

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE: April 10, 2018
TIME: 7:30 P.M.
PLACE: Lillis Administration Building—Room 2

RECEIVED
TOWN CLERK

2018 APR - 6 P 12:56

NEW MILFORD, CT

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order
2. Public Comment

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

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
 - B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.
3. Discussion and Possible Action
 - A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
 - B. Monthly Reports
 1. Budget Position dated 3/31/18
 2. Purchase Resolution D-709
 3. Request for Budget Transfers
 - C. Gifts & Donations
 1. PTO – Exhibit B
 4. Items of Information
 - A. Substitute Orientation
 - B. Capital Reserve
 5. Public Comment

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6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson
Angela C. Chastain
Brian McCauley
Eileen P. Monaghan

Alternates: Bill Dahl
J.T. Schemm

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
April 24, 2018

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. None

2. **CERTIFIED STAFF**

b. **NON-RENEWALS**

1. None

3. **CERTIFIED STAFF**

c. **APPOINTMENTS**

1. None

4. **MISCELLANEOUS STAFF**

a. **RESIGNATIONS**

1. None

5. **MISCELLANEOUS STAFF**

b. **APPOINTMENTS**

1. None

6. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Wendy Cianciolo**, Computer Technician I, Sarah Noble Intermediate School
Move that the Board of Education approve the resignation of **Mrs. Wendy Cianciolo** as Computer Technician I at Sarah Noble Intermediate School effective April 18, 2018.

Took position elsewhere

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

b. **APPOINTMENTS**

1. **Mr. John Lesser**, Paraeducator, Hill and Plain School
Move that the Board of Education appoint **Mr. John Lesser** as Paraeducator at Hill and Plain School effective April 25, 2018.

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

Replacing: C. Parker

2. **Ms. Melissa Tsiamas**, Tutor, Northville Elementary School
Move that the Board of Education appoint **Ms. Melissa Tsiamas** as Tutor at Northville Elementary School effective April 25, 2018.

\$14.00 per hour

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. **Mr. Charles Lynch**, Assistant Football Coach, New Milford High School

Move that the Board of Education approve the resignation of **Mr. Charles Lynch** as Assistant Football Coach at New Milford High School effective March 21, 2018.

Personal Reasons

2. **Mr. Christopher Mascolo**, Assistant Football Coach, New Milford High School

Move that the Board of Education approve the resignation of **Mr. Christopher Mascolo** as Assistant Football Coach at New Milford High School effective February 28, 2018.

Personal Reasons

13. COACHING STAFF

b. APPOINTMENTS

1. **Ms. Tricia Blood**, Ultimate Frisbee Coach, Schaghticoke Middle School

Move that the Board of Education appoint **Ms. Tricia Blood** as Ultimate Frisbee Coach at Schaghticoke Middle School effective April 25, 2018.

2017-2018 Stipend: \$971

Current staff member

2. **Mrs. Daniella Brooks**, Girls' and Boys' Intramural Baseball and Softball Coach, Sarah Noble Intermediate School

Move that the Board of Education appoint **Mrs. Daniella Brooks** as Girls' and Boys' Intramural Baseball and Softball Coach at Sarah Noble Intermediate School effective April 25, 2018.

2017-2018 Stipend: \$1942

Current staff member

3. **Mr. Charles Lynch**, Spring Weight Room Supervisor, New Milford High School
Move that the Board of Education appoint **Mr. Charles Lynch** as Spring Weight Room Supervisor at New Milford High School effective April 25, 2018.

2017-2018 Stipend: \$4933
Current staff member

4. **Mr. David Mumma**, Girls' and Boys' Intramural Baseball and Softball Coach, Sarah Noble Intermediate School
Move that the Board of Education appoint **Mr. David Mumma** as Girls' and Boys' Intramural Baseball and Softball Coach at Sarah Noble Intermediate School effective April 25, 2018.

2017-2018 Stipend: \$1942
Current staff member

14. LEAVES OF ABSENCE

1. **Mrs. Susan Berry**, Paraeducator, Northville Elementary School
Move that the Board of Education approve an unpaid leave of absence for **Mrs. Susan Berry** from April 23, 2018 through the end of the 2017-18 school year.
2. **Mrs. Melissa Nihan**, Kindergarten Teacher, Hill and Plain School
Move that the Board of Education approve an unpaid leave of absence for **Mrs. Melissa Nihan** from May 2, 2018 through the end of the 2017-18 school year.
3. **Mrs. Teresa Torre**, Paraeducator, Sarah Noble Intermediate School
Move that the Board of Education approve an unpaid leave of absence for **Mrs. Teresa Torre** from March 12, 2018 through the end of the 2017-18 school year.

