

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

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

<b>DATE:</b>	<b>May 3, 2016</b>
<b>TIME:</b>	<b>7:30 P.M.</b>
<b>PLACE:</b>	<b>Lillis Administration Building – Room 2</b>

**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. Purchase Resolution D-686
      2. Budget Position dated 4/29/16
      3. Request for Budget Transfers
    - C. Gifts & Donations
      1. PTO – Exhibit B
      2. Entegris Corporation – Exhibit C
    - D. Bid Awards
      1. NMHS Chiller
      2. SNIS Catwalk
      3. Special Transportation Services
    - E. Capital Project Funding
      1. Request for Capital Reserve Funds – Exhibit D
    - F. Grants
      1. Adult Education – ED 244
      2. IDEA Grant

RECEIVED  
TOWN CLERK

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NEW MILFORD, CT

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- G. Food and Nutrition Services
  - 1. Healthy Food Certification Statement
  - 2. Food Certification Exemptions for School Fundraisers
- H. Program to Support At-Risk High School Students
- I. All-Star Transportation Contract

**4. Items of Information**

- A. Certified Substitute Coverage
- B. Human Resources Use of LiveScan
- C. State Technology Grant Update
- D. End of Year Balance and 2016-17 Budget Adjustments
- E. BOE End of Year Reception Date Change: June 7, 2016 – 5:30 p.m. at SNIS

**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  
Robert Coppola  
Brian McCauley  
J.T. Schemm**

**Alternates: Angela C. Chastain  
Bill Dahl**

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
May 10, 2016

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Janet Allsworth**, Elementary Teacher, Sarah Noble Intermediate School

Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Janet Allsworth** as an Elementary Teacher at Sarah Noble Intermediate School effective June 30, 2016.

Retirement

2. **Mr. Joshua Elliott**, Social Studies Teacher, New Milford High School

Move that the Board of Education accept the resignation of **Mr. Joshua Elliott** as a Social Studies Teacher at New Milford High School effective June 30, 2016.

Took position elsewhere

b. **NON-RENEWALS**

1. **None**

2. **CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **Mrs. Kerri Adakonis**, Assistant Principal, Schaghticoke Middle School

Move that the Board of Education appoint **Mrs. Kerri Adakonis** as Assistant Principal at Schaghticoke Middle School effective July 15, 2016.

2016-2017 Salary: \$114,543 (step 2)

*Education History:*

BS: UConn  
Major: Elementary Education  
MA: Sacred Heart University  
Major: Elementary Education  
CAS: Sacred Heart University  
Major: Administration & Supervision

*Work Experience:*

20 yrs. Fairfield Public Schools  
3 yrs. New Milford Public Schools

Hired as Interim for 2015-2016,  
replacing S. Greene

2. **Ms. Linda Scoralick**, Assistant Principal, New Milford High School

Move that the Board of Education appoint **Ms. Linda Scoralick** as Assistant Principal at New Milford High School effective July 15, 2016.

2016-2017 Salary: \$114,543 (step 2)

*Education History:*

BA: SUNY, Purchase  
Major: Math/Comp Science  
MS: Quinnipiac Univ.  
Major: Teacher Leadership  
6<sup>th</sup> Yr.: Quinnipiac Univ.  
Major: Educ. Leadership

*Work Experience:*

Staff member since 2007

Hired as Interim for 2015-2016,  
replacing C. Longo

**3. NON-CERTIFIED STAFF**

**a. RESIGNATIONS**

- |   |                   |
|---|-------------------|
| <p>1. <b>Mrs. Kathleen Fitzsimmons</b>, Secretary to the Assistant Principal, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education accept the resignation, due to retirement, of <b>Mrs. Kathleen Fitzsimmons</b> as Secretary to the Assistant Principal at Schaghticoke Middle School effective August 2, 2016.</p> | <p>Retirement</p> |
| <p>2. <b>Mrs. Jane Harrison</b>, School Nurse, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education accept the resignation, due to retirement, of <b>Mrs. Jane Harrison</b> as School Nurse at Schaghticoke Middle School effective June 9, 2016.</p>   | <p>Retirement</p> |
| <p>3. <b>Mrs. Nancy Miller</b>, Paraeducator, Schaghticoke Middle School<br/><u>Move</u> that the Board of Education accept the resignation, due to retirement, of <b>Mrs. Nancy Miller</b> as Paraeducator at Schaghticoke Middle School effective June 9, 2016.</p>   | <p>Retirement</p> |

**4. NON-CERTIFIED STAFF**

**b. APPOINTMENTS**

1. None

**5. ADULT EDUCATION STAFF**

**a. RESIGNATIONS**

1. None

**6. ADULT EDUCATION STAFF**

**b. APPOINTMENTS**

1. None

**7. BAND STAFF**

**a. RESIGNATIONS**

1. None

**8. BAND STAFF**

**b. APPOINTMENTS**

1. None

**9. COACHING STAFF**  
**a. RESIGNATIONS**

1. **Ms. Veronica Hernandez-Pachon**, Girls' Assistant JV Soccer Coach, New Milford High School  
Move that the Board of Education accept the resignation of **Ms. Veronica Hernandez-Pachon** as Girls' Assistant JV Soccer Coach, New Milford High School effective April 14, 2016.

Moved

**10. COACHING STAFF**  
**b. APPOINTMENTS**

1. **Mr. Larry Badaracco**, Boys' Varsity Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Larry Badaracco** as Boys' Varsity Spring Football Coach at New Milford High School effective May 27, 2016.
2. **Mr. Thomas Ferrell**, Boys' Assistant Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Thomas Ferrell** as Boys' Assistant Spring Football Coach at New Milford High School effective May 27, 2016.
3. **Mr. Terry Flynn**, Boys' Assistant Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Terry Flynn** as Boys' Assistant Spring Football Coach at New Milford High School effective May 27, 2016.
4. **Mr. Mike Madden**, Volunteer Boys' Assistant Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Mike Madden** as Volunteer Boys' Assistant Spring Football Coach at New Milford High School effective May 27, 2016.
5. **Mr. Sean Mahon**, Boys' Assistant Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Sean Mahon** as Boys' Assistant Spring Football Coach at New Milford High School effective May 27, 2016.
6. **Mr. Chris Mascolo**, Boys' Assistant Spring Football Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Chris Mascolo** as Boys' Assistant Spring Football Coach at New Milford High School effective May 27, 2016.

No stipend – part of fall football

No stipend – part of fall football

No stipend – part of fall football

Volunteer

No stipend – part of fall football

No stipend – part of fall football

- |   |   |
|---|---|
| <p>7. <b>Mr. Sean Murray</b>, Boys' Assistant Spring Football Coach,<br/>New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Sean Murray</b><br/>as Boys' Assistant Spring Football Coach at New Milford High<br/>School effective May 27, 2016.</p>                         | <p>No stipend – part of fall football</p> |
| <p>8. <b>Mr. Chris Rigdon</b>, Boys' Assistant Spring Football Coach,<br/>New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Chris Rigdon</b><br/>as Boys' Assistant Spring Football Coach at New Milford High<br/>School effective May 27, 2016.</p>                       | <p>No stipend – part of fall football</p> |
| <p>9. <b>Mr. Louis Venezia</b>, Volunteer Boys' Assistant Spring Football<br/>Coach, New Milford High School<br/><u>Move</u> that the Board of Education appoint <b>Mr. Louis Venezia</b><br/>as Volunteer Boys' Assistant Spring Football Coach at New<br/>Milford High School effective May 27, 2016.</p> | <p>Volunteer</p>                          |

**11. LEAVES OF ABSENCE**

- |  |                   |
|--|-------------------|
| <p>1. <b>Mrs. Megan Dey</b>, Social Studies Teacher, New Milford High<br/>School<br/><u>Move</u> that the Board of Education approve an unpaid leave of<br/>absence for <b>Mrs. Megan Dey</b> for the 2016-2017 school year.</p>                                   | <p>Unpaid LOA</p> |
| <p>2. <b>Mr. David Hawthorne</b>, Special Education Teacher, Litchfield<br/>Hills Transition Center<br/><u>Move</u> that the Board of Education approve to extend an unpaid<br/>leave of absence for <b>Mr. David Hawthorne</b> through December<br/>22, 2016.</p> | <p>Unpaid LOA</p> |



PURCHASE RESOLUTION D - 686  
 BOE OPERATIONS SUB-COMMITTEE  
 APRIL OF FISCAL YEAR 2015-2016

ORIGINALLY PRESENT AS AGENDA ITEM 3B-1  
 AT THE MAY 3RD, 2016 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
Grant	NES	OMNI DATA	Systems Analyst and Project Managers	\$42,000.00
Grant	SNIS	OMNI DATA	Wireless Controller and Access Points	\$40,347.25
Grant	DISTRICT	OMNI DATA	Additional Access Points	\$12,224.80
Gen Fund	SNIS/SMS	ZONES, INC.	Desktops for Labs at SNIS and SMS	\$36,029.13
Gen Fund	SPED	FEINSTEIN EDUCATIONAL LAW	Tuition per Mediation Agreement (S.T)	\$30,000.00
Gen Fund	SPED	FEINSTEIN EDUCATIONAL LAW	Tuition per Mediation Agreement (G.K.)	\$25,000.00
Gen Fund	SPED	EFFECTIVE SCHOOL SOLUTIONS	Therapeutic Program - Development Services	\$25,000.00
Gen Fund	DISTRICT	CBS	5 Refreshment Cycle Smartboards	\$19,290.00
Gen Fund	CO	C.R.E.C.	Consulting Services	\$19,250.00
Gen Fund	SPED	CHILDREN'S CTR OF HAMDEN	Tuition	\$18,037.50
Gen Fund	FACILITIES	CHRISTOPHER INTERIORS	25% of SNIS Catwalk Project	\$15,860.00
Gen Fund	DISTRICT	TALL ORDER EMBROIDERY	District Wide Uniforms	\$11,620.70
Gen Fund	SNES/HPS/NES	SUNBURST DIGITAL	Type to Learn software at SNES, HPS and NES	\$8,099.55
Gen Fund	FAC	HYGENIX, INC.	SMS water and air testing	\$8,165.00
Gen Fund	CO	COOPERATIVE ED SERVICES	Superintendent Search	\$6,950.00
Gen Fund	DISTRICT	HAT CITY PAPER CO.	District Wide Cleaning Supplies	\$6,868.04
Gen Fund	HR	FRONTLINE TECH	Prof. Services for Veritime, Aesop, Munis	\$6,000.00
Capital	SMS	GARLAND / DBS, INC.	Building permit fee for roof	\$28,502.75
Capital	DISTRICT	S.H.I. INTERNATIONAL	Chrome books	\$5,052.00



