

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

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

**DATE:**        October 8, 2019  
**TIME:**        7:30 P.M.  
**PLACE:**       Lillis Administration Building—Room 2

RECEIVED  
TOWN CLERK  
2019 OCT -4 P 12:57  
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 9/30/19
      2. Purchase Resolution D-727
      3. Request for Budget Transfers
    - C. Gifts & Donations
      1. PTO – Exhibit B
    - D. Approval of Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs
  - 4. Items of Information**
    - A. Updated Master Schedule of Bids and Proposals
    - B. Update on Administrator and Food Services Negotiations
    - C. Budget Drivers – District Wide
  - 5. Public Comment**

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- 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  
Bill Dahl  
Brian McCauley  
Eileen P. Monaghan

**Alternates:** J.T. Schemm  
Joseph Failla

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
October 15, 2019

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Tracy Olmsted**, Social Studies Teacher, Schaghticoke Middle School

Move that the Board of Education approve the resignation of **Mrs. Tracy Olmsted** as Social Studies Teacher at Schaghticoke Middle School effective October 19, 2019.

Moving out of state

2. **CERTIFIED STAFF**

b. **NON-RENEWALS**

1. None

3. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. **Ms. Carol Juter**, TESOL Teacher, New Milford High School

Move that the Board of Education appoint **Ms. Carol Juter** as TESOL Teacher at New Milford High School effective September 17, 2019.

2019-2020 Salary – \$60,264 (Step 6F) pro-rated to start date of October 7, 2019

*Education History:*

BA: College of Wooster

Major: Psychology

MA: Manhattanville College

Major: TESOL

*Work Experience:*

4 yrs. Waterbury

1 yr. Stamford (LOA replacement)

3 yrs. EL tutor, Ridgefield

New budgeted

2. **Mrs. Jennifer Travers-Hartglass**, Speech Language Pathologist, Hill and Plain School

Move that the Board of Education appoint **Mrs. Jennifer Travers-Hartglass** as Speech Language Pathologist at Hill and Plain School effective on or about November 4, 2019, pending Connecticut certification.

2019-2020 Salary – \$92,931 (Step 15H) pro-rated to start date

*Education History:*

BA: SUNY @ Purchase

Major: Liberal Arts

MS: Adelphi University

Major: Communication Disorders

*Work Experience:*

14 yrs. Putnam County NY

1 yr. Brewster NY

Replacing: Y. Geller

4. **MISCELLANEOUS STAFF**

a. **RESIGNATIONS**

1. None

5. **MISCELLANEOUS STAFF**

b. **APPOINTMENTS**

1. None

## 6. NON-CERTIFIED STAFF AND LICENSED STAFF

### a. RESIGNATIONS

1. **Mrs. Beverly Musilek**, Food Prep I, Schaghticoke Middle School  
Move that the Board of Education approve the resignation of **Mrs. Beverly Musilek** as Food Prep I at Schaghticoke Middle School effective October 5, 2019.
2. **Mr. Wallace Watson**, Custodian, New Milford High School  
Move that the Board of Education approve the resignation of **Mr. Wallace Watson** as Custodian at New Milford High School effective October 1, 2019.
3. **Mrs. Catherine Westervelt**, Secretary to Principal, Sarah Noble Intermediate School  
Move that the Board of Education approve the resignation of **Mrs. Catherine Westervelt** as Secretary to Principal at Sarah Noble Intermediate School effective November 2, 2019.

Personal Reasons

Personal Reasons

Personal Reasons

## 7. NON-CERTIFIED AND LICENSED STAFF

### b. APPOINTMENTS

1. **Mrs. Roseann Cice**, Tutor, Northville Elementary School  
Move that the Board of Education appoint **Mrs. Roseann Cice** as Tutor at Northville Elementary School effective September 19, 2019.
2. **Mrs. Synthia Gillette**, Paraeducator, Northville Elementary School  
Move that the Board of Education appoint **Mrs. Synthia Gillette** as Paraeducator at Northville Elementary School effective September 23, 2019.
3. **Mrs. Elaine LaFontan**, Tutor, Sarah Noble Intermediate School  
Move that the Board of Education appoint **Mrs. Elaine LaFontan** as Tutor at Sarah Noble Intermediate School effective September 16, 2019.
4. **Mr. Anthony Pelillo**, Paraeducator, Hill and Plain School  
Move that the Board of Education appoint **Mr. Anthony Pelillo** as Paraeducator at Hill and Plain School effective October 16, 2019.

