

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE: November 14, 2017
TIME: 7:30 P.M.
PLACE: Lillis Administration Building—Room 2

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order

2. Public Comment

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

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

3. Presentation

- A. Source4Teachers Update

4. Discussion and Possible Action

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 - 1. Budget Position dated 10/31/17
 - 2. Purchase Resolution D-704
 - 3. Request for Budget Transfers
- C. Activity Stipend Requests
 - 1. Schaghticoke Middle School

5. Items of Information

- A. Update on Transportation Complaints
- B. Substitute List
- C. Update on Capital Reserve Transfer
- D. Agreement between New Milford Board of Education and New Milford Education Association
- E. Possible Budget Drivers
 - 1. Review of Special Education structures
 - 2. Bilingual staffing

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6. 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.

7. Adjourn

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

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

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
November 21, 2017

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Janet Natale**, Speech Language Pathologist, Sarah Noble Intermediate School and New Milford High School Move that the Board of Education approve the resignation, due to retirement, of **Mrs. Janet Natale** as Speech Language Pathologist at Sarah Noble Intermediate School and New Milford High School effective January 8, 2018.

Retirement

2. **CERTIFIED STAFF**

b. **NON-RENEWALS**

1. None

3. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. None

4. **MISCELLANEOUS STAFF**

a. **RESIGNATIONS**

1. None

5. **MISCELLANEOUS STAFF**

b. **APPOINTMENTS**

1. None

6. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Ms. Marlene Urena**, Paraeducator, Litchfield Hills Transition Center Move that the Board of Education approve the resignation of **Ms. Marlene Urena** as Paraeducator at Litchfield Hills Transition Center effective November 21, 2017.

Personal Reasons

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

b. **APPOINTMENTS**

1. **Mr. Michael Aros-Truhe**, Paraeducator, Schaghticoke Middle School Move that the Board of Education appoint **Mr. Michael Aros-Truhe** as Paraeducator at Schaghticoke Middle School effective November 27, 2017.

\$13.80 per hour - Hire Rate
\$15.25 per hour – Job Rate
(after completion of probationary period)

Replacing: C. Lawrence

- 2. **Mrs. Carol Schroedel**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Mrs. Carol Schroedel** as Tutor at Northville Elementary School effective November 27, 2017.

Education History:
BA: Point Park University
Major: Early Childhood Education

\$14.00 per hour

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

- 1. None

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

- 1. None

10. BAND STAFF

a. RESIGNATIONS

- 1. None

11. BAND STAFF

b. APPOINTMENTS

- 1. None

12. COACHING STAFF

a. RESIGNATIONS

- 1. **Mr. Cody Norlander**, Freshman Boys' Basketball Coach, New Milford High School
Move that the Board of Education approve the resignation of **Mr. Cody Norlander** as Freshman Boys' Basketball Coach at New Milford High School effective October 16, 2017.

Personal Reasons

13. COACHING STAFF

b. APPOINTMENTS

- 1. **Mr. Chris Bacich**, Boys' Volunteer Indoor Track Coach, New Milford High School
Move that the Board of Education appoint **Mr. Chris Bacich** as Boys' Volunteer Indoor Track Coach at New Milford High School effective December 2, 2017.

- 2. **Mr. Larry Badaracco**, Winter Weight Room Supervisor, New Milford High School
Move that the Board of Education appoint **Mr. Larry Badaracco** as Winter Weight Room Supervisor at New Milford High School effective November 27, 2017.

Volunteer

2017-2018 Stipend: \$4933

Current staff member

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| <p>3. Mr. Andrew Bimonte, Boys' Freshman Basketball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Andrew Bimonte as Boys' Freshman Basketball Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2883
Current staff member</p> |
| <p>4. Ms. Tricia Blood, Girls' Intramural Basketball Coach, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Ms. Tricia Blood as Girls' Intramural Basketball Coach at Schaghticoke Middle School effective November 22, 2017.</p> | <p>2017-2018 Stipend: \$971
Current staff member</p> |
| <p>5. Ms. Amie Bush, Varsity Dance Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Amie Bush as Varsity Dance Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$1454</p> |
| <p>6. Mr. Scott Capriglione, Boys' Varsity Ice Hockey Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Scott Capriglione as Boys' Varsity Ice Hockey Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$3832</p> |
| <p>7. Mr. Andrew DePalma, Boys' Assistant Ice Hockey Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Andrew DePalma as Boys' Assistant Ice Hockey Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2489</p> |
| <p>8. Ms. Cindy Dubret, Girls' Varsity Cheerleading Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Cindy Dubret as Girls' Varsity Cheerleading Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$3525
Current staff member</p> |
| <p>9. Mr. Tom Ferrell, Boys' Assistant Wrestling Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Tom Ferrell as Boys' Assistant Wrestling Coach at New Milford High School effective November 27, 2017.</p> | <p>2017-2018 Stipend: \$3081</p> |