BUDGET POSITION DATED 4/29/16  
 BOE OPERATIONS SUB-COMMITTEE  
 APRIL OF FISCAL YEAR 2015-2016

ORIGINALLY PRESENT AS AGENDA ITEM 3,B-2  
 AT THE MAY 3, 2016 MEETING

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	REQUISITIONS	BALANCE	% USED
51110	CERTIFIED SALARIES	28,367,176	-31,422	28,335,754	21,080,282	6,784,587	0	470,885	98.34%
51200	NON-CERTIFIED SALARIES	9,161,646	-35,606	9,126,040	7,134,076	1,282,023	0	709,941	92.22%
52000	BENEFITS	9,290,014	0	9,290,014	7,536,703	1,118,250	0	635,061	93.16%
53010	LEGAL SERVICES	181,000	0	181,000	161,019	0	0	19,981	88.96%
53050	CURRICULUM DEVELOPMENT	109,637	0	109,637	13,596	0	0	96,041	12.40%
53200	PROFESSIONAL SERVICES	1,769,439	54,174	1,823,613	1,112,334	450,926	12,721	247,632	85.72%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	26,500	0	0	1,500	94.64%
53210	SUBSTITUTES	12,641	0	12,641	11,974	0	0	667	94.73%
53220	IN SERVICE	107,435	20,000	127,435	74,961	1,779	18,272	32,424	60.22%
53230	PUPIL SERVICES	583,733	0	583,733	395,687	-53,535	25,150	216,430	58.61%
53300	OTHER PROF/ TECH SERVICES	43,625	8,400	52,025	46,904	861	0	4,259	91.81%
53310	AUDIT/ACCOUNTING	35,000	0	35,000	35,000	0	0	0	100.00%
53500	TECHNICAL SERVICES	117,745	-2,520	115,225	101,388	2,621	120	11,096	90.27%
53530	SECURITY SERVICES	187,500	0	187,500	146,949	39,115	0	1,436	99.23%
53540	SPORTS OFFICIALS SERVICES	114,000	-5,000	109,000	75,389	-123	0	33,734	69.05%
54101	CONTRACTUAL TRASH PICK UP	85,988	0	85,988	69,438	14,385	0	2,165	97.48%
54300	REPAIRS & MAINTENANCE	0	732	732	380	0	352	0	51.92%
54301	BLDG MAINTENANCE	406,250	-20,192	386,058	345,568	32,373	8,165	-48	97.90%
54302	FIRE / SECURITY MAINTENANCE	1,450	0	1,450	1,267	0	0	183	87.39%
54303	GROUNDS MAINTENANCE	19,098	0	19,098	4,503	10,497	0	4,098	78.54%
54310	GENERAL REPAIRS	64,852	-1,648	63,204	33,262	14,469	0	15,473	75.52%
54320	TECHNOLOGY RELATED REPAIRS	48,645	4,500	53,145	32,734	1,591	1,082	17,738	64.59%
54411	WATER	69,370	0	69,370	37,746	31,624	0	0	100.00%
54412	SEWER	17,265	-132	17,133	20,930	0	0	-3,797	122.16%
54420	LEASE/RENTAL EQUIP/VEH	345,658	-10,200	335,458	270,465	25,704	500	38,789	88.29%
55100	PUPIL TRANSPORTATION - OTHER	133,800	-385	133,415	97,588	30,624	0	5,203	96.10%
55101	PUPIL TRANS - FIELD TRIP	17,650	1,135	18,785	17,106	0	1,225	454	91.06%
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	0	0	0	15,750	0.00%
55110	STUDENT TRANSPORTATION	4,761,754	0	4,761,754	3,854,602	885,648	0	21,504	99.55%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	196	0	0	1,304	13.05%
55200	GENERAL INSURANCE	348,250	0	348,250	350,415	0	0	-2,165	100.62%
55300	COMMUNICATIONS	34,124	14,750	48,874	42,118	6,032	0	724	98.52%





BUDGET POSITION DATED 4/29/16  
 BOE OPERATIONS SUB-COMMITTEE  
 APRIL OF FISCAL YEAR 2015-2016

ORIGINALLY PRESENT AS AGENDA ITEM 3,B-2  
 AT THE MAY 3, 2016 MEETING

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	REQUISITIONS	BALANCE	% USED
55301	POSTAGE	37,231	0	37,231	22,343	14,348	0	540	98.55%
55302	TELEPHONE	49,234	0	49,234	43,354	8,252	0	-2,372	104.82%
55400	ADVERTISING	3,800	0	3,800	1,175	0	0	2,625	30.93%
55505	PRINTING	54,370	-740	53,630	29,751	13,770	0	10,109	81.15%
55600	TUITION	10,000	0	10,000	0	0	0	10,000	0.00%
55610	TUITION TO IN STATE DIST	675,609	0	675,609	608,934	145,389	0	-78,714	111.65%
55630	TUITION TO PRIVATE SOURCES	1,748,001	0	1,748,001	1,322,923	465,793	25,000	-65,715	102.33%
55800	TRAVEL	41,313	320	41,633	22,458	4,077	1,398	13,700	63.74%
56100	GENERAL INSTRUCTIONAL SUPPLIES	220,163	9,060	229,223	149,829	22,719	3,845	52,829	75.28%
56110	INSTRUCTIONAL SUPPLIES	548,516	10,628	559,144	376,608	77,426	67,479	37,631	81.20%
56120	ADMIN SUPPLIES	42,453	-17,380	25,073	12,416	3,336	0	9,321	62.82%
56210	NATURAL GAS	211,100	0	211,100	119,267	86,366	0	5,467	97.41%
56220	ELECTRICITY	912,548	0	912,548	739,630	169,537	0	3,382	99.63%
56230	PROPANE	1,825	0	1,825	943	488	0	393	78.44%
56240	OIL	268,964	0	268,964	142,309	126,655	0	0	100.00%
56260	GASOLINE	32,786	0	32,786	19,414	9,086	0	4,286	86.93%
56290	FACILITIES SUPPLIES	205,945	5,575	211,520	189,692	11,291	6,868	3,670	95.02%
56291	MAINTENANCE COMPONENTS	29,335	0	29,335	16,527	10,820	31	1,958	93.22%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	100	0	2,785	435	3.01%
56293	GOUNDSKEEPING SUPPLIES	4,585	425	5,010	4,824	0	0	186	96.29%
56410	TEXTBOOKS	154,671	9,390	164,061	149,716	7,656	0	6,688	95.92%
56411	CONSUMABLE TEXTS	61,489	4,804	66,293	55,024	1,162	72	10,035	84.75%
56420	LIBRARY BOOKS	86,828	135	86,963	49,529	24,157	0	13,277	84.73%
56430	PERIODICALS	25,075	-734	24,341	18,246	401	0	5,693	76.61%
56460	WORKBOOKS	15,961	0	15,961	14,559	0	0	1,402	91.22%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	3,398	148	15	190	94.55%
57300	BUILDINGS	69,350	0	69,350	51,727	4,900	0	12,723	81.65%
57340	COMPUTERS/TECH HARDWARE	4,425	0	4,425	3,463	328	0	634	85.67%
57345	INSTRUCTIONAL EQUIPMENT	76,074	-2,316	73,758	46,523	12,119	0	15,116	79.51%
57400	GENERAL EQUIPMENT	139,881	-19,588	120,293	94,590	10,409	0	15,294	87.29%
57500	FURNITURE AND FIXTURES	264,763	-618	264,145	175,372	38,736	34,751	15,287	81.06%
58100	DUES & FEES	80,087	4,454	84,541	71,267	409	231	12,634	84.78%
<b>EXPENDITURE TOTAL</b>		<b>62,563,447</b>	<b>0</b>	<b>62,563,447</b>	<b>47,686,991</b>	<b>11,949,231</b>	<b>210,062</b>	<b>2,717,164</b>	<b>95.32%</b>



BUDGET POSITION DATED 4/29/16  
 BOE OPERATIONS SUB-COMMITTEE  
 APRIL OF FISCAL YEAR 2015-2016

ORIGINALLY PRESENT AS AGENDA ITEM 3,B-2  
 AT THE MAY 3, 2016 MEETING

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	REQUISITIONS	BALANCE	% USED
43103	EXCESS COSTS	-1,072,835	0	-1,072,835	-909,230	0	0	-163,605	84.75%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-39,050	0	0	-10,525	78.77%
44105	FOI FEES	0	0	-2,272	-1,883	0	0	-463	82.86%
44705	BUILDING USE FEES	-52,000	0	-52,000	-24,000	0	0	-28,000	46.15%
44800	REGULAR ED TUITION FROM INDIVI	-82,000	0	-82,000	-45,000	0	0	-37,000	54.88%
44822	SPECIAL ED TUITION FROM OTHER	-19,910	0	-19,910	0	0	0	-19,910	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEI	-26,626	0	-26,626	-13,000	0	0	-13,626	48.82%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-31,000	0	0	-5,224	85.58%
44862	SCHOOL MUSICAL TICKET SALES	-12,000	0	-12,000	0	0	0	-12,000	0.00%
49102	TRANSFER IN-OTHER	-31,197	0	-31,197	-8,123	0	0	-23,075	26.04%
<b>REVENUE TOTAL</b>		<b>-1,382,367</b>	<b>0</b>	<b>-1,384,639</b>	<b>-1,071,285</b>	<b>0</b>	<b>0</b>	<b>-313,428</b>	<b>77.37%</b>
<b>GRAND TOTAL</b>		<b>61,181,080</b>	<b>0</b>	<b>61,178,808</b>	<b>46,615,706</b>	<b>11,949,231</b>	<b>210,062</b>	<b>2,403,736</b>	<b>95.73%</b>



