

NEW MILFORD BOARD OF EDUCATION

New Milford Public Schools

50 East Street

New Milford, Connecticut 06776

**OPERATIONS SUB-COMMITTEE
MEETING NOTICE**

DATE: June 4, 2013
TIME: 7:30 P.M.
PLACE: Lillis Administration Building – Room 2

GEORGE C. BUCKBEE
TOWN CLERK

2013 MAY 31 P 12:56

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

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-656
2. Budget Position as of 5/31/13
3. Request for Budget Transfers

C. Gifts & Donations

1. Hill and Plain PTO

D. Bid Awards

1. Athletic Trainer
2. Special Education - Out of District Transportation
3. Special Education - Occupational Therapy
4. Special Education - Physical Therapy
5. Food and Nutrition Services - Milk
6. Food and Nutrition Services - Ice Cream

E. Grant Approvals

1. Carl D. Perkins Grant
2. Adult Education - Transition: Post-Secondary Education and Training
3. Adult Education - English Literacy and Civics Education

F. Activity Stipend Request

1. New Milford High School

G. Possible 2013-2014 Budget Adjustments

H. End-of-Year Projects

4. Items of Information

- A. Annual Emergency Preparedness Report**
- B. Annual Wellness Report**
- C. John J. McCarthy Observatory Annual Report**
- D. MyGrotel-Telecommunications Audit**
- E. National School Lunch Program and the USDA**

5. Executive Session (Anticipated)

- A. Discussion of the employment and salary of the Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.

6. Adjourn

Sub-Committee Members: **Mr. Thomas McSherry, Chairperson**

Mr. David A. Lawson

Mrs. Lynette Celli Rigdon

Mr. William Wellman

Alternates: **Mrs. Daniele Shook**

Vacancy

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

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

June 11, 2013

**as of June 4, 2013

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF	
a. RESIGNATIONS	
1. Mrs. Charlene Carson , Elementary Teacher, Northville Elementary School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Charlene Carson as an Elementary Teacher at Northville Elementary School effective June 30, 2013.	Retirement
2. Mrs. Frances Fitzgerald , Social Studies Teacher, Schaghticoke Middle School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Frances Fitzgerald as a Social Studies Teacher at Schaghticoke Middle School effective June 30, 2013.	Retirement
3. Mrs. Catherine Grasso , Elementary Teacher, Hill and Plain School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Catherine Grasso as an Elementary Teacher at Hill and Plain School effective June 30, 2013.	Retirement
4. Mrs. Kristeen Kaczka , Health Teacher and Department Chair, New Milford High School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Kristeen Kaczka as a Health Teacher and Department Chair at New Milford High School effective June 30, 2013.	Retirement
5. Mrs. Geraldine Lukovits , Practical Arts Teacher, Schaghticoke Middle School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Geraldine Lukovits as a Practical Arts Teacher at Schaghticoke Middle School effective June 30, 2013.	Retirement

2. CERTIFIED STAFF	
b. APPOINTMENTS	
1. None	
3. NON-CERTIFIED STAFF	
a. RESIGNATIONS	
1. **Mr. Dan DiVito , District-wide Director of Technology <u>Move</u> that the Board of Education accept the resignation of Mr. Dan DiVito as District-wide Director of Technology effective June 21, 2013.	Took position elsewhere
2. Mr. John Schirloff , General Worker in Food Services, New Milford High School <u>Move</u> that the Board of Education accept the resignation of Mr. John Schirloff as a General Worker in Food Services at New Milford High School effective June 28, 2013.	Personal Reasons
4. NON-CERTIFIED STAFF	
b. APPOINTMENTS	
1. Mr. Stephen Kern , District-wide Systems Analyst <u>Move</u> that the Board of Education approve the appointment of Mr. Stephen Kern as District-wide Systems Analyst effective June 17, 2013. 2012-2013 salary - \$49,500 – pro-rated to start date	<i>Education History:</i> AS: Bergen Community College Major: Computer Science <i>Work Experience:</i> 2 yrs. New Fairfield Sch. Dist. 4 yrs. Private industry 7 yrs. Norwich NY Sch. Dist. Replacing J. Machie
5. SUBSTITUTES	
a. APPOINTMENTS	
1. Ms. Deidre Nappi , Substitute Teacher <u>Move</u> that the Board of Education appoint Ms. Deidre Nappi as a Substitute Teacher effective June 12, 2013.	<i>Education History:</i> BS: WCSU Major: Mathematics
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. Ms. Kara Davis , Girls' Freshman Soccer Coach, New Milford High School <u>Move</u> that the Board of Education appoint Ms. Kara Davis as Girls' Freshman Soccer Coach at New Milford High School effective June 12, 2013, pending interview, receipt of coaching permit and Concussion Module 15 course certificate.	2013-2014 stipend: \$2314
2. Mr. Anthony Nocera , Girls' Varsity Volleyball Coach, New Milford High School <u>Move</u> that the Board of Education appoint Mr. Anthony Nocera as Girls' Varsity Volleyball Coach at New Milford High School effective June 12, 2013.	2013-2014 stipend: \$4626
3. Ms. LaDonna Takyi , JV Cheerleading Coach, New Milford High School <u>Move</u> that the Board of Education appoint Ms. LaDonna Takyi as JV Cheerleading Coach at New Milford High School effective June 12, 2013.	2013-2014 stipend: \$2236
11. LEAVES OF ABSENCE	
1. Mrs. Nicole Ciarcia , Elementary Teacher, John Pettibone School <u>Move</u> that the Board of Education approve the request of Mrs. Nicole Ciarcia for a child-bearing leave of absence beginning approximately September 25, 2013 for six weeks.	Paid leave of absence
2. Mrs. Danielle Lima , Paraeducator, Northville Elementary School <u>Move</u> that the Board of Education approve the request of Mrs. Danielle Lima to extend a child-rearing leave of absence through December 31, 2013.	Unpaid leave of absence

<p>3. Mrs. Allison Marchionne, Physical Education Teacher, New Milford High School <u>Move</u> that the Board of Education approve the request of Mrs. Allison Marchionne for a child-bearing/child-rearing leave of absence beginning approximately September 8, 2013 for the remainder of the 2013-2014 school year.</p>	<p>Paid leave of absence – six weeks Unpaid leave of absence – remainder of year</p>
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NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-656
BOE MEETING DATE: 6/11/13

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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>
50588	Ricoh – Ricoh Copier at Sarah Noble	\$7,033.00	06-732-1128
51565	Rich's Keys & Locks – Locks and Service	\$ 480.45	14-433-2620-01
		\$3,221.80	14-433-2620-03
		<u>\$1,550.00</u>	14-433-2620-04
		\$5,252.25	
51633	McGraw Hill School Education – EDM Supplies	\$ 4,403.87	06-611-1108
		\$ 2,000.00	06-642-1108
		<u>\$11,675.00</u>	06-644-1108
		\$18,078.87	
51642	Lunan's Landscaping - Spring Set-Up & Supplies	\$3,745.00	14-433-2620-04
	Infield Maintenance & Supplies	<u>\$5,220.00</u>	14-433-2620-05
		\$8,965.00	
51679	Conway Hardwood Products – Wood for Industrial Arts	\$5,238.00	04-611-1107
51738	Siemens Industry – Automation Control Units for Northville & Schaghticoke Schools	\$24,188.00	17-720-7001
51739	MD Stetson – Custodial Supplies	\$ 142.60	14-433-2610
		\$ 237.30	14-613-2610-01
		\$ 838.47	14-613-2610-02
		\$1,991.33	14-613-2610-03
		<u>\$2,138.25</u>	14-613-2610-06
		\$5,347.95	
51750	Amazon – Document Cameras	\$6,842.33	02-732-1128
51751	University of New Haven - Project Lead the Way Training	\$5,040.00	10-324-2211

GL2041R 5/29/2013
13:17:00

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 5/31/2013

Page 1
USER - BARBARA

FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,705,947.00	27,711,172.68	22,634,932.95	4,337,758.31	738,481.42	97.3 %
112	SALARY-NON-CERTIFIED	8,266,629.00	8,235,119.32	7,201,843.78	556,699.47	476,576.07	94.2 %
200	EMPLOYEE BENEFITS	8,199,569.00	8,199,569.00	7,564,605.03	43,761.37	591,202.60	92.8 %
321	INSTRUCTIONAL PROGRAMS	40,251.00	38,470.00	20,749.57	8,570.00	9,150.43	76.2 %
322	PROGRAM IMPROVEMENT	87,639.00	89,639.00	14,117.94	.00	75,521.06	15.7 %
323	PUPIL SERV. (COUNSEL, GUID)	630,810.00	630,810.00	472,455.88	118,276.12	40,078.00	93.6 %
324	STAFF SERVICES (TRAINING)	102,150.00	99,150.00	22,766.00	5,250.00	71,134.00	28.3 %
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	142,932.84	.00	32,799.16	81.3 %
333	MEDICAL SERVICES	25,000.00	27,750.00	27,750.00	.00	.00	100.0 %
336	INSURANCE SERVICES	2,622.00	2,622.00	1,540.00	.00	1,082.00	58.7 %
339	PURCH. SERVICES-OTHER	1,649,081.00	1,663,206.00	1,369,717.24	202,694.73	90,794.03	94.5 %
411	WATER	74,829.00	74,829.00	52,374.77	22,454.23	.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	68,961.05	1,915.14	3,175.81	95.7 %
431	INSTRUCT EQUIPMENT REPAIR	17,035.00	10,068.00	5,006.48	230.00	4,831.52	52.0 %
432	NON-INSTRUCT EQUIPMENT REPAIR	73,116.00	69,420.00	61,305.48	11,534.11	3,419.59-	104.9 %
433	BUILD & GROUNDS-REPAIR	323,349.00	285,799.00	314,734.22	33,721.18	62,656.40-	121.9 %
442	NON-INSTRUCT EQUIPMENT-RENT	230,795.00	228,095.00	178,825.04	16,231.57	33,038.39	85.5 %
511	PUPIL TRANSPORTATION-CONTRACT	4,300,972.00	4,300,972.00	3,922,163.32	377,783.63	1,025.05	100.0 %
513	PUPIL TRANSPORTATION-OTHER	2,000.00	2,000.00	.00	.00	2,000.00	.0 %
515	FIELD TRIPS	106,200.00	112,945.00	122,963.98	8,902.77	18,921.75-	116.8 %
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	661.56	.00	1.56-	100.2 %
531	TELEPHONES	86,554.00	90,304.00	74,539.74	14,333.23	1,431.03	98.4 %
532	POSTAGE	35,483.00	35,358.00	27,848.55	6,236.88	1,272.57	96.4 %
540	ADVERTISING EXPENSE	1,725.00	3,325.00	3,039.79	448.40	163.19-	104.9 %
550	PRINTING EXPENSE	58,754.00	57,154.00	29,430.93	18,058.81	9,664.26	83.1 %
560	TUITION EXPENSE	1,700.00	1,700.00	1,800.00	.00	100.00-	105.9 %
561	TUITION-CONN LEA	645,678.00	645,678.00	459,186.41	134,062.64	52,428.95	91.9 %
563	TUITION-PRIVATE FACILITY	1,618,975.00	1,618,975.00	1,448,647.76	354,230.04	183,902.80-	111.4 %
580	TRAVEL EXPENSES	34,692.00	35,592.00	24,426.50	4,792.19	6,373.31	82.1 %
611	INSTRUCTIONAL SUPPLIES	530,258.00	496,537.00	397,415.34	48,430.44	50,691.22	89.8 %
612	NON-INSTRUCTIONAL SUPPLIES	194,329.00	194,874.00	195,674.96	21,778.75	22,579.71-	111.6 %
613	MAINTENANCE SUPPLIES	200,060.00	237,060.00	237,729.44	19,405.68	20,075.12-	108.5 %
614	MAINTENANCE COMPONENTS	31,625.00	31,625.00	22,286.98	1,195.06	8,142.96	74.3 %
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	3,467.92	.00	964.08	78.2 %
622	ELECTRICITY	925,755.00	925,755.00	678,669.58	197,830.42	49,255.00	94.7 %
623	BOTTLED GAS	638.00	638.00	1,551.21	828.60	1,741.81-	373.0 %
624	OIL	350,969.00	350,969.00	202,484.46	147,500.71	983.83	99.7 %
625	NATURAL GAS	316,715.00	316,715.00	210,351.31	25,530.69	80,833.00	74.5 %
626	GASOLINE	51,218.00	51,218.00	27,275.22	16,041.61	7,901.17	84.6 %
641	TEXTS-NEW/NON-CONSUMABLE	52,286.00	51,913.00	40,710.36	4,612.80	6,589.84	87.3 %
642	TEXTS-REP/ADD NON-CONSUMABLE	46,430.00	45,379.00	40,133.67	2,000.00	3,245.33	92.8 %
644	TEXTS-REP/ADD CONSUMABLE	72,230.00	72,991.00	59,617.24	12,960.47	413.29	99.4 %
645	LIBRARY BOOKS	90,727.00	93,812.00	73,248.60	15,387.78	5,175.62	94.5 %
646	WORKBOOKS	57,702.00	61,811.00	55,711.79	1,040.22	5,058.99	91.8 %
647	PERIODICALS	27,235.00	22,803.00	14,519.76	5,814.00	2,469.24	89.2 %
720	BUILDINGS & IMPROVEMENTS	255,300.00	255,300.00	225,645.84	61,051.00	31,396.84-	112.3 %
731	INSTRUCTIONAL EQUIPMENT-NEW	32,382.00	42,793.00	27,417.89	5,572.59	9,802.52	77.1 %

