

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE: October 9, 2018
TIME: 7:30 P.M.
PLACE: Lillis Administration Building—Room 2

RECEIVED
TOWN CLERK
2018 OCT 15 P 12:16

NEW MILFORD, CT

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order

2. Public Comment

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

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

3. Discussion and Possible Action

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 - 1. Budget Position dated 9/30/18
 - 2. Purchase Resolution D-715
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO – Exhibit B
- D. Bid Awards
 - 1. Medical Advisor
 - 2. Lillis Oil Tank
 - 3. SNIS Oil Tank
- E. Activity Stipend Requests
 - 1. Schaghticoke Middle School
- F. Approval of Signatories for ED-099 Agreement for Child Nutrition Programs

4. Items of Information

- A. List of Teacher Substitutes
- B. Updated Master Schedule for Bids and Proposals

C. Parking Permit and Pay to Participate Revenues

D. Health Inspections

5. Public Comment

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A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.

B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson

Brian McCauley

Eileen P. Monaghan

Alternates: 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
October 16, 2018

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **None currently**

2. **CERTIFIED STAFF**

b. **NON-RENEWALS**

1. **None currently**

3. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. **Ms. Miranda Gursky**, Special Education Teacher, New Milford High School
Move that the Board of Education appoint **Ms. Miranda Gursky** as Special Education Teacher at New Milford High School effective October 17, 2018.
2018-2019 Salary – \$50,766 (Step 1B)
2. **Mr. John Lee**, Acting Assistant Principal, New Milford High School
Move that the Board of Education appoint **Mr. John Lee** as Acting Assistant Principal at New Milford High School effective October 23, 2018 for four to six weeks.
2018-2019 Salary – \$530.00 per day
3. **Ms. Amy Woronick**, Special Education Teacher, New Milford High School
Move that the Board of Education appoint **Ms. Amy Woronick** as Special Education Teacher at New Milford High School effective October 17, 2018.
2018-2019 Salary – \$73,538 (Step 10J)

Education History:
BA: SCSU
Major: Special Education

Work Experience:
3 mos. Tutor, Danbury

Replacing: K. Roman

Education History:
BA: University of Maine
Major: English
MS: WCSU
Major: English
6th Yr.: University of Bridgeport
Major: Administration

Work Experience:
34 yrs. New Milford PS

Education History:
BA: University of St. Joseph
Major: English
MA: University of St. Joseph
Major: Special Education
MA: University of St. Joseph
Major: Secondary Reading & Lang. Arts
6th yr. pending: University of Bridgeport
Major: Educational Leadership

Work Experience:
4 yrs. Wallingford, 5 yrs. Vinyl Tech

Replacing: L. Badaracco

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

- 1. None currently**

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

- 1. None currently**

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

- 1. Mr. Evan Cassells**, Paraeducator, Schaghticoke Middle School

Move that the Board of Education approve the resignation of **Mr. Evan Cassells** as Paraeducator at Schaghticoke Middle School effective September 28, 2018.

Took position elsewhere

- 2. Mrs. Bernadette Cecchini**, Paraeducator, New Milford High School

Move that the Board of Education approve the resignation of **Mrs. Bernadette Cecchini** as Paraeducator at New Milford High School effective October 10, 2018.

Personal Reasons

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

- 1. Mrs. Maura McNulty**, Paraeducator, Schaghticoke Middle School

Move that the Board of Education appoint **Mrs. Maura McNulty** as Paraeducator at Schaghticoke Middle School effective October 17, 2018.

\$14.21 per hour - Hire Rate
\$15.70 per hour – Job Rate
(after completion of probationary period)

Replacing: N. LaMonica

- 2. Mr. Jeffrey Rich**, Paraeducator, Litchfield Hills Transition Center

Move that the Board of Education appoint **Mr. Jeffrey Rich** as Paraeducator at Litchfield Hills Transition Center effective October 17, 2018.

\$14.21 per hour - Hire Rate
\$15.70 per hour – Job Rate
(after completion of probationary period)

Replacing: A. Wiltshire

- 3. Mrs. Pamela Zavarelli**, Paraeducator, Sarah Noble Intermediate School

Move that the Board of Education appoint **Mrs. Pamela Zavarelli** as Paraeducator at Sarah Noble Intermediate School effective October 17, 2018.

\$14.21 per hour - Hire Rate
\$15.70 per hour – Job Rate
(after completion of probationary period)

Replacing: K. Lazzaro

- 8. ADULT EDUCATION STAFF
 - a. RESIGNATIONS
 - 1. None currently

- 9. ADULT EDUCATION STAFF
 - b. APPOINTMENTS
 - 1. None currently

- 10. BAND STAFF
 - a. RESIGNATIONS
 - 1. None

- 11. BAND STAFF
 - b. APPOINTMENTS
 - 1. None currently

- 12. COACHING STAFF
 - a. RESIGNATIONS

- 1. **Mr. Louis Alhage**, Assistant Wrestling Coach, New Milford High School
Move that the Board of Education approve the resignation of **Mr. Louis Alhage** as Assistant Wrestling Coach at New Milford High School effective September 26, 2018.

Personal Reasons

- 2. **Mr. Andrew Bimonte**, Freshman Boys' Basketball Coach, New Milford High School
Move that the Board of Education approve the resignation of **Mr. Andrew Bimonte** as Freshman Boys' Basketball Coach at New Milford High School effective October 4, 2018.

Personal Reasons

- 13. COACHING STAFF
 - b. APPOINTMENTS

- 1. **Ms. Jessica Melendez**, Dance Coach, New Milford High School
Move that the Board of Education appoint **Ms. Jessica Melendez** as Dance Coach at New Milford High School effective October 17, 2018, pending receipt of coaching permit.