BUDGET TRANSFER REQUESTS  
BOE OPERATIONS SUB-COMMITTEE  
APRIL OF FISCAL YEAR 2015-2016

ORIGINALLY PRESENTED AS AGENDA ITEM 3, B-3  
AT THE MAY 3RD, 2016 MEETING

DETAIL			FROM (-)			TO (+)																																																																						
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT																																																																				
NMHS-01	MEET & TOURNAMENT DUES	\$2,500.00	NMHS	INTERSCHOLASTIC SPORTS BLE32040	SPORTS OFFICIALS SERVICES 53540	NMHS	INTERSCHOLASTIC SPORTS BLE32040	DUES & FEES 58100																																																																				
		\$897.00			PRINTING 55505				NMHS-02	ATHLETIC SUPPLY PURCHASE	\$4,126.00	NMHS	INTERSCHOLASTIC SPORTS BLE32040	GENERAL EQUIPMENT 57400	NMHS	INTERSCHOLASTIC SPORTS BLE32040	GENERAL SUPPLIES 56100	\$2,500.00	SPORTS OFFICIALS SERVICES 53540	NMHS-03	TRANSLATION FEES	\$675.00	NMHS	ENGLISH LANG. LEARN BLE10032	TEXTBOOKS 56410	NMHS	ENGLISH LANG. LEARN BLE10032	PROFESSIONAL SERVICES 53200	NMHS-04	PURCHASE TABLES FOR VIDEO PRODUCTION	\$50.00	NMHS	AUDIO VISUAL SERVICES BLE22335	INSTRUCTIONAL SUPPLIES 56110	NMHS	AUDIO VISUAL SERVICES BLE22335	GENERAL EQUIPMENT 57400	\$1,000.00	GENERAL REPAIRS 54310	NMHS-05	TONER PURCHASE	\$600.00	NMHS	OFFICE OF PRINCIPAL BLE24143	TECH REPAIRS 54320	NMHS	OFFICE OF PRINCIPAL BLE24143	INSTRUCTIONAL SUPPLIES 56110	NMHS-06	SHREDDER & CHAIR PURCHASE	\$900.00	NMHS	BUSINESS SUPPORT SERV. BLE24943	TECH REPAIRS 54320	NMHS	BUSINESS SUPPORT SERV. BLE24943	GENERAL EQUIPMENT 57400	NMHS-07	SHREDDER & 2 PRINTER PURCHASE	\$200.00	NMHS	GUIDANCE SERVICES BPE21243	PRINTING 55505	NMHS	GUIDANCE SERVICES BPE21243	GENERAL SUPPLIES 56100	\$560.00	INSTRUCTIONAL EQUIPMENT 57345	FAC-01	CLEANING SUPPLIES	\$8,000.00	DISTRICT	MAINTENANCE & REPAIR BFY26243	GENERAL REPAIRS 54310	DISTRICT	CUSTODIAL & HOUSEKEEPING BFY26143
NMHS-02	ATHLETIC SUPPLY PURCHASE	\$4,126.00	NMHS	INTERSCHOLASTIC SPORTS BLE32040	GENERAL EQUIPMENT 57400	NMHS	INTERSCHOLASTIC SPORTS BLE32040	GENERAL SUPPLIES 56100																																																																				
		\$2,500.00			SPORTS OFFICIALS SERVICES 53540				NMHS-03	TRANSLATION FEES	\$675.00	NMHS	ENGLISH LANG. LEARN BLE10032	TEXTBOOKS 56410	NMHS	ENGLISH LANG. LEARN BLE10032	PROFESSIONAL SERVICES 53200	NMHS-04	PURCHASE TABLES FOR VIDEO PRODUCTION	\$50.00	NMHS	AUDIO VISUAL SERVICES BLE22335	INSTRUCTIONAL SUPPLIES 56110	NMHS	AUDIO VISUAL SERVICES BLE22335	GENERAL EQUIPMENT 57400	\$1,000.00	GENERAL REPAIRS 54310	NMHS-05	TONER PURCHASE	\$600.00	NMHS	OFFICE OF PRINCIPAL BLE24143	TECH REPAIRS 54320	NMHS	OFFICE OF PRINCIPAL BLE24143	INSTRUCTIONAL SUPPLIES 56110	NMHS-06	SHREDDER & CHAIR PURCHASE	\$900.00	NMHS	BUSINESS SUPPORT SERV. BLE24943	TECH REPAIRS 54320	NMHS	BUSINESS SUPPORT SERV. BLE24943	GENERAL EQUIPMENT 57400	NMHS-07	SHREDDER & 2 PRINTER PURCHASE	\$200.00	NMHS	GUIDANCE SERVICES BPE21243	PRINTING 55505	NMHS	GUIDANCE SERVICES BPE21243	GENERAL SUPPLIES 56100	\$560.00	INSTRUCTIONAL EQUIPMENT 57345	FAC-01	CLEANING SUPPLIES	\$8,000.00	DISTRICT	MAINTENANCE & REPAIR BFY26243	GENERAL REPAIRS 54310	DISTRICT	CUSTODIAL & HOUSEKEEPING BFY26143	FACILITIES SUPPLIES 56290	\$1,100.00	MAINTENANCE & REPAIR BFY26243			TRAVEL 55800		\$8,900.00	CUSTODIAL & HOUSEKEEPING BFY26143		
NMHS-03	TRANSLATION FEES	\$675.00	NMHS	ENGLISH LANG. LEARN BLE10032	TEXTBOOKS 56410	NMHS	ENGLISH LANG. LEARN BLE10032	PROFESSIONAL SERVICES 53200																																																																				
NMHS-04	PURCHASE TABLES FOR VIDEO PRODUCTION	\$50.00	NMHS	AUDIO VISUAL SERVICES BLE22335	INSTRUCTIONAL SUPPLIES 56110	NMHS	AUDIO VISUAL SERVICES BLE22335	GENERAL EQUIPMENT 57400																																																																				
		\$1,000.00			GENERAL REPAIRS 54310				NMHS-05	TONER PURCHASE	\$600.00	NMHS	OFFICE OF PRINCIPAL BLE24143	TECH REPAIRS 54320	NMHS	OFFICE OF PRINCIPAL BLE24143	INSTRUCTIONAL SUPPLIES 56110	NMHS-06	SHREDDER & CHAIR PURCHASE	\$900.00	NMHS	BUSINESS SUPPORT SERV. BLE24943	TECH REPAIRS 54320	NMHS	BUSINESS SUPPORT SERV. BLE24943	GENERAL EQUIPMENT 57400	NMHS-07	SHREDDER & 2 PRINTER PURCHASE	\$200.00	NMHS	GUIDANCE SERVICES BPE21243	PRINTING 55505	NMHS	GUIDANCE SERVICES BPE21243	GENERAL SUPPLIES 56100	\$560.00	INSTRUCTIONAL EQUIPMENT 57345	FAC-01	CLEANING SUPPLIES	\$8,000.00	DISTRICT	MAINTENANCE & REPAIR BFY26243	GENERAL REPAIRS 54310	DISTRICT	CUSTODIAL & HOUSEKEEPING BFY26143	FACILITIES SUPPLIES 56290	\$1,100.00	MAINTENANCE & REPAIR BFY26243	TRAVEL 55800	\$8,900.00	CUSTODIAL & HOUSEKEEPING BFY26143	CUSTODIAL O.T. 51240																								
NMHS-05	TONER PURCHASE	\$600.00	NMHS	OFFICE OF PRINCIPAL BLE24143	TECH REPAIRS 54320	NMHS	OFFICE OF PRINCIPAL BLE24143	INSTRUCTIONAL SUPPLIES 56110																																																																				
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		\$1,100.00		MAINTENANCE & REPAIR BFY26243	TRAVEL 55800																																																																							
		\$8,900.00		CUSTODIAL & HOUSEKEEPING BFY26143	CUSTODIAL O.T. 51240																																																																							

Requesting Approval - Across Major Object Code



BUDGET TRANSFER REQUESTS  
BOE OPERATIONS SUB-COMMITTEE  
APRIL OF FISCAL YEAR 2015-2016

ORIGINALLY PRESENTED AS AGENDA ITEM 3, B-3  
AT THE MAY 3RD, 2016 MEETING

DETAIL			FROM (-)			TO (+)			
Requesting Approval - Across Major Object Code (continued)	SMS-01	MUSICAL INSTRUMENT REPAIR	\$102.00	SMS	MUSIC BLD10025	INSTRUCTIONAL SUPPLIES 56110	SMS	MUSIC BLD10025	GENERAL REPAIRS 54310
	SMS-02	CHROME BOOK PURCHASE	\$160.00	SMS	SCIENCE BLD10008	INSTRUCTIONAL EQUIPMENT 57345	SMS	SCIENCE BLD10008	INSTRUCTIONAL SUPPLIES 56110
	SMS-03	WCC MEET FEE	\$120.00	SMS	INTERSCHOLASTIC SPORTS BLD32040	GENERAL SUPPLIES 56100	SMS	INTERSCHOLASTIC SPORTS BLD32040	DUES & FEES 58100
	CO-01	ACCESS POINT PURCHASE	\$12,900.00	CO	TECH BOND GRANT GBZ00000	COMMUNICATIONS DATA LINE 55300	CO	TECH BOND GRANT GBZ00000	COMPUTER / DATA EQUIPMENT 57340
	HPS-01	LAMINATOR REPAIR	\$352.00	HPS	AUDIO / VISUAL SERVICES BLA22335	GENERAL SUPPLIES 56100	HPS	AUDIO / VISUAL SERVICES BLA22335	REPAIRS & MAINTENANCE 54300
	SPED-01	OFFICE SUPPLY PURCHASE	\$250.00	CO	SPED NON CATEGORICAL BSZ10011	GENERAL REPAIRS 54310	CO	SPED NON CATEGORICAL BSZ10011	INSTRUCTIONAL SUPPLIES 56110
	TECH-01	TECH TRAVEL FOR PD	\$600.00	CO	NON CERTIFIED TECH. BDZ10026	PROF TECH SERV 53300	CO	NON CERTIFIED TECH. BDZ10026	TRAVEL 55800

DETAIL			FROM (-)			TO (+)			
Informational - Within Major Object	NMHS-05	PSYCHOLOGY BOOK PURCHASE	\$120.00	NMHS	SOCIAL STUDIES BLE10010	INSTRUCTIONAL SUPPLIES 56110	NMHS	SOCIAL STUDIES BLE10010	TEXTBOOKS 56410
	NMHS-09	SUMMER READING BOOKS	\$212.00	NMHS	LIBRARY BLE22235	INSTRUCTIONAL SUPPLIES 56110	NMHS	LIBRARY BLE22235	LIBRARY BOOKS 56420

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

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April 27, 2016

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

Dear Mr. Smith:

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

**Northville Elementary School**

**\$1,753.00** First Grade field trip to Rainbows and Butterfly Farm

**Schaghticoke Middle School**

**\$5,500.00** Eighth Grade field trip to Lake Compounce to learn about "Forces in Motion"

**\$7,253.00** TOTAL

Sincerely,  
Kathleen Lewis  
TW PTO President

**NEW MILFORD PUBLIC SCHOOLS**

**Office of Technology  
50 East Street  
New Milford, Connecticut 06776  
(860) 210-2615 FAX (860) 210-4157**



**Roberta J. Pratt  
Director of Technology**

**To: Josh Smith, Superintendent-Elect**

**From: Roberta Pratt**

**Date: 4/26/2016**

**Re: Entegris Corporation - Laptop Donation**

Entegris Corporation, located in Danbury, CT, would like to donate 13 laptops to the New Milford Public School District. The laptops are valued at approximately \$500 each, bringing the total donation at this time to \$6,500. These laptops are approximately 4 years old. This is the first of a possible cycle of donations until they have replaced all employee laptops with updated versions. The next round will include 1 to 2-year-old laptops.

District technology staff members will image the laptops with New Milford Public School district Microsoft licensed Windows 7 operating systems. These laptops will replace 13-year-old XP laptops at Litchfield Hills Transition Center.