GL2041R, 5/29/2013

13:17:00

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 5/31/2013Page 2
USER - BARBARA

FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	12,131.00	34,327.00	14,379.78	13,195.02	6,752.20	80.3 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	378,221.00	384,829.00	399,094.00	12,886.86	27,151.86-	107.1 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	23,368.00	29,500.00	12,303.84	556.34	16,639.82	43.6 %
810	DUES & FEES	79,671.00	80,234.00	69,608.00	1,679.63	8,946.37	88.8 %
900	FEE REVENUE	165,043.00-	165,043.00-	156,224.21-	.00	8,818.79-	.0 %
910	TUITION REVENUE	110,420.00-	110,420.00-	70,714.40-	.00	39,705.60-	.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-	26,647.98-	.00	23,352.02-	.0 %
961	UNLIQUIDATED ENCUMBRANCES	.00	.00	15,824.44-	.00	15,824.44	.0 %
965	VENDOR REBATE REVENUE	40,000.00-	40,000.00-	33,600.26-	.00	6,399.74-	.0 %
998	TRANSFER IN	.00	.00	33,482.00-	.00	33,482.00	.0 %
** FINAL TOTAL **		57,557,533.00		48,513,124.72		2,151,164.79	
			57,557,533.00		6,893,243.49		96.3 %
"FINAL TOTAL"		57,194,266.00		48,564,060.47		1,780,406.47	
5/31/2012			57,194,266.00		6,849,799.06		96.9%
Variance		363,267.00	363,267.00	50,935.75	43,444.43	370,758.32	0.6%

GL2042R 5/29/2013
13:16:22
FUND 001 000

New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 5/31/2013

Page 1
USER - BARBARA

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	949,699.00	999,656.00	775,150.96	176,597.40	47,907.64	95.2 %
1102	NON DEPT INSTRUCTION	6,745,569.00	6,763,848.22	5,410,042.39	1,204,442.93	149,362.90	97.8 %
1103	BUSINESS EDUCATION	307,280.00	308,226.00	267,289.85	40,560.15	376.00	99.9 %
1104	ENGLISH/LANGUAGE ARTS	1,813,957.00	1,801,799.00	1,424,014.39	284,407.40	93,377.21	94.8 %
1105	WORLD LANGUAGE	967,950.00	967,950.00	820,497.74	136,996.60	10,455.66	98.9 %
1106	HOME ECONOMICS	180,369.00	180,369.00	156,636.29	23,217.29	515.42	99.7 %
1107	INDUSTRIAL ARTS	302,470.00	302,470.00	247,648.93	52,723.89	2,097.18	99.3 %
1108	MATHEMATICS	1,585,037.00	1,586,047.00	1,287,390.29	247,461.24	51,195.47	96.8 %
1109	MUSIC	840,544.00	866,604.00	711,453.02	147,940.33	7,210.65	99.2 %
1110	PHYSICAL EDUCATION	937,284.00	942,626.00	749,392.36	174,875.26	18,358.38	98.1 %
1111	SCIENCE	1,542,668.00	1,548,195.00	1,259,431.90	270,048.93	18,714.17	98.8 %
1112	SOCIAL STUDIES	1,396,700.00	1,366,206.00	1,160,663.60	182,362.24	23,180.16	98.3 %
1113	PATIENT CARE TECHNOLOGY	17,467.00	17,467.00	14,474.00	2,993.40	.40	100.0 %
1116	HEALTH AND SAFETY	338,414.00	338,414.00	270,710.64	64,548.00	3,155.36	99.1 %
1118	CAREER EDUCATION	27,998.00	28,735.20	25,424.44	3,130.19	180.57	99.4 %
1119	COMPUTER EDUCATION	432,095.00	437,120.40	351,917.80	58,829.46	26,373.14	94.0 %
1121	REMEDIAL READING	880,945.00	880,163.00	737,517.60	133,284.79	9,360.61	98.9 %
1123	ENGLISH LANGUAGE LEARNERS	151,639.00	151,639.00	117,268.44	28,580.19	5,790.37	96.2 %
1124	DISTRIBUTIVE EDUCATION	57,054.00	57,054.00	45,643.20	11,410.80	.00	100.0 %
1127	ART	775,698.00	775,698.00	639,211.53	116,196.82	20,289.65	97.4 %
1128	GENERAL INSTRUCT SUPPLIES	383,724.00	370,419.00	307,509.14	37,042.31	25,867.55	93.0 %
1129	SUBSTITUTE TEACHERS	378,959.00	379,265.00	299,623.57	.00	79,641.43	79.0 %
1130	INSTRUCTIONAL TESTING	100,238.00	117,910.63	109,089.15	7,198.18	1,623.30	98.6 %
1131	NON DEPT INSTRUCT GR 6-12	112,755.00	126,163.15	109,605.80	7,218.98	9,338.37	92.6 %
1210	GIFTED TALENTED/ENRICHMNT	114,559.00	114,559.00	84,172.60	26,064.20	4,322.20	96.2 %
1211	EXCEL-EXPER. CTR EARLY LEARN	416,714.00	416,490.00	350,821.86	63,139.78	2,528.36	99.4 %
1212	SPECIAL ED-NON CATEGORICL	5,118,433.00	5,087,961.00	4,023,018.82	817,129.79	247,812.39	95.1 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	158,567.00	160,180.48	152,367.60	11,815.52	4,002.64	102.5 %
1270	TUTORIAL	210,779.00	210,779.00	132,172.99	.00	78,606.01	62.7 %
1271	HOMEBOUND INSTRUCTION	76,000.00	76,000.00	36,077.43	.00	39,922.57	47.5 %
1290	OTHER SPECIAL EDUCATION	302,545.00	306,462.39	270,015.76	21,245.78	15,200.85	95.0 %
1291	SPEC ED PARA SUBSTITUTES	109,600.00	111,291.75	111,291.75	.00	.00	100.0 %
1310	ADULT ED-BASIC PROGRAM	86,159.00	85,159.00	59,680.82	6,126.42	19,351.76	77.3 %
1311	ADULT ED-HIGH SCHL EQUIV	5,099.00	6,099.00	3,675.26	1,215.65	1,208.09	80.2 %
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	215,486.99	39,048.77	230.24	99.9 %
2120	GUIDANCE SERVICES	959,875.00	959,952.08	793,198.39	160,879.99	5,873.70	99.4 %
2130	HEALTH SERVICES	1,024,816.00	1,035,661.00	871,675.37	148,272.43	15,713.20	98.5 %
2140	PSYCHOLOGICAL SERVICES	460,076.00	461,252.00	348,635.71	69,288.99	43,327.30	90.6 %
2150	SPEECH AND HEARING	695,626.00	695,626.00	584,597.48	98,133.65	12,894.87	98.1 %
2211	STAFF DEVELOPMENT & TRAIN	60,873.00	60,873.00	29,303.00	5,040.00	26,530.00	56.4 %
2212	CURRICULUM DEVELOPMENT	165,112.00	168,588.63	98,648.15	7,433.02	62,507.46	62.9 %
2222	LIBRARY SERVICES	606,576.00	633,725.08	518,407.69	110,294.60	5,022.79	99.2 %
2223	AUDIO-VISUAL SERVICES	18,366.00	15,784.00	6,146.09	2,920.99	6,716.92	57.4 %
2224	EDUCATIONAL TELEVISION	1,757.00	1,757.00	169.80	1,149.00	438.20	75.1 %
2310	BOARD OF EDUCATION	210,652.00	211,252.00	177,704.26	918.40	32,629.34	84.6 %
2320	CENTRAL ADMINISTRATION	337,431.00	348,144.05	301,586.99	29,533.57	17,023.49	95.1 %
2410	OFFICE OF THE PRINCIPAL	2,542,865.00	2,541,881.86	2,268,337.99	246,862.87	26,681.00	99.0 %
2490	OTHER SCHOOL ADMINISTRATION	131,966.00	118,018.00	79,577.41	27,564.84	10,875.75	90.8 %
2510	FISCAL SERVICES	433,486.00	447,848.45	418,902.01	29,039.56	93.12	100.0 %
2590	OTHER BUSINESS SUPPORT SERV	519,751.00	383,762.80	369,435.98	.00	14,326.82	96.3 %
2610	CUSTODIAL & HOUSEKEEPING	2,146,326.00	2,156,539.78	1,873,023.92	15,521.79	267,994.07	87.6 %
2620	MAINTENANCE & REPAIR	3,037,596.00	3,037,254.00	2,491,124.77	479,735.28	66,393.95	97.8 %

GL2042R 5/29/2013
13:16:22
FUND 001 000 GENERAL FUND

New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 5/31/2013

Page 2
USER - BARBARA

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2630	BUILDING USE ADMINISTRATION	32,208.00-	32,208.00-	36,419.79-	601.33	3,610.46	111.2 %
2710	TRANSPORTATION	4,133,906.00	4,128,243.78	3,738,244.27	376,945.49	13,054.02	99.7 %
2790	NON-REIMBURSABLE TRANSPRT	.00	.00	893.44	.00	893.44-	.0 %
2810	PLANNING & EVALUATION	57,013.00	57,013.00	41,278.22	10,000.00	5,734.78	89.9 %
2820	COMMUNICATION & COMM/STAFF RELATION	28,594.00	28,594.00	21,233.69	2,480.06	4,880.25	82.9 %
2830	RECRUITING/PERSONNEL SERV	178,801.00	184,447.49	163,619.86	17,676.57	3,151.06	98.3 %
2840	TECHNOLOGY	268,465.00	277,076.00	261,732.83	11,248.88	4,094.29	98.5 %
2910	SOCIAL SECURITY	599,400.00	599,400.00	536,459.97	.00	62,940.03	89.5 %
2920	MEDICARE	473,244.00	473,244.00	407,605.60	.00	65,638.40	86.1 %
2930	LIFE INSURANCE	87,154.00	87,154.00	82,456.15	4,697.85	.00	100.0 %
2940	DISABILITY INSURANCE	93,915.00	93,915.00	65,378.67	28,536.33	.00	100.0 %
2950	MEDICAL INSURANCE	5,427,205.00	5,427,205.00	4,974,937.99	.00	452,267.01	91.7 %
2960	UNEMPLOYMENT INSURANCE	84,500.00	84,500.00	78,452.81	6,047.19	.00	100.0 %
2970	OTHER BENEFITS	798,939.00	798,939.00	784,090.00	4,480.00	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	607,824.26	35,935.25	13,391.12-	102.1 %
3211	INTRAMURAL SPORTS	32,681.00	32,681.00	14,209.50	.00	18,471.50	43.5 %
3212	OTHER STUDENT ACTIVITIES	205,173.00	205,211.39	168,278.53	6,220.19	30,712.67	85.0 %
6110	TUITION-CONN PUB SCHL DIS	561,262.00	561,262.00	371,463.41	134,062.64	55,735.95	90.1 %
6130	TUITION-NON PUBLIC SCHL	1,262,149.00	1,262,149.00	1,077,841.76	354,230.04	169,922.80-	113.5 %
7001	CAPITAL-FACILITIES	253,300.00	253,300.00	224,859.59	60,681.00	32,240.59-	112.7 %
7002	CAPITAL-TECHNOLOGY	270,727.00	273,227.00	293,196.74	8,959.00	28,928.74-	110.6 %
7003	CAPITAL-OTHER	18,324.00	18,324.00	.00	.00	18,324.00	.0 %
** FINAL TOTAL **		57,557,533.00		48,513,124.72		2,151,164.79	
			57,557,533.00		6,893,243.49		96.3 %
"FINAL TOTAL"		57,194,266.00		48,564,060.47		1,780,406.47	
5/31/2012			57,194,266.00		6,849,799.06		96.9%
Variance		363,267.00	363,267.00	50,935.75	43,444.43	370,758.32	0.6%

NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 6/11/13

Transfer #	Description	From: Account#	Amount	To: Account #	Amount
HPS 001	Library Video Co. – DVDs	01-339-2222	\$360.00		
		01-645-2222	\$185.00		
		01-810-2222	<u>\$130.00</u>		
			\$675.00	01-611-2222	\$675.00
NES 001	Amazon – Document Cameras	02-611-1212	\$ 117.00		
		02-611-1211	\$ 224.00		
		02-647-1112	\$ 217.00		
		02-611-2120	\$ 858.00		
		02-646-1104	\$ 958.00		
		02-645-1104	\$ 620.00		
		02-644-1108	\$ 662.00		
		02-321-1128	\$2,500.00		
		02-339-2222	<u>\$ 890.00</u>		
			\$7,046.00	01-732-1128	\$7,046.00
NES 002	Bear Com – Walkie Talkies	02-641-1104	\$1,240.00		
		02-642-1104	\$1,350.00		
		02-810-2130	<u>\$ 139.00</u>		
			\$2,729.00	02-732-1128	\$2,729.00
SMS 001	Follett Software Co. – Wireless Scanner for Library	04-431-2223	\$ 454.00		
		04-612-2223	<u>\$ 847.00</u>		
			\$1,301.00	04-732-2223	\$1,301.00
NMHS 001	B&H Photo – HD Camcorder	05-611-2224	\$1,000.00	05-732-2224	\$1,000.00
NMHS 002	Industrial Arts Supplies	05-431-1107	\$1,000.00	05-611-1107	\$1,000.00
NMHS 003	Phones & Chairs/Tables	05-442-2490	\$1,300.00	05-734-2490	\$1,300.00
NMHS 004	Administrative Supplies	05-432-2490	\$2,000.00	05-612-2490	\$2,000.00
NMHS 005	Supplies for Social Studies Department	05-431-1112	\$2,000.00		
		05-647-1112	<u>\$2,000.00</u>		
			\$4,000.00	05-611-1112	\$4,000.00
SNIS 001	Ricoh – Ricoh Copier at SNIS	06-611-1128	\$7,033.00	06-732-1128	\$7,033.00

Hill and Plain PTO
60 Old Town Park Road
New Milford, CT 06776

Dr. JeanAnn Paddyfote
Lillis Administration Building
50 East Street
New Milford, CT 06776

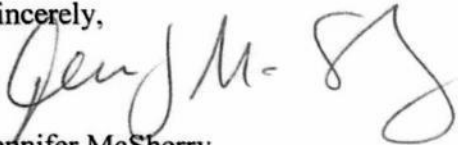
Dear Dr. Paddyfote,

The Hill and Plain PTO would like to gift a new Smart Board for the Computer Classroom at Hill and Plain School. The learning environment with a future toward computer-based testing and technology as a component of the curriculum will be enhanced by having this tool in the Computer Classroom.

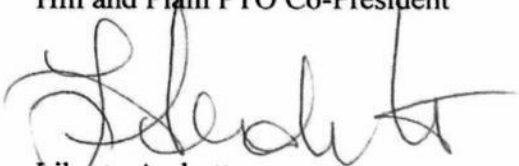
We had a successful Spring Book Fair and would like to provide this educational tool as a gift to the school from our Book Fair profits.

Thank you very much for your consideration. If you have any questions or concerns please contact us at jen.pto@gmail.com or libertypto@hotmail.com

Sincerely,



Jennifer McSherry
Hill and Plain PTO Co-President



Liberty Andretto
Hill and Plain PTO Co-President



New Milford High School

Home of the Green Wave

Greg P. Shugrue, Principal
388 Danbury Road, New Milford, CT 06776
shugrueg@newmilfordps.org
Tel. 860-350-6647 Fax. 860-210-2256

To: Dr. JeanAnn Paddyfote, Superintendent of Schools

Date: May 22, 2013

Re: RFP – Athletic Trainer

After thoroughly reviewing the submitted bids for athletic training services for New Milford High School I recommend that New Milford Public schools award said bid to Select Physical Therapy. My recommendation is based on the following:

- Their package meets our needs and is fiscally aligned with current budget projections.
- We are familiar with and happy with the services that Select Physical Therapy provides and have developed a professional relationship over the years that have benefited our student athletes.

If further discussion is needed, I am more than happy to meet to discuss and defend this recommendation.

NEW MILFORD PUBLIC SCHOOLS

Office for Student Affairs

50 EAST STREET

NEW MILFORD, CONNECTICUT 06776

(860) 354-2654 FAX (860) 210-2682



Laura M. Olson
Director of Special Services
& Pupil Personnel

May 29, 2013

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

Dear Dr. Paddyfote,

This is to advise you that bids were opened for Pupil Transportation Services for Special Education Students placed out of district at 2:00 pm, May 24, 2013. Bids were opened and logged by Gregg Miller and Laura Olson. Requests for Proposals were sent to nine (9) potential contractors of whom seven (7) responded. Proposals were requested for a three (3) year term.

The bids were reviewed in detail by Laura Olson and Gregg Miller. Listed below is a summary of the recommended bidders, the number of bids they were awarded, and the dollar value for the 2013-2014 school year.

<u>Vendor</u>	<u># of Bids</u>	<u>2013-2014 Estimated Annual Cost</u>
Education Connection	6	\$172,818
CT Transportation Solutions	4	\$223,874
Cardinal Driving Service	6	\$268,630
EastConn	<u>1</u>	<u>\$ 25,070</u>
Totals	17	\$690,392

Sincerely,

A handwritten signature in cursive script that reads "Laura M. Olson".

Laura Olson

cc: Gregg Miller
Debbie Socotch

NEW MILFORD PUBLIC SCHOOLS
Office for Student Affairs
50 EAST STREET
NEW MILFORD, CONNECTICUT 06776
(860) 354-2654 FAX (860) 210-2682



Laura M. Olson
Director of Special Services and Pupil Personnel

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

May 28, 2013

Subject: Bid Awards OT and PT Services for SPED

This is to inform you that formal bids were opened for OT and PT Services on April 10, 2013, for the Department of Pupil Personnel and Special Services.

PT

Bids were sent out to eighteen (18) vendors for Physical Therapy Services. Fourteen (14) bids were received and reviewed by the Director of Fiscal Services and the Director of Special Education. It is our recommendation to award the bid as follows:

Ms. Debra Myhill

15 Heritage Drive
New Milford, CT 06776
7 hours/day for 4 days/week

Integrated Pediatric Services

P.O. Box 1833
New Milford, CT 0677
.4 FTE 7 hours/ day for 181 days

OT

Eighteen (18) bids were sent out for Occupational Therapy Services. Fourteen (14) bids were received and reviewed by the Director of Fiscal Services and the Director of Special Education. It is our recommendation to award the bid to:

Integrated Pediatric Services

P.O. Box 1833
New Milford, CT 0677
1.6 FTE OTR 7 hours/day for 181 days
1.25 FTE COTA 7 hours/day for 181 days

Sincerely,

A handwritten signature in black ink, appearing to read "Laura M. Olson".

Laura M. Olson
Director of Pupil Personnel

cc: Gregg Miller
Debbie Socotch

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Gregg Miller, Director of Fiscal Services

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 24, 2013

Re: Milk Bid

The milk bids for the 2013-2014 school year were opened on May 21, 2013. Two companies submitted bids. It is my recommendation that the contract be awarded to Marcus Dairy.

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Gregg Miller, Director of Fiscal Services

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 28, 2013

Re: Ice Cream/Frozen Desserts Bid

The Ice Cream/Frozen Dessert bids for the 2013-2014 school year were opened on May 21, 2013. One company submitted a bid. It is my recommendation that the contract be awarded to New England Ice Cream Company.

NEW MILFORD HIGH SCHOOL
MEMORANDUM
Office of the Assistant Principal

To: Dr. JeanAnn Paddyfote, Superintendent
From: Marc Balanda
Date: 6/4/12
Re: Perkins Grant 2013-2014

New Milford High School has again applied for monies for the Perkins Grant for the next school year. Perkins monies are targeted for Business and Vocational Education programs. The many programs under this umbrella include the following:

- Medical Technology which includes Allied Health, Sports Medicine, Medical Careers
- Media Productions
- Desktop Publishing (Cut, Paste & Copy)
- Business Computer Applications along with Web Design and Accounting II
- Child Development
- Early Childhood
- Marketing, Marketing II
- Internship Program
- Introduction to Woodworking
- AutoCAD
- Personal Finance, Personal Finance II

This past year we were given approximately \$31,000 for our various Business/Vocational Education and Enterprise programs. We were able to purchase site licenses for the Personal Finance course; Netbooks for Personal Finance course, and additional instructional supplies for Marketing and Early Childhood; and new equipment for Woodshop. We also continued to equip the CP&C area with mini Mac computers.

This new grant for 2013-2014, with our request for approximately \$31,000 includes instructional supplies for our Medical Careers course and equipment to enhance our Early Childhood Education programs. We are also continuing to update our instructional supplies and equipment for our AutoCAD, Web Design and Personal Finance. We will continue to utilize technology with a request in both our Personal Finance and CP & C for Netbooks and MacBook Pro.

ED 114 FISCAL YEAR 2014

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME:		VENDOR CODE:
GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006		
PROJECT TITLE: SECONDARY BASIC GRANT		
CORE-CT CLASSIFICATION:	FUND: 12060	SPID: 20742 PROGRAM: 84010
BUDGET REFERENCE: 2014		CHARTFIELD1: 170002
		CHARTFIELD2:
GRANT PERIOD: 7/1/2013 - 6/30/2014		AUTHORIZED AMOUNT: \$33105.00
AUTHORIZED AMOUNT by SOURCE:		
LOCAL BALANCE: \$		CARRY-OVER DUE:\$
		CURRENT DUE: \$
CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	5000.00
112A	EDUCATION AIDES	
112B	CLERICAL	300.00
119	OTHERS	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	1600.00
323	PUPIL SERVICES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
510	PUPIL TRANSPORTATION	1850.00
580	TRAVEL	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	4700.00
641	TEXTBOOKS	
700	PROPERTY	19655.00
940	INDIRECT COSTS	
	TOTAL	
XANR	AGRICULTURE AND NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SERVICES	
XBAS	BUSINESS AND ADMIN. SERVICES	2000.00
XCON	CONSTRUCTION	
XETS	EDUCATION AND TRAINING SERVICES	
XFS	FINANCIAL SERVICES	1050.00
XHS	HEALTH SERVICES	8000.00
XHSS	HUMAN SERVICES	
XHT	HOSPITALITY & TOURISM	
XITS	INFO. TECH. TELECOM. SERVICES	14000.00
XLP	LEGAL AND PROTECTIVE SERVICES	
XMAN	MANUFACTURING	
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICES	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS.	
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS.	
XWRS	WHOLESALE/RETAIL SALES AND SERVICES	800.00

ORIGINAL REQUEST DATE_____
REVISED REQUEST DATE_____
STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION_____
DATE OF
APPROVAL

III. APPENDICES

APPENDIX A

APPLICATION COVER
FOR 2013 –14 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS
Bureau of Health/Nutrition, Family Services and Adult Education

Title Of Grant: Pathways to Success-Transitions
EL Civics and Community Learning

Applicant Organization: New Milford Adult Education
388 Danbury Road
New Milford, CT 06776

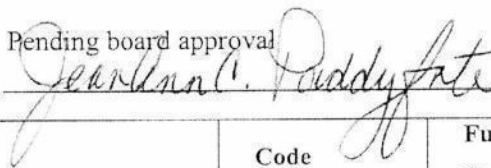
Initiated By: Christine Martin, Facilitator
388 Danbury Road 860-350-6647 ext 1170
New Milford, CT 06776
martinc@newmilfordps.org

Project Director: Denise Duggan, Director 860-350-6647 ext 1105
388 Danbury Road
New Milford, CT 06776
duggand@newmilfordps.org

Submitted By: Dr. Jean Ann Paddyfote 860-355-8406
Superintendent of Schools
50 East Street
New Milford, Ct. 06776

**Signature of Superintendent of
Schools or Chief Executive Officer of
Agency:**

Pending board approval



Priority Area	Code	Funds Requested	Matching Funds
Transition: Preparing for 21 st Century Careers– <i>Elementary ESL and ABE/GED</i>	AE-13-1E		
Transition: Preparing for 21 st Century Careers - <i>Secondary</i>	AE-13-1S		
Family Literacy – <i>Elementary ESL and ABE/GED</i>	AE-13-2E		
Family Literacy-- <i>Secondary</i>	AE-13-2S		
Nontraditional Adult Education Instruction and Services	AE-13-3		
Expansion of the National External Diploma Program	AE-13-4		
Transition: Post-Secondary Education and Training	AE-13-5	\$35,849	\$9,064
Transition: Integrated Basic Education and Skills Training (I-BEST)	AE-13-6		
English Literacy and Civics Education (EL/Civics)	AE-13-7	\$24,333	\$6,279
CT Adult Virtual High School	AE-13-8		
Total Funds Requested		\$60,182	\$15,343

APPENDIX B PRIORITY AREA ABSTRACT

Each of the priority areas within the grant application must have its own abstract.

