

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE: May 2, 2017
TIME: 7:30 P.M.
PLACE: Lillis Administration Building—Room 2

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order
2. Public Comment

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 4/28/17
 - 2. Purchase Resolution D-698
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO — Exhibit B
- D. Bid Awards
 - 1. Septic Cleaning
 - 2. Boiler Cleaning
- E. Grants
 - 1. Adult Education
 - a. ED 244
 - b. IEL/Civics-ESL for Life and Work
 - c. Workplace Readiness-Pathways to the Future
 - 2. IDEA Grant

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NEW MILFORD CT

- F. Food and Nutrition Services – Exhibit C
 - 1. Healthy Food Certification Statement
 - 2. Food Certification Exemptions for School Fundraisers
 - 3. Beverage Certification Exemptions
- G. All-Star Transportation Contract
- H. Turf Fields Security Cameras
- I. End of Year Balance
- J. 2017-18 Budget Reductions

4. Item of Information

- A. 2017-18 New Milford Public Schools Calendar
- B. Legal Invoices

5. Public Comment

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6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson
Angela C. Chastain
Robert Coppola
Brian McCauley

Alternates: Bill Dahl
J.T. Schemm

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
May 9, 2017

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Emily Gervasio**, Assistant Principal, Sarah Noble Intermediate School
Move that the Board of Education approve the resignation of **Mrs. Emily Gervasio** as an Assistant Principal at Sarah Noble Intermediate School effective June 30, 2017.
2. **Mrs. Barbara Longobardi**, Part-time Special Education Teacher, Faith Academy
Move that the Board of Education approve the resignation of **Mrs. Barbara Longobardi** as a Part-time Special Education Teacher at Faith Academy effective May 30, 2017.
3. **Mrs. Jennifer Singer**, Elementary Teacher, Sarah Noble Intermediate School
Move that the Board of Education approve the resignation of **Mrs. Jennifer Singer** as an Elementary Teacher at Sarah Noble Intermediate School effective June 30, 2017.

Took position elsewhere

Moving out of state

Personal Reasons

b. **NON-RENEWALS**

1. None

2. **CERTIFIED STAFF**

b. **APPOINTMENTS**

1. None

3. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Alice Edmonds**, Head Cook, Hill and Plain School
Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Alice Edmonds** as Head Cook at Hill and Plain School effective June 23, 2017.

Retirement

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

- 1. Mr. Cedric Lawrence**, Paraeducator, Schaghticoke Middle School

Move that the Board of Education appoint **Mr. Cedric Lawrence** as a Paraeducator at Schaghticoke Middle School effective May 10, 2017.

\$13.40 per hour - Hire Rate
\$14.81 per hour – Job Rate
(after completion of probationary period)

Replacing: M. Meeks

- 2. Ms. Jessica Sampias**, School Nurse, New Milford High School

Move that the Board of Education appoint **Ms. Jessica Sampias** as School Nurse at New Milford High School effective June 8, 2017.

Education History:
AS Excelsior College
Major: Nursing

Work Experience:
13 yrs. Candlewood Valley Health
& Rehab

2016-2017 Salary – \$40,445, pro-rated to start date

5. ADULT EDUCATION STAFF

a. RESIGNATIONS

- 1. None**

6. ADULT EDUCATION STAFF

b. APPOINTMENTS

- 1. None**

7. BAND STAFF

a. RESIGNATIONS

- 1. None**

8. BAND STAFF

b. APPOINTMENTS

- 1. None**

9. COACHING STAFF

a. RESIGNATIONS

- 1. None**

10. COACHING STAFF

b. APPOINTMENTS

- 1. None**

11. LEAVES OF ABSENCE

- 1. Mrs. Amber Scalzo**, Elementary Teacher, Sarah Noble Intermediate School

Move that the Board of Education approve an unpaid leave of absence for **Mrs. Amber Scalzo** for the 2017-2018 school year.

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	28,752,211	0	28,752,211	21,526,765	7,147,535	137,911	99.73%
100'S	SALARIES - NON CERTIFIED	9,375,406	-30,000	9,345,406	6,895,793	1,500,525	889,089	89.84%
200'S	BENEFITS	9,649,146	0	9,649,146	8,304,691	1,043,628	300,827	96.88%
300'S	PROFESSIONAL SERVICES	3,403,301	224,647	3,627,948	2,677,853	603,698	346,397	90.45%
400'S	PROPERTY SERVICES	866,089	4,000	870,089	607,952	165,873	96,264	88.94%
500'S	OTHER SERVICES	8,019,525	-220,000	7,799,525	5,790,890	1,659,281	349,355	95.52%
600'S	SUPPLIES	2,718,748	18,113	2,736,861	2,054,698	455,312	226,851	91.71%
700'S	CAPITAL	606,847	3,131	609,978	445,643	129,207	35,128	94.24%
800'S	DUES AND FEES	88,549	109	88,658	74,080	3,178	11,400	87.14%
900'S	REVENUE	-1,790,649	0	-1,790,649	-1,246,440	0	-544,209	69.61%
GRAND TOTAL		61,689,173	0	61,689,173	47,131,923	12,708,238	1,849,012	97.00%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	518,527	0	518,527	300,422	0	218,105	57.94%
51201	SALARIES - NON CERT - PARA EDUCATORS	1,943,894	-46,409	1,897,485	1,381,934	390,988	124,563	93.44%
51202	SALARIES - NON CERT - SUBSTITUTES	858,200	0	858,200	574,463	0	283,737	66.94%
51210	SALARIES - NON CERT - SECRETARY	2,004,229	0	2,004,229	1,612,615	391,614	0	100.00%
51225	SALARIES - NON CERT - TUTORS	329,081	0	329,081	166,253	0	162,828	50.52%
51240	SALARIES - NON CERT - CUSTODIAL	1,906,093	-15,000	1,891,093	1,411,472	427,875	51,746	97.26%
51250	SALARIES - NON CERT - MAINTENANCE	976,839	-15,000	961,839	711,997	141,732	48,111	88.76%
51285	SALARIES - NON CERT - TECHNOLOGY	442,941	0	442,941	392,308	86,633	0	108.13%
51336	SALARIES - NON CERT - NURSES	395,602	46,409	442,011	344,329	61,683	0	91.86%
TOTAL		9,375,406	-30,000	9,345,406	6,895,793	1,500,525	889,089	89.84%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	632,405	0	632,405	465,804	0	166,601	73.66%
52201	BENEFITS - MEDICARE	520,843	0	520,843	386,618	0	134,225	74.23%
52300	BENEFITS - PENSION	800,025	0	800,025	800,025	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	45,000	0	45,000	9,587	35,413	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	6,732,477	0	6,732,477	5,774,504	957,973	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	94,236	0	94,236	94,236	0	0	100.00%
52830	BENEFITS - LIFE INSURANCE	102,744	0	102,744	72,671	30,073	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	721,416	0	721,416	701,247	20,169	0	100.00%
TOTAL		9,649,146	0	9,649,146	8,304,691	1,043,628	300,827	96.88%

**EXPENDITURES**

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,752,211	0	28,752,211	21,526,765	7,147,535	137,911	99.73%
51200	NON-CERTIFIED SALARIES	9,375,406	-30,000	9,345,406	6,895,793	1,500,525	889,089	89.84%
52000	BENEFITS	9,649,146	0	9,649,146	8,304,691	1,043,628	300,827	96.88%
53010	LEGAL SERVICES	181,000	0	181,000	181,506	6,233	-6,739	103.72%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	6,709	600	67,691	9.75%
53200	PROFESSIONAL SERVICES	1,843,656	1,831	1,845,487	1,321,135	380,594	143,757	92.21%
53201	MEDICAL SERVICES - SPORTS	28,000	500	28,500	20,000	0	8,500	70.18%
53210	TIME & ATTENDANCE SOFTWARE	12,874	0	12,874	11,471	0	1,403	89.11%
53220	IN SERVICE	114,260	300	114,560	80,738	5,986	27,836	75.70%
53230	PUPIL SERVICES	640,236	220,000	860,236	616,252	156,183	87,802	89.79%
53300	OTHER PROF/ TECH SERVICES	36,475	0	36,475	30,892	1,077	4,506	87.65%
53310	AUDIT/ACCOUNTING	36,050	0	36,050	36,050	0	0	100.00%
53500	TECHNICAL SERVICES	129,750	2,016	131,766	128,470	0	3,296	97.50%
53530	SECURITY SERVICES	195,000	0	195,000	140,770	53,026	1,204	99.38%
53540	SPORTS OFFICIALS SERVICES	111,000	0	111,000	103,858	0	7,142	93.57%
54101	CONTRACTUAL TRASH PICK UP	88,525	0	88,525	63,426	9,168	15,931	82.00%
54301	REPAIRS & MAINTENANCE	353,300	25,292	378,592	275,752	97,598	5,242	98.62%
54302	FIRE / SECURITY MAINTENANCE	1,450	0	1,450	1,102	0	348	75.98%
54303	GROUND MAINTENANCE	19,098	4,900	23,998	12,162	179	11,657	51.42%
54310	GENERAL REPAIRS	63,696	-26,631	37,065	22,737	6,277	8,052	78.28%
54320	TECHNOLOGY RELATED REPAIRS	45,645	-3,290	42,355	16,574	4,217	21,565	49.09%
54411	WATER	66,300	0	66,300	44,102	22,198	0	100.00%
54412	SEWER	20,100	2,189	22,289	22,289	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	207,975	1,540	209,515	149,808	26,237	33,470	84.02%
55100	PUPIL TRANSPORTATION - OTHER	129,550	0	129,550	82,129	42,557	4,863	96.25%
55101	PUPIL TRANS - FIELD TRIP	43,900	0	43,900	22,075	1,475	20,350	53.64%
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	0	0	15,750	0.00%
55110	STUDENT TRANSPORTATION	4,716,744	-17,000	4,699,744	3,574,776	1,018,848	106,121	97.74%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	291	90	1,119	25.37%
55200	GENERAL INSURANCE	337,135	0	337,135	334,527	0	2,608	99.23%
55300	COMMUNICATIONS	48,500	0	48,500	40,239	8,214	47	99.90%
55301	POSTAGE	37,331	0	37,331	18,527	17,193	1,611	95.69%
55302	TELEPHONE	51,948	0	51,948	50,300	0	1,648	96.83%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	3,950	0	3,950	4,459	1,635	-2,144	154.27%
55505	PRINTING	53,738	0	53,738	32,750	13,628	7,360	86.30%
55600	TUITION	10,000	0	10,000	9,800	0	200	98.00%
55610	TUITION TO IN STATE DIST	788,802	-35,360	753,442	678,578	115,937	0	90.06%
55630	TUITION TO PRIVATE SOURCES	1,733,647	-167,640	1,566,007	923,142	425,573	175,590	97.33%
55800	TRAVEL	47,030	0	47,030	19,298	5,245	22,487	52.18%
56100	GENERAL INSTRUCTIONAL SUPPLIES	193,435	7,750	201,185	143,482	16,131	41,572	79.34%
56110	INSTRUCTIONAL SUPPLIES	490,012	-2,276	487,737	372,836	28,766	86,134	82.34%
56120	ADMIN SUPPLIES	35,436	-300	35,136	20,647	2,561	11,928	66.05%
56210	NATURAL GAS	201,000	0	201,000	154,447	46,553	0	100.00%
56220	ELECTRICITY	924,921	0	924,921	737,491	169,257	18,173	98.04%
56230	PROPANE	1,825	100	1,925	1,646	279	0	100.00%
56240	OIL	206,656	0	206,656	125,396	81,260	0	100.00%
56260	GASOLINE	32,250	-100	32,150	9,905	14,595	7,650	76.21%
56290	FACILITIES SUPPLIES	208,830	28,350	237,180	177,480	50,201	9,499	96.00%
56291	MAINTENANCE COMPONENTS	29,335	-15,500	13,835	8,252	3,667	1,915	86.16%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	2,230	140	950	71.38%
56293	GROUNDKEEPING SUPPLIES	5,900	3,500	9,400	5,266	4,079	55	99.41%
56410	TEXTBOOKS	184,625	-5,090	179,535	140,195	4,558	34,782	80.63%
56411	CONSUMABLE TEXTS	75,566	-6,270	69,296	64,164	316	4,816	93.05%
56420	LIBRARY BOOKS	81,109	13,734	94,843	60,399	29,976	4,468	95.29%
56430	PERIODICALS	26,276	-2,585	23,691	18,580	2,562	2,549	89.24%
56460	WORKBOOKS	14,502	-3,200	11,302	10,113	0	1,189	89.48%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	2,167	412	1,171	68.77%
57300	BUILDINGS	96,451	-47,251	49,200	33,725	12,659	2,816	94.28%
57340	COMPUTERS/TECH HARDWARE	4,425	2,400	6,825	2,563	3,026	1,236	81.89%
57345	INSTRUCTIONAL EQUIPMENT	84,713	860	85,573	65,084	3,337	17,152	79.96%
57400	GENERAL EQUIPMENT	120,088	47,122	167,210	154,038	4,156	9,016	94.61%
57500	FURNITURE AND FIXTURES	301,170	0	301,170	190,233	106,028	4,909	98.37%
58100	DUES & FEES	88,549	109	88,658	74,080	3,178	11,400	87.14%
EXPENDITURE TOTAL		63,479,822	0	63,479,822	48,378,363	12,708,238	2,393,222	96.23%

*REVENUES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,051,239	0	-1,051,239	-581,627	0	-469,612	55.33%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-7,880	0	-41,695	15.90%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-1,873	0	-328	85.11%
44705	BUILDING USE FEES	-55,000	0	-55,000	-53,095	0	-1,905	96.54%
44800	REGULAR ED TUITION FROM INDIVI	-82,000	0	-82,000	-59,000	0	-23,000	71.95%
44822	SPECIAL ED TUITION FROM OTHER	-19,910	0	-19,910	-27,408	0	7,498	137.66%
44860	ADMISSIONS/ATHLETIC GATE RECEI	-25,400	0	-25,400	-28,500	0	3,100	112.20%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-44,050	0	7,826	121.60%
44862	SCHOOL MUSICAL TICKET SALES	-11,411	0	-11,411	0	0	-11,411	0.00%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-12,936	0	-14,683	46.84%
49599	CAPITAL RESERVE	-430,071	0	-430,071	-430,071	0	0	100.00%
REVENUE TOTAL		-1,790,649	0	-1,790,649	-1,246,440	0	-544,209	69.61%

GRAND TOTAL	61,689,173	0	61,689,173	47,131,923	12,708,238	1,849,012	97.00%
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PURCHASE RESOLUTION D - 698

AGENDA ITEM 3B-2
MAY 2, 2017 MEETING

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

Funding	Location	Vendor Name	Description	Amount
CAPITAL	SMS/SNIS	CT BUSINESS SYSTEMS	REPLACE OLD SMART BOARDS	\$92,026.00
GENERAL	DISTRICT	SUNBELT STAFFING	SCHOOL GUIDANCE/DRUG ABUSE COUNSELOR	\$76,020.00
CAPITAL	NMHS	OMNI DATA	TURF FIELD SECURITY CAMERA SYSTEM	\$58,853.00
GENERAL	CO	CONN INTERLOCAL RISK	AUDIT FOR WORKERS COMPENSATION	\$36,200.00
GENERAL	DISTRICT	NAFI CONNECTICUT INC	ONE (1) REG ED STUDENT PLACEMENT BY DCF	\$33,765.75
GRANT - TITLE I	DISTRICT	SHI INTERNATIONAL	CHROMEBOOKS AND LICENSES	\$28,953.60
GENERAL	DISTRICT	DANBURY PUBLIC SCHOOLS	THREE (3) SPED PLACEMENTS AT AIS MAGNET SCHOOL	\$20,000.00
GENERAL	DISTRICT	COOPERATIVE EDUC SERVICES	2016-2017 TUITION FOR ONE (1)	\$19,619.00
GENERAL	CO	INTECH HEALTH VENTURES	AFFORDABLE CARE ACT REPORTING SERVICE	\$11,667.00
GENERAL	DISTRICT	BRIDGEPORT BOARD OF ED	ENCUMBRANCE FOR REGULAR ED TUITION	\$10,000.00