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| <p>10. Mr. Ben Germain, Boys' JV Basketball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Ben Germain as Boys' JV Basketball Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$3748</p> |
| <p>11. Mr. Gary Golembeske, Boys' Assistant Ice Hockey Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Gary Golembeske as Boys' Assistant Ice Hockey Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2489</p> |
| <p>12. Mr. Mark Grant, Girls' Freshman Basketball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Mark Grant as Girls' Freshman Basketball Coach at New Milford High School effective November 27, 2017.</p> | <p>2017-2018 Stipend: \$2883
Current staff member</p> |
| <p>13. Mr. Rob Hibbard, Boys' Intramural Basketball Coach, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Mr. Rob Hibbard as Boys' Intramural Basketball Coach at Schaghticoke Middle School effective November 22, 2017.</p> | <p>2017-2018 Stipend: \$971
Current staff member</p> |
| <p>14. Mr. Rob Hibbard, Girls' Interscholastic Basketball Coach, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Mr. Rob Hibbard as Girls' Interscholastic Basketball Coach at Schaghticoke Middle School effective November 22, 2017.</p> | <p>2017-2018 Stipend: \$1942
Current staff member</p> |
| <p>15. Mr. Scott Hoffman, Girls' Intramural Cross Country Coach, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Mr. Scott Hoffman as Girls' Intramural Cross Country Coach at Schaghticoke Middle School effective November 22, 2017.</p> | <p>2017-2018 Stipend: \$971
Current staff member</p> |
| <p>16. Mr. William Kersten, Girls' Varsity Basketball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. William Kersten as Girls' Varsity Basketball Coach at New Milford High School effective November 27, 2017.</p> | <p>2017-2018 Stipend: \$5767</p> |

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| <p>17. Ms. Kathleen Lesiak, JV Cheerleading Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Kathleen Lesiak as JV Cheerleading Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2292</p> |
| <p>18. Ms. Bethany Mihaly, Girls' Varsity Gymnastics Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Bethany Mihaly as Girls' Varsity Gymnastics Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$3955</p> |
| <p>19. Mr. David Mumma, Boys' Interscholastic Basketball Coach, Schaghticoke Middle School
<u>Move</u> that the Board of Education appoint Mr. David Mumma as Boys' Interscholastic Basketball Coach at Schaghticoke Middle School effective November 22, 2017.</p> | <p>2017-2018 Stipend: \$1942
Current staff member</p> |
| <p>20. Mr. Mike Nahom, Boys' and Girls' Assistant Indoor Track Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Mike Nahom as Boys' and Girls' Assistant Indoor Track Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$1849</p> |
| <p>21. Mr. Rob Nathan, Boys' Varsity Swimming and Diving Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Rob Nathan as Boys' Varsity Swimming and Diving Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2211.50
(split stipend)
Current staff member</p> |
| <p>22. Mr. Rob Nathan, Boys' Assistant Swimming and Diving Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Rob Nathan as Boys' Assistant Swimming and Diving Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$1437.50
(split stipend)
Current staff member</p> |
| <p>23. Mr. Cody Norlander, Boys' Volunteer Basketball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Cody Norlander as Boys' Volunteer Basketball Coach at New Milford High School effective December 2, 2017.</p> | <p>Volunteer</p> |

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| <p>24. Ms. Mary O'Connor, Girls' Assistant Gymnastics Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Ms. Mary O'Connor as Girls' Assistant Gymnastics Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2571</p> |
| <p>25. Mr. Rory Perry, Boys' Varsity Swimming and Diving Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Rory Perry as Boys' Varsity Swimming and Diving Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2211.50 (split stipend)
Current staff member</p> |
| <p>26. Mr. Rory Perry, Boys' Assistant Swimming and Diving Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Rory Perry as Boys' Assistant Swimming and Diving Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$1437.50 (split stipend)
Current staff member</p> |
| <p>27. Mr. Chris Piel, Boys' Varsity Wrestling Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Chris Piel as Boys' Varsity Wrestling Coach at New Milford High School effective November 27, 2017.</p> | <p>2017-2018 Stipend: \$4742</p> |
| <p>28. Mr. Ryan Rebstock, Boys' Varsity Indoor Track Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Ryan Rebstock as Boys' Varsity Indoor Track Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2846
Current staff member</p> |
| <p>29. Mr. Ryan Rebstock, Girls' Varsity Indoor Track Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Ryan Rebstock as Girls' Varsity Indoor Track Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$2846
Current staff member</p> |
| <p>30. Mr. Al Tolomeo, Boys' Varsity Basketball Coach, New Milford High School
<u>Move</u> that the Board of Education appoint Mr. Al Tolomeo as Boys' Varsity Basketball Coach at New Milford High School effective December 2, 2017.</p> | <p>2017-2018 Stipend: \$5767</p> |

31. 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 27, 2017.

2017-2018 Stipend: \$3748

32. Mr. Matt Wall, Boys' Intramural Cross Country Coach, Schaghticoke Middle School
Move that the Board of Education appoint Mr. Matt Wall as Boys' Intramural Cross Country Coach at Schaghticoke Middle School effective November 22, 2017.