Priority Area Name: Transitions	Project Title: Pathways to Success-Transitions
Applicant Organization: New Milford Adult Education	Project Director: Denise Duggan
Beginning Date: 7/1/2013	End Date: 6/30/14
Requested Federal Funds: \$35,849	Program(ABE, ESL, GED, CDP, NEDP,Citizenship): ABE, GED, CDP
Planned Number of Students: 65	Cost Per Student: \$552

STATEMENT OF NEED:

Undereducated adults continue to be faced with significant barriers to self sufficiency because of a high unemployment rate and a struggling economy. New Milford's latest census shows 2,480 documented adults who do not have a high school diploma.

TARGET POPULATION:

Students aged 17, or older, who do not have a secondary Diploma. Students who are found deficient in basic skills on the entry appraisal test. Students who lack insight as to the future beyond High School and who are in need of soft skills.

PROJECT DESIGN:

- Transition CPD and ABE/GED class - Instruction to give students the necessary skills and strategies to be independent learners in a post-secondary education or employment setting and to be knowledgeable about post secondary options and requirements.
- Career readiness -Soft skills essential to succeed in today's workforce will add a computer workshop component that will allow students technology practice and experience some simulated real life scenarios relating to the world of work. Character Education and A Leadership course to prepare students for the rigors of workforce expectations
- Career awareness - Students will identify interests and research Careers.
- Career pathway classes in a variety of experiences
- Collaboration workshop series- Career Training for Pathway Success Ridley Lowell, The Youth Agency, Danbury Probation and Culinary post secondary training
 1. Students will travel to Ridley Lowell to experience Ridley Lowell Campus and postsecondary classes. They will identify the skills necessary to obtain National credentials in their chosen career path.
 2. Students will have access to short duration (16 hours) workshops that will provide insight and instruction in a variety of student interest identified pathways (Criminal Justice system, Culinary, IT, Medical, Electrical) and barrier topics (Criminal Justice, Parenting and managing finance)

- Guidance counselor active in all transition classes as well as meeting individually with all students for career and post secondary counseling.
- Student evaluation ongoing as demonstrated by needs assessments, interest inventories, course grades and portfolio work.

PROJECT OBJECTIVES: (Briefly state the objectives of the project)

1. To remediate those students who are deficient in basic skills.

- Students are assessed with the CASAS 50 math and reading. Students testing below 235 or who demonstrate difficulty with math and/or reading will be remediated in the appropriate subject area.
- Transitions Math will provide remediation and work on skills needed to be successful on college placement exams and the workforce.
- Career readiness will providing students with the soft skills essential to succeed in today's workforce.
- Transition GED will prepare students for the GED and explore career, work and post secondary options.
- All class attendance, CASAS tests, grades and credits earned will be documented in CARS
- Collaboration with Ridley Lowell, Danbury Probation, Culinary arts and the Youth Agency will provide students with skills and insight as to the post secondary programs of study to achieve their goals.

2. To assist students in identifying goals and connecting those goals to a career pathway.

- Students new to the program will receive an orientation to adult education that will include goal identification and career pathway instruction.
- Students will be exposed to a variety of career and workforce interest inventories to help clarify their goals and pathway.
- Students will be exposed to a variety of post secondary programs and pathway options through speaker presentations, college fairs, computer research and classroom programming.
- Students will experience first hand the training in a variety of career pathways and obtain insight into the National certification process.

- Career Awareness project will focus student's attention on their pathway, career choices and the impact of that choice on their future.
- We will continue to offer the transitions class to help students prepare for the world beyond high school. Students will explore post secondary and workforce opportunities, research financial aide and compile a portfolio of documents (Resume, College essay, etc)
- We will incorporate individual student portfolio's into the program so that all students who leave the program take with them tangible documentation that can be used in post secondary education and assist in entry into the workforce.

3. To create an accessible pathway to post secondary education and the workforce by offering career cluster classes and curriculum and partnering with Ridley Lowell to provide students with a direct connection to post secondary

- Students will have the opportunity to hear representatives from post secondary institutions as well as making off site visits to post secondary institutions and college fairs.
- Students will learn study skills, time management, the applications process, writing a college essay and how to navigate the financial aid forms.
- Students will have the opportunity to work one on one with a guidance counselor on the transitions process.
- Students will have the opportunity for alternative ways to earn credit thru access to online classes and independent studies.
- Ridley Lowell will provide instruction in those areas students need to succeed in Post Secondary.
 - Ridley Lowell will provide opportunities for students to attend classrooms in a variety of career pathways, experience hands on learning activities utilizing equipment in specific career pathways and have access to staff in admissions and financial aid.

Course books include but are not limited to: Number Power Math series, Contemp. GED , Trans Math The Community College Experience, The Adult Students Guide To Success, 5th edition, How To Be A Successful Student, Career Folio Curriculum, SABES Curriculum and Keys To Effective Learning.

Program	Career/College readiness	Workshop series	Career Awareness	Transition class	GED Transitions	Transition Math	Pathway classes
Start/Finish sem 1	8/13 – 1/14	Jan 2014	8/13 – 1/14		9/13– 12/13	8/13 –1/14	8/13 –1/14 1/14 – 6/14
sem 2		June 2014		1/14 – 5/14	2/14 – 5/14	1/14 – 6/14	
Days/ wk	2	4	1	2	2	1	1
hrs per day	2	4	2	2	2	2	2
# of weeks/ semester	15	various	15	15	12	15	15

Curriculum

Curricula for Career Awareness, HSD and GED Transitions classes will include personal inventory and career aptitude assessments, self advocacy skills, learning strategies, time management, resume writing, career exploration, communication and interviewing skills as well as writing the college essay. Access to the computer lab for research as well as the GED, Math and English, on computer will supplement the classroom experience. Experiential learning through on site visits to several post secondary schools will provide opportunities to practice skills taught in class. On line courses available through Odysseyware.

Curricula for remedial Math and English will include assessment of deficient areas, study skills, the number power series, GED on computer program and Basic English skills as determined by student need at assessment. Skills to pay the bills, mastering soft skills for workplace success, curriculum published by the ODEP will be utilized as well as online learning by the ODEP

Evaluation

Students are evaluated on admission to the program, with pre and post testing by CASAS testing as reported in CARS. CDP students will be tested in class and graded by their classroom teacher with a passing grade of 65%. All CDP students will receive a written progress report at the halfway mark and a report card at the end of each semester. Students, instructor and counselor will assess their portfolios on an ongoing basis.

Project Site(s) and Staff:

New Milford Adult Education is located within New Milford High School. The building is handicap accessible and is located along the local bus route. Students have access to computer labs, classrooms, smartboards, lecture halls and large meeting rooms.

Ridley Lowell is located in Danbury CT. The 2 campuses are located on Shelter Rock Road. The buildings are handicap accessible. Students have access to computer labs, classrooms, lecture halls and large meeting rooms.

Project staff includes: Certified staff --Denise Duggan, Director-- Joe Neff, Guidance Counselor
Certified Classroom Instructors Justin Ongley, Career/College Readiness, Transitions, Leadership Jeff Bronn,
Transitions GED.Kelly Duncan Career awareness, Writing in the post secondary world, Journalism and
Character Education Remediation Math TBD, and Ridley Lowell Staff TBD.
Christine Martin, Program Facilitator and Janice Strelez, Data Entry.

Support Services:

All students will have access to a certified guidance counselor. In addition the counselor will be in classrooms during the year to present programming around students identified goals and needs. Students will have the opportunity to learn about the community resources available to them through referral by guidance, speakers brought in to the classroom from various organizations and by out of classroom experiences. Students will also have access to Ridley Lowell admissions and financial aide advisors.

Outcomes:

New Milford will attend all grant meetings and participate in the sharing of program practices

Future Funding:

By increasing the community interaction and involvement Adult Education has made our students and their needs more real to the community. With materials in place continued BOE funding will allow for classes to continue on a rotating basis to match students needs.

Past Success

The integration of outside resources (Nursing home/Rehab center, Nature center, Webster bank, post secondary institutions, College fairs, workshops on Parenting, Substance abuse, and Culinary basics) have resulted in students looking beyond their narrow scope of experiences. The exposure to community and beyond has provided valuable contacts, job opportunities and post secondary involvement. For many of our students the direct transition from school to F/T Post Secondary is not financially feasible. Having the tools to understand they can work, build on skills and continue to move forward allows many students to enter the workforce upon graduation and request transcripts be sent to programs after they have had the ability to earn a living for a period of time.. All High School Diploma students who have enrolled in our C.N.A. program obtained their State certification. One student is currently enrolled in the program and expected to take her exam in May.

**APPENDIX B
PRIORITY AREA ABSTRACT**

Priority Area Name: English Literacy and Civics Education	Project Title: EL Civics and Community Learning
Applicant Organization: New Milford Adult Education	Project Director: Denise Duggan
Beginning Date: 7/1/2013	End Date: 6/30/14
Requested Federal Funds: \$24,333	Program(ABE, ESL, GED, CDP, NEDP,Citizenship): ESL, Citizenship
Planned Number of Students: 60	Cost Per Student: \$405

STATEMENT OF NEED:

Latest census results show over 290 limited English speaking residents in the community. This number is low due to the lack of trust issues with documentation. The only other ESL education provider in town is Literacy Volunteers which is limited to the number of students it may handle depending on volunteer availability and provides one to one and small group tutoring. Our population has transportation issues with many relying on public transportation. In addition this population needs the connection of Adult Education to learn about their community and the services available to them. The majority of these students are also Basic skills deficient.

TARGET POPULATION:

Beginner through advanced students, aged 17 and above, who are seeking to improve their English speaking listening and writing skills and learn about their community, their new country and may wish to obtain citizenship. ESL students, aged 17 and above, who are basic skills deficient and want to enter the workforce. Parents wishing to communicate better with the school and community organizations.

PROJECT DESIGN:

- Offer 75 hours of ESL classroom instruction each semester in multiple levels
- Offer 8 weeks of U.S. Government class each semester
- Provide community and civics learning experiences.
- Continue volunteerism program with student council input as to areas of concentration
- Offer technology in the form of smartboard lessons, virtual field trips, computer programs Easy ESOL, www.elcivicsonline.org and the CD-ROM Road to Citizenship.
- Transition students who are looking to further their education and move on to ABE/GED
- Incorporate workforce readiness skills and career goals and pathways into all levels
- Provide parents with the tools to understand the USA school system and how to communicate with their child's teacher

PROJECT OBJECTIVES: (Briefly state the objectives of the project)

1. To assist and support the ESL students in identifying, setting and achieving goals that will increase employability and make them more productive community and family members.

During orientation, week one of school, students will receive lessons on goals, goal setting and practice group activities based around identifying and prioritizing their goals. Career pathways will be introduced and interest inventories will be completed. Students will complete worksheets and portfolio handouts that will start the portfolio collection process. Periodically over the course of the semester students and teachers will review goals and revise as needed. Students will have access to a guidance counselor as needed as well as have guidance present classroom lessons around a variety of topics i.e. TOEFL test, citizenship, HSD and post secondary opportunities.

2. To educate ESL students in the areas of US Government, Civics and Citizenship.

All levels will be exposed to Civics, US History, Government and Citizenship within their curriculum. Teachers will use CASAS correlated lesson plans, Civics videos and workbook series. Local politicians will explain the political process. Students will also have access to the computer labs for practice with the Road to Citizenship and Easy ESOL CD Rom as well as a variety of web sites. Student's progress will be evaluated through teacher observation, classroom work, test scores and CASAS testing. The U.S. Government Class will be a natural lead in to the Citizenship class NMAE will run each semester.

3. To promote speaking, reading, writing and numeracy skills in English in a real world context to improve employability, transition to higher education and improve the quality of life.

Students will have a variety of instruction: teacher presentations, smartboard presentations, DVD's, computer, small group and large group activities. Students will learn and practice these skills in the classroom and real world settings as they continue to expand on the volunteerism theme established in the 2011-2012 school year. Lesson plans will be driven by students identified goals and career pathway interests.

Students will be evaluated using the CASAS appraisal at registration and then assigned to the appropriate learning setting. Classes will be offered three times per week for two hours each night. Student workshops on parenting and navigating the school system, career readiness and employability skills will additionally be offered during the year. Assessment of progress will be determined by an on going teacher observation, classroom performance, portfolio review (student and instructor assessed) and by CASAS testing.

Registration & Appraisal	CASAS pretest - all levels	CASAS post test -all levels
September 2013	September 2013	December 2013
January 2014	January 2014	May 2014

5. To educate the ESL population about their community and promote active participation in local events.

Students from all levels will be invited to participate in student council and have an active voice in their education.