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
MAY 2, 2017 MEETING

Requesting Approval Across MOC	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
	DOGA-1	TURF FIELD SECURITY CAMERA SYSTEM	\$58,853.00	C.O.	TURNOVER SAVINGS BAZ33143	CERTIFIED TEACHER SALARIES 51115	C.O.	CAPITAL - TECHNOLOGY BZZ25847	FURNITURE & FIXTURES 57500
	DOGA-2	ADVERTISING FOR OPEN POSITIONS & BID/QUOTES	\$4,000.00	C.O.	PLANNING AND EVALUATION BAZ25443	PROFESSIONAL SERVICES 53200	C.O.	BOARD OF EDUCATION BAZ23143	ADVERTISING SERVICES 55400
	NMHS-1	PROJECT LEAD THE WAY TRAINING	\$300.00	NMHS	SCIENCE BLE10008	GENERAL EQUIPMENT 57400	NMHS	SCIENCE BLE10008	IN SERVICE 53220
	NMHS-2	PURCHASE SUMMER READING BOOKS	\$769.00	NMHS	LIBRARY BLE22235	GENERAL EQUIPMENT 57400	NMHS	LIBRARY BLE22235	LIBRARY BOOKS 56420
	SMS-1	TRACK MEET DUES	\$100.00	SMS	INTERSCHOLASTIC SPORTS BLD32040	GROUND'S MAINT. 54303	SMS	INTERSCHOLASTIC SPORTS BLD32040	DUES & FEE'S 58100

Informational Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
	DOGA-3	LEGAL SERVICES FOR FIRMS OTHER THEN PRIMARY COUNCIL	\$6,739.00	C.O.	PLANNING AND EVALUATION BAZ25443	PROFESSIONAL SERVICES 53200	C.O.	BOARD OF EDUCATION BAZ23143	LEGAL SERVICES 53010
	FAC-1	RE-ADJUSTING PO BY LOCATION THROUGH FISCAL YEAR END	\$2,490.79	NES	CUSTODIAL & HOUSEKEEPING BFB26143	TRASH PICKUP 54101	NMHS	CUSTODIAL & HOUSEKEEPING BFE26143	TRASH PICKUP 54101
			\$704.83				SNIS	CUSTODIAL & HOUSEKEEPING BFF26143	
			\$300.00				CO	CUSTODIAL & HOUSEKEEPING BFZ26143	
	DOI-1	PURCHASE OF WORLD LANGUAGE, SCIENCE AND SOCIAL STUDIES TEXTS WITH SAVINGS FROM MATH TEXT LICENSING	\$1,717.08	NMHS	MATHEMATICS BLE10007	TEXTBOOKS 56410	NMHS	WORLD LANGUAGE BLE10003	TEXTBOOKS 56410
			\$2,455.19	SMS	MATHEMATICS BDA10007			SCIENCE BLE10008	
			\$28,296.71	SNIS	MATHEMATICS BFA10007			SOCIAL STUDIES BLE10010	

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

April 27, 2017

Mr. Joshua Smith
Superintendent
50 East Street
New Milford, CT 06776

Dear Mr. Smith:

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.

Northville Elementary School

\$1,100.00 Author David Schwartz presentation for Pre K-2 for Literature Enrichment

Hill and Plain Elementary School

\$1,197.00 Chris Johnson's "Yes I Can" for Character Ed Program for the whole School for Character Ed program

\$1,260.00 Second Grade field trip to the Pratt Center for Maple Syrup making. This covers the full cost of the trip.

Sarah Noble Intermediate School

\$5,000.00 Transportation to the CT Science Center for all Third Grade students

Schaghticoke Middle School

\$5,500.00 Offset the cost for the Eighth Grade field trip to Lake Compounce. This trip aligns with the 8th grade science curriculum.

\$5,500.00 Offset the cost for the Seventh Grade field trip to Silver Lakes. The students will participate in team building challenges.

Schaghticoke Middle School (Cont'd)

\$1,560.00 Paul Volponi, sports fiction author, will present to all SMS students

\$21,117.00 Grand Total

Sincerely,
Kathleen Lewis
TW PTO President



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

MEMORANDUM

3D-1

TO: Joshua D. Smith, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 2, 2017
RE: Bid # E-1617-112919 - Septic Tank & Grease Traps

On Friday, April 21, 2017 at 12:00 p.m., two (2) vendors submitted bids to pump and inspect each tank indicated in the scope of services throughout the district. We required the bidders to separate costs with two (2) prices:

- The cost to pump and visually inspect each tank as indicated
- The dumping fee associated with bringing the refuse to the waste treatment plant

The results are below:

- | | | |
|-------------|--------------------|-------------|
| • Bidder #1 | WestConn Septic | \$15,320.00 |
| • Bidder #2 | New Milford Septic | \$12,625.00 |

Bidder #2, New Milford Septic submitted the best prices and provided detailed by location price breakdowns as part of their submission. They have an excellent service track record with the district and know our tanks and buildings. It is for these reasons in addition to price that we are recommending awarding the bid to Bidder #2, New Milford Septic.

I will be glad to discuss this at the Operations Sub-Committee meeting on May 2, 2017 along with Kevin Munrett, the Facilities Manager, to answer any and all questions regarding this request for proposal.

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



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

MEMORANDUM

3D-2

TO: Joshua D. Smith, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 2, 2017
RE: Bid # E-1617-112920 - Boiler and Burner Service and Clean

On Friday, April 21, 2017 at 2:00 p.m., three (3) vendors submitted bids for the annual cleaning, tuning and calibration & inspection of all boilers and oil fire hot water heaters for the five (5) schools and one (1) Central Office Building in the district. The results are below:

- | | | |
|-------------|---------------------|-------------|
| • Bidder #1 | Pen Mar | \$10,600.00 |
| • Bidder #2 | McKinney Mechanical | \$24,590.00 |
| • Bidder #3 | AirTemp Mechanical | \$25,860.00 |

After seeing the price Pen Mar had submitted we double checked with the vendor. Kevin Munrett spoke with Marty Steiglitz from Pen Mar and was assured that his price of \$10,600.00 is an "all in price" to clean all boilers, burners and hot water heaters in the district as outlined in the scope of services that went out with the bid. Marty Steiglitz from Pen Mar has cleaned boilers for the district in the past, has been in business since 1970 and knows the ins and outs of our equipment. Based on the factors above we would recommend to the Board that they choose Bidder #1, Pen Mar.

I will be glad to discuss this at the Operations Sub-Committee meeting on May 2, 2017 along with Kevin Munrett, the Facilities Manager, to answer any and all questions regarding this request for proposal.

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

Table 1 - Total students/enrollments per area: To complete the FY 2016 *Final* column, use data from your district's final Program Profile report for FY 2016. To complete the FY 2017 *Year to Date* column, refer to the current Program Profile report.

	FY 2016 Final		FY 2017 Year to Date	
	No. of Students	No. of Enrollments	No. of Students	No. of Enrollments
Citizenship/Americanization	6	15	12	16
English as a Second Language (ESL)	38	60	37	48
Elementary Basic Skills (ABE) and (GED) Preparation	7	12	1	1
High School Credit Diploma Program	46	324	48	373
High School National External Diploma Program	n/a	n/a	n/a	n/a
TOTALS	97	411	98	438

Table 2 - Projected number of students in Adult Education programs: Based on the data reported in Table 1, enter by district and by program type, the projected number of students expected for FY 2018. Be sure to list cooperating districts in order of town code. *Each cooperating district must have a projected enrollment in asterisked (*) columns and in at least one applicable secondary completion area.

District Name	Americanization/ Citizenship (01)*	ESL (02)*	Elementary Basic Skills (03)*	GED Prep. (04)	Credit Program (05)	External Diploma (06)	TOTAL (07)
Provider:	6	17	4	3	40	N/A	70
Cooperating Districts	3	4	2	2	4	N/A	15
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
GRAND TOTAL	9	21	6	5	44	0	85

PROGRAM QUALITY

When developing your program goals, objectives, activities and measurable outcomes for this section, please refer to your district's **final FY 2017 Program Profile and Provider Performance Summary** reports, as well as Connecticut's Core Performance Benchmarks from the State Plan for Adult Education, as guides. The adult education programs should establish their goals and measure their performance goals in accordance with the above documents.

Identifying Adult Education Program Goals and Objectives

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

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

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

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

*Mandatory Goal for 2017-2018

When stating your goals and objectives, be sure to:

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

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

Goal 1: Implementation of College and Career Readiness standards	
Objectives: Program curriculum will reflect college and career readiness standards and be meaningful to career pathways.	
Activities	Measurable Outcomes
<ul style="list-style-type: none"> What specific activities will you undertake? 	<ul style="list-style-type: none"> What specific, measurable results do you expect? How will you verify these results have been achieved?
<p><u>Technology</u> Students will become familiar with the components of online learning, use of blackboard and communicating with instructors via email all things expected in college.</p> <p>Staff will be active the use of Virtual High School to increase educational opportunities for students.</p> <p>Student will be required to make presentations via a variety of technology to ensure readiness as employees and college students. Use of smartboards, video, power point and prezzi among the modalities used.</p> <p><u>Curriculum</u> Staff will review and identify curriculum that develops competencies needed by adults to achieve college and career readiness.</p> <p>All new Staff will attend mandatory CCR100 series training with ATDN At least one teacher will be certified in the 200 series</p> <p>Students will have access to a variety of career pathway options through development of clear pathway courses.</p> <p><u>Community based career pathway collaborations.</u> Certificate programs, job shadowing and speakers will link student interests to real world application and reinforce the CCR standard instruction taught in the classroom.</p> <p>New Milford Adult Education will continue collaboration with CT Community Culinary School to allow students to receive training in the Culinary Arts pathway. New Milford will continue to offer C.N.A. certification classes to students interested in the Health Care pathway</p> <p>New Milford will continue to collaborate with the Red Cross to offer CPR certification.</p>	<p>5 Students will obtain at least .5 credits via Virtual High School. Grades and credits will be documented in CARS</p> <p>New Milford will maintain a learning coordinator and at least 2 staff members will be mentors in the Virtual High School. Online coordinator and mentors registered with VHS.</p> <p>All classes will require students to prepare presentations as a part of their grade. All grades and credits will be documented in CARS</p> <p>Existing curriculum will be reviewed to ensure compliance with college and career readiness standards. New curriculum will be developed in a variety of career pathways. All offered classes will reflect CCR standards. Curriculum will be on file in the AE office.</p> <p>100% of staff will obtain certification in CCR100 level.</p> <p>One 200 series trained teacher will be certified and on file in AE office.</p> <p>Curriculum will be on file in the AE office. Adult Ed staff will develop print material detailing pathways and course selections relating to those pathways. Copies will be on file in the AE office. Guidance will meet with each student after orientation to establish pathways of interest and plan students schedule accordingly.</p> <p>At least 2 students will successfully complete the full certificate program as documented in CARS.</p> <p>At least 2 students will successfully complete the full certificate program as documented in CARS.</p> <p>At least 4 students will successfully complete certification as documented in CARS.</p>

Goal 2: Student Retention	
Objectives: To improve the quality of student life and learning (retention) by establishing/maintaining student-centered policies, procedures, and programs that integrate students into the academic and community environment	
Activities	Measurable Outcomes
<ul style="list-style-type: none"> What specific activities will you undertake? 	<ul style="list-style-type: none"> What specific, measurable results do you expect? How will you verify these results have been achieved?
<p>New students will attend orientation to NMAE 12-16 hours of career interest assessment, self reflection, learning style identification, teamwork and cooperative learning practice, accuplacer practice, study skills and note taking brush up.</p> <p>All students will be informed of the programs policies and rules.</p> <p>Students will be encouraged to take ownership of their program through participation in student council, program events and community activities.</p> <p>Student portfolio and transition plans will be developed by student, guidance, and classroom instructors in career path of interest to make program more focused for students success.</p> <p>New Milford Adult Education classes will provide career and college ready curriculum that will assist students in identifying career goals and expose them to the skills needed to function beyond high school.</p> <p>Guidance will:</p> <ul style="list-style-type: none"> Meet with all students routinely to establish goals and assist them in the transition process.. Contact students who are in danger of losing credit to inform them of their options. Call students who are absent on a regular basis and discuss support. Follow-up contact made through mailings for students who have stopped attending the program. Send home progress reports to indicate present level of achievement and issue report cards each semester. 	<p>Students will gain an understanding of the program they are enrolling in, the expectations involved and become comfortable with the building prior to class start. Students will demonstrate this by obtaining a passing grade as documented in CARS and by completion of questionnaires and journal writings that will be placed in their portfolios.</p> <p>Students will be given handbook and forms. Signed forms will be placed in student folder located in office.</p> <p>Students will complete evaluations and interest surveys. Classroom teacher will document attendance.</p> <p>80% of students will obtain passing grades in orientation and transitions classes as documented in CARS.</p> <p>All HSD students will be offered career pathway and transition classes. 75% of students enrolled will obtain a passing grade and HSD credit as documented in CARS.</p> <p>Students will have the opportunity to discuss individual problems/concerns with a guidance counselor. 60% of the students will return to class and attempt to complete required assignments.</p> <p>Students will receive letters to encourage them to return to school and to call us with problems/concerns. 60% of the students who receive mailings will return to the program. Copies of guidance mailings will be placed in students files.</p>

Goal 3: Interagency collaboration	
Objectives: To continue to expand the opportunities for students to learn about their community, the resources within that community and to experience career pathways in a real life setting	
Activities • What specific activities will you undertake?	Measurable Outcomes • What specific, measurable results do you expect? How will you verify these results have been achieved?
Continue current collaborations: CT culinary C.N.A. Training Red Cross Maintain Chamber of Commerce membership to keep abreast of community issues Maintain a collaboration with local WIB, BRS and add new collaboration with Robotics and Beyond Meet with community to form more career based collaborations in pathways such as: Early Childhood Education, IT, Manufacturing Use local speakers from government, social services, law enforcement as relates to curriculum and career pathways. Provide speakers from a variety of postsecondary programs and the military to provide students with information and the opportunity to ask questions in a supportive environment	At least 2 students will successfully complete the full certificate program as documented in CARS. At least 2 students will successfully complete the full certificate program as documented in CARS. At least 4 students will successfully complete certification as documented in CARS. As demonstrated by paid invoice for yearly membership Documentation of visits on file in AE office. At least 2 new collaborations will be made as demonstrated by at least 4 students successfully job shadow as documented in CARS. Students will have a better understanding of how real life applies to the curriculum .Students will complete an evaluation of each speaker and the topic and place it in their portfolio. Students will have a better understanding of the postsecondary opportunities available to them. Students will complete an evaluation of each speaker and the topic and place it in their portfolio.

Provider: New Milford Adult Education

Professional and Organizational Development Plan

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

NOTE: For FY 2017-18, all providers must include College and Career Readiness Implementation Standards as a PD activity.

Planned Professional/Organizational Development Activities FY 2017-18				
Identified PD Need	Goal #	Proposed Approaches, Resources, Strategies, Techniques and/or Instructional Programs, etc.	Expected Outcomes	Number of Staff to be served
CAACE	1,2,3	Involve a number of adult education teachers from different aspects of the program allowing them to network with their contemporaries gaining current information and techniques in their various subject areas.	Attending staff will be able to identify new approaches in their area of interest and share this with their colleagues when they return to the district.	4
Statewide Policy Forum, Facilitator Training, Workforce, Disabilities Workshops	1,2,3	Designated staff will attend mandatory state meetings and bring information back to the program	Staff will stay current with state policies and procedures in all program areas.	2
Orientation to the program Program planning	1,2,3	Hold orientation/planning meetings with all teachers prior to the beginning of each semester.	Teachers will know the program expectations and will be able to articulate these to their students.	10-20
Professional Development	1,2,3	Professional Development Workshops— Areas of Concentration : Career Pathways and CCR including mandatory 17 hours of CCR State req training	Curriculum will be in alignment with College and Career Readiness (CCR) standards in a variety of career pathways	6
				\$750
				\$408
				\$1,390
				\$4,000

STATEMENT OF ASSURANCES

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

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.

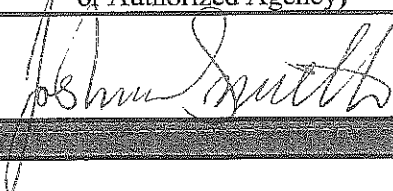

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other 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 State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

SIGNATORY AUTHORIZATION

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

1. knowledge and acceptance of the proposed program and budgets; and
1. agreement to abide by the Statement of Assurances A-N listed on pages seven through 10.

