTS	
1. None currently	
7. BAND STAFF	
a. RESIGNATIONS	
1. None currently	
8. BAND STAFF	
b. APPOINTMENTS	
1. None currently	
9. COACHING STAFF	
a. RESIGNATIONS	
1. None currently	
10. COACHING STAFF	
b. APPOINTMENTS	
1. None currently	
11. LEAVES OF ABSENCE	
1. Mrs. Eleanore Dexter , English Teacher, New Milford High School <u>Move</u> that the Board of Education approve the request of Mrs. Eleanore Dexter to extend a medical leave of absence through the end of the 2012-2013 school year.	Unpaid leave of absence 4/24/13-6/30/13

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-654
BOE MEETING DATE: 4/9/13

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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>
51011	EastConn – Transportation to Susan Wayne Center for 2012-2013	\$8,480.00	12-511-2710
51012	Regional School District 14 – 2012-2013 School Year Tuition-SPED	\$12,171.01	12-561-6110
51051	Modern Plumbing Supply – Plumbing Supplies for 2012-2013	\$7,000.00	14-613-2620
51065	Northwest Evaluation Association – WEB Based MAP Assessments	\$13,839.75	10-611-1130
51080	Frontline Placement Technologies – Set-up, Training and Annual Subscription for Veritime Time and Attendance System	\$ 4,000.00 <u>\$ 8,000.00</u> \$12,000.00	15-339-2830 17-720-7001

GL2042R 4/03/2013
8:58:28
FUND 001 000

New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 3/31/2013

Page 1
USER - BARBARA

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	949,699.00	999,656.00	611,575.12	340,099.92	47,980.96	95.2 %
1102	NON DEPT INSTRUCTION	6,745,569.00	6,763,848.22	4,300,949.49	2,243,049.26	219,849.47	96.7 %
1103	BUSINESS EDUCATION	307,280.00	307,280.00	214,413.38	92,526.88	339.74	99.9 %
1104	ENGLISH/LANGUAGE ARTS	1,813,957.00	1,805,052.00	1,136,067.35	559,919.91	109,064.74	94.0 %
1105	WORLD LANGUAGE	967,950.00	967,950.00	670,747.34	294,244.45	2,958.21	99.7 %
1106	HOME ECONOMICS	180,369.00	180,369.00	125,339.27	54,364.89	664.84	99.6 %
1107	INDUSTRIAL ARTS	302,470.00	302,470.00	200,435.94	90,155.08	11,878.98	96.1 %
1108	MATHEMATICS	1,585,037.00	1,587,609.00	1,047,064.47	467,403.44	73,141.09	95.4 %
1109	MUSIC	840,544.00	866,604.00	582,896.02	278,848.37	4,859.61	99.4 %
1110	PHYSICAL EDUCATION	937,284.00	942,626.00	606,924.16	335,379.75	322.09	100.0 %
1111	SCIENCE	1,542,668.00	1,548,195.00	1,010,868.89	522,182.49	15,143.62	99.0 %
1112	SOCIAL STUDIES	1,396,700.00	1,366,423.00	934,849.72	408,225.85	23,347.43	98.3 %
1113	PATIENT CARE TECHNOLOGY	17,467.00	17,467.00	12,079.20	5,388.20	.40	100.0 %
1116	HEALTH AND SAFETY	338,414.00	338,414.00	208,672.85	115,840.28	13,900.87	95.9 %
1118	CAREER EDUCATION	27,998.00	27,998.00	20,232.16	7,595.04	170.80	99.4 %
1119	COMPUTER EDUCATION	432,095.00	437,120.40	291,021.19	92,050.87	54,048.34	87.6 %
1121	REMEDIAL READING	880,945.00	879,945.00	592,698.49	276,679.76	10,566.75	98.8 %
1123	ENGLISH LANGUAGE LEARNERS	151,639.00	151,639.00	94,239.71	51,925.22	5,474.07	96.4 %
1124	DISTRIBUTIVE EDUCATION	57,054.00	57,054.00	36,514.56	20,539.44	.00	100.0 %
1127	ART	775,698.00	776,248.00	516,567.18	237,696.33	21,984.49	97.2 %
1128	GENERAL INSTRUCT SUPPLIES	383,724.00	365,607.00	248,521.28	57,159.85	59,925.87	83.6 %
1129	SUBSTITUTE TEACHERS	378,959.00	379,296.00	190,296.49	.00	188,968.51	50.2 %
1130	INSTRUCTIONAL TESTING	100,238.00	117,910.63	76,415.25	39,369.03	2,126.35	98.2 %
1131	NON DEPT INSTRUCT GR 6-12	112,755.00	126,163.15	82,388.75	20,063.64	23,710.76	81.2 %
1210	GIFTED TALENTED/ENRICHMNT	114,559.00	114,559.00	68,079.94	41,556.06	4,923.00	95.7 %
1211	EXCEL-EXPER. CTR EARLY LEARN	416,714.00	416,714.00	276,767.21	128,765.95	11,180.84	97.3 %
1212	SPECIAL ED-NON CATEGORICL	5,118,433.00	5,088,078.00	3,145,432.99	1,711,772.26	230,872.75	95.5 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	158,567.00	158,567.00	114,226.98	55,385.63	11,045.61	107.0 %
1270	TUTORIAL	210,779.00	210,779.00	88,685.24	.00	122,093.76	42.1 %
1271	HOMEBOUND INSTRUCTION	76,000.00	76,000.00	25,489.18	.00	50,510.82	33.5 %
1290	OTHER SPECIAL EDUCATION	302,545.00	306,462.39	216,279.48	74,397.93	15,784.98	94.8 %
1291	SPEC ED PARA SUBSTITUTES	109,600.00	109,600.00	77,031.00	.00	32,569.00	70.3 %
1310	ADULT ED-BASIC PROGRAM	86,159.00	85,159.00	37,490.92	.00	47,668.08	44.0 %
1311	ADULT ED-HIGH SCHL EQUIV	5,099.00	6,099.00	1,390.40	.00	4,708.60	22.8 %
1410	SUMMER SCHOOL-REMEDIAL	56,563.00	56,563.00	33,411.30	.00	23,151.70	59.1 %
2113	SOCIAL WORK SERVICES	254,766.00	254,766.00	171,585.49	81,632.52	1,547.99	99.4 %
2120	GUIDANCE SERVICES	959,875.00	961,175.08	632,498.12	315,889.92	12,787.04	98.7 %
2130	HEALTH SERVICES	1,024,816.00	1,035,800.00	685,095.45	301,654.69	49,049.86	95.3 %
2140	PSYCHOLOGICAL SERVICES	460,076.00	461,252.00	279,820.33	136,856.04	44,575.63	90.3 %
2150	SPEECH AND HEARING	695,626.00	695,626.00	466,451.97	208,030.94	21,143.09	97.0 %
2211	STAFF DEVELOPMENT & TRAIN	60,873.00	60,873.00	25,245.38	720.69	34,906.93	42.7 %
2212	CURRICULUM DEVELOPMENT	165,112.00	168,588.63	79,267.57	25,529.47	63,791.59	62.2 %
2222	LIBRARY SERVICES	606,576.00	632,033.08	415,606.96	199,409.44	17,016.68	97.3 %
2223	AUDIO-VISUAL SERVICES	18,366.00	18,366.00	2,865.43	1,573.66	13,926.91	24.2 %
2224	EDUCATIONAL TELEVISION	1,757.00	1,757.00	169.80	.00	1,587.20	9.7 %
2310	BOARD OF EDUCATION	210,652.00	210,652.00	164,548.65	3,930.00	42,173.35	80.0 %
2320	CENTRAL ADMINISTRATION	337,431.00	348,144.05	253,452.89	87,980.44	6,710.72	98.1 %
2410	OFFICE OF THE PRINCIPAL	2,542,865.00	2,542,239.86	1,789,542.80	703,896.81	48,800.25	98.1 %
2490	OTHER SCHOOL ADMINISTRATN	131,966.00	118,615.00	58,763.48	44,131.19	15,720.33	86.7 %
2510	FISCAL SERVICES	433,486.00	447,298.45	341,847.57	105,446.00	4.88	100.0 %
2590	OTHER BUSINESS SUPPRT SERV	519,751.00	390,620.23	365,640.58	.00	24,979.65	93.6 %
2610	CUSTODIAL & HOUSEKEEPING	2,146,326.00	2,156,539.78	1,553,512.54	33,190.02	569,837.22	73.6 %
2620	MAINTENANCE & REPAIR	3,037,596.00	3,037,254.00	2,065,838.98	703,126.75	268,288.27	91.2 %