2017-2018 Stipend: \$971

Current staff member

14. LEAVES OF ABSENCE

1. Mrs. Diane Erickson, Food Services Worker, New Milford High School
Move that the Board of Education approve an unpaid leave of absence for Mrs. Diane Erickson through the end of the 2017-2018 school year.

Unpaid leave of absence

2. Mrs. Kathy Mannion, Elementary Teacher, Hill and Plain School
Move that the Board of Education approve to extend an unpaid leave of absence for Mrs. Kathy Mannion through December 31, 2017.

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	28,863,468	-124,021	28,739,447	6,228,363	21,985,951	525,133	98.17%
100'S	SALARIES - NON CERTIFIED	9,228,232	0	9,228,232	2,292,761	4,894,427	2,041,065	77.88%
200'S	BENEFITS	10,445,551	0	10,445,551	4,060,200	5,365,032	1,020,319	90.23%
300'S	PROFESSIONAL SERVICES	3,867,186	-23,869	3,843,317	845,429	2,281,525	716,363	81.36%
400'S	PROPERTY SERVICES	913,083	51	913,134	252,220	305,074	355,840	61.03%
500'S	OTHER SERVICES	7,589,382	147,130	7,736,512	1,757,180	4,965,128	1,014,387	86.89%
600'S	SUPPLIES	2,665,330	-4,206	2,661,124	802,189	1,353,636	505,249	81.01%
700'S	CAPITAL	514,505	4,900	519,405	159,239	92,828	267,338	48.53%
800'S	DUES AND FEES	88,427	15	88,442	58,284	4,925	24,693	71.47%
900'S	REVENUE	-1,364,578	0	-1,364,578	-377,524	0	-987,054	27.67%
GRAND TOTAL		62,810,586	0	62,810,586	16,078,341	41,248,527	5,483,331	91.27%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	540,946	0	540,946	4,082	0	536,864	0.75%
51201	SALARIES - NON CERT - PARA EDUCATORS	1,891,245	0	1,891,245	424,520	1,434,230	32,495	98.28%
51202	SALARIES - NON CERT - SUBSTITUTES	855,384	0	855,384	123,781	0	731,603	14.47%
51210	SALARIES - NON CERT - SECRETARY	1,924,596	0	1,924,596	605,820	1,193,361	125,415	93.48%
51225	SALARIES - NON CERT - TUTORS	293,362	0	293,362	33,294	0	260,068	11.35%
51240	SALARIES - NON CERT - CUSTODIAL	1,907,371	0	1,907,371	567,175	1,121,841	218,355	88.55%
51250	SALARIES - NON CERT - MAINTENANCE	925,332	0	925,332	284,414	541,876	99,042	89.30%
51285	SALARIES - NON CERT - TECHNOLOGY	462,965	0	462,965	143,250	290,699	29,036	93.73%
51336	SALARIES - NON CERT - NURSES	427,031	0	427,031	106,424	312,419	8,187	98.08%
TOTAL		9,228,232	0	9,228,232	2,292,761	4,894,427	2,041,065	77.88%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	643,000	0	643,000	155,044	0	487,956	24.11%
52201	BENEFITS - MEDICARE	531,000	0	531,000	118,739	0	412,261	22.36%
52300	BENEFITS - PENSION	850,047	0	850,047	850,047	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	25,000	0	25,000	0	0	25,000	0.00%
52810	BENEFITS - HEALTH INSURANCE	7,534,000	0	7,534,000	2,585,374	4,948,626	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	135,000	0	135,000	69,328	29,780	35,892	73.41%
52830	BENEFITS - LIFE INSURANCE	114,300	0	114,300	0	105,243	9,057	92.08%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	613,204	0	613,204	281,669	281,383	50,152	91.82%
TOTAL		10,445,551	0	10,445,551	4,060,200	5,365,032	1,020,319	90.23%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,863,468	-124,021	28,739,447	6,228,363	21,985,951	525,133	98.17%
51200	NON-CERTIFIED SALARIES	9,228,232	0	9,228,232	2,292,761	4,894,427	2,041,065	77.88%
52000	BENEFITS	10,445,551	0	10,445,551	4,060,200	5,365,032	1,020,319	90.23%
53010	LEGAL SERVICES	200,000	0	200,000	172,300	19,000	8,701	95.65%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	-1,210	7,074	79,136	6.90%
53200	PROFESSIONAL SERVICES	1,951,261	59,391	2,010,652	216,960	1,415,288	378,405	81.18%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	2,000	0	26,000	7.14%
53210	TIME & ATTENDANCE SOFTWARE	2,874	0	2,874	600	0	2,274	20.88%
53220	IN SERVICE	116,160	0	116,160	22,077	15,212	78,871	32.10%
53230	PUPIL SERVICES	919,056	-84,000	835,056	150,281	639,123	45,653	94.53%
53300	OTHER PROF/ TECH SERVICES	40,693	740	41,433	19,254	6,134	16,044	61.28%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	174,292	0	174,292	155,182	15,449	3,661	97.90%
53530	SECURITY SERVICES	200,850	0	200,850	30,607	164,245	5,999	97.01%
53540	SPORTS OFFICIALS SERVICES	104,000	0	104,000	32,379	0	71,621	31.13%
54101	CONTRACTUAL TRASH PICK UP	88,527	0	88,527	16,769	33,574	38,184	56.87%