2018-2019 Stipend: \$1486

- 14. LEAVES OF ABSENCE
 - 1. None



SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,371,848	0	28,371,848	3,837,822	24,280,692	253,334	99.11%
100'S	SALARIES - NON CERTIFIED	9,186,474	0	9,186,474	1,576,809	4,973,901	2,635,764	71.31%
200'S	BENEFITS	11,077,452	0	11,077,452	4,320,286	5,626,088	1,131,078	89.79%
300'S	PROFESSIONAL SERVICES	4,066,004	40	4,066,044	856,489	2,299,458	910,096	77.62%
400'S	PROPERTY SERVICES	971,502	65	971,567	281,971	447,186	242,410	75.05%
500'S	OTHER SERVICES	7,665,654	-50,000	7,615,654	1,150,250	5,648,831	816,692	89.28%
600'S	SUPPLIES	2,642,956	345	2,643,301	513,456	1,440,502	689,342	73.92%
700'S	CAPITAL	142,944	-450	142,494	26,570	37,877	78,046	45.23%
700'S	5 YEAR CAPITAL	322,500	0	322,500	178,430	31,348	112,722	65.05%
800'S	DUES AND FEES	89,180	0	89,180	57,603	7,158	24,420	72.62%
900'S	REVENUE	-1,525,928	50,000	-1,475,928	-446,890	0	-1,029,038	30.28%
GRAND TOTAL		63,010,586	0	63,010,586	12,352,798	44,793,041	5,864,866	90.69%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	557,844	0	557,844	0	0	557,844	0.00%
51201	SALARIES - NON CERT - PARA EDUCATOR	1,923,907	0	1,923,907	250,519	1,501,948	171,440	91.09%
51202	SALARIES - NON CERT - SUBSTITUTES	833,638	0	833,638	51,721	0	781,917	6.20%
51210	SALARIES - NON CERT - SECRETARY	1,894,971	0	1,894,971	395,090	1,271,303	228,578	87.94%
51225	SALARIES - NON CERT - TUTORS	293,362	0	293,362	13,307	7,001	273,054	6.92%
51240	SALARIES - NON CERT - CUSTODIAL	1,919,763	0	1,919,763	486,328	1,242,238	191,197	90.04%
51250	SALARIES - NON CERT - MAINTENANCE	884,575	0	884,575	215,316	568,591	100,668	88.62%
51285	SALARIES - NON CERT - TECHNOLOGY	444,451	0	444,451	93,743	267,359	83,349	81.25%
51336	SALARIES - NON CERT - NURSES	433,963	0	433,963	70,786	115,461	247,716	42.92%
TOTAL		9,186,474	0	9,186,474	1,576,809	4,973,901	2,635,764	71.31%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	653,931	0	653,931	111,699	0	542,232	17.08%
52201	BENEFITS - MEDICARE	541,567	0	541,567	76,029	0	465,538	14.04%
52300	BENEFITS - PENSION	815,879	0	815,879	815,879	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	2,423	12,577	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,250,427	0	8,250,427	3,002,707	5,198,597	49,123	99.40%
52820	BENEFITS - DISABILITY INSURANCE	147,000	0	147,000	50,749	48,359	47,892	67.42%
52830	BENEFITS - LIFE INSURANCE	120,000	0	120,000	0	105,243	14,757	87.70%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	533,648	0	533,648	260,801	261,312	11,536	97.84%
TOTAL		11,077,452	0	11,077,452	4,320,286	5,626,088	1,131,078	89.79%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,371,848	0	28,371,848	3,837,822	24,280,692	253,334	99.11%
51200	NON-CERTIFIED SALARIES	9,186,474	0	9,186,474	1,576,809	4,973,901	2,635,764	71.31%
52000	BENEFITS	11,077,452	0	11,077,452	4,320,286	5,626,088	1,131,078	89.79%
53010	LEGAL SERVICES	184,000	0	184,000	182,836	1,164	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	7,000	0	68,000	9.33%
53200	PROFESSIONAL SERVICES	2,032,252	-102,749	1,929,503	285,949	1,309,462	334,092	82.69%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	0	8,833	19,167	31.55%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	0	0	10,500	0.00%
53220	IN SERVICE	132,210	40	132,250	11,853	9,509	110,888	16.15%
53230	PUPIL SERVICES	924,576	102,749	1,027,325	167,650	810,802	48,874	95.24%
53300	OTHER PROF/ TECH SERVICES	55,765	0	55,765	7,747	300	47,718	14.43%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	263,834	0	263,834	111,139	61,603	91,092	65.47%
53530	SECURITY SERVICES	204,867	0	204,867	16,179	97,785	90,903	55.63%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	21,136	0	88,864	19.21%
54101	CONTRACTUAL TRASH PICK UP	91,174	0	91,174	18,318	55,143	17,713	80.57%
54301	REPAIRS & MAINTENANCE	449,103	0	449,103	163,240	251,139	34,724	92.27%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,010	0	1,490	40.40%
54303	GROUNDS MAINTENANCE	13,028	0	13,028	4,000	1,081	7,948	39.00%
54310	GENERAL REPAIRS	43,146	0	43,146	4,692	8,104	30,350	29.66%
54320	TECHNOLOGY RELATED REPAIRS	54,040	0	54,040	14,003	600	39,437	27.02%
54411	WATER	67,347	0	67,347	13,034	54,313	0	100.00%
54412	SEWER	22,900	0	22,900	10,530	0	12,370	45.98%
54420	LEASE/RENTAL EQUIP/VEH	228,264	65	228,329	53,144	76,806	98,379	56.91%
55100	PUPIL TRANSPORTATION - OTHER	106,050	0	106,050	2,801	99,454	3,795	96.42%
55101	PUPIL TRANS - FIELD TRIP	24,600	0	24,600	0	2,730	21,870	11.10%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,331,010	-50,000	4,281,010	438,574	3,919,292	-76,856	101.80%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	293,338	0	293,338	292,620	0	718	99.76%
55300	COMMUNICATIONS	48,646	0	48,646	12,586	36,060	0	100.00%
55301	POSTAGE	35,981	0	35,981	4,774	29,876	1,331	96.30%
55302	TELEPHONE	76,449	0	76,449	37,031	22,708	16,828	78.14%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	2,000	0	2,000	343	0	1,657	17.16%
55505	PRINTING	48,562	0	48,562	17,851	1,220	29,491	39.27%
55600	TUITION	30,000	0	30,000	0	6,000	24,000	20.00%
55610	TUITION TO IN STATE DIST	772,434	0	772,434	93,861	607,892	70,682	90.85%
55630	TUITION TO PRIVATE SOURCES	1,830,260	0	1,830,260	246,671	911,167	672,421	63.26%
55800	TRAVEL	48,824	0	48,824	3,138	12,431	33,254	31.89%
56100	GENERAL INSTRUCTIONAL SUPPLIES	163,894	-65	163,829	29,983	35,893	97,954	40.21%
56110	INSTRUCTIONAL SUPPLIES	418,963	410	419,373	105,688	97,753	215,932	48.51%
56120	ADMIN SUPPLIES	31,429	0	31,429	1,925	829	28,675	8.76%
56210	NATURAL GAS	196,000	0	196,000	15,095	175,905	5,000	97.45%
56220	ELECTRICITY	945,010	0	945,010	210,721	702,649	31,640	96.65%
56230	PROPANE	2,250	0	2,250	127	2,123	0	100.00%
56240	OIL	206,737	0	206,737	682	190,850	15,205	92.65%
56260	GASOLINE	29,653	0	29,653	1,876	3,901	23,875	19.48%
56290	FACILITIES SUPPLIES	310,761	0	310,761	84,668	153,729	72,364	76.71%
56291	MAINTENANCE COMPONENTS	14,500	0	14,500	4,035	7,043	3,422	76.40%
56292	UNIFORMS/ CONTRACTUAL	3,400	0	3,400	0	2,900	500	85.29%
56293	GROUNDKEEPING SUPPLIES	17,750	0	17,750	2,811	7,268	7,671	56.78%
56410	TEXTBOOKS	52,397	0	52,397	21,819	7,706	22,872	56.35%
56411	CONSUMABLE TEXTS	78,994	0	78,994	10,099	14,197	54,698	30.76%
56420	LIBRARY BOOKS	107,044	-104	106,940	8,198	28,756	69,986	34.56%
56430	PERIODICALS	17,449	104	17,553	7,669	4,753	5,131	70.77%
56460	WORKBOOKS	13,185	0	13,185	2,811	2,404	7,970	39.55%
56500	SUPPLIES - TECH RELATED	33,540	0	33,540	5,248	1,845	26,447	21.15%
57300	BUILDINGS	111,350	0	111,350	38,312	24,348	48,690	56.27%
57340	COMPUTERS/TECH HARDWARE	8,250	0	8,250	3,083	793	4,375	46.97%
57345	INSTRUCTIONAL EQUIPMENT	56,075	-450	55,625	7,003	9,589	39,033	29.83%
57400	GENERAL EQUIPMENT	114,394	0	114,394	33,985	34,496	45,913	59.86%
57500	FURNITURE AND FIXTURES	175,375	0	175,375	122,618	0	52,757	69.92%
58100	DUES & FEES	89,180	0	89,180	57,603	7,158	24,420	72.62%
EXPENDITURE TOTAL		64,536,514	-50,000	64,486,514	12,799,688	44,793,041	6,893,904	89.31%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-717,460	0	-717,460	0	0	-717,460	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-46,136	0	-3,439	93.06%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-284	0	-1,916	12.91%
44705	BUILDING USE FEES	-55,000	0	-55,000	-12,000	0	-43,000	21.82%
44800	REGULAR ED TUITION	-100,550	0	-100,550	0	0	-100,550	0.00%
44822	SPECIAL ED TUITION	-36,400	0	-36,400	0	0	-36,400	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-2,000	0	-23,400	7.87%
44861	PARKING PERMIT FEES	-69,224	4,400	-64,824	-41,000	0	-23,824	63.25%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	0	0	-10,000	0.00%
44863	PAY TO PLAY	-110,000	45,600	-64,400	-17,821	0	-46,579	27.67%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-5,149	0	-22,470	18.64%
49599	CAPITAL RESERVE	-322,500	0	-322,500	-322,500	0	0	100.00%
REVENUE TOTAL		-1,525,928	50,000	-1,475,928	-446,890	0	-1,029,038	30.28%

GRAND TOTAL	63,010,586	0	63,010,586	12,352,798	44,793,041	5,864,866	90.69%
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PURCHASE RESOLUTION D - 715

AGENDA ITEM 3B-2
OCTOBER 2018 MEETING

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

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	SPED	INSTITUTE OF PROFESSIONAL PRACTICE	18/19 YEARLY - AUTISM CONSULTATION SERVICES	\$ 45,000.00	53230
GENERAL	DOGA	TELSERV	18/19 YEARLY - TELEPHONE MAINTENANCE CONTRACT	\$ 22,890.00	55302
GENERAL	TECHNOLOGY	WHALLEY COMPUTER ASSOCIATES	LASERJET TONER CARTRIDGES & SUPPLIES	\$ 21,216.00	56110
GENERAL	NMHS	BSN SPORTS	18/19 YEARLY - ATHLETIC SUPPLIES	\$ 20,000.00	56100
GENERAL	NMHS	TOWN OF NEW MILFORD	18/19 YEARLY - POLICE SUPERVISION FOR ATHLETIC EVENTS	\$ 20,000.00	53540
GENERAL	DISTRICT	ESS NORTHEAST, LLC	18/19 YEARLY - SUBSTITUTE SERVICES OTHER THAN TEACHER / PARA	\$ 20,000.00	53540
GENERAL	TECHNOLOGY	WHALLEY COMPUTER ASSOCIATES	EPSON POWERLITE PROJECTORS (18)	\$ 15,606.00	57400
GENERAL	TECHNOLOGY	GOGUARDIAN	GOGUARDIAN LICENSES	\$ 12,028.50	53500
GENERAL	TECHNOLOGY	CT BUSINESS SYSTEMS	DISTRICT LICENSING FOR SMART NOTEBOOK SOFTWARE - 3 YEAR	\$ 9,462.50	53500
GENERAL	SMS	PRINTWORKS	SMS STUDENT HANDBOOKS	\$ 5,750.00	55505
GENERAL	FACILITIES	FUSS & O'NEILL ENVIROSCIENCE	SNIS AIR QUALITY ASSESSMENT	\$ 5,595.00	54301
GENERAL	NMHS	WEB ASSIGN	WEB ASSIGN ONLINE INSTRUCTIONAL TOOLS - SCIENCE	\$ 5,508.50	58100



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
OCTOBER 2018 MEETING

DETAIL			FROM (-)			TO (+)			
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT	
Requesting Approval Across MOC	NMHS-1	SCIENCE CONFERENCE REGISTRATION FEE	\$40.00	NMHS	BLE10008 SCIENCE	56110 INSTRUCTIONAL SUPPLIES	NMHS	BLE10008 SCIENCE	53220 IN SERVICE
	LHTC-1	ADDITIONAL INSTRUCTIONAL SUPPLIES	\$450.00	LHTC	BSG10015 TRANSITION PROGRAM	57345 INSTRUCTIONAL EQUIPMENT	LHTC	BSG10015 TRANSITION PROGRAM	56110 INSTRUCTIONAL SUPPLIES

DETAIL			FROM (-)			TO (+)			
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT	
Informational Within Major Object Code	FAC-1	SNIS A/C REPAIRS	\$12,000.00	NMHS	BFE26243 MAINTENANCE	54301 REPAIRS & MAINTENANCE	SNIS	BFF26243 MAINTENANCE	54301 REPAIRS & MAINTENANCE
	FAC-2	YEARLY OIL TANK TESTING AT NES	\$4,000.00	NMHS	BFE26243 MAINTENANCE	54301 REPAIRS & MAINTENANCE	NES	BFB26243 MAINTENANCE	54301 REPAIRS & MAINTENANCE
	SPED-1	ADDITIONAL TRANSPORTATION	\$100,000.00	SPED	BSZ10028 SPED	55630 TUITION - PRIVATE	SPED	BTZ27111 SPED TRANSPORTATION	55110 TRANSPORTATION

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

October 1, 2018

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

Dear Dr. Tracy:

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

Schaghticoke Middle School

\$3,120.00 Field trip for all 6th grade students to Eagle Rock. Students will participate in team building to foster positive relationships.

\$3,200.00 Field trip for all 7th grade students to Mountain Workshop. Students will participate in team building and positive relationship activities.

\$6,320.00 Grand Total

Sincerely,
Mandi MacDonald
NMPTO President



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

Bid Awards

3D-1

TO: Stephen Tracy, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2018
RE: Bid Award #E-1819-112931 – Medical Advisor

The bid packet for the Medical Advisor was mailed and also ran as a legal notice in the newspaper on Monday September 17, 2018. On Monday, October 1, 2018 at 2:00 PM the bids for the Medical Advisor were opened at the Business Office and there was only one (1) bidder:

Bidder #1 – Dr. Evan Hack MD, FAAP

- \$5,000.00 with an additional \$100.00 per hour worked over the 5 hours per month.

