

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

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

**DATE:** November 13, 2018  
**TIME:** 7:30 P.M.  
**PLACE:** Lillis Administration Building—Room 2

RECEIVED  
TOWN CLERK  
2018 NOV -9 A 8:58  
CT  
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. New Milford Substance Abuse Prevention Council Survey Request
- B. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- C. Monthly Reports
  1. Budget Position dated 10/31/18
  2. Purchase Resolution D-716
  3. Request for Budget Transfers
- D. Gifts & Donations
  1. PTO – Exhibit B
  2. CAS/CIAC
- E. Grant Approval
  1. Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation
- F. Bid Awards
  1. SNIS Oil Tank
  2. Special Transportation Services
- G. Activity Stipend Request
  1. New Milford High School
- H. NMHS Roof

#### **4. Items of Information**

- A. Entitlement Grants
  - 1. District Consolidated Grant
  - 2. Title III Grant
  - 3. Bilingual Grant
- B. Update on Transportation Complaints
- C. Possible Budget Drivers
- D. Capital Reserve
- E. Superintendent Search Update

#### **5. 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.

#### **6. Adjourn**

**Sub-Committee Members: Wendy Faulenbach, Chairperson**  
**Brian McCauley**  
**Eileen P. Monaghan**

**Alternates: Bill Dahl**  
**J.T. Schemm**



## **NEW MILFORD SUBSTANCE ABUSE PREVENTION COUNCIL**

Monday, October 15, 2018  
New Milford Board of Education  
50 East Street  
New Milford, CT 06776

Dear Board of Education Members,

On behalf of the Substance Abuse Prevention Council, I am requesting re-implementation of the National Search Institute's Attitudes and Behaviors Survey to 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students. The projected roll-out date is Wednesday, December 12<sup>th</sup>. To track trends and progress, the survey is repeated biennially. Our surrounding towns, including Brookfield, Danbury, Newtown, and New Fairfield have implemented this survey for many years with great success.

The purpose of this survey is to obtain objective data regarding the strengths and weaknesses of our students. This community assessment is paramount in program development promoting healthy decision-making specific to the needs of our youth. Biennial results identify trends and evaluate program success, enhancing revision and improvement as needed.

I am aware of potential concerns regarding the content of this survey. For this reason, I encourage you to visit <https://www.search-institute.org/surveys/> and review the questions that will be presented to our students. Please note that the results are completely anonymous with no identifiable information recorded.

Parental concerns are expected. Part of the protocol is a formal letter sent to every parent of all students eligible for survey completion. This letter outlines the survey and data collection process, including anonymity, sample questions, and the option to opt-out of participation. The letter is distributed two weeks before the roll-out date.

To enhance the collaborative efforts of a community youth assessment between multiple local organizations, the Substance Abuse Prevention Council is requesting funding from the Board of Education. The projected cost of implementation is \$2,000. The requested donation is \$1,000 from the Board of Education.

Thank you for your time and consideration. I look forward to discussing this matter in more detail in the near future.

Respectfully,

Justin Cullmer  
203-739-6029

President, New Milford Substance Abuse Prevention Council

Nmsubstanceabusecouncil.org

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
November 20, 2018

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Ms. Jody Bayer**, School Psychologist, Schaghticoke Middle School

**Move** that the Board of Education approve the resignation, due to retirement, of **Ms. Jody Bayer** as School Psychologist at Schaghticoke Middle School effective June 30, 2019.

Retirement

2. **Mr. Sean Cotter**, Math Teacher, New Milford High School  
**Move** that the Board of Education approve the resignation of **Mr. Sean Cotter** as Math Teacher at New Milford High School effective November 7, 2018.

Took job elsewhere

3. **Mrs. Jennifer Tuozzoli**, Kindergarten Teacher, Northville Elementary School  
**Move** that the Board of Education approve the resignation of **Mrs. Jennifer Tuozzoli** as Kindergarten Teacher at Northville Elementary School effective November 16, 2018.

Took job elsewhere

2. **CERTIFIED STAFF**

b. **NON-RENEWALS**

1. **None currently**

3. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. **Ms. Jessica Galan**, TESOL Teacher, Schaghticoke Middle School

**Move** that the Board of Education appoint **Ms. Jessica Galan** as TESOL Teacher at Schaghticoke Middle School effective November 26, 2018.

2018-2019 Salary – \$77,145 (Step 11J) – pro-rated to start date

*Education History:*

BA: Marymount Fordham  
Major: History  
MA: Fairfield University  
Major: Secondary Education  
CAS: Fairfield University  
Major: TESOL

*Work Experience:*

1 yr. West Hartford, 4 ¾ yrs. Norwalk,  
1 yr. Stamford, 2 ½ yrs. Bridgeport,  
11 mos. Torrington

2. **Mrs. Janice Perrone**, Head Teacher for Business and Technology Education, New Milford High School  
Move that the Board of Education appoint **Mrs. Janice Perrone** as Head Teacher for Business and Technology Education at New Milford High School effective November 26, 2018.  
2018-2019 stipend - \$2,931 - Pro-rated to start date

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. None currently

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. **Mrs. Donna Aleksandrowicz**, Paraeducator, New Milford High School  
Move that the Board of Education appoint **Mrs. Donna Aleksandrowicz** as Paraeducator at New Milford High School effective November 26, 2018.
2. **Ms. Sharina Danzy**, Paraeducator, Northville Elementary School  
Move that the Board of Education appoint **Ms. Sharina Danzy** as Paraeducator at Northville Elementary School effective November 26, 2018, pending results of physical performance assessment.
3. **Mrs. Carrie DeBellis**, Part-time Paraeducator, Northville Elementary School  
Move that the Board of Education appoint **Mrs. Carrie DeBellis** as Part-time Paraeducator at Northville Elementary School effective November 26, 2018.

*Education History:*

BBA: Pace University  
Major: Accounting  
MA: Sacred Heart University  
Major: Education

*Work Experience:*

Staff member since 2000

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

Replacing: N. Benvenuti

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

Replacing: M. Ginnane

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

Replacing: A. Swanson

- 4. **Mrs. Maritza Gonzalez**, Paraeducator, Hill and Plain School  
Move that the Board of Education appoint **Mrs. Maritza Gonzalez** as Paraeducator at Hill and Plain School effective November 26, 2018.  
\$14.21 per hour - Hire Rate  
\$15.70 per hour – Job Rate  
(after completion of probationary period)  
Replacing: E. Mott
  
- 5. **Ms. Carol Schroedel**, Paraeducator, Northville Elementary School  
Move that the Board of Education appoint **Ms. Carol Schroedel** as Paraeducator at Northville Elementary School effective November 26, 2018.  
\$14.21 per hour - Hire Rate  
\$15.70 per hour – Job Rate  
(after completion of probationary period)  
Replacing: J. Lesser
  
- 8. **ADULT EDUCATION STAFF**
  - a. **RESIGNATIONS**
    - 1. **Mrs. Susan Tudisco**, Adult Education Secretary, Adult Education Program  
Move that the Board of Education approve the resignation of **Mrs. Susan Tudisco** as Adult Education Secretary for the Adult Education Program effective November 30, 2018.  
Took position elsewhere
  
- 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. **None currently**
  
- 13. **COACHING STAFF**
  - b. **APPOINTMENTS**
    - 1. **Mr. Chris Bacich**, Volunteer Boys' Indoor Track Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Chris Bacich** as Volunteer Boys' Indoor Track Coach at New Milford High School effective November 26, 2018.  
Volunteer

- |  |   |
|--|---|
| <p>2. <b>Ms. Amie Bush</b>, Girls' and Boys' Varsity Dance Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Ms. Amie Bush</b> as Girls' and Boys' Varsity Dance Coach at New Milford High School effective November 26, 2018.</p>   | 2018-2019 Stipend: \$1486                         |
| <p>3. <b>Mr. Scott Capriglione</b>, Boys' Varsity Ice Hockey Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Scott Capriglione</b> as Boys' Varsity Ice Hockey Coach at New Milford High School effective November 26, 2018.</p>                                     | 2018-2019 Stipend: \$3916                         |
| <p>4. <b>Mr. Andrew DePalma</b>, Boys' Assistant Ice Hockey Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Andrew DePalma</b> as Boys' Assistant Ice Hockey Coach at New Milford High School effective November 26, 2018.</p>                                       | 2018-2019 Stipend: \$2544                         |
| <p>5. <b>Mr. Matthew DePalma</b>, Volunteer Boys' Ice Hockey Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Matthew DePalma</b> as Volunteer Boys' Ice Hockey Coach at New Milford High School effective November 26, 2018, pending receipt of coaching permit.</p> | Volunteer   |
| <p>6. <b>Ms. Kathy Flynn</b>, Volunteer Cheerleading Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Ms. Kathy Flynn</b> as Volunteer Cheerleading Coach at New Milford High School effective November 26, 2018, pending receipt of coaching permit.</p>                 | Volunteer   |
| <p>7. <b>Mr. Gary Golembeske</b>, Boys' Assistant Ice Hockey Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Gary Golembeske</b> as Boys' Assistant Ice Hockey Coach at New Milford High School effective November 26, 2018.</p>                                     | 2018-2019 Stipend: \$2544                         |
| <p>8. <b>Mr. Mark Grant</b>, Girls' Freshman Basketball Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Mark Grant</b> as Girls' Freshman Basketball Coach at New Milford High School effective November 26, 2018.</p>   | 2018-2019 Stipend: \$2946<br>Current staff member |

