

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

**OPERATIONS SUB-COMMITTEE**  
**MEETING NOTICE**

<b>DATE:</b>	<b>June 11, 2019</b>
<b>TIME:</b>	<b>7:30 P.M.</b>
<b>PLACE:</b>	<b>Lillis Administration Building—Room 2</b>

**AGENDA**

**New Milford Public Schools Mission Statement**

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

- 1. Call to Order**
- 2. Public Comment**

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

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
  - B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.
- 3. Discussion and Possible Action**
- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
  - B. Monthly Reports
    1. Budget Position dated 5/31/19
    2. Purchase Resolution D-723
    3. Request for Budget Transfers
  - C. Gifts & Donations
    1. PTO – Exhibit B
    2. Goldring Family Foundation
  - D. Bid Awards
    1. Food and Nutrition Services – Milk
    2. Food and Nutrition Services – Frozen Dessert
    3. Boiler Cleaning
    4. Septic Cleaning
    5. Security Cameras and Equipment with Windows 10
  - E. Grant
    1. Adult Education PEP Grant
  - F. Authorization of Signatory on School District Accounts – Exhibit D



RECEIVED  
TOWN CLERK

2019 JUN -7 P 1:02

NEW MILFORD, CT

- G. Shepaug Agriscience Agreement
- H. Recommended Adjustments to the 2019-20 Budget

**4. Items of Information**

- A. Perkins V Grant
- B. Annual Emergency Preparedness Report
- C. Annual Wellness Report
- D. Annual Report of the John J. McCarthy Observatory
- E. Clubs and Activities Report
- F. Excess Cost Payment 2 of 2 for 2018-19

**5. Public Comment**

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**6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson**

**Bill Dahl**

**Brian McCauley**

**Eileen P. Monaghan**

**Alternates: J.T. Schemm**

**Joseph Failla**

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
June 18, 2019

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

- 1. None currently**

**2. CERTIFIED STAFF**

**b. NON-RENEWALS**

- 1. None currently**

**3. CERTIFIED STAFF**

**c. APPOINTMENTS**

- 1. None currently**

**4. MISCELLANEOUS STAFF**

**a. RESIGNATIONS**

- 1. None currently**

**5. MISCELLANEOUS STAFF**

**b. APPOINTMENTS**

- 1. None currently**

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

**a. RESIGNATIONS**

- 1. Mr. W. Douglas McHan**, Custodian, New Milford High School

Move that the Board of Education approve the resignation, due to retirement, of **Mr. W. Douglas McHan** as Custodian at New Milford High School effective June 30, 2019.

Retirement

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

**b. APPOINTMENTS**

- 1. Ms. Junara Back**, General Worker, Schaghticoke Middle School

Move that the Board of Education approve the appointment of **Ms. Junara Back** as General Worker at Schaghticoke Middle School effective August 22, 2019.

\$12.23 per hour - Hire Rate  
5 hours per day

Replacing: K. Toth

**8. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None currently

**9. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. None currently

**10. BAND STAFF**

**a. RESIGNATIONS**

1. None currently

**11. BAND STAFF**

**b. APPOINTMENTS**

1. None currently

**12. COACHING STAFF**

**a. RESIGNATIONS**

1. None currently

**13. COACHING STAFF**

**b. APPOINTMENTS**

1. None currently

**14. LEAVES OF ABSENCE**

1. **Mrs. Sharina Danzy**, Paraeducator, Northville Elementary School

**Move** that the Board of Education approve an unpaid leave of absence for **Mrs. Sharina Danzy** effective tentatively August 23, 2019 through October 4, 2019.

Unpaid Leave of Absence





## SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,371,848	-7,200	28,364,648	23,591,403	4,689,680	83,565	99.71%
100'S	SALARIES - NON CERTIFIED	9,186,474	0	9,186,474	7,783,747	907,227	495,500	94.61%
200'S	BENEFITS	11,077,452	0	11,077,452	10,634,254	20,830	422,367	96.19%
300'S	PROFESSIONAL SERVICES	4,066,004	7,129	4,073,133	3,400,526	413,757	258,850	93.64%
400'S	PROPERTY SERVICES	971,502	1,525	973,027	735,885	139,304	97,838	89.94%
500'S	OTHER SERVICES	7,665,654	(50,000)	7,615,654	6,023,761	1,297,055	294,837	96.13%
600'S	SUPPLIES	2,642,956	441	2,643,397	2,165,469	344,048	143,879	94.94%
700'S	CAPITAL	142,944	(1,806)	141,138	92,583	16,767	31,787	77.48%
700'S	5 YEAR CAPITAL	322,500	-	322,500	212,491	69,486	40,523	68.56%
800'S	DUES AND FEES	89,180	(89)	89,091	78,103	3,083	7,905	91.13%
900'S	REVENUE	-1,525,928	50,000	-1,475,928	-1,120,517	0	-355,411	75.92%
<b>GRAND TOTAL</b>		<b>63,010,586</b>	<b>0</b>	<b>63,010,586</b>	<b>53,597,707</b>	<b>7,901,237</b>	<b>1,521,641</b>	<b>97.60%</b>

## SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	557,844	0	557,844	369,164	60,877	127,803	77.09%
51201	SALARIES - NON CERT - PARA EDUCATOR	1,923,907	0	1,923,907	1,597,080	304,047	22,779	98.82%
51202	SALARIES - NON CERT - SUBSTITUTES	833,638	0	833,638	787,300	0	46,338	94.44%
51210	SALARIES - NON CERT - SECRETARY	1,894,971	0	1,894,971	1,675,113	133,293	86,565	95.43%
51225	SALARIES - NON CERT - TUTORS	293,362	0	293,362	172,210	27,152	94,000	67.96%
51240	SALARIES - NON CERT - CUSTODIAL	1,919,763	0	1,919,763	1,679,622	205,282	34,859	98.18%
51250	SALARIES - NON CERT - MAINTENANCE	884,575	0	884,575	764,352	114,483	5,740	99.35%
51285	SALARIES - NON CERT - TECHNOLOGY	444,451	0	444,451	329,150	44,450	70,851	84.06%
51336	SALARIES - NON CERT - NURSES	433,963	0	433,963	409,755	17,642	6,566	98.49%
<b>TOTAL</b>		<b>9,186,474</b>	<b>0</b>	<b>9,186,474</b>	<b>7,783,747</b>	<b>907,227</b>	<b>495,500</b>	<b>94.61%</b>

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	653,931	0	653,931	495,409	0	158,522	75.76%
52201	BENEFITS - MEDICARE	541,567	0	541,567	422,040	0	119,527	77.93%
52300	BENEFITS - PENSION	815,879	0	815,879	815,879	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	11,659	3,341	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,250,427	0	8,250,427	8,237,440	0	12,988	99.84%
52820	BENEFITS - DISABILITY INSURANCE	147,000	0	147,000	99,108	0	47,892	67.42%
52830	BENEFITS - LIFE INSURANCE	120,000	0	120,000	88,119	17,124	14,757	87.70%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	533,648	0	533,648	464,601	365	68,682	87.13%
<b>TOTAL</b>		<b>11,077,452</b>	<b>0</b>	<b>11,077,452</b>	<b>10,634,254</b>	<b>20,830</b>	<b>422,367</b>	<b>96.19%</b>





## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,371,848	-7,200	28,364,648	23,591,403	4,689,680	83,565	99.71%
51200	NON-CERTIFIED SALARIES	9,186,474	0	9,186,474	7,783,747	907,227	495,500	94.61%
52000	BENEFITS	11,077,452	0	11,077,452	10,634,254	20,830	422,367	96.19%
53010	LEGAL SERVICES	184,000	27,500	211,500	209,347	641	1,512	99.29%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	50,111	0	24,889	66.82%
53200	PROFESSIONAL SERVICES	2,032,252	-122,960	1,909,292	1,531,664	266,085	111,542	94.16%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	26,500	0	1,500	94.64%
53210	TIME & ATTENDANCE SOFTWARE	10,500	-200	10,300	107	0	10,193	1.04%
53220	IN SERVICE	132,210	40	132,250	101,290	5,454	25,506	80.71%
53230	PUPIL SERVICES	924,576	102,749	1,027,325	900,869	93,893	32,563	96.83%
53300	OTHER PROF/ TECH SERVICES	55,765	0	55,765	21,098	1,865	32,802	41.18%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	263,834	0	263,834	223,317	40,000	517	99.80%
53530	SECURITY SERVICES	204,867	0	204,867	181,281	5,818	17,768	91.33%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	109,941	0	60	99.95%
54101	CONTRACTUAL TRASH PICK UP	91,174	0	91,174	66,931	6,530	17,713	80.57%
54301	REPAIRS & MAINTENANCE	449,103	5,963	455,066	348,921	99,657	6,489	98.57%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	2,500	0	0	100.00%
54303	GROUNDS MAINTENANCE	13,028	0	13,028	8,452	0	4,576	64.87%
54310	GENERAL REPAIRS	43,146	-4,503	38,643	17,757	12,107	8,779	77.28%
54320	TECHNOLOGY RELATED REPAIRS	54,040	0	54,040	29,375	1,330	23,335	56.82%
54411	WATER	67,347	0	67,347	53,172	14,175	0	100.00%
54412	SEWER	22,900	0	22,900	21,061	0	1,840	91.97%
54420	LEASE/RENTAL EQUIP/VEH	228,264	65	228,329	187,718	5,504	35,106	84.62%
55100	PUPIL TRANSPORTATION - OTHER	106,050	0	106,050	92,554	3,976	9,520	91.02%
55101	PUPIL TRANS - FIELD TRIP	24,600	0	24,600	18,544	500	5,556	77.41%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,331,010	50,000	4,381,010	3,841,171	528,909	10,930	99.75%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	293,338	0	293,338	292,620	0	718	99.76%
55300	COMMUNICATIONS	48,646	0	48,646	44,433	4,213	0	100.00%
55301	POSTAGE	35,981	-2,200	33,781	21,376	12,406	0	100.00%
55302	TELEPHONE	76,449	0	76,449	75,179	1,270	0	100.00%





## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	2,000	2,200	4,200	4,189	0	11	99.74%
55505	PRINTING	48,562	0	48,562	29,053	16,243	3,265	93.28%
55600	TUITION	30,000	0	30,000	20,334	4,875	4,791	84.03%
55610	TUITION TO IN STATE DIST	772,434	0	772,434	550,574	169,720	52,140	93.25%
55630	TUITION TO PRIVATE SOURCES	1,830,260	-100,000	1,730,260	1,007,650	548,188	174,422	89.92%
55800	TRAVEL	48,824	0	48,824	26,083	6,757	15,983	67.26%
56100	GENERAL INSTRUCTIONAL SUPPLIES	163,894	65	163,959	136,178	11,767	16,013	90.23%
56110	INSTRUCTIONAL SUPPLIES	418,963	-107	418,856	369,473	29,381	20,002	95.22%
56120	ADMIN SUPPLIES	31,429	0	31,429	18,818	3,655	8,956	71.50%
56210	NATURAL GAS	196,000	0	196,000	156,980	34,020	5,000	97.45%
56220	ELECTRICITY	945,010	0	945,010	800,225	132,664	12,121	98.72%
56230	PROPANE	2,250	0	2,250	1,763	0	487	78.34%
56240	OIL	206,737	0	206,737	189,312	17,425	0	100.00%
56260	GASOLINE	29,653	0	29,653	9,999	29,653	0	133.72%
56290	FACILITIES SUPPLIES	310,761	0	310,761	242,146	55,620	12,995	95.82%
56291	MAINTENANCE COMPONENTS	14,500	0	14,500	12,665	1,835	0	100.00%
56292	UNIFORMS/ CONTRACTUAL	3,400	0	3,400	2,419	481	500	85.29%
56293	GROUNDKEEPING SUPPLIES	17,750	0	17,750	12,591	665	4,494	74.68%
56410	TEXTBOOKS	52,397	0	52,397	41,810	6,271	4,316	91.76%
56411	CONSUMABLE TEXTS	78,994	0	78,994	35,546	3,734	39,714	49.72%
56420	LIBRARY BOOKS	107,044	104	107,148	94,205	7,834	5,109	95.23%
56430	PERIODICALS	17,449	179	17,628	15,384	2,244	0	100.00%
56460	WORKBOOKS	13,185	200	13,385	12,763	0	622	95.35%
56500	SUPPLIES - TECH RELATED	33,540	0	33,540	13,191	6,800	13,549	59.60%
57300	BUILDINGS	111,350	0	111,350	43,895	66,510	945	99.15%
57340	COMPUTERS/TECH HARDWARE	8,250	0	8,250	5,754	1,673	823	90.02%
57345	INSTRUCTIONAL EQUIPMENT	56,075	110	56,185	36,815	5,965	13,404	76.14%
57400	GENERAL EQUIPMENT	114,394	-1,916	112,478	89,735	9,305	13,438	88.05%
57500	FURNITURE AND FIXTURES	175,375	0	175,375	128,875	2,800	43,700	75.08%
58100	DUES & FEES	89,180	-89	89,091	78,103	3,083	7,905	91.13%
<b>EXPENDITURE TOTAL</b>		<b>64,536,514</b>	<b>-50,000</b>	<b>64,486,514</b>	<b>54,718,224</b>	<b>7,901,237</b>	<b>1,877,052</b>	<b>97.10%</b>



## REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-717,460	0	-717,460	-466,400	0	-251,060	65.01%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-86,949	0	37,374	175.39%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-284	0	-1,916	12.91%
44705	BUILDING USE FEES	-55,000	0	-55,000	-26,152	0	-28,848	47.55%
44800	REGULAR ED TUITION	-100,550	0	-100,550	-67,000	0	-33,550	66.63%
44822	SPECIAL ED TUITION	-36,400	0	-36,400	0	0	-36,400	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-21,000	0	-4,400	82.68%
44861	PARKING PERMIT FEES	-69,224	4,400	-64,824	-60,000	0	-4,824	92.56%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	-10,000	0	0	100.00%
44863	PAY TO PLAY	-110,000	45,600	-64,400	-48,025	0	-16,375	74.57%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-12,207	0	-15,412	44.20%
49599	CAPITAL RESERVE	-322,500	0	-322,500	-322,500	0	0	100.00%
REVENUE TOTAL		-1,525,928	50,000	-1,475,928	-1,120,517	0	-355,411	75.92%

GRAND TOTAL	63,010,586	0	63,010,586	53,597,707	7,901,237	1,521,641	97.60%
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CAPITAL RESERVE TOTAL	732,073
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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.