DISTRICT/AGENCY NAME	District Code	SIGNATURE (Provider Superintendent of Schools or Authorized Agency)	Provider District Budget Total (state/local dollars)
PROVIDER DISTRICT:	096		\$143,000
COOPERATING DISTRICTS: (Must be Listed in Numerical District Code Order)	District Code	SIGNATURE (Cooperator Superintendent of Schools Or Authorized Agency Head)	Payments anticipated from Cooperating Districts for Eligible Expenditures C.G.S. Sec. 10-67
01 Region 12	212		\$2,400
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
Total Anticipated Payments from COOPERATORS ONLY:			2,400

During the program year, any change in program plan or budget requires a program modification signed by the providing agency head and subsequently approved by the CSDE.

NO MODIFICATION WILL BE ACCEPTED AFTER MARCH 15, 2018.

New Milford Adult Education Profile Report for 2017

Program Information

Program/District: New Milford	Director: Joshua Smith
Cooperating Districts: REG DIST #12	
Total Grant Funds: State / Local: \$163,000 Federal: \$75,000	Number of Program Sites: 1

Community Needs:

Number (Percent) of Adult Population, 18 or older, without a high school diploma:	1,428 (6.8%)
Number (Percent) of Adult Population, 18 or older, who do not speak English well:	268 (1.3%)

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	60	1	0	1	1
Adult High School Credit Diploma Program	1,104	30	18	48	373
Citizenship	16	10	2	12	16
English as a Second Language (ESL)	288	28	9	37	48
Total:	1,468	69	29	98	438

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	9	17	26
19 - 21	7	5	12
22 - 24	1	1	2
25 - 44	22	20	42
45 - 59	6	7	13
60+	2	1	3
Total:	47	51	98

Ethnicity	Females	Males	Total
Hispanic/Latino	20	21	41
Not Hispanic/Latino	27	30	57
Total:	47	51	98

Race	Females	Males	Total
American Indian/Alaskan Native	0	2	2
Asian	4	4	8
Black / African American	1	2	3
Two or More Races	1	1	2
White	21	21	42
Total:	27	30	57

Student Characteristics at Entry

Entry Status	Number
Employed	54
Unemployed - Seeking Employment	26
Unemployed - Not Seeking Employment	18
On Public Assistance	0
Homeless	0
Immigrant	13
With a Disability	0
Even Start	0
Parent of Child(ren)	
5 years of age or younger	10
6 to 10 years of age	5
11 to 18 years of age	18

Goals/Reasons for Enrollment	Number
Enter Employment	3
Retain Employment	8
Earn a Diploma	40
Enter Postsecondary	11
Improve Basic Skills	55
Progress Towards Diploma	14
Enhance Family Literacy	10
Earn Citizenship	22
Vote	2
Use Community Services	6
Enter Military	0
Court Ordered	0
Required for Public Assistance	0

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
Beginning Literacy	1	26	64.20%	0.00%	0.00%	0.00%	0.00%
Total:	1	26	64.20%	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
Low Beginning	2	29	50.00%	50.00%	50.00%	50.00%	50.00%
High Beginning	3	43	53.33%	33.33%	33.33%	33.33%	33.33%
Low Intermediate	8	37	43.27%	25.00%	0.00%	25.00%	25.00%
High Intermediate	1	64	55.17%	0.00%	0.00%	0.00%	0.00%
Advanced	4	48	48.48%	0.00%	0.00%	0.00%	0.00%
Total:	18	221	47.55%	22.22%	11.11%	22.22%	22.22%

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	18	164	55.18%	5.56%	0.00%
Students with 11 or more credits	30	175	62.42%	30.00%	20.00%
Total:	48	339	59.60%	20.83%	12.50%

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%	83%

Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	72%	97%
General Educational Development	0%	100%

Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	3 (100%)	2 (67%)
	12+ Hours	1 (33%)	1 (100%)
ESL (Combines ESL and Citizenship)	1+ Hours	74 (100%)	22 (30%)
	12+ Hours	49 (66%)	18 (36%)
Credit Diploma Program	1+ Hours	52 (100%)	0 (0%)
	12+ Hours	48 (92%)	0 (0%)

Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	4	50%

Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Total
English	22.50		22.50
Math	7.00		7.00
Science	17.25		17.25
Social Studies - Civics	0.00	1.50	1.50
Social Studies - US History	0.00	1.00	1.00
Social Studies - Other	13.75		13.75
Voc Ed / Art	5.00		5.00
Electives	17.75	6.00	23.75
Total:	83.25	8.50	91.75

Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	3
GED	1
CDP	7
EDP	0
Counselors	1

GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
New Milford Adult Education	1	0	0	0	1	0
Total:	1	0	0	0	1	0

Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	0	0	0	0
12 or more	6	0	0	0
Total:	6	0	0	0

Printed On
4/10/2017

ED-244 FY 2018

Line Item Questions contact: marcy.reed@ct.gov - (860) 807-2130

Town Name: **New Milford** Town Code: **096**
 Budget Guide: <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf>

111A- Non-Instructional (Administrator/Supervisor Salaries)

Total: \$14,210

[illegible]

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111B Instructional (Teachers)

Total: \$44,931

[illegible]

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Total: \$0

112A Instructional (Education Aides)

[illegible]

112B Non-Instructional (Clerical)

Total: \$18,458

[illegible]

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119 Non-Instructional (Other)

Total: \$37,451

[illegible]

Total	\$7,252
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To clear a cell: Right click on cell then choose "Clear Contents"

Total: \$645

330 Employee Training and Development Services

Total: \$0

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Total: \$0

[illegible]

Total: \$0

[illegible]

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

Total: \$580

[illegible]

Total: \$10,790

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Total: \$4,535

[illegible]

Total: \$1,911

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Total: \$4,637

[illegible]

Total: \$0

[illegible]

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Total: \$0

[illegible]

GRAND TOTAL: \$145,400

FISCAL YEAR: 2018

ED-114 BUDGET FORM

GRANTEE NAME: New Milford Adult Education		TOWN CODE:096																																																									
GRANTEE TITLE: ADULT EDUCATION PROVIDER																																																											
PROJECT TITLE:																																																											
FUND: 11000	SPID: 17030	YEAR: 2018	PROG: 84002	CFI: 170013																																																							
GRANT PERIOD: 07/01/2017- 06/30/2018		AUTHORIZED AMOUNT: \$																																																									
AUTHORIZED AMOUNT BY SOURCE:																																																											
LOCAL:		COOP DUE:		STATE:																																																							
<table border="1"> <thead> <tr> <th>CODES</th> <th>DESCRIPTIONS</th> <th>STATE/LOCAL</th> <th>COOP REV</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>111A</td> <td>NON-INSTRUCTIONAL</td> <td>\$70,119</td> <td>\$0</td> <td>\$70,119</td> </tr> <tr> <td>111B</td> <td>INSTRUCTIONAL</td> <td>\$42,531</td> <td>\$2,400</td> <td>\$44,931</td> </tr> <tr> <td>200</td> <td>PERSONAL SERVICES-EMPLOYEE BENEFITS</td> <td>\$7,252</td> <td>\$0</td> <td>\$7,252</td> </tr> <tr> <td>322</td> <td>IN SERVICE</td> <td>\$645</td> <td>\$0</td> <td>\$645</td> </tr> <tr> <td>330</td> <td>EMPLOYEE TRAINING AND DEVELOPMENT SERVICES</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>400</td> <td>PURCHASED PROPERTY SERVICES</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>500</td> <td>OTHER PURCHASED SERVICES</td> <td>\$11,370</td> <td>\$0</td> <td>\$11,370</td> </tr> <tr> <td>600</td> <td>SUPPLIES</td> <td>\$11,083</td> <td>\$0</td> <td>\$11,083</td> </tr> <tr> <td>700</td> <td>PROPERTY</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>\$143,000</td> <td>\$2,400</td> <td>\$145,400</td> </tr> </tbody> </table>					CODES	DESCRIPTIONS	STATE/LOCAL	COOP REV	TOTAL	111A	NON-INSTRUCTIONAL	\$70,119	\$0	\$70,119	111B	INSTRUCTIONAL	\$42,531	\$2,400	\$44,931	200	PERSONAL SERVICES-EMPLOYEE BENEFITS	\$7,252	\$0	\$7,252	322	IN SERVICE	\$645	\$0	\$645	330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	\$0	\$0	\$0	400	PURCHASED PROPERTY SERVICES	\$0	\$0	\$0	500	OTHER PURCHASED SERVICES	\$11,370	\$0	\$11,370	600	SUPPLIES	\$11,083	\$0	\$11,083	700	PROPERTY	\$0	\$0	\$0	TOTAL		\$143,000	\$2,400	\$145,400
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ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION

DATE OF APPROVAL

REVISOR REQUEST DATE PROGRAM MANAGER AUTHORIZATION

APPENDIX A
PROPOSAL COVER SHEET
FOR 2017 – 2018 ADULT EDUCATION PROGRAM ENHANCEMENT PROJECTS
Bureau of Health/Nutrition, Family Services and Adult Education

Title of Grant: Pathway's to the Future
 IEL/Civics ESL for Life and Work

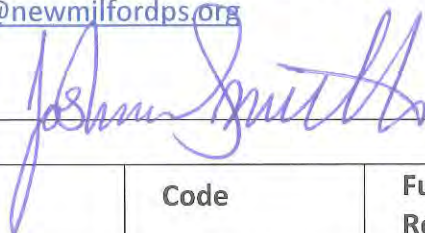
Applicant Organization: New Milford Adult Education

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

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

Submitted By: Joshua Smith, Superintendent of Schools 860 355-8406
 50 East Street, New Milford CT 06776
Smithj@newmilfordps.org

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



Priority Area	Code	Funds Requested	Matching Funds
Workforce Readiness – Elementary, ESL and ABE/GED	AE-18-1E		
Workforce Readiness – CDP, NEDP	AE-18-1S	\$40,000	\$10,012
Integrated Education and Training (IET)	AE-18-2S		
Transition to Postsecondary Education and/or Training	AE-18-3S		
Family Literacy Services – Elementary, ESL and ABE/GED	AE-18-4E		
Family Literacy Services – CDP, NEDP	AE-18-4S		
Expansion of the NEDP	AE-18-5		
Corrections Education and Other Institutionalized Individuals or Special Populations	AE-18-6		
English Language Acquisition (ELA) Integrated English Literacy and Civics Education (IEL/Civics)	AE-18-7	\$45,000	\$11,365
Connecticut Adult Virtual High School	AE-18-8		
Total Funds Requested		85,000	21,377
Date Submitted: 4/26/2017			
Date of Board or Agency Approval: Pending Board Approval Meeting May 9th. Minutes with acceptance to follow.			

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Workplace Readiness- Pathway's to the Future abstract and plan	Page 6-8
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Appendix E Attestations	Page 15
Appendix F GEPA	Page 16
Appendix G Edit Check	Page 17
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Appendix K Debarment	Page 22-23
Notification to Bidders	Page 24-25
Affirmative Action Plan	Page 26
ED 114 ESL for Life and Work	Page 27
Budget narrative ESL for Life and Work	Page 28-35
Matching Funds Budget narrative ESL for Life and Work	Page 36-43
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Budget narrative Pathway's to the Future	Page 45-51
Matching Funds Budget narrative Pathway's to the Future	Page 52-59
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**APPENDIX B
PRIORITY AREA ABSTRACT**

Priority Area Name: English Language Acquisition (ELA) and Integrated English Literacy and Civics Education (IEL/Civics)	Project Title: ESL for Life and Work
Applicant Organization: New Milford Adult Education	Project Director: Christine Martin
Beginning Date: 7/1/2017	End Date: 6/30/18
Requested Federal Funds: \$45,000	Program Area : (ABE, ESL, GED, CDP, NEDP, Citizenship): ESL, Citizenship
Planned Number of Students: 45 ESL/10 Citizenship=55 students	Cost Per Student: \$818

STATEMENT OF NEED/TARGET POPULATION:

Our current program profile identifies at least 268 residents who do not speak English. Besides the 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 beginner through advanced students, aged 17 and above, who are basic skills deficient and want to enter or upgrade their position in the workforce and/or who want to obtain high school credentials and proceed to post-secondary schooling. Many also wish to improve their English speaking, listening and writing skills and learn about their community, their new country and possibly obtain citizenship.

PROJECT DESIGN:

Our preparation of ESL students to be productive employees, parents and community members begins with identifying student strengths and weakness, supporting and strengthening basis skills, providing cultural and community education and providing educational opportunities in a variety of career pathways. Building on existing strengths (C.N.A. program successful in CDP) extending ongoing collaboration with CT Culinary to include qualifying ESL students and adding a Customer Service component offers students career certifications in a variety of WIB identified in need industries. Enhancing the support services of our Guidance counselor we will add the on- site presence of the American Jobs Center once a month to assist with career navigation.

PROJECT OBJECTIVES:

1. To educate students in the basic skills, soft skills and career specific skills necessary for the workforce as documented in CARS by at least a 5 point scale score gain.

- Team meetings will review and create curriculum in the following areas: skills for the workplace, bridge programs in health care, culinary, manufacturing and customer service.
 - Offer at least 80 hours of ESL instruction in multiple levels. Incorporate workforce readiness skills and career goals into all program components. Utilize the workshop style of instruction to provide intensive short bursts of instruction in student identified CCR areas. Digital Literacy integrated in all class offerings
 - Instruction in listening, speaking, reading, writing & numeracy skills in English in a real world context to improve employability, transition to higher education and improve the quality of life.
 - Offer 100 hours of IET in the Health Care pathway leading to certification.
 - Offer 100 hours of IET in the Culinary pathway leading to certification.
 - Offer 60 hours of IET in the Hospitality/Retail path leading to certification.
 - Offer technology in the form of smartboard lessons, virtual field trips, computer programs Easy ESOL, and the integration of computer instruction in all classes.
- 2. To provide support services to assist students to succeed as evidenced by student portfolio and/or office folder documentation.**
- Transition students who are looking to further their education and move to ABE/GED/CDP.
 - Guidance Counselor/Career specialist active in all classrooms.
 - Portfolio development with interest inventories, learning style identification to assist students in identifying career path of choice.
 - Addition of American Jobs Center career navigator on site once a month to interact with students and assist with job placement.
 - Provide experiential learning opportunities through exploration of community assets. Speakers from Social Services, local government and post-secondary institutions.
- 3. To promote civic understanding and assist in the path to citizenship as evidenced by test scores and/or obtaining citizenship**
- Offer at least 16 weeks of U.S. Government class for those exploring the path to citizenship.
 - All levels will be exposed to US History, Government and Citizenship within the curriculum.
 - Speakers from the community will be brought in to educate students about services available.
 - Provide parents with the tools to understand the U.S.A. school system

Semester 1	Semester 2
September First week New Student orientation	January Career pathway workshops based on returning student identified pathways
New semester begins 2 nd week of September ends beginning of January	3 rd week January New Student orientation 4 th week in Jan. semester begins ends mid May

Curriculum

Curriculum development/adaptation will be a focus this year. ESL bridge programs in career pathways for health care, culinary and customer service will be a priority. A manufacturing bridge curriculum will also be created as time and need allows. Current program curriculum on file in AE will be reviewed and updated as needed. Additional materials to be utilized include but are not limited to: SABES Curriculum, Grammar Wise 1 and 2, OPD Workplace Skills Builder, Multi-levels of Side by Side, Multi-levels of Ventures, Nursing Assistant Study Guide, NRF Customer Service student book and Health Stories.

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. Project staff includes: Christy Martin, Program manager-- Joe Neff, Guidance Counselor All current staff attended the CCR100 series for ELA and has been given the new ESL standards. New staff will attend training during this 17-18 year.

Support services

In addition to our Guidance counselor New Milford has entered an agreement with Western CT. State University with plans for them to provide us with a master's degree student in the guidance program. Under the guidance of our counselor the intern will provide additional counselor presence to enhance our current position. We will add the presence of the American Jobs Center to our program 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 –CCS utilized

New Milford will purchase CASAS E-Testing. Testing will be done for all students on admission to the program, with pre-test and post-testing prior to end of class. 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 help 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 complete program evaluation forms at the end of each class semester.

Prior performance

Statistics from 2015 program profile 9 citizenship -30 ESL students 48% made gains.

Statistics from 2016 program profile 6 citizenship -38 ESL students 57% made gains.

APPENDIX B

PRIORITY AREA ABSTRACT

Priority Area Name: Workforce readiness	Project Title: Pathway's to the Future
Applicant Organization: New Milford Adult Education	Project Director: Christine Martin
Beginning Date: 7/1/2017	End Date: 6/30/18
Requested Federal Funds: \$40,000	Program Area : (ABE, ESL, GED, CDP, NEDP, Citizenship): CDP
Planned Number of Students: 45	Cost Per Student: \$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. New Milford's latest census shows 1,428 documented adults who do not have a high school diploma. 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.