NEW Milford Public Schools  
Office of Fiscal Services  
50 East Street  
New Milford, Connecticut 06776  
Telephone (860)-354-8726

## MEMORANDUM

**TO:** Joshua D. Smith, Superintendent - Elect  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** April 29th, 2016  
**RE:** Bid Award # E-03-18016 - NMHS Chiller

---

On Tuesday, April 1st, 2016, at 1:00 PM the chiller bids for NMHS were opened at the Facilities Office and there were two bidders on the project:

- Bidder #1 - Air Temp Mechanical Services Inc. \$ 336,240
- Bidder #2 - West State Mechanical \$ 389,000

Based off of my conversations with Kevin Munrett, the Facilities Manager, I am recommending to the Board that they choose Bidder #1, Air Temp Mechanical Services Inc., for the following reasons:

1. Air Temp Mechanical Services Inc. was the lowest bidder, \$52,760 below Bidder #2.
2. The Dunham Bush chiller that Air Temp Mechanical Services Inc. provided in their bid is the same one recommended by Fuss & O'Neil Engineers, who drew up the specifications and scope of work for this project.
3. The Dunham Bush chiller that Air Temp Mechanical Services Inc. provided in their bid matches the manufacturer of the other chiller currently on-site.

I will be glad to discuss this at the Operation Sub-committee meeting on May 3<sup>rd</sup>, 2016 to answer any and all questions regarding this decision.

Sincerely,  
Handwritten signature of Anthony J. Giovannone.

Anthony J. Giovannone  
Director of Fiscal Services and Operations



NEW Milford Public Schools  
Office of Fiscal Services  
50 East Street  
New Milford, Connecticut 06776  
Telephone (860)-354-8726

## MEMORANDUM

**TO:** Joshua D. Smith, Superintendent - Elect  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** April 29th, 2016  
**RE:** Bid Award # E-03-04016 - SNIS Entry (catwalk)

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On Tuesday, April 1st, 2016, at 1:00 PM the structural repairs for the covered elevated entry (catwalk) bid for SNIS was opened at the Facilities Office. There was only one bidder on this project:

- Bidder #1 - Christopher Interiors \$64,440

Based off of my conversations with Kevin Munrett, the Facilities Manager, I am recommending to the Board that the above mentioned bid submitted from Christopher Interiors be awarded for the cost of \$64,440.

I will be glad to discuss this at the Operation Sub-committee meeting on May 3<sup>rd</sup>, 2016 to answer any and all questions regarding this decision.

Sincerely,  
Handwritten signature of Anthony J. Giovannone.

Anthony J. Giovannone  
Director of Fiscal Services and Operations



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



Laura M. Olson  
 Director of Special Services and Pupil Personnel

To: Joshua Smith  
 From: Laura Olson  
 Re: Special Transportation Services Bid Award  
 Date: April 28, 2016

Bids were opened for Pupil Transportation Services for Special Education students placed out-of-district at 2:00 p.m. on April 26, 2016. The bids were opened and logged by Mr. Anthony Giovannone and Mrs. Laura Olson. Requests for Proposals were sent to four (4) potential contractors of whom four (4) responded. Proposals were requested for a three (3) year term.

The bids were reviewed in detail by Laura Olson and Anthony Giovannone. Listed below is a summary of the recommended awarded transportation contracts, and the dollar value for the 2016-17 school year.

Vendor	Number of runs Awarded	TERM		
		2016-2017	2017-2018	2018-2019
Cardinal Driving Service, INC.	1	\$ 50,225.00	\$ 51,250.00	\$ 52,275.00
Education Connection	6	\$ 219,596.00	\$ 223,454.00	\$ 227,008.70
CT Transport Solutions	1	\$ 73,260.00	\$ 75,460.00	\$ 77,880.00
EastConn Transportation*	1	\$ 33,790.00	N/A	N/A
<b>TOTAL</b>	<b>9</b>	<b>\$ 376,871.00</b>	<b>\$ 350,164.00</b>	<b>\$ 357,163.70</b>

\*DENOTES 1 YEAR CONTRACT ONLY

cc: Giovannone, A.  
 Cooper, T.  
 Pitcher, B.



NEW Milford Public Schools  
Office of Fiscal Services  
50 East Street  
New Milford, Connecticut 06776  
Telephone (860)-354-8726

## MEMORANDUM

**TO:** Joshua D. Smith, Superintendent - Elect  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** April 29, 2016  
**RE:** CAPITAL RESERVE ACCOUNT

---

I am recommending that the Board of Education approve a motion to request the following funds from the District's Capital Reserve account:

- NMHS 750 ton chiller \$336,240.00

Currently, there is a total of \$1,402,052 in the account as of April 29, 2016.

The consultants Fuss & O'Neil Engineers recommended replacing the one (1) existing 800 ton McQuay chiller with one (1) new Dunham Bush 750 ton chiller. The install location is New Milford High School which is located at; 388 Danbury Rd. New Milford, CT 06776. Further details of the work include but are not limited to:

- Remove & dispose of old 800 ton chiller
- Furnish and install (1) new Dunham Bush 750 ton water cooled rotary chiller.
- Supply all material/labor to tie the two chillers together with the main computer system
- Reconnect all existing utilities (mechanical, electrical and plumbing).
- Includes all start-up costs.

I believe the work noted above is essential to the operations of the District and that the Capital Reserve Account is the appropriate avenue for funding this project. I will be glad to discuss this at the Operation Sub-committee meeting on May 3, 2016 to answer any and all questions regarding this motion.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony J. Giovannone".

Anthony J. Giovannone  
Director of Fiscal Services and Operations

# NEW MILFORD ADULT EDUCATION

388 Danbury Road  
New Milford, CT 06776  
(860) 350-6647 Ext. 1170



Christy Martin, Facilitator  
Joe Neff, Guidance Counselor

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4/11/2016

Valerie Marino  
Connecticut State Department of Education  
25 Industrial Park Road  
Middletown, CT 06457

Valerie,

Enclosed in this mailing is the ED-244 for New Milford Adult Education for the year 2016-2017. As in the past this is pending Board of Education approval and I will phone you with this as soon as it is obtained after the May Board meeting. Please feel free to contact me with any questions you may have.

Sincerely,

A handwritten signature in cursive script, appearing to read "Christy Martin".

Christy Martin  
Program Manager/Facilitator  
New Milford Adult Education

Enclosed:  
Attachment ED 244

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**  
Bureau of Health/Nutrition, Family Services and Adult Education

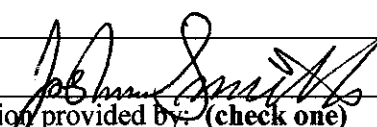
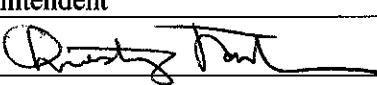
**GRANT APPLICATION FOR ADULT EDUCATION**

**INSTRUCTIONS**

1. Send Form ED-244 to the Bureau on or before **April 15, 2016**. No applications will be accepted after that date regardless of the date they were postmarked.
2. Complete all sections of the ED 244 application accurately and thoroughly.
3. Record budget narrative expenditures (pages 12-17) using the Excel Budget Template located on the CSDE Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554)
4. Report expenditures to the nearest dollar. **Do not include cents**. Refer to the *Budget Guide* found on the above Web link when completing the Excel Budget Template pages.
5. Remember to include the current Program Profile with the ED-244 application.
6. The *Edit Check* must be completed and signed by someone other than the individual who completes the ED-244.
7. Send **two** stapled copies (**one with original authorized signature[s]** see page one and ten) to:

Valerie R. Marino, Program Manager  
Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education  
25 Industrial Park Road  
Middletown, CT 06457-1543

**APPLICANT INFORMATION**

1. Organization: New Milford Adult Education		District or Agency: New Milford	Town/Agency Code: 096
Address: 388 Danbury Road, New Milford CT			Zip Code: 06776
2. Completed by: Christy Martin Joshua Smith		Title: Program Manager/Facilitator Superintendent	Phone: 860 350-6647 ext 1170
3. Signature: 			Date: 4/11/16
4. Adult Education provided by: (check one)			
a) Provider Only <input type="checkbox"/>		c) Cooperative Arrangement CGS 10-158a <input type="checkbox"/>	
b) Provider with Cooperating Districts <input checked="" type="checkbox"/>			
5. Total number of <b>students</b> anticipated: 82		Total number of <b>enrollments</b> anticipated: 350	
6. Summer Operation:	YES: <input checked="" type="checkbox"/>	NO:	
7. Number of cooperating eligible entity (CEE) application(s):			
Entity name(s):			

**PROPOSED BUDGET**

1. Amount of <b>state/local</b> adult education funds	\$160,600
2. Payments from Cooperating Districts	\$ 2,400
3. <b>TOTAL</b>	\$163,000
4. Anticipated per pupil cost (Total \$ ÷ Number of students)	\$1,987
5. Anticipated per enrollment cost (Total \$ ÷ Number of enrollments)	\$466

**Table 1 - Total students/enrollments per area:** To complete the FY 2014 *Final* column, use data from your district's final Program Profile report for FY 2015. To complete the FY 2016 *Year to Date* column, refer to the current Program Profile report.

	FY 2015 Final		FY 2016 Year to Date	
	No. of Students	No. of Enrollments	No. of Students	No. of Enrollments
Citizenship/Americanization	9	30	6	12
English as a Second Language (ESL)	30	50	30	52
Elementary Basic Skills (ABE) and (GED) Preparation	8	14	4	7
High School Credit Diploma Program	43	260	41	290
High School National External Diploma Program	n/a	n/a	n/a	n/a
<b>TOTALS</b>	90	354	81	361

**Table 2 - Projected number of students in Adult Education programs:** Based on the data reported in Table 1, enter by district and by program type, the projected number of students expected for FY 2017. Be sure to list cooperating districts in order of town code. \*Each cooperating district must have a projected enrollment in asterisked (\*) columns and in at least one applicable secondary completion area.

District Name	Americanization/ Citizenship (01)*	ESL (02)*	Elementary Basic Skills (03)*	GED Prep. (04)	Credit Program (05)	External Diploma (06)	TOTAL (07)
<b>Provider:</b>	6	17	4	7	35	N/A	69
<b>Cooperating Districts</b>							
01Region 12	2	3	2	2	4	N/A	13
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
<b>GRAND TOTAL</b>	8	20	6	9	39	0	82

**PROGRAM QUALITY**

Please refer to your district's **final FY 2015 Program Profile and Provider Performance Summary** reports as well as Connecticut's Core Performance Benchmarks from the State Plan for Adult Education, as guides when developing your program goals, objectives, activities and measurable outcomes for this section. Programs should establish their goals and measure their performance in accord with the above documents.