Students will continue to work on community based projects and activities to gain knowledge and a level of comfort in participation and advocating for themselves and their wants and needs. Speakers will be provided to all ESL levels from various community services and civic organizations. (Local state representative, health care topics New Milford Hosp, Social Services, local post secondary representatives)

Curriculum materials may include but not limited to:

Citizenship	Level 1	Level 2	Level 3
Voices of Freedom	Easy English news	Easy English news	Easy English news
American Perspectives	Word by Word Picture Dictionary	Side by Side Plus	Side by Side Plus
Path to Citizenship series	Workplace English	Workplace Place	Day by Day
US gov study Guide	Reading a-z leveled readers	Reading a-z leveled readers	Reading a-z leveled readers
Program developed lesson plans	Health	Health	Voices of Freedom
Road to Citizenship	US Customs and Manners	US Customs and Manners	American Perspectives
	Program developed lesson plans	Program developed lesson plans	Health
	Readers Theaters	Readers Theaters	Program developed lesson plans
	Road to Citizenship	Road to Citizenship	Road to Citizenship
	Easy ESOL dvd and cd rom curriculum	Easy ESOL dvd and cd rom curriculum	Easy ESOL dvd and cd rom curriculum
	Reading for Life	Reading for Life	Reading for Life
	Saddleback Math binders	Saddleback Math binders	Saddleback Math binders
Virtual field trips	Virtual field trips	Virtual field trips	Virtual field trips

Curriculum is driven by student goals and needs assessments as well as CASAS appraisal, pre and post test results. Lesson plans are developed with real life and work applications that prepare our students for life in the community and the workforce. Students assume ownership of their education and community through hand on activities including student council, group work and volunteer activities within the community. Students have access to computer labs on a nightly basis.

Evaluation:

Class profiles will be created based on pre-test and post test scores. Matched pairs will be evaluated for gains/losses at the end of the semester and reported in CARS. Needs assessments will be utilized to determine students wants and needs. Staff will report their observations of the results. Students will create portfolios; self assess and meet with teacher for individual portfolio review. Students will have the opportunity to provide input and feedback in monthly student council meetings and will have the opportunity to complete program evaluation forms at the end of each semester

Project Site(s) and Staff:

New Milford Adult Education is located within New Milford High School. The building is handicap accessible and is located along the local bus route. Students have access to computer labs, smartboards, classrooms, lecture halls and large meeting rooms.

Project staff includes: Certified staff --Denise Duggan, Director-- Joe Neff, Guidance Counselor

Certified Classroom Instructors Lynda Lozier, Susan McWhinnie, Cathy Hackett, Shannon Engel and Stefanie Pilla. Christine Martin, Program Facilitator and to be hired, Data Entry.

Support Services:

All students will have access to a certified guidance counselor. In addition the counselor will be in classrooms during the year to present programming around students identified goals and needs. Students will have the opportunity to learn about the community resources available to them through referral by guidance, speakers brought in to the classroom from various community organizations and by out of classroom experiences. Students will be provided with a community resource guide.

Outcomes:

New Milford will attend all grant meetings and participate in the sharing of program practices.

Future Funding:

By increasing the community interaction and involvement Adult Education has made our students and their needs more real to the community. With materials in place continued BOE funding will allow for classes to continue on a rotating basis to match students needs.

APPENDIX C – PART 2

PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT

YEAR – 2 (July 1, 2013 – June 30, 2014)

(Make copies of this form as necessary)

Included here are the requirements for the **Transition to Postsecondary Education and Training Programs** priority area contained in the PIP Request for Proposal issued in 2012-13. Describe the status for each of the requirements. If the requirement has not been accomplished, provide the action steps you plan to implement during the FY 2014 funding period.

Requirement	Action/Activities FY 2014
Written agreements (MOU) between the adult education provider and its post-secondary partner or partners.	In place
Evidence of an institutional commitment and capacity on the part of all partners to enhance and expand their programs of study in keeping with the requirements of this priority area.	Ongoing
Establishment of a collaborative planning team comprised of local adult education program staff and students, post-secondary education personnel, and appropriate other agency personnel (One-stops, WIB, etc.).	On going
Creation of a program mission/vision with corresponding curriculum framework that includes the necessary assessment criteria for entrance into post-secondary education programs.	Ongoing
Utilization of some or all components of the <u>Integrating Career Awareness (ICA)</u> curriculum. Classes of sufficient intensity and duration to ensure substantial learning gains and achievement of relevant performance measures.	Ongoing
Development of a student referral process for students that have 16 or more credits, students with a score of 2500 on the Practice GED Test, NEDP students who are in the portfolio review stage, advanced ESL students and/or other specifically defined program criteria.	Ongoing
Partnerships between adult education and post-secondary education and training programs must provide at a minimum: consistent representation at all SDE sponsored Transition Roundtable meetings; academic and career related counseling combined with other student support services; academic assessments in line with the receiving institution to ensure student readiness for enrollment; and facilitation of the admissions and financial aid process for transition students.	Ongoing

If applicable, describe the changes in the general design of the project and justify why they were necessary and appropriate.

Evaluation of last year showed students receptive and more invested in workshop series. Student retention and success MNMAE and collaborators (Ridley Lowell, Danbury Probation, The Youth Agency) will increase the workshop type activities.

PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT
YEAR – 2 (July 1, 2013 – June 30, 2014)
 (Make copies of this form as necessary)

Included here are the requirements for the **English Language Acquisition/Civics Education** priority area contained in the PIP Request for Proposal issued in 2012-13. Describe the status for each of the requirements. If the requirement has not been accomplished, provide the action steps you plan to implement during the FY 2014 funding period.

Requirement	Action/Activities FY 2014
Improvement of literacy skills including speaking, reading, writing and numeracy in order to provide learners with the skills to apply English and mathematics accurately and appropriately in a variety of home, community, workplace and academic settings.	Ongoing
Contextualized instruction in civics education that includes rights and responsibilities of citizenship, naturalization procedures, civic participation and U.S. history and government.	Ongoing
Opportunities for experiential learning in which participants are actively engaged in community pursuits are included in the program design.	Ongoing
Utilization of research-based instructional models that have proven effective in teaching individuals to read, write and speak English effectively.	Ongoing
Collaboration with community agencies that offer services to limited English proficient populations.	Ongoing
Embedding of technology literacy into the core curriculum.	Ongoing

If applicable, describe the changes in the general design of the project and justify why they were necessary and appropriate.

APPENDIX K

B-11: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary takeover transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which

this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

1. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

New Milford Adult Education

Name of Applicant

PR/AWARD Number and/or Project Name

Dr. Jean Ann Paddyfote
Superintendent of Schools

Printed Name and Title of Authorized Representative

Jean Ann C. Paddyfote
Signature

5/14/13
Date

APPENDIX L

CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: Pathways to Success-Transitions
EL Civics and Community Learning

THE APPLICANT: New Milford Adult Education HEREBY ASSURES THAT:

- 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 Connecticut 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 Connecticut State Department of Education including information relating to the project records and access thereto as the Connecticut 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 Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. Required Contract Language:

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 with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

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 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 CSDE 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 thereunder are hereby incorporated by reference.

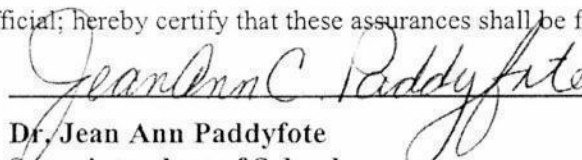
I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature

Name (typed)

Title (typed)

Date



Dr. Jean Ann Paddyfote
Superintendent of Schools

5/14/2013

AFFIRMATIVE ACTION PLAN

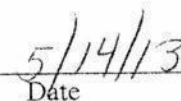
If a current *Affirmative Action Plan* is on file with the Connecticut State Department of Education, please complete the statement below and submit as part of the Request for Proposals.

If a current *Affirmative Action Plan* is not on file, please complete the attached Affirmative Action Package and Submit as part of the Request for Proposals.

CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE

I, the undersigned authorized official hereby certify that the current affirmative action plan of the applying organization/agency is on file with the Connecticut CSDE. The affirmative action plan is, by reference, part of this application.


Signature of Authorized Official


Date

Dr. Jean Ann Paddyfote
Superintendent of Schools

APPENDIX N

EDIT CHECK

PART I - General Application Requirements		
1.	Appendix A: Application Cover – page is thoroughly and accurately completed and includes signature of Superintendent or Chief Executive Officer of Agency	
2.	Appendix B: Priority Area Abstract – page is thoroughly and accurately completed and includes project objectives and project design (one for each area)	
3.	Appendix B: Project Design – includes timelines and, if applicable, notes and explains changes in general design of project (one for each area)	
4.	Appendix C: Part 1 and Part 2 are included (for each area) and are thoroughly and accurately completed	
5.	Appendix K: Certification Form B-11 is included and signed by superintendent or agency CEO	
6.	Appendix L: Statement of Assurances is included and signed	
7.	Appendix M: Affirmative Action Packet or Form is included and signed	
8.	Current FY 2013 Program Profile is attached	
9.	Appendix D: Budget Form ED-114 –the line item amounts entered correspond to the Budget Narrative Explanation (Appendix E) AND line item amounts are accurately totaled. (EXCEL sheet)	
PART II - Budget Requirements		
10.	Appendix E: Budget Narrative – each line item is calculated accurately and costs are clearly delineated as outlined in the revised September 2006 <i>Budget Guide</i>	
11.	Administrative costs (line items 111A, 112B, 322, 580, and 612) are no more than 5% of total grant funds requested	
12.	Request for Waiver is included if administrative costs are above 5%. What % is being requested? Request must be grant specific. If not applicable write N/A	
13.	Appendix F: Matching Funds Budget Narrative – narrative form is included (EXCEL sheet)	
14.	Appendix F: Matching Funds Budget Narrative – line item amounts are calculated accurately AND total match equals at least 25% of the total grant funds requested	


Name of person who did edit check: _____

Signature: _____

Memorandum from the Department of Human Resources

To: Dr. JeanAnn Paddyfote

Cc: Mr. Greg Shugrue

From: Ellamae Baldelli 

Date: May 28, 2013

Re: Request for an Addition of an Activity per Stipend Committee Report

I have reviewed the request by Mr. Shugrue to add a new activity, Unified Sports, for the 2013 - 2014 school year.

Using the rubric from the Stipend Committee Report, Mr. Shugrue is recommending the stipend for this new activity be \$947.00. This activity will necessitate two advisor positions: one for soccer in the fall and the other for track and field in the spring.

Attached is Mr. Shugrue's explanation of his request. His memo has addressed all the criteria required in the Stipend Committee Report in order to make this request.

I would like to recommend that this request be brought to the Operations sub-committee for recommendation for approval at the regular Board of Education meeting on June 11, 2013.

If you have any questions, please do not hesitate to contact me.



NEW MILFORD HIGH SCHOOL

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

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

Marc Balanda, *Assistant Principal*
Chris Longo, *Assistant Principal*
Keith Lipinsky, *Substitute Athletic Director*

May 13, 2013

Dear Dr. Paddyfote:

Request:

This is a formal request as required per the Stipend Committee Report and follows the Guidelines for Extra-Curricular Activities that was revised in May 12, 2007. This request falls into the category of adding an additional extracurricular activity. I would like to add an advisor in the fall for Unified Sports in the area of soccer and one in the spring in the area of track and field.

What is Unified Sports?

Unified Sports® is a registered program of Special Olympics that combines approximately equal numbers of athletes with and without intellectual disability on sports teams for training and competition. All Unified Sports® players, both athletes and special partners, are of similar age and matched sport skill ability. Unified Sports® teams are placed in competitive divisions based on their skill abilities, and range from training divisions (with a skill-learning focus) to high level competition.

In 1992, as part of an effort to reach school-aged athletes, Connecticut Special Olympics formed a partnership with the Connecticut Interscholastic Athletic Conference to bring Unified Sports® to Connecticut's schools. The CIAC/Special Olympics Unified Sports® Program operates throughout the school year and closely follows the school calendar. Unified Sports® events are organized each sport season for elementary, middle and high school students. All public and parochial schools in Connecticut are invited to participate. At the elementary level, students engage in non-competitive athletic activities designed to develop skills in a variety of sports. At the middle and high school level, students compete in statewide Unified Sports® tournaments. The CIAC currently holds tournaments in the sports of soccer, basketball, volleyball, and softball. And, as the program continues to grow, new sports are sure to be added!

This innovative approach has had and will continue to have a dramatic impact on the number of school age children who now have the opportunity to participate in organized team sports through their school. The CAS/Connecticut Special Olympics Unified Sports® program currently boasts a participation of more than 1300 athletes and partners, and 120 schools throughout the state.