New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 3/31/2013

FUND 001 000 GENERAL FUND

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2630	BUILDING USE ADMINISTRATION	32,208.00-	32,208.00-	33,599.58-	901.33	490.25	101.5 %
2710	TRANSPORTATION	4,133,906.00	4,128,243.78	2,844,544.71	1,236,351.97	47,347.10	98.9 %
2790	NON-REIMBURSABLE TRANSPRT	.00	.00	893.44	.00	893.44-	.0 %
2810	PLANNING & EVALUATION	57,013.00	57,013.00	21,028.22	30,250.00	5,734.78	89.9 %
2820	COMMUNICATION & COMM/STAFF RELATION	28,594.00	28,594.00	19,142.35	3,484.95	5,966.70	79.1 %
2830	RECRUITING/PERSONNEL SERV	178,801.00	183,447.49	127,072.27	52,316.96	4,058.26	97.8 %
2840	TECHNOLOGY	268,465.00	275,757.00	219,793.84	52,218.67	3,744.49	98.6 %
2910	SOCIAL SECURITY	599,400.00	599,400.00	422,908.81	.00	176,491.19	70.6 %
2920	MEDICARE	473,244.00	473,244.00	323,576.38	.00	149,667.62	68.4 %
2930	LIFE INSURANCE	87,154.00	87,154.00	67,523.43	19,630.57	.00	100.0 %
2940	DISABILITY INSURANCE	93,915.00	93,915.00	53,480.31	40,434.69	.00	100.0 %
2950	MEDICAL INSURANCE	5,427,205.00	5,427,205.00	4,070,403.81	.00	1,356,801.19	75.0 %
2960	UNEMPLOYMENT INSURANCE	84,500.00	84,500.00	74,040.81	10,459.19	.00	100.0 %
2970	OTHER BENEFITS	798,939.00	798,939.00	783,690.00	4,880.00	10,369.00	98.7 %
2980	PENSION-NON CERTIFIED EMPLOYEES	635,212.00	635,212.00	635,212.00	.00	.00	100.0 %
3210	INTERSCHOLASTIC SPORTS	630,330.00	630,368.39	501,636.61	98,034.94	30,696.84	95.1 %
3211	INTRAMURAL SPORTS	32,681.00	32,681.00	6,630.50	.00	26,050.50	20.3 %
3212	OTHER STUDENT ACTIVITIES	205,173.00	205,211.39	104,069.09	4,955.49	96,186.81	53.1 %
6110	TUITION-CONN PUB SCHL DIS	561,262.00	561,262.00	343,099.20	112,067.29	106,095.51	81.1 %
6130	TUITION-NON PUBLIC SCHL	1,262,149.00	1,262,149.00	845,342.94	539,219.08	122,413.02-	109.7 %
7001	CAPITAL-FACILITIES	253,300.00	253,300.00	155,123.34	11,720.00	86,456.66	65.9 %
7002	CAPITAL-TECHNOLOGY	270,727.00	270,727.00	267,971.65	5,845.00	3,089.65-	101.1 %
7003	CAPITAL-OTHER	18,324.00	18,324.00	.00	.00	18,324.00	.0 %
** FINAL TOTAL **		57,557,533.00		39,101,401.02		4,657,777.49	
			57,557,533.00		13,798,354.49		91.9 %
"FINAL TOTAL" 3/31/2012		57,194,266.00		39,870,649.82		3,717,500.71	
			57,194,266.00		13,606,115.47		93.5%
Variance		363,267.00	363,267.00	769,248.80	-192,239.02	940,276.78	1.6%