54301	REPAIRS & MAINTENANCE	405,892	0	405,892	139,100	140,567	126,224	68.90%
54302	FIRE / SECURITY MAINTENANCE	1,500	0	1,500	1,074	0	426	71.61%
54303	GROUNDS MAINTENANCE	17,028	0	17,028	1,462	882	14,684	13.76%
54310	GENERAL REPAIRS	47,416	-15	47,401	5,732	3,856	37,813	20.23%
54320	TECHNOLOGY RELATED REPAIRS	41,620	0	41,620	918	2,563	38,140	8.36%
54411	WATER	65,961	0	65,961	17,344	48,617	0	100.00%
54412	SEWER	22,900	0	22,900	11,201	0	11,699	48.91%
54420	LEASE/RENTAL EQUIP/VEH	222,239	66	222,305	58,619	75,016	88,670	60.11%
55100	PUPIL TRANSPORTATION - OTHER	113,050	0	113,050	20,359	88,693	3,998	96.46%
55101	PUPIL TRANS - FIELD TRIP	35,750	0	35,750	4,697	1,650	29,403	17.75%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,356,380	0	4,356,380	949,818	3,406,562	0	100.00%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	711	0	789	47.42%
55200	GENERAL INSURANCE	322,304	0	322,304	319,423	0	2,881	99.11%
55300	COMMUNICATIONS	49,034	0	49,034	17,573	30,861	601	98.78%
55301	POSTAGE	34,381	0	34,381	6,231	26,578	1,755	95.43%
55302	TELEPHONE	50,452	0	50,452	40,163	25,973	-15,685	131.09%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	4,000	0	4,000	1,407	0	2,593	35.17%
55505	PRINTING	52,738	200	52,938	19,571	707	32,660	38.31%
55600	TUITION	20,000	0	20,000	0	0	20,000	0.00%
55610	TUITION TO IN STATE DIST	804,194	120,220	924,414	227,573	580,752	116,089	87.44%
55630	TUITION TO PRIVATE SOURCES	1,679,070	26,910	1,705,980	143,582	791,636	770,762	54.82%
55800	TRAVEL	50,529	-200	50,329	6,072	11,717	32,539	35.35%
56100	GENERAL INSTRUCTIONAL SUPPLIES	177,262	-98	177,164	29,847	51,313	96,005	45.81%
56110	INSTRUCTIONAL SUPPLIES	422,194	4,272	426,466	149,540	71,676	205,200	51.87%
56120	ADMIN SUPPLIES	31,029	0	31,029	9,629	8,057	13,343	57.00%
56210	NATURAL GAS	191,000	0	191,000	15,173	175,827	0	100.00%
56220	ELECTRICITY	914,921	0	914,921	231,872	681,155	1,894	99.79%
56230	PROPANE	1,825	0	1,825	243	1,582	0	100.00%
56240	OIL	194,384	0	194,384	264	194,120	0	100.00%
56260	GASOLINE	28,801	0	28,801	3,011	20,790	5,000	82.64%
56290	FACILITIES SUPPLIES	272,421	0	272,421	101,992	106,958	63,470	76.70%
56291	MAINTENANCE COMPONENTS	13,835	0	13,835	2,570	4,930	6,335	54.21%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	90	2,810	420	87.35%
56293	GROUNDSKEEPING SUPPLIES	12,000	0	12,000	5,018	5,423	1,560	87.00%
56410	TEXTBOOKS	129,608	-8,440	121,168	63,188	3,548	54,431	55.08%
56411	CONSUMABLE TEXTS	125,824	1,260	127,084	113,637	7,807	5,639	95.56%
56420	LIBRARY BOOKS	83,249	3,868	87,117	39,455	12,102	35,559	59.18%
56430	PERIODICALS	18,591	0	18,591	11,126	338	7,127	61.66%
56460	WORKBOOKS	27,586	-5,068	22,518	14,464	360	7,694	65.83%
56500	SUPPLIES - TECH RELATED	17,480	0	17,480	11,069	4,840	1,571	91.01%
57300	BUILDINGS	111,350	0	111,350	1,498	41,395	68,457	38.52%
57340	COMPUTERS/TECH HARDWARE	37,425	7,700	45,125	23,621	8,051	13,453	70.19%
57345	INSTRUCTIONAL EQUIPMENT	55,617	0	55,617	12,454	892	42,271	24.00%
57400	GENERAL EQUIPMENT	121,285	-2,800	118,485	23,514	25,522	69,449	41.39%
57500	FURNITURE AND FIXTURES	188,828	0	188,828	98,152	16,969	73,707	60.97%
58100	DUES & FEES	88,427	15	88,442	58,284	4,925	24,693	71.47%
EXPENDITURE TOTAL		64,175,164	0	64,175,164	16,455,865	41,248,527	6,470,385	89.92%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-716,249	0	-716,249	0	0	-716,249	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-15,764	0	-33,812	31.80%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-732	0	-1,468	33.27%
44705	BUILDING USE FEES	-55,000	0	-55,000	0	0	-55,000	0.00%
44800	REGULAR ED TUITION FROM INDIVI	-82,000	0	-82,000	0	0	-82,000	0.00%
44822	SPECIAL ED TUITION FROM OTHER	-36,400	0	-36,400	-3,529	0	-32,871	9.69%
44860	ADMISSIONS/ATHLETIC GATE RECEI	-25,400	0	-25,400	-5,000	0	-20,400	19.69%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-30,000	0	-6,224	82.82%
44862	SCHOOL MUSICAL TICKET SALES	-11,411	0	-11,411	0	0	-11,411	0.00%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	0	0	-27,619	0.00%
49599	CAPITAL RESERVE	-322,500	0	-322,500	-322,500	0	0	100.00%
REVENUE TOTAL		-1,364,578	0	-1,364,578	-377,524	0	-987,054	27.67%