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	FAC	OMNI DATA	SECURITY CAMERA, EQUIPMENT AND LICENSING PROPOSAL	\$ 144,742.60	57345
GENERAL	SPED	THE SOUTHPORT SCHOOL	TUITION FEE RELATED TO SETTLEMENT	\$ 65,200.00	55630
<b>GRANT</b>	TECH	EDADVANCE	160 CHROMEBOOKS WITH LICENSES AND 50 "TECHTUBS" (THE TECHTUBS REPLACE AGING CARTS AND PROVIDE AN ALL IN ONE SOLUTION TO STORE, SECURE, DISTRIBUTE & CHARGE DEVICES)	\$ 42,833.20	53300
5 YEAR CAPITAL	TECH	DELL MARKETING	54 DESKTOP COMPUTERS AND 54 MONITORS ON REPLACEMENT CYCLE	\$ 42,560.10	57345
GENERAL	FAC	FUSS & O'NEIL	HPS CAFETERIA FLOORING REPLACEMENT PROPOSAL NOT TO EXCEED	\$ 25,585.00	54301
GENERAL	SPED	WHEELER CLINIC	DIAGNOSTIC PLACEMENT THROUGH FISCAL YEAR END	\$ 20,620.10	55630
GENERAL	NMHS	COLLEGE ENTRANCE EXAM BOARD	BOE PORTION OF A.P. EXAM TESTING FEE	\$ 16,020.00	53200
GENERAL	SPED	LAW OFFICES OF ____ (NAME WITHHELD)	TRANSPORTATION FEE FOR SETTLEMENT ABOVE TO SOUTHPORT SCHOOL	\$ 16,000.00	55110
GENERAL	BOE	INTECH HEALTH VENTURES	AFFORDABLE CARE ACT ANNUAL REPORTING SERVICES	\$ 12,517.50	53200
5 YEAR CAPITAL	TECH	WHALLEY COMPUTER ASSOCIATES	14 EPSON POWERLITE PROJECTORS & 6 PROJECTOR MOUNTS	\$ 10,188.00	57345
<b>GRANT</b>	ADULT ED	ROBOTICS AND BEYOND	CONSULTING TO PROVIDE INSTRUCTION FOR 8 SEPARATE 2 HOUR CLASSES	\$ 6,200.00	51115
<b>GRANT</b>	HPS	HEINEMANN	1 TEACHERS COLLEGE KINDERGARTEN CLASSROOM LIBRARY	\$ 5,014.00	53300



## BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
JUNE 2019 MEETING

DETAIL								
			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
NMHS-1	TRANSPORTATION SAVINGS AS SOME OF OUR TEAMS DID NOT MAKE THE POST SEASON TO BE USED TO: A.) COVER INCREASED OFFICIATING AND POLICE SERVICES FOR SPORTS THAT DID MAKE THE POST SEASON FOR WHICH WE HOSTED THE EVENT(S) B.) RECONDITION SPORTS EQUIPMENT TO PROLONG THEIR LIFE CYCLE C.) SERVICE BASEBALL AND SOFTBALL SCOREBOARDS FOR FIRST TIME IN EIGHT YEARS	\$8,500.00	NMHS	BLE32040 ATHLETICS	55100 TRANSPORTATION	NMHS	BLE32040 ATHLETICS	53540 TECHNICAL SERVICES
SPED-1	UNANTICIPATED REBATE ASSOCIATED WITH THE PURCHASE OF REPLACEMENT DEFIBRILATORS TO BE USED TO: A.) PURCHASE ADDITIONAL SOFTWARE LICENSES B.) REPLACE A LAPTOP FOR STAFF USE C.) ADD ADDITIONAL INSTRUCTIONAL EQUIPMENT D.) REPLACE AGING FURNITURE	\$602.00	DISTRICT	BPZ21343 HEALTH	54320 REPAIR/REPLACE HEALTH EQUIPMENT	DISTRICT	BPZ21343 HEALTH	53500 TECH SERVICES
		\$2,000.00						56500 TECH EQUIPMENT
		\$1,970.00						57345 INSTRUCTIONAL EQUIPMENT
		\$250.00						57500 FURNITURE

DETAIL								
			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
	NONE AT THIS TIME							
	NONE AT THIS TIME							
	NONE AT THIS TIME							



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

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June 3, 2019

Dr. Stephen Tracy  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Dr. Tracy:

The New Milford PTO is pleased to present the following gifts to the Board of Education for approval. Please arrange for these gifts to be placed on the agenda at the next Board of Education meeting.

**Schaghticoke Middle School**

**\$3,500.00** Funding toward the 8<sup>th</sup> grade field trip to Lake Compounce.

**Hill & Plain Elementary School**

**\$1,197.00** Character Education assembly "Yes, I Can" to benefit all grade levels.

**Northville Elementary School**

Up to **\$5,000.00** approved toward stencils/weather-proof painting on the blacktop for student activities and interaction.

**\$9,697.00    Total**

Sincerely,  
Mandi MacDonald  
NMPTO President



# NEW MILFORD HIGH SCHOOL

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

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

Eric Williams, *Assistant Principal*  
Linda Scoralick, *Assistant Principal*  
Keith Lipinsky, *Athletic Director*

June 3, 2019

Dear Mr. Goldring,

The New Milford Public Schools Project Lead The Way (PLTW) Program has continued to be an integral part of the STEM courses available to New Milford students. PLTW Launch is offered to some K-5 students, PLTW Gateway is currently being taught to 7<sup>th</sup> and 8<sup>th</sup> graders, and the PLTW Engineering Pathway has continued at New Milford High School. New Milford Public Schools values the program and we are discussing how to best continue supporting our students, offering a wide variety of STEM courses, and maintaining/growing the current PLTW courses.

Numerous discussions between teachers, administration, and district leadership have occurred through the course of the past year. The program has room to grow in various ways at all levels of the program. We are requesting a contribution for equipment and teacher training in the amount of \$22,265.60. These funds will provide additional equipment for all levels of the program, teacher training for new PLTW Gateway courses, and equipment for the New Milford High School Robotics and Drone club.

We are excited to give New Milford Public School students increasing opportunities to immerse themselves in engineering and improve their 21<sup>st</sup> century skills and therefore are continually working to improve the quality of our PLTW program and its diversity. Upon your grant and acceptance by the Board of Education, donation checks would be made payable to New Milford Public School System. Thank you for your time and consideration of this proposal. We truly are grateful.

Best Regards,

Erin Lucia  
PLTW Teacher  
New Milford High School  
[luciae@newmilfordps.org](mailto:luciae@newmilfordps.org)

#### New Milford Mission Statement

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

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2019 New Milford High School Project Lead the Way  
Golding Family Foundation Grant Renewal Request

Budget Request

ITEM Description	Unit Cost	Quantity	Total Cost	VENDOR
<b>PLTW Launch Pre-K - 5 and Gateway (6-8)</b>				
Refill Kits (see Attachment)	\$ 545.75	1	\$ 545.75	PLTW
PLTW 6-8 Medical Detectives Start-up	\$ 1,156.00	1	\$ 1,156.00	PLTW
PLTW Gateway Training	\$ 1,200.00	1	\$ 1,200.00	PLTW
Desktop Computers	\$ 1,550.00	5	\$ 7,750.00	Dell
Desktop Computer Monitors	\$ 100.00	5	\$ 500.00	Dell
<b>NMHS Drone / Robotics Club</b>				
Parrot Bebop FPV Compact Drone	\$ 249.49	2	\$ 498.98	Amazon
Parrot FPV Pack (goggles and remote)	\$ 152.99	2	\$ 305.98	Amazon
Robotics Full field/game element	\$ 499.00	1	\$ 499.00	VEX
V5 Robotics Classroom Starter kit	\$ 599.99	10	\$ 5,999.90	VEX
<b>NMHS Makerspace/ PLTW engineering courses</b>				
<b>Build/create your own 3D printers</b>				
Ultimaker+	\$ 995.00	2	\$ 1,990.00	<a href="https://www.stemfinity.com">stemfinity.com</a>
Ultimaker	\$ 775.00	2	\$ 1,550.00	<a href="https://www.stemfinity.com">stemfinity.com</a>
XYZ 3D scanner Pro	\$ 269.99	1	\$ 269.99	<a href="https://www.stemfinity.com">stemfinity.com</a>
<b>Matter and Form 3D Scanner</b>				
V2 +Quickscan	\$ 749.00	1	\$ 749.00	Matter and Form.com
<b>Total</b>			<b>\$ 22,265.60</b>	

Best 3D scanners Article

<https://www.allthat3d.com/best-3d-scanners/>

Drone's URL

[https://www.amazon.com/Parrot-Bebop-Quadcopter-Certified-Refurbished/dp/B072FVJ8JC/ref=sr\\_1\\_4?keywords=parrot%2Bbebop%2B2%2BFPV&qid=1559572790&s=gateway&sr=8-4&th=1](https://www.amazon.com/Parrot-Bebop-Quadcopter-Certified-Refurbished/dp/B072FVJ8JC/ref=sr_1_4?keywords=parrot%2Bbebop%2B2%2BFPV&qid=1559572790&s=gateway&sr=8-4&th=1)

[https://www.amazon.com/Parrot-FPV-Pack-Skycontroller-Cockpitglasses/dp/B01K6W3OSG/ref=sr\\_1\\_3?keywords=parrot+bebop+2+FPV&qid=1559572872&s=gateway&sr=8-3](https://www.amazon.com/Parrot-FPV-Pack-Skycontroller-Cockpitglasses/dp/B01K6W3OSG/ref=sr_1_3?keywords=parrot+bebop+2+FPV&qid=1559572872&s=gateway&sr=8-3)

VEX

<https://www.vexrobotics.com/turningpoint-full-field.html>

Ultimaker URL

[https://gallery.mailchimp.com/3d98a26bf167fffc0834e4305/files/28bbf83c-fc73-443f-804e-d07e2c7f27d2/Ultimaker\\_Printer\\_Specs\\_Overview\\_3\\_.pdf](https://gallery.mailchimp.com/3d98a26bf167fffc0834e4305/files/28bbf83c-fc73-443f-804e-d07e2c7f27d2/Ultimaker_Printer_Specs_Overview_3_.pdf)

<https://www.stemfinity.com/ultimaker-products>

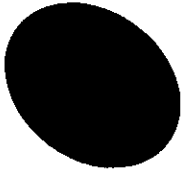
3D scanner

<https://matterandform.net/scanner>

**NEW MILFORD PUBLIC SCHOOLS**

**Food and Nutrition Services Department**  
22 Hipp Road  
New Milford, Connecticut 06776  
(860) 354-3712 • FAX (860) 354-3712

**Bid Award: 3D-1**  
**Operations Sub-Committee: 6/11/19**



**Sandra Sullivan, RD, CD-N**  
**Director**

**To: Anthony J. Giovannone, Director of Fiscal Services & Operations**

**From: Sandra Sullivan, Director of Food and Nutrition Services**

**Date: May 24, 2019**

**Re: Milk Bid**

The milk bid for the 2019-2020 school year was opened on May 23, 2019.  
One company submitted a bid.

- Wade's Dairy

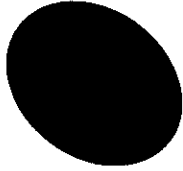
Based on product availability and previous service, it is my recommendation that the contract be awarded to Wade's Dairy for the 2019-2020 school year.



**NEW MILFORD PUBLIC SCHOOLS**

**Food and Nutrition Services Department  
22 Hipp Road  
New Milford, Connecticut 06776  
(860) 354-3712 • FAX (860) 354-3712**

**Bid Award: 3D-2  
Operations Sub-Committee: 6/11/19**



**Sandra Sullivan, RD, CD-N  
Director**

To: Anthony J. Giovannone, Director of Fiscal Services & Operations

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 24, 2019

Re: Frozen Dessert Bid

The frozen dessert bid for the 2019-2020 school year was opened on May 23, 2019. One company submitted a bid.

- New England Ice Cream Corporation

Based on product availability and previous service, it is my recommendation that the contract be awarded to New England Ice Cream Corporation for the 2019-2020 school year.



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

**Bid Award: 3D-3**  
**Operations Sub-Committee: 6/11/19**

**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: June 7, 2019**  
**RE: Bid Award E-1819-112937 – Boiler Cleaning & Service**

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The bid packet for the **Boiler Cleaning & Service** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday May 8, 2019. The bid close date was on Thursday May 23, 2019.

On that date, three (3) vendors submitted bids for the project:

- Bidder #1 – PENN MARR BOILER CLEANING \$12,130.00
- Bidder #2 – MCKENNEY MECHANICAL \$13,770.00
- Bidder #3 – AIRTEMP MECHANICAL \$17,885.00

We are recommending to the Board that they award this bid to Penn Marr Boiler Cleaning for services in 19/20. In addition to being the lower bidder, Penn Marr Boiler Cleaning is a well-established vendor with a proven track record of quality work, responsiveness as well as excellent customer service. Their bid for this year is actually \$281 less than the award to Penn Marr Boiler Cleaning for the current year and this is the vendor that has provided this service for the district over the past 4 years.

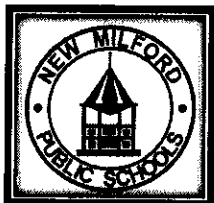
This item will appear on the first Purchase Resolution of the 2019/2020 fiscal year in July 2019, in order to generate a purchase order to the vendor. We will be glad to discuss this at the Facilities and Operations meetings on June 11, 2019 to answer any and all questions regarding this decision.

*Sincerely,*

*Kevin Munrett*  
*Director of Facilities*

*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*





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

**Bid Award: 3D-4**  
**Operations Sub-Committee: 6/11/19**

**TO:** Stephen Tracy, Interim Superintendent  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** June 7, 2019  
**RE:** Bid Award E-1819-112938 – Septic Cleaning & Service

The bid packet for **Septic Cleaning & Service** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday May 8, 2019. The bid close date was on Thursday May 23, 2019.

On that date, three (3) vendors submitted bids for the project:

- |  |             |
|--|-------------|
| • Bidder #1 – NEW MILFORD SEPTIC       | \$13,710.00 |
| • Bidder #2 – WIND RIVER ENVIRONMENTAL | \$15,650.00 |
| • Bidder #3 – WEST CONN SEPTIC SERVICE | \$15,900.00 |

We are recommending to the Board that they award this bid to New Milford Septic for services in 19/20. In addition to being the lower bidder, New Milford Septic is a well-established vendor with a proven track record of quality work, responsiveness, as well as excellent customer service. They are also the vendor that is currently performing this service for the district for the past 4 years.

This item will appear on the first Purchase Resolution of the 2019/2020 fiscal year in July 2019, in order to generate a purchase order to the vendor. We will be glad to discuss this at the Facilities and Operations meetings on June 11, 2019 to answer any and all questions regarding this decision.

*Sincerely,*

*Kevin Munrett*  
*Director of Facilities*

*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*



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

**Bid Award: 3D-5**  
**Operations Sub-Committee: 6/11/19**

**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: June 7, 2019**  
**RE: Bid Award E-1819-112939 – Security Cameras, Equipment and Licensing**

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The security cameras themselves at SNIS, SMS and NES as well as the server software running them will become unsupported because the workstations for the employees' monitoring the cameras will only work with Windows 7 currently. When the workstations get upgraded to Windows 10, they will no longer be able to connect to the security cameras at those schools. Both HPS and NMHS had recent investment in the refresh of the security cameras and servers, funded by Capital Reserve money, so they are up to date and will be unaffected in the migration to Windows 10.

The bid packet for the **Security Cameras, Equipment and Licensing** was mailed to vendors, posted on our website and also ran as a legal notice in the newspaper on Wednesday May 22, 2019. The bid close date was on Friday May 31, 2019.

On that date, one (1) vendor submitted a proposal for the project:

- Bidder #1 – Omni Data \$144,742.60

This is lower than our estimated costs in the amount of \$165,000, discussed in our 2018-2019 End of Year Projects memo that went to the Board of Education on May 21, 2019. The scope remains the same however, so we are pleased that with only one bidder we received a proposal for less than anticipated. Omni Data has done quality work for the district for many years. We have no reservations about recommending them to be awarded this project despite the time restrictions this project would face as the vendor is confident in their capacity to meet our time frame.

Should the Board not elect to fund this project from year-end balance, the project would still have to be executed during the first half of the 2019-2020 fiscal year (before 1/14/20), perhaps by utilizing Capital Reserve funds. It is important to note however that these items are not part of the 2019-2020 Board of Education Operating Budget.

*Sincerely,*

*Kevin Munrett*  
*Director of Facilities*

*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*





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

TO: Dr. Stephen Tracy  
FROM: Alisha DiCorpo (signature)  
DATE: May 31, 2019  
RE: Adult Education PEP (Program Enhancement Projects) Grant

This grant is a third year continuation created in response to the Workforce Innovation and Opportunity Act (*WIOA*) of 2014, Title II, Adult Education and Family Literacy Act (*AEFLA*), Public Law 113-128 (hereinafter referred to as the "Act").

The overarching goal of WIOA and the Act is to:

- Increase accessibility to adult education programs and services for learners most in need;
- create a seamless transition to post-secondary education and training through the development of career pathways;
- foster strong, literate families in an effort to reduce the current student achievement gap;
- build an educated and competitive Connecticut workforce.

The funds are awarded to agencies that have demonstrated effectiveness in providing adult education and literacy activities to individuals who:

- have attained 17 years of age;
- are not enrolled or required to be enrolled in secondary school under Connecticut state law;
- are basic skills deficient;
- do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
- are English language learners (ELL).

These funds are to be used to enhance what local funding provides, not replace it.

This year we are requesting \$78,000. (\$40,000 for Workforce Readiness and \$38,000 for ELA and Integrated English Literacy and Civics Education.)