Unpaid leave of absence

Unpaid leave of absence

Unpaid leave of absence



SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,863,468	-154,261	28,709,207	18,899,129	9,395,972	414,106	98.56%
100'S	SALARIES - NON CERTIFIED	9,228,232	0	9,228,232	6,503,036	1,943,114	782,081	91.53%
200'S	BENEFITS	10,445,551	0	10,445,551	8,449,843	1,426,786	568,922	94.55%
300'S	PROFESSIONAL SERVICES	3,867,186	-174	3,867,012	2,547,638	972,588	365,222	91.03%
400'S	PROPERTY SERVICES	913,083	-5,489	907,594	532,554	252,974	122,066	86.55%
500'S	OTHER SERVICES	7,589,382	142,170	7,731,552	5,378,318	1,703,677	649,557	91.60%
600'S	SUPPLIES	2,665,330	14,077	2,679,407	1,848,781	648,284	180,912	93.19%
700'S	CAPITAL	192,005	2,836	193,409	134,674	9,259	49,471	74.42%
700'S	5 YEAR CAPITAL	322,500	0	322,500	206,042	39,255	77,203	76.06%
800'S	DUES AND FEES	88,427	840	89,267	71,559	4,037	13,671	84.69%
900'S	REVENUE	-1,364,578	0	-1,364,578	-900,947	0	-463,631	66.02%
GRAND TOTAL		62,810,586	0	62,809,154	43,670,628	16,395,946	2,759,581	95.63%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	540,946	0	540,946	304,638	-44,400	280,708	48.11%
51201	SALARIES - NON CERT - PARA EDUCATORS	1,921,245	0	1,921,245	1,325,432	573,213	22,600	98.82%
51202	SALARIES - NON CERT - SUBSTITUTES	825,384	0	825,384	673,485	136,891	15,008	98.18%
51210	SALARIES - NON CERT - SECRETARY	1,924,596	0	1,924,596	1,452,200	417,777	54,620	97.16%
51225	SALARIES - NON CERT - TUTORS	293,362	0	293,362	120,606	0	172,756	41.11%
51240	SALARIES - NON CERT - CUSTODIAL	1,907,371	0	1,907,371	1,322,535	437,596	147,240	92.28%
51250	SALARIES - NON CERT - MAINTENANCE	925,332	0	925,332	654,452	204,232	66,648	92.80%
51285	SALARIES - NON CERT - TECHNOLOGY	462,965	0	462,965	331,215	116,793	14,958	96.77%
51336	SALARIES - NON CERT - NURSES	427,031	0	427,031	318,473	101,013	7,545	98.23%
TOTAL		9,228,232	0	9,228,232	6,503,036	1,943,114	782,081	91.53%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	643,000	0	643,000	401,950	0	241,050	62.51%
52201	BENEFITS - MEDICARE	531,000	0	531,000	344,093	0	186,907	64.80%
52300	BENEFITS - PENSION	850,047	0	850,047	850,047	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	25,000	0	25,000	3,214	16,086	5,700	77.20%
52810	BENEFITS - HEALTH INSURANCE	7,534,000	0	7,534,000	6,271,385	1,222,451	40,164	99.47%
52820	BENEFITS - DISABILITY INSURANCE	135,000	0	135,000	99,108	0	35,892	73.41%
52830	BENEFITS - LIFE INSURANCE	114,300	0	114,300	57,770	47,473	9,057	92.08%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	613,204	0	613,204	422,276	140,775	50,152	91.82%
TOTAL		10,445,551	0	10,445,551	8,449,843	1,426,786	568,922	94.55%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,863,468	-154,261	28,709,207	18,899,129	9,395,972	414,106	98.56%
51200	NON-CERTIFIED SALARIES	9,228,232	0	9,228,232	6,503,036	1,943,114	782,081	91.53%
52000	BENEFITS	10,445,551	0	10,445,551	8,449,843	1,426,786	568,922	94.55%
53010	LEGAL SERVICES	200,000	0	200,000	184,512	15,488	0	100.00%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	5,540	0	79,460	6.52%
53200	PROFESSIONAL SERVICES	1,951,261	52,547	2,003,808	1,222,241	603,678	177,889	91.12%
53201	MEDICAL SERVICES - SPORTS	28,000	0	28,000	22,000	0	6,000	78.57%
53210	TIME & ATTENDANCE SOFTWARE	2,874	0	2,874	748	0	2,126	26.01%
53220	IN SERVICE	116,160	0	116,160	78,004	5,496	32,660	71.88%
53230	PUPIL SERVICES	919,056	-53,760	865,296	583,017	273,504	8,775	98.99%
53300	OTHER PROF/ TECH SERVICES	40,693	1,039	41,732	28,160	3,407	10,165	75.64%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	174,292	0	174,292	161,746	7,649	4,897	97.19%
53530	SECURITY SERVICES	200,850	0	200,850	128,875	63,366	8,609	95.71%
53540	SPORTS OFFICIALS SERVICES	104,000	0	104,000	87,795	0	34,641	84.42%
54101	CONTRACTUAL TRASH PICK UP	88,527	0	88,527	53,801	13,903	20,823	76.48%
54301	REPAIRS & MAINTENANCE	405,892	0	405,892	247,309	148,016	10,567	97.40%
54302	FIRE / SECURITY MAINTENANCE	1,500	0	1,500	1,074	0	426	71.61%