GRAND TOTAL	62,810,586	0	62,810,586	16,078,341	41,248,527	5,483,331	91.27%
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WHEREAS, the equipment, supplies and/or services for which the following Purchase Orders have been issued and deemed necessary by the Superintendent of Schools, and the cost, thereof, are within the budget appropriations approved by the voters of the Town, NOW, BE IT RESOLVED, that the said purchase orders and all disbursements in connection, thereof, are hereby approved.

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	CO	SOURCE4TEACHERS	YEARLY PO - TEACHER/PARA SUB SERVICE 17-18	\$660,307.20	51202
GENERAL	SMS	NORBERT MITCHELL	YEARLY PO - OIL AT SMS FOR 17-18	\$94,656.00	56420
GENERAL	HPS	NORBERT MITCHELL	YEARLY PO - OIL AT HPS FOR 17-18	\$47,740.00	56420
GENERAL	FAC - 5 YR CAPITAL	TURRI-MASTERSTON	NES FIRE SYSTEM DEVICE REPLACEMENT - FROM BID	\$41,395.00	57300
GENERAL	NES	NORBERT MITCHELL	YEARLY PO - OIL AT NES FOR 17-18	\$35,904.00	56420
GENERAL	SPED	AMER. SCHOOL FOR THE DEAF	YEARLY PO - TUITION FOR PLACED STUDENT	\$33,724.00	55630
GENERAL	CO	TOWN OF NEW MILFORD	YEARLY PO - FACILITIES FUEL ON TOWN CONTRACT	\$24,500.00	56260
GENERAL	CO	NORBERT MITCHELL	YEARLY PO - OIL AT CENTRAL OFFICE FOR 17-18	\$23,868.00	56420
GENERAL	SMS	PROJECT LEAD THE WAY	INSTRUCTIONAL SUPPLIES FOR PLTW	\$11,292.18	56110
GENERAL	TECHNOLOGY	GOGUARDIAN	GOGUARDIAN YEARLY LICENSE - TEACHERS	\$9,768.00	53220
GENERAL	DOI	UNIVERSITY OF BRIDGEPORT	TUITION PAYMENT FOR INTERN	\$7,500.00	51202
GENERAL	NMHS	BILLINGS SPORTS	GIRLS CROSS COUNTRY UNIFORMS	\$7,031.00	56100
GENERAL	TECH - 5 YR CAPITAL	CDW GOVERNMENT	LAPTOPS AS PART OF REFRESH CYCLE	\$6,835.50	57500
GENERAL	SPED	EDADVANCE	YEARLY PO - SCHOOL PSYCHOLOGIST SERVICES 17-18	\$6,400.00	53230
GENERAL	FACILITIES	ETT ENTERPRISES INC	UNDERGROUND OIL TANK TESTING AT 5 LOCATIONS	\$6,250.00	54301
GENERAL	SMS	SHI INTERNATIONAL	CHROMEBOOKS AND LICENSES	\$5,759.20	56500/53300
GENERAL	TECH - 5 YR CAPITAL	CDW GOVERNMENT	CHROMEBOOKS AS PART OF REFRESH CYCLE	\$5,700.00	57500



BUDGET TRANSFER REQUESTS

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
NMHS-1	SELECTION OF NEW GERMAN TEXTBOOK RE-ALIGNED TO CURRICULUM WRITING TIMELINE	\$7,700.00	NMHS	BLE10003 FOREIGN LANGUAGE	56410 TEXTBOOKS	NMHS	BLE10003 FOREIGN LANGUAGE	57340 COMPUTERS
		\$740.00			56410 TEXTBOOKS			53300 TECH SERVICES