**APPLICATION COVER**  
**FOR 2019–20 ADULT EDUCATION PROGRAM ENHANCEMENT PROJECTS**  
**Bureau of Health/Nutrition, Family Services and Adult Education**

**Title of Grant:** ESL for Life and Work  
 Pathways to the Future

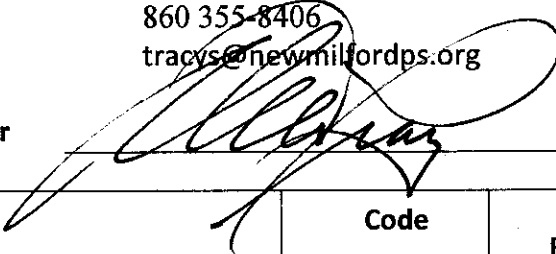
**Applicant Organization:** New Milford Adult Education

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

**Project Director:** Christine Martin, Program Manager  
 388 Danbury Road, New Milford CT 06776  
 860 350-6647 ext 1170  
 martinc@newmilfordps.org

**Submitted By:** Stephen Tracy/Christine Martin  
 50 East Street, New Milford CT 06776  
 860 355-8406  
 tracys@newmilfordps.org

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



Priority Area	Code	Funds Requested	Matching Funds
Workforce Readiness – <i>Elementary ESL and ABE/GED</i>	AE-19-1E		
Workforce Readiness – <i>Secondary CDP and NEDP</i>	AE-19-1S	\$40,000	\$8,011
Family Literacy – <i>Elementary ESL and ABE/GED</i>	AE-19-2E		
Family Literacy – <i>Secondary CDP and NEDP</i>	AE-19-2S		
Correctional Education and Other Institutionalized Individuals or Special Populations	AE-19-3		
Expansion of the NEDP	AE-19-4		
Integrated Education and Training (IET)	AE-19-5		
Transition to Postsecondary Education and Training	AE-19-6		
English Language Acquisition (ELA) and Integrated English Literacy and Civics Education (IEL/Civics)	AE-19-7	\$38,000	\$7,637
CT Adult Virtual High School	AE-19-8		
<b>Total Funds Requested</b>		<b>\$78,000</b>	

<b>Date Submitted:</b> 5/28/2019	<b>Date of Board/Agency Approval:</b> Pending Board Approval
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## APPENDIX B

### PRIORITY AREA ABSTRACT

Each priority area must have its own abstract

<b>Priority Area Name:</b> English Language Acquisition (ELA) and Integrated English Literacy and Civics Education (IEL/Civics)	<b>Project Title:</b> ESL for Life and Work
<b>Applicant Organization:</b> New Milford Adult Education	<b>Project Director:</b> Christine Martin
<b>Beginning Date:</b> 7/1/2019	<b>End Date:</b> 6/30/20
<b>Requested Federal Funds:</b> \$38,000	<b>Program(ABE, ESL, GED, CDP, NEDP, Citizenship):</b> ESL, Citizenship
<b>Planned Number of Students:</b> 45	<b>Cost Per Student:</b> \$844

#### STATEMENT OF NEED/TARGET POPULATION:

Our current profile identifies at least 318 residents who do not speak English well. Besides a language barrier, other issues faced by these residents include lack of transportation, child care and being able to know and access what services our community has to offer. The target population will include begin - advanced students, aged 17 and above, who are basic skills deficient and want to enter or upgrade their position in the workforce and/or learn about our American systems.

#### PROJECT DESIGN:

Classes offered September through May identifying student strengths and weakness, supporting and strengthening basic skills and providing educational opportunities in a variety of career pathways. Continuing existing strengths (C.N.A. program successful) extending collaboration with CT. Culinary to include qualifying ESL students offers students career certifications in a variety of in need industries. Programming in U.S. Government and pathways to citizenship to support entrance to community involvement. Weekly support services of a Guidance counselor. Continued on- site presence of the American Job Center, monthly, to assist with career navigation.

#### PROJECT OBJECTIVES:

1. To educate students in the basic skills, soft skills and career specific skills necessary to succeed.
2. To provide support services to assist students to succeed
3. To promote civic understanding and assist in the path to citizenship

## APPENDIX B

### PRIORITY AREA ABSTRACT

<b>Priority Area Name:</b> Workforce readiness	<b>Project Title:</b> Pathways to the Future
<b>Applicant Organization:</b> New Milford Adult Education	<b>Project Director:</b> Christine Martin
<b>Beginning Date:</b> 7/1/2019	<b>End Date:</b> 6/30/2020
<b>Requested Federal Funds:</b> \$40,000	<b>Program Area : (ABE, ESL, GED, CDP, NEDP, Citizenship):</b> CDP
<b>Planned Number of Students:</b> 45	<b>Cost Per Student:</b> \$888

#### STATEMENT OF NEED/TARGET POPULATION:

Undereducated adults continue to be faced with significant barriers to self- sufficiency because of a lack of basic skills. Lack of transportation, child care and mental health issues are also barriers to achieving their HSD. Our target population is students aged 17, or older, who do not have a secondary diploma, are deficient in basic skills and/or lack the soft skills to succeed in the workforce. ESL students are making the transition to earning their diploma with significant gaps in learning.

#### PROJECT DESIGN:

Classes September – May of 30 /60 hours duration in a variety of offerings . NMAE will continue exposure to career options, infuse workplace soft skills into all curriculum and provide a variety of career pathway courses that will 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. Work Ethic certification to be added 19/20.

Continued collaborations with Northwest CT Culinary, C.N.A. and the Red Cross and build on our collaboration with Robotics and Beyond to introduce some manufacturing basics will provide hands on experience leading to certifications in several in need industries. Continuing the presence of the American Job center once a month will assist in the career navigation and job placement process.

#### PROJECT OBJECTIVES:

**To remediate students in the basic skills, soft skills and career specific skills necessary to succeed in the workforce.**

**To provide support services to assist students to succeed**



## **Appendix C1**

### **for both Pathways to Future and EL Civics for life and work**

#### **Curriculum**

Curriculum reviewed for CCR and ELA standards and adapted for career pathway reading in content pathway areas.

#### **Project Site 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.

Program staff includes: Instructors certified in content areas, certified guidance counselor and Program Manager who is also certified as Facilitator, GED Registrar and, Disability contact.

#### **Support services**

We will continue the presence of a guidance counselor/career specialist available at least 2 days per week. We will continue the presence of the American Jobs Center on a monthly basis to assist with career navigation and job placement. Speakers from local community services will be brought in throughout the year to address topics of need and interest. Swap cart with food and gently used household items available on a daily basis for those in need. A student resource book is available with phone numbers and contacts for community resources in a variety of areas.

#### **Evaluation**

CASAS testing will be done for all students on admission to the program, with pre-testing at the start of class and post-testing prior to end of class done for ESL, ABE and GED students. 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. Students will create portfolios; self assess and meet with teacher for individual conferences. Needs assessments will be utilized to determine students wants and needs. Assessments will be placed in student portfolio.

Students will have the opportunity to provide input and feedback in monthly community meetings and will have the opportunity to complete program evaluation forms at the end of class..

#### **Outcomes**

New Milford will continue to attend Meetings and workshops to share knowledge gained and learn from others. We are confident we have established new community partners who will continue to work with us beyond the grant period to enhance our students learning opportunities.

**APPENDIX C – PART 2**  
**PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT**  
**YEAR – 3 (July 1, 2019 – June 30, 2020)**

Included here are the requirements for the **Workforce Readiness** priority area contained in the PEP RFP issued in 2017-18. Describe the status for each of the requirements. During the FY 2020 funding period, provide the action steps you plan to implement.

<b>Requirement</b>	<b>Action/Activities FY 2020</b>
Must provide workforce readiness activities, including literacy instruction; development of digital literacy skills and employability skills; career exploration and development and links to employment; employment services; and other options.	<b>Ongoing</b> All students have portfolio of career inventories and assessments. All classes require digital components, research presentations to prepare students for the workplace. Classes in culinary, healthcare, manufacturing, early childhood education and human services pathway all have hands on experiential component. 2019/2020 adding a work ethic certification.
Must offer instruction to support transition to work, entry-level employment, and reentry into the workforce for unemployed individuals.	<b>Ongoing</b> Portfolios, instruction in resume writing, job interview skills and soft skills are part of the curriculum as appropriate to the student's pathway. The career specialist works within the classroom as well as individually with students to assist the instructors with these components.
Activities, and programs or services, should be designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources; using information; working with others; understanding transition and employment systems; and obtaining skills necessary for successful transition into, and completion of, postsecondary education, training or employment.	<b>Ongoing</b> Building on student's initial assessments to educate the gaps students have in basic skills and employability skills is critical. NMAE uses the workplace model-time clock punch in and out student/employee must follow policies call out to employer etc. to help students understand the real world beyond school. Classroom requirements are hands on activities and presentations to foster teamwork, communication and critical thinking with a tie in to their career pathway of choice. On site experiences at facilities in their chosen pathways help to put the skills learned in context in a real workplace setting Nursing home, Parker medical manufacturing used this year)
Programs must demonstrate a commitment to provide appropriate support services to students participating in workforce readiness activities, such as tutoring or other academic supports, college navigation support, career planning, transportation assistance and/or childcare.	<b>Ongoing</b> Guidance Counselor on site at least 2 nights a week-usually more. American Job Center on site on a monthly basis. Speakers from various training programs and community resources brought in. Job opening station created with WIB job postings maintained.
Programs must be aligned with relevant industry sectors as identified in the <u>WDB local plans</u> .	<b>Ongoing</b> Identified in need industry sectors covered with Healthcare, Hospitality and Manufacturing Pathways

**APPENDIX C – PART 2**  
**PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT**  
**YEAR – 3 (July 1, 2019 – June 30, 2020)**

Included here are the requirements for the **English Language Acquisition (ELA) and Integrated English Literacy and Civics Education (IEL/Civics)** priority area contained in the PEP RFP issued in 2017-18. Describe the status for each of the requirements. During the FY 2020 funding period, provide the action steps you plan to implement.

<b>Requirement</b>	<b>Action/Activities FY 2020</b>
Offer contextualized instruction in literacy and English language acquisition; the rights and responsibilities of citizenship; naturalization procedures; civic participation and U.S. history and government as essential components of the program.	<b>Ongoing</b> The utilization of a U.S. Government based one night a week class to enhance our citizenship program, has resulted in 5 new citizens this year. In addition civics is woven into the curriculum for all levels as part of language learning.
Program design and goals focus on preparing adults for employment in in-demand industries and occupations that leads to economic self-sufficiency.	<b>Ongoing</b> Workplace skills and requirements woven into all levels of instruction. Reading for information in context of specific career pathways. Career specialist visits to classroom to discuss in demand careers and their requirements.
Curriculum focus provides information and support in the skills necessary for the workplace.	<b>Ongoing</b> Students use of time clock and workplace rules. Development of portfolios done within the classroom. Information and practice in Interview skills, the networking process and creating elevator speeches are a major focus. Allied health supports those in health care pathway.
Coordination with the local workforce system and activities provided in combination with IET activities.	<b>Ongoing</b> Hands on experiences( Red Cross CPR and visits to nursing home) have opened up the health care pathway. Work Ethic certification option to be added for 2019-2020.
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.	<b>Ongoing</b> All levels of instruction provided contain the basic skills needed to function in work and life. As levels of understanding increase students begin a portfolio that they can take to an employer. Collaboration with the public schools to educate parents on how to communicate with their child's teacher, read and understand a report card, attend PTO and other school events etc. continues.
Opportunities for experiential learning in which participants are actively engaged in community pursuits are included in the program design.	<b>Ongoing</b> Students in allied health pathway leading to C.N.A. experience the nursing home as they observe, learn and practice the communication and employability skills needed for this profession. Visits to community services provide volunteer experiences (Local food Bank).



**APPENDIX C – PART 2 (continued)**

**PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT  
YEAR – 3 (July 1, 2019 – June 30, 2020)  
(Make copies of this form, as necessary)**

<b>Requirement</b>	<b>Action/Activities FY 2020</b>
IET services must be provided concurrently and contextually, such that within the overall scope of a particular program, adult education, literacy activities, workforce readiness and workforce training, are each of sufficient intensity and quality based on the most rigorous research available, particularly with respect to improving reading, writing, mathematics and English proficiency of eligible individuals and occurs simultaneously; and use of occupationally relevant instructional materials.	<b>Ongoing</b> Allied health prepares student with the language and writing skills needed to go into C.N.A. certification. In 2020 we are adding a work ethic certification component so that students in any career pathway can have a valued certification for their portfolio.
Funding is not used to expand or supplant program's English Language Acquisition program. IEL/Civics' programs should contain multiple components in combination with IET activities.	<b>Ongoing</b> Depending on the identified pathways students have we look to enhance the hands on opportunities in identified career pathways through the workshop model.

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

## APPENDIX E

### 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

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

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

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.

Dr. Stephen Tracy

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**Name of Applicant**

---

**PR/AWARD Number and/or Project**

**Name**

Dr. Stephen Tracy

Interim Superintendent of Schools

---

**Printed Name and Title of Authorized**

**Representative**

**Signature**

5/28/2019

**Date**

ED 80-0014 9/90 (replaces GCS-009 (REV 12/88) which is obsolete)



## APPENDIX F

### CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

**PROJECT TITLE:** ESL for Life and Work  
Pathways to the Future

**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 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;

\* PENDING BOARD OF EDUCATION APPROVAL, ANTICIPATED 6/18/19

**L. REQUIRED LANGUAGE (NON-DISCRIMINATION)**

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "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;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders," or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent 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 Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the

federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) 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, gender identity or expression, intellectual disability, mental disability 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; and 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, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) 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; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the 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; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) 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 Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) 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.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section 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 Connecticut General Statutes §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.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) 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 the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) 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; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) 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 Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph 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 Connecticut General Statutes § 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 Connecticut State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

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

Name: Dr. Stephen Tracy

Title: Interim Superintendent of Schools

Signature: 

Date: 5/28/2019



## APPENDIX G

### GENERAL EDUCATION PROVISIONS ACT (GEPA) SEC. 427 ATTESTATION

#### WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE II – ADULT EDUCATION AND FAMILY LITERACY

This attestation outlines the steps that \_\_\_New Milford Adult Education\_\_\_ will ensure be taken should the ESL for Life and Work and Pathways to the Future project be funded.

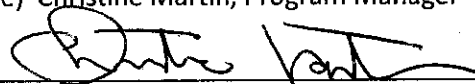
The purpose of this requirement is to assist the United States Department of Education in implementing its mission to ensure equal access to education and to promote educational excellence.

The statute highlights six types of barriers that can impede equitable access or participation: gender; race; national origin; color; disability; or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc., from such access or participation in the federally-funded project or activity. Please describe the steps applicable to your project that you will take to comply with the GEPA requirements.

We are handicap accessible and open to anyone age 17 and over who wishes to pursue their education. We have a guidance counselor on site to provide help in connecting with community resources as well as career and post-secondary options. We collaborate with the American Job Center to bring them on-site for those unable to travel to Waterbury or Danbury. All classes and materials are free. We are located on a bus route.

Project Director: (Name and Title) Christine Martin, Program Manager

Signature of Project Director: \_\_\_\_\_



Date: \_\_\_\_\_

5/28/19

## APPENDIX H AFFIRMATIVE ACTION PACKET

The Connecticut State Department of Education (CSDE) is committed to Equal Opportunity and Affirmative Action and will not knowingly do business with any grantees, bidders, contractors, subcontractors or suppliers of materials who engage in acts of unlawful discrimination. In accordance with Administrative Regulations Sections 46a-68-31 through 46a-68-74 "Affirmative Action By State Government" and 4a-60 through 4a-60a and 46a-68c through 46a-68k "Contract Compliance" as administered by the Commission on Human Rights and Opportunities (CHRO), the SDE encourages grantees, bidders, contractors, subcontractors, and suppliers of materials to develop and implement Affirmative Action Plans.

Contractors with 50 or more employees and contract awards that total \$4,000 or more for leases, rental and personal service agreements are required to have or develop a written Affirmative Action Plan addressing any identified under utilization of minorities and women. Further, contractors with fewer than 50 employees regardless of contract amount or contractors with 50 or more employees with a total contract amount of less than \$4,000 for leases, rental and personal service agreements are required, at a minimum, to develop a written Affirmative Action Policy Statement.