PROJECT DESIGN:

NMAE will increase 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 aware of post-secondary options and requirements.

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

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

To remediate students in the basic skills, soft skills and career specific skills necessary to succeed in the workforce. Remediation evidenced by obtaining passing grades and documenting in CARS.

- Students are assessed with the CASAS math and reading. Students testing below 235 or who demonstrate difficulty with math and/or reading will be remediated in the appropriate subject area.

- Team meetings will review and create curriculum in the following areas: skills for the workplace, and bridge programs in health care, culinary, manufacturing and customer service.
 - Offer between 30-60 hours of CCRS instruction in multiple career paths. Incorporate workforce readiness and career goals into all program components. Digital Literacy integrated in all class offerings.
 - Utilize the workshop style of instruction to provide intensive short bursts of instruction in student identified CCR areas.
 - Offer 100 hours of IET in the Health Care pathway leading to certification.
 - Offer 100 hours of IET in the Culinary pathway leading to certification.
 - Offer 30 hours of IET in the Hospitality/Retail path leading to certification.
 - Offer 14 hours of instruction in manufacturing and IT through collaboration with Robotics and Beyond
 - Offer technology in the form of smartboard lessons, digital literacy classes and the integration of computer instruction in all classes. Use of the Virtual High School to practice computer skills and enhance course offerings builds experience in navigating the blackboard system that will be invaluable in the post- secondary setting.
- 4. To provide support services to assist students to succeed as evidenced by student portfolio and/or office folder documentation**
- Guidance Counselor/Career specialist active in all classrooms.
 - Students new to the program will receive an orientation to adult education that will include a variety of career and workforce interest inventories to help clarify their goals and pathway.
 - Portfolio development with interest inventories, learning style identification to assist students in identifying career path of choice.
 - Addition of American Jobs Center career navigator on site once a month to interact with students and assist with job placement.
 - Provide experiential learning opportunities through exploration of community assets. Speakers from Social Services, local government and post-secondary institutions.
 - Students will have the opportunity for alternative ways to earn credit thru access to online classes and independent studies.

Semester 1	Semester 2
Career pathway workshops based on returning student identified pathways August -First , second and third weeks	Mid January Career pathway workshops based on returning student identified pathways
August New Student orientation 3 rd week New semester begins 4 th week ends Mid January	3 rd week January New Student orientation 4 th week in January 2 nd semester begins ends beginning of June

Curriculum

Core high school classes will be enhanced with Career pathway specific programming. C.N.A., Customer service classes will lead to certification. New Pathway programming includes development and introduction of Principles of Human Services and Medical Math. Through a new collaboration (Robotics and Beyond) students will be exposed to new elements of IT and Manufacturing that will drive further curriculum development as we see what areas students want and need to learn more about. Incorporation of SABES curriculum will continue.

Project Site(s) and Staff:

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

Project staff includes: Christy Martin, Program manager-- Joe Neff, Guidance Counselor

All Certified Classroom Instructors currently on staff attended ELA 100 series. New instructors will be scheduled to take the 100 series during the year

Support Services:

In addition to our Guidance counselor New Milford has entered an agreement with Western CT. State University with plans for them to provide us with a master's degree student in the guidance program. Under the guidance of our counselor the intern will provide additional counselor presence to enhance our current position. We will add the presence of the American Jobs Center to our program 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

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

Prior performance

2015 18 Credit Diploma graduates- 1 GED, 2 C.N.A certifications

2016 22 Credit Diploma graduates- 2 C.N.A certifications. 1 Culinary Certification

Organizational Background

New Milford Adult Education is overseen by Alisha DiCorpo Assistant Superintendent of Schools. Alisha DiCorpo comes to New Milford from the Thomaston Public Schools where she served as director of curriculum, instruction and assessment since 2014. Before that, she served as the assistant principal and then principal at Black Rock Elementary School in Thomaston.

Christine Martin has been program Facilitator since 2000 and has served as grant manager for a number of years. She became Program Manager in 2015-2016 school year. She currently serves on the State's Career Pathway task force.

Instructional staff are certified teachers all but one new staff member has taken CCR 100 series. New Staff will be taking the 100 Series this next school year. One staff has completed the CCRS 200 series Joe Neff is Guidance Counselor for New Milford. He has been counselor since 1998.

Information Management System

New Milford Adult Education uses the CASAS testing system. We have used paper and pencil versions but are making the transition to CASAS E-Testing for the 17-18 school year.

We use CARS to report all outcomes (attendance, grades, CASAS test scores, GED practice test scores). We have on staff a Data Entry secretary who has been trained in CARS and maintains records.

Recruitment and Retention

NMAE is active in the community, a member of the chamber of commerce and attend many local events. We have a monthly newsletter, a coursestorm website and a social media presence on Twitter. Program manager speaks weekly with day school counselors and administrators regarding students and meets with families as needed. We distribute fliers, brochures (ESL in multiple languages) and send office staff members out into community groups to talk about our various programs.

Future Funding

By taking this opportunity to update and create new curriculum that will be Wioa and CCRS aligned, pilot workshops in a variety of career pathways, and explore new collaborations New Milford will be in the position to utilize its local dollars and supplement as needed with our enrichment program earnings to maintain instruction once this year ends.

Professional Development

New Milford maintains staff trained yearly as disability contact, CARS data entry, and program Facilitator. We actively participate in many CAACE PD opportunities as well as ED Advance offerings. We serve on the Career Pathway task force. In house Staff development this coming year will center around curriculum development and alignment with WIOA and CCRS.

APPENDIX D
INTERAGENCY COLLABORATION
LETTER OF AGREEMENT *(This is not a Memorandum of Understanding)*

New Milford Adult Education has submitted a proposal for the Workplace skills and IEL/Civics grants. These programs will prepare students for career and college by giving them the information and tools to improve basic skills, assessments to focus them on life and career choices and programming in soft skills and a variety of career pathways to promote their success as they move beyond Adult Education.

For fiscal year 2017-18, we would like to enter into a collaborative agreement with your agency for the following services.


Responsibilities of Proposing Agency:

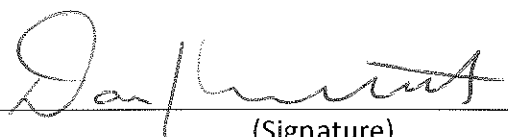
New Milford Adult Education offers HSD and ESL programs in a variety of core subjects and career pathways. We will identify those students whose chosen career pathway is Culinary and provide them with the information (Culinary math, Vocabulary) and tools (Soft skills, shadow opportunities, interview set up) to proceed to Community Culinary School of Northwestern CT.

Responsibilities of Collaborating Agency:

Creation of a Workshop –Intro to culinary that will provide a 12 hour window into the profession for those students undecided about a career path. ServSafe certification.

Direct instruction in the Culinary career Pathway leading to certification and job placement. Participants in the Community Culinary School of Northwestern CT job training program will attend classes Monday through Friday from 9:00 A.M. to 3:30 P.M. for a total of 12 weeks. The curriculum covers all facets of work in a professional kitchen. The program includes hands-on training and classroom work instructed by accredited Chef Instructors and Guest Chefs who are leaders in the area food service industry.

PROPOSING AGENCY
New Milford Adult Education
Name: Christine Martin
Title: Program Manager
Address: 388 Danbury Road
New Milford, CT 06776

(Signature)
Date: <u>4/25/17</u>

COLLABORATING AGENCY
Community Culinary School of Northwestern CT
Name: Dawn Hammacott
Title: Executive Director
Address: 40 Main St. New Milford, Ct. 06776

(Signature)
Date: <u>4/26/17</u>

APPENDIX D

INTERAGENCY COLLABORATION

LETTER OF AGREEMENT *(This is not a Memorandum of Understanding)*

New Milford Adult Education has submitted a proposal for the Workplace skills and IEL/Civics grants. These programs will prepare students for career and college by giving them the information and tools to improve basic skills, assessments to focus them on life and career choices and programming in soft skills and a variety of career pathways to promote their success as they move beyond Adult Education.

For fiscal year 2017-18, we would like to enter into a collaborative agreement with your agency for the following services.

Responsibilities of Proposing Agency:

New Milford Adult Education offers HSD and ESL programs in a variety of core subjects and career pathways. We will identify those students whose chosen career pathway is undecided and provide them with the information and opportunity to experience hands on instruction in a variety of IT and manufacturing paths .

Responsibilities of Collaborating Agency:

Creation of a Workshop –Initial list of topics:

Soldering and circuit design, 3D design for manufacturing or product design, Robotics and their programming, Graphic design and animation, Programming in Python or Java and Website programming
Cost for our part of the effort would be \$6,200. (\$37/student hour, \$515/student)

12 students maximum- 6 topics offered-One topic taught each week for 3 hours.

Students choose at least 4 topics for a total of 12 hours

Students return for up to 2 additional classes to learn more about up to two topics of special interest.

The entire program lasts 8 weeks (6 weeks with one topic per week plus 2 weeks with 3 topics offered on the class day for extra instruction)

PROPOSING AGENCY


New Milford Adult Education

Name: Christine Martin

Title: Program Manager

Address: 388 Danbury Road

New Milford, CT 06776



(Signature)

Date: 4/25/17

COLLABORATING AGENCY

Robotics And Beyond

Name: Paul Chayka

Title: Executive Director

Address: 30 Bridge Street St. New Milford, Ct.
06776

Called out of area before signing
See 11A Email that indicates
Collaboration (Signature)

Date: on 4/24/17

Martin, Christy

From: pchayka@roboticsandbeyond.com
Sent: Monday, April 24, 2017 11:53 AM
To: Martin, Christy
Subject: RE: collaboration with Robotics and Beyond

Thank you, Christy.

I believe you mean that we provide 14 hrs. of instruction divided across the 6 topics we would offer; students don't have to attend all topics but they fill in the missing time with extra hours learning more about the topics they found particular interest in. Correct?

In that case each student would need to attend at least 4 out of 6 topics to reach 12 hours and then attend another day for additional exposure to their most preferred topic.

Here are details. Just let me know if you need anything more.

Paul

Initial list of topics:

Soldering and circuit design,
3D design for manufacturing or product design,
Robotics and their programming
Graphic design and animation,
Programming in Python or Java,
Website programming, and

Cost for our part of the effort would be \$6,200.
(\$37/student hour, \$515/student)

Assumptions:

12 students maximum

6 topics offered

One topic taught each week for 3 hours.

Students choose at least 4 topics for a total of 12 hours

Students return for up to 2 additional classes to learn more about up to two topics of special interest.

The entire program lasts 8 weeks (6 weeks with one topic per week plus 2 weeks with 3 topics offered on the class day for extra instruction)

It may be possible to hold two topics on one day if a school computer room or Cut Paste & Copy computers are available and able to run the software needed for any of the last 3 topics above.

Paul

Robotics And Beyond, a 501(c)3 organization

Inspiring young minds in STEM and design

Amazon shoppers: Support us through Amazon Smile to add to our tuition assistance pool

30 Bridge St., New Milford CT 06776-3517

pchayka@roboticsandbeyond.com

www.roboticsandbeyond.org

860-799-5200

  **Instagram RoboticsBeyond**

APPENDIX D
INTERAGENCY COLLABORATION
LETTER OF AGREEMENT *(This is not a Memorandum of Understanding)*

New Milford Adult Education has submitted a proposal for the Workplace Skills and IEL/Civics grants. These programs will prepare students for career and college by giving them the information and tools to improve basic skills, assessments that focus on life and career choices and programming in soft skills and a variety of career pathways to promote their success as they move beyond Adult Education.

For fiscal year 2017-18, we would like to enter into a collaborative agreement with your agency for the following services.

Responsibilities of Proposing Agency:

New Milford Adult Education offers HSD and ESL programs in a variety of core subjects and career pathways. In addition to barriers of transportation and child care some of our students have disclosed and undisclosed issues that may require the assistance of vocational services. We would like to set up a channel of communication and referral to better assist the New Milford Community

Responsibilities of Collaborating Agency:

"The Department of Rehabilitation Services (DORS), Bureau of Rehabilitation Services (BRS) will continue to provide eligible individuals, who have physical and/or mental disabilities which impact their ability to work, with necessary vocational services. BRS will work collaboratively with the proposing agency, both accepting referrals and making referrals to them. In addition, BRS will on one occasion during the Fiscal Year of this agreement and upon request of the collaborating agency, present to Adult Education staff to describe the range of services commonly provided to consumers of the Vocational Rehabilitation program."

PROPOSING AGENCY

New Milford Adult Education

Name: Christine Martin

Title: Program Manager

**Address: 388 Danbury Road
New Milford, CT 06776**



(Signature)

Date: 4/25/17

COLLABORATING AGENCY

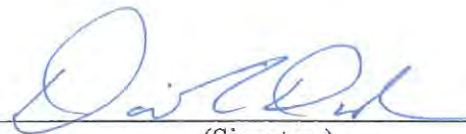
Bureau of Rehabilitation Services

Name :David F. Doukas

Title: Director

55 Farmington Ave., 12th Floor

Hartford, CT 06105



(Signature)

Date: 4-24-17

APPENDIX D

INTERAGENCY COLLABORATION

LETTER OF AGREEMENT *(This is not a Memorandum of Understanding)*

New Milford Adult Education has submitted a proposal for the Workplace skills and IEL/Civics grants. These programs will prepare students for career and college by giving them the information and tools to improve basic skills, assessments to focus them on life and career choices and programming in soft skills and a variety of career pathways to promote their success as they move beyond Adult Education.

For fiscal year 2017-18, we would like to enter into a collaborative agreement with your agency for the following services.

Responsibilities of Proposing Agency:

New Milford Adult Education offers HSD and ESL programs in a variety of core subjects and career pathways. We will identify those students who may have an interest in or whose chosen career pathway is healthcare and provide them with the opportunity to explore this pathway.

Responsibilities of Collaborating Agency:

Red Cross Certification in CPR, First Aid

100 hours of instruction (Classroom and instruction in a long term care facility) to prepare for the State certification as a C.N.A.

PROPOSING AGENCY

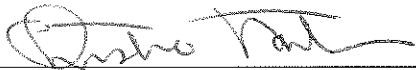
New Milford Adult Education

Name: Christine Martin

Title: Program Manager

Address: 388 Danbury Road

New Milford, CT 06776



(Signature)

Date: 4/26/17

COLLABORATING AGENCY


Red Cross, Allied Health

Name: Denise Duggan, RN, EMSI, Red Cross

Title: Certified Instructor

Address: 388 Danbury Road,

New Milford CT 06776



(Signature)

Date: 4/26/17

APPENDIX D-1
Workforce Development Board
INTERAGENCY COLLABORATION
LETTER OF AGREEMENT

New Milford Adult Education has submitted a proposal for the ~~Transition to Post-Secondary~~ ^{Error}, Workplace skills, and IEL/Civics grants. These programs will prepare students for career and college by giving them the information and tools to improve basic skills, assessments to focus them on life and career choices and programming in soft skills and a variety of career pathways to promote their success as they move beyond Adult Education.

For fiscal year 2017-18, we would like to enter into a collaborative agreement with your agency for the following services:

Responsibilities of Proposing Agency:

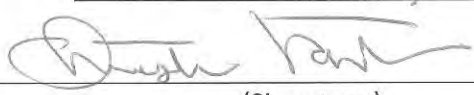

For this application, describe the specific activity to be provided by the proposing agency, the number of people to be served, the location of the activity, time period, etc.

From Aug 2017 → June 2018 provide classroom instruction, opportunities
for integrated certification in a variety of in demand industries identified
in our local WIB plan

Responsibilities of Local Workforce Board:

For this application, describe the specific activity to be provided by the WDB, the number of people to be served, the location of the activity, time period and cost, etc. If a workplace program, the employer must list contribution; e.g., employee paid release time.

Monthly presence at New Milford Adult Education to provide
information, Career Navigation and resources to the community


PROPOSING AGENCY	WORKFORCE DEVELOPMENT BOARD
<u>New Milford Adult Education</u> Name: <u>Christine Martin</u> Title: <u>Program Manager</u> Address: <u>388 Danbury Rd</u> <u>New Milford, CT 06721</u>  (Signature)	<u>Northwest Regional Workforce Board</u> Name: <u>Catherine N Anwar</u> Title: <u>Exec. Dir</u> Address: <u>249 Thomaston Ave</u> <u>Watbury, CT 06782</u>  (Signature)
For Local Workforce Board only: Grant Proposal Aligned with Local Board Plan: Yes _____ No _____ Comments: _____ _____ Signed: _____ Title: _____	

APPENDIX E ATTESTATIONS

This attestation affirms that New Milford Adult Education will adhere to the following requirements requested by the CSDE in the RFP titled *Program Enhancement Projects (PEP)* should this proposal be funded.