Information taken from http://ciacsports.com/site/?page_id=36

Rationale for request:

New Milford High School strives to be an inclusive school during the instructional day, but lacks opportunities in the area of athletics after the traditional school day. By establishing a Unified Sports program we bridge our beliefs of inclusivity both in the curricular and extracurricular realm of our school. Another important piece to adding a Unified Sports program is that it meets and addresses the statements made by OCR regarding students participating in sports. The plan is to hopefully have five to six students with special needs and their partners.

What constitutes a season?

A Unified Sports season is much more compact and far less rigorous than an interscholastic athletic season on both the students and the advisor. For example, a Unified Sports team will practice one to two times per week (@ 10 to 12 in total) and compete in two to three tournaments per season.

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.

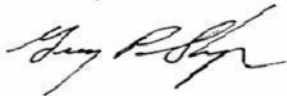
Financial breakdown/obligation:

- Each team must have an advisor. Therefore, two stipends will be needed. (\$947 each)
- Unified Sports require each athlete and their partner to be equipped with a uniform. A simple tee shirt with numbers on them constitutes a uniform.
- Each school must have a banner to be used for opening ceremonies of the tournaments. The banner will have their high school identified.
- Transportation must be provided from the schools to the tournaments. (max will be three per season)
- If a student requires additional support as outlined in an IEP, for example one-on-one support that would be a fee that the district would have to encumber.

The good news is that CAS/CIAC has grant money to help offset initial costs. In fact they have pledged \$2000 to help us get started in forming our program, \$800 to help with the stipends and \$1200 to help with transportation, uniforms, and banner costs.

The NMHS Athletic department would be able to encumber the remaining balance for transportation, uniforms, and the banner. The district would have to provide monies for the additional support and stipends.

Sincerely,



Greg P. Shugrue
Principal

ANNUAL EMERGENCY PREPAREDNESS REPORT 2012 - 13

BOE Policy 5141.6 stipulates that “An annual report will be provided to the Board of Education that summarizes activities throughout the school district in implementation of the all hazard response framework.” It is the purpose of this document to review the past year.

The Director of Fiscal Services has been given the responsibility for Emergency Preparedness. The Assistant Facilities Manager and three School Resource Officers are members of the team as are the administrators. The local Emergency Preparedness Director and the Assistant Chief of Police are also valuable assets. The Director of Fiscal Services is an appointed member of the Town of New Milford’s Local Emergency Planning Committee (LEPC).

We have segmented the activities of the past year into the following four (4) categories:

Activities within the Schools

1. Fire Drills/Code Red at each school
2. Lockdowns/Code Blue at each school
3. Testing operation of the emergency generator at SNIS
4. Funding SRO at all Schools –split duties (Town funded)
5. A visitor registration system that enhances school security has been added to each of our schools

Activities across the District

1. Participation in the School Messenger rapid emergency notification system
2. Security equipment identification and installation at the Central Office has been completed
3. Ongoing review of potential areas in which to improve security at each school
4. District wide security assessment began in March of 2013 and expected to be completed with final report in June of 2013. Guidepost Solutions was the firm hired for the assessment

Collaboration with the Town of New Milford

1. Participation in the Town’s Pandemic Drill exercise
2. Continuing development of formal protocols for Transportation, Nutrition Services and Facilities in support of the Town’s Pandemic Plans
3. Participation in the H1N1 and seasonal flu vaccinations for the Town
4. The Town Council approved \$234,115.00 as a supplemental appropriation to cover police overtime and various security upgrades to our schools district wide

New Milford Board of Education Central Office Activities

1. Continuing receipt of notification of relevant Federal Grant Programs
2. Registration with various websites and related sources of pertinent information

The foregoing is a summary and, as such, does not include all activities, but rather is offered to provide a view of the breadth and scope of activities covered.

Respectfully submitted,

Gregg A Miller

Gregg A Miller
Director of Fiscal Services
June 1, 2013

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



Joshua Smith
Assistant Superintendent of Schools

TO: JeanAnn C. Paddyfote
FROM: Joshua Smith
DATE: May 30, 2013
RE: Annual Wellness Report

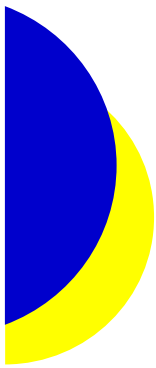
The Wellness Committee met four times this year as a full group. Our membership included representatives from New Milford Hospital, the Health Department, the Safety Committee, Food Services, school administration, parents, and staff from all six schools.

Accomplishments for 2012-2013

- A Passport to Health Program has been introduced to our elementary schools. Families are provided with a wellness tip calendar and students are encouraged to engage in a variety of healthy activities at least three times a week
- The K-6 schools have been introducing a new free smart board resource called GoNoodle. The program incorporates physical activity and deep abdominal breathing breaks into the school day. The feedback so far has been very positive and this resource will be shared with all staff as a way to provide opportunities for physical activity during indoor recess.
- The April Health Awareness Campaign was once again held at each of the schools and in the community.
- The fifth grade Walking Project was held at Sarah Noble Intermediate School.
- We reviewed the district's Wellness Policy and Mental Health & Wellness Services to assess how it is being followed in each school.
- New Milford Public Schools Food and Nutrition Services received the USDA Foods School Breakfast Innovation Award.

Goals for 2013-2014

- Expand our district website to include resources on mental health and wellness services provided in school to staff and perhaps the community. We will look to possibly collaborate with the Youth Agency and other community agencies on the council to make a community service booklet for mental health and other wellness services/activities.
- Prepare a uniform "wellness" message for all schools for the beginning of the school year.



John J. McCarthy Observatory



May 30, 2013

Ms. Wendy Faulenbach
Chairperson
New Milford Board of Education
50 East Street
New Milford, CT 06776

Board of Directors

William Quinnell
Chairperson

Montgomery Robson
President

Robert McCarthy
Vice President

William Cloutier
Secretary

Robert Lambert
Treasurer

John Gebauer
Chief Technology
Officer

Heidi Hammel, PhD

Wendy Faulenbach

Thomas Heydenburg

Kibby Ginn

Cecilia Page

Jeffrey Miskie

Dear Ms. Faulenbach,

It is with sincere pleasure that I deliver the John J. McCarthy Observatory Corporation's 2012-2013 Annual Operations Report per the Memorandum of Understanding between our organizations dated April 26, 2005.

The 2012-2013 school year has been a year of solid progress in many areas for the McCarthy Observatory. We have had a major focus on improving all aspects of operations of the facility, in order to make all the complex astronomical instruments and supporting technology deliver at the highest possible level of quality and reliability. We feel that we made major progress in that area throughout the year, and it is translating into making the visitor/user experience significantly more effective.

Completing the second wave of Galileo's Garden, completing and dedicating the Kathleen Fischer Sundial, and replacing the entire dome control system with a much better system were noteworthy highlights of our year. We have also continued the "1,000 Suns For New Milford" sunflower project, which has proven to be a great success with young students, and are now having year three of seeds being planted in the elementary schools for June 8 planting.

With several fine new members again this year, and more student mentoring under way, our goals of supporting the schools and the community have continued, with many new ideas on the drawing board for the coming years.

This year has been most rewarding for our whole volunteer staff, and we thank you for renewing our excellent agreement for another year.

Sincerely,

Robert E. Lambert
Treasurer and Acting Director
John J. McCarthy Observatory Corporation

John J. McCarthy Observatory Corporation
2012-2013 Annual Operations Report

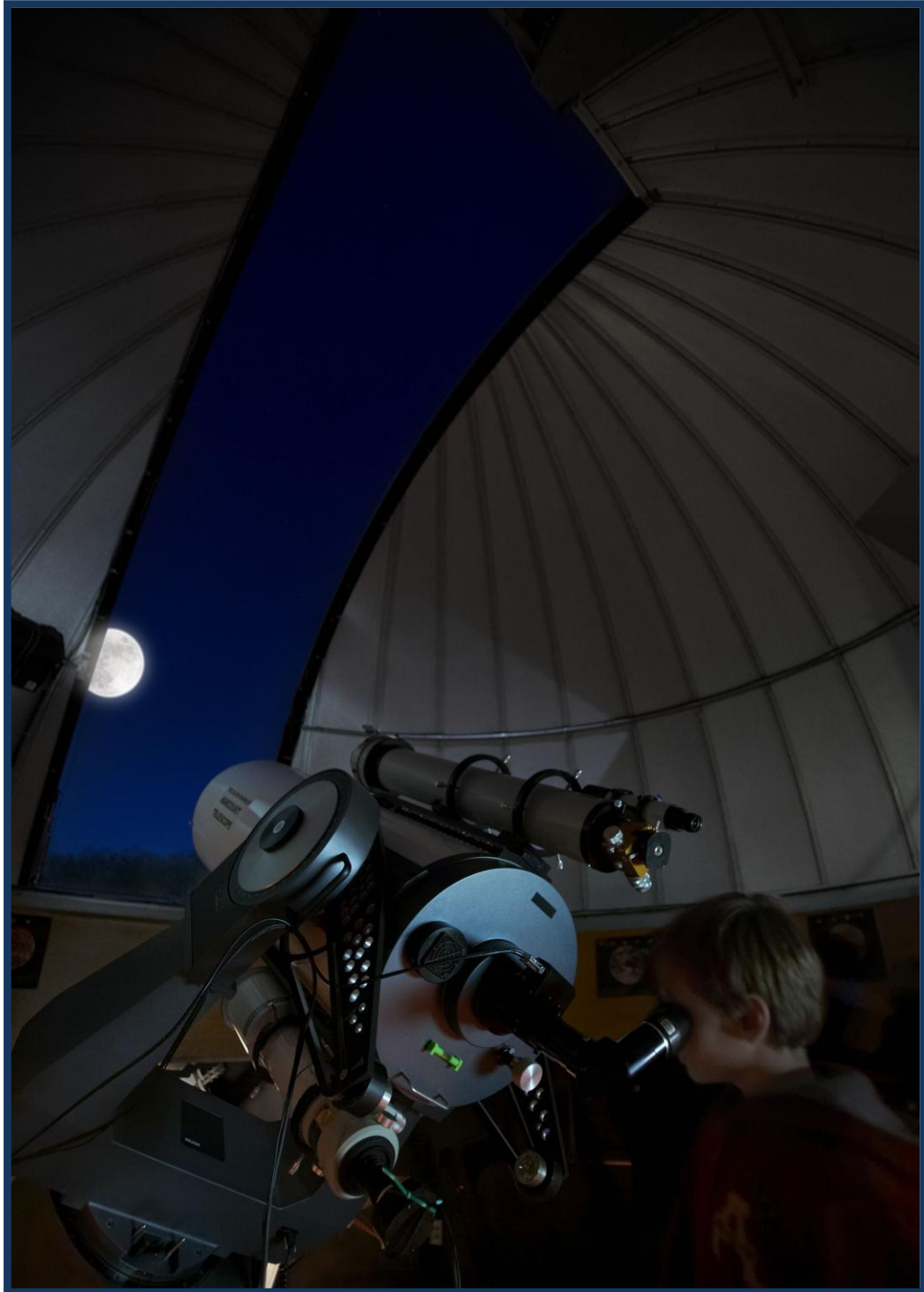


Photo courtesy of David Spagnola

13 years of exciting students to science

John J. McCarthy Observatory Corporation

2013 Annual Operations Report

Introduction

The John J. McCarthy Observatory Corporation (JJMOC) has during this year successfully fulfilled its obligations as specified by the “Memorandum of Understanding” (MOU) between JJMOC and the New Milford Board of Education (NMBOE). This agreement, dated April 26, 2005, set forth a structure and operational plan to ensure that the John J. McCarthy Observatory at the New Milford High School (NMHS) and the John J. McCarthy Planetarium at the Sarah Noble Intermediate School (SNIS) are maintained in an operational state and utilized to further science literacy and critical thinking skills through education and public outreach. Following are highlights of volunteer accomplishments for this school year:

Educational Support and Outreach

Based on the model developed by the School Advisory Board as set forth in the MOU, our in-school offerings for curriculum support continue to be well accepted by teachers, and we have been able to sustain our volunteer staff participation in the schools delivering support programs. With this level of programs and participating team members we have again conducted over 50 classroom science sessions this school year. The Astronomy to Go (ATG) lessons conducted are well received from the SNIS faculty and students alike. A highlight for this school year was our “Stump the Astronomers Day” for over 200 6th graders, who challenged three of us with many very well thought-out astronomy questions over four class periods this spring. The quality of the questions and the student depth of understanding of the topic showed quite dramatic improvement from similar sessions we did 5-10 years ago. Very encouraging progress!