GL2041R 4/03/2013
9:00:31
FUND 001 000 GENERAL FUND

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 3/31/2013

Page 1
USER - BARBARA

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,705,947.00	27,707,876.00	18,055,169.24	8,819,716.62	832,990.14	97.0 %
112	SALARY-NON-CERTIFIED	8,266,629.00	8,238,416.00	5,645,131.88	1,426,529.17	1,166,754.95	85.8 %
200	EMPLOYEE BENEFITS	8,199,569.00	8,199,569.00	6,430,847.39	75,404.45	1,693,317.16	79.3 %
321	INSTRUCTIONAL PROGRAMS	40,251.00	40,970.00	16,204.14	10,889.00	13,876.86	66.1 %
322	PROGRAM IMPROVEMENT	87,639.00	89,639.00	10,862.26	698.75	78,077.99	12.9 %
323	PUPIL SERV. (COUNSEL, GUID)	630,810.00	630,810.00	357,649.37	189,424.21	83,736.42	86.7 %
324	STAFF SERVICES (TRAINING)	102,150.00	99,150.00	15,925.56	1,595.00	81,629.44	17.7 %
331	AUDIT SERVICES	25,000.00	25,000.00	25,000.00	.00	.00	100.0 %
332	LEGAL SERVICES	175,732.00	175,732.00	130,872.65	3,300.00	41,559.35	76.4 %
333	MEDICAL SERVICES	25,000.00	27,750.00	19,250.00	8,500.00	.00	100.0 %
336	INSURANCE SERVICES	2,622.00	2,622.00	1,287.00	933.00	402.00	84.7 %
339	PURCH. SERVICES-OTHER	1,649,081.00	1,668,456.00	1,094,798.99	438,845.96	134,811.05	91.9 %
411	WATER	74,829.00	74,829.00	43,788.43	31,040.57	.00	100.0 %
412	SEWAGE	30,346.00	30,346.00	24,276.00	.00	6,070.00	80.0 %
413	FIRE DISTRICT	1,378.00	1,378.00	1,247.06	.00	130.94	90.5 %
421	GARBAGE AND REFUSE	74,052.00	74,052.00	60,069.76	10,564.24	3,418.00	95.4 %
431	INSTRUCT EQUIPMENT REPAIR	17,035.00	16,392.00	4,435.56	944.09	11,012.35	32.8 %
432	NON-INSTRUCT EQUIPMENT REPAIR	73,116.00	72,420.00	41,521.44	12,311.80	18,586.76	74.3 %
433	BUILD & GROUNDS-REPAIR	323,349.00	285,799.00	264,950.60	15,083.78	5,764.62	98.0 %
442	NON-INSTRUCT EQUIPMENT-RENT	230,795.00	230,795.00	147,425.17	44,950.43	38,419.40	83.4 %
511	PUPIL TRANSPORTATION-CONTRACT	4,300,972.00	4,300,972.00	3,035,124.27	1,237,267.53	28,580.20	99.3 %
513	PUPIL TRANSPORTATION-OTHER	2,000.00	2,000.00	.00	.00	2,000.00	.0 %
515	FIELD TRIPS	106,200.00	109,545.00	88,475.79	34,346.91	13,277.70	112.1 %
521	PROPERTY/LIABILITY INS	343,727.00	343,727.00	343,727.00	.00	.00	100.0 %
523	MEDICAL INSURANCE-SPORTS PROGRAM	21,000.00	21,000.00	14,200.00	.00	6,800.00	67.6 %
530	COMMUNICATIONS	660.00	660.00	541.60	118.40	.00	100.0 %
531	TELEPHONES	86,554.00	90,304.00	61,256.98	29,133.49	86.47	100.1 %
532	POSTAGE	35,483.00	35,483.00	22,306.04	11,562.56	1,614.40	95.5 %
540	ADVERTISING EXPENSE	1,725.00	1,725.00	1,413.29	892.16	580.45	133.6 %
550	PRINTING EXPENSE	58,754.00	58,154.00	27,339.58	8,075.10	22,739.32	60.9 %
560	TUITION EXPENSE	1,700.00	1,700.00	.00	.00	1,700.00	.0 %
561	TUITION-CONN LEA	645,678.00	645,678.00	430,822.20	112,067.29	102,788.51	84.1 %
563	TUITION-PRIVATE FACILITY	1,618,975.00	1,618,975.00	1,216,148.94	539,219.08	136,393.02	108.4 %
580	TRAVEL EXPENSES	34,692.00	35,592.00	19,916.65	4,944.59	10,730.76	69.9 %
611	INSTRUCTIONAL SUPPLIES	530,258.00	501,555.00	339,177.42	39,412.15	122,965.43	75.5 %
612	NON-INSTRUCTIONAL SUPPLIES	194,329.00	190,864.00	165,648.74	17,072.93	8,142.33	95.7 %
613	MAINTENANCE SUPPLIES	200,060.00	237,060.00	208,790.29	25,961.06	2,308.65	99.0 %
614	MAINTENANCE COMPONENTS	31,625.00	31,625.00	21,134.61	193.43	10,296.96	67.4 %
615	SUPPLIES/NON-FOOD	3,265.00	3,265.00	1,577.95	.00	1,687.05	48.3 %
619	GROUNDSKEEPING SUPPLIES	4,432.00	4,432.00	2,169.89	528.56	1,733.55	60.9 %
622	ELECTRICITY	925,755.00	925,755.00	543,507.86	332,992.14	49,255.00	94.7 %
623	BOTTLED GAS	638.00	638.00	992.09	1,097.77	1,451.86	327.6 %
624	OIL	350,969.00	350,969.00	178,301.63	172,667.37	.00	100.0 %
625	NATURAL GAS	316,715.00	316,715.00	163,790.90	72,091.10	80,833.00	74.5 %
626	GASOLINE	51,218.00	51,218.00	22,879.45	21,120.55	7,218.00	85.9 %
641	TEXTS-NEW/NON-CONSUMABLE	52,286.00	53,153.00	39,943.75	118.61	13,090.64	75.4 %
642	TEXTS-REP/ADD NON-CONSUMABLE	46,430.00	46,090.00	33,879.09	1,970.21	10,240.70	77.8 %
644	TEXTS-REP/ADD CONSUMABLE	72,230.00	73,653.00	59,617.24	.00	14,035.76	80.9 %
645	LIBRARY BOOKS	90,727.00	90,727.00	60,068.49	13,662.14	16,996.37	81.3 %
646	WORKBOOKS	57,702.00	63,778.00	54,534.03	1,078.51	8,165.46	87.2 %
647	PERIODICALS	27,235.00	27,235.00	13,714.31	992.88	12,527.81	54.0 %
720	BUILDINGS & IMPROVEMENTS	255,300.00	255,300.00	155,909.59	11,720.00	87,670.41	65.7 %
731	INSTRUCTIONAL EQUIPMENT-NEW	32,382.00	37,488.00	23,268.89	638.00	13,581.11	63.8 %