- Implement the CCS and ensure that appropriate staff participates in training as necessary. Eligible applicants must provide evidence that CASAS eTesting will be implemented OR use of TOPS Pro Enterprise for electronic data collection.
- Align project curriculum with the CCR standards.
- Align proposed project with the industry sectors identified by the WDB in its local plan.
- Collaborate with the Department of Rehabilitation Services. Check Web site for local/regional contact information at [Department of Rehabilitation Services](#).
- Maintain the CARS, collect and submit comprehensive and accurate data in a timely fashion for each program participant and as necessary, ensure that appropriate staff participate in training.
- Ensure that the proposed program design is of sufficient intensity and duration to meet the planned student outcomes.
- Maintain complete management control of the grant. The CSDE staff may be consulted for their technical assistance; however, they will not be directly responsible for the solicitation of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds to sub-grantees or vendors.
- Consult with staff listed in narrative to ensure their involvement in the design of the proposed project.
- Ensure that all teaching staff possesses the appropriate adult education certification.
- Ensure that the proposed curriculum is based upon research and effective educational practice as evidenced by program design.
- Ensure that all "Considerations for Funding" as described in Appendix M have been reviewed and are addressed.
- Ensure that any presenters and/or sub-contractors hired will be secured through an open and competitive process with selection based on qualifications, demonstrated ability, prior experience and fees charged. Minority contractors should be encouraged to bid for such subcontract.
- Ensure that federal funds will not be commingled with state or local funds. Costs proposed are those which are above and beyond normal operational costs and are attributed to the project described in the proposal.
- Disclose a) the dollar amount of federal funds for the project; and b) the percentage of the total cost of the project that will be financed with federal funds in any statements, press releases, bid solicitations, brochures and other documents describing this project.
- Disclose whether this or a similar proposal has been submitted to this or any other agency/ organization for funding. If so, please fill in the name of the other funding agency. _____.
- Submit the required number of final reports to the CSDE within sixty (60) days after the completion of the project. The report will include any product that was developed and a description of the process used to develop the product.
- Submit other reports, as required, on forms provided by the CSDE.
- Participate in dissemination activities and share materials, procedures or findings supported through this grant.

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

Signature of Project Director:  Date: 4/28/17

APPENDIX F

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 Workplace Readiness and IEL Civics 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.

New Milford maintains a disability contact person on staff to assist any member of our community with a needed accommodation.

Materials such as fliers produced in multiple languages when applicable.

All buildings utilized are handicap accessible.

All buildings utilized located along a bus route.

Project Director: Christine Martin

Signature of Project Director:  Date: 4/23/17

APPENDIX G

PROPOSAL EDIT CHECK 2017-2018 ADULT EDUCATION PROGRAM ENHANCEMENT PROJECTS

Applicant Agency: New Milford Adult ED Priority Area: IEL Civics
Project Title: ESL Life & Work, Pathways to the Future Workplace Readiness

Please submit this edit check with your proposal to the CSDE.

Item	Yes	No	Page #
Table of Contents is included.	✓		2
Cover Page is correctly completed and signed with date of Board/Agency approval.	✓		1
Priority Area Project Plan is included for each priority area and contains all components outlined on pages 21-25.	✓		Approval pending 3-5 6-8
Program Profile and Provider Performance Summary included or Appendix C completed.	✓		60-62 63-65
Interagency collaboration forms (minimum of five) are completed and signed.	✓		10-14
GEPA form is completed and signed.	✓		16
Attestation form is checked and signed.	✓		15
ED-114 Budget(s) is completed electronically and hard copy submitted by mail with one original copy of proposal.	✓		28-43 44-59
ED-114 Budget(s) and completed proposal submitted to CSDE electronically.	✓		
Budget Narratives are completed and accurate.	✓		
Matching funds equal at least 25 percent of total grant.	✓		
Administration costs are within 5 percent guideline. If not, waiver request is included.	✓		
The following proposal requirements are addressed:			
Assurances signed.	✓		18-21
Certification Regarding Debarment and Suspension requirements is signed.	✓		22-23
Appropriate documents in Affirmative Action packet are completed and signed.	✓		26
Collaboration Agreements completed and signed.	✓		10-14

Edit Check Completed by:

Name: Hope Kaplan
Title: Administrative Assistant Date: April 25, 2017

APPENDIX J

CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: IEL/Civics-ESL for Life and Work
Workplace Readiness-Pathways to the Future

THE APPLICANT: Joshua Smith HEREBY ASSURES THAT:
New Milford Adult Education
(insert Agency/School/CBO Name)

- 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;

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-68c 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.

Superintendent Signature: _____

Name: *(typed)*

Joshua Smith

Title: *(typed)*

Superintendent of Schools

Date: _____

4/26/17

APPENDIX K

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

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary takeover~ transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of roles 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
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.
9. 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

proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

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

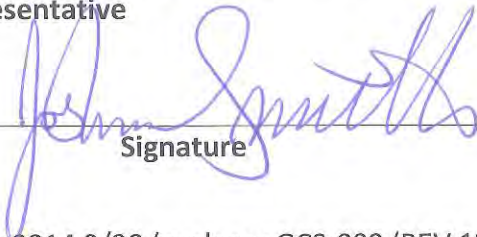
New Milford Adult Education

Name of Applicant

PR/AWARD Number and/or Project Name

Joshua Smith

Superintendent of Schools

Printed Name and Title of Authorized Representative

Signature



Date

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

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-81i(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 which 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 State Department of Education 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.

Joshua Smith
Signature

4/27/17
Date

On behalf of:

New Milford AboH Education
Organization Name

Project No: _____

388 Danbury Rd

New Milford, CT 06776

Rev. 6/99

AFFIRMATIVE ACTION PLAN

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE CONNECTICUT DEPARTMENT OF EDUCATION, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE ATTACHED AFFIRMATIVE ACTION PACKAGE AND SUBMIT AS PART OF THE PROPOSAL.

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 State Department of Education. The affirmative action plan is, by reference, part of this application.



Signature of Authorized Official



Date

Joshua Smith
Superintendent of Schools

IEL/CIVICS BUDGET ED-114 FISCAL YEAR 2018
BUDGET FORM

GRANTEE NAME:		New Milford Adult Education		VENDOR ID: 096	
GRANTEE TITLE:					
PROJECT TITLE: IEL Civics for Life and Work					
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR:	PROGRAM:	CF1: CF2:
GRANT PERIOD: 07/01/2017 – 06/30/2018		AUTHORIZED AMOUNT: \$			
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$		% ADMIN COSTS:	4.96%
CODES	DESCRIPTIONS			TOTAL	
111A	NON-INSTRUCTIONAL			\$1,680	
111B	INSTRUCTIONAL			\$33,869	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS				
322	IN SERVICE			\$550	
324	FIELD TRIPS				
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES				
500	OTHER PURCHASED SERVICES				
600	SUPPLIES			\$8,901	
700	PROPERTY				
917	INDIRECT COSTS				
	TOTAL			\$45,000	
XTLM	TOTAL LOCAL MATCHING			\$11,365	
	Matching Funds/Total			Greater than 25%	

ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF
APPROVAL

IEL/CIVICS Budget Narrative

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

Town Name: **New Milford**

Town Code: 96

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy.pdf (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: \$33,869

[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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IEL/CIVICS BUDGET ED-114 FISCAL YEAR 2018
BUDGET FORM

GRANTEE NAME:		New Milford Adult Education		VENDOR ID: 096	
GRANTEE TITLE:					
PROJECT TITLE: IEL Civics for Life and Work					
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR:	PROGRAM:	CF1: CF2:
GRANT PERIOD: 07/01/2017 – 06/30/2018		AUTHORIZED AMOUNT: \$			
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$		% ADMIN COSTS:	4.96%
CODES	DESCRIPTIONS			TOTAL	
111A	NON-INSTRUCTIONAL			\$1,680	
111B	INSTRUCTIONAL			\$33,869	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS				
322	IN SERVICE			\$550	
324	FIELD TRIPS				
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES				
500	OTHER PURCHASED SERVICES				
600	SUPPLIES			\$8,901	
700	PROPERTY				
917	INDIRECT COSTS				
	TOTAL			\$45,000	
XTLM	TOTAL LOCAL MATCHING			\$11,365	
	Matching Funds/Total			Greater than 25%	

ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF
APPROVAL

IEL/CIVICS Budget Narrative

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

Town Name: **New Milford**

Town Code: **96**

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbu (copy to browser)

111A Administrator/Supervisor Salaries (administrative costs)

Total: \$0

Position/Title (enter at least 6 characters)	Description (Optional)	Total # of Admins	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"

111B Teachers

Total: \$33,869

Program Area of Responsibility	Description (Optional)	Total # of Teachers	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure
ESL	Instr	2	Hourly	\$35.63	2.5	30		\$5,345
ESL	Instr	2	Hourly	\$35.63	5	30		\$10,689
Counselor		1	Hourly	\$35.63	5	30		\$5,345
ESL	etest coord	1	Hourly	\$21.00	4	5		\$420
ESL	etest proct	1	Hourly	\$21.00	4	5		\$420
ESL	Facilitator	1	Hourly	\$21.00	4	30		\$2,520
ESL	C.N.A.	1	Hourly	\$35.63	12	8		\$3,420
ESL	customer serv	1	Hourly	\$35.63	4	12		\$1,710
ESL	Culinary	1	Salaried	\$4,000.00	30	12		\$4,000

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

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 (administrative costs)

Total: \$0

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

590 Other Purchased Services

Total: \$0

612 Administrative Supplies (administrative costs)

Total: \$0

[illegible]

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

641 Textbooks

Total: \$2,648

[illegible]

700 Property

Total: \$0

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"

940 Indirect Costs

Total: \$0

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

Grand Total: \$45,000

IEL/CIVICS Match Budget Narrative

Line Item Questions contact:

Town Name: Town Code: Susan Pierson (860) 807-2121 (susan.pierson@ct.gov)
 Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (copy to browser)

111A Administrator/Supervisor Salaries

Total: \$2,520

Position/Title (enter at least 6 characters)	Description (Optional)	Total # of Admins	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure
program manager		1	Hourly	\$21.00	4	30		\$2,520

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

111B Teachers

Total: \$6,325

Program Area of Responsibility	Description (Optional)	Total # of Teachers	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure
Counselor		1	Hourly	\$35.63	5	31		\$5,523
Citizenship		1	Hourly	\$35.63	2.5	9		\$802

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

112A Education Aides

Total: \$0

Organization or Presenter(s) (enter at least 5 characters)		Purpose/Service Description	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

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

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

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

612 Administrative Supplies

Total: \$0

Choose One Category Major item must be > \$250 and < \$1,000	Description - Make/Model, Title, etc. (enter at least 6 characters)	Total Order/ Cost Per Item	Quantity	Total Annual Expenditure

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

641 Textbooks

Total: \$0

Program Area	Description (enter at least 6 characters)	Total/Cost Per Item	Quantity	Total Annual Expenditure

700 Property	To clear a cell: Right click on cell then choose "Clear Contents"	Total:	\$0
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940 Indirect Costs	Total:	\$0
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	Grand Total:	\$11,365
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COMPREHENSIVE ED-114 FISCAL YEAR 2018
BUDGET FORM

GRANTEE NAME:		VENDOR ID:	
GRANTEE TITLE:			
PROJECT TITLE:			
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR: PROGRAM: CF1: CF2:
GRANT PERIOD: 07/01/2017- 06/30/2018		AUTHORIZED AMOUNT: \$	
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$	% ADMIN COSTS: 3.08%
CODES	DESCRIPTIONS		TOTAL
111A	NON-INSTRUCTIONAL		\$1,232
111B	INSTRUCTIONAL		\$38,183
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		\$585
700	PROPERTY		\$0
917	INDIRECT COSTS		\$0
TOTAL1			\$40,000
XWFE	Workforce Readiness - ESL, ABE/GED		\$0
XWFS	Workforce Readiness - CDP, NEDP		\$0
XFLE	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
TOTAL2			\$0
XZLM	Matching Funds		\$10,012
Matching Funds/Total1			Greater than 25%

ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION
REVISOR REQUEST DATE PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

Comprehensive Budget Narrative

Line Item Questions contact: susan.pierson@cl.gov or (860) 807-2121

Town Name: Town Code:

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (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: \$38,183

[illegible]

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

112A Education Aides

Total: \$0

[illegible]

112B Clerical (administrative costs)

Total: \$1,232

Position/Title (enter at least 6 characters)	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
Data Entry		1	Hourly	\$14.00	4	22		\$1,232

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
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Total: \$0

[illegible]

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

322 Inservice (Instructional Program Improvement Services) (administrative costs)	Total:	\$0
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Total: \$0

[illegible]

Total: \$0

[illegible]

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

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

325 Parental Activities

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

400 Purchased Property Services

Total: \$0

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

690 Other Supplies

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

Total: \$0

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

700 Property

Total: \$0

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

940 Indirect Costs

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

Total: \$0

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

Grand Total: \$40,000

Comprehensive Match Budget Narrative

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

Town Name: Town Code:

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (copy to browser)

111A Administrator/Supervisor Salaries

Total: \$0

Position/Title (enter at least 6 characters)	Description (Optional)	Total # of Admins	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"

111B Teachers

Total: \$0

Program Area of Responsibility	Description (Optional)	Total # of Teachers	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"

112A Education Aides

Total: \$0

Program Area of Responsibility	Description (Optional)	Total # of Aides/Tutors	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure

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: \$10,012

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
security		1	Hourly	\$14.62	6.5	30	\$2,851
CDP	facilitator	1	Hourly	\$21.00	11	31	\$7,161

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

325 Parental Activities

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"

400 Purchased Property Services

Total: \$0

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

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

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

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

New Milford Adult Education Profile Report for 2016

Program Information

Program/District: New Milford	Director: Joshua Smith
Cooperating Districts: REG DIST #12	
Total Grant Funds: State / Local: \$163,000 Federal: \$75,000	Number of Program Sites: 1

Community Needs:

Number (Percent) of Adult Population, 18 or older, without a high school diploma:	1,428 (6.8%)
Number (Percent) of Adult Population, 18 or older, who do not speak English well:	268 (1.3%)

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	128	7	0	7	12
Adult High School Credit Diploma Program	1,207	25	21	46	324
Citizenship	24	0	6	6	15
English as a Second Language (ESL)	324	31	7	38	60
Total:	1,683	63	34	97	411

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	12	12	24
19 - 21	7	5	12
22 - 24	2	2	4
25 - 44	20	18	38
45 - 59	12	6	18
60+	1	0	1
Total:	54	43	97

Ethnicity	Females	Males	Total
Hispanic/Latino	27	18	45
Not Hispanic/Latino	27	25	52
Total:	54	43	97

Race	Females	Males	Total
American Indian/Alaskan Native	0	1	1
Asian	4	1	5
Black / African American	2	2	4
Two or More Races	0	1	1
White	21	20	41
Total:	27	25	52

Student Characteristics at Entry

Entry Status	Number
Employed	52
Unemployed - Seeking Employment	27
Unemployed - Not Seeking Employment	18
On Public Assistance	0
Homeless	0
Immigrant	18
With a Disability	0
Even Start	0
Parent of Child(ren)	
5 years of age or younger	6
6 to 10 years of age	2
11 to 18 years of age	9

Goals/Reasons for Enrollment	Number
Enter Employment	9
Retain Employment	5
Earn a Diploma	35
Enter Postsecondary	9
Improve Basic Skills	51
Progress Towards Diploma	17
Enhance Family Literacy	11
Earn Citizenship	11
Vote	3
Use Community Services	6
Enter Military	1
Court Ordered	0
Required for Public Assistance	0

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
Beginning Literacy	3	43	66.93%	33.33%	33.33%	33.33%	33.33%
Beginning	2	40	81.63%	50.00%	50.00%	50.00%	50.00%
Low Intermediate	1	64	94.12%	100.00%	100.00%	100.00%	100.00%
High Intermediate	1	48	70.59%	100.00%	100.00%	100.00%	100.00%
Total:	7	195	75.25%	57.14%	57.14%	57.14%	57.14%