The following is the scope of work from the bid:

- Advising the District on health related policies and procedures concerning staff, students and the school health environment.
- Consult with school nurses regarding individual emergency care plans for students.
- Administer Hepatitis B vaccine to eligible staff (District will pay cost of the vaccine).
- Meet with nursing staff to discuss timely issues and develop plans to address any concerns.
- Review and sign all standing student medical orders.

I am recommending to the Board that they award this bid to Dr. Evan Hack MD, FAAP. He has served as the district medical advisor for several years and has an excellent working relationship with the school nursing staff. His rates remain the same as they were last year. He is also a member of the Connecticut Chapter of the American Academy of Pediatrics' School Health Committee.

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



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

Bid Awards

3D-2

TO: Stephen Tracy, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2018
RE: Bid Award # E-1718-112925 – Lillis Oil Tank

The bid packet for the Lillis Oil Tank was mailed to prospective vendors, posted to our website and also ran as a legal notice in the newspaper on April 2, 2018. The prices obtained on the bid close date of April 24, 2018 are listed below. This bid was not awarded in the spring of 2018 as a funding source was not identified.

- Bidder #1 – ETT Environmental
- \$95,000
- Bidder #2 – True Blue Environmental
- \$105,108
- Bidder #3 – American Petroleum Equipment
- \$164,365

Oil tanks and the Town's 2018-2019 Annual Budget

Funding for the tank was not identified until the Town Council Special Meeting on June 7, 2018 prior to the third referendum on the entire 2018-2019 Budget. On that date a motion was made for a proposed modification to the Town's side of the budget in order to pay for 5 oil tanks, of which Lillis was included, using Town funds in the amount of \$105,108. This motion passed at Town Council on June 7, 2018. This was then included in the third referendum on June 19, 2018 that the voters approved, making it part of the Town's 2018-2019 annual budget.

Oil tanks and the Town's Purchasing Authority

The Purchasing Authority for the Town approved the bid award for 3 of the 5 oil tanks on September 20, 2018. Lillis was not one of the three that was awarded. When questioning the Town, I was informed that even though the Town was funding this tank, the Board of Education would need to formally award the bid in order to get the funding from the Town. If the Board of Education awards this bid, the Town will then fund the MUNIS account C0000000-53204-0011 already setup specifically for the Lillis Oil tank. The Town is requesting that the Board of Education manage the project and process the bills related to the Lillis oil tank.



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

Bid Awards

3D-2

Awarding the Lillis Oil Tank

In an effort to ensure that pricing was still relevant, the Facilities Director reached out to the lowest bidder, ETT Environmental, to get a revised quote to do the work that included updated pricing on materials and time. That revised price received is in the amount of \$97,713 which is \$2,713 higher than their bid price submitted in April 2018. This time and materials revision might not come to fruition due to the fact that the Lillis Oil tank will not have to be ordered, as we will be using the tank originally meant for HPS. While that will result in a revision that may lower the price back to the original bid, there are two factors that may add costs back in:

1. Cost of transporting the tank from HPS to Lillis.
2. Cost of running a temporary above ground tank while work goes on replacing the underground tank as we approach colder temperatures this fall.

The dollar impact of the two factors above is not known at this time. Should the Board of Education choose to make this award, it is my belief, shared with the Facilities Director that the award be to ETT Environmental in the amount \$97,713 but request that the Town fund the project at the amount in their original budget motion from June 7, 2018 in the amount of \$105,108.

Any unspent funds in MUNIS account C0000000-53204-0011, already setup specifically for the Lillis Oil tank, would be returned to the Town at the conclusion of the project unless otherwise stipulated.

One variable not addressed at this time, is what funding source would be used if costs exceed the \$105,108 already approved by the Town.

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



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

Bid Awards

3D-3

TO: Stephen Tracy, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2018
RE: Bid Award # E-1718-112925 – Sarah Noble Oil Tank

The bid packet for the Sarah Noble Oil Tank was mailed to prospective vendors, posted to our website and also ran as a legal notice in the newspaper on April 2, 2018. The prices obtained on the bid close date of April 24, 2018 are listed below. This bid was not awarded in the spring of 2018 as a funding source was not identified.

Bidder #1 – True Blue Environmental

- \$103,980

Bidder #2 – American Petroleum Equipment

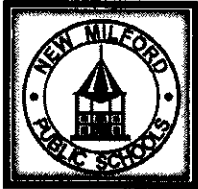
- \$172,515

Oil tanks and the Town's 2018-2019 Annual Budget

Funding for the tank was not identified until the Town Council Special Meeting on June 7, 2018 prior to the third referendum on the entire 2018-2019 Budget. On that date a motion was made for a proposed modification to the Town's side of the budget in order to pay for 5 oil tanks, of which Sarah Noble was included, using Town funds in the amount of \$103,980. This motion passed at Town Council on June 7, 2018. This was then included in the third referendum on June 19, 2018 that the voters approved, making it part of the Town's 2018-2019 annual budget.

Oil tanks and the Town's Purchasing Authority

The Purchasing Authority for the Town approved the bid award for 3 of the 5 oil tanks on September 20, 2018. Sarah Noble was not one of the three that was awarded. When questioning the Town, I was informed that even though the Town was funding this tank, the Board of Education would need to formally award the bid in order to get the funding from the Town. If the Board of Education awards this bid, the Town will then fund the MUNIS account C0000000-53204-0010 already setup specifically for the Sarah Noble Oil tank. The Town is requesting that the Board of Education manage the project and process the bills related to the Sarah Noble oil tank.



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

Bid Awards

3D-3

Awarding the Sarah Noble Oil Tank

In an effort to ensure that pricing was still relevant, the Facilities Director reached out to the lowest bidder, True Blue Environmental, to get a revised quote to do the work that included updated pricing on materials and time. That revised price received is in the amount of \$138,247 which is \$34,267 higher than their bid price submitted in April 2018. While this revised price is higher than the original True Blue Environmental bid, it is 25% lower than the other bid received back in April in the amount of \$172,515.

The prior bid information is all public at this point. If we were to rebid the project it would further delay the process and it is my belief, shared with the Facilities Director, that pricing would be similar to that of the revised True Blue Environmental pricing that we currently have. Should the Board of Education choose to make this award, it is my belief, shared with the Facilities Director that the award be to True Blue Environmental in the amount \$138,247 and not rebid this project. We would then request that the Town fund the project at the revised amount of \$138,247 which is higher than their original budget motion from June 7, 2018.

Any unspent funds in MUNIS account C0000000-53204-0010, already setup specifically for the Sarah Noble Oil tank, would be returned to the Town at the conclusion of the project unless otherwise stipulated.

One variable not addressed at this time, is what funding source would be used if costs exceed the \$138,247 we are requesting from the Town.

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

Memorandum from the Office of the Director of Human Resources

TO: Dr. Stephen Tracy, Interim Superintendent of Schools
FROM: Ellamae Baldelli, Director of Human Resources (EB)
CC: Dr. Chris Longo, SMS Principal; Mr. Anthony Giovannone, Director of Fiscal Services and Operations; Mrs. Kim Patella, CEA-New Milford, President
RE: Request for a New After-School Activity at Schaghticoke Middle School per Stipend Committee Report
DATE: October 4, 2018

I have reviewed Dr. Longo's request to replace the Computer Club with a Robotics Club. Attached is Dr. Longo's letter and explanation for his request.

There is funding in Dr. Longo's operating budget to cover this stipend.

I am recommending that this request be brought, for approval, to the regular Board of Education meeting on October 16, 2018.

If you have any questions, I am available to meet with you.



SCHAGHTICOKE MIDDLE SCHOOL
23 Hipp Road, New Milford, CT 06776
Telephone (860) 354-2204 ♦ Fax (860) 210-2216
<http://sms.newmilfordps.org>
https://twitter.com/SMS_CT

Dr. Christopher Longo, Principal
Mrs. Jennifer Delaney, Assistant Principal
Mrs. Kerri Adakonis, Assistant Principal
Mrs. Barbara Nanassy, Assistant Principal

September 20, 2018

Dear Dr. Tracy,

Strive

Request: In an effort to provide SMS activities based on student interest, our Administrative Team is requesting the following change to our activities/clubs. This change benefits students and will increase participation in extracurricular activities. Therefore, we request that the funds from a preexisting BOE approved activity be transferred to a new activity proposed below.

Unite

Rationale: We would like to replace the \$1985.00 stipend from our current Computer Club for the "Robotics Club." Based on the fact that half our enrollment for all SMS students is in the courses *Technology and Project Lead the Way (PLTW)*, coupled with the fact that there is no interest in advisors for Computer Club and limited interest in students, we are asking for approval for a club that syncs with current programming.

Respect

Secondly, the formation of this club supports our overall school-wide goal: *Through a school-wide implementation of PBIS, students' school engagement, students' belonging, and teacher growth mindset will increase by the end of the 2018-19 school year.* We feel that this opportunity will be able to extend learning that takes place in the classroom, peak engagement & belonging, and also spark interest. We have two staff members that are highly skilled in this area who have a vested interest in providing this opportunity to students.

Grow

We believe that additional students will pursue this important and meaningful activity and develop a life-long interest in this area, which is so important in career planning, supporting current programming at NMHS, and the future job market.

Encourage

Please let me know if you have any questions or need any other information. Thank you.

Sincerely,

Christopher Longo, Ed.D.
Principal

CC: Ellamae Baldelli

Schaghticoke Middle School Vision Statement

Schaghticoke Middle School is made up of a community of learners: students, parents, faculty, staff, administration, and citizens of the greater New Milford area. The foundation of our vision lies upon the positive reinforcement of character: integrity, responsibility, respect, and fairness. Together we will work to create an environment in which all students can reach their potential academically, socially, and emotionally under the guidance and nurturing support of the Schaghticoke community members. We will collaborate to foster an atmosphere of trust and support in order to encourage teachers and students to explore new initiatives in curriculum and assessment to improve student achievement.

Worksheet

Classification of Extra Curricular Survey Guidelines

Extra-Curricular Activities are defined here as those activities that normally occur outside of the normal instructional day and would not include that which is scheduled as instructional time within the school day as class time or an activity period.