54303	GROUNDS MAINTENANCE	17,028	0	17,028	5,538	1,801	9,690	43.10%
54310	GENERAL REPAIRS	47,416	-1,055	46,361	19,593	15,466	11,303	75.62%
54320	TECHNOLOGY RELATED REPAIRS	41,620	-4,500	37,120	12,361	4,424	20,335	45.22%
54411	WATER	65,961	0	65,961	32,788	33,173	0	100.00%
54412	SEWER	22,900	0	22,900	22,402	0	498	97.82%
54420	LEASE/RENTAL EQUIP/VEH	222,239	66	222,305	137,689	36,192	48,424	78.22%
55100	PUPIL TRANSPORTATION - OTHER	113,050	0	113,050	74,008	36,768	2,274	97.99%
55101	PUPIL TRANS - FIELD TRIP	35,750	0	35,750	11,472	0	24,278	32.09%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,356,380	0	4,356,380	3,587,340	769,040	0	100.00%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	1,483	0	17	98.85%
55200	GENERAL INSURANCE	322,304	0	322,304	319,423	0	2,881	99.11%
55300	COMMUNICATIONS	49,034	0	49,034	39,678	8,755	601	98.78%
55301	POSTAGE	34,381	0	34,381	17,396	16,985	0	100.00%
55302	TELEPHONE	50,452	0	50,452	42,086	8,366	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	4,000	0	4,000	1,387	397	2,217	44.59%
55505	PRINTING	52,738	240	52,978	28,820	13,320	10,838	79.54%
55600	TUITION	20,000	0	20,000	1,460	800	17,740	11.30%
55610	TUITION TO IN STATE DIST	804,194	120,220	924,414	762,775	94,602	67,037	92.75%
55630	TUITION TO PRIVATE SOURCES	1,679,070	26,910	1,705,980	474,008	749,144	482,828	71.70%
55800	TRAVEL	50,529	-5,200	45,329	16,982	5,500	22,847	49.60%
56100	GENERAL INSTRUCTIONAL SUPPLIES	177,262	2	177,264	122,411	12,984	41,869	76.38%
56110	INSTRUCTIONAL SUPPLIES	422,194	3,922	426,116	307,583	37,578	80,954	81.00%
56120	ADMIN SUPPLIES	31,029	0	31,029	20,989	2,011	8,029	74.12%
56210	NATURAL GAS	191,000	0	191,000	108,457	82,543	0	100.00%
56220	ELECTRICITY	914,921	0	914,921	589,894	325,027	0	100.00%
56230	PROPANE	1,825	0	1,825	1,765	60	0	100.00%
56240	OIL	194,384	0	194,384	126,245	68,139	0	100.00%
56260	GASOLINE	28,801	0	28,801	8,669	16,401	2,302	87.04%
56290	FACILITIES SUPPLIES	272,421	4,000	276,421	184,210	73,268	18,943	93.15%
56291	MAINTENANCE COMPONENTS	13,835	5,393	19,228	8,223	11,006	0	100.00%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	90	2,810	420	87.35%
56293	GROUNDSKEEPING SUPPLIES	12,000	0	12,000	9,706	2,294	0	100.00%
56410	TEXTBOOKS	129,608	-10,085	119,523	114,423	0	5,100	95.73%
56411	CONSUMABLE TEXTS	125,824	700	126,524	124,436	419	1,669	98.68%
56420	LIBRARY BOOKS	83,249	5,900	89,149	67,801	8,226	13,122	85.28%
56430	PERIODICALS	18,591	-320	18,271	12,062	503	5,705	68.77%
56460	WORKBOOKS	27,586	-5,068	22,518	20,340	17	2,161	90.40%
56500	SUPPLIES - TECH RELATED	17,480	9,633	27,113	21,477	4,999	637	97.65%
57300	BUILDINGS	111,350	0	111,350	66,309	16,600	28,442	74.46%
57340	COMPUTERS/TECH HARDWARE	37,425	3,880	41,305	38,133	1,333	1,839	95.55%
57345	INSTRUCTIONAL EQUIPMENT	55,617	0	55,617	30,261	598	24,758	55.48%
57400	GENERAL EQUIPMENT	121,285	-1,043	120,242	80,045	16,803	23,394	80.54%
57500	FURNITURE AND FIXTURES	188,828	0	188,828	127,407	13,179	48,241	74.45%
58100	DUES & FEES	88,427	840	89,267	71,559	4,037	13,671	84.69%
EXPENDITURE TOTAL		64,175,164	0	64,175,164	44,573,013	16,395,946	3,223,212	95.00%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-716,249	0	-716,249	-376,913	0	-339,336	52.62%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-28,105	0	-21,471	56.69%
44105	FOI & FINGERPRINTING FEES	-2,200	0	-2,200	-1,404	0	-796	63.82%
44705	BUILDING USE FEES	-55,000	0	-55,000	-33,000	0	-22,000	60.00%
44800	REGULAR ED TUITION	-82,000	0	-82,000	-53,000	0	-29,000	64.63%
44822	SPECIAL ED TUITION	-36,400	0	-36,400	-21,172	0	-15,228	58.17%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-14,500	0	-10,900	57.09%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-40,000	0	3,776	110.42%
44862	SCHOOL MUSICAL TICKET SALES	-11,411	0	-11,411	0	0	-11,411	0.00%
49102	TRANSFER IN-OTHER	-27,619	0	-27,619	-10,354	0	-17,266	37.49%
49599	CAPITAL RESERVE	-322,500	0	-322,500	-322,500	0	0	100.00%
REVENUE TOTAL		-1,364,578	0	-1,364,578	-900,947	0	-463,631	66.02%