- |  |  |
|--|--|
| <p><b>9. Mr. William Kersten, Girls' Varsity Basketball Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. William Kersten</b> as Girls' Varsity Basketball Coach at New Milford High School effective November 26, 2018.</p>                    | <p>2018-2019 Stipend: \$5894</p>   |
| <p><b>10. Ms. Kathleen Lesiak, JV Cheerleading Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Ms. Kathleen Lesiak</b> as JV Cheerleading Coach at New Milford High School effective November 26, 2018.</p>                                       | <p>2018-2019 Stipend: \$2342</p>   |
| <p><b>11. Ms. Bethany Mihaly, Girls' Varsity Gymnastics Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Ms. Bethany Mihaly</b> as Girls' Varsity Gymnastics Coach at New Milford High School effective November 26, 2018.</p>                     | <p>2018-2019 Stipend: \$4042</p>   |
| <p><b>12. Mr. Mike Nahom, Girls' and Boys' Assistant Indoor Track Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Mike Nahom</b> as Girls' and Boys' Assistant Indoor Track Coach at New Milford High School effective November 26, 2018.</p> | <p>2018-2019 Stipend: \$1890</p>   |
| <p><b>13. Mr. Rob Nathan, Boys' Varsity Swimming and Diving Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Rob Nathan</b> as Boys' Varsity Swimming and Diving Coach at New Milford High School effective November 26, 2018.</p>             | <p>2018-2019 Stipend: \$2260<br/>(split stipend with Rory Perry)</p> <p>Current staff member</p> |
| <p><b>14. Mr. Rob Nathan, Boys' Assistant Swimming and Diving Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Rob Nathan</b> as Boys' Assistant Swimming and Diving Coach at New Milford High School effective November 26, 2018.</p>         | <p>2018-2019 Stipend: \$1469<br/>(split stipend with Rory Perry)</p> <p>Current staff member</p> |
| <p><b>15. Mr. Cody Norlander, Volunteer Boys' Basketball Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Cody Norlander</b> as Volunteer Boys' Basketball Coach at New Milford High School effective November 26, 2018.</p>                   | <p>Volunteer</p>   |

- |  |  |
|--|--|
| <p><b>16. Ms. Mary O'Connor, Girls' Assistant Gymnastics Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Ms. Mary O'Connor</b> as Girls' Assistant Gymnastics Coach at New Milford High School effective November 26, 2018.</p>                     | <p>2018-2019 Stipend: \$2628</p>   |
| <p><b>17. Mr. Rory Perry, Boys' Varsity Swimming and Diving Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Rory Perry</b> as Boys' Varsity Swimming and Diving Coach at New Milford High School effective November 26, 2018.</p>               | <p>2018-2019 Stipend: \$2260<br/>(split stipend with Rob Nathan)<br/><br/>Current staff member</p> |
| <p><b>18. Mr. Rory Perry, Boys' Assistant Swimming and Diving Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Rory Perry</b> as Boys' Assistant Swimming and Diving Coach at New Milford High School effective November 26, 2018.</p>           | <p>2018-2019 Stipend: \$1469<br/>(split stipend with Rob Nathan)<br/><br/>Current staff member</p> |
| <p><b>19. Mr. Chris Piel, Boys' Varsity Wrestling Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Chris Piel</b> as Boys' Varsity Wrestling Coach at New Milford High School effective November 26, 2018.</p>                                   | <p>2018-2019 Stipend: \$4846</p>   |
| <p><b>20. Mr. Ryan Rebstock, Girls' Varsity Indoor Track Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Ryan Rebstock</b> as Girls' Varsity Indoor Track Coach at New Milford High School effective November 26, 2018.</p>                     | <p>2018-2019 Stipend: \$2909<br/><br/>Current staff member</p>                                     |
| <p><b>21. Mr. Philkwan Tate, Boys' JV Basketball Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Philkwan Tate</b> as Boys' JV Basketball Coach at New Milford High School effective November 26, 2018, pending receipt of coaching permit.</p> | <p>2018-2019 Stipend: \$3830</p>   |
| <p><b>22. Mr. Albert Tolomeo, Boys' Varsity Basketball Coach, New Milford High School</b><br/><b><u>Move</u></b> that the Board of Education appoint <b>Mr. Albert Tolomeo</b> as Boys' Varsity Basketball Coach at New Milford High School effective November 26, 2018.</p>                         | <p>2018-2019 Stipend: \$5894</p>   |

**23. Mr. Albert J. Tolomeo IV, Boys' Freshman Basketball Coach, New Milford High School**  
**Move** that the Board of Education appoint **Mr. Albert J. Tolomeo IV** as Boys' Freshman Basketball Coach at New Milford High School effective November 26, 2018, pending receipt of coaching permit.

2018-2019 Stipend: \$2946

**24. Mr. Giles Vaughan, Girls' JV Basketball Coach, New Milford High School**  
**Move** that the Board of Education appoint **Mr. Giles Vaughan** as Girls' JV Basketball Coach at New Milford High School effective November 26, 2018.

2018-2019 Stipend: \$3830

**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	6,140,092	21,952,810	278,946	99.02%
100'S	SALARIES - NON CERTIFIED	9,186,474	0	9,186,474	2,307,425	4,554,601	2,399,918	74.70%
200'S	BENEFITS	11,077,452	0	11,077,452	5,064,465	4,963,978	1,049,009	90.53%
300'S	PROFESSIONAL SERVICES	4,066,004	40	4,066,044	1,257,204	1,978,166	830,673	79.57%
400'S	PROPERTY SERVICES	971,502	-335	971,167	362,496	389,877	218,793	77.47%
500'S	OTHER SERVICES	7,665,654	-50,000	7,615,654	2,011,781	4,834,924	768,949	89.90%
600'S	SUPPLIES	2,642,956	185	2,643,141	736,782	1,308,422	597,937	77.38%
700'S	CAPITAL	142,944	110	143,054	53,082	15,486	74,485	47.93%
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	58,366	7,158	23,657	73.47%
900'S	REVENUE	-1,525,928	50,000	-1,475,928	-455,636	0	-1,020,292	30.87%
<b>GRAND TOTAL</b>		<b>63,010,586</b>	<b>0</b>	<b>63,010,586</b>	<b>17,714,488</b>	<b>40,036,771</b>	<b>5,334,797</b>	<b>91.65%</b>

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	557,844	0	557,844	4,049	0	553,796	0.73%
51201	SALARIES - NON CERT - PARA EDUCATOR	1,923,907	0	1,923,907	406,537	1,408,113	109,257	94.32%
51202	SALARIES - NON CERT - SUBSTITUTUES	833,638	0	833,638	178,840	0	730,269	21.45%
51210	SALARIES - NON CERT - SECRETARY	1,894,971	0	1,894,971	545,856	1,135,675	213,441	88.74%
51225	SALARIES - NON CERT - TUTORS	293,362	0	293,362	32,047	453	260,862	11.08%
51240	SALARIES - NON CERT - CUSTODIAL	1,919,763	0	1,919,763	627,001	1,118,196	174,566	90.91%
51250	SALARIES - NON CERT - MAINTENANCE	884,575	0	884,575	278,894	549,281	56,400	93.62%
51285	SALARIES - NON CERT - TECHNOLOGY	444,451	0	444,451	122,368	240,691	81,393	81.69%
51336	SALARIES - NON CERT - NURSES	433,963	0	433,963	111,834	102,194	219,935	49.32%
<b>TOTAL</b>		<b>9,186,474</b>	<b>0</b>	<b>9,186,474</b>	<b>2,307,425</b>	<b>4,554,601</b>	<b>2,399,918</b>	<b>74.70%</b>

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	653,931	0	653,931	149,731	0	504,200	22.90%
52201	BENEFITS - MEDICARE	541,567	0	541,567	115,015	0	426,552	21.24%
52300	BENEFITS - PENSION	815,879	0	815,879	815,879	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	2,448	12,552	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,250,427	0	8,250,427	3,651,756	4,554,600	44,071	99.47%
52820	BENEFITS - DISABILITY INSURANCE	147,000	0	147,000	58,994	40,114	47,892	67.42%
52830	BENEFITS - LIFE INSURANCE	120,000	0	120,000	8,842	96,401	14,757	87.70%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	533,648	0	533,648	261,801	260,312	11,536	97.84%
<b>TOTAL</b>		<b>11,077,452</b>	<b>0</b>	<b>11,077,452</b>	<b>5,064,465</b>	<b>4,963,978</b>	<b>1,049,009</b>	<b>90.53%</b>