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9:00:31

New Milford Board of Education

APPROPRIATIONS BY OBJECT REPORT AS OF 3/31/2013

Page 2

USER - BARBARA

FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	12,131.00	21,604.00	13,844.83	885.90	6,873.27	68.2 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	378,221.00	382,329.00	361,139.31	11,269.00	9,920.69	97.4 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	23,368.00	27,644.00	8,810.48	3,010.00	15,823.52	42.8 %
810	DUES & FEES	79,671.00	79,784.00	64,842.00	1,514.00	13,428.00	83.2 %
900	FEE REVENUE	165,043.00	165,043.00	131,267.50	.00	33,775.50	.0 %
910	TUITION REVENUE	110,420.00	110,420.00	64,343.20	.00	46,076.80	.0 %
920	GRANT REVENUE STATE	807,401.00	807,401.00	839,034.00	.00	31,633.00	.0 %
960	MEDICAID REIMBURSEMENT	50,000.00	50,000.00	19,645.49	.00	30,354.51	.0 %
965	VENDOR REBATE REVENUE	40,000.00	40,000.00	22,760.47	.00	17,239.53	.0 %
998	TRANSFER IN	.00	.00	11,076.00	.00	11,076.00	.0 %
** FINAL TOTAL **		57,557,533.00		39,101,401.02		4,657,777.49	
			57,557,533.00		13,798,354.49		91.9 %
"FINAL TOTAL"		57,194,266.00		39,870,649.82		3,717,500.71	
3/31/2012			57,194,266.00		13,606,115.47		93.5%
Variance		363,267.00	363,267.00	769,248.80	-192,239.02	940,276.78	1.6%

**NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 4/9/13**

Transfer #	Description	From: Account#	Amount	To: Account #	Amount
SMS 001	John Hopkins CTY Honors Geometry Computer Based Program	10-611-1210	\$719.00	10-321-1210	\$719.00
SMS 002	RnB Enterprises – iMM Pads	04-611-1108	\$628.00	04-732-1108	\$628.00
NMHS 001	CT Association of Schools – Seminar for NEASC Accred- itation	05-432-2410	\$500.00	05-810-2490	\$500.00
AdEd 001	Revised Forecast – Adult Ed	10-111-1310	\$1,000.00	10-641-1311	\$1,000.00
AdEd 002	Revised Forecast – Adult Ed	10-111-1310	\$2,000.00	10-612-1310	\$2,000.00
AdEd 003	Revised Forecast – Adult Ed	10-111-1310	\$2,000.00	10-322-1310	\$2,000.00
AdEd 004	Revised Forecast – Adult Ed	10-111-1310	\$7,000.00	10-112-1310	\$7,000.00
AdEd 005	Revised Forecast – Adult Ed	10-111-1310	\$800.00	10-580-1310	\$800.00
AdEd 006	Revised Forecast – Adult Ed	10-111-1310	\$1,500.00	10-611-1310	\$1,500.00
AdEd 007	Revised Forecast – Adult Ed	10-111-1310	\$8,000.00	10-339-1310	\$8,000.00

CONNECTICUT STATE DEPARTMENT OF EDUCATION

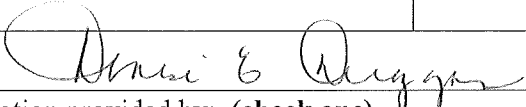
GRANT APPLICATION FOR ADULT EDUCATION

INSTRUCTIONS

1. Send Form ED-244 to the Bureau on or before **April 15, 2013**. No applications will be accepted after that date.
2. Complete all sections of the ED 244 application accurately and thoroughly.
3. Report expenditures to the nearest dollar. **Do not include cents.** Refer to the **Budget Buddy** guide for pages 12-17.
4. Record budget expenditures (pages 12-17) using the Excel Budget Narrative Template located on the CSDE Web site at www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=45472/#45554.
5. Submit the current Program Profile with the ED-244 application.
6. The *Edit Check* must be completed and signed by someone other than the individual who completes the ED-244.
7. Send **two** stapled, typewritten copies (**one with original authorized signature[s]** see page one and ten) to:

Valerie R. Marino, Program Manager
 Connecticut State Department of Education
 Bureau of Health/Nutrition, Family Services and Adult Education
 25 Industrial Park Road
 Middletown, CT 06457-1543

APPLICANT INFORMATION

1. Organization: New Milford Adult Education		District or Agency: New Milford	Town/Agency Code 096:
Address: 388 Danbury Road		Zip Code: 06776	
2. Completed by: Denise Duggan		Title: Director	Phone: 860-350-6647 ext 1105
3. Signature: 		Date: 3/28/13	
4. Adult Education provided by: (check one)			
a) Provider Only <input type="checkbox"/>		c) Cooperative Arrangement CGS 10-158a <input type="checkbox"/>	
b) Provider with Cooperating Districts <input checked="" type="checkbox"/>			
5. Total number of students anticipated: 112		Total number of enrollments anticipated: 260	
6. Summer Operation:	YES:	NO: <input checked="" type="checkbox"/>	
7. Number of cooperating eligible entity (CEE) application(s):			
Entity name(s):			

PROPOSED BUDGET

1. Amount of State/Local adult education funds	\$105,503
2. Payments from Cooperating Districts	\$ 2,400
3. TOTAL	\$107,903
4. Anticipated per pupil cost (Total \$ ÷ Number of students)	\$963
5. Anticipated per enrollment cost (Total \$ ÷ Number of enrollments)	\$415

Table 1 - Total students/enrollments per area: To complete the FY 2012 *Final* column, use data from your district's **final** Program Profile report for **FY 2012**. To complete the FY 2013 *Year to Date* column, refer to the **current** Program Profile report.

	FY 2012 Final		FY 2013 Year to Date	
	No. of Students	No. of Enrollments	No. of Students	No. of Enrollments
Citizenship/Americanization	8	23	9	28
English as a Second Language (ESL)	30	52	46	58
Elementary Basic Skills (ABE) and (GED) Preparation	12	14	14	28
High School Credit Diploma Program	63	347	40	168
High School National External Diploma Program	n/a	n/a	n/a	n/a
TOTALS	113	463	109	282

Table 2 - Projected number of students in Adult Education programs: Based on the data reported in Table 1, enter *by district and by program type*, the **projected** number of students expected for **FY 2014**. Be sure to list cooperating districts in order of town code. ***Each cooperating district must have a projected enrollment in asterisked (*) columns and in at least one applicable secondary completion area.**

District Name	Americanization/ Citizenship (01)*	ESL (02)*	Elementary Basic Skills (03)*	GED Prep. (04)	Credit Program (05)	External Diploma (06)	TOTAL (07)
Provider:	6	36	7	7	40	0	96
Cooperating Districts							
01	2	6	2	2	4	0	16
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
GRAND TOTAL	8	42	9	9	44	0	112

PROGRAM QUALITY

Please refer to your district's **final FY 2012 Program Profile** and **Provider Performance Summary** reports as well as Connecticut's Core Performance Benchmarks from the State Plan for Adult Education, as guides when developing your program goals, objectives, activities and measurable outcomes for this section. Programs should establish their goals and measure their performance in accord with the above documents.