In accordance with CHRO Regulations concerning contract compliance procedures for state agencies, this packet was prepared to assist all bidders for contractual services to comply with legally mandated application procedures. **All contractors and grantees must read and complete the appended forms where appropriate, and submit their Affirmative Action Policy Statement and Plan where appropriate.**

**The following are appended hereto:**

1. **Commission on Human Rights and Opportunities Contract Compliance Regulations and Notification to Bidders:** Makes prospective contractors and grantees aware of the CSDE's obligation to ensure that prospective contractors and grantees qualify pursuant to contract compliance requirements. *(Contractor/Grantee must complete).*
2. **Workforce Analysis:** A comprehensive inventory of all employees by race, sex, job title and occupational category *(Contractor/Grantee must complete).*
3. **Definitions for Workforce Analysis:** Race/Ethnic identification and description of job categories to assist in the completion of workforce analysis.
4. **Standard Statement of Assurances:** *(Grantee must complete to apply for grants).*
5. **Contractor's Minority Business Enterprises Utilization Form:** *(Contractor/Grantee must complete when an MBE or WBE is engaged in a subcontract).*
6. **Affidavit/Certificate of Corporation:** *(Contractor/Grantee must complete only when an MBE or WBE that is not registered with the Department of Economic Development is engaged as a subcontractor and the Contractor/Grantee wish to receive credit for such pursuant to regulations).*
7. **Sample Affirmative Action Policy Statement:** Contractor/Grantee may use this as an example or may use it as their statement by placing it on their letterhead.

Please submit the completed forms along with your proposal or bid to the person or office identified in the request for proposal.

Affirmative Action Office  
Connecticut State Department of Education  
860- 807-2071

## NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Section 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Section 46a-71(d) and 46a-81 i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies that establish a procedure for the awarding of all contracts covered by Sections 46a-71(d) of the Connecticut General Statutes.

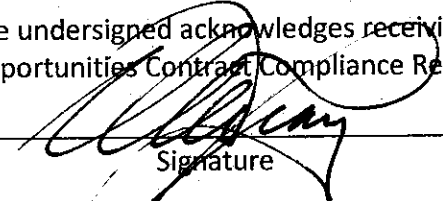
According to Section 46a-68j-30(9) of the Contract Compliance Regulations, *every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials."* **"Minority business enterprise"** is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to 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; (3) who are members of a minority, as such term is defined in sub-section (a) of Section 32-9n."** **"Minority"** groups are defined in section 32-9n of the Connecticut General Statutes as **"(1) Black Americans... (2) Hispanic Americans... (3) persons with origins in the Iberian Peninsula... (4) Women... (5) Asian Pacific Americans and Pacific Islanders... (6) American Indians... (7) individuals with a disability considered a minority business enterprise pursuant to Connecticut General Statutes, Section 32-9e."** The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- a) the bidder's success in implementing an affirmative action plan;
- b) the bidder's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- c) the bidder's promise to develop and implement a successful affirmative action plan;
- d) the bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.
- f) the bidder's certifies firm is not listed on debarment lists promulgated pursuant to CGS, Section 31-53a and 34 CFR Part 85., Appendix A of federal statutes.

**INSTRUCTION:** Bidder must sign acknowledgment below, and return the signed acknowledgment to the CSDE along with the bid proposal.

The undersigned acknowledges receiving and reading a copy of the Commission on Human Rights and Opportunities Contract Compliance Regulations and the "Notification to Bidders" form.

  
\_\_\_\_\_  
Signature

5/28/2019  
\_\_\_\_\_  
Date

On behalf of:

New Milford Adult Education

Organization Name

Dr. Stephen Tracy

Interim Superintendent of Schools

Rev. 6/99

Project No: \_\_\_\_\_

**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. Stephen Tracy  
Interim Superintendent of Schools

\_\_\_\_\_  
Name and Title



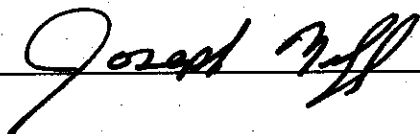
New Milford Adult Education PEP 2019-2020

**APPENDIX I**

**EDIT CHECK**

<b>PART I - General Application Requirements</b>		
1.	Appendix A: Application Cover – <b>ONE</b> 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 E: Certification Form B-11 is included and signed by superintendent or agency CEO	✓
6.	Appendix F: Statement of Assurances is included and signed	✓
7.	Appendix G: General Education Provisions Act (GEPA)	✓
8.	Appendix H: Affirmative Action Packet or Form is included and signed	✓
9.	Current FY 2019 Program Profile is attached	✓
10.	Budget Form ED-114 –the line item amounts entered correspond to the Budget Narrative Explanation AND line item amounts are accurately totaled (EXCEL sheet).	✓
<b>PART II - Budget Requirements</b>		
11.	Budget Narrative – each line item is calculated accurately and costs are clearly delineated as outlined in the revised September 2017 <i>Budget Guide</i> .	✓
12.	Administrative costs (line items 111A, 112B, 322, 580 and 612) are no more than 5 percent of total grant funds requested	✓
13.	Request for Waiver is included if administrative costs are above 5 percent. What percentage is being requested? _____ Request must be grant specific. If not applicable, write N/A.	N/A
14.	Matching Funds Budget Narrative – narrative form is included (EXCEL sheet).	✓
15.	Matching Funds Budget Narrative – line item amounts are calculated accurately AND total match equals at least, but no more than, 20 percent of the total grant funds requested	✓

Name of person who did edit check: JOSEPH NEFF

Signature: 

# New Milford Adult Education Profile Report for 2019

## Program Information

Program/District: New Milford	Director: Joshua Smith
Cooperating Districts: REG DIST #12	
Total Grant Funds: State / Local: \$108,898    Federal: \$83,000	Number of Program Sites: 2

### Community Needs:

Number (Percent) of Adult Population, 18 or older, without a high school diploma: 1,665 (6.1%)  
 Number (Percent) of Adult Population, 18 or older, who do not speak English well: 318 (1.2%)

## Program Enrollment and Student Demographics

Program Area	Total Instructional Hours Offered	New Students	Returning Students	Total Students	Total Enrollments
Adult Basic Education (ABE) / General Educational Development (GED) Preparation	20	0	1	1	1
Adult High School Credit Diploma Program	1,190	34	26	60	366
Citizenship	12	3	2	5	13
English as a Second Language (ESL)	486	27	16	43	62
<b>Total:</b>	<b>1,708</b>	<b>64</b>	<b>45</b>	<b>109</b>	<b>442</b>

Note: 'Total Enrollments' represents all the enrollments, regardless of program area, for students classified in the reported program area.

Age	Females	Males	Total
16 - 18	14	18	32
19 - 24	5	7	12
25 - 44	25	11	36
45 - 54	9	7	16
55 - 59	7	3	10
60+	1	2	3
<b>Total:</b>	<b>61</b>	<b>48</b>	<b>109</b>

Ethnicity	Females	Males	Total
Hispanic/Latino	31	25	56
Not Hispanic/Latino	30	23	53
<b>Total:</b>	<b>61</b>	<b>48</b>	<b>109</b>

Race	Females	Males	Total
American Indian/Alaskan Native	1	0	1
Asian	4	0	4
Black / African American	2	1	3
Two or More Races	3	2	5
White	20	20	40
<b>Total:</b>	<b>30</b>	<b>23</b>	<b>53</b>

### Student Characteristics at Entry

Entry Status	Number
Employed	69
Unemployed - Seeking Employment	30
Unemployed - Not Seeking Employment	10
On Public Assistance	0
Homeless	0
Immigrant	0
With a Disability	0
Even Start	0
<b>Parent of Child(ren)</b>	
5 years of age or younger	9
6 to 10 years of age	7
11 to 18 years of age	9

Goals/Reasons for Enrollment	Number
Enter Employment	9
Retain Employment	3
Earn a Diploma	51
Enter Postsecondary	15
Improve Basic Skills	48
Progress Towards Diploma	20
Enhance Family Literacy	16
Earn Citizenship	17
Vote	11
Use Community Services	7
Enter Military	1
Court Ordered	0
Required for Public Assistance	3

## Student Performance by Program Area

### Adult Basic Education (ABE)/General Educational Development (GED) Preparation

Performance of Students Retained for at least 12 hours and with a Pre-Test

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% with at least One Matched Pair	% Making Gains	% Completing Level	% with at least One Achievement
Total:			0.00%	0.00%	0.00%	0.00%	0.00%

### English as a Second Language and Citizenship

Performance of Students Retained for at least 12 hours and with a Pre-Test

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% with at least One Matched Pair	% Making Gains	% Completing Level	% with at least One Achievement
Beginning Literacy	11	46	61.41%	81.82%	72.73%	54.55%	81.82%
Low Beginning	1	52	49.06%	100.00%	0.00%	0.00%	100.00%
High Beginning	1	12	24.00%	0.00%	0.00%	0.00%	0.00%
Low Intermediate	8	42	52.19%	0.00%	0.00%	0.00%	12.50%
High Intermediate	3	45	66.34%	66.67%	66.67%	66.67%	66.67%
Total:	24	197	56.97%	50.00%	41.67%	33.33%	54.17%

### Adult High School Credit Diploma Program

Performance of Students Retained for at least 12 hours

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% of Available Instruction Used	% Earning at Least 4 Credits	% Completing Level
Students with < 11 credits	20	124	62.14%	0.00%	0.00%
Students with 11 or more credits	40	150	69.23%	7.50%	27.50%
Total:	60	275	66.99%	5.00%	18.33%

### National External Diploma Program

Performance of Students Retained for at least 12 hours

Educational Functioning Level at Entry	Number of Students	Mean Hours Attended	% Completing at least 4 Competency Areas	% Completing Level
	0	0	0.00%	0.00%
Total:	0	0	0.00%	0.00%

## Supplemental Information

### Percent Functioning Below Intermediate Level at Program Year

	Listening	Reading
English as a Second Language	100%	81%

### Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	61%	81%
General Educational Development	0%	100%

### Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	1 (100%)	0 (0%)
	12+ Hours	1 (100%)	0 (0%)
ESL (Combines ESL and Citizenship)	1+ Hours	63 (100%)	26 (41%)
	12+ Hours	48 (76%)	24 (50%)
Credit Diploma Program	1+ Hours	65 (100%)	0 (0%)
	12+ Hours	60 (92%)	0 (0%)

### Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	12	83%

### Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Total
English	28.75	1.00	29.75
Math	10.75	0.50	11.25
Science	13.50		13.50
Social Studies - Civics	1.00	1.50	2.50
Social Studies - Other	0.00		0.00
Voc Ed / Art	4.00		4.00
Electives	16.00	1.00	17.00
<b>Total:</b>	<b>74.00</b>	<b>4.00</b>	<b>78.00</b>

### Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	4
GED	1
CDP	12
EDP	0
Counselors	1

### GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	0	0	0	0
12 or more	11	0	0	0
<b>Total:</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>

Printed On  
5/28/2019



**IEL/CIVICS BUDGET ED-114 FISCAL YEAR 2019-20**
**BUDGET FORM**

GRANTEE NAME: New Milford Adult Education		VENDOR ID: 096	
GRANTEE TITLE:			
PROJECT TITLE: IEL Civics			
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR: PROGRAM: CF1: CF2:
GRANT PERIOD: 07/01/2019 – 06/30/2020		AUTHORIZED AMOUNT: \$	
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$	% ADMIN COSTS: 4.27%
<b>CODES</b>	<b>DESCRIPTIONS</b>		<b>TOTAL</b>
111A	NON-INSTRUCTIONAL		\$4,924
111B	INSTRUCTIONAL		\$28,471
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	IN SERVICE		
324	FIELD TRIPS		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
500	OTHER PURCHASED SERVICES		
600	SUPPLIES		\$8,805
700	PROPERTY		
917	INDIRECT COSTS		
<b>TOTAL</b>			<b>\$38,000</b>
XTLM	TOTAL LOCAL MATCHING		\$7,637
Matching Funds/Total			Greater than or equal 20%

ORIGINAL REQUEST  
DATE

STATE DEPARTMENT OF EDUCATION  
REVISOR REQUEST DATE PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

## IEL/CIVICS Budget Narrative

Line Item Questions contact: Susan Pierson (860) 807-2121 [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov)

Town Name: W Milford Adult Education Town Code: 96

Budget Buddy <https://portal.ct.gov/-/media/SDE/Adult-Ed/State/BudgetBudd> (copy to browser)

**111A Administrator/Supervisor Salaries (administrative costs )**

**Total:** \$0

[illegible]

**To clear a cell: Right click on cell then choose "Clear Contents"**

## 111B Teachers

**Total: \$26,471**

[illegible]

**To clear a cell: Right click on cell then choose "Clear Contents"**

## 112A Education Aides

**Total:** \$0








324 Field Trips

Total: \$0

Vendor (enter at least 5 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

330 Other Professional Technical Services

Total: \$0

Vendor (enter at least 6 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

510 Pupil Transportation

Total: \$0

Vendor (enter at least 6 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity	Total Annual Expenditure
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**Total:** **\$0**

641 Textbooks		Total:	\$1,783
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**Total: \$1,783**

700 Property	Total:	\$0
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Vendor (enter at least 5 characters)	Purpose/Service	Description	Cost Per Item	Quantity	Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

917 Indirect Costs

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item	Quantity	Total Annual Expenditure

Grand Total: \$38,000









[illegible]

## 200 Employee Benefits

[illegible]

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### 322 Inservice (Instructional Program Improvement Services)




To clear a cell: Right click on cell then choose "Clear Contents"

510 Pupil Transportation

Total: \$0

Vendor (enter at least 6 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity	Total Annual Expenditure

530 Communications

Total: \$0

Vendor (enter at least 5 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

580 Travel

Total: \$0

Position	Purpose/Service Description (enter at least 6 characters)	Type of Expense	Cost Per Item	Quantity/ Duration	Total Annual Expenditure



To clear a cell: Right click on cell then choose "Clear Contents"

700 Property

Total: \$0

Vendor (enter at least 5 characters)	Purpose/Service	Description	Cost Per Item	Quantity	Total Annual Expenditure

917 Indirect Costs

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item	Quantity	Total Annual Expenditure

Grand Total: \$7,637



## Comprehensive Budget Narrative

Line Item Questions contact: [susan.pierson@cd.gov](mailto:susan.pierson@cd.gov) or (860) 807-2121

Town Name: **New Milford** Town Code: **96**

Budget Buddy <https://portal.ct.gov/-/media/SDE/Adult-Ed/State/BudgetBuddy18.pdf?la=> (copy to browser)

**111A Administrator/Supervisor Salaries (administrative costs)**

**Total: \$0**

[illegible]

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## 111B Teachers

**Total: \$31,141**

[illegible]

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## 112A Education Aides

**Total:** **\$0**

[illegible]

**COMPREHENSIVE ED-114 FISCAL YEAR 2020**
**BUDGET FORM**

GRANTEE NAME:		New Milford Adult Education		VENDOR ID: 096	
GRANTEE TITLE:					
PROJECT TITLE: Pathway to the Future					
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR:	PROGRAM:	CF1: CF2:
GRANT PERIOD: 07/01/2019-06/30/2020		AUTHORIZED AMOUNT: \$			
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$			
<b>CODES</b>	<b>DESCRIPTIONS</b>				<b>TOTAL</b>
111A	NON-INSTRUCTIONAL				\$2,768
111B	INSTRUCTIONAL				\$31,141
200	PERSONAL SERVICES-EMPLOYEE BENEFITS				\$0
321	TUTORS				\$0
322	IN SERVICE				\$0
323	PUPIL SERVICES				\$0
324	FIELD TRIPS				\$0
325	PARENT ACTIVITIES				\$0
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES				\$0
400	PURCHASED PROPERTY SERVICES				\$0
500	OTHER PURCHASED SERVICES				\$0
600	SUPPLIES				\$6,091
700	PROPERTY				\$0
917	INDIRECT COSTS				\$0
	<b>TOTAL 1</b>				\$40,000
XWFE	Workforce Readiness - ESL, ABE/GED				\$0
XWFS	Workforce Readiness - CDP, NEDP				\$0
XFLB	Family Literacy Services - ESL, ABE/GED				\$0
XFLS	Family Literacy Services - CDP, NEDP				\$0
XNAE	Corrections Education and Other Institutionalized Individuals or Special				\$0
XNED	Expansion of the National External Diploma Program (NEDP)				\$0
XTIB	Integrated Basic Education & Skills Training				\$0
XTPS	Transition to Post Secondary Education and/or Training				\$0
XVHS	Connecticut (CT) Adult Virtual High School				\$0
	<b>TOTAL2</b>				\$0
XZLM	Matching Funds				\$8,011
	Matching Funds/Total1				Greater than or equal 20%

ORIGINAL REQUEST  
DATE

STATE DEPARTMENT OF EDUCATION  
REVISED REQUEST DATE PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

[illegible]