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,371,848	0	28,371,848	6,140,092	21,952,810	278,946	99.02%
51200	NON-CERTIFIED SALARIES	9,186,474	0	9,186,474	2,307,425	4,554,601	2,399,918	74.70%
52000	BENEFITS	11,077,452	0	11,077,452	5,064,465	4,963,978	1,049,009	90.53%
53010	LEGAL SERVICES	184,000	0	184,000	182,957	1,043	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	11,200	0	63,800	14.93%
53200	PROFESSIONAL SERVICES	2,032,252	-102,749	1,929,503	452,251	1,189,633	287,619	85.09%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	8,833	0	19,167	31.55%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	38	0	10,462	0.36%
53220	IN SERVICE	132,210	40	132,250	21,223	3,309	107,718	18.55%
53230	PUPIL SERVICES	924,576	102,749	1,027,325	278,243	692,702	56,380	94.51%
53300	OTHER PROF/ TECH SERVICES	55,765	0	55,765	10,447	3,625	41,692	25.24%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	263,834	0	263,834	178,542	5,400	79,892	69.72%
53530	SECURITY SERVICES	204,867	0	204,867	31,361	82,454	91,052	55.56%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	37,108	0	72,892	33.73%
54101	CONTRACTUAL TRASH PICK UP	91,174	0	91,174	25,104	48,357	17,713	80.57%
54301	REPAIRS & MAINTENANCE	449,103	0	449,103	200,512	204,048	44,543	90.08%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,010	0	1,490	40.40%
54303	GROUNDS MAINTENANCE	13,028	0	13,028	8,081	0	4,948	62.02%
54310	GENERAL REPAIRS	43,146	-400	42,746	6,513	8,433	27,801	34.96%
54320	TECHNOLOGY RELATED REPAIRS	54,040	0	54,040	21,302	1,214	31,524	41.67%
54411	WATER	67,347	0	67,347	19,694	47,653	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	69,751	80,172	78,406	65.66%
55100	PUPIL TRANSPORTATION - OTHER	106,050	0	106,050	20,344	81,911	3,795	96.42%
55101	PUPIL TRANS - FIELD TRIP	24,600	0	24,600	4,005	2,100	18,495	24.82%
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	893,900	3,372,110	15,000	99.65%
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	16,538	32,108	0	100.00%
55301	POSTAGE	35,981	0	35,981	6,682	28,064	1,235	96.57%
55302	TELEPHONE	76,449	0	76,449	42,265	22,678	11,506	84.95%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	2,000	0	2,000	1,141	0	859	57.06%
55505	PRINTING	48,562	0	48,562	19,895	11,771	16,896	65.21%
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	224,276	512,527	35,632	95.39%
55630	TUITION TO PRIVATE SOURCES	1,830,260	0	1,830,260	485,956	753,332	590,971	67.71%
55800	TRAVEL	48,824	0	48,824	4,159	12,323	32,342	33.76%
56100	GENERAL INSTRUCTIONAL SUPPLIES	163,894	-65	163,829	44,729	33,613	85,487	47.82%
56110	INSTRUCTIONAL SUPPLIES	418,963	250	419,213	156,003	67,954	195,256	53.42%
56120	ADMIN SUPPLIES	31,429	0	31,429	2,678	1,912	26,838	14.61%
56210	NATURAL GAS	196,000	0	196,000	22,166	168,834	5,000	97.45%
56220	ELECTRICITY	945,010	0	945,010	289,590	623,780	31,640	96.65%
56230	PROPANE	2,250	0	2,250	189	2,061	0	100.00%
56240	OIL	206,737	0	206,737	16,267	175,265	15,205	92.65%
56260	GASOLINE	29,653	0	29,653	2,638	23,515	3,500	88.20%
56290	FACILITIES SUPPLIES	310,761	0	310,761	96,281	145,129	69,352	77.68%
56291	MAINTENANCE COMPONENTS	14,500	0	14,500	5,097	7,782	1,622	88.82%
56292	UNIFORMS/ CONTRACTUAL	3,400	0	3,400	0	2,900	500	85.29%
56293	GROUNDSKEEPING SUPPLIES	17,750	0	17,750	4,158	8,593	4,999	71.84%
56410	TEXTBOOKS	52,397	0	52,397	24,827	10,679	16,890	67.77%
56411	CONSUMABLE TEXTS	78,994	0	78,994	18,497	8,407	52,090	34.06%
56420	LIBRARY BOOKS	107,044	-104	106,940	28,352	20,512	58,077	45.69%
56430	PERIODICALS	17,449	104	17,553	14,445	722	2,385	86.41%
56460	WORKBOOKS	13,185	0	13,185	3,465	6,764	2,956	77.58%
56500	SUPPLIES - TECH RELATED	33,540	0	33,540	7,401	0	26,139	22.07%
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	1,522	3,646	55.81%
57345	INSTRUCTIONAL EQUIPMENT	56,075	110	56,185	15,956	4,593	35,635	36.57%
57400	GENERAL EQUIPMENT	114,394	0	114,394	51,544	16,371	46,479	59.37%
57500	FURNITURE AND FIXTURES	175,375	0	175,375	122,618	0	52,757	69.92%
58100	DUES & FEES	89,180	0	89,180	58,366	7,158	23,657	73.47%
<b>EXPENDITURE TOTAL</b>		<b>64,536,514</b>	<b>-50,000</b>	<b>64,486,514</b>	<b>18,170,125</b>	<b>40,036,771</b>	<b>6,355,089</b>	<b>90.26%</b>



## 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	-54,882	0	5,307	110.71%
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%
<b>REVENUE TOTAL</b>		<b>-1,525,928</b>	<b>50,000</b>	<b>-1,475,928</b>	<b>-455,636</b>	<b>0</b>	<b>-1,020,292</b>	<b>30.87%</b>

<b>GRAND TOTAL</b>		<b>63,010,586</b>	<b>0</b>	<b>63,010,586</b>	<b>17,714,488</b>	<b>40,036,771</b>	<b>5,334,797</b>	<b>91.65%</b>
--------------------	--	-------------------	----------	-------------------	-------------------	-------------------	------------------	---------------



## PURCHASE RESOLUTION D - 716

AGENDA ITEM 3C-2  
NOVEMBER 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	EFFECTIVE SCHOOL SOLUTIONS	18/19 YEARLY - CLINICAL SERVICES FOR ELEMENTARY SCHOOLS	\$114,500.00	53230
TOWN	FAC	ETT ENTERPRISES INC	LILLIS OIL TANK REPLACEMENT - AWARDED LAST MONTH	\$97,713.00	53204
TOWN	FAC	ETT ENTERPRISES INC	SNIS OIL TANK REPLACEMENT - TO BE AWARDED THIS MONTH	\$97,000.00	53204
GENERAL	SPED	PROGRAM DESIGN CONCEPTS, INC.	18/19 YEARLY - OUT OF DISTRICT TUITION PLACEMENT	\$70,000.00	55630
GENERAL	SPED	DANBURY PS ADMINISTRATIVE CENTER	18/19 YEARLY - SPED SERVICES FOR 2 STUDENTS AT MAGNET SCHOOL	\$25,000.00	55610
GENERAL	DOI	EDADVANCE	ODESSEYWARE LICENSE RENEWAL	\$19,500.00	53200
GENERAL	SPED	VOYAGER SOPRIS LEARNING, INC.	PURCHASE OF LANGUAGE LIVE PACKAGE	\$14,050.25	53200
GENERAL	SPED	REGIONAL SCHOOL DISTRICT 14	18/19 YEARLY - SPED SERVICES FOR 1 STUDENT AT NONNEWAUG	\$11,200.00	55610
GENERAL	SPED	ALL STAR TRANSPORTATION	18/19 YEARLY - LEASE OF CHEVY MIDBUS	\$11,158.32	54420
GENERAL	NMHS	SELECT PHYSICAL THERAPY	18/19 YEARLY - ATHLETIC TRAINING SERVICES	\$8,833.33	53201
GENERAL	NMHS	MIMEO.COM, INC.	PURCHASE OF PLANNERS	\$7,600.00	55505
GENERAL	TECH	TREASURER STATE OF CT	18/19 YEARLY - CONNECTICUT EDUCATION NETWORK (CEN) CONNECTION	\$7,200.00	53500
5 YEAR CAPITAL	FAC	FTM ASSOCIATES	NMHS CHILLER MOTOR VARIABLE FREQUENCY DRIVE REPLACEMENT	\$7,000.00	57400
GENERAL	DOI	CT SCIENCE CENTER	REGISTRATION FOR WORKSHOPS	\$6,000.00	55600
GENERAL	NMHS	WESTERN CT STATE UNIVERSITY	WCSU GRADUATION RENTAL	\$5,460.00	54420
GENERAL	HPS	HEINEMANN	TEACHERS CLASSROOM COLLEGE LIBRARY FOR KINDERGARTEN	\$5,014.00	56460