*Education History:*

BA: NYU, Hunter College  
Major: English/Language Arts  
MS: Mercy College  
Major: Elementary Education

\$16.00 per hour

\$14.63 per hour - Hire Rate  
\$16.16 per hour - Job Rate  
(after completion of probationary period)

Replacing: L. Cabrera

*Education History:*

BS: WCSU  
Major: Elementary Education

\$16.00 per hour

\$14.63 per hour - Hire Rate  
\$16.16 per hour - Job Rate  
(after completion of probationary period)

Replacing: J. Muliolis

<p>5. <b>Mrs. Colleen Romano</b>, Tutor, New Milford High School <u>Move</u> that the Board of Education appoint <b>Mrs. Colleen Romano</b> as Tutor at New Milford High School effective August 27, 2019.</p>	<p><i>Education History:</i> BS: Edinboro University Major: Elementary Education MED Antioch New England Major: Education</p>
	<p>\$16.00 per hour</p>
<p>8. <b>ADULT EDUCATION STAFF</b></p>	
<p>a. <b>RESIGNATIONS</b></p>	
<p>1. <b>None</b></p>	
<p>9. <b>ADULT EDUCATION STAFF</b></p>	
<p>b. <b>APPOINTMENTS</b></p>	
<p>1. <b>None</b></p>	
<p>10. <b>BAND STAFF</b></p>	
<p>a. <b>RESIGNATIONS</b></p>	
<p>1. <b>None</b></p>	
<p>11. <b>BAND STAFF</b></p>	
<p>b. <b>APPOINTMENTS</b></p>	
<p>1. <b>None</b></p>	
<p>12. <b>COACHING STAFF</b></p>	
<p>a. <b>RESIGNATIONS</b></p>	
<p>1. <b>Mr. Jamie Pisano</b>, Assistant Wrestling Coach, New Milford High School <u>Move</u> that the Board of Education approve the resignation of <b>Mr. Jamie Pisano</b> as Assistant Wrestling Coach at New Milford High School effective September 17, 2019.</p>	<p>Personal Reasons</p>
<p>13. <b>COACHING STAFF</b></p>	
<p>b. <b>APPOINTMENTS</b></p>	
<p>1. <b>Ms. Tricia Blood</b>, Girls' Intramural Basketball Coach, Schaghticoke Middle School <u>Move</u> that the Board of Education appoint <b>Ms. Tricia Blood</b> as Girls' Intramural Basketball Coach at Schaghticoke Middle School effective November 15, 2019.</p>	<p>2019-2020 Stipend: \$992 Current Staff Member</p>
<p>2. <b>Mrs. Daniella Brooks</b>, Girls' and Boys' Intramural Fall Fitness Coach, Sarah Noble Intermediate School <u>Move</u> that the Board of Education appoint <b>Mrs. Daniella Brooks</b> as Girls' and Boys' Intramural Fall Fitness Coach at Sarah Noble Intermediate School effective October 16, 2019.</p>	<p>2019-2020 Stipend: \$1985 Current Staff Member</p>

- |  |  |
|--|--|
| <p>3. <b>Mrs. Daniella Brooks</b>, Grade 5 Girls' and Boys' Intramural Basketball Coach, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education appoint <b>Mrs. Daniella Brooks</b> as Grade 5 Girls' and Boys' Intramural Basketball Coach at Sarah Noble Intermediate School effective November 21, 2019.</p> <p>4. <b>Mr. Rob Hibbard</b>, Boys' Intramural Basketball Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Rob Hibbard</b> as Boys' Intramural Basketball Coach at Schaghticoke Middle School effective November 15, 2019.</p> <p>5. <b>Mr. Rob Hibbard</b>, Girls' Interscholastic Basketball Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Rob Hibbard</b> as Girls' Interscholastic Basketball Coach at Schaghticoke Middle School effective November 15, 2019.</p> <p>6. <b>Mr. David Mumma</b>, Girls' and Boys' Intramural Fall Fitness Coach, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education appoint <b>Mr. David Mumma</b> as Girls' and Boys' Intramural Fall Fitness Coach at Sarah Noble Intermediate School effective October 16, 2019.</p> <p>7. <b>Mr. David Mumma</b>, Grade 5 Girls' and Boys' Intramural Basketball Coach, Sarah Noble Intermediate School<br/><u>Move</u> that the Board of Education appoint <b>Mr. David Mumma</b> as Grade 5 Girls' and Boys' Intramural Basketball Coach at Sarah Noble Intermediate School effective November 21, 2019.</p> <p>8. <b>Mr. David Mumma</b>, Boys' Interscholastic Basketball Coach, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education appoint <b>Mr. David Mumma</b> as Boys' Interscholastic Basketball Coach at Schaghticoke Middle School effective November 15, 2019.</p> | <p>2019-2020 Stipend: \$1985<br/>Current Staff Member</p> <p>2019-2020 Stipend: \$992<br/>Current Staff Member</p> <p>2019-2020 Stipend: \$1985<br/>Current Staff Member</p> <p>2019-2020 Stipend: \$1985<br/>Current Staff Member</p> <p>2019-2020 Stipend: \$1985<br/>Current Staff Member</p> <p>2019-2020 Stipend: \$1985<br/>Current Staff Member</p> |
| <p>14. LEAVES OF ABSENCE</p> <p>1. <b>Mrs. Stephanie Fletcher</b>, Special Education Teacher, New Milford High School<br/><u>Move</u> that the Board of Education approve an unpaid leave of absence for <b>Mrs. Stephanie Fletcher</b> from October 29, 2019 through April 8, 2020.</p>   |  |

2. **Mrs. Ann O'Leary**, Special Education Teacher, Northville Elementary School

**Move** that the Board of Education approve an unpaid leave of absence for **Mrs. Ann O'Leary** from October 4, 2019 through a date to be determined.