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
FAC-1	BALANCING REPAIR MONEY ACROSS ALL LOCATIONS WITHIN FACILITIES FOR FUTURE NEED WHICH SHOULD ELIMINATE NUMEROUS SMALLER TRANSFERS LATER IN THE YEAR	\$3,000.00	SNIS	BFF26243 REPAIRS & MAINTENANCE	54301 REPAIRS	HPS	BFA26243 REPAIRS & MAINTENANCE	54301 REPAIRS
		\$5,000.00				NES	BFB26243 REPAIRS & MAINTENANCE	
		\$3,500.00				NMHS	BFE26243 REPAIRS & MAINTENANCE	
		\$1,800.00				CO	BFZ26243 REPAIRS & MAINTENANCE	

Memorandum from the Office of the Director of Human Resources

TO: Mr. Joshua Smith
FROM: Ellamae Baldelli (13)
CC: Dr. Chris Longo, Mr. Anthony Giovannone, Mrs. Kim Patella, NMEA President
RE: Request for New Activities at Schaghticoke Middle School per Stipend Committee Report
DATE: November 3, 2017

I have reviewed Dr. Longo's request to add two new extra-curricular activities. These activities are: Unified Sports Bowling and S.A.F.E. (Schaghticoke Allies For Equality) Club.

Using the rubric from the Stipend Committee Report, Dr. Longo is recommending the following stipends for these new activities:

Unified Sports Bowling	\$ 947
S.A.F.E.	\$ 1454

There is funding in Dr. Longo's operating budget to cover these stipends.

Attached is Dr. Longo's explanation of his request. His memo has addressed all the criteria required in the Stipend Committee Report in order to make this request.

I am recommending that this request be brought, for approval, to the regular Board of Education meeting on November 21, 2017.

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



SCHAGHTICOKE MIDDLE SCHOOL
23 Hipp Road, New Milford, CT 06776
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<http://sms.newmilfordps.org/>
https://twitter.com/SMS_CT

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

October 23, 2017

Dear Mr. Smith,

Strive

Request: To expand our Unified Sports program at SMS by adding a new activity, "Unified Bowling." This program allows students with and without intellectual disabilities to participate in sports alongside each other. More information attached in document titled, "Unified Champion Schools Components."

Unite

Rationale: We would like to utilize funds from our intramural activities account to pay a coach for a new opportunity, Unified Sports Bowling. This year, in addition to Unified Sports Basketball and Track and Field, we would like to run Unified Sports Bowling. The coach would be paid \$971.00 to advise this activity. We have also received grant funding (\$1,500) from CAS/CIAC to be used for this program. We intend to utilize these funds for transportation, uniforms, and materials for all of our Unified Sports, rather than for stipends.

Respect

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

Sincerely,

Grow

Christopher Longo, Ed.D.
Principal

Encourage

Schaghticoke Middle School Vision Statement

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



Special Olympics
Unified Champion
Schools

Unified Champion Schools Award Agreement

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 \$1500.00 (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: \$1500.00

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 1/31/18; Final Report Due 7/31/18).

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".

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

Robert Doherty
President
Special Olympics Connecticut
2666 State Street, Hamden
203-250-1201 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 2nd 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



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

Worksheet
Classification of Extra Curricular Survey Guidelines

Unified Sports
Bowling

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.

SMS Unified Sports

1. Does the position require* specific expertise in content or skill?

3 pts Advisor/Coach/Teacher must have specific extensive content skill or knowledge to be qualified.

2 pts Advisor/Coach/Teacher must have some content, skill, knowledge to be qualified.

1 pt Advisor/Coach/Teacher does not need specific content, skill or knowledge to qualify to supervise activity.

2. To what extent does the activity require* supervision for student safety?

5 pts Activity involves regular events, practices, drills that call for close supervision in order to ensure student safety. (First Aid/CPR Training is highly recommended for advisors.)

3 pts Activity seldom or only occasionally involves events, practices, skills that call for close supervision in order to ensure student safety.

1 pt Activity contains no events that could be viewed as requiring extraordinary supervision to ensure student safety.

3. How many students does the activity service?

4 pts Activity regularly involves supervising 40 or more students at a time.

3 pts Activity regularly involves supervising 25-39 students at a time.

2 pts Activity regularly involves supervising 10-24 students at a time.

1 pt Activity regularly involves supervising of 10 students or fewer.

4. How much time does the activity require* outside of school?

8 pts Activity regularly requires advisor/coach/teacher spend time supervising students on days when school is not in session (i.e. Saturdays, vacation time, holidays, more than 3 times annually).

4 pts Activity occasionally requires advisor/coach/teacher spend time supervising students at times when school is not in session (less than 3 times annually).

2 pts Activity meets on school days throughout a time period greater than 6 months.

1 pt Activity meets on school days for a session of 6 months less.

5. Does the activity require* travel and overnight supervision?

3 pts Activity includes at least one event annually that involves a field trip that includes a supervised overnight stay and travel.

2 pts Activity includes events that may require overnight stay and travel, but it might not be an annual event.

1 pt Activity is not likely to ever require overnight stay and travel.