BUDGET TRANSFER REQUESTS

**REVISED** AGENDA ITEM 3C-3  
NOVEMBER 2018 MEETING

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
NMHS-1	ADDITIONAL BAND INSTRUMENTS	\$260.00	NMHS	BLE10025 MUSIC	56110 INSTRUCTIONAL SUPPLIES	NMHS	BLE10025 MUSIC	57345 INSTRUCTIONAL EQUIPMENT
NMHS-2	LESS REPAIRS & MORE SUPPLIES FOR VIDEO PRODUCTION	\$100.00	NMHS	BLE10027 EDUCATIONAL TELEVISION	54310 GENERAL REPAIRS	NMHS	BLE10027 EDUCATIONAL TELEVISION	56110 INSTRUCTIONAL SUPPLIES
		\$300.00						57345 INSTRUCTIONAL EQUIPMENT

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
FAC-1	SNIS PUBLIC ADDRESS SPEAKERS - GYM AND CAFETERIA	\$2,000.00	NMHS	BFE26243 MAINTENANCE	54301 REPAIRS	SNIS	BFF26243 MAINTENANCE	54301 REPAIRS
FAC-2	SMS BATHROOM PARTITIONS - 2ND FLOOR SCIENCE WING FOR BOYS & GIRLS	\$3,700.00	C.O.	BFY26243 MAINTENANCE	56920 FACILITIES SUPPLIES	SMS	BFD26243 MAINTENANCE	56920 FACILITIES SUPPLIES
DISTRICT-1	ESTABLISH NEW LINE IN DOI FOR NON-ROUTINE REG ED TRANSPORTATION	\$15,000.00	DISTRICT	BTZ27143 REGULAR ED TRANSPORTATION	55110 TRANSPORTATION	DOI	BDZ10000 DOI TRANSPORTATION	55110 TRANSPORTATION

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

---

November 5, 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.

**Hill & Plain Elementary School**

\$2,000.00     Painting game boards on the blacktop for recess when students cannot use the grass because of rain, and other playground equipment.

\$1,300.00     Two performances by Shakespearience of *The Sword in the Stone* for all grades.

\$3,300.00     Grand Total

Sincerely,  
Mandi MacDonald  
NMPTO President



## Unified Champion Schools Award Agreement 2018-2019

Dr. Christopher Longo, Principal  
Schaghticoke Middle School  
23 Hipp Road  
New Milford, CT 06776

Dear Christopher,  
Schaghticoke Middle School will be awarded funding from Special Olympics Connecticut, Inc. (SOCT)—sub-awarded through the Connecticut Association of Schools (CAS)—totaling \$1000.00 (see specific distribution below) for the purpose of supporting your Unified Sports® and education related programs.

Award funding, as administrated by the CAS/CIAC/Unified® Sports staff, will be distributed to Schaghticoke Middle School *specifically for the following:*

Sport-season stipend to a coach,  
Transportation fees (to attend practices, games and tournaments),  
Uniforms/equipment, banner and supplies, video and printing  
Youth activation-school based programs which foster and support  
social inclusion and whole school engagement

Total: \$1000.00

By signing this Grant Award Agreement Schaghticoke Middle School agrees to fulfill the obligations of the award in accordance with the terms and conditions set forth by the CAS/CIAC/Unified® Sports staff. Funds are awarded solely for the purposes set forth in the recommendation detailed above, and for *only* the expenses outlined. You agree to comply with the budget outlined above and will not make any changes to such budget, including moving funds between line items, without the written approval of CAS/CIAC/Unified® Sports staff. All expenses must be documented and submitted to CAS/CIAC/Unified® Sports staff as requested (purchase orders, timesheets, cancelled checks, receipts, etc.). All required reports (financial and programmatic) will be provided in a timely manner, meeting deadlines and timetables as provided by CAS/CIAC/Unified® Sports staff (Semi-Annual Report due 1/31/19; Final Report Due 7/31/19).

SOCT and CAS reserve the right to discontinue funding at any time if Schaghticoke Middle School does not adhere to the terms and conditions of this Grant Award Agreement.

A handwritten signature in black ink, appearing to read "C. Longo", is written over the typed name and title of Dr. Christopher Longo.

Dr. Christopher Longo, Principal  
Schaghticoke Middle School  
23 Hipp Road  
New Milford, CT 06776

George Synnott  
Director of Unified® Sports  
Connecticut Association of Schools  
30 Realty Drive Cheshire, CT 06410  
203-250-1111 [www.casciac.org](http://www.casciac.org)

Robert Doherty  
President  
Special Olympics Connecticut  
2656 State Street, Hamden  
203-250-1201 [www.soct.org](http://www.soct.org)

# Unified Champion Schools Components

## 1) Inclusive sports

- Unified Sports –students with and without intellectual disabilities participate in sports alongside each other.

## 2) Youth Leadership and Advocacy

- Inclusive youth activation opportunities within schools and communities. Partners clubs for students.
- Youth Leadership Summit for athletes and partners.

## 3) Whole School Engagement

- When an entire school accepts and includes students with ID, it is a powerful community of change. Some examples of whole school engagement are Unified Sports pep rallies, r-word campaigns, and fans in the stands at Unified events.

### Responsibilities of Project Unify Schools:

- Designate school liaison
- Attend Unified Champion School meeting
- Provide data as needed for reporting
- Complete survey in spring for University of Mass./SONA
- Provide info on how funding was utilized
- Participation in at least 2 components 1st year, all 3 components in 2<sup>nd</sup> year

## Unified Champion Schools

Special Olympics Unified Champion Schools engages schools to create climates of inclusion, acceptance, respect, and human dignity for all students with and without intellectual disabilities

**Special  
Olympics  
Connecticut**



**IDEAs  
that  
Work**  
Office of Special  
Education Programs



*The contents of this document were developed under funding from the US Department of Education, #H380W140001. However, those contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government*

## 2018 Grant Application (Round 2)

Deadline : October 29 2018 at 11:59 PM EDT (Midnight) - CLOSED

### Applicant Information

**Name:** Debbie Clark  
**Email:** clarkd@newmilfordps.org  
**App ID:** 01933183  
**Cycle:** None  
**Last Modified:** Oct 05 2018 16:58 EDT by clarkd@newmilfordps.org  
**App Submitted:** Oct 05 2018 16:58 EDT by clarkd@newmilfordps.org  
**App Created:** Sep 17 2018 16:41 EDT by clarkd@newmilfordps.org  
**Last IP Address:** 10.189.245.4

### Request Summary Sheet

#### A. Organizational Information

<b>Legal Name of Organization</b>	New Milford Public Schools
<b>IRS Tax Status (e.g. 501c3, Church, Public Entity, etc.)</b>	Public-Governmental
<b>Employee ID # / Federal Tax ID #</b>	06-6001642
<b>Street Address (Organization)</b>	50 East Street
<b>Town/City (Organization)</b>	New Milford
<b>State (Organization)</b>	Connecticut
<b>ZIP Code (Organization)</b>	06776
<b>Telephone Number of Organization</b>	860-210-2200
<b>Website</b>	www.newmilfordps.org
<b># of Staff Employed by Organization</b>	603

#### B. Board of Directors Information

<b>Total Number of Board Members:</b>	9
<b>Female</b>	4
<b>Male</b>	5
<b>Not Specified</b>	
<b>Black or African American</b>	0
<b>American Indian or Alaskan Native</b>	0
<b>Asian or Pacific Islander</b>	0

<b>Hispanic or Latino</b>	0
<b>White</b>	9
<b>Other</b>	0
<b>Two or More Races</b>	0

**Are there other special populations that serve on your board that you would like us to know about ...**

There are two high school student representatives to the Board of Education.