Unpaid Leave of Absence

3. **Mrs. Katherine Sheikh**, Elementary Teacher, Sarah Noble Intermediate School

**Move** that the Board of Education approve an unpaid leave of absence for **Mrs. Katherine Sheikh** from November 13, 2019 through the end of the 2019-2020 school year.

Unpaid Leave of Absence



## SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,786,342	0	28,786,342	3,904,213	24,759,005	123,124	99.57%
100'S	SALARIES - NON CERTIFIED	9,334,085	0	9,334,085	1,628,229	5,383,644	2,322,212	75.12%
200'S	BENEFITS	11,327,946	0	11,327,946	3,667,907	1,217,161	6,442,878	43.12%
300'S	PROFESSIONAL SERVICES	4,087,606	0	4,087,606	726,697	2,502,888	858,021	79.01%
400'S	PROPERTY SERVICES	969,278	0	969,278	262,049	420,718	286,511	70.44%
500'S	OTHER SERVICES	7,628,684	0	7,628,684	1,496,597	5,256,980	875,107	88.53%
600'S	SUPPLIES	2,626,716	0	2,626,716	404,460	1,591,871	630,386	76.00%
700'S	CAPITAL	84,047	0	84,047	23,684	4,985	55,379	34.11%
800'S	DUES AND FEES	88,621	0	88,621	48,384	6,735	33,502	62.20%
900'S	REVENUE	-892,633	0	-892,633	-17,177	0	-875,456	1.92%
GRAND TOTAL		64,040,692	0	64,040,692	12,145,043	41,143,987	10,751,665	83.21%

## SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	565,784	0	565,784	3,970	0	561,814	0.70%
51201	SALARIES - NON CERT - PARA EDUCATOR	2,009,328	0	2,009,328	265,037	1,673,386	70,905	96.47%
51202	SALARIES - NON CERT - SUBSTITUTES	854,478	0	854,478	83,818	0	770,660	9.81%
51210	SALARIES - NON CERT - SECRETARY	1,888,333	0	1,888,333	424,321	1,324,940	139,071	92.64%
51225	SALARIES - NON CERT - TUTORS	300,695	0	300,695	19,405	0	281,290	6.45%
51240	SALARIES - NON CERT - CUSTODIAL	1,891,646	0	1,891,646	464,608	1,119,659	307,379	83.75%
51250	SALARIES - NON CERT - MAINTENANCE	920,746	0	920,746	210,887	552,531	157,328	82.91%
51285	SALARIES - NON CERT - TECHNOLOGY	457,410	0	457,410	84,399	355,498	17,513	96.17%
51336	SALARIES - NON CERT - NURSES	445,665	0	445,665	71,783	357,630	16,252	96.35%
TOTAL		9,334,085	0	9,334,085	1,628,229	5,383,644	2,322,212	75.12%

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,931	-360	638,571	109,584	0	528,987	17.16%
52201	BENEFITS - MEDICARE	534,567	0	534,567	82,606	0	451,961	15.45%
52300	BENEFITS - PENSION	840,836	360	841,196	841,196	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	1,657	13,343	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,572,329	0	8,572,329	2,354,041	756,358	5,461,930	36.28%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	24,696	100,304	0	100.00%
52830	BENEFITS - LIFE INSURANCE	121,000	0	121,000	25,903	95,097	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	480,283	0	480,283	228,225	252,058	0	100.00%
TOTAL		11,327,946	0	11,327,946	3,667,907	1,217,161	6,442,878	43.12%





## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,786,342	0	28,786,342	3,904,213	24,759,005	123,124	99.57%
51200	NON-CERTIFIED SALARIES	9,334,085	0	9,334,085	1,628,229	5,383,644	2,322,212	75.12%
52000	BENEFITS	11,327,946	0	11,327,946	3,667,907	1,217,161	6,442,878	43.12%
53010	LEGAL SERVICES	213,500	0	213,500	195,972	0	17,528	91.79%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	14,058	0	60,942	18.74%
53200	PROFESSIONAL SERVICES	2,020,502	0	2,020,502	167,916	1,481,899	370,687	81.65%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	10,833	0	19,667	35.52%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	0	0	10,500	0.00%
53220	IN SERVICE	118,560	0	118,560	24,289	6,615	87,656	26.07%
53230	PUPIL SERVICES	931,976	0	931,976	131,317	766,536	34,123	96.34%
53300	OTHER PROF/ TECH SERVICES	65,215	0	65,215	17,054	1,963	46,197	29.16%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	0	45,000	0	100.00%
53500	TECHNICAL SERVICES	260,690	0	260,690	115,162	10,409	135,119	48.17%
53530	SECURITY SERVICES	206,163	0	206,163	15,697	190,466	0	100.00%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	34,398	0	75,602	31.27%
54101	CONTRACTUAL TRASH PICK UP	92,995	0	92,995	19,852	27,366	45,777	50.77%
54301	REPAIRS & MAINTENANCE	455,243	0	455,243	130,702	236,365	88,176	80.63%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	0	1,074	1,426	42.96%
54303	GROUND MAINTENANCE	14,028	0	14,028	3,015	3,185	7,828	44.20%
54310	GENERAL REPAIRS	48,446	0	48,446	4,650	4,868	38,928	19.65%
54320	TECHNOLOGY RELATED REPAIRS	36,430	0	36,430	6,329	3,498	26,603	26.97%
54411	WATER	68,195	0	68,195	9,030	59,165	0	100.00%
54412	SEWER	22,900	0	22,900	22,294	0	606	97.35%
54420	LEASE/RENTAL EQUIP/VEH	228,541	0	228,541	66,176	85,198	77,167	66.24%
55100	PUPIL TRANSPORTATION - OTHER	106,250	0	106,250	1,409	96,091	8,750	91.76%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	7,125	0	15,875	30.98%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,560,865	0	4,560,865	891,074	3,576,596	93,195	97.96%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	279,746	0	279,746	279,746	0	0	100.00%
55300	COMMUNICATIONS	48,668	0	48,668	8,297	40,371	0	100.00%
55301	POSTAGE	35,531	0	35,531	4,436	31,095	0	100.00%
55302	TELEPHONE	77,145	0	77,145	37,502	39,644	0	100.00%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	5,000	0	5,000	240	1,895	2,865	42.70%
55505	PRINTING	51,372	0	51,372	19,890	8,685	22,797	55.62%
55600	TUITION	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION TO IN STATE DIST	796,641	0	796,641	99,568	301,303	395,770	50.32%
55630	TUITION TO PRIVATE SOURCES	1,540,697	0	1,540,697	140,496	1,149,948	250,253	83.76%
55800	TRAVEL	51,269	0	51,269	6,814	11,353	33,102	35.43%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,242	0	168,242	37,563	25,778	104,902	37.65%
56110	INSTRUCTIONAL SUPPLIES	415,078	0	415,078	111,176	79,196	224,706	45.86%
56120	ADMIN SUPPLIES	28,397	0	28,397	2,940	1,336	24,121	15.06%
56210	NATURAL GAS	194,960	0	194,960	24,855	170,105	0	100.00%
56220	ELECTRICITY	964,971	0	964,971	97,988	866,984	0	100.00%
56230	PROPANE	4,500	0	4,500	134	2,746	1,620	63.99%
56240	OIL	205,437	0	205,437	1,057	204,380	0	100.00%
56260	GASOLINE	33,246	0	33,246	1,651	23,498	8,098	75.64%
56290	FACILITIES SUPPLIES	308,111	0	308,111	83,055	154,455	70,601	77.09%
56291	MAINTENANCE COMPONENTS	15,000	0	15,000	1,883	559	12,558	16.28%
56292	UNIFORMS/ CONTRACTUAL	14,200	0	14,200	0	3,000	11,200	21.13%
56293	GROUNDKEEPING SUPPLIES	22,750	0	22,750	818	13,182	8,750	61.54%
56410	TEXTBOOKS	60,228	0	60,228	14,823	9,498	35,907	40.38%
56411	CONSUMABLE TEXTS	55,481	0	55,481	5,035	4,022	46,424	16.32%
56420	LIBRARY BOOKS	58,696	0	58,696	7,936	11,062	39,698	32.37%
56430	PERIODICALS	19,157	0	19,157	4,701	6,865	7,592	60.37%
56460	WORKBOOKS	13,916	0	13,916	4,402	6,334	3,179	77.15%
56500	SUPPLIES - TECH RELATED	44,346	0	44,346	4,443	8,872	31,030	30.03%
57340	COMPUTERS/TECH HARDWARE	14,100	0	14,100	6,375	2,000	5,725	59.40%
57345	INSTRUCTIONAL EQUIPMENT	8,140	0	8,140	2,788	440	4,912	39.66%
57400	GENERAL EQUIPMENT	49,683	0	49,683	13,361	2,044	34,279	31.01%
57500	FURNITURE AND FIXTURES	12,124	0	12,124	1,160	501	10,463	13.70%
58100	DUES & FEES	88,621	0	88,621	48,384	6,735	33,502	62.20%
<b>EXPENDITURE TOTAL</b>		<b>64,933,325</b>	<b>0</b>	<b>64,933,325</b>	<b>12,162,220</b>	<b>41,143,987</b>	<b>11,627,120</b>	<b>82.09%</b>