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	7	17	27.78%	0.00%	0.00%	0.00%	0.00%
Low Beginning	2	32	28.38%	100.00%	100.00%	50.00%	100.00%
High Beginning	13	61	68.05%	84.62%	69.23%	69.23%	84.62%
Low Intermediate	6	49	51.75%	66.67%	50.00%	50.00%	66.67%
High Intermediate	3	67	63.29%	66.67%	66.67%	66.67%	66.67%
Advanced	5	55	46.62%	80.00%	40.00%	40.00%	20.00%
Total:	36	281	53.05%	63.89%	50.00%	47.22%	55.56%

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	15	263	75.70%	53.33%	0.00%
Students with 11 or more credits	31	188	83.96%	41.94%	67.74%
Total:	46	451	80.42%	45.65%	45.65%

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%	76%

Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	47%	86%
General Educational Development	28%	100%

Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	7 (100%)	7 (100%)
	12+ Hours	7 (100%)	7 (100%)
ESL (Combines ESL and Citizenship)	1+ Hours	53 (100%)	44 (83%)
	12+ Hours	44 (83%)	38 (86%)
Credit Diploma Program	1+ Hours	47 (100%)	0 (0%)
	12+ Hours	46 (97%)	0 (0%)

Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	26	77%
Math	4	75%

Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Documentation Credit	Total
English	34.75	2.00		36.75
Math	26.75	1.00		27.75
Science	35.00	0.50		35.50
Social Studies - Civics	5.50	3.50		9.00
Social Studies - US History	4.00	1.00		5.00
Social Studies - Other	9.25			9.25
Voc Ed / Art	2.75	1.00		3.75
Electives	37.25	10.50	16.00	63.75
Total:	155.25	19.50	16.00	190.75

Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	3
GED	2
CDP	8
EDP	0
Counselors	2

GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
	0	0	0	0	0	0
Total:	0	0	0	0	0	0

Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	1	0	0	0
12 or more	21	0	0	0
Total:	22	0	0	0

Printed On
10/26/2016

New Milford Adult Education Profile Report for 2015

Program Information

Program/District: New Milford	Director: Joshua Smith
Cooperating Districts: REG DIST #12	
Total Grant Funds: State / Local: \$133,400 Federal: \$59,349	Number of Program Sites: 1

Community Needs:

Number (Percent) of Adult Population, 18 or older, without a high school diploma: 1,428 (6.8%)
 Number (Percent) of Adult Population, 18 or older, who do not speak English well: 268 (1.3%)

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	120	7	1	8	14
Adult High School Credit Diploma Program	836	28	15	43	260
Citizenship	16	3	6	9	30
English as a Second Language (ESL)	260	21	9	30	50
Total:	1,232	59	31	90	354

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	10	15	25
19 - 21	4	9	13
22 - 24	4	6	10
25 - 44	18	7	25
45 - 59	9	6	15
60+	1	1	2
Total:	46	44	90

Ethnicity	Females	Males	Total
Hispanic/Latino	24	15	39
Not Hispanic/Latino	22	29	51
Total:	46	44	90

Race	Females	Males	Total
Asian	2	0	2
Black / African American	2	1	3
Two or More Races	1	0	1
White	17	28	45
Total:	22	29	51

Student Characteristics at Entry

Entry Status	Number
Employed	53
Unemployed - Seeking Employment	28
Unemployed - Not Seeking Employment	9
On Public Assistance	0
Homeless	0
Immigrant	5
With a Disability	1
Even Start	0
Parent of Child(ren)	
5 years of age or younger	5
6 to 10 years of age	1
11 to 18 years of age	13

Goals/Reasons for Enrollment	Number
Enter Employment	5
Retain Employment	4
Earn a Diploma	32
Enter Postsecondary	4
Improve Basic Skills	40
Progress Towards Diploma	23
Enhance Family Literacy	7
Earn Citizenship	13
Vote	0
Use Community Services	0
Enter Military	0
Court Ordered	1
Required for Public Assistance	0

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
Beginning	2	43	75.44%	100.00%	100.00%	100.00%	100.00%
Low Intermediate	1	58	70.73%	100.00%	100.00%	100.00%	100.00%
High Intermediate	1	16	100.00%	0.00%	0.00%	0.00%	0.00%
Low ASE	1	14	87.50%	100.00%	100.00%	100.00%	100.00%
Total:	5	131	79.92%	80.00%	80.00%	80.00%	80.00%

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	1	26	87.51%	100.00%	0.00%	100.00%	0.00%
Low Beginning	2	56	83.58%	50.00%	50.00%	50.00%	50.00%
High Beginning	7	35	58.08%	57.14%	42.86%	42.86%	57.14%
Low Intermediate	8	29	55.60%	62.50%	25.00%	37.50%	62.50%
High Intermediate	8	74	72.02%	87.50%	75.00%	87.50%	75.00%
Advanced	7	62	66.31%	71.43%	57.14%	0.00%	85.71%
Total:	33	282	66.20%	69.70%	48.48%	45.45%	66.67%

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	14	138	69.66%	21.43%	0.00%
Students with 11 or more credits	29	171	82.62%	37.93%	62.07%
Total:	43	309	78.53%	32.56%	41.86%

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%	80%

Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	48%	88%
General Educational Development	62%	100%

Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	8 (100%)	5 (63%)
	12+ Hours	8 (100%)	5 (62%)
ESL (Combines ESL and Citizenship)	1+ Hours	41 (100%)	34 (83%)
	12+ Hours	39 (95%)	33 (84%)
Credit Diploma Program	1+ Hours	44 (100%)	0 (0%)
	12+ Hours	43 (97%)	0 (0%)

Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	24	71%
Math	5	100%

Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Documentation Credit	Total
English	28.25	2.00		30.25
Math	10.00	0.50		10.50
Science	10.50	0.50		11.00
Social Studies - Civics	3.00			3.00
Social Studies - US History		1.00		1.00
Social Studies - Other	7.25			7.25
Voc Ed / Art	6.50			6.50
Electives	44.00		5.00	49.00
Total:	109.50	4.00	5.00	118.50

Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	3
GED	3
CDP	6
EDP	0
Counselors	2

GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
Prepared in New Milford Adult Education	1	1	0	0	0	1
Total:	1	1	0	0	0	1

Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	0	0	0	0
12 or more	18	0	1	0
Total:	18	0	1	0

Printed On
12/22/2015

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

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 (administrative costs)

Total: \$0

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

590 Other Purchased Services

Total: \$0

612 Administrative Supplies (administrative costs)

Total: \$0

[illegible]

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

641 Textbooks

Total: \$2,648

[illegible]

700 Property

Total: \$0

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"

940 Indirect Costs

Total: \$0

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

Grand Total: \$45,000

IEL/CIVICS Match Budget Narrative

Line Item Questions contact:

Town Name: Town Code: Susan Pierson (860) 807-2121 (susan.pierson@ct.gov)
 Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (copy to browser)

111A Administrator/Supervisor Salaries

Total: \$2,520

Position/Title (enter at least 6 characters)	Description (Optional)	Total # of Admins	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure
program manager		1	Hourly	\$21.00	4	30		\$2,520

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

111B Teachers

Total: \$6,325

Program Area of Responsibility	Description (Optional)	Total # of Teachers	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure
Counselor		1	Hourly	\$35.63	5	31		\$5,523
Citizenship		1	Hourly	\$35.63	2.5	9		\$802

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

112A Education Aides

Total: \$0

Organization or Presenter(s) (enter at least 5 characters)		Purpose/Service Description	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure

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

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

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

612 Administrative Supplies

Total: \$0

Choose One Category Major item must be > \$250 and < \$1,000	Description - Make/Model, Title, etc. (enter at least 6 characters)	Total Order/ Cost Per Item	Quantity	Total Annual Expenditure

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

641 Textbooks

Total: \$0

Program Area	Description (enter at least 6 characters)	Total/Cost Per Item	Quantity	Total Annual Expenditure

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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

940 Indirect Costs

Total: \$0

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

Grand Total: \$11,365

COMPREHENSIVE ED-114 FISCAL YEAR 2018
BUDGET FORM

GRANTEE NAME:		VENDOR ID:	
GRANTEE TITLE:			
PROJECT TITLE:			
ACCOUNTING CLASSIFICATION: FUND: 0000		SPID:	YEAR: PROGRAM: CF1: CF2:
GRANT PERIOD: 07/01/2017- 06/30/2018		AUTHORIZED AMOUNT: \$	
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$	% ADMIN COSTS: 3.08%
CODES	DESCRIPTIONS		TOTAL
111A	NON-INSTRUCTIONAL		\$1,232
111B	INSTRUCTIONAL		\$38,183
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		\$585
700	PROPERTY		\$0
917	INDIRECT COSTS		\$0
TOTAL1			\$40,000
XWFE	Workforce Readiness - ESL, ABE/GED		\$0
XWFS	Workforce Readiness - CDP, NEDP		\$0
XFLE	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
TOTAL2			\$0
XZLM	Matching Funds		\$10,012
Matching Funds/Total1			Greater than 25%

ORIGINAL REQUEST
DATE

STATE DEPARTMENT OF EDUCATION
REVISOR REQUEST DATE PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

Comprehensive Budget Narrative

Line Item Questions contact: susan.pierson@cl.gov or (860) 807-2121

Town Name: Town Code:

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (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: \$38,183

[illegible]

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

112A Education Aides

Total: \$0

[illegible]

112B Clerical (administrative costs)

Total: \$1,232

Position/Title (enter at least 6 characters)	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
Data Entry		1	Hourly	\$14.00	4	22		\$1,232

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
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Total: \$0

[illegible]

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

322 Inservice (Instructional Program Improvement Services) (administrative costs)	Total:	\$0
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Total: \$0

[illegible]

Total: \$0

[illegible]

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

46

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

325 Parental Activities

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

400 Purchased Property Services

Total: \$0

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

690 Other Supplies

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

Total: \$0

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

700 Property

Total: \$0

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

940 Indirect Costs

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

Total: \$0

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

Grand Total: \$40,000

Comprehensive Match Budget Narrative

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

Town Name: Town Code:

Budget Buddy www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/state/budgetbuddy06.pdf (copy to browser)

111A Administrator/Supervisor Salaries

Total: \$0

Position/Title (enter at least 6 characters)	Description (Optional)	Total # of Admins	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"

111B Teachers

Total: \$0

Program Area of Responsibility	Description (Optional)	Total # of Teachers	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"

112A Education Aides

Total: \$0

Program Area of Responsibility	Description (Optional)	Total # of Aides/Tutors	Hourly or Salaried	Hourly Rate/Annual Salary	Scheduled # of Hours per Week	Scheduled # of Weeks per Year		Total Annual Expenditure

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: \$10,012

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
security		1	Hourly	\$14.62	6.5	30	\$2,851
CDP	facilitator	1	Hourly	\$21.00	11	31	\$7,161

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

325 Parental Activities

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"

400 Purchased Property Services

Total: \$0

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

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

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

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

New Milford Adult Education Profile Report for 2016

Program Information

Program/District: New Milford	Director: Joshua Smith
Cooperating Districts: REG DIST #12	
Total Grant Funds: State / Local: \$163,000 Federal: \$75,000	Number of Program Sites: 1

Community Needs:

Number (Percent) of Adult Population, 18 or older, without a high school diploma:	1,428 (6.8%)
Number (Percent) of Adult Population, 18 or older, who do not speak English well:	268 (1.3%)

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	128	7	0	7	12
Adult High School Credit Diploma Program	1,207	25	21	46	324
Citizenship	24	0	6	6	15
English as a Second Language (ESL)	324	31	7	38	60
Total:	1,683	63	34	97	411

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	12	12	24
19 - 21	7	5	12
22 - 24	2	2	4
25 - 44	20	18	38
45 - 59	12	6	18
60+	1	0	1
Total:	54	43	97

Ethnicity	Females	Males	Total
Hispanic/Latino	27	18	45
Not Hispanic/Latino	27	25	52
Total:	54	43	97

Race	Females	Males	Total
American Indian/Alaskan Native	0	1	1
Asian	4	1	5
Black / African American	2	2	4
Two or More Races	0	1	1
White	21	20	41
Total:	27	25	52

Student Characteristics at Entry

Entry Status	Number
Employed	52
Unemployed - Seeking Employment	27
Unemployed - Not Seeking Employment	18
On Public Assistance	0
Homeless	0
Immigrant	18
With a Disability	0
Even Start	0
Parent of Child(ren)	
5 years of age or younger	6
6 to 10 years of age	2
11 to 18 years of age	9

Goals/Reasons for Enrollment	Number
Enter Employment	9
Retain Employment	5
Earn a Diploma	35
Enter Postsecondary	9
Improve Basic Skills	51
Progress Towards Diploma	17
Enhance Family Literacy	11
Earn Citizenship	11
Vote	3
Use Community Services	6
Enter Military	1
Court Ordered	0
Required for Public Assistance	0

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
Beginning Literacy	3	43	66.93%	33.33%	33.33%	33.33%	33.33%
Beginning	2	40	81.63%	50.00%	50.00%	50.00%	50.00%
Low Intermediate	1	64	94.12%	100.00%	100.00%	100.00%	100.00%
High Intermediate	1	48	70.59%	100.00%	100.00%	100.00%	100.00%
Total:	7	195	75.25%	57.14%	57.14%	57.14%	57.14%

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	7	17	27.78%	0.00%	0.00%	0.00%	0.00%
Low Beginning	2	32	28.38%	100.00%	100.00%	50.00%	100.00%
High Beginning	13	61	68.05%	84.62%	69.23%	69.23%	84.62%
Low Intermediate	6	49	51.75%	66.67%	50.00%	50.00%	66.67%
High Intermediate	3	67	63.29%	66.67%	66.67%	66.67%	66.67%
Advanced	5	55	46.62%	80.00%	40.00%	40.00%	20.00%
Total:	36	281	53.05%	63.89%	50.00%	47.22%	55.56%

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	15	263	75.70%	53.33%	0.00%
Students with 11 or more credits	31	188	83.96%	41.94%	67.74%
Total:	46	451	80.42%	45.65%	45.65%

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%	76%

Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	47%	86%
General Educational Development	28%	100%

Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	7 (100%)	7 (100%)
	12+ Hours	7 (100%)	7 (100%)
ESL (Combines ESL and Citizenship)	1+ Hours	53 (100%)	44 (83%)
	12+ Hours	44 (83%)	38 (86%)
Credit Diploma Program	1+ Hours	47 (100%)	0 (0%)
	12+ Hours	46 (97%)	0 (0%)

Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	26	77%
Math	4	75%

Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Documentation Credit	Total
English	34.75	2.00		36.75
Math	26.75	1.00		27.75
Science	35.00	0.50		35.50
Social Studies - Civics	5.50	3.50		9.00
Social Studies - US History	4.00	1.00		5.00
Social Studies - Other	9.25			9.25
Voc Ed / Art	2.75	1.00		3.75
Electives	37.25	10.50	16.00	63.75
Total:	155.25	19.50	16.00	190.75

Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	3
GED	2
CDP	8
EDP	0
Counselors	2

GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
	0	0	0	0	0	0
Total:	0	0	0	0	0	0

Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	1	0	0	0
12 or more	21	0	0	0
Total:	22	0	0	0

Printed On
10/26/2016

New Milford Adult Education Profile Report for 2015

Program Information

Program/District: New Milford	Director: Joshua Smith
Cooperating Districts: REG DIST #12	
Total Grant Funds: State / Local: \$133,400 Federal: \$59,349	Number of Program Sites: 1

Community Needs:

Number (Percent) of Adult Population, 18 or older, without a high school diploma: 1,428 (6.8%)
 Number (Percent) of Adult Population, 18 or older, who do not speak English well: 268 (1.3%)

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	120	7	1	8	14
Adult High School Credit Diploma Program	836	28	15	43	260
Citizenship	16	3	6	9	30
English as a Second Language (ESL)	260	21	9	30	50
Total:	1,232	59	31	90	354

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	10	15	25
19 - 21	4	9	13
22 - 24	4	6	10
25 - 44	18	7	25
45 - 59	9	6	15
60+	1	1	2
Total:	46	44	90

Ethnicity	Females	Males	Total
Hispanic/Latino	24	15	39
Not Hispanic/Latino	22	29	51
Total:	46	44	90

Race	Females	Males	Total
Asian	2	0	2
Black / African American	2	1	3
Two or More Races	1	0	1
White	17	28	45
Total:	22	29	51