### **C. Contact Information**

<b>Chief Executive Officer (CEO) / Executive Director (ED) Name &amp; Title</b>	Alisha DiCorpo, Assistant Superintendent of New Milford Public Schools
<b>CEO/ED Telephone Number</b>	860-354-3235
<b>CEO/ED Email Address</b>	dicorpoa@newmilfordps.org
<b>Contact Name for Program/Application (If Different from CEO/ED)</b>	Jennifer Hankla
<b>Contact Title</b>	Assistant Principal, Hill and Plain Elementary School
<b>Contact Email Address</b>	hanklaj@newmilfordps.org
<b>Contact Telephone Number</b>	860-354-5430

### **D. Project Information**

<b>Project Name or Use of Funds</b>	Pre-K/Kindergarten Transition Collaborative
<b>Total Project Cost (Please round to nearest dollar)</b>	5525
<b>Amount Requested from CCF (please round to nearest dollar)</b>	1875
<b>Project Start Date</b>	January 1, 2019
<b>Estimated Project End Date</b>	June 30, 2019
<b>Estimated # of People Served by Project</b>	265
<b>Priority Area Addressed by Grant (choose ONE):</b>	Cradle to Career (Early Care and Education, 0-8)
<b>Please provide a very brief (2-3 sentence) overview of your proposed grant project.</b>	

---

The grant objective is to increase the readiness skills of students entering Kindergarten by continuing to strengthen the collaborative between the public school system and the preschool community with the goal of improving the quality of preschool programming to support children learning specific literacy skills that are aligned with CT Early Learning and Developmental Standards. This will be accomplished through the continuous improvement of the coordination and communication between the public school system, community preschool/daycare programs, and parents. Grant objectives are met through Early Childhood Council activities and shared professional development for staff of community programs, NMPS, and parents.

---

**Is this a reapplication request for the continuation of a project we supported within the past two...** Yes

---

### **Progress Report on Current Grant (for Reapplications)**

---

#### **Final Report Status**

---

**Did you file a Final Report with the foundation for this grant?** Yes

---

**Please upload a copy of the Final Report you submitted on your project here:** Copy of Interim Report CCF Grant (1).pdf

---

#### **New Grant Request**

---

##### **A. Request Narrative**

---

**Please provide an overview of your agency's mission, principal services, and primary clients.**

---

The grant objective is to increase the readiness skills of students entering Kindergarten by continuing to strengthen the collaborative between the public school system and the preschool community with the goal of improving the quality of preschool programming to support children learning specific skills that area aligned with CT Early Learning and Developmental Standards. This will be accomplished through the continuous improvement of the coordination and communication between the public school system, community preschool/daycare programs, and parents. grant objectives are met through Early Childhood Council activities and shared professional development for staff of community programs, NMPS, and parents. Our primary clients are preschool-aged students in New Milford.

---

**Please describe the specific issue or concern that your project will address. Include data, surve...**

---

---

The specific concern remains the same. Kindergarten Inventory data indicates a wide range of skill ability of children coming from various centers in our town. We continue to build the collaborative with our area programs in order to raise awareness and understanding of CT ELDS to help improve the quality of preschool instruction, specifically literacy skills. Working with preschool teachers improves teacher's instructional skills, thereby improving student knowledge and literacy skills upon entering NMPS as kindergarten students. The focus of our work is specifically building kindergarten readiness skills in reading comprehension, increasing vocabulary, and improving phonological skills and phonemic awareness.

---

**How does your proposed program or project relate to the Foundation's funding priorities in this is...**

---

Our grant proposal specifically addresses the Foundation's funding priority to increase the number of children reading on grade level by age eight by focusing on the literacy and social/emotional skills of children starting at birth so that they are ready for kindergarten. Our grant activities seek to improve the quality of preschool programming, build knowledge regarding the CT ELDS, and provide strategies to preschool staff and parents in order to increase children's skills in reading, including building vocabulary, increasing phonological skills, and improving comprehension.

---

**Does this request include funding for equipment or technology?**

No

---

**If this is an application for continued funding, do you plan to make any changes to the scope or f...**

---

The scope and focus of the project remain the same. We will continue to focus on strengthening the link between preschool and public school teachers and parents to ensure the success of young children as they enter kindergarten. We are committed to the goal to bring lasting, fundamental change to how preschools and public schools work together for the benefit of young children (CCF, 2010). Specifically, our work is around strengthening the collaborative, building capacity around quality preschool instruction and engaging parents to improve literacy skills and create a smooth transition to kindergarten. We need to continue to work to improve our communication with families of children who are not in programs or centers, specifically children who are in home day cares or stay-at-home families.

---

### **B. Workplan (Details of Proposed Request)**

---

**How, when and where do you plan to implement the grant? List principal steps to complete the progr...**

---

---

Will continue to strengthen the collaborative by holding three Early Childhood Council (ECC) meetings. Will secure a community co-chair for the council's yearly activities; On-going from Jan - June 2019

Will build the literacy skills of preschoolers by improving the quality of preschool instruction. This is done through three interactive professional development sessions that are embedded in the ECC meetings. Training is related to CT ELD literacy standard. Training is hands-on, engaging, and collaborative with K teachers, preschool teachers, daycare workers and parents. Professional resources are shared. This year the CT ELD standards to be focused on environmental print-Strand E: Gaining knowledge of print and it's uses. (L.36.16, L.48.17, L.48.18, L.60.15, L.60.17, L.60.18, L.60.19). Jan - June 2019

Provide resource book for participants- "Everyday Literacy: Environmental Print Activities for Children 3-8"

Continue parent engagement: ECC meeting/training to include parents; continue to enhance ECC website with resources and learning strategies that is accessible to parents and can be reached through a link on NMPS website. Resources from past and present trainings are available on this website. Communicate information re: transition to Kindergarten: Countdown to K Orientation and registration requirements via website and Twitter. ECC meetings Jan- June; Website: ongoing; Feb - May 2019 for Countdown to K and registration info.

K teacher to lead one PD: Helps to build awareness of K expectations and strengthen relationship between preschool staff and K teachers. May 2019.

---

**Who in your organization will be responsible for these activities? Who will be responsible for sub...**

---

Jennifer Hankla, New Milford Public Schools, Assistant principal of Hill and Plain Elementary School.  
Barbara Nanassey, Assistant principal of Northville Elementary School  
Community co-chair - TBD

---

**Do you plan to collaborate with other agencies or partners on this work? If so, please list these ...**

---

Directors and staff of 10-12 community preschools/daycare programs - ECC members/attendees  
New Milford Public Schools PreK and K staff  
Head Start staff  
New Milford Public Library Director of Children's Library  
Literacy on the Green Volunteers/ECC members  
Teacher and students of Early Childhood and Child Development at NMHS

---

**C. Results & Outcomes**

---

**What are your goals for this proposal? How will you know that your project is successful?**

---

---

Our grant activities seek to improve the quality of preschool programming, build knowledge regarding the CT ELDS and provides strategies to preschool staff and parents to target increase children's skills in reading to include building vocabulary, increasing phonological skills, and improving comprehension. Specifically, we will targeting CT ELDs Strand E which focuses on supporting children's knowledge and understanding of print and its uses. (L.36.16, L.48.17, L.48.18, L.60.15, L.60.17, L.60.18, L.60.19). We will be using a pre and post data sheet to measure students' awareness of concepts of print, which we will ask preschool staff to complete with students in order to collect data.

Our goals improve awareness of print as per CT ELDS  
Pre-post data form shared with community programs  
Satisfaction survey for members

---

**List the projected results of your activities. - How much have you done? (e.g. How many people d...**

---

Our goal is to reach as many preschool students as possible. Currently, staff from at least 11 programs regularly attend ECC meetings/PD. Parents have attended our Make and Take evening as well. Sustain 11; Our goal is to have staff from 1-2 programs who do not participate in ECC come to at least one meeting.

This year we would like to expand attendance by increasing the number of people not connected to a community-based center at our ECC meetings/PD. We will target home day-cares, children that attend library programs, Mom's Club and Social Services to reach this population. Goal (5-8 new members)

Our collaborative has strengthened considerably over the years. Results from satisfaction survey is as follows:

1. How helpful was the professional development you received from New Milford ECC? 4.8/5

Comments: "Love the collaboration."

"This is so helpful. Great presentations and subject matter."

2. How would you rate your overall experience with the New Milford Early Childhood Council? 4.9/5

Comments:

"Topics are always relevant."

"Very important that we work together and NMECC connects us all."

---

**Identify the tools you will use to assess the impact and results of your program. Please include s...**

---

Pre and post data form for measuring concept of print  
Satisfaction survey for ECC members

---

**D. Leveraging & Sustainability**

---

**Would this grant leverage additional funding to support the project? If so, please list other fun...**

---

n/a

---

**What resources have you explored/identified that could help to sustain this work (for instance, fe...**

---

New Milford Public Schools has made excellent strides addressing sustainability over the past several years. Our superintendent has included funding in the BOE budget to support our grant project goals. NMPS is now solely responsible for the supplies/materials/book for our Kindergarten literacy toolkits for all incoming Kindergarten students. In addition, NMPS provides rent-free space and in-kind hours by professional staff to facilitate grant activities. Budget data indicates that NMPS is contributing a higher percentage to the overall project costs each year.