**Identifying Adult Education Program Goals and Objectives**

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

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

**Goals** that support and enhance program improvement and accountability should include:

(Choose at least **three**)

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

**NOTE: *Implementation College and Career Readiness Standards* must be included as a goal for FY 2016-17.**

When stating your goals and objectives, be sure to:

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

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

**Goal 1:  
Implementation of College and Career Readiness standards**

**Objectives:**

**Program curriculum will reflect college and career readiness standards and be meaningful to career pathways.**

<p style="text-align: center;"><b>Activities</b></p> <p style="text-align: center;">•What specific activities will you undertake?</p>	<p style="text-align: center;"><b>Measurable Outcomes</b></p> <p style="text-align: center;">•What specific, measurable results do you expect? How will you verify these results have been achieved?</p>
<p>All Staff will attend mandatory CCR100 series training with ATDN</p> <p>In house professional development will allow teachers time to review and modify curriculum to insure that instruction reflects CCR standards and is relevant to student’s career pathway choices.</p> <p>Previous piloted classes Math Ready and English Ready college readiness curriculum will be modified based on pilot findings.</p> <p>Students will have access to a variety of career pathway options through development of clear pathway courses.</p> <p>Community based career pathway collaborations, I – Best type programs, job shadowing and speakers will link student interests to real world application and reinforce the CCR standard instruction taught in the classroom.</p> <p>New Milford Adult Education will continue collaboration with CT Community Culinary School to allow students to receive training in the Culinary Arts pathway. New Milford will continue to offer C.N.A. certification classes to students interested in the Health Care pathway New Milford will continue to collaborate with the Red Cross to offer CPR certification.</p>	<p>100% of staff will obtain certification in CCR100 level.</p> <p>All offered classes will reflect CCR standards. Curriculum will be on file in the AE office.</p> <p>80% students passing as documented in CARS. Curriculum will be on file in the AE office.</p> <p>Adult Ed staff will develop print material detailing pathways and course selections relating to those pathways. Copies will be on file in the AE office. Guidance will meet with each student at registration to establish pathways of interest and plan students schedule accordingly.</p> <p>At least 2 students will successfully complete the full certificate program as documented in CARS.</p> <p>At least 2 students will successfully complete the full certificate program as documented in CARS.</p> <p>At least 4 students will successfully complete certification as documented in CARS.</p>

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



<p><b>Goal 3: Student Retention</b></p>	
<p><b>Objectives:</b> To improve the quality of student life and learning (retention) by establishing/maintaining student-centered policies, procedures, and programs that integrate students into the academic and community environment</p>	
<p><b>Activities</b> •What specific activities will you undertake?</p>	<p><b>Measurable Outcomes</b> •What specific, measurable results do you expect? How will you verify these results have been achieved?</p>
<p>1. New students will attend orientation to NMAE 12-16 hours of career interest assessment, self reflection, learning style identification, teamwork and cooperative learning practice, accuplacer practice, study skills and note taking brush up.</p>	<p>Students will gain an understanding of the program they are enrolling in, the expectations involved and become comfortable with the building prior to class start. Students will demonstrate this by obtaining a passing grade as documented in CARS and by completion of questionnaires and journal writings that will be placed in their portfolios.</p>
<p>2. All students will be informed of the programs policies and rules.</p>	<p>Students will be given handbook and forms. Signed forms will be placed in student folder located in office.</p>
<p>3. Students will be encouraged to take ownership of their program through participation in student council, program events and community activities.</p>	<p>Students will complete evaluations and interest surveys. Classroom teacher will document attendance.</p>
<p>4. Student portfolio and transition plans will be developed by student, guidance, and classroom instructors in career path of interest to make program more focused for students success.</p>	<p>80% of students will obtain passing grades in orientation and transitions classes as documented in CARS.</p>
<p>5. New Milford Adult Education classes will provide career and college ready curriculum that will assist students in identifying career goals and expose them to the skills needed to function beyond high school.</p>	<p>All HSD students will be offered career pathway and transition classes. 75% of students enrolled will obtain a passing grade and HSD credit as documented in CARS.</p>
<p>6. Guidance will:</p> <ul style="list-style-type: none"> <li>• Meet with all students routinely to establish goals and assist them in the transition process..</li> <li>• Contact students who are in danger of losing credit to inform them of their options.</li> <li>• Call students who are absent on a regular basis and discuss support.</li> <li>• Follow-up contact made through mailings for students who have stopped attending the program.</li> <li>• Send home progress reports to indicate present level of achievement and Issue report cards each semester.</li> </ul>	<p>Students will have the opportunity to discuss individual problems/concerns with a guidance counselor. 60% of the students will return to class and attempt to complete required assignments. Students will receive letters to encourage them to return to school and to call us with problems/concerns. 60% of the students who receive mailings will return to the program. Copies of guidance mailings will be placed in students files.</p>

**Professional and Organizational Development Plan**

Please indicate those professional development (PD) needs that you have identified for your staff and program by thoroughly completing the chart below. Be sure to relate identified PD needs with program quality goals chosen (pages 4 and 5) if applicable. Remember to include costs for consultants, in-service training specialists, workshops, teacher stipends, substitute teachers, travel, hotel, etc., in the Budget Narrative section of your grant application. **NOTE: FY 2016-17, all providers must include College and Career Readiness Standards as a PD activity.**

Planned Professional/Organizational Development Activities FY 2016-17					
Identified PD Need	Goal #	Proposed Approaches, Resources, Strategies, Techniques and/or Instructional Programs, etc.	Expected Outcomes	Number of Staff to be served	Total Anticipated Cost*
CAACE	1,2,3	Involve a number of adult education teachers from different aspects of the program allowing them to network with their contemporaries gaining current information and techniques in their various subject areas.	Attending staff will be able to identify new approaches in their area of interest and share this with their colleagues when they return to the district.	5	\$1,000
Statewide Policy Forum, Facilitator Training, Workforce, Writing & Disabilities Workshops	1,2,3	Designated staff will attend mandatory state meetings and bring information back to the program	Staff will stay current with state policies and procedures in all program areas.	2	\$408
Orientation to the program Program planning	1,2,3	Hold orientation/planning meetings with all teachers prior to the beginning of each semester.	Teachers will know the program expectations and will be able to articulate these to their students.	10-20	\$1,390
Professional Development	1,2,3	Professional Development Workshops– Areas of Concentration : Career Pathways and CCR including mandatory 17 hours of CCR State req training	Curriculum will be in alignment with College and Career Readiness (CCR) standards in a variety of career pathways	10-12	\$6,500

**STATEMENT OF ASSURANCES**

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant.
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant.
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education.
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency.
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded.
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary.
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding.
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant.
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit.
- L. Required Contract Language (non-discrimination)
  - (a) For purposes of this Section, the terms below are defined as follows:
    - (1) "Commission" means the Commission on Human Rights and Opportunities;
    - (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
    - (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
    - (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
    - (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
    - (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;

## STATEMENT OF ASSURANCES

- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

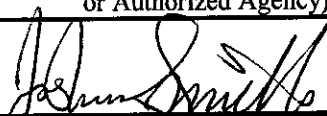
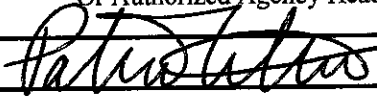
(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- M. The grant award is subject to approval of the State Department of Education and availability of state or federal funds.
- M. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

**SIGNATORY AUTHORIZATION**

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

1. knowledge and acceptance of the proposed program and budgets, and
2. agreement to abide by the statement of assurances A-N listed on pages seven through nine.

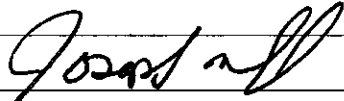
DISTRICT/AGENCY NAME	District Code	SIGNATURE (Provider Superintendent of Schools or Authorized Agency)	Provider District Budget Total (state/local dollars)
<b>PROVIDER DISTRICT:</b>	096		\$160,600
<b>COOPERATING DISTRICTS:</b> (Must be Listed in Numerical District Code Order)	District Code	SIGNATURE (Cooperator Superintendent of Schools Or Authorized Agency Head)	Payments anticipated from Cooperating Districts for Eligible Expenditures C.G.S. Sec. 10-67
01 Region 12	212		\$2,400
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
<b>Total Anticipated Payments from COOPERATORS ONLY:</b>			<b>\$2,400</b>

Any change in program plan or budget during the program year requires a program modification signed by the providing agency head and subsequently approved by the Connecticut State Department of Education.

**NO MODIFICATION WILL BE ACCEPTED AFTER March 15, 2017.**

**EDIT CHECK:** This section must be completed by someone other than the individual designated on page one. Place a check mark (✓) on the line by each item reviewed. If a particular item is “not applicable,” indicate with “N/A.”

- |     |                        |   |     |
|-----|------------------------|---|-----|
| 1.  | <b>Page 1</b>          | Application Information Lines 1–7 accurately completed  | /   |
| 2.  | <b>Page 1</b>          | Line 3 has been signed by director/coordinator  | /   |
| 3.  | <b>Page 1</b>          | Proposed Budget Lines 1–5 accurately completed  | /   |
| 4.  | <b>Page 2</b>          | Tables 1 and 2 - all columns thoroughly and accurately completed  | /   |
| 5.  | <b>Pages 4 &amp; 5</b> | Program Quality Goals, Objectives, Activities and Measurable Outcomes provided  | /   |
| 6.  | <b>Page 6</b>          | The Professional and Organizational Development Chart thoroughly completed  | /   |
| 7.  | <b>Page 10</b>         | The original signature of <b>provider</b> superintendent or authorized agency head obtained                                   | /   |
|     |                        | The Provider District state/local budget total entered in the appropriate column  | /   |
|     |                        | The original signature (s) of <b>cooperator</b> superintendent (s) and/or authorized agency head (s) obtained (if applicable) | /   |
|     |                        | Cooperator district <b>codes</b> enter <b>numerically</b>   | /   |
|     |                        | Cooperator <b>payments</b> to provider entered  | /   |
|     |                        | <b>Total entered is for cooperator payments ONLY</b>  | /   |
| 8.  | <b>Attachment</b>      | The current Program Profile is included   | /   |
| 9.  | <b>Attachment</b>      | The narrative pages and the ED-114 budget form of the Excel Budget Template included  | /   |
| 10. | <b>Attachment</b>      | A current copy of a building lease or rental agreement(s) enclosed  | N/A |
| 11. | <b>E-mail</b>          | The entire Excel Budget Template e-mailed   | /   |
| 12. | <b>Page 18</b>         | The Edit Check completed by:  |     |

Signature: 	Date: 4/11/16
Print Name: JOSEPH NEFF	Title: School Counselor

FISCAL YEAR: 2017

ED-114 BUDGET FORM

GRANTEE NAME: New Milford TOWN CODE:096

GRANTEE TITLE: ADULT EDUCATION PROVIDER

PROJECT TITLE:

FUND: 11000 SPID: 17030 YEAR: 2017 PROG: 84002 CF1: 170013

GRANT PERIOD: 07/01/2016- 06/30/2017 AUTHORIZED AMOUNT: \$

AUTHORIZED AMOUNT BY SOURCE:

LOCAL: COOP DUE: STATE:

CODES	DESCRIPTIONS	STATE/LOCAL	COOP REV	TOTAL
111A	NON-INSTRUCTIONAL	\$68,809	\$0	\$68,809
111B	INSTRUCTIONAL	\$44,110	\$2,400	\$46,510
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	\$7,056	\$0	\$7,056
322	IN SERVICE	\$400	\$0	\$400
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	\$0	\$0	\$0
400	PURCHASED PROPERTY SERVICES	\$0	\$0	\$0
500	OTHER PURCHASED SERVICES	\$16,395	\$0	\$16,395
600	SUPPLIES	\$23,830	\$0	\$23,830
700	PROPERTY	\$0	\$0	\$0
	<b>TOTAL</b>	\$160,600	\$2,400	\$163,000

ORIGINAL REQUEST  
DATE

STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL







200 Employee Benefits

Total

\$7,056

Line Item	Description	Number of Eligible Employees	Type of Benefit/ Comp	Benefit Percentage FICA + Medicare -7.65% Medicare - 1.45%	% Attributed to Mandate	Amount Benefit/Wages/ Compensation	Total Annual Benefits
111A	Cigna Health benefits	1	Health Insurance	100.00%	98.00%	\$7,200	\$7,056

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

322 Inservice (Instructional Program Improvement Services)

Total:

\$400

Organization or Presenter(s) (enter at least 6 characters)	Purpose/Service Description	Cost Per Item	Quantity/ Duration	Unit of Quantity/ Duration	Total Annual Expenditure
CAACE	Membership	\$400.00	1	year	\$400

330 Employee Training and Development Services

Total:

\$0

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

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







734 Property (Instructional Equipment)

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item (>= 1000)	Quantity	Total Annual Expenditure

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

735 Property (Computer Equipment)

Total: \$0

Item	Description - Make/Model, Title, etc. (enter at least 6 characters)	Cost Per Item (>= 1000)	Quantity	Total Annual Expenditure

GRAND TOTAL: \$163,000

# New Milford Adult Education Profile Report for 2016

## Program Information

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

### Community Needs:

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

## Program Enrollment and Student Demographics

Program Area	Total Instructional Hours Offered	New Students	Returning Students	Total Students	Total Enrollments
Adult Basic Education (ABE) / General Educational Development (GED) Preparation	68	4	0	4	7
Adult High School Credit Diploma Program	1,143	21	20	41	290
Citizenship	24	0	6	6	12
English as a Second Language (ESL)	276	24	6	30	52
<b>Total:</b>	<b>1,511</b>	<b>49</b>	<b>32</b>	<b>81</b>	<b>361</b>

*Note: 'Total Enrollments' represents all the enrollments, regardless of program area, for students classified in the reported program area.*

Age	Females	Males	Total
16 - 18	10	11	21
19 - 21	7	5	12
22 - 24	2	2	4
25 - 44	12	15	27
45 - 59	10	6	16
60+	1	0	1
<b>Total:</b>	<b>42</b>	<b>39</b>	<b>81</b>

Ethnicity	Females	Males	Total
Hispanic/Latino	22	16	38
Not Hispanic/Latino	20	23	43
<b>Total:</b>	<b>42</b>	<b>39</b>	<b>81</b>

Race	Females	Males	Total
Asian	3	1	4
Black / African American	1	2	3
White	16	20	36
<b>Total:</b>	<b>20</b>	<b>23</b>	<b>43</b>

### Student Characteristics at Entry

Entry Status	Number
Employed	43
Unemployed - Seeking Employment	24
Unemployed - Not Seeking Employment	14
On Public Assistance	0
Homeless	0
Immigrant	14
With a Disability	0
Even Start	0
<b>Parent of Child(ren)</b>	
5 years of age or younger	5
6 to 10 years of age	1
11 to 18 years of age	8

Goals/Reasons for Enrollment	Number
Enter Employment	7
Retain Employment	4
Earn a Diploma	31
Enter Postsecondary	8
Improve Basic Skills	39
Progress Towards Diploma	11
Enhance Family Literacy	9
Earn Citizenship	8
Vote	3
Use Community Services	4
Enter Military	1
Court Ordered	0
Required for Public Assistance	0



# Supplemental Information

## Percent Functioning Below Intermediate Level at Program Year

	Listening	Reading
English as a Second Language	100%	83%

## Percent Functioning Below Adult Secondary Level at Entry

	Reading	Math
Adult High School Credit Diploma Program	48%	85%
General Educational Development	25%	100%

## Retention Summary

Program Area	Attendance	Students	Students with Pre Test
ABE/GED (Combines ABE and GED)	1+ Hours	7 (100%)	2 (29%)
	12+ Hours	4 (57%)	2 (50%)
ESL (Combines ESL and Citizenship)	1+ Hours	50 (100%)	23 (46%)
	12+ Hours	36 (72%)	20 (55%)
Credit Diploma Program	1+ Hours	43 (100%)	0 (0%)
	12+ Hours	41 (95%)	0 (0%)

## Performance by Skill Area

	Students with Pre and Post Test Scores	% Making Gains
Reading	10	30%
Math	2	100%

## Total CDP Credits Awarded (CDP Programs Only)

CDP Documentation	Classroom	Independent Study	Documentation Credit	Total
English	23.25			23.25
Math	10.00			10.00
Science	14.75			14.75
Social Studies - Civics	0.00			0.00
Social Studies - US History	0.00			0.00
Social Studies - Other	6.00			6.00
Voc Ed / Art	2.75			2.75
Electives	16.00	9.50	1.00	26.50
<b>Total:</b>	<b>72.75</b>	<b>9.50</b>	<b>1.00</b>	<b>83.25</b>

## Staff Information

Program Area	Number of Staff
Citizenship	1
ABE	0
ESL	3
GED	2
CDP	7
EDP	0
Counselors	2

## GED Test Summary

	Taking Entire Test	Passed	Passed with Honors	No Show	Failed	Incomplete
	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Total Diplomas Awarded

Hours Attended	Credit Diploma	National External Diploma	CT GED	Provider Reported GED
Under 12	0	0	0	0
12 or more	5	0	0	0
<b>Total:</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

Printed On  
4/5/2016

# NEW MILFORD PUBLIC SCHOOLS

Office for Student Affairs

50 EAST STREET

NEW MILFORD, CONNECTICUT 06776

(860) 354-2654 FAX (860) 210-2682



Laura M. Olson  
Director of Special Services

## MEMORANDUM

TO: Mr. Joshua Smith  
FROM: Laura M. Olson  
DATE: April 29, 2016  
RE: IDEA Grant

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

District Goals supporting the grants:

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

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

**District Goal # 1:**

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

**School district planned special education activities:**

1. Continue to increase the number of co-taught classes at the high school, middle school, and elementary schools.
2. Provide in-service training to enhance staff ability to meet the needs of students behaviorally, emotionally and educationally.
3. Provide coverage for regular and special education teachers for planning and collaboration.
4. Provide OT services to promote access to the curriculum and inclusive activities.

**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.**

1. Provide professional development (summer 2016) for all staff assigned to co-taught classes in the fall.
2. Provide fall professional development for all k-12 staff on de-escalation strategies and preventative measures to ensure that all students' emotional and behavioral needs are being addressed and not based on the six types of barriers.
3. OT services will be provided to all students eligible and not based on the six types of barriers.
4. Facilitate collaboration/communication through web-based IEP tools.

**District Goal # 2:**

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

**School district planned special education activities:**

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

**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.**

1. Provide opportunities for all parents to improve equitable access to workshops and new learning.
2. Provide "person-centered" planning for families so that all barriers are removed for equitable access.
3. Provide staff coverage, as well as translators and visual and auditory accessibility for parents and staff.

Prepare as many pages of the *Goals, Related Activities and Steps Ensuring Access Form* as necessary to describe your district's goals and activities that ensure positive student outcomes.

**District Goal # 3:**

To increase opportunities for students with disabilities to access technology to promote communication and access to the general curriculum and learning.

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**School district planned special education activities:**

- 1 Provide technology training to staff in the areas of programming, updating, and adding apps so that students can participate within the general curriculum.
  - 2 Provide coverage for regular and special education teachers so that they may participate in training, planning and collaboration around the use of technology within the classroom.
  - 3 Provide students with the technology needed to participate within the general curriculum.
- 

**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.**

1. The school district has reviewed its ability to ensure equitable access to and participation in, the area of technology area for students and staff.
  2. Provide assistive technology options for students/staff who demonstrate a need.
- 

**District Goal # 4:**

To provide appropriate instruction for students with specific learning needs.

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**School district planned special education activities:**

1. Provide training in multisensory language-based reading approaches and assessments for staff.
  2. Provide opportunities including additional tutorial sessions for reading/writing using multisensory language-based methodology.
  3. Provide services to identified nonpublic students.
  4. Provide professional development in the area of autism.
- 

**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.**

1. Through ongoing assessment specific needs and differences will be addressed based on learning characteristics (ex. translators for parents, sign language interpreter for staff and parents).
- 

**District Goal # 5:**

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

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**School district planned special education activities:**

1. IEP Direct web-based program will be used to complete IEP's and Progress on Goals.  

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**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.**

1. For staff requiring enlarged fonts or voice to text, accommodations are made to meet their needs.
2. For non-English speaking parents, a translator is brought in to interpret the IEP document.
3. IEP Direct provides many of its documents in Spanish.  

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**District Goal # 6:**

To promote best practices for transition planning.  

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**School district planned special education activities:**

1. Provide iPads and other devices that will allow students to access other community and learning opportunities, help with organizing personal schedules
2. Provide students with transportation to and from vocational work sites to increase independence and employment opportunities.  

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**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.**

1. Provides staff and students to equitable access to transportation needs (van aide, wheelchair accessible vehicle as needed).  

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

**District Goal # 1:**

Provide special education preschool programs within a fully inclusive environment with non-disabled peers.

**School district planned special education activities:**

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

**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.**

1. The school district has reviewed its ability to ensure equitable access to and participation in, the area of preschool readiness for students.
2. The school district will provide specialized instruction, supplementary supports, accommodations and modifications so that all students can benefit from the preschool curriculum.

**District Goal #2:**

To enhance preschool programming addressing state preschool curriculum and other best practices.

**School district planned special education activities:**

1. Provide professional development opportunities for staff regarding curriculum, language-based interventions and technology. Provide sub coverage to promote staff collaboration and professional development.
2. Provide a part-time special education teacher to facilitate and coordinate the preschool programs within the district promoting best practices and building skills about the preschool curriculum.