Robotics Club - SMS


1. Does the position <u>require</u>* specific expertise in content or skill?	
3 pts	<input checked="" type="checkbox"/> Advisor/Coach/Teacher <u>must</u> have <u>specific</u> extensive content skill or knowledge to be qualified.
2 pts	Advisor/Coach/Teacher <u>must</u> have some content, skill, knowledge to be qualified.
1 pt	Advisor/Coach/Teacher does not need specific content, skill or knowledge to qualify to supervise activity.
2. To what extent does the activity <u>require</u>* supervision for student safety?	
5 pts	Activity involves regular events, practices, drills that call for close supervision in order to ensure student safety. (First Aid/CPR Training is highly recommended for advisors.)
3 pts	Activity seldom or only occasionally involves events, practices, skills that call for close supervision in order to ensure student safety.
1 pt	<input checked="" type="checkbox"/> Activity contains no events that could be viewed as requiring extraordinary supervision to ensure student safety.
3. How many students does the activity service?	
4 pts	Activity regularly involves supervising 40 or more students at a time.
3 pts	Activity regularly involves supervising 25-39 students at a time.
2 pts	<input checked="" type="checkbox"/> Activity regularly involves supervising 10-24 students at a time.
1 pt	Activity regularly involves supervising of 10 students or fewer.
4. How much time does the activity <u>require</u>* outside of school?	
8 pts	Activity regularly requires advisor/coach/teacher spend time supervising students on days when school is not in session (i.e. Saturdays, vacation time, holidays, more than 3 times annually).
4 pts	Activity occasionally requires advisor/coach/teacher spend time supervising students at times when school is not in session (less than 3 times annually).
2 pts	Activity meets on school days throughout a time period greater than 6 months.
1 pt	<input checked="" type="checkbox"/> Activity meets on school days for a session of 6 months less.
5. Does the activity <u>require</u>* travel and overnight supervision?	
3 pts	Activity includes at least one event annually that involves a field trip that includes a supervised overnight stay and travel.
2 pts	Activity includes events that may require overnight stay and travel, but it might not be an annual event.
1 pt	<input checked="" type="checkbox"/> Activity is not likely to ever require overnight stay and travel.
6. How much time with students does the activity demand of coach/advisor/teacher annually?	
16 pts	200 hours or more
8 pts	100 hours or more but fewer than 200
4 pts	50 hours or more, but fewer than 100 hours
2 pts	<input checked="" type="checkbox"/> 25 hours or more, but fewer than 50 hours
1 pt	fewer than 25 hours

Worksheet
Classification of Extra Curricular Survey Guidelines

*SMS
Robotics Club*

	✓								
7. How much planning/preparation time is <u>required</u> * with this activity annually?									
5 pts		80 hours or more							
4 pts		60-79 hours							
3 pts		40-59 hours							
2 pts		20-39 hours							
1 pt	✓	fewer than 20 hours							
8. Is there a public display required with the activity (public sees the result of preparation of students or views a performance or exhibition) or are public communication (i.e. press releases) expected with this activity?									
4 pts		Yes, regularly and frequently scheduled events.							
3 pts		Yes, one or two seminal scheduled events.							
2 pts	✓	Possibly - but not as a regularly scheduled event.							
1 pt		No							
9. Does the activity relate directly to course/curricula expectations?									
4 pts		Yes, clearly - student performance is assessed directly always.							
3 pt	✓	Yes, sometimes - student performance is assessed, but not as regularly.							
1 pts		No, never.							
10. Does activity <u>require</u> * a great deal of interaction with parents as part of the work as advisor/coach?									
4 pts		Yes, parents are apprised of student activities regularly.							
2 pts		Yes, parents are apprised of student activities on occasion.							
1 pt		Yes, but parents have minimal contact.							
0 pts	✓	No, parents have almost no relation to the activity.							
11. Does activity <u>require</u> * assistants who must be supervised (i.e. assistant coaches, choreographers, drill instructors, etc.)?									
4 pts		Yes, 3 or more people regularly.							
3 pts		Yes, 1 or 2 people regularly.							
1 pt		1 person - occasionally							
0 pt	✓	No, no one is supervised.							
Add up the number of points. Total: 16									
Activity Level Category:									
Level 1		10* points or fewer							
Level 2	✓	11 points-18 points							
Level 3		19 points-27 points							
Level 4		28 points-36 points							
Level 5		37 points-45 points							
Level 6		46 points-54 points							
Level 7		55 points or more							
* "Require" - The word reflects the expectation that the advisor/coach/teacher would perform those functions to successfully fulfill the obligations inherent in the position.									

Memorandum from the Office of the Director of Human Resources

TO: Dr. Stephen Tracy, Interim Superintendent of Schools
FROM: Ellamae Baldelli, Director of Human Resources 
CC: Dr. Chris Longo, SMS Principal; Mr. Anthony Giovannone, Director of Fiscal Services and Operations; Mrs. Kim Patella, CEA-New Milford, President
RE: Request for Return of an After-School Activity at Schaghticoke Middle School per Stipend Committee Report
DATE: October 4, 2018

I have reviewed Dr. Longo's request to replace the American Sign Language Club (ASL club) with Writing Lab.

Writing Lab is an approved after-school activity in the teachers' agreement. There are times that clubs and activities are offered one year and not another. Attached is Dr. Longo's request.

There is funding in Dr. Longo's operating budget to cover this stipend.

I am recommending that this request be brought, for approval, to the regular Board of Education meeting on October 16, 2018.

If you have any questions, I am available to meet with you.



SCHAGHTICOKE MIDDLE SCHOOL
23 Hipp Road, New Milford, CT 06776
Telephone (860) 354-2204 ♦ Fax (860) 210-2216
<http://sms.newmilfordps.org/>
https://twitter.com/SMS_CT

Dr. Christopher Longo, Principal
Mrs. Jennifer Delaney, Assistant Principal
Mrs. Kerri Adakonis, Assistant Principal
Mrs. Barbara Nanassy, Assistant Principal

September 20, 2018

Dear Dr. Tracy,

Strive

Request: In an effort to provide SMS activities based on student interest, I write to request the following change to our activities/clubs. Therefore, we request that the funds from a preexisting BOE approved activity be transferred to a previously approved activity described below.

Unite

Rationale: We would like to replace the *American Sign Language Club (ASL club)* with *Writing Lab*. Please note that *Writing Lab* is a club that was replaced by another at some period during my predecessor's stint as principal. *Writing Lab* was already BOE-approved in the past and is listed in the teacher's contract. We currently have Math Lab in place and it is in the students' best interest to complement this with *Writing Lab*. There is lack of student interest in ASL club and we do not have any interest from staff as an advisor either. We no longer have any deaf students at SMS either, as we did in years past. As a result, an interest in sign language has diminished over the past 2 years.

Respect

We believe that students will pursue this important and meaningful activity and intervention. We have staff members interested in advising this club and have students who expressed interest as well. This change will also assist in improving student achievement and will continue to support our recent increase in standardized test scores in Reading and Writing.

Grow

Please let me know if you have any questions or need any other information. Thank you.

Sincerely,

Encourage

Christopher Longo, Ed.D.
Principal

CC: Ellamae Baldelli

Schaghticoke Middle School Vision Statement


Schaghticoke Middle School is made up of a community of learners: students, parents, faculty, staff, administration, and citizens of the greater New Milford area. The foundation of our vision lies upon the positive reinforcement of character: integrity, responsibility, respect, and fairness. Together we will work to create an environment in which all students can reach their potential academically, socially, and emotionally under the guidance and nurturing support of the Schaghticoke community members. We will collaborate to foster an atmosphere of trust and support in order to encourage teachers and students to explore new initiatives in curriculum and assessment to improve student achievement.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs

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

DATE: September 10, 2018

SUBJECT: **Operational Memorandum No. 14-18**
Permanent Single Agreement (ED-099) to Participate in the Child Nutrition Programs

The United States Department of Agriculture (USDA) requires state agencies (SA) to provide each school food authority (SFA) with a single Permanent Agreement (Agreement) when the SA administers any combination of the USDA Child Nutrition Programs (CNPs). Under the advisement of the USDA, the Connecticut State Department of Education (CSDE) has revised the CNP Permanent Agreement, to include all programs currently available to SFAs, which include the:

- National School Lunch Program (NSLP);
- School Breakfast Program (SBP);
- Afterschool Snack Program (ASP) of the NSLP;
- Special Milk Program (SMP);
- Seamless Summer Option (SSO) of the NSLP;
- Food Distribution Program (FDP);
- Summer Food Service Program (SFSP); and
- Child and Adult Care Food Program (CACFP).

The new Agreement is more robust in its language to outline the responsibilities of both the CSDE and the SFA as they pertain to each CNP. As the previous version of this form is now obsolete, all SFAs that wish to continue their sponsorship of the CNPs **must** enter into a new Agreement with the CSDE.

Beginning September 10, 2018, the CSDE will e-mail an individualized prefilled Permanent Agreement to each food service director and business administrator listed in the Sponsor Application portion of the "Sponsor Application Packet for School Year 2018-19" in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System).

The last page of the Agreement designates the representatives who are authorized to enter into such Agreement with the CSDE and certify claims for reimbursement for meals. Action from the local board of education or appropriate governing body must occur to execute this new Agreement, and designate the authorized signers so that SFAs may submit claims and avoid reimbursement delays.

The four areas on the last page of the Agreement that must be completed are listed below.

1. **Date** of the board meeting is when the local board of education or appropriate governing body of the sponsoring organization took action to designate both of the authorized signers.
2. **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to certify claims for reimbursement. This person is the head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
3. **Signature 2** is the person (assistant superintendent, business official, principal, headmaster, city or town manager, executive director or deputy commissioner) authorized only to certify the claims for reimbursement in the absence or incapacity of the first designated representative.
4. **Signature 3** is the person who certifies the board action but is not authorized to certify the claim for reimbursement. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk or secretary of the corporation).

SFAs must e-mail a scanned copy of the signed Agreement to CNPermanentAgreement@ct.gov by **November 15, 2018**. Use the subject line “CNP Permanent Agreement – SFA NAME,” for example, “CNP Permanent Agreement – Hartford Public Schools.”

It is important to complete the new Agreement correctly. The CSDE will return incomplete forms and require the SFA to submit a new Agreement if signature titles are not appropriate for the signature group, as indicated above. Failure to submit a new Agreement by **November 15, 2018**, may result in claims for reimbursement being withheld until the Agreement is received and processed.

SFAs may access the regulations pertaining to each program from the links below.