2017-18 NMPS: 60.75% and CCF 39.25%  
 2016-17 NMPS: 54.12% and CCF 45.85%  
 2015-16 NMPS: 50.02% and CCF 49.97%  
 2014-15 NMPS: 30.25% and CCF 69.75%  
 2013-14 NMPS: 39.64% and CCF 61.74%  
 2012-13 NMPS: 31.03% and CCF 68.96%

### Financial & Supplemental Information (Attachments)

#### Nonprofit Registration to Solicit Funds

**We now require you to complete the Nonprofit Registration to Solicit Funds from the CT Department ...**

My organization is exempt and has received an exemption.

#### Attachments

**1. Project Budget for New Request <a href="http://connct.org/wp-content/uploads/2017/08/General-Gr...**

CCF Grant proposal 2018-19.pdf

**2. Organizational Operating Budget for current year.**

Budget.pdf

**3. Board of Directors List**

Board of Education Members.pdf

**4. Other documentation (as needed):**

CCF Community Collaboration Letter 2018.pdf

**5. Other documentation (as needed):**

**6. Other documentation (as needed):**

#### Signatures

**Electronic Signature of Person Completing Application:  
Name / Title / Date Signed**

Jennifer Hankla, assistant principal, 10-4-18

**Electronic Signature of Executive Director (or equivalent):  
Name / Title / Date Signed**

Alisha DiCorpo, Assistant Superintendent  
10/5/2018



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

## Bid Awards

### 3F-1

**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: November 9, 2018**  
**RE: Bid Award # E-1819-112932 – SNIS Oil Tank**

---

On October 9, 2018 at the Operations Subcommittee the decision was made to not forward to the full Board of Education a motion to award this bid, rather to go back out to bid again for this project in order to formally receive updated pricing from any and all interested bidders. The bid packet for the SNIS Oil Tank was then mailed to prospective vendors, posted to our website and also ran as a legal notice in the newspaper on October 16, 2018. There was a mandatory pre-bid meeting for the SNIS Oil Tank on October 25, 2018 and in attendance were 3 vendors. The bid closed on October 30, 2018 at which time we received the two (2) bids as follows:

Bidder #1 – ETT Environmental

- \$97,000

Bidder #2 – True Blue Environmental

- \$138,247

Should the Board of Education choose to make this award at the full meeting on November 20, 2018, it is my belief shared with the Facilities Director that the award be to ETT Environmental in the amount \$97,000 but request that the Town fund the project at the amount in their original budget motion from June 7, 2018 in the amount of \$103,980.

Any unspent funds in MUNIS account C0000000-53204-0010, already setup specifically for the SNIS 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 were to exceed the \$103,980 already approved by the Town.

Whichever vendor is chosen there is an 8-10 week lead time between when the vendor gets a purchase order and the tank is delivered.

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



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

## Bid Awards

3F-2

**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: November 9, 2018**  
**RE: Bid Award # E-1819-112933 – Special Transportation Services**

---

Our district goes out to bid every 3 years for these services. The bid packet for Special Transportation Services was mailed to prospective vendors, posted to our website and also ran as a legal notice in the newspaper on October 17, 2018. The bid closed on October 30, 2018 at which time we received the four bids with pricing on the 14 individual routes we currently provide for outplaced students. We asked vendors to provide the cost of servicing each specific run, with and without an aide, for each of the next three years with services beginning at the start of the 2019-2020 fiscal year.

Four vendors submitted bids and their names are as follows:

- Bidder #1 – Ed Advance
- Bidder #2 – Connect Kids CT
- Bidder #3 – Ability Beyond
- Bidder #4 – CT Transportation Solutions

Laura Olson, the Director of Pupil Personnel & Special Services, has recommended the following awards by vendor:

- Bidder #1 – Ed Advance – award runs 2,3,5,6,10,11,13
- Bidder #2 – Connect Kids CT – zero awards
- Bidder #3 – Ability Beyond – zero awards
- Bidder #4 – CT Transportation Solutions - award runs 1,4,7,8,9,12,14

For reference, the rear of this memo captures all the bids, by vendor, that submitted prices. Those cells that are highlighted correspond to the recommendation for award.

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

RUN #	DESTINATION	VENDOR NAME: Ed Advance			VENDOR NAME: Connect Kids CT			VENDOR NAME: Ability Beyond			VENDOR NAME: CT Transportation Solutions		
		2019-20 Daily Rate	2020-21 Daily Rate	2021-22 Daily Rate	2019-20 Daily Rate	2020-21 Daily Rate	2021-22 Daily Rate	2019-20 Daily Rate	2020-21 Daily Rate	2021-22 Daily Rate	2019-20 Daily Rate	2020-21 Daily Rate	2021-22 Daily Rate
1	ACCESS Program North	\$148.00	\$150.96	\$153.00	\$189.00	\$196.90	\$202.95	no bid	no bid	no bid	\$132.00	\$139.00	\$145.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$222.00	\$224.98	\$227.00	\$274.00	\$277.00	\$285.95	no bid	no bid	no bid	\$152.00	\$160.00	\$168.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
2	ACCESS Program South Run #1	\$146.00	\$146.32	\$149.44	\$194.00	\$202.10	\$205.10	\$200.00	\$200.00	\$200.00	\$132.00	\$139.00	\$145.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$212.00	\$212.32	\$215.44	\$274.00	\$283.10	\$285.10	no bid	no bid	no bid	\$152.00	\$160.00	\$168.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
3	ACCESS Program South Run #2	\$138.00	\$140.76	\$143.63	no bid	no bid	no bid	no bid	no bid	no bid	\$132.00	\$139.00	\$145.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$204.00	\$206.76	\$209.63	no bid	no bid	no bid	no bid	no bid	no bid	\$152.00	\$160.00	\$168.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
4	The American School for the Deaf	\$164.00	\$167.28	\$170.00	\$224.00	\$230.95	\$238.10	no bid	no bid	no bid	\$158.00	\$166.00	\$174.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$242.00	\$245.28	\$248.00	\$326.00	\$332.95	\$340.10	no bid	no bid	no bid	\$184.00	\$193.00	\$203.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
5	Benhaven Academy	\$158.00	\$161.00	\$164.22	\$202.00	\$210.45	\$216.75	no bid	no bid	no bid	\$216.00	\$227.00	\$238.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$238.00	\$241.00	\$244.22	\$295.50	\$303.95	\$216.75	no bid	no bid	no bid	\$242.00	\$254.00	\$266.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
6	CES	\$160.00	\$163.20	\$166.46	no bid	no bid	no bid	no bid	no bid	no bid	\$216.00	\$227.00	\$238.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$238.00	\$243.00	\$245.46	no bid	no bid	no bid	no bid	no bid	no bid	\$242.00	\$254.00	\$266.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
7	CT Junior Republic (CJR)	\$152.00	\$154.00	\$158.00	\$158.00	\$164.60	\$169.75	no bid	no bid	no bid	\$126.00	\$132.00	\$139.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$228.00	\$230.00	\$234.00	\$222.00	\$228.60	\$233.75	no bid	no bid	no bid	\$165.00	\$173.00	\$182.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
8	Green Chimneys	\$158.00	\$161.16	\$164.38	\$166.00	\$171.50	\$176.45	\$175.00	\$175.00	\$175.00	\$100.00	\$105.00	\$110.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$238.00	\$241.16	\$244.30	\$230.00	\$235.00	\$240.45	no bid	no bid	no bid	\$132.00	\$139.00	\$147.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
9	High Roads Norwalk	\$168.00	\$171.36	\$173.00	\$225.00	\$243.40	\$241.65	no bid	no bid	no bid	\$120.00	\$126.00	\$132.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$246.00	\$249.36	\$251.00	\$327.00	\$345.00	\$343.00	no bid	no bid	no bid	\$159.00	\$167.00	\$175.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
10	Milestones	\$160.00	\$163.20	\$165.00	no bid	no bid	no bid	no bid	no bid	no bid	\$183.00	\$193.00	\$202.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$240.00	\$243.20	\$245.00	no bid	no bid	no bid	no bid	no bid	no bid	\$242.00	\$254.00	\$266.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
11	Oak Hill School at Chapter 126 Fitness Center	\$160.00	\$163.20	\$165.15	no bid	no bid	no bid	no bid	no bid	no bid	\$220.00	\$231.00	\$243.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$236.00	\$239.20	\$241.15	no bid	no bid	no bid	no bid	no bid	no bid	\$275.00	\$288.00	\$303.19
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
12	Solterra Academy Run #1	\$148.00	\$150.96	\$153.98	no bid	no bid	no bid	no bid	no bid	no bid	\$120.00	\$126.00	\$133.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$226.00	\$228.96	\$231.98	no bid	no bid	no bid	no bid	no bid	no bid	\$159.00	\$166.00	\$173.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
13	Solterra Academy Run #2	\$172.00	\$175.44	\$177.15	\$211.50	\$219.80	\$226.60	\$325.00	\$325.00	\$325.00	\$200.00	\$210.00	\$220.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$252.00	\$255.44	\$257.15	\$249.50	\$258.30	\$264.50	no bid	no bid	no bid	\$252.00	\$264.00	\$278.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide
14	Shepaug Valley School	\$115.00	\$117.30	\$119.15	\$153.00	\$159.40	\$164.33	no bid	no bid	no bid	\$70.00	\$73.00	\$90.00
		without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide	without aide
		\$182.00	\$184.30	\$186.15	no bid	no bid	no bid	no bid	no bid	no bid	\$82.00	\$86.00	\$90.00
		with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide	with aide