**Describe the steps to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.**

1. Professional development will include differentiated options for staff including, but limited to, a sign language interpreter.
2. The school district will provide specialized instruction, supplementary supports, accommodations and modifications so that all students can benefit from the preschool curriculum.

ED114 - FISCAL YEAR 2017

BUDGET FORM

FUNDING STATUS:

<b>GRANTEE NAME:</b> New Milford Public Schools		<b>TOWN CODE:</b> 096		
<b>GRANT TITLE: IDEA-PART B, SECTION 611</b> <b>PROJECT TITLE: IDEA-PART B, SECTION 611 ENTITLEMENT GRANT</b> <b>CORE-CT CLASSIFICATION:</b> <b>FUND: 12060 SPID: 20977 PROGRAM: 82032</b> <b>BUDGET REFERENCE: 2017</b>				
		<b>CHARTFIELD1: 170002</b>		
		<b>CHARTFIELD2:</b>		
<b>GRANT PERIOD: 7/01/16 - 6/30/18</b>		<b>AUTHORIZED AMOUNT:\$850,048.</b>		
<b>AUTHORIZED AMOUNT BY SOURCE:</b>		<b>CURRENT DUE:\$</b>		
<b>LOCAL BALANCE:\$</b>		<b>CARRY-OVER DUE:\$</b>		
CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	NON-INSTRUCTIONAL SALARIES	78,868.		78,868.
111B	INSTRUCTIONAL SALARIES	640,316.	17,662.	657,978.
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS (INSTRUCTIONAL, NON-PAYROLL)			
322	IN-SERVICE	8,500.		8,500.
323	PUPIL SERVICES (NON-PAYROLL)	66,129.		66,129.
324	FIELD TRIPS			
325	PARENT ACTIVITIES	500.		500.
330	EMPLOYEE TRAINING (NON-DIRECT SERVICES)	16,273.		16,273.
341	AUDIT			
350	TECHNICAL SERVICES			
440	RENTALS	16,800.		16,800.
450	CONSTRUCTION SERVICES			
510	STUDENT TRANSPORTATION SERVICES			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL	500.		500.
600	SUPPLIES-TECHNOLOGY/INSTRUCTIONAL	4,500.		4,500.
730	EQUIPMENT			
734	TECHNOLOGY RELATED HARDWARE			
735	TECHNOLOGY SOFTWARE			
917	INDIRECT COSTS			
	<b>TOTAL</b>	<b>832,386.</b>	<b>17,662.</b>	<b>850,048.</b>

ED114 - FISCAL YEAR 2017

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: New Milford Public Schools

TOWN CODE: 096

GRANT TITLE: IDEA-PART B, SECTION 619

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

CORE-CT CLASSIFICATION:

FUND: 12060 SPID: 20983 PROGRAM: 82032

BUDGET REFERENCE: 2017

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 7/01/16 - 6/30/18

AUTHORIZED AMOUNT:\$ 33,091.

AUTHORIZED AMOUNT BY SOURCE: CURRENT DUE:\$

LOCAL BALANCE:\$

CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	PUBLIC	NON PUBLIC	TOTAL
111A	NON-INSTRUCTIONAL SALARIES			
111B	INSTRUCTIONAL SALARIES	23,605		23,605
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
321	TUTORS (INSTRUCTIONAL, NON-PAYROLL)			
322	IN SERVICE	500		500
323	PUPIL SERVICES (NON-PAYROLL)	7731		7731
324	FIELD TRIPS			
325	PARENT ACTIVITIES	500		500
330	EMPLOYEE TRAINING (NON-DIRECT SERVICES)			
341	AUDIT			
350	TECHNICAL SERVICES			
440	RENTALS			
450	CONSTRUCTION SERVICES			
510	STUDENT TRANSPORTATION SERVICES			
530	COMMUNICATIONS			
560	TUITION			
580	TRAVEL			
600	SUPPLIES-TECHNOLOGY/INSTRUCIONAL	755		755
730	EQUIPMENT			
734	TECHNOLOGY RELATED HARDWARE			
735	TECHNOLOGY SOFTWARE			
917	INDIRECT COSTS			
	TOTAL	33,091		33,091



## BUDGET NARRATIVE - 611

<b>Code</b>	<b>Line Item</b>	<b>Cost - Public 611 (3-21)</b>	<b>Cost - Non- Public 611 (3-21)</b>	<b>Justification</b>
111A	<b>Non-Instructional Salaries (10 percent rule)</b>	78,868.		-0.5 FTE PPS Director -ESY Administrative Support
111B	<b>Instructional Salaries</b>	640,316.	17,662.	-0.5 SLP -8.29 Sp Ed Teachers -7.0 Paraprofessionals -additional monies to cover nonpublic services
200	<b>Personnel Services- Employee Benefits</b>			
321	<b>Tutors (Instructional, Non-payroll)</b>			
322	<b>In-service</b>	8,500.		-in-service activities for autism, dyslexia, technology, behavioral disabilities & social/emotional training
323	<b>Pupil Services (Non- Payroll personnel)</b>	66,129.		-0.1 FTE Occupational Therapist -0.4 BCBA Consultant
324	<b>Field Trips</b>			
325	<b>Parent Activities</b>	500.		-refreshments for parent meetings
330	<b>Employee Training (non- direct staff)</b>	16,273.		-license for web-based special education management system
341	<b>Audit</b>			
350	<b>Technical Services</b>			
440	<b>Rentals</b>	7,000.		-Lease vehicle for transition program – ages 18-21 yrs.
450	<b>Construction Services</b>			
510	<b>Student Transportation Services</b>			
530	<b>Communications</b>			
560	<b>Tuition</b>			
580	<b>Travel</b>	500.		-staff travel for professional development activities

<b>Code</b>	<b>Line Item</b>	<b>Cost - Public 611 (3-21)</b>	<b>Cost - Non- Public 611 (3-21)</b>	<b>Justification</b>
<b>600</b>	<b>Supplies- Technology/Instructional</b>	4,500.		-software and hardware: iPad, ITouch, Chromebooks, laptops, assistive technology needs
<b>730</b>	<b>Equipment</b>			
<b>734</b>	<b>Technology Related Hardware</b>			
<b>735</b>	<b>Technology Software</b>			
<b>917</b>	<b>Indirect Costs (Only for school districts given prior approval by SDE)</b>			
	<b>TOTAL EXPENSES</b>	<b>832,386.</b>	<b>17,662.</b>	<b>850,048.</b>

## BUDGET NARRATIVE - 619

Code	Line Item	Cost - Public 619 (3-5)	Cost - Non-Public 619 (3-5)	Justification
111A	Non-Instructional Salaries (10 percent rule)			
111B	Instructional Salaries	23,605		-1.0 FTE Inclusion Tutor -.05 FTE Special Education Teacher
200	Personnel Services- Employee Benefits			
321	Tutors (Instructional, Non-payroll)			
322	In-service	500		-Teacher training for preschool EXCEL staff
323	Pupil Services (Non-Payroll personnel)	7,731		-0.1 FTE Occupational Therapist
324	Field Trips			
325	Parent Activities	500		-trainings for parents
330	Employee Training (non-direct staff)			
341	Audit			
350	Technical Services			
440	Rentals			
450	Construction Services			
510	Student Transportation Services			
530	Communications			
560	Tuition			
580	Travel			
600	Supplies-Technology/Instructional	755		-communication devices: iPad, ITouch, Assistive Technology supplies
730	Equipment			
734	Technology Related Hardware			
735	Technology Software			

Code	Line Item	Cost - Public 619 (3-5)	Cost - Non-Public 619 (3-5)	Justification
917	Indirect Costs (Only for school districts given prior approval by SDE)			
	<b>TOTAL EXPENSES</b>	33,091		33,091

**Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

On behalf of the New Milford Public Schools and  
*(Name of the Board of Education or Governing Authority)*


pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

**will** *(must complete Sections 3 and 4 on page 2)*

**will not** *(sign below and return form)*

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature:  Joshua Smith  
*(Signature of the Authorized Representative)* *(Printed Name of the Authorized Representative)*

Superintendent - Elect 4/28/16  
*(Title (Superintendent of Schools, President or Chairperson of the Board))* *(Date of Authorization)*

**Section 3 – Exemption Statement**

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

- will exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- will not exclude from certification food items that do not meet the CNS.

**Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)**

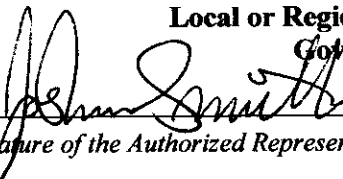
► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

**New Milford Public Schools**

*(Name of the Board of Education or Governing Authority)*

is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017.**

Signature:  **Joshua Smith**  
*(Signature of the Authorized Representative)* *(Printed Name of the Authorized Representative)*  
**Superintendent - Elect** 4/28/16  
*Title (Superintendent of Schools, President or Chairperson of the Board)* *Date of Authorization*

**FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE**

Connecticut State Department of Education

Signature: \_\_\_\_\_ **Kathy Demsey**  
*(Signature of State Agency Representative)* *(Printed Name of State Agency Representative)*  
**Chief Financial Officer** \_\_\_\_\_  
*Title* *Date*

*The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.*

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



**Laura M. Olson**  
Director of Special Services and Pupil Personnel

To: Joshua Smith  
From: Laura Olson  
Re: Therapeutic Program for At-Risk Students at NMHS  
Date: April 28, 2016

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I am writing as a follow up to the March 15, 2016, Committee on Learning subcommittee meeting, as well as the Operations subcommittee meeting of April 5, 2016. At both meetings, I presented an item of information pertaining to the possibility of a therapeutic program at New Milford High School for the 2016-17 school year.

In order to move forward with a contracted service provider for a therapeutic program we would plan to return a few of our students who have been outplaced at private therapeutic schools in our area. The tuition costs combined with the transportation fees we would save would allow for a neutral cost proposal. I have also included the PowerPoint presentation shared at the April 5<sup>th</sup> Operations subcommittee meeting which detailed the benefits of a therapeutic program at our high school.

In addition, a therapeutic program would interface with current students at New Milford High School, which will allow them to remain in our school district rather than be outplaced or withdraw from school before they graduate. The potential cost savings coupled with the efficacy of meeting mental health needs could result in student success with limited cost impact to the school district.

The program's projected annual cost is \$265,000 which is offset by reductions in tuition and transportation costs for out-of-district students who will be able to return to the high school. There is also potential tuition from students who could be sent from other districts.

In order to prepare for the program to begin August 31, 2016, I am requesting that a current invoice for \$25,000 be paid to Effective School Solutions (ESS). This fee will be used toward initial startup costs incurred, and funded through the current 2015-16 special education budget. In addition, the remainder of training and startup costs will be encumbered during the next month. The early start will allow our program to be up and running for the start of the 2016-2017 school year.