**Total: \$1,624**

[illegible]

**Total: \$1,144**

**Total: \$1,144**

[illegible]

Total	\$0
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[illegible]

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## 321 Tutors

**Total: \$0**

[illegible]

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**322 Inservice (Instructional Program Improvement Services) (administrative costs)**

**Total:** \$0

[illegible]

### 323 Pupil Services

**Total:** \$0

[illegible]

**To clear a cell: Right click on cell then choose "Clear Contents"**



## 324 Field Trips

Total: \$0

Vendor (enter at least 6 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

## 325 Parental Activities

Total: \$0

Vendor (enter at least 6 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

## 330 Other Professional Technical Services

Total: \$0

Vendor (enter at least 6 characters)	Purpose/Service Description (enter at least 6 characters)	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

## 400 Purchased Property Services

Total: \$0

Vendor (enter at least 6 characters)	Description	Purpose / Service	Cost Per Item	Quantity	Total Annual Expenditure



590 Other Purchased Services		Total:	\$0
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**To clear a cell: Right click on cell then choose "Clear Contents"**

611 Instructional Supplies	Total:	\$4,871
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[illegible]

11/11/2019  
 11/11/2019

Total: \$0

100

**Total: \$1,220**

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

### 690 Other Supplies

**Total:** **\$0**

[illegible]

**Total:** \$0

[illegible]

### 917 Indirect Costs

**Total:** \$0

[illegible]

**Grand Total: \$40,000**

### Comprehensive Match Budget Narrative

Line Item Questions contact: [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov) or (860) 807-2121

Town Name: **New Milford** Town Code: **96**

**Budget Buddy** <https://portal.ct.gov/-/media/SDE/Adult-Ed/State/BudgetBuddy18.pdf?la=e> (copy to browser)

### 111A Administrator/Supervisor Salaries

Total: \$0

[illegible]

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## 111B Teachers

**Total: \$8,011**

[illegible]

**To clear a cell: Right click on cell then choose "Clear Contents"**

## 112A Education Aides

**Total:** \$0

[illegible]




112B Clerical

Total: \$0

Position/Title	Description (Optional)	Total # of Clerical	Hourly or Salaried	Hourly Rate/ Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure

To clear a cell: Right click on cell then choose "Clear Contents"

119 Other

Total: \$0

Position Title	Description (Optional)	Total # of Other Employees	Hourly or Salaried	Hourly Rate/ Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure

200 Employee Benefits

Total \$0

Line Item	Description (enter at least 6 characters)	Number of Eligible Employees	Type of Benefit/ Comp	Benefit Percentage FICA + Medicare - 7.65% Medicare - 1.45%	% Attributed to Mandate	Amount Benefit/Wages/ Compensation	Total Annual Benefits	

To clear a cell: Right click on cell then choose "Clear Contents"

321 Tutors

Total: \$0







**Total:** \$0

**To clear a cell: Right click on cell then choose "Clear Contents"**

**Total:** **\$0**

## 612 Administrative Supplies

**Total:** \$0









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

Item: 3F  
Operations Sub-Committee: 6/11/19  
Exhibit D

TO: Stephen Tracy, Interim Superintendent  
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations  
Date: June 7, 2019  
RE: Authorization of Signatory on School District Accounts

The following action is recommended effective July 1, 2019. The New Milford Board of Education hereby resolves that the individuals listed below are authorized signatories on the following accounts:

Description	Bank	Authorized Individuals	Description	Bank	Authorized Individuals
Noble B. Booth Scholarship	Webster	Kerry Parker* Anthony Giovannone	Hill and Plain Activity Master Fund	Webster	Kerry Parker* Eric Williams Anthony Giovannone
NMHS Activity Master Fund	Webster	Kerry Parker* Greg Shugrue Anthony Giovannone	Hill and Plain Operations Master Fund	Webster	Kerry Parker* Eric Williams Anthony Giovannone
NMHS Operations Fund	Webster	Kerry Parker* Greg Shugrue Anthony Giovannone	Northville School Activity Master Fund	Webster	Kerry Parker* Gwen Gallagher Anthony Giovannone
NMHS Class of Master Fund	Webster	Kerry Parker* Greg Shugrue Anthony Giovannone	Northville School Operations Master	Webster	Kerry Parker* Gwen Gallagher Anthony Giovannone
Money Market Scholarship Acct.	Webster	Kerry Parker* Greg Shugrue Anthony Giovannone	BOE School Lunch Fund	Webster	Kerry Parker* Sandra Sullivan Anthony Giovannone
SMS Operations Master Fund	Webster	Kerry Parker* Chris Longo Anthony Giovannone	Adult Education Account	Webster	Kerry Parker* Anthony Giovannone
SMS Activity Fund	Webster	Kerry Parker* Chris Longo Anthony Giovannone	NM School Building Use Fund	Webster	Kerry Parker* Anthony Giovannone
SMS Student Awards Master Fund	Webster	Kerry Parker* Chris Longo Anthony Giovannone	NM Public Schools C/O Operations	Webster	Kerry Parker* Anthony Giovannone
SNIS Operations Master Fund	Webster	Kerry Parker* Anne Bilko Anthony Giovannone	FSA Account	Webster	Kerry Parker* Anthony Giovannone
SNIS Activity Master Fund	Webster	Kerry Parker* Anne Bilko Anthony Giovannone	Medical Expenses	Webster	Kerry Parker* Anthony Giovannone
SNIS Student Awards Master Fund	Webster	Kerry Parker* Anne Bilko Anthony Giovannone			

**bold denotes change from prior year**

\* = pending appointment by the Board of Education

Sincerely,  
Anthony J. Giovannone  
Director of Fiscal Services and Operations

Sending Town Agreement  
For the Shepaug Regional Agriscience Program  
2019-20

Sending District: New Milford

The New Milford Public Schools hereby agree to send students who wish to attend an agriscience program to the Shepaug Agriscience STEM Academy beginning in the fall of 2019. This agreement is made with the expectation and understanding that the Shepaug program will provide a comprehensive, state-of-the-art agriscience educational experience comparable to that currently offered by the Woodbury Public Schools.

New Milford students currently enrolled in the Woodbury Agriscience program will continue in that program through their graduation from high school. All new New Milford agriscience enrollees in 2019-20 and beyond will enroll in the Shepaug program.

New Milford will continue to enroll up to twenty (20) of its students in agriscience programs. For the 2019-20 academic year, this will mean the continued enrollment of 12 of its students in the Woodbury program and up to 8 students in the Shepaug program. As New Milford students graduate out of the Woodbury program, New Milford's participation in the Shepaug program will increase, reaching an enrollment of up to twenty (20) students for 2022-23 and beyond.

\_\_\_\_\_  
David Lawson, Chair, New Milford Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephen Tracy, Interim Superintendent, New Milford

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Amato, Chair, Region 12 Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Megan Bennett, Superintendent, Region 12

\_\_\_\_\_  
Date

# NEW MILFORD PUBLIC SCHOOLS

Office of the Superintendent

50 East Street

New Milford, Connecticut 06776

(860) 355-8406 FAX (860) 210-4132



Dr. Stephen Tracy  
Interim Superintendent of Schools

June 7, 2019

To the Board of Education:

Attached please find the FY20 budget reduction plan that will be reviewed by the Operations Committee at its June 11 meeting. These proposals have been developed in consultation with our building principals and central office leaders. If adopted, this plan will reduce the budget that the Board of Education adopted on January 30, 2019 by \$601,897, bringing it into line with the \$64,040,692 amount that was approved by the voters last month.

The proposed reduction plan:

1. Sustains the Board's earlier decision to eliminate "pay to participate", at a cost of \$60,000;
2. Results in fractional reductions in assistant principal positions at the primary, intermediate and middle school levels, totaling 1.00 FTE;
3. Restores 0.60 of the 1.00 assistant principal position that was eliminated at SNIS when the Board's proposed budget was adopted in January. For several reasons, including the growing number of SNIS children requiring special services, I believe that a reduction in the assistant principal staff of 0.40 (rather than 1.00) is prudent;

4. Includes the elimination of two and a half teaching positions (a Practical Arts position at the middle school and a Business Education position at the high school, based on enrollment, and 0.50 of the district's 2.00 teachers of the Gifted & Talented).
5. Includes a reduction in the custodial workforce, from 31.5 to 30.5;
6. Reduces the substance abuse counselor position (currently vacant) from 1.00 to 0.50;
7. Reduces the proposed increase spending on copier equipment and services from \$36,081 to \$6,081;
8. Reduces spending in various equipment, supply and materials lines in each of our schools;
9. Reduces school based Chrome Books purchases from 322 to 285 (for a savings of \$10,360) and reduces the cost of Chrome Book purchases by \$36 per unit (for a further reduction of \$10,260), based on savings achieved in collaboration with Ed Advance; and
10. Eliminates funding related to the updating of the district's strategic plan and related enrollment study, for a savings of \$55,000.

I anticipate that this spending reduction plan will be revised as the result of discussions at the June 11 Operations Committee meeting, prior to the Board of Education's final budget deliberations on June 18.

Regards,



Stephen Tracy  
Interim Superintendent

TOTAL ADJUSTMENT REQUIRED						- \$601,897
	LOCATION/DEPARTMENT	Description	Individual Line Reduction	Running Reduction Total	Category Total	
Recommendations in this section: - do not add risk - do not significantly impact department or program	DISTRICT	Average savings in actual expenditure versus budget for last 3 Fiscal Years - Utilities	-\$7,100	-\$7,100	-\$21,132	
		Average savings in actual expenditure versus budget for last 3 Fiscal Years - Security Monitors	-\$2,800	-\$9,900		
		Average savings in actual expenditure versus budget for last 3 Fiscal Years - Tech Dues & Fees	-\$810	-\$10,710		
		Average savings in actual expenditure versus budget for last 3 Fiscal Years - Tech Licenses	-\$8,000	-\$18,710		
		Average savings in actual expenditure versus budget for last 3 Fiscal Years - Central Office Supplies	-\$2,422	-\$21,132		
Recommendations in this section: - may add risk - may impact department or program	DISTRICT	Removal of consulting funds to develop and implement a strategic plan last conducted in 2010	-\$20,000	-\$41,132	-\$85,000	
		Removal of consulting funds to update enrollment study last conducted in 2014	-\$35,000	-\$76,132		
		Removal of funds to replace aging copiers	-\$30,000	-\$106,132		
Recommendations in this section: - add risk - impact department or program	HPS	Non-Salary School Based Budget Reductions	-\$34,459	-\$140,591	-\$495,765	
		Principal Replacement Savings <b>0.0 FTE Change</b>	-\$5,386	-\$145,977		
		Assistant Principal Reduction <b>-0.1 FTE Change</b>	-\$7,425	-\$153,402		
	NES	Non-Salary School Based Budget Reductions	-\$24,481	-\$177,883		
		Principal Replacement Savings <b>0.0 FTE Change</b>	-\$17,537	-\$195,420		
		Assistant Principal Reduction <b>-0.1 FTE Change</b>	-\$5,154	-\$200,574		
	SNIS	Non-Salary School Based Budget Reductions	-\$67,704	-\$268,278		
		Assistant Principal Restoration <b>+0.6 FTE Change</b>	\$72,000	-\$196,278		
	SMS	Non-Salary School Based Budget Reductions	-\$10,282	-\$206,560		
		Assistant Principal Reduction <b>-0.4 FTE Change</b>	-\$43,650	-\$250,210		
		Practical Arts Teacher Reduction <b>-1.0 FTE Change</b>	-\$91,515	-\$341,725		
	NMHS	Non-Salary School Based Budget Reductions	-\$38,420	-\$380,145		
		Winter Guard Stipend Removals (2)	-\$3,970	-\$384,115		
		Winter Percussion Stipend Removals (6)	-\$10,870	-\$394,985		
		Business Teacher Reduction <b>-1.0 FTE Change</b>	-\$66,725	-\$461,710		
	SPED	Substance Abuse Counselor Reduction <b>-0.5 FTE Change</b>	-\$40,500	-\$502,210		
	DOI	TAG Teacher Reduction <b>-0.5 FTE Change</b>	-\$50,588	-\$552,798		
	FACILITIES	Custodial Reduction <b>-1.0 FTE Change</b>	-\$49,099	-\$601,897		
REMAINING ADJUSTMENT REQUIRED					\$0	

# RECOMMENDED ADJUSTMENTS TO THE 2019-20 BUDGET - NON-SALARY SCHOOL BASED BUDGET REDUCTION DETAIL

LOCATION	SUBJECT	ORG	OBJ	MOC	DESCRIPTION	AMOUNT	SCHOOL TOTAL
HPS	GENERAL EDUCATION	BLA10000	56110	SUPPLIES	Reduce Teacher Supplies	\$ (7,350.00)	-\$34,459
HPS	GENERAL EDUCATION	BLA10000	56110	SUPPLIES	Reduce Paper and Laminates	\$ (1,100.00)	
HPS	ART	BLA10001	56110	SUPPLIES	Reduce Clay, glazes, paper, markers, paint, etc.	\$ (506.00)	
HPS	ENGLISH	BLA10002	56420	SUPPLIES	Reduce Classroom Libraries K-2	\$ (5,199.00)	
HPS	ENGLISH	BLA10002	56420	SUPPLIES	Reduce TC libraries K-2 & TC Carts	\$ (15,024.00)	
HPS	READING	BLA10006	56110	SUPPLIES	Reduce Intervention Materials, white boards, pocket folders, etc.	\$ (282.00)	
HPS	SCIENCE	BLA10008	56420	SUPPLIES	Reduce K-2 Science Books	\$ (828.00)	
HPS	PHYS. ED.	BLA10009	56110	SUPPLIES	Reduce Playground balls, cones, timers, etc.	\$ (300.00)	
HPS	MUSIC	BLA10025	56110	SUPPLIES	Reduce Music sheets, CD's, videos, etc.	\$ (546.00)	
HPS	LIBRARY	BLA22235	56240	SUPPLIES	Reduce Book Replacements	\$ (1,184.00)	
HPS	LIBRARY	BLA22235	53200	PROFESSIONAL SERVICES	Reduce Encyclopedia Brit.	\$ (946.00)	
HPS	PRINCIPAL	BLA24143	56120	SUPPLIES	Reduce Paper, professional resources, etc.	\$ (610.00)	
HPS	GUIDANCE	BPA21243	56100	SUPPLIES	Reduce Paper, rewards, videos, etc.	\$ (210.00)	
HPS	HEALTH	BPA21343	56100	SUPPLIES	Reduce Misc. health supplies	\$ (374.00)	
NES	GENERAL EDUCATION	BLB10000	53200	PROFESSIONAL SERVICES	Reduce 1 Pratt Center Presentation	\$ (500.00)	-\$24,481
NES	GENERAL EDUCATION	BLB10000	56100	SUPPLIES	Remove 2 rug replacement requests	\$ (1,968.00)	
NES	GENERAL EDUCATION	BLB10000	56100	SUPPLIES	Remove flexible seating replacement request	\$ (2,085.47)	
NES	GENERAL EDUCATION	BLB10000	56110	SUPPLIES	Reduce instructional supplies	\$ (5,000.00)	
NES	GENERAL EDUCATION	BLB10000	56500	SUPPLIES	Remove 1 document camera replacement request	\$ (400.00)	
NES	GENERAL EDUCATION	BLB10000	57500	CAPITAL	Remove cafeteria table replacement request	\$ (2,777.00)	
NES	ART	BLB10001	56110	SUPPLIES	Reduce art materials	\$ (700.00)	
NES	ENGLISH	BLB10002	56411	SUPPLIES	Reduce phonics kindergarten supplies	\$ (1,194.00)	
NES	ENGLISH	BLB10002	56420	SUPPLIES	Reduce classroom library allocation	\$ (2,200.00)	
NES	MATH	BLB10007	56411	SUPPLIES	Reduce additional math consumables	\$ (2,000.00)	
NES	PHYS. ED.	BLB10009	56110	SUPPLIES	Reduce sports equipment	\$ (100.00)	
NES	MUSIC	BLB10025	56110	SUPPLIES	Reduce Music office supplies and sheet music	\$ (157.00)	
NES	LIBRARY	BLB22235	56420	SUPPLIES	Reduce new book requests	\$ (1,000.00)	
NES	PRINCIPAL	BLB24143	55301	OTHER SERV	Reduce postage line	\$ (500.00)	
NES	PRINCIPAL	BLB24143	55505	OTHER SERV	Reduce printing line	\$ (450.00)	
NES	PRINCIPAL	BLB24143	56120	SUPPLIES	Reduce Principal office supplies	\$ (500.00)	
NES	GUIDANCE	BPB21243	56110	SUPPLIES	Reduce Guidance office supplies	\$ (200.00)	
NES	HEALTH	BPB21343	56100	SUPPLIES	Reduce Health office supplies	\$ (150.00)	
NES	SPEECH	BPB21500	56110	SUPPLIES	Reduce Speech office supplies	\$ (100.00)	
NES	SPED	BSB10011	56110	SUPPLIES	Reduce SPED office supplies	\$ (1,200.00)	
NES	SPED	BSB10011	56420	SUPPLIES	Reduce SPED books	\$ (300.00)	
NES	EXCEL	BSB10012	56110	SUPPLIES	Reduce PreK classroom supplies	\$ (1,000.00)	
SNIS	GENERAL EDUCATION	BLF10000	53300	PROFESSIONAL SERVICES	Reduce 25 Chrome licenses	\$ (750.00)	
SNIS	GENERAL EDUCATION	BLF10000	53300	PROFESSIONAL SERVICES	25 chrome lisc remaining at \$6 cheaper per	\$ (150.00)	
SNIS	GENERAL EDUCATION	BLF10000	56100	SUPPLIES	Reduce-General Ed Supplies	\$ (4,000.00)	
SNIS	GENERAL EDUCATION	BLF10000	56500	SUPPLIES	Reduce 25 Chrome books	\$ (6,250.00)	
SNIS	GENERAL EDUCATION	BLF10000	56500	SUPPLIES	25 chrome books remaining at \$30 cheaper per	\$ (750.00)	
SNIS	ART	BLF10001	56110	SUPPLIES	Reduce Art Supplies	\$ (500.00)	
SNIS	ENGLISH	BLF10002	56110	SUPPLIES	Reduce English supplies	\$ (2,000.00)	
SNIS	ENGLISH	BLF10002	56420	SUPPLIES	Reduce TC library updates	\$ (3,000.00)	
SNIS	MATH	BLF10007	56110	SUPPLIES	Reduce Math supplies	\$ (4,000.00)	
SNIS	MATH	BLF10007	56411	SUPPLIES	Reduce investigations quote	\$ (17,832.00)	
SNIS	SCIENCE	BLF10008	56110	SUPPLIES	Reduce Science Supplies	\$ (1,000.00)	
SNIS	PHYS. ED.	BLF10009	56110	SUPPLIES	Reduce PE Supplies	\$ (500.00)	
SNIS	PHYS. ED.	BLF10009	57345	CAPITAL	Reduce PE Equipment	\$ (500.00)	