Identifying Adult Education Program Goals and Objectives

Using the tables on pages 4 and 5, list at least **three** goals from the list provided below. Be sure to include accompanying objectives that you have established for your adult education programs. When identifying your program's goals and objectives, please ensure that they:

- respond to the educational needs of our adult population;
- demonstrate program development, improvement, new initiatives;
- reflect an analysis of the data reported in the district's *Program Profile* and *Program Performance Summary*;
- enhance program accountability; and
- integrate technology.

Goals that support and enhance program improvement and accountability should include:
(Choose at least **three**)

- (1) Program planning and operations.
- (2) Student recruitment.
- (3) Student retention.
- (4) Monitoring learning gains and secondary completion.
- (5) Curriculum and/or instruction.
- (6) Transition and/or support services.
- (7) Interagency collaboration.
- (8) Services for adults with disabilities.
- (9) Worksite collaboratives.
- (10) Other (be specific).

When stating your goals and objectives, be sure to:

- include those **activities** that you will undertake to successfully achieve stated objectives;
- state the specific **measurable** results you anticipate; and
- indicate the **methods to verify** that results have been achieved.

Goals should be selected from the list found on page three. Be sure to include accompanying objectives. When listing activities that you will implement to attain the objectives of your goal, remember to consider the following: populations most in need of adult education services, how to assist students in meeting educational goals, community and labor market needs, and program improvement and accountability.

Goal 1: Student retention	
Objectives: To give students the information and tools to make returning to school successful To increase student ownership and engagement in their education	
Activities •What specific activities will you undertake?	Measurable Outcomes •What specific, measurable results do you expect? How will you verify these results have been achieved?
<ol style="list-style-type: none"> 1. New students will attend, at least, 12 hours of orientation to NMAE 2. All students will be informed of the programs policies and rules. Barriers to success will be reviewed and a list of community resources and partnerships will be available through the Adult Education office 3. Students will be encouraged to take ownership of their program through participation in student council, academic fair and community activities 4. Student portfolio and transition plans will be developed by student, guidance, and classroom instructors in career path of interest to make program more focused for student success. 5. Guidance will: <ul style="list-style-type: none"> • Meet with students regularly to review students needs, discuss issues as they arise and provide resources as needed. • Contact students who are in danger of losing credit to inform them of their options. • Call students who are absent on a regular basis and discuss support. • Follow-up contact made through mailings for students who have stopped attending the program. • Send home progress reports to indicate level of achievement at half way point of the semester. • Report cards will be issued at the end of each semester. 	<p>Students will gain an understanding of the program they are enrolling in, the expectations involved and become comfortable with the building prior to class start. Students will demonstrate this by obtaining a passing grade as documented in CARS and by completion of questionnaires and journal writings.</p> <p>Students will be given handbook and review policy forms. Signed forms will be placed in student folder located in office. Updated resource booklets will be available at all times in the AE office</p> <p>50 % of Students selected will participate in student council on a monthly basis. Students will complete evaluations and interest surveys. Classroom teacher will document attendance. Students will showcase their work at the end of each semester during the Academic Fair.</p> <p>Students will obtain passing grades in orientation and transitions classes as documented in CARS.</p> <p>Students will have the opportunity to discuss individual problems/concerns with a guidance counselor. 60% of the students will return to class and attempt to complete required assignments. Students will receive letters to encourage them to return to school and to call us with problems/concerns. 60% of the students who receive mailings will return to the program. Copies of guidance mailings will be placed in students files.</p>

Goal 2: Student recruitment.	
Objectives: To make the community aware of the options available to them To reach and serve students whose education is challenged by financial and family responsibilities	
Activities •What specific activities will you undertake?	Measurable Outcomes •What specific, measurable results do you expect? How will you verify these results have been achieved?
<ol style="list-style-type: none"> 1. NMAE will be an active marketing presence at community events ie career fairs, Harvest Festival, Chamber of Commerce activities 2. Development and maintenance of fliers and promotional material. Updated brochures regarding program offerings and requirements 3. Utilizing community partners for referrals Facilitator will periodically meet with partners to assess their needs and promote program 4. Routine meetings with high school guidance and administrators 5. Use of social media to market program and provide information stream. We will join Facebook and Twitter 6. Manage web site 7. NMAE will offer programming that will engage the reluctant student by introducing life skills, career readiness and pathway information in workshop form. 	<p>Increase in awareness of programs options as demonstrated by completion of surveys</p> <p>Material will be available and current on an ongoing basis</p> <p>Community partners will consistently have up to date program marketing material. Facilitator will document needs assessments of community partners.</p> <p>Facilitator will log meetings and potential day student transfers</p> <p>NMAE will have Facebook and Twitter accounts with followers from the community</p> <p>Web site will be current, easy to navigate and have program information available to access at all times.</p> <p>Students will experience the opportunities NMAE has available to them and 60% will continue on to take .5 credit classes.</p>