# Memorandum from the Office of the Director of Human Resources

**TO:** Dr. Stephen Tracy, Interim Superintendent  
**CC:** Mr. Anthony Giovannone, Director of Fiscal Services and Operations, Mr. Greg Shugrue, New Milford High School Principal, Mrs. Elizabeth Curtis, Acting Principal  
**FROM:** Ellamae Baldelli, Director of Human Resources   
**RE:** Change in Stipend Category for All School Musical Assistant Director's Responsibilities and Stipend  
**DATE:** November 5, 2018

---

With the retirement of veteran teacher and decades-long All School Musical Director, Mr. Robert Keck, and with the resignation of Mr. Steven Donahue in his role, for many years, as the Producer, Mr. Shugrue has informed me that he needs to readjust the responsibilities, titles and/or stipends of three positions. (See Mrs. Curtis' letter.)

Certain responsibilities and duties from the position of Producer have been shifted to the role of the Assistant Director. A rubric indicating those additional responsibilities is attached and reflects an increase in the number of hours of this position. The original stipend was for \$992.00. The rubric shows a switch in stipend from a category A to a category C based on additional time and responsibilities. The new stipend is \$1,985.00.

The funding increase of \$992.00 will be covered based on an adjustment to the stipend for the All School Musical Director due to a change in that position's responsibilities. (\$5,460.00 to \$4,468.00).

I am recommending that the stipend change for the Assistant Producer, from a category A classification to a category C classification, as well as the stipend change to the Director position, and title changes to Producer and Assistant Director be brought to the Board's Operations Sub-committee meeting on November 13, 2018 for discussion and consideration to move this recommendation to the full Board meeting on November 20, 2018 for approval.

I am available to meet with you to discuss this matter.



# NEW MILFORD HIGH SCHOOL

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

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

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

November 7, 2018

Dr. Tracy:

Request:

This is a formal request as required per the Stipend Committee Report and follows the Guidelines for Extra-Curricular Activities that were revised in May 12, 2007. This request falls into the category of modifying existing extracurricular activities. The proposal is to modify the titles of the positions and/or stipends for the following positions for the All-School Musical at NMHS effective for the 2018-2019 school year:

- Director- change in stipend amount
- Producer- change in title to Producer/Musical Director
- Assistant Producer- stipend change and title change to Assistant Producer/Tech Director

With the changes to titles and/or stipends will come changes to the job description for each position. The change is being requested to ensure that personnel with diverse skill sets be hired to meet the demands of producing the annual All-School Musical.

Additional details:

The current director does not have the music background to be able to teach students to sing the numbers for the musical. This request addresses this issue by changing the title of Producer to "Producer/Music Director." In the past, the Producer has been the person responsible for building the set. Under this proposal the Assistant Producer would transition to "Assistant Producer/Tech Director" and this individual would be responsible for set design/building.

Financial breakdown/obligation:

I propose that the stipends for each of the above positions be as follows:

Director (Type F): \$4,468 *\*\*The dollar value of a Type F stipend is \$5,460. The Director has written a memo requesting that his stipend be reduced by \$992 to make funds available to fully fund the stipend for the Assistant Director/Tech Director.*

Producer/Music Director (Type D): \$2,483.00

Assistant Producer/Tech Director (Type C): \$1,985.00

These numbers were generated using the Classification of Extra Curricular Survey Guidelines Worksheet.

Sincerely,

Elizabeth Curtis

**New Milford Mission Statement**

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

W ork

A chieve

V alue

E mpower

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.

	<input checked="" type="checkbox"/>	
<b>1. Does the position <u>require</u>* specific expertise in content or skill?</b>		
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.
<b>2. To what extent does the activity <u>require</u>* supervision for student safety?</b>		
5 pts	<input checked="" type="checkbox"/>	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		Activity contains no events that could be viewed as requiring extraordinary supervision to ensure student safety.
<b>3. How many students does the activity service?</b>		
4 pts	<input checked="" type="checkbox"/>	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		Activity regularly involves supervising 10-24 students at a time.
1 pt		Activity regularly involves supervising of 10 students or fewer.
<b>4. How much time does the activity <u>require</u>* outside of school?</b>		
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.
<b>5. Does the activity <u>require</u>* travel and overnight supervision?</b>		
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.
<b>6. How much time with students does the activity demand of coach/advisor/teacher annually?</b>		
16 pts	<input checked="" type="checkbox"/>	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		25 hours or more, but fewer than 50 hours
1 pt		fewer than 25 hours

MUSIC -  
Read/  
Teach Sing.

## Worksheet

### Classification of Extra Curricular Survey Guidelines

	✓								
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: <u>36</u>									
Activity Level Category:									
Level 1	A	10 points or fewer							
Level 2	B	11 points-18 points							
Level 3	C	19 points-27 points							
Level 4	D	28 points-36 points							
Level 5	E	37 points-45 points							
Level 6	F	46 points-54 points							
Level 7	G	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.									

\$2493

6

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.

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

Construction,  
art

17

## Worksheet

### Classification of Extra Curricular Survey Guidelines

	✓								
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: <u>44</u>									
Activity Level Category:									
Level 1	A	10 points or fewer							
Level 2	B	11 points-18 points							
Level 3	C	19 points-27 points							
Level 4	D	28 points-36 points							
Level 5	E	37 points-45 points							
Level 6	F	46 points-54 points							
Level 7	G	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.									

1985

/ 6



Garland/DBS, Inc.  
3800 East 91<sup>st</sup> Street  
Cleveland, OH 44105  
Phone: (800) 762-8225  
Fax: (216) 883-2055



## ROOFING MATERIAL AND SERVICES PROPOSAL

New Milford High School  
Town of New Milford  
388 Danbury Rd  
New Milford, CT 06776

Date Submitted: 11/02/2018  
Proposal #: 25-CT-180951  
MICPA # 14-5903

Connecticut General Contractor License #: MCO.0903127

Purchase orders to be made out to: Garland/DBS, Inc.

**Please Note:** The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Included in proposal are Addendums 1, 2, and 3

### **Scope of Work: Base Bid 1 Removal and replacement of all existing shingle roof sections per enclosed drawings, details and specifications.**

1. Remove and dispose according to local regulations all current roofing materials to OBS decking on all current shingled roof sections as shown on the enclosed drawings. The existing lightening protection is not to be disconnected. The existing gutters are to be removed as well.
2. Set 1 layer of 1 1/2" and high density polyisocyanurate insulation (staggering the joints) and 1 layer of Hunter Panel Cool-Vent insulation board with minimum of 1 1/2" air space and 7/16" factory bonded OSB board. Mechanically fasten through all new and existing layers into metal decking using approved screws and plates per enclosed fastening rates for zones 1, 2 and 3. The total additional insulation height increase will be 5" above existing OSB height. Contractor is to install new layers of 2x pressure treated lumber around entire perimeter and ridge to match new finished roof height. Lumber at the eaves are to be installed so the air flow of the soffit vents is allowed to flow properly into the air space of the newly installed hunter panel cool vent.

3. Contractor is to shop fabricate and install new color matched .050 aluminum rake and eaves cover metal per enclosed details. The metal must cover the bottom of the new wood blocking a minimum of 2" below. Detail will show continuous cleat.
4. Prime OSB substrate of newly installed Cool-Vent insulation board with SA Primer.
5. Set one ply of HPR Aqua Shield (self-adhering) shingle underlayment over all sections.
6. Over the newly installed HPR Aqua Shield, install one layer of specified architectural asphalt shingles and ridge vents per enclosed specifications and fastening pattern. Additional fasteners are required per shingle to compensate for high wind uplift pressures.
7. Installation of ventilation board, insulation board, and Aqua Shield shall be completed by the end of the same work day when existing materials are removed.
8. Shop fabricate and install new .050 aluminum 6"x6" flanged box gutters using Garland color matched flat sheets to the existing fascia metal per enclosed details at all eave locations on entire school.
9. Re install existing lightning protection in same locations. Prior to mechanically fastening through new shingles, apply bead of Greenlock structural sealant between the base and shingles. Once fastened, apply bead of Greenlock over fasteners.