- [7CFR Part 210: National School Lunch Program](#)
- [7CFR Part 215: Special Milk Program for Children](#)
- [7CFR Part 220: School Breakfast Program](#)
- [7 CFR Part 250: Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction](#)
- [7CFR Part 225: Summer Food Service Program](#)
- [7CFR Part 226: Child and Adult Care Food Program](#)
- [7CFR Part 245: Free and Reduced Price Eligibility](#)

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> • Fairfield County (Includes Region 9) • Litchfield County (Includes Regions 1, 6, 7, 12, and 14) 	<p>Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129</p>
<ul style="list-style-type: none"> • Hartford County (Includes Region 10) • Middlesex County (Includes Regions 4, 13, and 17) 	<p>Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079</p>
<ul style="list-style-type: none"> • New Haven County (Includes Regions 5, 15, and 16) 	<p>Jackie Schipke <u>jackie.schipke@ct.gov</u> 860-807-2123</p>
<ul style="list-style-type: none"> • New London County • Tolland County (Includes Regions 8 and 19) • Windham County (Includes Region 11) 	<p>Susan Alston susan.alston@ct.gov 860-807-2081</p>

JDF:saa

ED-099 Revision 1/18
7 CFR Part 210
7 CFR Part 215
7 CFR Part 220
7 CFR Part 225
7 CFR Part 226
7 CFR Part 245
7 CFR Part 250

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

AGREEMENT FOR CHILD NUTRITION PROGRAMS

09600

Child Nutrition Program Sponsor Agreement Number

New Milford School Lunch

Sponsor Name (Town, City, Board of Education, School, Organization, or Corporation)

22 Hipp Road, New Milford, CT 06776

Street Address, City, State, Zip Code

For State Use Only	
Type of Agency	
<input checked="" type="checkbox"/>	Education Institution
<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	For-profit Organization
<input type="checkbox"/>	Indian Tribe
<input type="checkbox"/>	Military Installation
<input type="checkbox"/>	Private Nonprofit Organization
<input type="checkbox"/>	Other

This Permanent Single Agreement (Agreement) represents the United States Department of Agriculture's (USDA) requirement for state agencies to provide each school food authority (SFA) with a single Agreement when a state agency administers any combination of the USDA Child Nutrition Programs (CNPs). This Agreement replaces all previous Agreements with the Connecticut State Department of Education (CSDE) for each CNP indicated on page 2.

This Agreement shall be effective commencing on the approval date indicated on page 2 and remain in effect unless terminated as provided herein.

By signing this Agreement (page 15), the sponsor agrees to comply with the requirements for any CNP in which it is approved to participate.

The sponsor must comply with all requirements included in documents submitted as part of each CNP application, in addition to the requirements of this Agreement.

This is not an application to participate in a CNP.

ED-099 Agreement for Child Nutrition Programs

PROGRAM PARTICIPATION

Check all CNPs that apply.

School Nutrition Programs (SNP)

Type of Organization Entity (Check One):

- Public School
 Charter School
 Residential Child Care Institution
 Private School
 Camp
 Other: _____

For State Use Only		
CNP	Date Approved	Signature
<input checked="" type="checkbox"/> National School Lunch Program (NSLP)		
<input checked="" type="checkbox"/> School Breakfast Program (SBP)		
<input type="checkbox"/> Afterschool Snack Program (ASP)		
<input type="checkbox"/> Special Milk Program (SMP)		
<input type="checkbox"/> Seamless Summer Option (SSO)		

Child and Adult Care Food Program (CACFP)

Agreement Type (Check One):

- Independent Center
 Sponsor of Affiliated Sites
 Sponsor of Unaffiliated Sites
 Sponsor of Affiliated and Unaffiliated Sites

For State Use Only		
CNP	Date Approved	Signature
<input type="checkbox"/> Adult Day Care (ADC)		
<input type="checkbox"/> Child Care Center (CCC)		
<input type="checkbox"/> Day Care Homes (DCH)		

Summer Food Service Program (SFSP)

SFSP Code (Check One):

- School Food Authority
 National Youth Sports Program
 Residential Camp
 Private Nonprofit
 Unit of Government
 Non-residential Summer Camp

For State Use Only		
CNP	Date Approved	Signature
<input type="checkbox"/> Summer Food Service Program (SFSP)		

Food Distribution Program (FDP)

For State Use Only			
CNP	Date Approved	Signature	WBSCM * Business Partner ID
<input checked="" type="checkbox"/> Food Distribution Program (FDP)			4003231

* Web-based Supply Chain Management

ED-099 Agreement for Child Nutrition Programs

DEFINITIONS

Child Nutrition Programs (CNP): Federally funded nutrition programs administered by the USDA according to the National School Lunch Act, as amended (60 Stat. 230, 42-USC 1751), and the Child Nutrition Act of 1966, as amended (80 Stat. 885, 42-USC 1771) and subject to all present and subsequent regulations issued pursuant to said statutes. Specifically, for the purpose of this Agreement, Child Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO) of the NSLP, Food Distribution Program (FDP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP), herein referred to as CNPs.

Federal Assistance: Any funding, property, or aid that is provided to a state agency, sponsor, SFA, institution, or recipient agency for the purpose of providing CNP benefits or services to eligible participants.

Institution: A sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter, or adult day care center that enters into an Agreement with the state agency to assume final administrative and financial responsibility for CNP operations as defined in 7 CFR Part 226.

Recipient Agency (RA): Agencies or organizations that receive donated foods under 7 CFR Part 250, Food Distribution Program.

School: An educational unit as defined in 7 CFR parts 210, 215 and 220.

School Food Authority (SFA): The legal governing body that is responsible for the administration of one or more schools; and has the legal authority to enter into an Agreement with the state agency to operate CNPs.

Sponsor: A public, private nonprofit, or for-profit organization that is approved to operate a CNP as defined in 7 CFR parts 210, 215, 220, 225, 226, 240, and 250. The SFA, recipient agency, institution, or organization that is party to this contract.

State Agency: The state educational agency approved by the USDA to administer CNPs within the state as defined in 7 CFR Part 210, 215, 220, 225, 226, 240, and 250. For the purposes of this Agreement, the state agency is the CSDE.

Hereinafter, the institution, recipient agency, or SFA shall be referred to as Sponsor.

RESPONSIBILITIES

The CSDE agrees to reimburse or make advance payments in such amounts as are authorized by federal regulations to the Sponsor in connection with the CNP providing milk, breakfasts, lunches, suppers, or supplemental food to those eligible in accordance with any of the following regulations that are applicable to the chosen CNPs: National School Lunch Program Regulations (7 CFR Part 210), Special Milk Program Regulations (7 CFR Part 215), School Breakfast Program Regulations (7 CFR Part 220), Summer Food Service Program Regulations (7 CFR Part 225), Child and Adult Care Food Program Regulations (7 CFR Part 226), Determining Eligibility for Free and Reduced-price Meals and Free Milk in Schools (7 CFR Part 245), and Food Distribution Program Regulations (7 CFR Part 250), any amendments thereto. The CSDE shall reimburse or make advance payments to the Sponsor conditional

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upon the receipt of federal funding for the purposes described above, and the continuing eligibility of the Sponsor for the federal funds. The CSDE agrees to make payments, where applicable, in accordance with 7 CFR Part 240 (Cash in Lieu of Donated Foods), and any amendments thereto, and/or to donate foods to the Sponsor in accordance with 7 CFR Part 250 (FDP).

The Sponsor agrees to accept federal funds and/or donated foods for the operation of CNPs as agreed to herein in accordance with all applicable CNP regulations and any amendments thereto, and to comply with all the provisions thereof, and with all Connecticut statutes, administrative rules, policy manuals, memoranda, guidance, and instructions and any instruction or procedures issued by the USDA or the CSDE in connection therewith. The Sponsor further agrees to administer CNPs funded under this Agreement in accordance with provisions of 2 CFR Part 200 with further clarification issued in 2 CFR Parts 400, 415, 416, et al. (79 FR 75981), as applicable.

This Agreement shall be effective commencing on the date specified on page 2 by the individual CSDE program manager's approval and remain in effect unless terminated as provided herein. The Sponsor shall notify the CSDE whenever significant changes occur in their CNP operations.

The CSDE may terminate the Sponsor's participation in any CNP covered in this Agreement in accordance with the grant close-out procedures found in 2 CFR Parts 200.343, as applicable. If the CSDE terminates the Sponsor's participation in any CNP, the CSDE's action may also result in the termination of the Sponsor's participation in all CNPs.

Either party hereto may, by giving at least 30 days' written notice for NSLP, SBP, SMP, ASP, SFSP, and CACFP, terminate this Agreement. Upon termination or expiration of this Agreement, as provided herein, the CSDE shall make no further disbursement of funds paid to the Sponsor in accordance with this Agreement, except to reimburse the eligible Sponsor in connection with breakfasts, lunches, suppers, snacks, or milk served on or prior to the termination or expiration date of this Agreement. The obligations of the CSDE under the above-cited regulations shall continue until the requirements thereof have been fully performed.

Either party hereto may, by giving at least 60 days' written notice for FDP, terminate this Agreement. Upon receipt of evidence that the terms and conditions of the agreement have not been fully complied with by the RA, the FDP may terminate this agreement immediately by notice in writing to the RA. Subject to such notice of termination or cancellation, the RA agrees to comply with the instruction of the FDP either to distribute or re-donate all remaining inventories of USDA Foods in accordance with the provision of this agreement.

No termination or expiration of this Agreement shall affect the obligation of the Sponsor to maintain and retain records as specified herein and to make such records available for audit or investigation. Such records shall be retained for a period of three years after the date of the final claim for reimbursement in the fiscal year to which they pertain; unless audit or review findings have not been resolved, in which case the records shall be retained beyond the three-year period as long as required for resolution of the issues raised by the audit or review.

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USDA ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The Sponsor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the CNP applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement; and
- the USDA nondiscrimination statement that in accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the CNP applicant by USDA. This includes any Federal agreement, arrangement or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

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EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The Sponsor further agrees to comply with the anti-discrimination statutes of the State of Connecticut. Connecticut General Statutes 4a-60 and 4a-60a as amended mandates that the Sponsor agrees and warrants that in the performance of this contract that he/or she 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. If the contract is for a public works project, municipal public works contract or contract for a quasi-public agency project, the contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency project. The contractor further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. For the purpose of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n.

This contract is subject to the Provisions of Executive Orders Number 3 and 17 promulgated on June 16, 1971, and February 15, 1973, respectively. As such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commission for violation of or noncompliance with said Executive Orders, or any state or federal law concerning nondiscrimination notwithstanding that the Labor Commission is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Orders No. 3 and 17 are incorporated herein by reference and made a part hereof. The parties agree to abide by the said Executive Orders and agree that the contracting agency and the State Labor Commission shall have joint and overall continuing jurisdiction with respect to performance of this contract and the requirements of the above referenced Executive Orders.