*REVENUES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-533,633	0	-533,633	0	0	-533,633	0.00%
43105	MEDICAID REIMBURSEMENT	-51,000	0	-51,000	-4,547	0	-46,453	8.92%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES	-55,000	0	-55,000	-5,871	0	-49,129	10.67%
44800	REGULAR ED TUITION	-104,725	0	-104,725	0	0	-104,725	0.00%
44822	SPECIAL ED TUITION	-18,200	0	-18,200	0	0	-18,200	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	0	0	-25,400	0.00%
44861	PARKING PERMIT FEES	-64,824	0	-64,824	0	0	-64,824	0.00%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	0	0	-10,000	0.00%
49102	TRANSFER IN-OTHER	-27,951	0	-27,951	-6,759	0	-21,192	24.18%
REVENUE TOTAL		-892,633	0	-892,633	-17,177	0	-875,456	1.92%

GRAND TOTAL	64,040,692	0	64,040,692	12,145,043	41,143,987	10,751,665	83.21%
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CAPITAL RESERVE TOTAL	679,928
43020000-10101	



## PURCHASE RESOLUTION D - 727

AGENDA ITEM 3B-2  
OCTOBER 2019 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	CT JUNIOR REPUBLIC	19.20 YEARLY - TUITION	\$113,415.69	55630
GENERAL	NMHS	ALL STAR TRANSPORTATION	19.20 YEARLY - ATHLETIC TRANSPORTATION FOR NMHS	\$98,000.00	55100
GENERAL	TECH	SHI INTERNATIONAL	TECHNOLOGY SUPPLIES	\$35,527.50	53500
<b>GRANT</b>	<b>DOI</b>	<b>STATE EDUCATION RESOURCE CENTER</b>	<b>ELA COACHING SUPPORT @ SNIS</b>	<b>\$11,900.00</b>	<b>53300</b>
GENERAL	SPED	ALL STAR TRANSPORTATION	19.20 YEARLY - VAN LEASE	\$11,158.32	54420
GENERAL	NMHS	SELECT PHYSICAL THERAPY	ATHLETIC TRAINING SERVICES PAYMENT 1 OF 3	\$10,833.33	53201
<b>GRANT</b>	<b>DOI</b>	<b>CONNECT KIDS CT INC</b>	<b>19.20 YEARLY - TRANSPORTATION</b>	<b>\$10,200.00</b>	<b>53300</b>
GENERAL	SMS	PRINTWORKS	PRINTING OF 19.20 SMS HANDBOOK	\$7,420.00	55505
<b>GRANT</b>	<b>DISTRICT</b>	<b>PROJECT LEAD THE WAY</b>	<b>AUTOMATION AND ROBOTICS SUPPLIES</b>	<b>\$5,676.00</b>	<b>56110</b>
GENERAL	NMHS	CENGAGE LEARNING	PHYSICS WEB ASSIGN - CURRICULUM, INSTRUCTION AND HOMEWORK ACCESS	\$5,574.00	58100
GENERAL	DISTRICT	FOLLETT SCHOOL SOLUTIONS	DESTINY AND TITLEPEEK ONLINE SERVICES WITHIN FOLLETT LIBRARY MANAGER	\$5,212.50	53200



# BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
OCTOBER 2019 MEETING

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

Informational Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
	NMHS-1	MOVING CHROMEBOOK LICENCES TO A SINGLE LINE IN NMHS GENERAL ED FOR EASE OF PURCHASE	\$720.00	NMHS	BLE10002	53300 TECH LICENSES	NMHS	BLE10000 GENERAL EDUCATION	53300 TECH LICENSES
			\$720.00		ENGLISH LANG. ARTS				
			\$720.00		BLE10003				
			\$720.00		FOREIGN LANG.				
			\$720.00		BLE10004				
			\$720.00		HEALTH				
			\$720.00		BLE10008				
			\$720.00		SCIENCE				
			\$720.00		BLE10010				
			\$720.00		SOCIAL STUDIES				

**EXHIBIT B**

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

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30 September 2019

Dr. Kerry Parker  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Dr. Parker:

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:**

- 1) 6th grade field trip to Eagle Rock for 321 students in the amount of \$3,210.00 and \$255.75 for hardships.
- 2) 7th grade field to Mountain Workshop for 323 students in the amount of \$3,230.00 and \$436.32 for hardships.

**TOTAL: \$7,132.07**

Respectfully submitted,  
Mandi MacDonald  
NMPTO President



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

**FOR STATE USE ONLY**

Effective Date: \_\_\_\_\_  
**AGREEMENT NUMBERS:**  
School Programs \_\_\_\_\_  
Child Day Care Centers \_\_\_\_\_  
\_\_\_\_\_  
Adult Day Care Centers \_\_\_\_\_  
Day Care Homes \_\_\_\_\_  
Summer Food Service \_\_\_\_\_

**Authorized Signatures Change Form**

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Return this form to the CSDE Child Nutrition Programs at the address above.