# RECCOMENDED ADJUSTMENTS TO THE 2019-20 BUDGET - NON-SALARY SCHOOL BASED BUDGET REDUCTION DETAIL


LOCATION	SUBJECT	ORG	OBJ	MOC	DESCRIPTION	AMOUNT	SCHOOL TOTAL
SNIS	SOC. STUD.	BLF10010	53200	PROFESSIONAL SERVICES	Reduce SS Prof Serv	\$ (800.00)	-\$67,704
SNIS	SOC. STUD.	BLF10010	56110	SUPPLIES	Reduce SS Supplies	\$ (500.00)	
SNIS	MUSIC	BLF10025	56110	SUPPLIES	Reduce Music Supplies	\$ (500.00)	
SNIS	MUSIC	BLF10025	57345	CAPITAL	Add Recorders for Music	\$ 1,200.00	
SNIS	LIBRARY	BLF22235	53200	PROFESSIONAL SERVICES	Reduce Library- Professional Service	\$ (3,000.00)	
SNIS	LIBRARY	BLF22235	56100	SUPPLIES	Reduce Library-gen supplies	\$ (750.00)	
SNIS	LIBRARY	BLF22235	56110	SUPPLIES	Reduce Library- inst supplies	\$ (500.00)	
SNIS	LIBRARY	BLF22235	56420	SUPPLIES	Reduce Library- books	\$ (2,500.00)	
SNIS	LIBRARY	BLF22235	57500	CAPITAL	Reduce Library- furniture	\$ (2,500.00)	
SNIS	A/V	BLF22335	56500	SUPPLIES	Eliminate Multipurpose Room Projector	\$ (4,000.00)	
SNIS	PRINCIPAL	BLF24143	56100	SUPPLIES	Reduce Principal Supplies	\$ (1,000.00)	
SNIS	ADMIN	BLF24943	53200	PROFESSIONAL SERVICES	Reduce School Admin-Prof Serv	\$ (1,500.00)	
SNIS	ADMIN	BLF24943	57500	CAPITAL	Reduce Rug and furniture refresh	\$ (5,000.00)	
SNIS	PPS	BPF21343	56100	SUPPLIES	Reduce Nursing Supplies	\$ (330.00)	
SNIS	SPED	BSF10011	53300	PROFESSIONAL SERVICES	Reduce 12 Chrome licenses	\$ (360.00)	
SNIS	SPED	BSF10011	53300	PROFESSIONAL SERVICES	12 chrome lisc remaining at \$6 cheaper per	\$ (72.00)	
SNIS	SPED	BSF10011	56110	SUPPLIES	Reduce Spec. Ed. Supplies	\$ (1,000.00)	
SNIS	SPED	BSF10011	56500	SUPPLIES	Reduce 12 Chrome books	\$ (3,000.00)	
SNIS	SPED	BSF10011	56500	SUPPLIES	12 chrome books remaining at \$30 cheaper per	\$ (360.00)	
SMS	GENERAL EDUCATION	BLD10000	53300	PROFESSIONAL SERVICES	88 chrome lisc at \$6 cheaper per	\$ (528.00)	-\$10,282
SMS	GENERAL EDUCATION	BLD10000	56500	SUPPLIES	88 chrome books at \$30 cheaper per	\$ (2,640.00)	
SMS	PRAC. ARTS	BLD10021	54310	PROPERTY SERVICES	Remove practical arts repairs	\$ (600.00)	
SMS	PRAC. ARTS	BLD10021	56110	SUPPLIES	Remove practical arts supplies	\$ (6,074.00)	
SMS	PRAC. ARTS	BLD10021	57345	CAPITAL	Remove practical arts sewing machine requests	\$ (440.00)	
NMHS	ENGLISH	BLE10002	53300	PROFESSIONAL SERVICES	30 chrome lisc at \$6 cheaper per	\$ (180.00)	-\$38,420
NMHS	ENGLISH	BLE10002	55101	OTHER SERV	Reduce field trips (Children's Lit)	\$ (500.00)	
NMHS	ENGLISH	BLE10002	56500	SUPPLIES	30 chrome books at \$30 cheaper per	\$ (900.00)	
NMHS	WORLD LANG.	BLE10002	53300	PROFESSIONAL SERVICES	30 chrome lisc at \$6 cheaper per	\$ (180.00)	
NMHS	WORLD LANG.	BLE10003	56500	SUPPLIES	30 chrome books at \$30 cheaper per	\$ (900.00)	
NMHS	HEALTH	BLE10003	53300	PROFESSIONAL SERVICES	30 chrome lisc at \$6 cheaper per	\$ (180.00)	
NMHS	HEALTH	BLE10003	56500	SUPPLIES	30 chrome books at \$30 cheaper per	\$ (900.00)	
NMHS	MATH	BLE10007	55101	OTHER SERV	Reduce Field trips (Math Team), same # of trips but different locations	\$ (1,500.00)	
NMHS	MATH	BLE10007	57345	CAPITAL	Reduce CalcSAFE Deluxe Bundle TI-84	\$ (3,660.00)	
NMHS	SCIENCE	BLE10008	53300	PROFESSIONAL SERVICES	30 chrome lisc at \$6 cheaper per	\$ (180.00)	
NMHS	SCIENCE	BLE10008	55101	OTHER SERV	Reduce field trip (Yale Olympics) including AP earth science, new for 19.20	\$ (2,000.00)	
NMHS	SCIENCE	BLE10008	56500	SUPPLIES	30 chrome books at \$30 cheaper per	\$ (900.00)	
NMHS	SCIENCE	BLE10008	57400	CAPITAL	Reduce Bunson burners, glassware, mustimeters, & PLTW equip	\$ (1,500.00)	
NMHS	SOC. STUD.	BLE10010	53300	PROFESSIONAL SERVICES	30 chrome lisc at \$6 cheaper per	\$ (180.00)	
NMHS	SOC. STUD.	BLE10010	56500	SUPPLIES	30 chrome books at \$30 cheaper per	\$ (900.00)	
NMHS	MUSIC	BLE10025	55101	OTHER SERV	Reduce field trips	\$ (9,000.00)	
NMHS	MUSIC	BLE10025	57400	CAPITAL	Reduce Chairs and music stands	\$ (1,500.00)	
NMHS	ATHLETICS	BLE32040	55100	OTHER SERV	Reduce field trips	\$ (10,000.00)	
NMHS	STUDENT ACTIVITIES	BLE32042	55100	OTHER SERV	Reduce field trips	\$ (3,000.00)	
NMHS	SPED	BSE10011	53300	PROFESSIONAL SERVICES	10 chrome lisc at \$6 cheaper per	\$ (60.00)	
NMHS	SPED	BSE10011	56500	SUPPLIES	10 chrome books at \$30 cheaper per	\$ (300.00)	



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools

**FROM:** Melissa K. Wlodarczyk Hickey, Reading/Literacy Director 

**DATE:** May 16, 2019

**SUBJECT:** Perkins V: Today's Skills – Tomorrow's Careers

On July 31, 2018, President Trump signed the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act into law. This bill amends the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and this amended act is now referred to as Perkins V. The passage of Perkins V provides new opportunities to improve Career and Technical Education (CTE) and enables more flexibility for Connecticut to meet the unique needs of our learners, educators, and employers.

Attached is the *Connecticut State Department of Education (CSDE) Perkins Intent to Apply for the 2019–20 School Year*. Once the Intent to Apply form is signed by the Superintendent of Schools and returned to the CSDE, a list of eligible recipients will be compiled for formula grant calculation purposes.

As per the instructions on the attached form, please return the scanned form with an original signature to Suzanne Alicea at [Suzanne.Alicea@ct.gov](mailto:Suzanne.Alicea@ct.gov) by 1:00 p.m., on Monday, June 3, 2019.

In the next 10 years, students graduating in Connecticut will have access to more than 111,000 competitive, high-wage Connecticut career opportunities. The top growing Connecticut industries include health care, computer systems design, and manufacturing. To ensure our students are prepared, it must be a priority for our schools and districts to provide rigorous Kindergarten through Grade 12 reading and mathematics instruction that incorporates career and technical education connected pathways of learning. The CSDE remains committed to providing professional learning opportunities and resources to support schools and districts in providing today's students with the skills necessary to ensure success in tomorrow's careers.

To learn more Perkins V and Today's Skills – Tomorrow's Careers visit the dedicated [CSDE Perkins V Webpage](#). To help inform the Connecticut Career and Technical Education (CTE) State Plan 2020–23 please complete the [Stakeholder Survey](#) by July 1, 2019.

Any questions CTE and Perkins V may be directed to Harold Mackin at [Harold.Mackin@ct.gov](mailto:Harold.Mackin@ct.gov) or (860) 713-6779 and Suzanne Vita Loud at [Suzanne.Loud@ct.gov](mailto:Suzanne.Loud@ct.gov) or (860) 713-6746.

MH:mh  
cc: Dr. Dianna R. Wentzell, Commissioner of Education

Enclosure (1)





**CONNECTICUT STATE DEPARTMENT OF EDUCATION (CSDE)  
PERKINS V CAREER AND TECHNICAL EDUCATION INTENT TO APPLY FOR  
THE 2019–20 SCHOOL YEAR**

Name of Eligible Secondary Recipient: \_\_\_\_\_

Check one:

- ☐ Intends to apply for Perkins funds in 2019–20.
- ☐ Does not intend to apply for Perkins funds in 2019–20 and hereby releases such funds for redistribution to other eligible recipients.

Check one:

- ☐ Intends to join a consortium in 2019–20. Name of the proposed lead/fiscal agency:

\_\_\_\_\_

- ☐ Does not intend to join a consortium in 2019–20.

I, \_\_\_\_\_, the undersigned  
superintendent of schools, submit this intent to apply on behalf of the eligible secondary  
recipient.

**Signature of Superintendent of Schools:**

Name (typed):

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scan and email this form with original superintendent's signature to Suzanne Alicea at  
[Suzanne.Alicea@ct.gov](mailto:Suzanne.Alicea@ct.gov) by 1:00 p.m., on Monday, June 3, 2019.



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

Item: 4B

Operations Sub-Committee: 6/11/19

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**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: June 7, 2019**  
**RE: Annual Emergency Preparedness Report 2018-2019**

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BOE Policy 3516.3 stipulates that the Superintendent of Schools shall "provide an annual report to the Board of Education summarizing the district's activities regarding school security and safety". It is the purpose of this document to review the past year.

Below is a list of security related activities that took place during the year. It is provided as a summary and does not include all activities but rather is offered to provide a view of the breadth and scope of activities covered:

Activities within the Schools

1. Fire Drills & Lockdowns at each school.
2. Visitor registration system now implemented at each school.
3. Continued support of School Resource officers as well as Security Monitors.
4. Safety committee meetings at the individual school building level.

Collaboration with the Town of New Milford

1. Collaboration with Police Force.
2. Visits from Canine Patrol.
3. Walkthrough of schools with the Town-Wide Emergency Planning Committee including first responders.

New Milford Board of Education District Wide Activities

1. Continued participation in the statewide CIRMA Risk Management Advisory Committee securing Cyber Risk coverage under our existing CIRMA policy in conjunction with the Town of New Milford.
2. Continued internet infrastructure and with appropriate server storage and backup.
3. Obtained reimbursement funds from the State of Connecticut, School Security Competitive Grant, in the amount of \$210,477.26.

*Sincerely,*  
*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*

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



**Alisha L DiCorpo**  
**Assistant Superintendent of Schools**

**TO:** Mr. Stephen Tracy, Interim Superintendent  
**FROM:** Alisha DiCorpo, Assistant Superintendent and *AD*  
Laura Olson, Director of Special Services and Pupil Personnel  
**DATE:** June 3, 2019  
**SUBJECT:** Annual Wellness Report

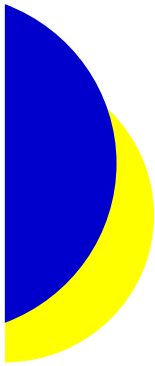
The Wellness Committee had three scheduled meeting times this year as a full group. Our membership included representatives from New Milford Hospital, Food Services, Camilla's Cupboard school administration, parents, the NM Youth Agency, and staff from all five schools.

**Accomplishments for 2018-2019**

- Health/wellness discussions and planning were scheduled for each meeting. Topics included discussing the updates to the Wellness Policy and Regulation, State of CT Nutritional Guidelines, faculty and student wellness as well as social emotional supports.
- The fifth grade Walking Project was held at Sarah Noble Intermediate School and was expanded to include a family night event.
- The March Health Awareness Campaign was once again held districtwide and in the community.
- New Milford High School held its bi-annual health fair. Several town agencies had booths and shared information with students related to health and wellness.
- Presented, reviewed and discussed the Nutrition Standards.
- Worked within sub-committees to engage in the work of developing areas noted in the last Nutrition Program Administrative Review. Goals were discussed and schools engaged their wellness committees in their individual buildings.
- Heard a presentation from Camilla's Cupboard about their fight against food insecurity in New Milford and discussed the GROW program as well as MVP/SOS.
- As a committee, we discussed the "Parents as Partner's" Events and the Mental Health Forum: Choose Love.

**Goals for 2019-2020 (Ongoing):**

- Continue to review, update, and implement the district's Wellness Regulation and the Nutrition Program Administrative Review in correspondence with the Food Services Audit from Spring 2016.
- Focus of subcommittee work will continue to be on: Communication, Marketing and Outreach, Nutrition Promotion and Recruitment of staff/students to broaden participation on the Wellness Committee.
- Review mental health supports in district and identify areas of focus.
- Review and discuss the Search Institutes A&B Survey for 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> grades.