The SNIS Planetarium has continued to be used broadly, with many teachers independently using it as a multi-media room, in addition to our ATG sessions. The astronomy software simulators, science links and individual presentations continue to be updated to maintain currency with the rapid pace of discovery in space science. A real highlight was showing the meteorite explosion over Russia to four classes the day it occurred, at the same time an asteroid passed by very close to earth. It was an exciting day for all! We spend extra time for each session to bring the very latest information from the astronomy community to the classroom...it is ever-changing!

We have had visits from school groups from Kent School, South Kent School, the Sherman Senior Center and scout groups from as far away as the Hartford area this year at the observatory. We had very challenging weather throughout the fall and winter, but were amazed at how groups wanting to visit persevered through multiple reschedulings. With great cooperation from teachers and PTO's we have continued into year three of the sunflower planting project – this year doing it for 2nd grade and for the

New Milford Children's Center. Seeds harvested from the previous year are used successfully, helping students understand the cycle of planting. A planting party will be held on June 8th, with fun and prizes!

Our successful Second Saturday Stars program continued this year, in spite of many months of bad weather over the winter. The turnout even for cloudy and rainy nights continues to be excellent, and clear nights often have nearly 100 visitors. We are approaching our 100th unique astronomy presentation by volunteers at SSS, and are delighted to see the distances people drive to attend these events!

JJMOCC continues publishing a monthly Astronomy Calendar that is distributed to well over 100 teachers and staff of school systems. This has proven to be a very well accepted document, and readership continues to grow. In addition, a larger version of this document called the "Galactic Observer" is emailed to over 900 families in the region monthly, and is posted on our website.

We have also been active in supporting the 6th grade students in Brookfield, and gave multiple presentations to every one of those students at Whisconier School this year. In addition, we gave a presentation on "The Search for Life Elsewhere" and a star party at Mizzentop School in Pawling, New York, attended by students from K-8th grade. Our regional reach and awareness continues to grow

We have been mentoring two students doing challenging projects involving research on long period comets, and on asteroid mining. They are both sophomore girls: one from New Milford and one from Yorktown, New York. These are both multi-year independent studies, and are proceeding well so far.

We had two successful Adult Education classes this year, and continue to make friends and recruit volunteers from the adult ed program. Seven towns were represented in these two courses.

Facility upgrades

Improving the technology, appearance, and usability of the observatory facility has been a primary focus for the last 12 months, and we are pleased to report that excellent progress has been made on all fronts. The most important change was a new dome control system that replaced the original 12+ year old system that had many operational issues and had likely endured a lightning strike. The replacement system has a much more robust design, and has performed superbly since being installed in August. It has made a great difference in the user experience and enables us to do long- period imaging much more effectively. Many thanks to the School Board for funding this major maintenance purchase.

We also installed a handsome new "operations console" on the main observing deck that is both elegant and a far better work space for teaching, supporting student science projects, and effectively operating the equipment. It was designed and built by volunteer Gene Schilling, and is a showpiece for the facility. It gives us an excellent workspace, and a donated laptop computer residing there gives us an excellent tool for navigating, exploring and planning viewing sessions close to the telescope.



Focusing on technology, we have made a wide variety of enhancements to the IT systems and the telescope control systems. It was a special area of effort this year:

- The network control system was upgraded so we now have a very reliable gigabit LAN, with much higher quality hardware end-to-end through the school network control systems. The reliability and performance of our network is dramatically improved. Many thanks to the school IT team for their fine help in making all this happen. It is a huge improvement for us.
- An HDTV was installed in the operations room for display of deep-space images taken at JJMO, as well as other images from the Hubble and other giant telescopes. It is a fine addition for teaching and mentoring.
- The entire control center work area was redesigned for more effective management of the telescope systems and for presentations and better student participation in image analysis and enhancement. Two large HD monitors were installed on the image management computer, and multiple digital switches were integrated for better sharing of resources.
- The main 16" telescope had its' optics re-collimated, meaning that images are significantly sharper than ever before, and new focusing software was installed to reduce the time to do precise focusing when imaging, and to achieve better focus than we had been able to do. In addition, new methods were developed that improve telescope tracking, which makes finer detail in images possible.

There are further things we believe we can do to continue on this path for improved performance and achieving improved visitor experience: that work will continue into this next school year.

Galileo's Garden Progress

An ongoing project that began in 2010 is construction of an "outdoor classroom" in a garden area known as "Galileo's Garden". This 3,000 square foot area is an extension of our outdoor teaching space, for supporting student daytime activities as classes and other visiting groups come to the facility. The Garden was dedicated on June 9th, 2012. A significant portion of the garden classroom space was completed during the rest of 2012. We added a large number of perimeter trees and shrubs that will wall in the entire garden as they mature, as well as a large number of flowering shrubs throughout the garden.

The spring of 2013 has us continuing the garden development. Completion of this next major phase of the garden will occur over the summer months. We approached the Master Gardener educational program at the UConn Bethel Extension this year, and had seven Master Gardener candidates sign up to work on Galileo's Garden. They have already engaged, and are great workers, planners, and consultants. They are making a huge difference for us, and we hope to be able to have a continuing relationship with several of them in the future, as well as new students in future years. They are working on plans that will make it a "teaching garden" for young visitors, with ways to explore and learn in fun and exciting activities. There may be passport books to the garden area in the near future.....

At this point Galileo's Garden has over 270 perennial specimens, representing over 30 varieties of trees, shrubs, grasses and flowers. Plans are being developed to have an inviting entranceway by the six-foot sun, with a wheelchair ramp and plantings that will invite visitors "inside" this special garden. The plantings today are designed to offer peak color in the spring and fall, when student visits will occur most frequently. The following pictures depict some of the areas of the garden this spring. Starting to mature, but plenty of growth needed before it is fully enclosed. We would love to have Board of Education members pay the garden a visit.



**Now is the time to drop
by....many things in
bloom!**

Kathleen Fischer Sundial

On June 9 2012, the Kathleen Fisher Sundial was dedicated, along with Galileo's Garden and the planting of the sunflower seeds. We are very proud to honor the memory of Ms. Fischer with this sculpture, mounted on a large granite disk and surrounded by a granite compass rose.

A full-scale bronze replica of Galileo's original telescope is incorporated into the design. It is a highly accurate device, and a well-proven teaching tool for students to learn about celestial motion and our concept of time. The sundial is unique in design and is adjustable to be able to display "sun time" and "clock time", for both EST and EDT seasons.



**Dedication day
for the sundial**

NASA Space Mission Artifacts

The Observatory team had been successful in getting the New Milford School System approved to be recipients of NASA space program artifacts, and we have actively pursued acquiring objects from the Space Shuttle program. This year we received a flown shuttle main landing gear wheel assembly, complete with wheel, tire, and brake drum system. We have yet to determine the mission number for its flight, so continued research is needed. Preliminary design work is done for locating it in a fine display location in the observatory near the base of the stairway. We hope for continued success in acquiring artifacts from the shuttle mission program and other space ventures.

Volunteer projects

Our volunteer team has been engaging in new astronomy-related activities to hone skills and provide more tools to support our mission with students. Here are snapshots of two projects we are making real progress on:

- **Deep space imaging**

With the acquisition last year of a set of “science-grade” imaging filters, and our installation of new astronomy software tools and upgrading the telescope precision, volunteers have been honing skills in deep space imaging of galaxies and nebula. Many fine images of galaxies and nebulae have been created this year...all are posted on the observatory website. The imagery we can create today far exceeds what was possible in the past, and they create much excitement when visitors see the results.

- **Asteroid and comet observations**

Our methods of tracking newly-discovered asteroids and comets have improved, so we are challenging the limits of the telescopes and cameras to attempt to locate dimmer objects when they are first discovered. Students are participating in this challenge, with a group from Nonnewaug School learning the process and actively participating. With student involvement, Comet “ISON” has been tracked for several months, and animations of its motion are on our website. This comet, coming from deep in the Oort Cloud at the very perimeter of the solar system, is predicted to be a “sungrazer” comet, and could possibly be the brightest comet in recorded history in the November timeframe. We plan to do exciting activities during its close encounter with the sun, and beyond.

Donated Equipment and Facility Upgrades

As a condition of the MOU, JJMOC donates any capital assets it acquires to the NMBOE. JJMOC has acquired and now donates the following assets acquired this year:

- A 48-port gigabit switch with fiber translation ports. - \$700
- A seven-foot computer rack to allow us eliminating a rack and gaining space - \$2,000
- A Nagler 4.5mm eyepiece” - \$300
- A laptop computer for the observing deck - \$400
- Two 22” HD monitors - \$280
- A 32” HDTV for the control room, with mount - \$450
- Two wooden file cabinets as part of the new operations console - \$300
- The Kathleen Fischer sundial. Total design and manufacturing cost - \$9800

The Future: short and long term

The next year's plans for the observatory volunteer team involve much more build-out of Galileo's Garden and a variety of student activities associated with learning in the garden, continuation of enhancements of the technology we use to make our system perform at peak effectiveness, enhancements to tools and systems that enhance the user and public visitor experience, and significant training of our volunteers in use of all the systems and in running activities for student and family visits. Many ideas are on the plate, and we believe we can accomplish much in the year to come. We also want to recruit new volunteers who can help in things like Astronomy to Go, where we bring expertise to the classroom during school hours. All help in identifying retired science teachers or technical professionals with volunteering interests appreciated.

The main long-term activity for the Observatory Board at this point is to develop a new five year plan, with a focus on meeting the known needs and accommodating growth for the future.

Framework of a five year plan

The key focus areas for our next five year plan are twofold: expanding our visitor space, and being ready for replacement of our primary telescope and mount when it reaches the point of needing replacement.

Expansion of space

Success over our 13 year history has caused us a dilemma that we never dreamed we would have when we designed the observatory. The "control room/classroom/workroom/library" space is just severely inadequate for today's needs, let alone tomorrow's dreams of uses. The number of visitors, the size of visiting groups, and even the size of our volunteer staff greatly exceeds the reasonable capacity of that room. It has greatly inhibited what we can offer, and who can use the facility. Even the high school astronomy class is unable to use the facility much due to the cramped conditions. At our monthly Second Saturday Stars events, people often to stand outside for 45 minutes or longer waiting to hear our talks. And they still come back! We have lived with this problem far too long, and now it is time to plan for more appropriate space for our mission.

Our space requirements assessment has demonstrated that we need a classroom-size extension, that can be a multi-purpose room – a laboratory, a project workspace, a classroom/lecture room with excellent visualization technology, a meeting room, and even possibly have planetarium capability, given some new offerings that do 3D renderings and tours of space.

We have made construction-level blueprints of a 28' x 28' addition to the north of the existing structure, in space that has no functional use at this point. Our hope is that such a space could be used for multiple purposes by the school system and other groups for what we are calling "STEMLAB" activities. The Engineering track program now offered by the high school has good possibilities for regular use of this space, and other organizations do as well. We envision it being populated with several robust computers that would have design tools for 3D engineering design/analysis, for optics design, architectural design, etc. so students in various disciplines could work on projects. It would also have many internet connection points and WiFi for all visitors to use, and a variety of seating and table configurations to suit flexible use.

An additional possibility for consideration is to add an additional room beyond the classroom that we call a "build space", for doing things such as machining, sawing, drilling, mirror grinding etc.

that would mean a dirty environment. This space would also be shared between the astronomy team and other groups having a need for prototyping, building, testing, etc. Students doing CAD designs could do 3D printing, machining, etc. for engineering projects, robotics groups could fabricate, etc. There is room in the fenced-off area north of the observatory for both of these rooms if there is value to this idea. We have a number of volunteers making telescope mirrors and would like to have students engaged, but this kind of work needs a space that can tolerate dirt, dust, etc. This prohibits using the STEMLAB from hosting such work efforts.

If we were able to expand, the existing control room would serve its current purpose as a control room and observation data manipulation workspace, but also have an expanded library (badly needed), and have exhibit space for our growing collection of NASA artifacts and meteorites that cannot be displayed today, as well as a small group project work space. We will continue to flesh out these expansion ideas and plans, and would like to work with the School Board and Administration to explore all the possibilities it could offer,

Telescope replacement options

Although the primary telescope, electronic controls, and mount are fully functional at this point, there are motors, gear systems, circuit boards, etc. in these instruments that are subject to aging and eventual failure, so it is prudent to identify replacement system alternatives, including those that can support both better science and a more exciting user experience.

Fortunately, there are many more choices of high quality equipment with more modern features available today than existed when we shopped for telescopes in 1999, and prices have remained quite stable. We will be evaluating our requirements in detail and find the best matches possible, with a focus entirely on how to support our mission in the best possible ways. We are well along in this process, and will provide inputs in the near future.