**Scope of Work: Base Bid 2 Retrofit over all shingle roof sections per enclosed drawings, details, and specifications with new R-Mer Span Standing Seam Metal roof.**

1. Remove existing lightning protection system and copper decorative balls at the peak of the roofs shown on drawings. These materials will not be reinstalled on new standing seam roof system. Owner to decide if they wish to keep these materials or have contractor dispose.
2. Over the existing shingle roofs, mechanically fasten Garland 1" tall, 22 gauge hat channels. Hat channels shall be fastened through all layers into the steel deck with #14-13DP1 fasteners. Any deflection in the shingles will require the hat channels to be shimmed prior to fastening. Hat channel fastening shall be enhanced on roof sections H, G and the southwest corner of roof F where PV solar panels will be installed by others. In these areas fasten hat channel at a rate of 6" o.c.. In areas not receiving solar, fasten hat channels at a rate of 12" o.c. Refer to drawings for specific roof areas.
3. Over the newly installed hat channels, contractor is to install new 18" wide .040 aluminum R-Mer Span standing seam panel system per enclosed specification and detailed drawings.
4. Contractor shall install S-5! Snow Retention System as shown on drawings per specifications and details.
5. Existing aluminum gutter system and fascia metal will remain in place. Color of new metal panels and all trim will match existing edge metal.

Unit Price: Install 8' sump around existing drain bowls on low slope roof section.

**Scope of Work: Installation of a 227.36KW-AC Solar Photovoltaic System on Standing Seam Metal Roof**

1. Seven-hundred eight-four (784) LG Neon2 AC monocrystalline 330W-DC PV modules with integrated Enphase IQ6+ microinverter(s). The LG solar PV modules are top-end quality modules with industry-leading warranties and company support.

2. Enphase IQ6+ grid-interactive AC microinverters. The Enphase IQ-series microinverters support the current National Electrical Code ("NEC") 2014 requirements for rapid shutdown during grid outages. In addition, these microinverters support the panel level shutdown requirements of the NEC 2017 code which is set for adoption in Connecticut in 2019.
3. S-5 standing seam metal clamps with integrated Solar PV mounting kits.
4. Utility required inter-connection components include; (1) main distribution breaker, (2) exterior non-fused disconnect switch, and (3) dedicated solar PV utility production meter.

**Garland/DBS Price Based Upon Local Market Competition: Shingle Option**

<b>Silktown Roofing Inc.</b>	<b>\$ 3,142,753</b>
United Roofing and Sheet Metal	\$ 3,226,751
Titan Roofing	\$ 3,938,453
Barrett Inc.	\$ 4,352,498

**Garland/DBS Price Based Upon Local Market Competition: Premium Shingle Option**

<b>Silktown Roofing Inc.</b>	<b>\$ 3,334,273</b>
United Roofing and Sheet Metal	\$ 3,524,680
Titan Roofing	\$ 4,291,853
Barrett Inc.	\$ 4,753,208

**Unit Pricing Internal Drain Repairs on Shingle Repair:**

Sump Drain per Drain Silktown	\$ 9,626 Each
-------------------------------	---------------

**Garland/DBS Price Based Upon Local Market Competition: Solar Ready Standing Seam 24g Steel Option:**

<b>Barrett Inc.</b>	<b>\$ 4,215,648</b>
Titan Roofing	\$ 4,316,860
Silktown Roofing Inc.	\$ 4,530,796

**Garland/DBS Price Based Upon Local Market Competition: Solar Ready Standing Seam .040 Aluminum Option:**

<b>Barrett Inc.</b>	<b>\$ 4,633,623</b>
Titan Roofing	\$ 4,654,845
Silktown Roofing Inc.	\$ 4,848,413

**Unit Pricing Internal Drain Repairs on Metal Option:**

Sump Drain per Drain United	\$ 9,564 Each
-----------------------------	---------------

**227.36KW-AC Solar Photovoltaic System on Standing Seam Metal Roof ADD:**

<b>DBS Energy</b>	<b>\$ 915,260</b>
-------------------	-------------------

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through April 1st, 2019.

**Clarifications/Exclusions:**

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are included.
3. Bonds are included.
4. Masonry work is excluded.
5. Any work not exclusively described in the above proposal scope of work is excluded.
6. Shingle work is at 2nd shift premium rates.
7. Metal roof is at normal hour/standard rates.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

*Steve Rojek*

Steve Rojek  
Garland/DBS, Inc.  
(216) 430-3613

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



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

TO: Dr. Stephen Tracy  
FROM: Alisha DiCorpo (AD)  
DATE: October 9, 2018  
RE: 2018-2019 Entitlement Grants

The grants listed below will be used to supplement district funds and not to supplant them. It breaks down as follows:

- **District Consolidated Grant:**

**Title I:** \$355,198.00 *Improving Basic Programs operated by Local Educational Agencies.* Last year we received \$357,075.00. This money is used for literacy and math coaches, an interventionist, assessment and data collection materials, and for student support services at our Title I schools (HPS and SNIS).

**Title II:** \$75,920.90 *Teacher and Principal Training and Recruiting* Last year we received \$76,570.47. This money is used for professional development for our certified staff.

- **Title III Grant:** \$17,194.00 *English Language Acquisition and Language Enhancement* Last year we received \$18,040.00. This money is used for 1 ½ ELL instructional tutors.
- **Bilingual Grant:** \$3,877.00 Last year we received \$1,663.74. The money is used for our afterschool bilingual program at SNIS and SMS.



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

## Item of Information

4B

---

**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: November 9, 2018**  
**RE: UPDATE ON TRANSPORTATION COMPLAINTS**

---

So far this year there were 35 complaints or inquiries regarding busing in general, some of which were simple requests for a route change. Approximately half of these required a site visit by either me or the Transportation Manager from All-Star Transportation. All have been resolved without the need for a hearing.

This is 11 more than the 24 we had during the same time period last year. This is attributed to two distinct situations when reviewing the log file that the Business Office maintains:

1. Delays in bus arrival or drop off, relative to the published routes, associated with early dismissal at the start of the year that stemmed from heat concerns.
2. Delays in bus arrival or drop off, relative to the published routes, associated with the roundabout construction on Still River Drive.

Both of these categories above were temporary but contributed to the additional number of complaints or inquiries we had with parents and guardians concerning busing.

In closing I just want to note that the above numbers do not include inquiries related to the downtown bus stop at the Village Center for the Arts from HPS. This was discussed at the Operations meeting on October 9, 2018 during public comment and during the course of the regular meeting. An additional stop to provide bus service for HPS students to the downtown area was then approved at the full board meeting on October 16, 2018. This stop was added onto HPS bus number 19 effective October 22, 2018 at an approximate cost of \$7,400 for the balance of the current academic year.

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



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

**Item of Information**

**4D**

**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: November 9, 2018**  
**RE: Capital Reserve**

The below chart outlines the most recent transactions of the BOE Capital Reserve account in MUNIS , account code 43020000-10101, through November 1, 2018:

Amount	Note
\$ 930,036.19	6.30.18 Balance - At end of Fiscal Year 17/18
\$(322,500.00)	Capital Reserve Withdraw to match 18/19 Revenue Budget
\$ 607,536.19	7.1.18 Balance - Start of Fiscal Year 18/19
\$ 1,131.49	July 2018 Interest
\$ 1,168.97	August 2018 Interest
\$ 1,169.44	September 2018 Interest
\$(162,000.00)	HPS Oil Tank Withdraw
\$ 449,006.09	Capital Reserve Balance 11.1.18

There has been discussion about the \$322,500 withdraw that is part of the Board of Education's 2018/2019 Operating Budget which shows up as Revenue in MUNIS, account code BZZ26846-49599. The expenses against this Revenue are located in 3 specific lines in the Expense budget. Two of those accounts are tied to Facilities and one is Technology related. Those specific lines and their balances as of November 1, 2018 can be found below:

ORG	OBJECT	DESC	ORIGINAL BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	NOTE
BZZ26846	57300	FAC - BUILDINGS	\$111,350.00	\$38,311.75	\$24,348.34	\$48,689.91	ENCUMBRANCE INCLUDES \$20,000 FOR NMHS ROOF STUDY NOT IN BUDGET
BZZ26846	57400	FAC - EQUIPMENT	\$46,000.00	\$17,500.00	\$7,000.00	\$21,500.00	AFTER ENCUMBRANCE IS PAID WE HAVE SPENT 53% OF THE FUNDS HERE
BZZ25847	57500	I.T	\$165,150.00	\$122,618.26	\$0.00	\$42,531.74	HISTORICALLY 20-30% OF THIS FUNDING NOT EXPENSED UNTIL SPRING
<b>TOTALS</b>			<b>\$322,500.00</b>	<b>\$178,430.01</b>	<b>\$31,348.34</b>	<b>\$112,721.65</b>	

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