Student Characteristics at Entry

Entry Status	Number
Employed	53
Unemployed - Seeking Employment	28
Unemployed - Not Seeking Employment	9
On Public Assistance	0
Homeless	0
Immigrant	5
With a Disability	1
Even Start	0
Parent of Child(ren)	
5 years of age or younger	5
6 to 10 years of age	1
11 to 18 years of age	13

Goals/Reasons for Enrollment	Number
Enter Employment	5
Retain Employment	4
Earn a Diploma	32
Enter Postsecondary	4
Improve Basic Skills	40
Progress Towards Diploma	23
Enhance Family Literacy	7
Earn Citizenship	13
Vote	0
Use Community Services	0
Enter Military	0
Court Ordered	1
Required for Public Assistance	0

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
Beginning	2	43	75.44%	100.00%	100.00%	100.00%	100.00%
Low Intermediate	1	58	70.73%	100.00%	100.00%	100.00%	100.00%
High Intermediate	1	16	100.00%	0.00%	0.00%	0.00%	0.00%
Low ASE	1	14	87.50%	100.00%	100.00%	100.00%	100.00%
Total:	5	131	79.92%	80.00%	80.00%	80.00%	80.00%

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	1	26	87.51%	100.00%	0.00%	100.00%	0.00%
Low Beginning	2	56	83.58%	50.00%	50.00%	50.00%	50.00%
High Beginning	7	35	58.08%	57.14%	42.86%	42.86%	57.14%
Low Intermediate	8	29	55.60%	62.50%	25.00%	37.50%	62.50%
High Intermediate	8	74	72.02%	87.50%	75.00%	87.50%	75.00%
Advanced	7	62	66.31%	71.43%	57.14%	0.00%	85.71%
Total:	33	282	66.20%	69.70%	48.48%	45.45%	66.67%

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	14	138	69.66%	21.43%	0.00%
Students with 11 or more credits	29	171	82.62%	37.93%	62.07%
Total:	43	309	78.53%	32.56%	41.86%

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%	80%

Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	48%	88%
General Educational Development	62%	100%

Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	8 (100%)	5 (63%)
	12+ Hours	8 (100%)	5 (62%)
ESL (Combines ESL and Citizenship)	1+ Hours	41 (100%)	34 (83%)
	12+ Hours	39 (95%)	33 (84%)
Credit Diploma Program	1+ Hours	44 (100%)	0 (0%)
	12+ Hours	43 (97%)	0 (0%)

Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	24	71%
Math	5	100%

Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Documentation Credit	Total
English	28.25	2.00		30.25
Math	10.00	0.50		10.50
Science	10.50	0.50		11.00
Social Studies - Civics	3.00			3.00
Social Studies - US History		1.00		1.00
Social Studies - Other	7.25			7.25
Voc Ed / Art	6.50			6.50
Electives	44.00		5.00	49.00
Total:	109.50	4.00	5.00	118.50

Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	3
GED	3
CDP	6
EDP	0
Counselors	2

GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
Prepared in New Milford Adult Education	1	1	0	0	0	1
Total:	1	1	0	0	0	1

Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	0	0	0	0
12 or more	18	0	1	0
Total:	18	0	1	0

Printed On
12/22/2015

NEW MILFORD PUBLIC SCHOOLS

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



Laura M. Olson
Director of Special Services

MEMORANDUM

TO: Joshua Smith
FROM: Laura M. Olson
DATE: April 27, 2017
RE: IDEA Grant

Attached you will find the Budget Narrative and State Budget pages for the IDEA, Part B, Section 611 and Section 619 grants. These are entitlement grants, not competitive grants, and funds must be spent on activities that support district goals for special education students. IDEA-611 is for students 3-21 years old and IDEA-619 is solely for activities supporting children 3-5 years old. The major expenditures for each of these grants are on staffing. The budget narrative pages explain the full-time equivalents and the actual expenditure line for each category. The IDEA-611 grant is \$850,048 and IDEA-619 is \$33,091.

District Goals supporting the grants:

1. To increase opportunities for all students with disabilities meaningful learning time with nondisabled peers.
2. To increase parent partnerships in the participation of their child's educational program.
3. To increase opportunities for students with disabilities to access technology, to promote communication, access to general curriculum and learning.
4. To provide appropriate instruction for students with specific learning and behavioral needs.
5. To increase the proficiency and accuracy of paperwork, written goals and data related to special education.
6. To promote best practices for transition planning.
7. To promote best special education preschool programming within a fully inclusive environment with nondisabled typical peers.
8. To enhance preschool programming addressing state Preschool Curriculum and other best practices.

**1a. Goals, Related Activities and Access to
IDEA-PART B, SECTION 611
Special Education and Related Services (Ages 3-21)**

ACTION STEP: Fill in information

District Goal # 1 :

To increase opportunities for all students with disabilities' meaningful learning time with nondisabled peers.

School District Planned Special Education Activities:

1. Continue to improve service delivery of co-taught classes at the high school, middle school, and elementary level.
2. Provide professional development to staff to strengthen skills to meet the needs of students behaviorally, emotionally, and in learning.
3. Provide coverage for regular and special education teachers planning and collaborative time.
4. Facilitate collaboration/communication through web-based IEP tools.
5. Provide in-service training to facilitate and teach staff and parents how to use technology to promote communication, access to general curriculum and as a learning tool.
6. Provide learning supports and related services to facilitate successful participation within the general curriculum.
7. Employ a part-time special education teacher to support school-based teams to promote inclusive educational opportunities for preschool through high school.
8. Provide OT services to promote access to the curriculum and inclusive activities.
9. Provide behavioral consultation to school teams.

District Goal # 2 :

To increase parent partnerships in the participation of their child's education program.

School District Planned Special Education Activities:

1. Provide informational opportunities around topics of interest for parents.
2. Provide staff coverage to allow for parent meetings and case conferences.
3. Provide "person-centered" planning sessions for families and school teams.

District Goal # 3 :

To increase opportunities for students with disabilities to access technology to promote communication and

access to the general curriculum and learning.

School District Planned Special Education Activities:

1. Provide technology support to staff to assist in programming personal student devices.
 2. Provide students with the technology needed to participate within the general curriculum.
 3. Provide coverage for regular and special education teachers so that they may participate in training, planning and collaboration around the use of technology within the classroom.
-

District Goal # 4 :

To provide appropriate instruction for students with specific learning needs.

School District Planned Special Education Activities:

1. Provide training in multisensory language-based reading approaches and evaluation to staff.
 2. Provide opportunities including additional tutorial sessions for reading/writing using multisensory language-based approaches and materials.
 3. Provide services to identified nonpublic students.
 4. Provide a variety of opportunities for students to participate in community activities during ESY and the school year.
 5. Provide professional development around autism.
-

District Goal # 5 :

To increase the proficiency and accuracy of paperwork, written goals, and data related to special education.

School District Planned Special Education Activities:

1. IEP Direct web-based program will be used to complete IEP and progress on goals.
-

District Goal # 6 :

To promote best practices for transition planning.

School District Planned Special Education Activities:

1. Provide opportunities for students in the transition program to attend vocational sites and work exploratory environments.
-

**1b. Goals, Related Activities and Access to
IDEA-PART B, SECTION 619
Preschool Special Education (Ages 3-5)**
ACTION STEP: Fill in information

District Goal # 1 :

Provide special education preschool program within a fully inclusive environment with nondisabled typical peers.

School District Planned Special Education Activities:

1. Provide inclusion tutor within the preschool program to assist with the needs of all students including typical peers.
 2. Provide OT services to promote access to the curriculum and inclusive activities.
-

District Goal # 2 :

To enhance preschool programming addressing state Preschool Curriculum and other best practices.

School District Planned Special Education Activities:

1. Provide professional development opportunities for staff around curriculum, language-based interventions and technology. Provide sub coverage to promote staff collaboration and professional development.
-

ED114 - FISCAL YEAR 2018

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: New Milford Public Schools

TOWN CODE: 096

GRANT TITLE: IDEA-PART B, SECTION 611

PROJECT TITLE: IDEA-PART B, SECTION 611 ENTITLEMENT GRANT

CORE-CT CLASSIFICATION:

FUND: 12060 SPID: 20977 PROGRAM: 82032

BUDGET REFERENCE: 2018

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/17 - 6/30/19

AUTHORIZED AMOUNT:\$850,048

AUTHORIZED AMOUNT BY SOURCE: CURRENT DUE: \$

LOCAL BALANCE:\$ CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	NON-INSTRUCTIONAL SALARIES	80,247.		80,247.
111B	INSTRUCTIONAL SALARIES	629,256.	20,955.	650,211.
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS (INSTRUCTIONAL, NON-PAYROLL)			
322	IN-SERVICE	11,249.		11,249.
323	PUPIL SERVICES (NON-PAYROLL)	68,929.		68,929.
324	FIELD TRIPS			
325	PARENT ACTIVITIES	500.		500.
330	EMPLOYEE TRAINING (NON-DIRECT SERVICES)	17,412.		17,412.
341	AUDIT			
350	TECHNICAL SERVICES			
440	RENTALS	14,500.		14,500.
450	CONSTRUCTION SERVICES			
510	STUDENT TRANSPORTATION SERVICES			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL	500.		500.
600	SUPPLIES-TECHNOLOGY/INSTRUCTIONAL	6,500.		6,500.
730	EQUIPMENT			
734	TECHNOLOGY RELATED HARDWARE			
735	TECHNOLOGY SOFTWARE			
917	INDIRECT COSTS			
	TOTAL	829,093.00	20,955.	\$850,048

ED114 - FISCAL YEAR 2018

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: New Milford Public Schools

TOWN CODE: 096

GRANT TITLE: IDEA-PART B, SECTION 619

PROJECT TITLE: IDEA-PART B, SECTION 619 PRESCHOOL ENTITLEMENT

CORE-CT CLASSIFICATION:

FUND: 12060 SPID: 20983 PROGRAM: 82032

BUDGET REFERENCE: 2018

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/17 - 6/30/19

AUTHORIZED AMOUNT: \$33,091.

AUTHORIZED AMOUNT BY SOURCE: CURRENT DUE: \$

LOCAL BALANCE: \$

CARRY-OVER DUE: \$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	NON-INSTRUCTIONAL SALARIES	23,605.		23,605.
111B	INSTRUCTIONAL SALARIES			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS (INSTRUCTIONAL, NON-PAYROLL)			
322	IN SERVICE	500.		500.
323	PUPIL SERVICES (NON-PAYROLL)	7,731.		7,731.
324	FIELD TRIPS			
325	PARENT ACTIVITIES	500.		500.
330	EMPLOYEE TRAINING (NON-DIRECT SERVICES)			
341	AUDIT			
350	TECHNICAL SERVICES			
440	RENTALS			
450	CONSTRUCTION SERVICES			
510	STUDENT TRANSPORTATION SERVICES			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
600	SUPPLIES-TECHNOLOGY/INSTRUCTIONAL	755.		755.
730	EQUIPMENT			
734	TECHNOLOGY RELATED HARDWARE			
735	TECHNOLOGY SOFTWARE			
917	INDIRECT COSTS			
	TOTAL			\$33,091.

BUDGET NARRATIVE – 61 District Name: New Milford Public Schools

Code	Line Item	611 Cost - Public	Justify	611 Cost Non- Public (as needed)	Justify	CEIS Reserve Set-aside (as needed)	Justify
111A	Non-Instructional Salaries (10 percent rule)	80,247.	-45 Administrator -ESY Administrator				
111B	Instructional Salaries	626,507.	-6.8 FTE Certified Teachers -0.5 FTE SW -1.0 FTE SLP -7.0 FTE Paraprofessionals	20,955.	-14 students placed at non-public schools		
200	Personnel Services- Employee Benefits						
321	Tutors (Instructional, Non-payroll)						
322	In-service	11,249.	PD for -Multisensory Reading -Co teaching				
323	Pupil Services (Non- Payroll personnel)	68,929.	-0.1 OT Services -0.5 FTE BCBA				
324	Field Trips						
325	Parent Activities	500.	-Parent Workshops				
330	Employee Training (non- direct staff)	17,412.	-IEP Direct Web-based Program				
341	Audit						
350	Technical Services						
440	Rentals	14,500.	Transition Program (18-21 yr old) Annual Van Lease				
450	Construction Services						
510	Student Transportation Services						
530	Communications						
560	Tuition						

Code	Line Item	611 Cost - Public	Justify	611 Cost Non- Public (as needed)	Justify	CEIS Reserve Set-aside (as needed)	Justify
580	Travel	500.	Mileage reimbursement				
600	Supplies- Technology/Instructional	6,500.	-software & hardware: iPad, ITouch, Chromebooks, laptops, assistive technology needs				
730	Equipment						
734	Technology Related Hardware						
735	Technology Software						
917	Indirect Costs (prior SDE approval required)						
	TOTAL EXPENSES	829,093.00		20,955.			

BUDGET NARRATIVE - 619

Code	Line Item	619 Cost - Public	Justify	619 Cost Non-Public (as needed)	Justify	CEIS Reserve Set- aside (as needed)	Justify
111A	Non-Instructional Salaries (10 percent rule)						
111B	Instructional Salaries	19,900.	-1.0 FTE Inclusion Tutor				
200	Personnel Services- Employee Benefits						
321	Tutors (Instructional, Non-payroll)						
322	In-service	1,250.	-Teacher training for preschool EXCEL staff				
323	Pupil Services (Non- Payroll personnel)	7,731.	-0.1 FTE Occupational Therapist				
324	Field Trips						
325	Parent Activities	500.	-trainings for parents				
330	Employee Training (non- direct staff)						
341	Audit						
350	Technical Services						
440	Rentals						
450	Construction Services						
510	Student Transportation Services						
530	Communications						
560	Tuition						
580	Travel						
600	Supplies- Technology/Instructional	1,710.	communication devices: iPad, ITouch, Assistive Technology supplies				

730	Equipment	2,000.	-standers, walkers, wheel chairs, sensory items				
734	Technology Related Hardware						
735	Technology Software						
917	Indirect Costs (prior SDE approval required)						
	TOTAL EXPENSES	33,091.					

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 • FAX (860) 354-3712

EXHIBIT C



Sandra Sullivan, RD, CD-N
Director

To: Joshua Smith, Superintendent of Schools
From: Sandra Sullivan
Date: April 26, 2017
Re: Annual Certifications

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the CNS.

Effective with school year 2017-18, the annual HFC Statement will be part of the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). Please see attached memo for additional information.

Additionally, the state beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether they choose the healthy food option under HFC or participate in the USDA school nutrition programs. C.G.S. Section 10-221q applies to all beverages sold as part of school meals and separately from school meals anywhere on school premises, including cafeterias, school stores, vending machines, fundraisers, and any other sources of beverage sales to students. Districts can choose to allow or not allow beverage exemptions.

Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. The CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the same time as the vote on HFC participation and food exemptions. Below is the language that addresses the exemptions and what should be voted on.


Beverage Exemptions: The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: February 6, 2017

SUBJECT: Operational Memorandum No. 5-17
New Process to Submit 2017-18 Healthy Food Certification (HFC) Statement

This memo summarizes the requirements for submitting the annual HFC Statement to the Connecticut State Department of Education (CSDE) and contains important information regarding changes to the HFC Statement submission process for school year 2017-18. It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

Annual HFC Statement

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2017-18, the HFC period is July 1, 2017, through June 30, 2018. **All public school districts participating in the NSLP must submit the *Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)* by July 1, 2017.** The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2017, or the district/school is ineligible for HFC participation during school year 2017-18.

New HFC Application Process for 2017-18

Effective with school year 2017-18, the annual HFC Statement will be part of the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). Districts will no longer submit hard copies of the annual HFC Statement to the CSDE.

The CSDE expects that the online HFC application module of the CNP System will be completed by early May 2017. In the meantime, districts **must follow the procedures below** to ensure timely submission of the 2017-18 HFC Statement by the deadline of July 1, 2017.

1. Schedule the HFC vote at a meeting of your board of education or governing authority that occurs **before June 30, 2017**. The two considerations for the vote by the board of

education/governing authority are whether to implement the healthy food option and whether to allow food exemptions.