Goal 3: Program planning and operations	
Objectives: New Milford programming will be relevant to students career interests and their identified goals	
Activities •What specific activities will you undertake?	Measurable Outcomes •What specific, measurable results do you expect? How will you verify these results have been achieved?
<ol style="list-style-type: none"> Active engagement of students through interest inventories, needs assessments, one to one sessions with Adult Ed Staff/counselor and the use of Naviance career computer program. All students will be exposed to Career Awareness and Transitions classes where they will identify and explore career and post secondary plans as part of the curriculum Linkage with Partner organizations: Students will be exposed to: The options available to them through speakers from the community Youth agency, Social Services and The Woman's Center The options available to them for post secondary through speakers from universities, community colleges and trade schools. Experiential learning through our Ridley Lowell partnership where students attend the campus, see what a class is like and have the opportunity to speak with their peers about what the system is like. Elective classes in career pathways of interest to students will be offered. Past pathway electives include C.N.A., Video Production, Child Development Workshops –programs of shorter duration than a full semester in specialty areas. Students will be exposed to career paths I.E. criminal justice system, and information relevant to issues identified as a need I.E. parenting Reading for information with a workplace, career focus will be interwoven throughout the program subject areas. 	<p>Student portfolio will contain at least 2 completed inventories.</p> <p>Students will identify career interest and goals and document in their portfolio.</p> <p>75% of students enrolled will receive a passing grade and credit towards their diploma in Career Awareness and Transitions as documented in CARS</p> <p>75% of students enrolled will receive a passing grade and credit towards their diploma as documented in CARS.</p> <p>Students portfolio will contain list of partners whose lectures they have attended and a reflective evaluation of each speaker./program.</p> <p>75% of students enrolled will receive a passing grade and credit towards their diploma as documented in CARS.</p> <p>75% of students enrolled will receive a passing grade and credit towards their diploma as documented in CARS.</p> <p>Students will obtain skills necessary to succeed in the workplace as documented by a passing grade and Credit in CARS</p>

Professional and Organizational Development Plan

Please indicate those professional development (PD) needs that you have identified for your staff and program by thoroughly completing the chart below. Be sure to relate identified PD needs with program quality goals chosen (pages 4 and 5) if applicable. Remember to include costs for consultants, in-service training specialists, workshops, teacher stipends, substitute teachers, travel, hotel, etc., in the Budget Narrative section of your grant application.

Planned Professional/Organizational Development Activities FY 2013-14					
Identified PD Need	Goal #	Proposed Approaches, Resources, Strategies, Techniques and/or Instructional Programs, etc.	Expected Outcomes	Number of Staff to be served	Total Anticipated Cost*
Orientation to the program Program planning	1,2,3	Hold orientation/planning meetings with all teachers prior to the beginning of each semester. Alignment of curriculum to common core standards	Teachers will know the program expectations and will be able to articulate these to their students. Teachers will stay current with new initiatives	8-10	\$1,390
Professional Development	1,2,3	Professional Development Workshop – Areas of Concentration : Career pathways across curriculum, reading for information across curriculum, community involvement, technology in the classroom, Common Core New GED requirements and lesson planning	Curriculum will focus on career choices and real life expectations. Students in all mandated programs will be more aware of services and involved in their community.	10	\$1,042
CAACE	1,2,3	Involve a number of adult education teachers from different aspects of the program allowing them to network with their contemporaries gaining current information and techniques in their various subject areas.	Attending staff will be able to identify new approaches in their area of interest and share this with their colleagues when they return to the district.	7	\$1,000
Statewide Policy Forum, Facilitator Training & Disabilities Workshop	1,2,3	Designated staff will attend mandatory state meetings and bring information back to the program	Staff will stay current with state policies and procedures in all program areas.	2	\$408

STATEMENT OF ASSURANCES

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant.
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant.
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education.
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency.
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded.
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary.
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding.
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant.
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit.
- L. Required Contract Language (non-discrimination)
 - 1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply initial efforts will not be sufficient to comply with such requirements.

STATEMENT OF ASSURANCES

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective

STATEMENT OF ASSURANCES

bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.


8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. The grant award is subject to approval of the State Department of Education and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

SIGNATORY AUTHORIZATION**IMPORTANT:** Each signature of the superintendent or agency head attests to the following:

1. knowledge and acceptance of the proposed program and budgets, and
2. agreement to abide by the statement of assurances listed on pages seven through nine.

DISTRICT/AGENCY NAME	District Code	SIGNATURE (Provider Superintendent of Schools or Authorized Agency)	Provider District Budget Total (state/local dollars)
PROVIDER DISTRICT:	096		\$105,503
COOPERATING DISTRICTS: (Must be Listed in Numerical District Code Order)	District Code	SIGNATURE (Cooperator Superintendent of Schools Or Authorized Agency Head)	Payments anticipated from Cooperating Districts for Eligible Expenditures C.G.S. Sec. 10-67
01 Region 12	212		\$ 2,400
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
Total Anticipated Payments from COOPERATORS ONLY:			\$2,400

Any Change In Program Plan Or Budget During The Program Year Requires A Program Modification Signed By The Providing Agency Head And Subsequently Approved By The State Department Of Education.

NO MODIFICATION WILL BE ACCEPTED AFTER March 15, 2014.

FISCAL YEAR: 20__

ED-114 BUDGET FORM

GRANTEE NAME: New Milford Adult Education		TOWN CODE: 096																																																																																																	
GRANTEE TITLE: ADULT EDUCATION PROVIDER																																																																																																			
PROJECT TITLE: State grant																																																																																																			
FUND: 11000	SPID: 17030	YEAR: 2014	PROG: 84002	CF1: 170013																																																																																															
GRANT PERIOD: 07/01/2013 – 06/30/2014		AUTHORIZED AMOUNT: \$																																																																																																	
AUTHORIZED AMOUNT BY SOURCE:																																																																																																			
LOCAL:		COOP DUE:		STATE:																																																																																															
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ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION

DATE OF APPROVAL

REVISOR REQUEST DATE PROGRAM MANAGER AUTHORIZATION

ED- 244 [x] 245 []

Technical Questions contact: quy.williams@ct.gov - (860) 807-2042

Town Code: 096

Budget Buddy: <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf>

Total: \$12,825

[illegible]

Total: \$39,627

[illegible]

112A Education Aides

[illegible]

Total: \$12,809

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119 Other

Total: \$33,950

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Total \$0.

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Total:	\$0
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Total: \$0

Total: \$0

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GRAND TOTAL: \$107,903

Memo

To: Jean Ann Paddyfote
From: Greg Shugrue 
Date: 3/19/2013
Re: Graduation date for the Class of 2013

Based on the current 2012-2013 school calendar, it is my recommendation that we set the date and time of graduation for the Class of 2013 as Saturday, June 22, 2013 at 4:00pm.

Once the Board of Education has approved this date, we will enter into a contract with the O'Neill Center at WCSU to hold the event there, as we have the past several years.