The Sponsor agrees to save harmless the Connecticut 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 above.

PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS CLAUSE

Pursuant to 88 Stat. 571. 20 USC 1232 (g), Public Law 93-380, Education Amendments of 1974, the Sponsor shall agree and warrant to:

1. permit the parents or legal guardians of children eligible to participate in the named CNPs to inspect and review any and all official records, files and data directly related to their children;
2. provide an opportunity for a hearing to challenge the content of their child's records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the children or their parents; and
3. establish and adhere to the policy of not permitting the release of children's personally identifiable records or files (or personal information contained therein) without the consent of their parents or legal guardians to any individual, agency, or organizations, except the following:

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- a. other school officials who have legitimate educational interests;
- b. officials of state health or state education programs;
- c. officials of other schools or school systems in which the student intends to enroll, upon the condition that the child's parents or legal guardians be notified of the transfer, receive a copy, if desired, and have an opportunity for a hearing to challenge the content of the record;
- d. officials of federal, state or local means tested nutrition programs with eligibility standards comparable to the NSLP; and
- e. an administrative head of an education agency, or state educational authorities in connection with an audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements that relate to such programs provided that, except when a collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) that would permit the personal identification of such students or their parents after the data so obtained has been collected.

The Sponsor hereby agrees that nondiscrimination policy procedures in accordance with applicable regulations for the named CNPs will be established and implemented as appropriate.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN NSLP, SBP, AND SMP

This section applies only if an approval date for the NSLP, SBP, or SMP has been entered on page 2 and it has been signed by the CSDE.

The Sponsor and participating schools under its jurisdiction shall comply with all provisions of 7 CFR parts 210, 215, 220, and 245, **and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation and Free and Reduced-price Policy Statement**, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al, and all applicable requirements of the Connecticut General Statutes relating to CNPs, USDA guidance, and CSDE Operational Memoranda, hereby incorporated by reference.

The Sponsor further agrees to the following specific provisions, as applicable.

1. Maintain a nonprofit school food service and/or a nonprofit milk service and observe the requirements for and limitations on the use of nonprofit school food service revenues set forth in 7 CFR 210.14 and 7 CFR 220.7(e)(1), and the limitations on any competitive school food service as set forth in 7 CFR sections 210.11 and 220.12.
2. Limit its net cash resources to an amount that does not exceed three months' average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with 7 CFR sections 210.19 (a), 220.7 (e)(1), and 220.13(I).
3. Maintain a financial management system as prescribed in 7 CFR sections 210.14(c), 220.13(I), and 215.7(d)(6):
4. Comply with the requirements of the USDA regulations regarding financial management (2 CFR Part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415).
5. Serve meals and snacks that meet the minimum requirements prescribed in 7 CFR sections 210.10 and 220.8, during the applicable meal period.
6. For pricing programs, to price meals and snacks as a unit.

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7. Serve CNP meals, milk, and snacks free or at a reduced-price to all children who are determined by the Sponsor to be eligible for such meals in accordance with the free and reduced price policy statements approved under 7 CFR Part 245.
8. Claim reimbursement at the assigned rates only for reimbursable meals and snacks served to eligible children in accordance with 7 CFR parts 210, 215.8, 215.10, and with the agreement. The Sponsor authority official signing the claim shall be responsible for reviewing and analyzing meal and milk counts to ensure accuracy, as specified in 7 CFR sections 210.8, 220.11, and 215.11. Acknowledge that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR 210.25. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in 7 CFR 210.26 shall apply.
9. Count the number of free, reduced-price, and paid reimbursable CNP meals at the point of service, as approved by the CSDE.
10. Submit claims for reimbursement in accordance with 7 CFR sections 210.8, 220.11, 215.10, and procedures established by CSDE.
11. Comply with USDA requirements regarding nondiscrimination (7 CFR parts 15, 15a, 15b and FNS-113).
12. Make no discrimination against any child because of his or her eligibility for free or reduced-price meals, milk, or supplements (snacks) in accordance with the Free and Reduced-price Policy Statement.
13. Maintain, in the storage, preparation, and service of food and milk, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
14. Maintain necessary facilities for storing, preparing, and serving food and/or milk.
15. Obtain for each school participating in the CNPs a minimum of two food safety inspections during the school year, conducted by the state or local governmental agency responsible for food safety inspections, publicly post inspection results, and provide a copy of the inspection report to a member of the public upon request.
16. Implement a food safety program meeting the requirements of 7 CFR 210.13 and 210.15(b)(5) at each facility or part of a facility where food is stored, prepared, or served.
17. Upon request, make all accounts and records pertaining to CNPs available to the CSDE and USDA FNS, for audit or review, at a reasonable time and place in accordance with 7 CFR sections 210.9(b)(17), 220.7(e)(13), and/or 215.7(d)(7). In accordance with 7 CFR 210.19(a)(4), the CSDE shall promptly investigate complaints received or irregularities noted in connection with the operation of the CNP, and shall take appropriate action to correct any irregularities. At the discretion of the CSDE, the investigations shall be conducted on an announced or unannounced basis.
18. Maintain files of currently approved and denied free and reduced-price applications and direct certification documentation with the supporting documentation, as specified in and in accordance with 7 CFR 245. If the applications and direct certification documentation are maintained at the Sponsor level, they shall be readily retrievable by school or site.
19. Retain the individual applications for free milk and/or free and reduced-price lunches and supplements (snacks) submitted by families for a period of three years after the end of the fiscal year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the three-year period and as long as required for the resolution of the issues raised by the audit.
20. Observe the limitations on the use of CNP revenues set forth in 7 CFR sections 210.14a, 220.7(e)(1), and 215.7(d)(1) and the limitations on any competitive school food service as set forth in 7 CFR 210.11b.

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21. Establish a local wellness policy that includes goals for nutrition education and physical activity, nutrition guidelines for all foods available on campus, guidelines for school meals not less restrictive than 7 CFR sections 210.10 and 220.8, and an implementation plan.
22. Enter into an agreement to receive donated foods as required by 7 CFR 250. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the CSDE.
23. Purchase, in as large quantities as may be efficiently utilized in its nonprofit school food service, foods designated as plentiful by CSDE.

NSLP AFTERSCHOOL SNACK PROGRAM (ASP)

This section applies only if an approval date for the ASP has been entered on page 2 and it has been signed by the CSDE.

In conjunction with all provisions of the NSLP, the Sponsor agrees to the following requirements.

1. Claim reimbursement only for meals served in afterschool care programs that meet all of the following criteria:
 - The program must be operated by a school that is participating in the NSLP;
 - The program must be sponsoring or operating an afterschool care program for children ages 3-18;
 - The program must provide regularly scheduled educational or enrichment activities in an organized, structured, and supervised environment; and
 - The program must meet state or local licensing requirements and health and safety standards.
2. Claim reimbursement only for snacks served to children who are not more than 18 years of age. Individuals, regardless of age, who are determined to be mentally or physically disabled are eligible to participate. If a child's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that child during the remainder of the school year;
3. Claim reimbursement for no more than one meal supplement per child per day. Sites located in areas served by a school in which at least 50 percent of the enrolled children are eligible for free or reduced-price meals may claim reimbursement at the free rate for snacks served to all children eligible to participate in the ASP regardless of each child's eligibility for free or reduced-price meals. Sites in which less than 50 percent of the enrolled children are certified eligible for free or reduced-price meals must claim reimbursement based on each child's eligibility for free or reduced-price meals.
4. Serve meal supplements that meet the minimum requirements prescribed in 7 CFR.210.
5. Price the meal supplement as a unit.
6. Serve meal supplements free or at a reduced-price to all children who are determined by the Sponsor to be eligible for free or reduced-price school meals under 7 CFR Part 245 or choose to offer a nonpricing program.
7. If charging for meals, the charge for a reduced-price meal supplement shall not exceed 15 cents, as required by 7 CFR 210.9(c)(4).
8. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this agreement;
9. Review each ASP two times a year. The first review shall be made within the first four weeks of ASP operation each school year. The second review must be completed during the remainder of the time that the ASP is in operation.

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10. Comply with all requirements of this part, except that claims for reimbursement need not be based on "point-of-service" meal supplement counts, as required by 7 CFR 210.9(b)(9).
11. Sites that are site/area eligible must maintain documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals and maintain total meal counts for these sites.
12. Sites that are not site/area eligible must record daily snack counts by student eligibility category and maintain documentation of free or reduced-price eligibility for all children for whom free or reduced-price snacks are claimed.
13. Maintain documentation of each child's attendance on a daily basis.
14. Maintain documentation of compliance with meal pattern requirements.

SEAMLESS SUMMER OPTION (SSO) OF THE NSLP

This section applies only if an approval date for the SSO has been entered on page 2 and it has been signed by the CSDE.

The SSO combines features of the NSLP, SBP, and SFSP. The purpose of the SSO is to feed children in low-income areas during the summer months, extended breaks of a year-round school schedule, or unanticipated school closures. The SSO reduces paperwork and the administrative burden that is normally associated with operating all three programs. To accomplish this, the above Sponsor requests an exemption of significant portions of the SFSP federal regulations of 7 CFR Part 225. In lieu of the exempt SFSP regulations, the Sponsor will follow applicable regulations in the NSLP and the SBP (7 CFR parts 210 and 220, respectively).

Required SFSP Provisions

SFSP regulatory provisions of 7 CFR, Part 225 that remain in force require that Sponsors comply with the provisions below.

1. 7 CFR 225.6(d)(1): Serve meals in areas in which poor economic conditions exist, that are not served by another.
2. 7 CFR 225.6(e)(1): To serve meals:
 - from May through September for children on school vacation;
 - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
 - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
3. 7 CFR 225.6(e)(4): Agree to serve meals at no cost (except camps);
4. 7 CFR 225.6(e)(7): Claim reimbursement only for approved meals served without charge to children at approved sites, during approved meal service periods as required by 7 CFR Section 225.6(e)(7). This section prohibits permanent changes to the serving time of any meal unless approved by CSDE;
5. 7 CFR 225.14(c)(1): Demonstrate financial and administrative capability to operate the SSO, and accept final financial and administrative responsibility for the total program operations at all sites;
6. 7 CFR 225.14(c)(2): Have not been seriously deficient in operating the SSO;
7. 7 CFR 225.14(c)(3): Conduct a regularly scheduled food service for children from areas in which poor economic conditions exist or qualifies for as a camp;

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8. 7 CFR 225.14(d)(2): Open the meal service to children in the community as well as the summer school students, for meals served to children enrolled in summer school;
9. 7 CFR 225.16(b): Limit the number of meals that may be served, as specified in the regulations.
10. 7 CFR 225.16(d): Agree to indicate in an annual application that the meal pattern requirements that will be followed, those indicated in 7 CFR 225.16 or those in 7 CFR Sections 210.10 and 220.8. Further, agrees to indicate if offer versus serve will be implemented, and if so, that the implementation of offer versus serve will follow the corresponding requirements of the selected meal pattern.