- **Consideration 1 – Healthy Food Option:** Pursuant to Section 10-215f of the C.G.S., the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2017, through June 30, 2018. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.
 - **Consideration 2 – Exemption for Food Items:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.
2. Conduct the HFC vote at the scheduled meeting of the board of education or governing authority. Maintain a copy of the meeting minutes indicating the results of the HFC vote for the two considerations outlined in step 1 above.
 3. When the CSDE notifies schools that the HFC application module is available, complete the online HFC application module and upload the meeting minutes indicating the results of the HFC vote. *Note: The CSDE will notify all school nutrition programs by e-mail when the HFC application module of the CNP System is operational.*

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS. This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by July 1, 2017.

Schools must still submit hard copies of the interschool agreements to the CSDE. They are not submitted through the CNP Online System. The interschool agreements for school year 2017-18 are available on the CSDE’s Forms for School Nutrition Programs Web page.

Connecticut Nutrition Standards (CNS)

A summary of the CNS is available in the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's CNS Web page. The CSDE's HFC Web page provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC Presentation;
- Ensuring District Compliance with HFC;
- Fundraising with Food and Beverages;
- Guide to Competitive Foods in Schools;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Food and Beverages in Vending Machines; and
- Requirements for Food and Beverages in School Stores.

State Beverage Requirements

As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements Web page.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs Web page.



ALL-STAR TRANSPORTATION

146 Huntingdon Avenue, Waterbury, CT 06708
203-573-0555 phone 203-573-9750 fax

April 28, 2017

Anthony Giovannone
Director of Fiscal Services and Operations
New Milford Public Schools
50 East Street
New Milford, CT 06776

Dear Anthony,

Per our recent conversations, All-Star Transportation is pleased to offer the following proposal for a two (2) year extension to the Contract with New Milford Board of Education and All-Star Transportation for Pupil Transportation Services.

2017-2018

- 2.5% increase to current 2016-2017 rates
- Eliminate one (1) Type II vehicle (route run times will remain in compliance with policy)
- Replace 21 buses with new 2018 propane buses

2018-2019

- 2.5% increase to 2017-2018 rates
- Replace 19 buses with new 2019 propane buses

All other terms and conditions of existing contract will remain the same.

Should you have any questions regarding this proposal please feel free to call me or email me. All-Star Transportation looks forward to continuing to provide safe, reliable and on time transportation to the students in New Milford.

Sincerely,

A handwritten signature in black ink, appearing to read 'John R. Dufour', with a long horizontal flourish extending to the right.

John R. Dufour
President

NEW MILFORD PUBLIC SCHOOLS

Office of Technology

50 East Street

New Milford, Connecticut 06776

(860) 210-2615 FAX (860) 210-4157



Roberta J. Pratt
Director of Technology

To: Joshua Smith, Superintendent

From: Roberta Pratt

Date: 4/28/2017

Re: Turf Field Security Cameras

Kevin Munrett, Facilities Manager, and I met with our current surveillance vendor, Omni Data, to work on a site survey to include security monitoring for the high school athletic fields, track and existing structures. The system we discussed can be integrated with the current system and expanded in time as needed. The initial installation would contain short and long range cameras to view the fields.

The ability to integrate in to the current system was an important consideration in looking for a vendor and we had previously selected this vendor through a bid process for the security camera project at HPS. The work at HPS was quality work that was professionally installed. The system has the following benefits:

- Almost infinite expandability
- Wireless & Power Over Ethernet (POE) capable- (* no wires to run)
- License fees are one time only (vs annual)
- Can be accessed remotely
- Data storage is expanded and offers remote backup
- 24/7 tech support
- Increases capabilities of existing security structure

The quote for the project is \$58,852.51. This includes a wireless network for the cameras and switches that will cover the fields.



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Payable to: Omni Data, LLC
 PO Box 26653
 West Haven, CT 06516
 203-387-6664
 203-387-8745 FAX

QUOTE

Quote # Q2YQ7813
 Date 04/13/17
 Sales Rep. FrankK

Quote To:

New Milford Public Schools - Cameras
 Kevin Munrett
 386 Danbury Rd

New Milford CT 06776

Ship To:

New Milford Public Schools - Cameras
 Kevin Munrett
 386 Danbury Rd

New Milford CT 06776

Here is the quote you requested.

This quote gets you all of the cameras and most of the field covered with wireless. give me a enough backhaul to support wirelss users and all of the camras. Electrical to the pole and ethernet cabling to the building mounted access points is not included. We will supply eternet cabling material as part of the quote.

Qty	Description	Unit Price	Ext. Price
1	2U Rack Mnt WES7E Server	\$10,129.41	\$10,129.41
1	Power Cord	\$328.24	\$328.24
1	Cameras	\$1,616.47	\$1,616.47
2	HD Pro with LightCatcher Technology	\$7,058.82	\$14,117.64
1	Fisheye Camera, Day/Night, 1.45mm f/2.2, Integrated IR	\$762.35	\$762.35
1	Adapter for use with H4F cameras	\$42.35	\$42.35
1	Wall mount arm	\$49.41	\$49.41
1	Desiccant packs for use with H4F cameras,	\$7.06	\$7.06
3	Wall mount bracket for use with H4A-DP pendant dome cameras	\$42.35	\$127.05
1	Junction box for the H4A-BO-IR HD Bullet Cameras	\$63.53	\$63.53
1	Pole mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1 or HD Bullet Camera	\$63.53	\$63.53
3	Pendant Dome, 3-9mm	\$688.24	\$2,064.72
1	H4 HD Bullet, 9-22mm	\$843.53	\$843.53
2	Canon, 16-35mm, f/2.8, Auto-Iris, Vari Focal	\$2,235.53	\$4,471.06
2	Large Format Enclosure, Heater, Wall Bracket and Sunshield, IP66	\$292.94	\$585.88
2	Small dual enclosure pole mount adapter	\$52.94	\$105.88
1	20' Tall x 4.0" OD x 11ga Thick, Square Straight Steel, Anchor Base Light Pole	\$847.00	\$847.00
1	instalation of pole and materials	\$1,440.00	\$1,440.00
5	ZoneFlex T710 Unleashed, 802.11ac Wave 2 Outdoor Wireless Access Point, 4x4:4 Stream, MU-MIMO, Omnidirectional Beamflex+ coverage, 2.4GHz and 5GHz concurrent dual band, Dual 10/100/1000 Ethernet ports, 90-264 Vac, POE in and POE out, Fiber SFP, GPS, IP-67 Outdoor enclosure, -40 to 65C Operating Temperature. Includes standard 1-year warranty. For box contents, see Shipping Container Contents.	\$1,871.88	\$9,359.40
5	Mounting hardware for wireless	\$96.00	\$480.00
4	building and camera installaiton	\$1,440.00	\$5,760.00

Prices are subject to change without notice. Terms are NET 30 and subject to 1.5% monthly fee for unpaid balance. Signing this quote is agreeing to Omni Data, LLC's terms and conditions which can be found at <http://www.omnianswers.net/termsandconditions>

Qty	Description	Unit Price	Ext. Price
1	Network and equipment configuration and training	\$1,500.00	\$1,500.00
3	Nema Enclosures	\$387.00	\$1,161.00
3	8 port POE switches hardened outdoor with power supply	\$867.00	\$2,601.00
1	misc patch cables connectors and mounts	\$326.00	\$326.00
		SubTotal	\$58,852.51
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$58,852.51

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Note:

Labor quotes (applicable only if labor is included on this quotation) are estimates based on reasonable expectations and assumed physical environment. Variations in either may require an amendment to actual total but we will never charge more without prior consent from customer.

Prices are subject to change without notice. Terms are NET 30 and subject to 1.5% monthly fee for unpaid balance. Signing this quote is agreeing to Omni Data, LLC's terms and conditions which can be found at <http://www.omnianswers.net/termsandconditions>

PULLMAN & COMLEY ATTORNEYS

DATE	EXPENSE	AMOUNT
03-02-17	Telephone conferences with FOIC ombudsman; amend settlement language numerous times; telephone conference with Mr. Mullen; telephone conference with Superintendent Smith; exchange e-mails with FOIC ombudsmen; review Board policies; prepare exhibits for hearing; prepare questioning for hearing; prepare argument for hearing	\$ 704.00
03-01-17	Telephone conference with FOI Attorney Siegel; draft settlement language; review counter; draft correspondence to Superintendent Smith re: redlined version of counter; prepare questions for hearing	\$ 440.00
02-21-17	Review of notice of FOIC hearing re: Mullen complaint; conferral with attorney Shea re: same; telephone conference with Superintendent of Schools Smith re: contacting ombudsman and possible withdrawal of complaint.	\$ 154.00

Prepared on April 27, 2017

DATE	EXPENSE	AMOUNT
01-19-17	Telephone conference with Superintendent of Schools Smith re: relocation of central office and sale of school property; discussion of FOIA and executive session eligible discussions of employee performance; review of law and exchange of e-mail with Superintendent of Schools Smith re: same; response to Ms. Silverman re: wording for future agendas	\$ 264.00
01-06-17	Telephone conference with Superintendent of Schools Smith re: FOIC complaint and notice and attorney client issue	\$ 110.00
01-05-17	Download and review of notice from FOIC; filed appearance with FOIC and exchange of e-mail with Superintendent of Schools Smith's office re: same	\$ 110.00
12-12-16	Exchange of e-mail and telephone conference with Superintendent of Schools Smith re: relocation of central office to JPS, memorandum of agreement and pending FOIA complaint; review of related documents and conferrals with attorney Ceccorulli re: recording a declaration of restrictive covenants on the JPS property	\$ 726.00

DATE	EXPENSE	AMOUNT
12-09-16	Exchange of e-mail with Superintendent of Schools Smith re: FOIA complaint and defenses and download of exhibits from Ms. Silverman	\$ 88.00
12-08-16	Exchange of e-mail with Superintendent of Schools Smith re: FOIA inquiry and update re: relocation of central office to JPS	\$ 154.00
11-30-16	Draft e-mail to Superintendent Smith re: FOIA issue	\$ 22.00
11-22-16	Telephone conference with Superintendent Smith re: grievance and FOI issues	\$ 66.00
09-12-16	Review of record re: legal consultation related to application to vacate; telephone conference with and e-mail to Superintendent of Schools Smith re: same and FOIA considerations	\$ 176.00
09-06-16	Exchange of e-mail with Superintendent of Schools Smith re: FOIA questions re: visiting a piece of property; telephone conference with him re: same	\$ 110.00
09-01-16	Review of e-mailed FOIA request from NMEA and telephone conference with Superintendent of Schools Smith re: same	\$ 88.00

DATE	EXPENSE	AMOUNT
07-22-16	Review and respond to e-mail from Administrative Assistant Silverman re: FOIA and posting issue	\$ 44.00
07-19-16	Meeting with Board members and Superintendent of Schools Smith re: application to vacate, discussion re: FOIA and ex officio status and conferral with Human Resources Director Baldelli re: ADA claim and accommodation	\$ 440.00
06-03-16	Telephone conference with Administrative Assistant Silverman re: FOIA issues	\$ 22.00
TOTAL		\$3,718.00



RECOMMENDATIONS REGARDING TOWN COUNCIL AND
BOARD OF FINANCE REDUCTIONS TO THE
BOARD OF EDUCATION 17/18 ADOPTED BUDGET

AGENDA ITEM 3J
MAY 2, 2017 MEETING

T
F
A
R
D

TOTAL REDUCTIONS TO MAKE					
\$756,832					
Recommended Reductions in this section: - does not add risk - does not impact departments or programs	Item	Description	Individual Line Reduction	Running Reduction Total	Further Reductions Required
	Liability and Property Insurance	Per Insurance review and current actuals (updated 4/7/17).	\$15,831	\$15,831	\$741,001
	Workman's Comp	Per Insurance review and current actuals (updated 4/28/17).	\$72,141	\$87,972	\$668,860
	Bus Contract	Extend contract out 1 year, (reduce one bus plus a 0.5% savings from budgeted increase).	\$82,375	\$170,347	\$586,485
		Extend contract out 2 years (additional 0.5% savings).	\$19,174	\$189,521	\$567,311
	Fuel/ Propane Savings	Savings due to one less bus .	\$3,000	\$192,521	\$564,311
Recommended Reductions in this section: - adds risk - does not impact departments or programs	AESOP	Bill will be paid by Source4Teacher.	\$10,000	\$202,521	\$554,311
	District Evaluation	Outside consulting services has been used for redistricting studies. This was scheduled to be used as part of a Special Education Review that will be postponed.	\$15,000	\$217,521	\$539,311
	Livescan	Postpone purchase of digital fingerprinting machine.	\$12,000	\$229,521	\$527,311
	Turn over Savings	Increases risk of properly funding certified staffing replacements.	\$50,000	\$279,521	\$477,311
	Textbooks	Reduced need due to 16/17 purchases.	\$22,000	\$301,521	\$455,311
Recommended Reductions in this section: - adds risk - impacts instructional programs	Strategic Planning	Could delay the start of the process unless other models are considered.	\$20,000	\$321,521	\$435,311
	9th Grade PSAT	Would limit ability to inform teachers about student growth in the 9th Grade.	\$6,000	\$327,521	\$429,311
	Field Trips	Reduces K-5 field trip funds by 50% compared to 16/17	\$12,500	\$340,021	\$416,811
	HVAC 1.0 FTE	Position currently vacant, using outside vendor.	\$55,000	\$395,021	\$361,811
	Phys Ed 0.5 FTE	Position added as part of Board Adopted budget.	\$31,448	\$426,469	\$330,364
	Weight Room Stipend	Stipend added as part of Board Adopted budget.	\$14,800	\$441,269	\$315,564
	Kinder 2.0 FTE's	Positions were added as part of Board Adopted budget.	\$125,790	\$567,059	\$189,774
Additional Staffing Reductions					

NEW MILFORD PUBLIC SCHOOLS 2017 – 2018 School Calendar

DRAFT

DRAFT

DRAFT

August 2017 2 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

25 Teacher Work Day
28 Convocation/Prof. Dev.
29 Staff Meetings/K-8 Open House
30 Students Return

September 19 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day
7 K-12 PD after school
21 Rosh Hashanah
Curriculum Night - date TBD by principal

October 20 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5 K-12 PD after school
6 Prof. Dev.
9 Columbus Day

November 17 Days

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

2 K-12 PD after school
7 Prof. Dev.
10 Veterans Day Observed
22-24 Thanksgiving Recess
27 K-5 Parent/Teacher confs (3:45 PM—5:30 PM)
6-12 Parent/Teacher confs (5:00 PM—7:15 PM)
29 6-12 Parent/Teacher confs (2:40 PM—4:25 PM)
K-5 Parent/Teacher confs (6:00 PM—8:15 PM)

December 16 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 K-5 Parent/Teacher confs (3:45 PM—5:30 PM)
6-12 Parent/Teacher confs (5:00 PM—7:15 PM)
6 6-12 Parent/Teacher confs (2:40 PM—4:25 PM)
K-5 Parent/Teacher confs (6:00 PM—8:15 PM)
7 K-12 PD after school
25-29 Holiday Recess

January 2018 21 Days

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 Holiday Recess
4 K-12 PD after school
15 Martin Luther King Day

February 18 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

1 K-12 PD after school
19&20 Winter Recess

March 21 Days

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1 K-12 PD after school
7 Kindergarten Parent Orientation
30 Good Friday

April 16 Days

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

4 K-5 Parent/Teacher confs (3:45 PM—5:30 PM)
6-12 Parent/Teacher confs (5:00 PM—7:15 PM)
5 6-12 Parent/Teacher confs (2:40 PM—4:25 PM)
K-5 Parent/Teacher confs (6:00 PM—8:15 PM)
11 K-5 Parent/Teacher confs (3:45 PM—5:30 PM)
6-12 Parent/Teacher confs (5:00 PM—7:15 PM)
12 6-12 Parent/Teacher confs (2:40 PM—4:25 PM)
K-5 Parent/Teacher confs (6:00 PM—8:15 PM)
16-20 Spring Recess

May 22 Days

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

3 K-12 PD after school
28 Memorial Day
Spring evening event

June * 9 Days

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

7 K-12 PD after school
13 Last Day of School (early dismissal for students)

* NMHS Graduation Date will be set by the Board of Education at its September 2017 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or pre-opening activities
-  Last Day of School (no snow)
-  Contingency for snow days

181 Student Days Total
186 Teacher Days Total

After School PD Hours
K-5 3:25 p.m. to 4:35 p.m.
6-12 2:30 p.m. to 3:40 p.m.

June 14-26 Snow days to be added at end of year (if needed). Any additional days required will be taken from the April Spring Recess. Any additional days required in excess of those indicated will be taken from the remaining days in June.

Draft as of May 1, 2017
(SUBJECT TO CHANGE)