Memorandum

TO: Dr. JeanAnn Paddyfote, Superintendent of Schools
FROM: Joshua Smith, Assistant Superintendent of Schools
DATE: 4/2/2013
RE: Background Information for Board of Education, Operations Subcommittee

Dr. Paddyfote,

I am proud to report the recommendations of the Professional Growth Committee regarding New Milford's compliance with the Connecticut's performance and evaluation statutes. I have summarized the Committee's recommended course of action and a brief outline for district rollout.

The Professional Growth Committee was formed in September of the current school year and has held six meetings since November. The Committee includes representatives from all of our schools, all grade levels, administrators and the leadership from the effected bargaining units. Professional Development and Evaluation Committees were merged to form the initial working group, however all staff were invited to participate and additional volunteers stepped forward. The group of thirty educators included representation of all academic subjects, our art and music programs as well as physical education, library media and instructional coaches.

In addition, a sub-group of the Committee participated in eight regional meetings held at Education Connection. The regional meetings were an opportunity for districts to work collaboratively on interpreting the plan and gather collective knowledge on how districts can move forward in a manner that enables the leveraging of resources and a collective vision for implementation.

Background:

In June of 2012, the State of Connecticut passed Public Act 12-116 defining an annual performance evaluation system for administrators and teachers. In June of 2012, the Performance Evaluation Advisory Council created evaluation guidelines that define the evaluation process and outline the steps districts must take to comply with Public Act 12-116 for the 2013 implementation.

The Guidelines provide a model not only for teacher evaluation, but for support as well. The evaluation process has the potential to help move teachers along the path to exemplary practice and raise student achievement by clearly defining excellent practice and results; giving accurate, useful information about teachers' strengths and areas for development; while providing opportunities for growth and recognition. This premise for evaluation and support recognizes that our teachers are hard-working professionals who are in the profession to help children learn and grow.

Recommendations:

After careful review, research and analysis, it is recommended that the New Milford Public Schools adopt the following measures as it relates to teacher and administrator evaluation.

1. Adopt Connecticut's Teacher Educator Evaluation and Support System (SEED):
 - a. By adopting the State's plan, New Milford will be better positioned to maximize the resources offered by the state and participate in regional training and development sessions.
 - b. The State's plan will offer a systemic format for professional evaluation and for comparative analysis across districts.
 - c. The shared format and process will allow for a better calibrated system and a regional perspective as we work through the challenges of the change process.
 - d. The rubric for professional practice standards requires the district to weight the six domains. Domain One, Content and Essential Skills is embedded in the other five domains. For evaluation purposes New Milford will weigh each of the five remaining domains equally at 20%. At the end of the first year the district will review the structure and revise as necessary.
2. Adopt Connecticut's Administrator Educator Evaluation and Support System (SEED):
 - a. In addition to the reasons that support the adoption of the teacher model, the administrator evaluation system relies on the teacher system and eliminates the need to develop an alternative process.
3. Define the evaluation process for all proficient teachers as:
 - a. Two formal evaluations and two informal observations per year.
4. Define the evaluation process for all non-tenured staff and any staff not meeting proficient as:
 - a. Three formal and three informal observations per year.
5. Create an additional day of professional development prior to the 2013-2014 school year for a second day of training and practice for teachers prior to the start of school.

Plan Implementation and Rollout:

1. Training Timeline for teachers:
 - a. To date, all teachers have had an initial overview and presentation through building staff meetings.
 - b. The district has two professional development half days in May. These days will be used to develop internal capacity on the plan.
 - c. The June 24 professional development day will be used to begin the staff overview and create a common understanding of the process.
 - d. On August 21 and 22, the district will rollout the entire process to teachers and begin the practice of developing Student Learning Objectives and reviewing the types of data that can be used as an Indicator of Academic Growth and Development.
2. Training Timeline for administrators:
 - a. All administrators have been provided an overview and a foundational knowledge of both the teacher and administrator evaluation systems.
 - b. At this time, we anticipate regional trainings to be scheduled throughout the spring and summer. The training will require five to seven days per administrator, however all training will not need to be completed prior to the start of school and will not need to take place over consecutive days.
 - c. Currently June 24 and August 13-14 have been reserved for administrator training.
 - d. Monthly administrator meetings have been used to prepare for the new system and will continue to be used for the implementation process.
3. The Committee for Professional Growth and Development will continue to meet during the 2013-2014 school year. The focus will move from system selection to system implementation and will guide the district through the systemic shifts to staff development, instructional practice, and school improvement.

cc: Ellamae Baldelli, Director of Human Resources

**Connecticut's Educator Evaluation and Support System
2013-14 Submission Form**

District Name: New Milford Public Schools

Point-of-Contact and Email: Joshua Smith, jsmith@newmilfordps.org

Selection of a State or District-Designed Model

Please confirm your selection of a state or district-designed model as reflected in your district's plan

Teacher Evaluation:

- | | | |
|---|--|---|
| ➤ 45%: Student Outcomes: | <u> X </u> State Model (SEED) | <u> </u> District- Proposed Alternative |
| ➤ 40%: Teacher Practice: | <u> X </u> State Model (SEED) | <u> </u> District-Proposed Alternative |
| | • <i>Based on the March 2013 StEPP Draft</i> | |
| ➤ 10%: Parent Feedback: | <u> X </u> State Model (SEED) | <u> </u> District-Proposed Alternative |
| ➤ 5%: Whole-School Learning Indicator or Student Feedback | <u> X </u> State Model (SEED) | <u> </u> District-Proposed Alternative |

Administrator Evaluation:

- | | | |
|--|-------------------------------|--|
| ➤ 45%: Multiple Student Learning Indicators: | <u> X </u> State Model (SEED) | <u> </u> District-Proposed Alternative |
| ➤ 40%: Performance and Practice: | <u> X </u> State Model (SEED) | <u> </u> District-Proposed Alternative |
| ➤ 10%: Stakeholder Feedback: | <u> X </u> State Model (SEED) | <u> </u> District-Proposed Alternative |
| ➤ 5%: Teacher Effectiveness Outcomes: | <u> X </u> State Model (SEED) | <u> </u> District-Proposed Alternative |

2013-14 Implementation Plan:

Please indicate your district's plan for implementation in the 2013-14 school year:

Existing Assumption: X Whole model; full implementation; district-wide.

Preferred Alternative: Whole model; at least 1/3 of schools; all certified teachers and administrators within those schools.

Additional Alternative: Whole model; 50% of schools; classroom teachers only and administrators within those schools.

Other locally-determined options. If checked, please include a description.