Exempted SFSP Provisions

To operate the SSO, the Sponsor requests an exemption from the following SFSP regulatory provisions of 7 CFR, Part 225:

1. 7 CFR 225.6: CSDE application approval, paragraphs (a), (b), (c), (d), (e), (f), and (h) except paragraphs (d)(1), (e)(1), (e)(4), and (e)(7); and
2. 7 CFR Sections 225.7 through 225.18:
 - program monitoring and assistance;
 - records and reports;
 - program assistance to Sponsor;
 - audits and management evaluations;
 - corrective action procedures;
 - appeal procedure;
 - requirements for Sponsor participation, entire section **except** paragraphs (c)(1), (c)(2), (c)(3), and (d)(2);
 - management responsibilities of Sponsor;
 - meal service requirements, entire section **except** paragraph (b);
 - procurement standards; and
 - miscellaneous administrative provisions.

NSLP and SBP Regulations

The CSDE recognizes that NSLP and SBP regulations may conflict with SFSP requirements. The CSDE will provide technical assistance to sponsors to adapt requirements as necessary.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN FOOD DISTRIBUTION PROGRAM

This section applies only if an approval date for the FDP has been entered on page 2 and it has been signed by the CSDE.

1. The Sponsor shall comply with all provisions of 7 CFR 250, and with other Federal regulations referenced in this part, as well as USDA policy, instruction, and guidance, and CSDE Operational Memoranda.
2. Prior to receiving USDA foods, the sponsor/RA shall enter into an agreement to receive donated foods as required by 7 CFR 250.11(b).
3. The RA shall ensure compliance with all requirements relating to food safety and food recalls.

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REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE CACFP

This section applies only if an approval date for the CACFP has been entered on page 2 and it has been signed by the CSDE.

The Institution, as defined in 7 CFR 226.2, shall comply with all provisions of 7 CFR Part 226, and with other Federal regulations referenced in this part, as well as USDA policy, instructions and guidance, and CSDE Operational Memoranda, hereby incorporated by reference. The Institution further agrees to accept final administrative and financial responsibility for management of a proper, efficient, and effective nonprofit food service operation conducted principally for the benefit of enrolled participants. No institution may contract out for management of the CACFP.

The Institution further agrees to the following specific provisions, as applicable.

1. Child or adult care centers must have federal, state, or local licensing or approval to provide day care services to participants. Child or adult day care centers that are complying with applicable procedures to renew licensing or approval may participate in the CACFP during the renewal process, unless the CSDE has information that indicates that renewal will be denied. At-risk afterschool care centers shall comply with licensing requirements set forth in 7 CFR 226.17a(d). Each sponsored child or adult day care center must promptly inform the sponsoring organization about any change in its licensing or approval status.
2. Except for for-profit centers, child and adult day care centers shall be public, or have tax exempt status under the *Internal Revenue Code* of 1986.
3. Each child or adult day care center participating in the CACFP must serve one or more of the following meal types: breakfast, lunch, supper, and snack. Reimbursement cannot be claimed for more than two meals and one snack or one meal and two snacks provided daily to each participant. At-risk afterschool care centers shall comply with limits on daily reimbursement set forth in 7 CFR 226.17a (k). Adult day care centers cannot claim CACFP reimbursement for meals claimed under part C of title III of the Older Americans Act of 1965.
4. Each child or adult day care center participating in the CACFP shall claim only the meal types specified in its approved application in accordance with the meal pattern requirements specified in 7 CFR 226.20. Menus and any other nutritional records required by the CSDE shall be maintained to document compliance with such requirements.
5. For-profit child care centers cannot claim reimbursement for meals served to children in any month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free and reduced-price meals or were Title XX beneficiaries. However, children who only receive at-risk afterschool snacks and/or at-risk afterschool meals cannot be included in this percentage.
6. For-profit adult day care centers cannot claim reimbursement for meals served to participants in any month in which less than 25 percent of the enrolled participants were Title XIX or Title XX beneficiaries.
7. Each child or adult day care center except for outside-school-hours care centers, at-risk afterschool care centers, and emergency shelters shall collect and maintain documentation of the enrollment of each participant, including information used to determine eligibility for free and reduced-price meals in accordance with 7 CFR 226.23(e)(1).
8. Each child or adult day care center must maintain daily records of attendance and time of service meal counts by type (breakfast, lunch, supper, and snacks) served to enrolled participants, and to adults performing labor necessary to the food service. At-risk after-school care centers must maintain records as required by 7 CFR 226.17a(o).

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9. Each child or adult day care center must require key staff, as defined by the CSDE, to attend CACFP training prior to the center's participation in the CACFP, and at least annually thereafter, on content areas established by the CSDE.
10. Each institution shall comply with the recordkeeping requirements established in 7 CFR 226.10(d) and if applicable, in 7 CFR 226.15(e). Failure to maintain such records shall be grounds for the denial of reimbursement.
11. Each sponsoring organization must comply with all provisions of 7 CFR 226.15 and 7 CFR 226.16 and shall accept final administrative and financial responsibility for food service operations in all child care and adult day care facilities under its jurisdiction.
12. As outlined in 7 CFR 226.6, each new and renewing institution must submit to the CSDE information sufficient to document that it is:
 - financially viable;
 - administratively capable of operating the CACFP in accordance with this part; and
 - has internal controls in effect to ensure accountability.
13. Failure to comply with established due dates and timelines for all application and renewal information and monthly reimbursement claim filings may result in a lapse of claiming privileges and/or termination from CACFP participation.
14. The CSDE, USDA and other state or federal officials have the right to make announced or unannounced reviews of the institution's facilities and operations. Such reviews will be made during the institution's normal hours of child or adult care operations, and anyone conducting the reviews must produce photo identification that demonstrates they are employees of one of these entities.
15. Failure to maintain compliance with CACFP regulations 7 CFR 226 and other program requirements may result in the Institution being declared seriously deficient in the operation of the CACFP. Serious deficiencies that are not fully and permanently corrected within the specified time will result in the proposed termination and disqualification of the Institution and the responsible principals and responsible individuals from future CACFP participation. Termination from the CACFP will also result in the placement of the Institution and the responsible principals and responsible individuals on the National Disqualified List (NDL). While on the NDL, the Institution will not be able to participate in the CACFP as an institution or facility, and the responsible principals and responsible individuals will not be able to serve as a principal in any institution or facility or as a day care home provider in the CACFP. Institutions and individuals remain on the NDL until USDA's FNS, in consultation with the CSDE, determines that the serious deficiencies have been corrected, or until seven years after their disqualification. However, if any debt relating to the serious deficiencies has not been repaid, the Institution and individuals will remain on the list until the debt has been repaid.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE SFSP

This section applies only if an approval date for the SFSP has been entered on page 2, and it has been signed by the CSDE.


The Sponsor shall comply with all provisions of 7 CFR Part 225, **and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation by reference**, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al and USDA and CSDE guidance, hereby incorporated by reference.

ED-099 Agreement for Child Nutrition Programs

The Sponsor further agrees to the following specific provisions, as applicable:

1. To retain final financial and administrative responsibility for the SFSP.
2. To operate a nonprofit food service.
3. To serve meals that meet the requirements and provisions set forth in 7 CFR 225.6(e) during times designated as meal service periods by the Sponsor, including.
 - from May through September for children on school vacation;
 - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
 - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
4. To serve the same meals to all children.
5. To serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the SFSP.
6. To issue a free meal policy statement in accordance with 7 CFR 225.6(c).
7. To meet the training requirement for its administrative and site personnel as required under 7 CFR 225.15(d)(1).
8. To claim reimbursement only for the types of meals specified in this Agreement or in each annual update hereafter, and served without charge to children at approved sites during the approved meal service period, except that camps, as defined in 7 CFR 225.16(b)(1), shall claim reimbursement only for the types of meals specified in the Agreement or in each annual update hereafter and served without charge to children who meet the SFSP's income standards. This Agreement and each annual update hereafter shall specify the approved levels of meal service for the Sponsor's sites if such levels are required under 7 CFR 225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the CSDE.
9. To submit claims for reimbursement in accordance with procedures established by the CSDE, and those stated in 7 CFR 225.9. Claims for reimbursement will include meals counts at the site level.
10. In the storage, preparation, and service of food, to maintain proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
11. To accept and use, in quantities that may be efficiently utilized in the SFSP, such foods as may be offered under 7 CFR Part 250 (FDP).
12. To have access to facilities necessary for storing, preparing, and serving food.
13. To maintain a financial management system as prescribed by the CSDE.
14. Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225.15(d)(2) and (3).
15. Upon request, to make all SFSP accounts and records pertaining to the SFSP available to state, federal, or other authorized officials for audit or administrative review, at a reasonable time and place.
16. To maintain all SFSP records for a period of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
17. To maintain children on site while meals are consumed as required by 7 CFR 225.6(e)(15).
18. If seeking to operate in multiple states, to apply and enter into an agreement with each state agency. To make records available to each state agency in the respective state to assure the state agencies can complete their monitoring responsibilities.
19. To retain any funds remaining at the end of the SFSP year to use as start-up funds for the subsequent program year or for improving the sponsor's SFSP services in the subsequent SFSP year. As a final option, and to minimize expense, use toward the operation of other CNPs.

Memorandum from the Office of the Director of Human Resources

TO: Dr. Stephen Tracy, Interim Superintendent
FROM: Ellamae Baldelli, Director of Human Resources 
RE: List of Teacher Substitutes
DATE: September 28, 2018

Attached is a list of teacher substitutes as of September 27, 2018.