This is to certify that on October 15, 2019, as shown in the minutes of  
*Date*

New Milford Board of Education

*Name of Corporation, Board of Education or Governing Body*

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

_____	Kerry Parker
<i>Signature</i>	<i>Printed Name</i>
_____	October 15, 2019
Superintendent of Schools	<i>Date</i>
<i>Title (superintendent of schools, mayor, selectman, president or chairperson of the board, pastor, or commissioner)</i>	

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

_____	Anthony Giovannone
<i>Signature</i>	<i>Printed Name</i>
_____	October 15, 2019
Director of Fiscal Services and Operations	<i>Date</i>
<i>Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)</i>	

3. The signature below certifies the above action.

_____	Secretary, New Milford Board of Education
<i>Signature</i>	<i>Title (Secretary of Corporation, Town Clerk, Secretary of the Board)</i>
_____	

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChange.pdf>. The instructions are available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChangeInstructions.pdf>.



UPDATED MASTER SCHEDULE  
OF BIDS AND PROPOSALS

4A - ITEM OF INFORMATION  
OCTOBER 2019 MEETING

<i>District</i>					
TYPE	DESCRIPTION	FREQUENCY	DEPARTMENT	NEXT POSTING	NOTE
Copiers	Copier leasing and maintenance contracts for district needs.	Every 3-5 Years	District	OCTOBER 2019	SOON TO BE POSTED RFP WILL BE FOR SERVICES TO START 7/1/20
Time & Attendance System	Single comprehensive system that delivers employee time tracking system, scheduling, attendance and absence management.	AS REQUESTED	District	OCTOBER 2019	SOON TO BE POSTED RFP WILL BE FOR SERVICES TO START 7/1/20
Student Information System	System that helps educators manage data, maximize student success and communicate with parents and families.	AS REQUESTED	District	NOVEMBER 2019	SOON TO BE POSTED RFP WILL BE FOR SERVICES TO START 7/1/20
Athletic Trainer	High School Sports.	Every 3 Years	District	MARCH 2020	IN A 1 YEAR EXTENSION OF PREVIOUS CONTRACT WHICH WILL END ON 6/30/20
Medical Advisor	Advising the District on health related policies and procedures.	Every 2 Years	District	MAY 2020	HISTORICALLY DONE AS RFP BUT AS PER POLICY 3300(a) CAN BE DONE AS AN RFQ.
Life, AD&D Insurance	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	Long Term Disability Policy pursuant to all collective bargaining agreements.	Every 3 Years	District	JULY 2020	
Security Safety Monitors	Security services both during school hours and for after school activities.	Every 3 Years	District	FEBRUARY 2021	CURRENTLY IN A 3 YEAR CONTRACT ENDING 6/30/21
Transportation	Regular Education Transportation.	Every 3 Years	District	OCTOBER 2022	CURRENTLY IN 5 YEAR CONTRACT ENDING 6/30/23
Legal Service	Legal services for both regular education and special education.	Every 3-5 Years	District	AS REQUESTED	AS REQUESTED

<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 2020	BID EVERY SPRING FOR 1 YEAR TERM





**UPDATED MASTER SCHEDULE  
OF BIDS AND PROPOSALS**

**4A - ITEM OF INFORMATION  
OCTOBER 2019 MEETING**

<i>Special Education</i>					
TYPE	DESCRIPTION	FREQUENCY	DEPARTMENT	NEXT POSTING	NOTE
Transportation	Special Education Transportation.	Every 3 Years	Special Ed	FEBRUARY 2022	CURRENTLY IN A 3 YEAR CONTRACT ENDING 6/30/22
Occupational & Physical Therapy	Services for Special Education students pursuant to their IEP.	Every 3 Years	Special Ed	FEBRUARY 2022	CURRENTLY IN A 3 YEAR CONTRACT ENDING 6/30/22
Student Care Workers	Student care workers for Special Education students pursuant to their IEP.	Every 3 Years	Special Ed	JULY 2020	CURRENTLY IN 3 YEAR CONTRACT ENDING 6/30/20

<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 2020	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 2020	
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 2020	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 2020	
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 2020	
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 2020	
Fire Extinguishers	Testing and inspection of fire extinguishers. This would include all school buildings in the New Milford Public school district.	Annually	Facilities	APRIL 2020	
Annual Uniform Order	Contractual obligation through collective bargaining.	Annually	Facilities	OCTOBER 2019	



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

**4C**  
**Operations Sub-Committee**  
**October 2019**

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**TO:** Kerry Parker, Superintendent  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** October 4, 2019  
**RE:** Budget Drivers – District Wide

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The **District Wide** budget driver topic will remain on this sub-committee agenda starting in the month of October 2019 and continuing through December 2019 and will include any projects outlined on the separate **Facilities** budget driver document. The purpose is to identify and outline potential projects that the Board of Education is likely to see as part of the 2020-2021 budget development process. This list is not complete, is subject to change and is an effort to get the conversation started on these important items.