**** All alternatives must represent at least a third of district's certified educator staff****

Board Approval:

Superintendent Signature _____ **Date** _____

Board of Education Chair Signature _____ **Date** _____

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

GEORGE C. BUCKBEE
TOWN CLERK

2013 APR -4 P 1:36

NEW MILFORD, CT

Present: Mr. Thomas McSherry, Chairperson
Mr. David A. Lawson
Mrs. Lynette Celli Rigdon
Mrs. Wendy Faulenbach

Absent: 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
Mrs. Laura Olson, Director of Pupil Personnel & Special Services
Mr. Daniel DiVito, Director of Technology

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mr. McSherry. Mrs. Faulenbach was seated in the absence of Mr. Wellman.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> None 	Public Comment
3.	Discussion and Possible Action <p>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <ul style="list-style-type: none"> A revised Exhibit A was distributed. There was no discussion. <p>Mrs. Faulenbach moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>B. Monthly Reports</p> <ol style="list-style-type: none"> Purchase Resolution D-654 Budget Position as of March 31, 2013 	Discussion and Possible Action <p>Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</p> <p>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.</p> <p>Monthly Reports</p> <ol style="list-style-type: none"> Purchase Resolution D-654 Budget Position as of March

	<p>3. Request for Budget Transfers</p> <ul style="list-style-type: none"> • Mr. Miller noted a typographical error on the Budget Position report that mistakenly showed variances as negative; we are favorable in these areas. He will make the correction before the full Board meeting next week. • Mrs. Faulenbach asked if there were any areas of concern. Mr. Miller said not so far. He said he is watching line item 3210, high school athletics for a possible small shortfall at the end of the year depending on post-season play. Dr. Paddyfote said they would be monitoring the legal account as well, as the district moves into negotiations with two bargaining units this year. • Mr. McSherry asked what portion of the Veritime expense was the annual fee. Ms. Baldelli said it was \$8000. • Mrs. Celli Rigdon asked where the data is stored. Mr. DiVito said Veritime is hosted by the company and is web based but that the district owns the data and it would be returned if we were to switch vendors. Mr. Miller noted that the electronic nature of the system would be a huge help as we must store hard copy records under the present system. <p>Mrs. Faulenbach moved to bring the monthly reports: Purchase Resolution D-654, Budget Position as of March 31, 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>C. Grant</p> <p>1. Adult Education – ED 244</p> <p>Mr. Lawson moved to bring the Adult Education Grant ED 244 to the full Board for approval.</p>	<p>31, 2013</p> <p>3. Request for Budget Transfers</p> <p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-654, Budget Position as of March 31, 2013 and Request for Budget Transfers to the full Board for approval.</p> <p>Grant</p> <p>1. Adult Education – ED 244</p> <p>Motion made and passed unanimously to bring the Adult Education Grant ED 244 to the full</p>
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	<p>Motion seconded by Mrs. Faulenbach.</p> <p>Motion passed unanimously.</p>	<p>Board for approval.</p>
D.	<p>New Milford High School Graduation Date 2013</p> <ul style="list-style-type: none"> Mrs. Faulenbach asked for confirmation that the date and time requested was available from the O'Neill Center and Dr. Paddyfote said it was. <p>Mrs. Faulenbach moved to bring the proposed New Milford High School Graduation Date of June 22, 2013 at 4:00 p.m. to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p>	<p>New Milford High School Graduation Date 2013</p> <p>Motion made and passed unanimously to bring the proposed New Milford High School Graduation Date of June 22, 2013 at 4:00 p.m. to the full Board for approval.</p>
E.	<p>System for Educator Evaluation and Development (SEED)</p> <ul style="list-style-type: none"> Mr. Smith distributed a memo recapping the district's progress with SEED and recommendations going forward. The consensus is that it is in the best interest of New Milford to move forward with the state plan as presently proposed with the understanding that it may be tweaked going forward as the process is implemented. This will allow the district to maximize resources, utilize regional training sessions from the state as they occur, and weigh district data in relation to that of other districts. Mr. Lawson asked for the definition of stakeholder in the administrator evaluation. Mr. Smith said this was defined by the state as teachers, parents and students directly connected to the school. Mr. Lawson said under the 5% in the teacher evaluation he would prefer using the whole-school learning indicator over student feedback. Mr. Smith said the district would be using the 	<p>System for Educator Evaluation and Development (SEED)</p>

	<p>Student Performance Index (SPI) for this with teachers having access to student feedback if they wished.</p> <ul style="list-style-type: none"> • Mr. Lawson asked what would be considered a passing grade. Mr. Smith said there are four levels and that levels proficient and exemplary would be considered as passing. • Mr. Lawson asked how the administrator evaluation would be done. Mr. Smith said it would be based on teacher effectiveness, stakeholder surveys and observations. Principals will observe assistant principals and the principals will be observed by the Assistant Superintendent and/or Superintendent. <p>Mrs. Faulenbach moved to bring Connecticut's Educator Evaluation and Support System 2013-14 Submission Form as proposed to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring Connecticut's Educator Evaluation and Support System 2013-14 Submission Form as proposed to the full Board for approval.</p>
4.	<p>Item of Information and Discussion</p> <p>A. School Calendar Discussion</p> <ul style="list-style-type: none"> • Dr. Paddyfote presented the proposed draft of the 2013-14 district calendar. She considered several options before finalizing the draft. Highlights include two professional days in August, an anticipated first day for students of August 26th and several K-12 district wide early release days which parents prefer. There are a total of 181 student days, with the scheduled last day of June 6th, allowing two weeks for emergency closings before having to take away days from April vacation. • Mr. Lawson asked if the half days all qualified as full student days and Dr. Paddyfote said yes, the only requirement from the state of Connecticut is that students are served lunch 	<p>School Calendar Discussion</p>

	<p>those days.</p> <ul style="list-style-type: none">• Dr. Paddyfote said she looked at adding an additional student day but the approximate \$40,000 cost was too high. She also looked at the possibility of having school on certain permissible holidays but that would require a negotiated change with some bargaining units.• Mr. Lawson suggested moving the May 7th early release day to May 14th so as to allow additional preparation for AP testing. Dr. Paddyfote thanked Mr. Lawson for the suggestion and said she would check the AP schedule.	
5.	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 8:10 p.m. seconded by Mrs. Celli Rigdon and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 8:10 p.m.</p>

Respectfully submitted:



Thomas McSherry, Chairperson
Operations Sub-Committee