## John J. McCarthy Observatory

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### **Board of Directors**

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Mr. David Lawson  
Chairman, New Milford Board of Education  
50 East Street  
New Milford, CT 06776

June 6, 2019

Dear Mr. Lawson,

I am proud to deliver the John J. McCarthy Observatory Corporation's 2018-2019 Annual Operations Report, per the Memorandum of Understanding between our organizations dated April 26, 2005.

Our volunteer staff has made much progress this year in our mission, as we continue to build our skills, add fine volunteers, enrich our technology for education, and broaden our support of students and schools in the region. We are now in our 13<sup>th</sup> year of partnership with the Board of Education as a certified 501(C)(3) non-profit corporation, and we continue our focus on improving what we accomplish in exciting students to science.

Highlights for engagement with New Milford students included orientation visits to the observatory for all 400 incoming freshman, and elementary school visits. Weather incidents caused us to defer last spring's insect program, so we performed the program for all the 2<sup>nd</sup> and 3<sup>rd</sup> graders. We call it 'Bugarama' with a rich program to teach about 'good and bad bugs' in our region. This was extremely well received in all three schools.

We have taken on two exciting new science initiatives: expanding and upgrading the technology to capture meteor trails in our region, and acquiring a very large and diverse meteorite collection, including some of both lunar and Martian origins. To view the meteorites, Danbury Hospital has donated a very fine microscope, and we have purchased a new computer and HD camera to enable image capture and projection for teaching programs. So...we now perform asteroid capture, meteor trail capture, and meteorite studies: the trifecta of studying solar system "messengers", much of which goes back to the very beginnings of solar system formation. This is a whole new opportunity for students, and it is up and running.

Galileo's Garden is being re-planted with a wide variety of plants that are the best for attracting pollinating butterflies, bees and insect. We are now 100% "green" in our management of this beautiful student garden, and it will have better appeal than ever.

Things are progressing well, and our volunteer staff keeps getting more robust. We thank you for renewing our Memorandum of Understanding for another year.

Sincerely,

Robert E. Lambert  
Treasurer - John J. McCarthy Observatory Corporation

## Introduction

The 2018-2019 year has seen us greatly expand our science initiatives, extending beyond our core focus on deep space. It has been a year of invention, amazing acquisitions, and new technologies, along with growth in student projects and visits. It has been our best year of science progress in many years. We are very excited about what we can do in the future in solar system science given the capabilities we are developing and deploying now.

Highlights in this report include:

- Initial plans for a celebration event on July 20 – it is the 50<sup>th</sup> anniversary of the first human footprint on the moon by Neil Armstrong on Apollo 11. The June and July Second Saturday Stars events will be all about the Apollo program and Apollo 11, leading up to the July 20<sup>th</sup> public celebration. One of volunteers was an engineer on the Landing Module!
- Expansion of our focus on the solar system science of asteroids/comets, to include capturing data on meteors with new technology, and the acquisition of a very large collection of meteorite specimens, that students can study with a fine research-grade microscope and HD microscope camera.
- Profiles of a few of the wonderful students that have volunteered at the McCarthy Observatory over our 19 years of operation.
- Student interactions for all 9<sup>th</sup> graders (at the observatory) and all the second and third graders (at Northville, H&P, and SNIS), as well as 40 German exchange students
- Redesign and augmentation of Galileo's Garden to be a pollinator destination, especially monarch butterflies, on our quest to achieve certification as a butterfly habitat.

## The great celebration: the 50<sup>th</sup> anniversary of the first footprints on the moon: July 20<sup>th</sup>

We are planning a real celebration of the great accomplishment of July 20<sup>th</sup>, 1969, when the Apollo 11 mission placed a lander on the lunar surface, and Neil Armstrong and Buzz Aldrin stepped out of the lunar lander and started human exploration of another celestial object. This proof that the USA can do extraordinary things in science and engineering has had lasting effect, and for most of our volunteers it is a hallmark that we well remember. We are deep into planning a public event for the afternoon of Saturday, July 20<sup>th</sup>, with reenactment of the placing of instruments and the flag in their proper positions, Armstrong's well-documented wanderings, making a true-dimensioned outline of the Saturn V rocket in the parking lot, raffling off many bits of memorabilia, and much more. On July 13<sup>th</sup>, our Second Saturday Stars event will feature a talk by one of our volunteers, retired engineer Peter Gagne of Brookfield, who worked on the Landing Module in the sixties. He is a treasure trove of Apollo lore.

We will also celebrate progress in the "Artemis" effort to put people on the moon and plan for it being a jumping off place for human missions to the Martian surface. The Apollo program will be properly characterized as a great step towards human solar system exploration. Armstrong's first footprint will be our icon for the July 20<sup>th</sup> event.

## **Our focus on Solar system science is expanding in major ways**

For over 18 years we have been engaged in detecting and reporting positions of potentially hazardous asteroids to the Minor Planet Center of the International Astronomical Union (IAU). We have well over 2,000 accepted observations submitted, with very many of those done with student participation in the capture, analysis, and submission process. It is an exciting and important field, and we have excellent processes and tools to give us high odds of imaging and submitting results with exact location and very precise time recording. This has been a staple of our research. We are now adding two more dimensions to this science – bright meteor trail capture and analysis, and meteorite studies. We are far along in both as of this writing:

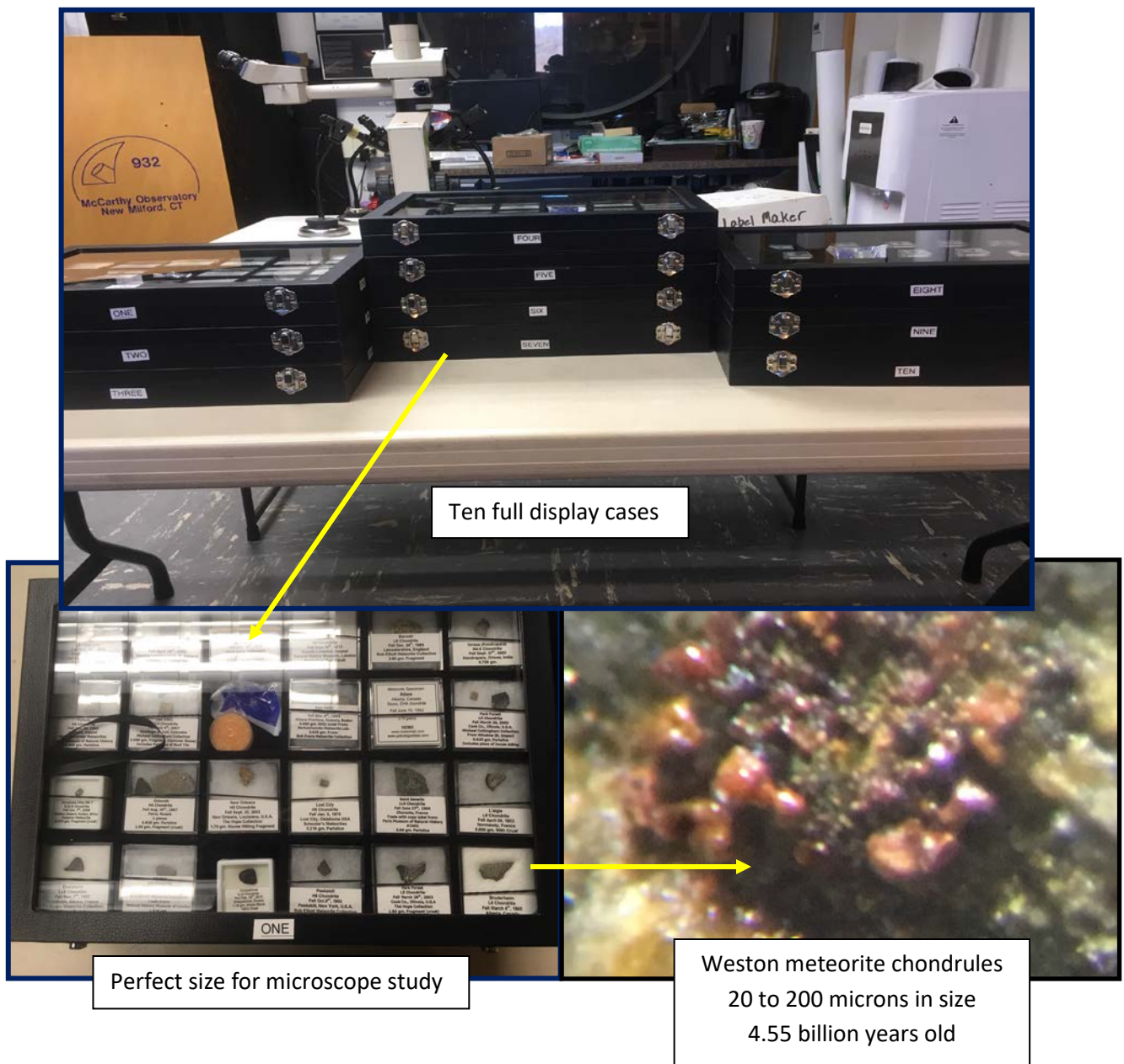
Identifying and tracking large, bright meteor trails, called “bolides”, is of great interest to NASA, and to many scientists and organizations globally. With proper equipment and regional networks these chunks of space rock can be captured via cameras, and their paths tracked to determine their origins. The origins can be chunks of asteroids, Mars or the moon, or pristine components of structures originating in the formative years of the solar system, 4.55 billion years ago! We are developing and inventing several “AllSky” cameras with full sky coverage and strong sensitivity for detecting and logging video of trails, using motion detection sensors and fisheye lenses. We are experimenting with many cameras and controllers to make the camera systems very affordable. We plan to recruit other institutions in the region to be part of the first New England bolide detection network, with us providing software, and either plans to make cameras or providing the cameras. A very sophisticated version of such a camera is working on the observatory rooftop now, with an excellent set of controls in a custom case in the warm room. This was developed and built by a brilliant Perkin Elmer retired engineer who has joined our volunteer team.

The most exciting and interesting part of this “three-legged” solar system science initiative is the study of meteorites. They tell much of the tale of the history of the solar system, and are fascinating to observe. To pursue this part of solar system history, we purchased a comprehensive collection of meteorites: we now possess a prized collection of over 230 meteorite specimens, gathered over 20 years by a respected expert dealer and meteorite collector who was retiring from his business. The collection is incredibly diverse, with several lunar specimens and several Martian specimens, along with a broad spectrum of meteorites from many solar system sources. A large percentage of them are known as “chondrites”, which contain tiny spheres of material called “chondrules” that formed in the beginnings of the solar system, 4.55 billion years ago. The collection contains many rare objects, some of which cannot be purchased now at any price. One of the most important chondrite specimens is from the Weston meteorite, which exploded over New Milford in December of 1807. It was the first detected rock falling from the sky in the Western hemisphere, thus a very prized object. We are about to engage in imaging the entire Weston meteor and stitch the many individual small-area images into one massive image of the whole specimen, which we can print in color on a 44” commercial printer. Since it broke apart over New Milford, and was the first such event ever recorded in the Western Hemisphere, this could be a serious display item for New Milford.



To help students and volunteers examine these specimens, Danbury Hospital donated a high-quality professional Olympus “teaching telescope” to the observatory. We have reengineered it to be excellent at viewing and imaging rock specimens instead of thin tissue samples....a very different way of using such a microscope. The microscope has two viewing stations, an additional “trinocular tube” for a camera, three sets of four eyepieces, and many enhancements that make this an excellent instrument for observing rocks rather than thin tissue samples.

We have also purchased a state-of-the-art 18 MP microscope video/still camera so specimens can be photographed, and also so we can run group session with live videos , projected on our large HD “home theater” system, of the tiny features that are in the range of 20 to 200 microns in size, and often smaller. Visitors who have seen all this so far have been fascinated.





### Reengineering the microscope

The Olympus microscope we received is one of the finest, most precise and widely used optical microscopes of all. It is spectacular to use in viewing the incredible detail embedded in the over 230 meteorites we have purchased. It is in superb condition, with every part of it working in “as new” condition. The challenge we faced when we received the instrument was to reengineer it to our needs. It was designed to look at very thin tissue specimens, as biologists and medical professionals would need. So it performed illumination from below, and had a VERY thin depth of focus. Looking at rocks was not feasible.

It was a fun and challenging project to overcome these obstacles. We developed an illumination strategy to use LED flashlights lights mounted on goosenecks to be able to get proper light, adjustable to each individual specimen. We purchased an HD camera that can image tiny areas of specimens with great magnification, and display on our HDTV or large projector. We developed a method of using an adjustable iris to increase depth of field by a factor of 8X, allowing us to have fine focus for most of the pits and peaks in our specimens. We also installed a custom control mechanism to allow precise motion in X and Y directions so we can image the whole surface of all our objects in many adjacent images, and stitch the images together to make giant images of entire meteorites. We can also do well-focused image stacking into the depth of the objects with the software provided. This has been a very creative process, and the results are wonderful. We are now ready to begin serious imaging and study.

## Olympus microscope - donated by Danbury Hospital

A “teaching microscope”, with two viewing stations

18 megapixel video/still HD microscope imaging camera



Illumination using LED flashlights on goosenecks with precise adjustability. Three are used to achieve proper coverage

### Student volunteer highlights

We have had the wonderful privilege of mentoring many fine students of all ages from the region over nearly 19 years. Our “open door” approach to supporting students has been key to curious and motivated students joining in to learn, to volunteer, to attend and lead many Second Saturday Stars programs, to participate in our “family friendly” Adult Ed courses, and some to do serious science studies. Here are brief snapshots of some of our most dedicated student volunteers over the years.

Lisa Glutkovsky – Lisa won the grand prize in the 2003 Intel International Engineering and Science Fair with her very successful project as a junior at NMHS using JJMO equipment to accurately measure the distance to an asteroid 15 million kilometers away – her measurements were within 1% of the known distance. She received over \$100,000 in scholarships for this amazing work. Lisa graduated from Princeton, and received her Ph.D. in clinical psychology from Yeshiva University. She is now a Postdoctoral Fellow at Mount Sinai Health System in New York. Her research focuses on neuropsychological factors of multiple sclerosis.

Aaron Eisman – as a student at Westport's Staples High School, Aaron did a project in August of 2003 to perform the challenging task of detecting the rotation rate of an asteroid, using our equipment of that era. He was the first person to discover the rotation rate of asteroid (21652) 1999 OQ2. For this he became a semi-finalist in the 2004 Intel Science Talent Search. Aaron graduated from Brown University and is now a medical researcher.

Kyle Cloutier – Kyle “grew up” in the observatory, as the daughter of confounder and now JJMO Board Chairman Bill Cloutier. She has been a volunteer since 2000. Kyle did an impressive spectrograph project in high school...the first successful project with that complicated instrument. After graduating with a degree in Aerospace Engineering from the University of Maryland, she began a career at the NASA Jet Propulsion laboratory (JPL). She has had serious assignments in her nearly 5 years at JPL. She has worked on the Opportunity vehicle team, the Cassini Saturn mission, the Insight mission to Mars, and now Kyle's primary job is as a payload/instrument engineer for two Earth-science satellites: Sentinel-6, which will monitor ocean altimetry as a continuation of the work being done by the Jason satellites, and SWOT or the Surface Water Ocean Topography Mission. Sentinel-6 is scheduled to launch in 2020 and SWOT in 2021. She has just temporarily rejoined the Mars InSight team as the Tactical Uplink Lead, overseeing tactical operations and reconciling science and engineering priorities. She finds time to be a speaker via a remote for our Second Saturday Stars events, and does an amazing job relating to our audiences.

Katie Shusdock – Katie did a wonderful galaxy imaging project and report while in 4<sup>th</sup> grade, and became a fine volunteer, doing many tasks in support of our mission. She just received her BS Degree in Biology from Northeastern University, and is pursuing being accepted for a Masters Degree in education. She is an adventurous student, having over-wintered in Antarctica to do Marine Biology research there, and spent 7 months overseeing more than ninety penguins at the New England Aquarium in Boston. Katie was very active as a team leader in First Robotics all through high school.

Carly KleinStern – Carly performed a challenging long period comet science project as a junior at NMHS, and has been an energetic volunteer for 6 years. She graduated cum laude in May from Brandeis, with a BS with high honors in Physics. She also received a BA in mathematics, and a minor in philosophy. She was very successful in 4 serious research assistant jobs in her college years; at Brandeis, U. of Rochester, and FermiLab. She has been accepted for a PhD program at the University of Chicago, studying experimental particle physics. When home, she is still actively involved with the observatory.