- Certified Staffing & Non-Certified Staffing – any changes due to enrollment and or department request will be presented as part of the Superintendent's proposed budget.
- Student Information System (SIS) – our current contract is up at the end of this year and we have been with this vendor for many years. With many new competitors in this area it is prudent to post an RFP (request for proposal) for services to start on July 1, 2019 and see what else is out there that may better address our needs. The Technology Director has begun forming an evaluation and search committee utilizing select staff members during the month of October. This committee will develop an initial survey to go out to staff regarding our SIS usage, craft the requirements for the RFP and finally, assist in making a recommendation for award. We hope to post an RFP for this service sometime during the month of November. The information we get back may require more or less of a financial obligation than our current vendor/contract.
- SNIS Elevator Retrofit – this was brought to our attention in June of 2019 by the Kone Elevator Company. This project needs to be done by August of 2020. The scope of this project includes removal of the existing hydraulic bottom cylinder and installing a new double bottom cylinder to meet the updated code requirements. Using the US Communities contract pricing for this service will cost approximately \$49,000.



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

**4C**  
**Operations Sub-Committee**  
**October 2019**

- School Resource Officers (SRO) & Armed School Security Officers (ASSO) – usage of these two types of employees and their deployment across our school locations will be memorialized in a forthcoming Memorandum of Understanding (MOU) between the Town of New Milford Police and the Board of Education that may financially impact the districts 2020-2021 budget. The existing MOU only provides for SRO's and was originally signed in November of 2015. Our current Security Safety Monitor contract with Securitas is in place through 6/30/21. Any change in service level of these contracted employees would have to be addressed after that date as we are currently under contract for both the current school year and the 2020-2021 school year.
- Portrait of the Graduate - Engage all district stakeholders and the broader community in developing a strategic plan anchored by a collective vision that articulates New Milford's aspirations for its students in the New Milford Public Schools Portrait of a Graduate.
- Copier Leases - our current contract is up in November of 2019 at which time we will default to a month to month agreement. We have been with the current vendor for 5 years. Due to the length in time since we last evaluated the needs of the district it is prudent to post an RFP (request for proposal) for services to start on July 1, 2019 and see what else is out there that may better address our needs. We hope to post an RFP for this service sometime during the month of October. The information we get back may require more or less of a financial obligation than our current vendor/contract.
- Building Controls – In fiscal year 2018-2019 we used end of year funds to upgrade hardware and software associated with security cameras due to the Windows 7 conversion. At that time we also identified software and panel upgrades necessary for our building controls that run on a proprietary system. We did not fund this at that time but need to plan for them going forward. The funds needed for the first phase of this project total approximately \$52,000 and needs to be addressed in the 2020-2021 Budget or at the latest, the 2021-2022 Budget as the core system with Siemens will no longer be supported after January 2022. There is another \$185,000 in upgrades that will need to be purchased beyond this initial investment to keep us current with the new Siemens core system. This additional amount will need to be phased in and prioritized among all the other projects on the 5 Year Capital Plan.



- Access Controls – this was brought to our attention in early September 2019 by our vendor TEC Control Systems Inc., as requiring attention as soon as possible. The scope of this project includes replacing card access hardware and software as well as a new server for the district. The Town is also looking at implementing a card access system and employee badges for their buildings. A joint meeting was held in late September that included the I.T. Director for the Town to discuss a system that will work for both entities and also interface smoothly with our new security camera system. Project would need to be bid and price will be determined by scope of the project that is not yet finalized.
- District Wide RTU's – the RTU that services the cafeteria and kitchen at SNIS failed in mid-September 2019. This will be the 4<sup>th</sup> unit that has required replacement at SNIS in recent years. Repair of the unit is estimated to be \$18,000 and replacement of the unit is estimated to be \$66,000. The 3<sup>rd</sup> unit previously replaced at SNIS last year serviced the main office and was a smaller unit that cost us \$37,000 to replace. The unit that now needs replacing is larger as it services both the cafeteria and the kitchen. This unit will likely need replacement sooner, in 2019-2020, before the warmer temperatures arrive in the spring of 2020. We are mentioning it now even if the project is undertaken in 2019-2020 as there is a financial impact going into 2020-2021 and beyond. This is because there are 9 more roof mounted units that are all approximately 19 years old on the SNIS roof alone. Replacement of RTU's district wide will need to be phased in and prioritized among all the other projects on the 5 Year Capital Plan in the amount of \$100,000 per year (estimated).
- Time and Attendance System - our current contract is year to year and we have been with this vendor since July of 2013. With many new competitors in this area it is prudent to post an RFP (request for proposal) for services to start on July 1, 2019 and see what else is out there that may better address our needs. We hope to post an RFP for this service sometime during the month of October. The information we get back may require more or less of a financial obligation than our current vendor/contract.