0 *NO*

6. How much time with students does the activity demand of coach/advisor/teacher annually?

16 pts 200 hours or more

8 pts 100 hours or more but fewer than 200

4 pts 50 hours or more, but fewer than 100 hours

2 pts 25 hours or more, but fewer than 50 hours

1 pt fewer than 25 hours

Worksheet
Classification of Extra Curricular Survey Guidelines

*SMS Unified
Sports Bowling*

	<input checked="" type="checkbox"/>								
7. How much planning/preparation time is <u>required</u> * with this activity annually?									
5 pts		80 hours or more							
4 pts		60-79 hours							
3 pts		40-59 hours							
2 pts		20-39 hours							
1 pt	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	No, no one is supervised.							
Add up the number of points. Total: 10									
Activity Level Category:									
Level 1	<input checked="" type="checkbox"/>	10 points or fewer							
Level 2		11 points-18 points							
Level 3		19 points-27 points							
Level 4		28 points-36 points							
Level 5		37 points-45 points							
Level 6		46 points-54 points							
Level 7		55 points or more							
* "Require" - The word reflects the expectation that the advisor/coach/teacher would perform those functions to successfully fulfill the obligations inherent in the position.									



SCHAGHTICOKE MIDDLE SCHOOL

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

October 23, 2017

Dear Mr. Smith,

Strive

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

Unite

Rationale: We would like to replace the \$1454.00 stipend from our second Leo Club for the "S.A.F.E. Club." The acronym S.A.F.E. stands for *Schaghticoke Allies For Equality*. Based on the enrollment and interest in Leo Club this year, we are able to run the club with only one advisor for all grade levels, rather than have a separate club for 6th grade. The second stipend is not needed. The S.A.F.E. club's interest stems from several avenues. First, SMS has devoted time and effort into making students feel more comfortable at the middle school. We have a population of students who are not able to connect with their peers based on their differences. This club offers them this opportunity.

Respect

Secondly, the formation of this club supports our overall school-wide goal: *Through a school-wide implementation of PBIS, students' school engagement, students' belonging, and teacher growth mindset will increase by the end of the 2017-18 school year.* This request supports our work with respect to PBIS (*Positive Behavioral Interventions and Supports*) as well as the Superintendent's and building Principal's goals centered around student belonging. Furthermore, this request supports our bullying prevention initiative. Bringing more of an awareness will assist in our work on developing a positive school climate.

Grow

Encourage

The overall goal of this club is to create a safer learning environment for all students, with an emphasis on understanding our differences associated with racial equality, LGBTQ equality, and other forms of diversity. We believe that additional students will pursue this important and meaningful activity, regardless of their orientation or belief.

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

Sincerely,

Christopher Longo, Ed.D.
Principal

Schaghticoke Middle School Vision Statement

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

Worksheet

Classification of Extra Curricular Survey Guidelines

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

JMS J.A.F.E. club (Schaghticoke Allies For Equality)

1. Does the position require* specific expertise in content or skill?

- | | | |
|-------|-------------------------------------|--|
| 3 pts | <input checked="" type="checkbox"/> | Advisor/Coach/Teacher <u>must</u> have <u>specific</u> extensive content skill or knowledge to be qualified. |
| 2 pts | | Advisor/Coach/Teacher <u>must</u> have some content, skill, knowledge to be qualified. |
| 1 pt | | Advisor/Coach/Teacher does not need specific content, skill or knowledge to qualify to supervise activity. |

2. To what extent does the activity require* supervision for student safety?

- | | | |
|-------|-------------------------------------|---|
| 5 pts | | Activity involves regular events, practices, drills that call for close supervision in order to ensure student safety. (First Aid/CPR Training is highly recommended for advisors.) |
| 3 pts | | Activity seldom or only occasionally involves events, practices, skills that call for close supervision in order to ensure student safety. |
| 1 pt | <input checked="" type="checkbox"/> | Activity contains no events that could be viewed as requiring extraordinary supervision to ensure student safety. |

3. How many students does the activity service?

- | | | |
|-------|-------------------------------------|--|
| 4 pts | | Activity regularly involves supervising 40 or more students at a time. |
| 3 pts | | Activity regularly involves supervising 25-39 students at a time. |
| 2 pts | <input checked="" type="checkbox"/> | Activity regularly involves supervising 10-24 students at a time. |
| 1 pt | | Activity regularly involves supervising of 10 students or fewer. |

4. How much time does the activity require* outside of school?

- | | | |
|-------|-------------------------------------|--|
| 8 pts | | Activity regularly requires advisor/coach/teacher spend time supervising students on days when school is not in session (i.e. Saturdays, vacation time, holidays, more than 3 times annually). |
| 4 pts | | Activity occasionally requires advisor/coach/teacher spend time supervising students at times when school is not in session (less than 3 times annually). |
| 2 pts | | Activity meets on school days throughout a time period greater than 6 months. |
| 1 pt | <input checked="" type="checkbox"/> | Activity meets on school days for a session of 6 months less. |