Charlie Osborne – Charlie has been a great student volunteer, interested in everything in the sky. He brought many of his track team and other friends with him to share in his interest. He became proficient in the use of the equipment, and supported numerous visitor groups. He has just finished his first year at the University of Virginia, majoring in Aerospace Engineering.

Louise Gagnon – Louise joined JJMO as a volunteer while in 10<sup>th</sup> grade at Taft School. She soon began volunteering to do presentations at our Second Saturday Stars events, and her talks have all been superb in content, graphic excellence and delivery. She also asked to put on a summer school week-long astronomy camp for middle school students. She ran the entire program in 2017 and 2018, and they were hugely successful. Louise is soon finishing her freshman year at the University of Chicago.

Isabella Bianchi – Isabella has been a superb volunteer these past two years. She has mastered operation of all the complex observatory equipment, helped on many group visits, helped in two adult ed courses, successfully imaged a newly-discovered supernova, participated in a number of sessions capturing images of potentially hazardous asteroids. She also lead the testing of the recently donated 14.5" telescope. She recruited her father to do spend many hours doing professional-quality photographs of all 231 meteorites in our new collection. She will attend Tufts University in the fall in a STEM program.

## Galileo's Garden

When we started design and construction of the garden over 10 years ago, the goal was to have a “walled-in” activity center and earth-friendly habitat. Such a garden takes a long time to mature, with a significant learning curve and lots of trial and error along the way. With what we are doing this spring, we can now say we have achieved those goals, and have set new ones for the next two years. With much guidance from a landscape designer and a crew of Master Gardeners who have a passion for this garden, it has become a beautiful place of repose.

This spring we are redoing the three raised beds to be a true pollinator garden: we are planting over 60 new perennials, comprised of over 20 species that are known winners in attracting butterflies, hummingbirds, and other pollinators. Such a garden has to have plants to attract and feed butterflies, to have places to deposit eggs, to have the right food for caterpillars, to have safe places for chrysalis, and rich habitat for mature butterflies. The plants going in now will be fine attractors this summer, and will reach maturity in two years, so by 2021 this should be a fully established and beautiful new garden feature, and help revive the threatened monarch population.

To do this correctly and have it be a true “teaching garden”, we have fully evolved our gardening practices to be 100% earth-friendly. Quite a journey! Proper ecological garden management is now our only practice, meaning no harmful chemicals at all are allowed. No herbicides, no pesticides, no artificial chemical fertilizers: just proper products and practices. It works! What we have found: the more we learned and evolved to utilizing the right ecological methods, the healthier and more robust and beautiful the garden became, and the more pollinators we have been home to. We teach second and third grade students about invasive species and about native insects, both good and bad, and are now beginning work with two NMHS earth science teachers to partner in teaching students, and hopefully to develop a student garden in the coming school year using best practices. We have provided them with a set of reference books on proper garden practices, and are eager to be partners with them starting in the fall.









**May 31 – a beautiful Friday! Four classes in Galileo's Garden that day.**

**This was our dream when we began. Many classes visit in spring and fall.**

### **Bugarama –an insect program for all 2<sup>nd</sup> and 3<sup>rd</sup> graders in New Milford**

Six Master Gardeners who are involved in Galileo's Garden planning and managing staged a very extravagant science program for both the 2<sup>nd</sup> graders and 3<sup>rd</sup> graders of New Milford. Over 6 days and 11 sessions in 3 schools, 542 students and 47 staff members attended sessions put on by an amazing and talented group. This was more than "displaying bugs in cases", although they were able to explore Connecticut insects, both beneficial and harmful, in 11 well-organized display cases. It featured dragonflies in song and a custom made costume and dance, a great Powerpoint on Connecticut insects, wasps nests to examine, the fine display cases, and gifts for classroom activities. This program is very much in concert with NGSS, something we strive to support in all our activities

The teachers were most supportive and complimentary. Two letters from teachers:

From Northville teacher Jenna Giudice

The second grade students and teachers at Northville Elementary School enjoyed the *Bugarama* presentation brought to us by the John J. McCarthy Observatory volunteers. Our students were engaged during the entire presentation and walked away learning so much about the different types of bugs that live in our gardens. The JJMO volunteers did a wonderful job raising the interest of our students about this topic and provided them with many chances to actively learn about the world around them. This presentation connected to the standards outlined in Next Generation Science Standards by allowing students to discover interdependent relationships in our ecosystem. Students learned about the pests and beneficials in the garden through a PowerPoint presentation given by Master Gardener, Nicole Christensen. Other Master Gardeners made learning fun for our students by wearing a dragonfly costume and teaching them through a clever and informative song. Students worked together to label the parts of the dragonfly and enjoyed viewing the large collection of bugs that were displayed in glass boxes. The second grade teachers at Northville hope to have the JJMO volunteers back again next year to help us encourage our future students to be curious observers and learners about their environment.

From Hill and Plain teacher Donna Nash

On April 11th and April 12th, volunteers from the John J. McCarthy Observatory of New Milford brought the "Bugarama" program to Hill and Plain School for our second graders. This year's program was very well received by both our staff, and much more importantly, our students. The program began with a wonderful PowerPoint presentation in which Nicole Christensen shared information about a variety of different types of insects. Much of the information was very applicable to where we live, so the children were able to relate to it. In addition to the PowerPoint, there was a song and a beautiful "dragonfly" visitor (a garden club member in costume). After the presentation, the students were invited to explore the insect display cases. They all found the insects fascinating. The second graders were invited to ask questions of the volunteers. At the K-2 level, the practice of making observations is a large part of the Next Generation Science Standards. This presentation most definitely lends itself to this practice. We really appreciate the JJMO volunteers and Master Gardeners joining us for part of the morning and look forward to another visit next year.





Kathy Shemeley –  
retired teacher



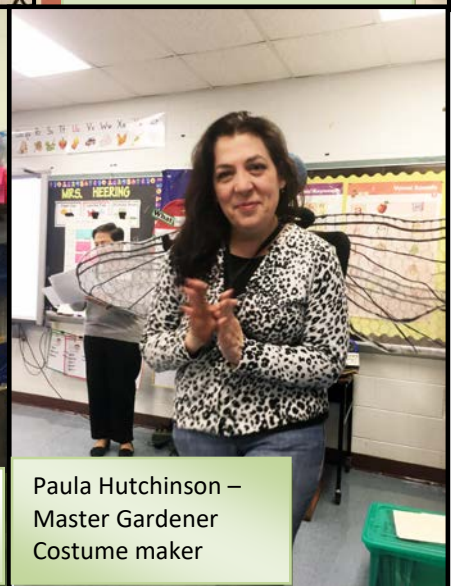
Nicole Christiansen  
Master Gardener -  
Insect collector



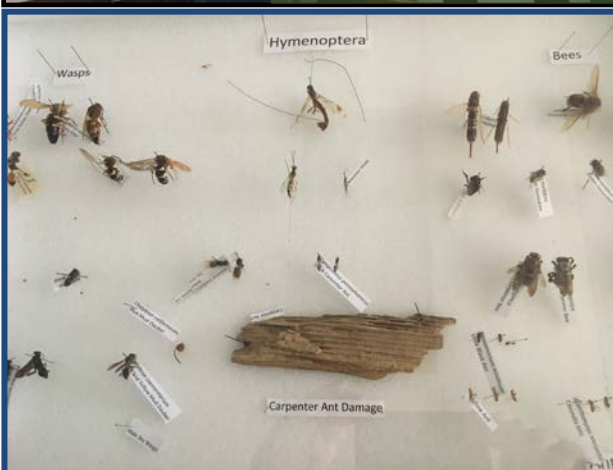
Kathy Ohsann  
Master Gardener



Adrienne Caruso – Master Gardener,  
singer, songwriter and artist



Paula Hutchinson –  
Master Gardener  
Costume maker



## **Student interactions**

We always host many visiting student groups from a number of communities, primarily scouting groups. This year was no exception, although weather conditions made juggling schedules a challenge. We also have seen a growth in the number of family visits, and much enjoy teaching students in small group settings, with parents and grandparents joining in.

We are also seeing many more repeat visits by students, who often are bringing their friends. Part of this is due to an initiative by Danielle Ragonnet to bring all new 9<sup>th</sup> grade students to visit the observatory, and her requirement that students in her Astronomy visit the observatory twice during the semester. The 9<sup>th</sup> grade visit program started three years ago and averages about 400 students per year, so at this point about 1,200 students in NMHS have visited and heard a talk on the sun and an orientation to the telescope equipment.

In addition, the Bugarama program was seen and enjoyed by 542 students this spring, and recently we greatly enjoyed hosting the 40 German exchange students and their hosts. This all adds up to interacting with around 1,000 students in this school year. Visits to the garden and the scale solar system greatly increase the number .

## **Donated equipment:**

The following equipment has been acquired and is being donated to the Board of Education at this time:

- Dell 7000 series laptop computer - \$630
- Olympus "teaching" telescope and accessories - \$4,200
- AmScope 18 MP microscope imaging camera - \$416
- AllSky cameras and mounts - \$2,000



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

**MEMORANDUM**

**TO: Board of Education**  
**FROM: Stephen Tracy, Interim Superintendent**  
**DATE: June 7, 2019**  
**RE: Clubs and Activities Report**

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Below is a summary of the clubs and activities offered in our schools during the 2018-19 year.

**Hill and Plain Elementary School**

Club or Activity	Grade	Enrollment
Chorus	2	90

**Sarah Noble Intermediate School**

Club or Activity	Grade	Enrollment
Computer Science	5	51
Computer Science	4	50 (waitlist 8)
Computer Science	3	49
Yoga Club	3, 4, 5	52
Writers' Club	3, 4, 5	72
Chess Club	3, 4, 5	146
Fitness Intramurals	3, 4, 5	113
PE Games	3, 4, 5	151
Basketball Intramural	5	70
Kickball	3	56
Baseball /Softball	4	50
Unified Sports	3, 4, 5	133
Talent shows	3, 4, 5	140
Ecology Club	3, 4, 5	45
Chorus	3, 4, 5	230
Beginner Band & Strings	4, 5	140
Intermediate Band	4, 5	95
Advanced Band	4, 5	25

**Sarah Noble Intermediate School continued**

Club or Activity	Grade	Enrollment
Intermediate Orchestra	4, 5	20
Advanced Orchestra	4, 5	20
Jazz Band	4, 5	40

**Schaghticoke Middle School**

Club or Activity	Grade	Enrollment
Art Club	6, 7, 8	36
Chess Club / Board Games Club	6, 7, 8	12
Writing Club	6, 7, 8	18
Student Council - Grade 8	8	7
Student Council - Grade 7	7	6
Student Council - Grade 6	6	12
Leo Club	6, 7, 8	48
Academic Fitness	6, 7, 8	40
Newspaper Club	6, 7, 8	18
Robotics	6, 7, 8	29
Yearbook	6, 7, 8	20
Voices	6, 7, 8	26
Jazz Band	6, 7, 8	34
Math Lab- 6th grade	6	26
Math Lab- 7th & 8th grade	7, 8	13
Invention Convention	6, 7, 8	5
World Language Exploration	6	18
Orchestra	7, 8	43
Drama Club	6, 7, 8	29
6th Grade Chorus	6	62
7th Grade Chorus	7	46
8th Grade Chorus	8	80
7th and 8th grade Band	7, 8	93
6th grade Band	6	92
Jazz Club	6, 7, 8	34

**New Milford High School**

Club or Activity	Enrollment
All School Musical	114
American Chemical Society	5
Architecture Club	4
Athletic Council	37
Basketball	44

**New Milford High School continued**

<b>Club or Activity</b>	<b>Enrollment</b>
Board Game Club	16
Book Club	5
Chess Club	29
Class of 2019 Executive Club	20
Class of 2020 Executive Club	20
Class of 2021 Executive Club	43
Class of 2022 Executive Club	16
Color Guard	20
Coloring Book Club	28
Comedy Club	10
Crossword Puzzles Club	10
Crouchet Club	19
Debate Team	43
DECA	70
Dramatics	45
Earth & Space Club	2
Emerging Artists	33
FBLA	26
Film Club	7
Forensic Crime Drama Club	8
French Honor Society	34
Friendship Bracelet Club	26
GAPP	26
German Honor Society	34
GSA	42
Harry Potter Club	8
Hip Hop Yoga	12
HOSA	10
Interact	6
Jazz Band	20
Jig Saw Puzzle Club	6
Kahoot	12
Key Club	74
Leo Club	19
Marching Band	110
Math Honor Society	90
Math Team	114
Model UN	7
Music Club	29
National Honor Society	149
New England Math League	119
Old Time Baseball Club	34

**New Milford High School continued**

<b>Club or Activity</b>	<b>Enrollment</b>
Ping Pong	35
Piper & Writing Club	29
Pit Orchestra	12
Robotics/UAV	18
SADD	20
School Climate Programs	156
Scrabble	14
Senior Art Show	11
Shining Light	10
Spanish Honor Society	86
Spanish Language & Culture	15
Sports Film Club	8
Student Council	25
Team Waramaug	12
Theatre Production Club	16
Tie Dye	6
Trading Card Club	8
TV Sitcom	29
Ultimate Frisbee	20
Unified Buddies	31
Uno	83
USA Biology Olympiad	1
Video Game	74
Walking Club	77
WAVE Review	6
Weightlifting	35
Winter Percussion	17
Women's History Club	1
Yearbook	22





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

**Item: 4F**

**Operations Sub-Committee: 6/11/19**

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**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: June 7, 2019**  
**RE: Excess Cost Payment 2 of 2 for 2018/2019**

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At the March full Board of Education meeting we distributed a memo with the chart below outlining what the assumption was for the second payment of Excess Cost funding that resulted in an anticipated \$121,918 shortfall for this fiscal year that looked as follows:

Year	Uncapped Projected Qualified Expenses	Budget Amount	Budget %	February Payment	May Payment	Total Received	Budget Shortfall
18/19	\$1,024,942	\$717,460	70%	\$466,400	\$129,142*	\$595,542*	\$121,918*
17/18	\$1,023,212	\$716,249	70%	\$376,913	\$124,921	\$501,834	\$214,415
16/17	\$1,500,923	\$1,051,239	70%	\$581,627	\$197,316	\$778,943	\$272,296

projected \*

In the last three years we have received the 2<sup>nd</sup> payment of the Excess Cost funding from the State within 1-2 days before or after the last business day during the month of May. As of June 7<sup>th</sup> this year we have yet to receive the second payment. We still anticipate the shortfall in the amount of \$121,918 and hope to provide an update if we receive the 2<sup>nd</sup> payment in time for the Operations meeting on June 11<sup>th</sup> or at the very latest for the full Board of Education meeting on June 18<sup>th</sup>.

*Sincerely,*  
*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*

# ***D R A F T***

## **Sending Town Agreement** **For the Shepaug Regional Agriscience Program** **2019-20**

### **Sending District: New Milford**

The New Milford Public Schools hereby agree to send students who wish to attend an agriscience program to the Shepaug Agriscience Program beginning in the fall of 2019. This agreement is made with the expectation and understanding that the Shepaug Agriscience Program will provide a comprehensive, state-of-the-art agriscience educational experience comparable to that currently offered by the Regional School District 14 Public Schools (Nonnewaug High School).

New Milford students currently enrolled in the Region 14 Agriscience program will continue in that program through their graduation from high school. All new New Milford agriscience enrollees beginning the school year 2019-20 and beyond will enroll in the Shepaug Agriscience Program.

New Milford will continue to cumulatively enroll up to twenty (20) of its students in agriscience programs. For the 2019-20 academic year, this will mean the continued enrollment of 12 of its students in the Region 14 program and up to 8 students in the Shepaug program. As New Milford students graduate out of the Region 14 program, New Milford's participation in the Shepaug program will increase, reaching an enrollment of up to twenty (20) students for 2022-23 and beyond.

In the event the State of Connecticut lessens or absorbs the local budgetary obligation (State Department of Education set rate of \$6823 per student for 2019-20) for agriscience students to attend out of district programs, New Milford will open additional seats to Shepaug Agriscience Program.

\_\_\_\_\_  
David Lawson, Chair, New Milford Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephen Tracy, Interim Superintendent, New Milford

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Amato, Chair, Region 12 Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Megan Bennett, Superintendent, Region 12

\_\_\_\_\_  
Date