TEACHER/TUTOR SUBS

Amorando, Kari	Teacher
Andrews, Nicole	Teacher
Aurio, Deanna	Teacher
Barry, Joanne	Teacher
Bell, Casie	Teacher
Bixler, Richard	Teacher
Blocker, Maria	Teacher
Bohrman, Cheryl	Teacher
Bourdier, Caitlyn	Teacher
Bracho, Carolina	Teacher
Brodginski, Helene	Teacher
Cambareri, Danielle	Teacher
Cardenas, Deborah	Teacher
Carlone, Susan	Teacher
Carlson, Stephanie	Teacher
Carretta, Jessica	Teacher
Castaldi, Jeffrey	Teacher
Cheron, Bonnie Jo	Teacher
Chowdhury, Cecilia	Teacher
Coffin, Tanzy	Teacher
Conte, Maria	Teacher
Costello, Shaela	Teacher
Culbertson, Valerie	Teacher
Curtis, Ian	Teacher
D'Asoli, James	Teacher
Davenport, Paula	Teacher
Davis, Amy	Teacher
DeGaeto, Russell	Teacher
Dilak, Cyrus	Teacher
Dolcimas, Anthony	Teacher
Edwards, Austin	Teacher
Farr, Linda	Teacher
Flake, Laura	Teacher
Flynn, David	Teacher
Fodor, Jennifer	Teacher
Folchi, Marybeth	Teacher
Fox, M.	Teacher
Gadiel, Peter	Teacher
Gammons, Sandra	Teacher
Gillespie, Francis	Teacher
Goldberg, Paul	Teacher
Gonzalez, Dennis	Teacher
Grady, Michelle	Teacher
Gray, Kelly	Teacher
Green, Quanasia	Teacher

Groccia, Nicholas	Teacher
Hamill, Herbert	Teacher
Harrington, Jill	Teacher
Hattar, Anita	Teacher
Infante, Chris	Teacher
Jahan, Tahera	Teacher
Jain, radhika	Teacher
Johnson, Angela	Teacher
Johnson, Patrick	Teacher
Kahn, Becky	Teacher
Karwowski, Danielle	Teacher
Kohut, Peter	Teacher
Kraft, William	Teacher
Kugler, Lois	Teacher
LaFontan, Elaine	Teacher
Lee, Diane	Teacher
Lin, Li Ting	Teacher
Lorimer, Valerie	Teacher
Malhi, Harjit	Teacher
Markelon, Sierra	Teacher
McAleer, Lisa	Teacher
McLaughlin, Terri	Teacher
McNulty, Maura	Teacher
Mellen, Emily	Teacher
Muller, Nicole	Teacher
Nadig, Douglas	Teacher
Olden, Donald	Teacher
Palmer, David	Teacher
Pasternak, Adrian	Teacher
Pearl, Patricia	Teacher
Peguero, Davey	Teacher
Pelletier, Nannette	Teacher
Quackenbos, Ann	Teacher
Shahid, Atiya	Teacher
shapiro, barbara	Teacher
Shapiro, Melvin	Teacher
Shaw, Rebecca	Teacher
Simon, Estrella	Teacher
Smith, Jessica	Teacher
Thompson, Michelle	Teacher
Tomascak, Marci	Teacher
Tomasello, Len	Teacher
Valentine, Shirley	Teacher
Vallone, Joseph	Teacher
Vita, Joseph	Teacher
Walton, Blair	Teacher
Waters, Merriah	Teacher

**Willaum, Robert
Winkel, Douglas**

**Teacher
Teacher**



UPDATED MASTER SCHEDULE
FOR BIDS AND PROPOSALS

4B - ITEM OF INFORMATION
OCTOBER 2018 MEETING

<i>District</i>					
TYPE	DESCRIPTION	FREQUENCY	DEPARTMENT	NEXT POSTING	NOTE
Security Safety Monitors	Provide security services both during school hours and for after school activities.	Every 3 Years	District	FEBRUARY 2021	CURRENTLY IN 3 YEAR CONTRACT ENDING 6/30/21
Athletic Trainer	High School Sports.	Every 3 Years	District	MARCH 2019	CURRENTLY IN 3 YEAR CONTRACT ENDING 6/30/19
Medical Advisor	Advising the District on health related policies and procedures.	Every 2 Years	District	MAY 2019	HISTORICALLY DONE AS RFP BUT AS PER POLICY 3300(a) CAN BE DONE AS AN RFQ.
Life, AD&D Insurance	Provide Life Insurance and accidental death and dismemberment coverage pursuant to all collective bargaining agreements.	Every 3 Years	District	JULY 2020	BID IN CONJUNCTION WITH TOWN
Long Term Disability	Provide Long Term Disability Policy pursuant to all collective bargaining agreements.	Every 3 Years	District	JULY 2020	
Transportation	Regular Education Transportation.	Every 3 Years	District	JANUARY 2023	CURRENTLY IN 5 YEAR CONTRACT ENDING 6/30/23
Legal Service	Provide legal services for both regular education and special education.	Every 3-5 Years	District	AS REQUESTED	AS REQUESTED

<i>Special Education</i>					
TYPE	DESCRIPTION	FREQUENCY	DEPARTMENT	NEXT POSTING	NOTE
Transportation	Special Education Transportation.	Every 3 Years	Special Ed	OCTOBER 2018	CURRENTLY BIDDING FOR SERVICES STARTING 7/1/19
Occupational & Physical Therapy	Provide these services for Special Education students pursuant to their IEP.	Every 3 Years	Special Ed	NOVEMBER 2018	TO BE BID NEXT MONTH FOR SERVICES STARTING 7/1/19
Student Care Workers	Provide student care workers to Special Education students pursuant to their IEP.	Every 3 Years	Special Ed	JULY 2020	CURRENTLY IN 3 YEAR CONTRACT ENDING 6/30/20



UPDATED MASTER SCHEDULE
FOR BIDS AND PROPOSALS

4B - ITEM OF INFORMATION
OCTOBER 2018 MEETING

<i>Facilities</i>					
TYPE	DESCRIPTION	FREQUENCY	DEPARTMENT	NEXT POSTING	NOTE
Septic & Trap	Maintenance of septic tank and grease trap system's by having the tanks pumped, solids removed and perform visual inspection of the leach fields.	2x year at High School Annually elsewhere	Facilities	APRIL 2019	DUE TO PRICE OF SERVICES BEING GREATER THAN \$15,000 THEY ARE POSTED AS REQUEST FOR PROPOSAL'S (RFP'S) AS PER POLICY 3300(a).
Boiler and Burner	Annual cleaning and servicing through recognized industry standards. This would include all school buildings in the New Milford Public school district.	Annually	Facilities	APRIL 2019	
Kitchen Hood & Exhaust Systems	Cleaning and inspection in compliance with National Fire Protection Association (NFPA) and International Kitchen Exhaust Cleaning Association (IKECA).	2x year at High School Annually elsewhere	Facilities	APRIL 2019	DUE TO PRICE OF SERVICES BEING GREATER THAN \$5,000 BUT LESS THAN \$15,000 THEY ARE NOT POSTED AS REQUEST FOR PROPOSAL'S (RFP'S) BUT TREATED AS REQUEST FOR QUOTES (RFQ'S) AS PER POLICY 3300(a).
Automatic Sprinkler System	Testing and inspecting specified equipment in accordance with NFPA 25 standards. This includes Sarah Noble which is equipped with a fire pump.	Test & inspect throughout year per code	Facilities	APRIL 2019	
Gymnasium Operable Walls	Servicing and inspecting specified units. This would include all school buildings in the New Milford Public school district with such units.	Annually	Facilities	APRIL 2019	
Emergency Lighting	Testing and inspection of emergency lighting systems. This would include all school buildings in the New Milford Public school district.	Test & inspect throughout year per code	Facilities	APRIL 2019	
Fire Extinguishers	Testing and inspection of fire extinguishers. This would include all school buildings in the New Milford Public school district.	Annually	Facilities	APRIL 2019	
Annual Uniform Order	Contractual obligation through collective bargaining.	Annually	Facilities	NOVEMBER 2018	

<i>Food Services</i>					
TYPE	DESCRIPTION	FREQUENCY	DEPARTMENT	NEXT POSTING	NOTE
Frozen Dessert & Milk	Provide these items for the districts Food Service needs.	Annually	Food Services	MAY 2019	BID EVERY SPRING FOR A 1 YEAR TERM



TO: Stephen Tracy, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2018
RE: Parking Permit & Pay to Participate Revenues

Parking Permits

In the 2018-2019 Board of Education Final Budget the Parking Fee at NMHS is \$215, an increase of \$65 over the previous year. This is recorded in the revenue line item 44861 that has a budget of \$64,824 in the 2018-2019 Budget. As of October 5, 2018 we have sold 222 units at \$215 per space this year versus 230 units at \$150 per space during the same time period last year.

Pay to Participate

In the 2018-2019 Board of Education Final Budget the Pay to Play Fee is set at \$75 per season, all sports paying equal, with a \$300 family cap. This is recorded in the revenue line item 44863 that has a budget of \$64,400 in the 2018-2019 Budget. Athletic participation is broken into 3 distinct seasons. We have collected for the fall season already. We will be collecting payments for all of the winter sports during December 2018. We will be collecting payments for all of the spring sports during March and April of 2019. A participation breakout comparing fall of this year to fall of last year is attached below. This chart was provided by Keith Lipinsky, our Athletic Director.

Sport	Season	Participants 2017-2018	Participants 2018-2019
Boys Cross Country	Fall	18	14
Girls Cross Country	Fall	23	13
Field Hockey	Fall	47	45
Football	Fall	70	65
Boys Soccer	Fall	50	49
Girls Soccer	Fall	41	39
Girls Swimming and Diving	Fall	17	21
Girls Volleyball	Fall	42	34
Cheerleading	Fall	36	35
Dance	Fall	14	TBD
Total Fall		358	315 (missing Dance)

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

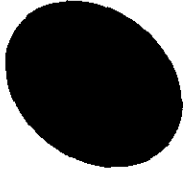
NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Anthony Giovannone
From: Sandra Sullivan
Date: October 2, 2018

Re: Health Inspections

The New Milford Health Department has conducted its first health inspection for the 18-19 school year of the district's cafeterias. Inspections occur two to three times per year. All kitchens, service areas and storage facilities were evaluated. I am happy to report the following exceptional scores:

New Milford High School	96
Schaghticoke Middle School	98
Sarah Noble Intermediate School	97
Northville School	100
Hill and Plain School	100

Cc: Stephen Tracy
Greg Shugrue
Christopher Longo
Anne Bilko
Pat Corvello
Susan Murray