A few celestial images done at JJMO this year



**New Milford Board of Education
Operations Sub-Committee Minutes
June 4, 2013
Lillis Administration Building, Room 2**

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

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent
Mrs. Ellamae Baldelli, Director of Human Resources
Mr. Gregg Miller, Director of Fiscal Services
Mrs. Laura Olson, Director of Pupil Personnel & Special Services
Mr. Daniel DiVito, Director of Technology
Mr. John Calhoun, Facilities Manager
Mr. Joseph Olenik, Assistant Facilities Manager

GEORGE C. BUCKBEE
TOWN CLERK

2013 JUN -7 A 8:43

NEW MILFORD, CT

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.	Call to Order
2.	Public Comment <ul style="list-style-type: none">None	Public Comment
3.	Discussion and Possible Action <ul style="list-style-type: none">Mr. McSherry asked for a motion to amend the agenda to include the Assistant Superintendent in the discussion of item 5. A. Executive Session (Anticipated). Mr. Lawson moved to amend the agenda to include the Assistant Superintendent in the discussion of item 5. A. Executive Session (Anticipated). Motion seconded by Mr. Wellman. Motion passed unanimously. A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none">Ms. Baldelli handed out a revised Exhibit A. She said there were two changes: the resignation of Mr. DiVito as Director of Technology and the removal of one coach	Discussion and Possible Action Motion made and passed unanimously to amend the agenda to include the Assistant Superintendent in the discussion of item 5. A. Executive Session (Anticipated). Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	<p>candidate name. The candidate has pending information and has not met the criteria at this time.</p> <ul style="list-style-type: none"> • Mr. Lawson wished Mr. DiVito luck in the future and said he was sorry to see him leave. <p>Mr. Lawson 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>	
B. Monthly Reports	<p>1. Purchase Resolution D-656</p> <p>2. Budget Position as of May 31, 2013</p> <p>3. Request for Budget Transfers</p> <ul style="list-style-type: none"> • Mr. Miller gave a brief update. He said the district is still running favorable as compared to last year. His best estimate at this time for the end of year balance is a \$200,000 surplus. • Mrs. Celli Rigdon asked for more information regarding the Amazon document cameras. Mr. DiVito said these cameras replace classroom overhead projectors. <p>Mrs. Celli Rigdon moved to bring the monthly reports: Purchase Resolution D-656, Budget Position as of May 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>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> <p>1. Purchase Resolution D-656</p> <p>2. Budget Position as of May 31, 2013</p> <p>3. Request for Budget Transfers</p> <p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-656, Budget Position as of May 31, 2013 and Request for Budget Transfers to the full Board for approval.</p>
C. Gifts & Donations	<p>1. Hill and Plain PTO</p> <ul style="list-style-type: none"> • Mr. McSherry thanked the Hill and Plain PTO for their contribution. 	<p>Gifts & Donations</p> <p>1. Hill and Plain PTO</p>

<p>Mr. Lawson moved to bring Gifts & Donations: Hill and Plain PTO to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>D. Bid Awards</p> <p>1. Athletic Trainer</p> <ul style="list-style-type: none"> Mrs. Celli Rigdon asked if this was the lowest bid. Mr. Miller said it was. The award decision was made by the Principal and Athletic Director. This is the current provider. They have provided services for the last eight years so have a proven track record. Their bid was for \$26,900 per year for three years, only a \$400 increase from the current contract. The second bidder's proposal was for \$37,500 in year one, \$40,000 in year two, and \$42,000 in year three. <p>Mrs. Celli Rigdon moved to bring the bid award for Athletic Trainer to Select Physical Therapy for a three year period to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p>2. Special Education – Out of District Transportation</p> <ul style="list-style-type: none"> Dr. Paddyfote noted that the district uses multiple carriers for out of district transportation. Mr. Miller said there were seven bidders in total. Runs change from year to year based on the needs of the students. Mr. McSherry asked if these were 17 individual contracts and Mr. Miller said they were. Mr. Wellman asked to see the cost for all three 	<p>Motion made and passed unanimously to bring Gifts & Donations: Hill and Plain PTO to the full Board for approval.</p> <p>Bid Awards</p> <p>1. Athletic Trainer</p> <p>Motion made and passed unanimously to bring the bid award for Athletic Trainer to Select Physical Therapy for a three year period to the full Board for approval.</p> <p>2. Special Education – Out of District Transportation</p>
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<p>years of the contract and Mr. Miller said he would provide that information.</p> <ul style="list-style-type: none"> • Mr. Wellman asked if this was the lowest bid for each run. Mrs. Olson said in the majority. In a few cases dictated by student needs that was not the case, as the lowest bid did not meet the specific need. • Mrs. Celli Rigdon asked what happens if a student leaves the district. Mrs. Olson said the contract is adjusted. <p>Mrs. Celli Rigdon moved to bring the bid award for Special Education - Out of District Transportation to Education Connection, CT Transportation Solutions, Cardinal Driving Service, and EastConn for a three year period to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p>3. Special Education – Occupational Therapy</p> <ul style="list-style-type: none"> • Mr. Wellman asked if this was the lowest bidder. Mrs. Olson said they were. They are also the current provider and kept the same rate. <p>Mrs. Celli Rigdon moved to bring the bid award for Special Education – Occupational Therapy to Integrated Pediatric Services for a three year period to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p>4. Special Education – Physical Therapy</p> <p>Mr. Lawson moved to bring the bid award for Special Education – Physical Therapy to Ms. Debra Myhill and Integrated Pediatric Services for a three year</p>	<p>Motion made and passed unanimously to bring the bid award for Special Education - Out of District Transportation to Education Connection, CT Transportation Solutions, Cardinal Driving Service, and EastConn for a three year period to the full Board for approval.</p> <p>3. Special Education – Occupational Therapy</p> <p>Motion made and passed unanimously to bring the bid award for Special Education – Occupational Therapy to Integrated Pediatric Services for a three year period to the full Board for approval.</p> <p>4. Special Education – Physical Therapy</p> <p>Motion made and passed unanimously to bring the bid award for Special Education – Physical Therapy to Ms. Debra Myhill and</p>
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<p>period to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>5. Food and Nutrition Services – Milk</p> <ul style="list-style-type: none"> Mr. Miller said there were two bidders: Wade and Marcus Dairy. Marcus Dairy was the lowest price and is the current provider. <p>Mr. Lawson moved to bring the bid award for Food and Nutrition Services – Milk to Marcus Dairy for a one year period to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>6. Food and Nutrition Services – Ice Cream</p> <ul style="list-style-type: none"> Mr. Wellman asked if this was the lowest bidder. Mr. Miller said they were the only bid. <p>Mr. Lawson moved to bring the bid award for Food and Nutrition Services – Ice Cream to New England Ice Cream Company for a one year period to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>E. Grant Approvals</p> <p>1. Carl D. Perkins Grant</p> <ul style="list-style-type: none"> Mrs. Celli Rigdon asked if this was a competitive grant and Dr. Paddyfote said it was not. <p>Mr. Lawson moved to bring the Carl D. Perkins Grant to the full Board for approval.</p>	<p>Integrated Pediatric Services for a three year period to the full Board for approval.</p> <p>5. Food and Nutrition Services – Milk</p> <p>Motion made and passed unanimously to bring the bid award for Food and Nutrition Services – Milk to Marcus Dairy for a one year period to the full Board for approval.</p> <p>6. Food and Nutrition Services – Ice Cream</p> <p>Motion made and passed unanimously to bring the bid award for Food and Nutrition Services – Ice Cream to New England Ice Cream Company for a one year period to the full Board for approval.</p> <p>Grant Approvals</p> <p>1. Carl D. Perkins Grant</p> <p>Motion made and passed unanimously to bring the Carl D.</p>
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	<p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>2. Adult Education – Transition: Post-Secondary Education and Training</p> <p>3. Adult Education – English Literacy and Civics Education</p> <p>Mrs. Celli Rigdon moved to bring the two Adult Education grants to the full Board for approval.</p> <p>Motion seconded by Mr. Lawson.</p> <p>Motion passed unanimously.</p> <p>F. Activity Stipend Request</p> <p>1. New Milford High School</p> <ul style="list-style-type: none"> Mr. Lawson and Mrs. Celli Rigdon both noted that this Unified Sports stipend was a nice addition for the high school. Mrs. Celli Rigdon commended Mr. Shugrue for bringing it forward. <p>Mr. Lawson moved to bring the stipend position of Unified Sports at New Milford High School to the full Board for approval.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>G. Possible 2013-2014 Budget Adjustments</p> <ul style="list-style-type: none"> Dr. Paddyfote said the administrative team has met on this subject several times over the last six weeks. They also solicited input from the building principals. She distributed a two page handout. The first page is a draft of suggested adjustments. The second page is a detail of the 	<p>Perkins Grant to the full Board for approval.</p> <p>2. Adult Education – Transition: Post-Secondary Education and Training</p> <p>3. Adult Education – English Literacy and Civics Education</p> <p>Motion made and passed unanimously to bring the two Adult Education grants to the full Board for approval.</p> <p>Activity Stipend Request</p> <p>1. New Milford High School</p> <p>Motion made and passed unanimously to bring the stipend position of Unified Sports at New Milford High School to the full Board for approval.</p> <p>Possible 2013-2014 Budget Adjustments</p>
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	<p>\$148,971 reduction to object 611.</p> <ul style="list-style-type: none"> • Mr. McSherry asked about the pension reduction. Mr. Miller said it would have to be made up in later years. • Mr. Lawson asked for the balance in the Internal Service Fund. Mr. Miller said he would get that number from the town. • Mrs. Celli Rigdon asked what the \$795 reduction in capital was and Mr. Miller said it was from the technology budget. • Mrs. Celli Rigdon noted the large reduction in instructional supplies and asked how that would be managed. Dr. Paddyfote said each school examined individual areas and made suggestions. • Mr. McSherry asked about the history of the accuracy of allocation rates over the last five years. Mr. Miller said he would ask the consultant. 	
H.	<p>End-of-Year Projects</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she was looking for the Committee's input in this area in light of the fact that the district is projecting a \$200,000 surplus at end of year. There are several projects that could be considered including those that may be recommended at Thursday's special meeting on the security assessment draft report. The Town had authorized a previous appropriation for security needs. Dr. Paddyfote asked the Committee if the district should look to use the surplus for those security items before the appropriation or vice versa. • Mr. Calhoun offered several suggestions for projects including a boiler room project at NES, additional building controls at SMS, work on parking lot curbing and islands, a sander, and custodial equipment. • Mr. Lawson asked if these items were in the original budget and Mr. Calhoun said they were on his original list, but cut before the budget was presented to the Board. 	<p>End-of-Year Projects</p>

	<ul style="list-style-type: none"> The consensus of the Committee was to wait until after Thursday's special meeting to make a determination. 	
4.	<p>Items of Information</p> <p>A. Annual Emergency Preparedness Report</p> <ul style="list-style-type: none"> There were no questions. <p>B. Annual Wellness Report</p> <ul style="list-style-type: none"> There were no questions. <p>C. John J. McCarthy Observatory Annual Report</p> <ul style="list-style-type: none"> There were no questions. <p>D. MyGrotel-Telecommunications Audit</p> <ul style="list-style-type: none"> Mr. Miller said the Town is having an audit done on its telecommunications. Small savings were identified. The district did an audit two years prior and will continue to look at this area in three to five year intervals which is optimal for savings. <p>E. National School Lunch Program and the USDA</p> <ul style="list-style-type: none"> Mr. Miller said he would present this information in memo form in the Board packet for next Tuesday's meeting. 	<p>Annual Emergency Preparedness Report</p> <p>Annual Wellness Report</p> <p>John J. McCarthy Observatory Annual Report</p> <p>MyGrotel-Telecommunications Audit</p> <p>National School Lunch Program and the USDA</p>
5.	<p>Executive Session (Anticipated)</p> <p>A. Discussion of the employment and salary of the Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p>	<p>Discussion of the employment and salary of the Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager,</p>

	<ul style="list-style-type: none"> The Assistant Superintendent was added for discussion per the amendment to the agenda. <p>Mr. Lawson moved that the Committee enter into Executive Session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent and to invite in Dr. JeanAnn Paddyfote.</p> <p>Motion seconded by Mrs. Celli Rigdon.</p> <p>Motion passed unanimously.</p> <p>The Committee entered executive session at 8:25 p.m.</p> <p>The Committee returned to public session at 8:42 p.m.</p>	<p>Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p> <p>Motion made and passed unanimously that the Committee enter into Executive Session to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services, Director of Food Services, Director of Technology, Network Administrator, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent and to invite in Dr. JeanAnn Paddyfote.</p>
6.	<p>Adjourn</p> <p>Mr. Lawson moved to adjourn the meeting at 8:43 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 8:43 p.m.</p>

Respectfully submitted:



Thomas McSherry, Chairperson
Operations Sub-Committee