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

## 4C

### Operations Sub-Committee

October 2019

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- Minimum Wage – over the next several years, the minimum wage will gradually rise to \$15.00 per hour and then be indexed to the federal economic indicators for future years. Impact for NMPS will be communicated as part of the Superintendent's proposed budget. The new law requires the minimum wage to increase from its current level of \$10.10 to:
  - \$11.00 on October 1, 2019;
  - \$12.00 on September 1, 2020;
  - \$13.00 on August 1, 2021;
  - \$14.00 on July 1, 2022; and
  - \$15.00 on June 1, 2023.

*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**  
**OPERATIONS SUB-COMMITTEE**  
**OCTOBER 2019**

**TO: Kerry Parker, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: October 8, 2019**  
**RE: Revised Capital Reserve Request for Board of Finance on 10/9/19**

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The Board of Finance request for consideration on 10/9/19, was previously approved by both the BOE and the Town Council in September 2019, to withdraw money from the BOE Capital Reserve account. The balance in the Capital Reserve account for the BOE is \$679,928 before this approval. If the request to withdraw \$352,500 is approved, the balance will shrink to \$327,428. The BOE still has the pending deposit from the 2018-2019 Fiscal year end balance to add to the Capital Reserve account after the final audit is issued. It is anticipated that the amount of the deposit into Capital Reserve will be approximately \$315,213 (after a \$50,000 contribution to the Turf Replacement Fund). This will then bump the BOE Capital Reserve account up to a projected balance of \$642,641 at the end of January 2020 barring any audit adjustments and any other withdraws or deposits.

The Board of Finance request for consideration on 10/9/19 is to fund projects from the BOE Capital Reserve Account that were removed from the 19/20 budget on 1/31/19 when the BOE approved its Adopted Budget. The total request in the amount of \$352,500 remains the unchanged from when the BOE and the Town Council approved the request in September 2019. The amount of each individual project has been updated, where necessary, in the chart on the rear of this memo. A note was also has added to detail the goods or service the intended funding, if approved, would be utilized for.

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

DEPARTMENT	ORG	OBJ	DESCRIPTION	AMOUNT	NOTE
TECHNOLOGY	BZZ25847	57500	COMPUTER REFRESH	\$17,000	\$7000 FOR 8 LAPTOPS AT \$900 PER UNIT FOR THE DISTRICT. \$10,000 FOR 67 DESKTOP SOLID STARE HARD DRIVES AT \$150 PER UNIT FOR THE DISTRICT.
TECHNOLOGY	BZZ25847	57500	SMART BOARD REFRESH	\$20,000	10 SMART BOARD REPLACEMENTS AT \$2,000 PER UNIT FOR THE DISTRICT.
TECHNOLOGY	BZZ25847	57500	CHROME BOOK REFRESH	\$80,340	412 CHROMEBOOK REPLACEMENTS AT \$195 PER UNIT FOR THE DISTRICT.
TECHNOLOGY	BZZ25847	57500	NETWORK/SERVER INFRASTRUCTURE	\$97,560	65 ACCESS POINTS, 20 SWITCHES, AND 1 WIRELESS CONTROLLER FOR THE DISTRICT. 1 FIREWALL UPGRADE FOR LHTC.
<b>SUBTOTAL - TECHNOLOGY</b>				<b>\$214,900</b>	
FACILITIES	BZZ26846	57300	ALARM PANEL UPGRADE	\$29,000	VARIOUS DEVICE MODULES, SMOKE/HEAT/DUST DETECTORS AND PULL STATIONS AT NMHS.
FACILITIES	BZZ26846	57300	SECURITY ENHANCEMENTS	\$15,000	CARD ACCESS READERS FOR EMPLOYEE BADGE BUILDING ACCESS FOR THE DISTRICT.
FACILITIES	BZZ26846	57300	ASBESTOS ABATEMENT	\$15,500	ABATEMENT OF 1 CLASSROOM AT HPS.
FACILITIES	BZZ26846	57400	GROUNDS EQUIPMENT REPLACEMENT	\$15,000	1 LAWNMOWER ON REFRESH CYCLE FOR THE DISTRICT.
FACILITIES	BZZ26846	57400	CUSTODIAL EQUIPMENT REPLACEMENTS	\$16,000	1 FLOOR SCRUBBER ON REFRESH CYCLE FOR NMHS.
FACILITIES	BZZ26846	57400	PLAYGROUND COMPLIANCE	\$23,100	SAFETY WOOD FIBER REPLENISHMENT AT SNIS. REPLACEMENT OF BROKEN/WORN PARTS (CHAINS/SEATS) AT SNIS. NO NEW EQUIPMENT.
FACILITIES	BZZ26846	57400	TENNIS COURT REPAIR	\$24,000	FILL CRACKS TO ENSURE PLAYABLE SURFACE AT NMHS
<b>SUBTOTAL - FACILITIES</b>				<b>\$137,600</b>	

**GRAND TOTAL \$352,500**