The remaining balance for the therapeutic program is \$165,000. These funds will be adjusted and off set from the out-of-district tuition line creating no additional costs in the 2016-17 special education budget.

cc: Giovannone, A.

# NMHS

## A Therapeutic Intervention Model

Why...What...When...How...

### Why is there a need?

- Increased mental health problems
- more school avoidant students
- Depression, anxiety, aggression, substance abuse
- Attendance issues
- Discipline problems
- Graduation rates
- NEASC Review area of need for greater interventions, 2015
- Increased out-of-district placements for mental health needs



## What is needed?

- Therapeutic interventions throughout the school day
- Clinically trained staff
- Improve academic success
- therapy on site
- group and individual counseling
- Create positive partnerships between the school and family
- support for parents
- in-home support (wrap around)
- training for staff
- Training for parents

## When did the research begin?

- Almost two years of traveling, inquiring, meeting with other schools
- Bethel, Ansonia, Newtown
- New Jersey, New York
- Daniel Hand High School, Madison, CT
- Thomaston High School, Thomaston

## How will it be funded?

- Approximately \$265,000. per year
- Services 15-18 students, general ed and special ed
- Bring back 2-3 ODP students
- Tuition and transportation costs

## The goal?

- Keep students in district
- Reduced clinical needs (outside evaluations, consultants)
- Increase student success: graduation rates, attendance, grades
- Reduce mental health issues, discipline problems, school avoidance
- Reduce out-of-district placements for mental health issues



NEW Milford Public Schools  
Office of Fiscal Services  
50 East Street  
New Milford, Connecticut 06776  
Telephone (860)-354-8726

## MEMORANDUM

**TO:** Joshua D. Smith, Superintendent - Elect  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** April 29, 2016  
**RE:** All-Star Transportation Contract Extension Discussion

---

On Tuesday, April 12, 2016, Mr. Smith and I met with John Dufour, the President of All-Star Transportation to discuss an extension of the current busing contract beyond its current end date of June 2017. The focus was on cost savings through replacing the current fleet of 63 diesel powered buses we use now, with propane powered buses that would be phased in over a 3 year period as follows:

- Replace 22 existing diesel buses with new 2017 Blue Bird Vision Propane powered buses this summer to begin operation in August 2016 which would translate to **45,000 gallons less of diesel to be used but require 61,500 more gallons of propane.**
- Replace another 21 existing diesel buses with new 2018 Blue Bird Vision Propane powered buses in August 2017.
- Replace the remaining 20 existing diesel buses with new 2019 Blue Bird Vision Propane powered buses in August 2018.

On Friday, April 15, 2016, I spoke with Michael Moffa, Controller of Norbert E. Mitchell Co., Inc. who is our current diesel gas supplier via a contract with the Town. At that time I gathered the following details from Mr. Moffa:

- The Town has a contract for a certain number of gallons to be consumed by BOE, Fire, Town, Sewer and Ambulance.
- There is no buyout clause. We are required to purchase 100% of the contract. The BOE portion of the contract is 155,000 gallons, which not only includes the buses but our Building Maintenance vehicles and equipment.
- The contract time period is from July 1, 2016 through June 30, 2017 with the pricing for diesel fuel at \$2.12 per gallon.

On Thursday, April 28, 2016, I spoke with Michael Moffa, Controller of Norbert E. Mitchell Co. Inc., again as he was able to provide more information on the pricing of propane. At that time I gathered the following details from Mr. Moffa:

- Norbert E. Mitchell Co., Inc. would charge us \$1.4794 (including the charge to cover the difference between the \$2.12 ULSD contract vs. current market conditions) per gallon plus any applicable taxes for the new propane gallons for the buses through June 30, 2017.

The future steps to move forward with this contract include:

- Request a formal proposal from All-Star Transportation outlining all potential cost savings with a contract extension.
- Confirmation that a new contract proposal from All-Star Transportation would include upgrades beyond fuel type such as GPS and better radio equipment.
- Investigating the 2017 Federal Alternative Fuel credit for the propane used to fuel the buses which is about 36 cents per gallon through 2016. Though not authorized for 2017 as of yet, this credit has a long history of being renewed right at the end of the year so it seems likely to continue and would represent an additional cost savings.
- Authorization from the Town to amend the current contract found on the attached two (2) pages to swap 45,000 gallons less of diesel for 61,500 more gallons of propane.

Example:

	Year 1 (22 Buses)			Year 2 (43 Buses)			Year 3 (63 Buses)		
	Price Per Gallon	Units	Total	Price Per Gallon	Units	Total	Price Per Gallon	Units	Total
Reduced Diesel	2.1200*	45,000	\$95,400	2.1200*	87,954	\$186,462	2.1200*	126,863	\$273,190
Increased Propane	1.4794**	61,500	\$90,983	1.00***	120,204	\$120,204	1.05***	176,113	\$184,919
Potential Fuel Swap Savings	\$4,417			\$66,258			\$88,271		
Potential Federal Alternative Fuel Credit****	\$22,140			\$43,273			\$65,406		
<b>TOTAL</b>	<b>\$26,557</b>			<b>\$109,532</b>			<b>\$331,679</b>		

\*Price of current contract, used for all 3 years

\*\*Price swap under current contract, 1 year

\*\*\*Price projections (0.95c average over last 3 years, increased by 5% each year)

\*\*\*\*Current credit, used for all 3 years (0.36c in 2016)

I will be glad to discuss this at the Operation Sub-committee meeting on May 3, 2016 to answer any and all questions regarding this decision as we continue to gather more information on how to proceed.

Sincerely,



Anthony J. Giovannone  
Director of Fiscal Services and Operations



*Since 1945.*

DANBURY (203) 744-0600  
NEW MILFORD (860) 354-5518  
REDDING/RIDGEFIELD (203) 431-3921  
NEW CANAAN (203) 966-5001  
TOLL FREE (800) 237-3835

**Energy Products**

CT Lic. # 390200 • HOD # 145

August 19, 2015

Town of New Milford  
Attention: Ms. Marilee Underwood  
10 Main Street  
New Milford, CT 06776

Dear Ms. Underwood:

Thank you for the opportunity to present this offer to supply the Ultra Low Sulfur Diesel required at your Town Facilities.

Our company is a family-owned business serving the New Milford area since 1945. We pride ourselves on our experience and long-term commitment to fulfilling our customers' energy needs. Our professionally staffed service and delivery departments are available twenty-four hours a day to handle your requirements. You can count on us for all your energy needs, no matter how great or small.

Please note that Norbert E. Mitchell Co., Inc. will make a significant commitment for advance purchase of the product listed below, so we must emphasize the importance of the commitment from Town of New Milford to fulfill their quantity requirement. We also must advise you that the Ultra Low Sulfur Diesel market price at the time of delivery may be less than the contract price. No matter what the market price may be at the time of delivery, this contract will bind both parties to the price shown below plus any Federal, State or Local taxes imposed at the time of delivery.

In view of the above, we submit the following offer for your acceptance:

Norbert E. Mitchell Co., Inc. agrees to sell Town of New Milford the following:

*Ultra Low Sulfur Diesel 229,750 Gallons*

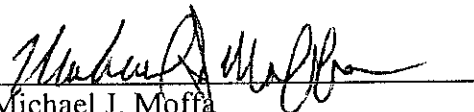
The delivery period will begin July 1, 2016 and end on June 30, 2017. Payment terms are net thirty (30) days from delivery by check, cash or Money Order. By signing this agreement, Town of New Milford agrees to purchase 100% of their Ultra Low Sulfur Diesel from Norbert E. Mitchell Co., Inc. The price of the Ultra Low Sulfur Diesel shall be determined as follows:

*Ultra Low Sulfur Diesel*

*\$2.12 per gallon*

By signing this agreement, you state that you are aware of the risks involved. Please indicate your acceptance of these terms by signing both copies, returning both pages of the original to our office within five (5) days and keeping one copy for your files.

Sincerely,

  
\_\_\_\_\_  
Michael J. Moffa  
Norbert E. Mitchell Co., Inc.

*8/19/15*  
\_\_\_\_\_  
Date

I (We) accept the terms of this agreement.

  
\_\_\_\_\_  
Town of New Milford

*8/26/15*  
\_\_\_\_\_  
Date

# Memorandum from the Office of the Director of Human Resources

**TO:** Joshua Smith, Interim Superintendent  
**CC:** Anthony Giovannone, Director of Fiscal Services and Operations  
**FROM:** Ellamae Baldelli  
**RE:** Update on Fill Rate for Teacher Substitutes  
**DATE:** April 29, 2016

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## Fill Rates

	April 2015	April 2016
Teacher	77%	79%
Teacher – Sped	63%	59%

	March 2015	March 2016
Teacher	80%	77%
Teacher – Sped	72%	65%

	February 2015	February 2016
Teacher	82%	89%
Teacher – Sped	55%	72%

	January 2015	January 2016
Teacher	77%	81%
Teacher – Sped	62%	63%



NEW Milford Public Schools  
Office of Fiscal Services  
50 East Street  
New Milford, Connecticut 06776

## MEMORANDUM

**TO:** Joshua D. Smith, Superintendent - Elect  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** April 29, 2016  
**RE:** END OF YEAR BALANCE

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The last page of the Budget Position Dated 4/29/16 presented earlier shows a balance of \$2,403,736. There are several expenses that are not currently encumbered for but will occur during the months of May and June that are for the current Fiscal Year, 2015-2016. Those anticipated expenses will draw down on that balance of \$2,403,736 and are broken out across the following categories:

- **BENEFITS AND SALARIES** – Those not part of the existing payroll encumbrances.
- **SCHOOL BASED PURCHASES** - Locations have submitted all transfers associated with these expenses by the cutoff date given to them by the Business Office of April 27, 2016.
- **FACILITIES SUPPLIES** - Included this month under the Budget Transfer attachment is a request to move \$18,000 into cleaning supplies from other accounts within Facilities. Once inventories are completed on other Facilities supplies during the month of May we will know what additional materials we will need.
- **THERAPUTIC PROGRAM IMPLEMENTATION** – This is the 2<sup>nd</sup> of two parts. The 1<sup>st</sup> part is included this month under the Purchasing Resolution D-686 attachment.
- **SNIS CATWALK PROJECT** - Included this month under the Purchasing Resolution D-686 attachment is an appropriation from the general fund for 25% of the project cost. The funding source for the remaining 75% will be discussed at the Operation Sub-committee.
- **ANY ARBITRATION, GREIVANCE AND LEGAL FEES** – The Business Office will review all open encumbrances and make any adjustments to match them to expected expenditures anticipated through the end of the Fiscal Year.

I will be glad to discuss this at the Operation Sub-committee meeting on May 3, 2016 to answer any and all questions regarding this decision.

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