5. Does the activity require* travel and overnight supervision?

- | | | |
|-------|-------------------------------------|--|
| 3 pts | | Activity includes at least one event annually that involves a field trip that includes a supervised overnight stay and travel. |
| 2 pts | | Activity includes events that may require overnight stay and travel, but it might not be an annual event. |
| 1 pt | <input checked="" type="checkbox"/> | Activity is not likely to ever require overnight stay and travel. |

6. How much time with students does the activity demand of coach/advisor/teacher annually?

- | | | |
|--------|-------------------------------------|--|
| 16 pts | | 200 hours or more |
| 8 pts | | 100 hours or more but fewer than 200 |
| 4 pts | | 50 hours or more, but fewer than 100 hours |
| 2 pts | <input checked="" type="checkbox"/> | 25 hours or more, but fewer than 50 hours |
| 1 pt | | fewer than 25 hours |


Worksheet

Classification of Extra Curricular Survey Guidelines

*SMS
S.A.F.E. club*

	<input checked="" type="checkbox"/>								
7. How much planning/preparation time is <u>required</u> * with this activity annually?									
5 pts		80 hours or more							
4 pts		60-79 hours							
3 pts		40-59 hours							
2 pts		20-39 hours							
1 pt	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	No, no one is supervised.							
Add up the number of points. Total: 13									
Activity Level Category:									
Level 1		10 points or fewer							
Level 2	<input checked="" type="checkbox"/>	11 points-18 points							
Level 3		19 points-27 points							
Level 4		28 points-36 points							
Level 5		37 points-45 points							
Level 6		46 points-54 points							
Level 7		55 points or more							
* "Require" - The word reflects the expectation that the advisor/coach/teacher would perform those functions to successfully fulfill the obligations inherent in the position.									

Memorandum from the Office of the Director of Human Resources

TO: Mr. Joshua Smith
FROM: Ellamae Baldelli 
RE: List of Teacher Substitutes
DATE: November 6, 2017

Attached is a list of teacher substitutes as of October 1, 2017.

Substitute Teachers as of October 1, 2017

* = new S4T Hire	Full Name
*	Ahearn, Rory
	Allsworth, Janet
	Amorando, Kari
	Andrews, Nicole
	Aurio, DeAnna
	Balstad, Kimberley
	Baluha, Christine
*	Barker, Mali
*	Barry, Joanne
	Bixler, Richard
	Bohrman, Cheryl
	Bond, Cathleen
*	Boyles, Melissa
*	Brodginski, Helene
	Cambareri, Danielle
*	Cardenas, Deborah
	Carlone, Susan
	Carlson, Elizabeth
	Carlson, Erika
	Carlson, Stephanie
	Carretta, Jessica
*	Cartelli, Kerriann
	Cheron, Bonnie Jo
	Chowdhury, Cecilia
	Clark, Jason
	Conte, Maria
	Costello, Shaela
	Culbertson, Valerie
	Davis, Amy
	DeGaeto, Russell
	Dilak, Cyrus
	Farr, Linda
	Flake, Laura
*	Flynn, David
	Fodor, Jennifer
	Folchi, Marybeth
	Fox, M.
	Gadiel, Peter
	Gammons, Sandra
*	Gennarini, Michael
	Gillespie, Francis
	Goldberg, Paul
*	Gonzalez, Dennis
	Grady, Michelle
*	Gray, Kelly

Substitute Teachers as of October 1, 2017

* = new S4T Hire	Full Name
*	Groccia, Nicholas
	Gundel, Kyle
	Hamill, Herbert
	Harrington, Jill
*	Hayden- Epperson, Andrea
*	Heaton, Maggie
	Jahan, Tahera
	Jain, radhika
	Kivela, Ashley
	Kohut, Peter
	Kraft, William
	Krause, Karin
	Kugler, Lois
	LaFontan, Elaine
*	Lee, Diane
*	Lin, Li Ting
	Lorimer, Valerie
	Malhi, Harjit
*	Martin, Kristin
*	Maruzzella, Stephen
*	Matson, Barbara
	McAleer, Lisa
	McLaughlin, Terri
	McNulty, Maura
	Mellen, Emily
*	Muller, Nicole
*	Nadig, Douglas
*	Numark, Michael
	O'Hara, Bridgit
	Olden, Donald
	O'Neill, Charles
	Pancoast, Luran
	Pasternak, Adrian
	Pearl, Patricia
	Pelletier, Nannette
	Peterson-Calarco, JoAnn
	Porizkova, Sachi
	Quaintance, Agnes
	Raimondi, JoAnn
	shapiro, barbara
	Shapiro, Melvin
	Simon, Estrella
	Smith, Jessica
	Stephens, Joanne
	Tedesco-Ieddy, Andrea
	Thies, Jacob

Substitute Teachers as of October 1, 2017

* = new S4T Hire	Full Name
*	Thompson, Michelle
	Tomascak, Marci
*	Topalis, Vasilis
	Turney, Stephanie
*	Tyson, Cynthia
*	Vallone, Joseph
	Vita, Joseph
	Walton, Blair
*	Wasser, Natalie
	Waters, Merriah
	Willaum, Robert
	Winkel, Douglas
*	Yukash, Irene