GRAND TOTAL		62,810,586	0	62,810,586	43,672,065	16,395,946	2,759,581	95.63%
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WHEREAS, the equipment, supplies and/or services for which the following Purchase Orders have been issued and deemed necessary by the Superintendent of Schools, and the cost, thereof, are within the budget appropriations approved by the voters of the Town, NOW, BE IT RESOLVED, that the said purchase orders and all disbursements in connection, thereof, are hereby approved.

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	SPED	LINDAMOOD-BELL LEARNING	YEARLY FOR 2017-2018 SENSORY COGNITIVE SERVICES	\$ 77,400.00	55630
GENERAL	SPED	SPECIALIZED EDUCATION OF CT	YEARLY FOR 2017-2018 TUITION	\$ 55,000.00	55630
GENERAL	SPED	SEED CENTER	BOARD CERTIFIED BEHAVIORAL ANALYST FOR HPS THROUGH JUNE 30, 2018	\$ 35,505.00	53200
GENERAL	SPED	VILLA MARIA EDUCATION CENTER	YEARLY FOR 2017-2018 TUITION	\$ 35,000.00	55630
GENERAL	DISTRICT	UNEMPLOYMENT COMPENSATION	YEARLY FOR 2017-2018 UNEMPLOYMENT INSURANCE	\$ 19,300.00	52600
SYR CAPITAL	FACILITIES	APPLE HILL ENTERPRISES LLC	DISTRICT WIDE DOOR REPLACEMENTS	\$ 14,100.00	57300
GENERAL	DISTRICT	INTECH HEALTH VENTURES	2017 AFFORDABLE CARE ACT REPORTING SERVICES	\$ 12,787.50	53200
GENERAL	FACILITIES	FAT CITY SCREEN PRINTERS	UNIFORM ORDER (TEAMSTER CONTRACT SECTION 16.01)	\$ 8,997.59	53200
GENERAL	DOI	BRAIN POP	BRAINPOP SUBSCRIPTION RENEWALS (HPS/NES/SNIS/SMS)	\$ 1,460.25	55600
GRANT *				\$ 4,380.75	



DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
SPED-1	BOARD CERTIFIED BEHAVIORAL ANALYST FOR HPS THROUGH JUNE 30, 2018	\$35,505.00	SPED	BSZ10028 SPECIAL EDUCATION	55630 TUITION - PRIVATE	SPED	BSZ10028 SPECIAL EDUCATION	53200 PROFESSIONAL SERVICES

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
FAC-1	SNIS BOILER REPAIR	\$1,323.42	HPS	BFA26243 REPAIRS & MAINTENANCE	54301 GENERAL REPAIRS	SNIS	BFF26243 REPAIRS & MAINTENANCE	54301 GENERAL REPAIRS
FAC-2	SMS BOILER REPAIR	\$4,000.00	SMS	BFD26243 REPAIRS & MAINTENANCE	56291 MAINTENANCE COMPONENTS	SMS	BFD26243 REPAIRS & MAINTENANCE	56290 FACILITIES SUPPLIES
FAC-3	SMS HOT WATER HEATER	\$8,000.00	NMHS	BFE26143 CUSTODIAL & HOUSEKEEPING	56290 FACILITIES SUPPLIES	SMS	BFD26243 REPAIRS & MAINTENANCE	56290 FACILITIES SUPPLIES

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

April 4, 2018

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

\$2,669.00 Field trip to Beardsley Zoo for all Kindergarten students. They will experience animals and their habitats in person and then use the information in a writing research project.

\$1,000.00 PM Excel will experience a 6-week Yoga program.

\$1,729.27 First Grade field trip to the Pratt Center where they will experience life cycles, plants and animals which follows their science curriculum.

Hill and Plain Elementary School

\$1,197.00 Cris Johnson's Amazing assembly on Bullying. The whole school will experience this presentation.

\$1,300.00 The Jungle Book Shakesperiance will be performed for all grades.

\$2,226.00 First Grade field trip to Warner Theatre to see a live show based on the story Charlotte's Web.

\$10,121.27 Grand Total

Sincerely,
Kathleen Lewis, TW PTO President



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

ITEM OF INFORMATION

4B

TO: Joshua D. Smith, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 6, 2018
RE: Capital Reserve Balance

At the Operations Subcommittee meeting on Tuesday, February 13, 2018 and then again at the Board of Education full meeting on Tuesday, February 27, 2018 I supplied you with a memo on the Audit that included the balance in the Capital Reserve account. The balance stated as of June 30, 2017 in that account was \$1,123,466. In March 2018 we learned that this is not funding that is solely for use by the Board of Education, rather, it is the total of three (3) different sources of funding comingled into a single number for the Audit report.

During the month of March 2018 I had several communications with the Finance Director for the Town to setup corresponding accounts in MUNIS to break out the balance in the amount of \$1,123,466 as of June 30, 2017. The result is that there are now three (3) accounts in MUNIS nestled under Capital Reserve clearly labeled as follows:

- Capital Reserve – Town
- Capital Reserve – BOE
- Capital Reserve – Turf Field Replacement

This will allow me to provide the Board of Education with an accurate fund balance in our Capital Reserve account by referencing a specific account number in MUNIS and not a rolled up number that gets referenced in the Audit. That fund balance, for the Board of Education only, as of March 31, 2018 is \$926,106.92. The detailed activity on the rear of this memo starts with the balance from the Audit dated June 30, 2017 and ends with the current Board of Education only balance as of March 31, 2018.

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



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

ITEM OF INFORMATION

4B

Capital Reserve Account as of Audit Dated 6.30.17	
	TOTAL
BALANCE 6.30.17	\$1,123,466.07

Capital Reserve Broken into 3 Accounts Since 6.30.17 Audit				
	BOE	Town	Turf	Total
BALANCE 6.30.17	\$930,455.56	\$193,010.51	\$0.00	\$1,123,466.07
BOE - SNIS A/C	-\$35,700.00	\$0.00	\$0.00	
BOE - FYE 16/17 DEPOSIT	\$264,406.00	\$0.00	\$0.00	
BOE - 17/18 CAPITAL WITHDRAW	-\$322,500.00	\$0.00	\$0.00	
BOE - INTEREST	\$12,032.65	\$0.00	\$0.00	
BOE - BREAKOUT TURF	-\$3,585.00	\$0.00	\$3,585.00	
ADJUSTMENT TO RECLASS TOWN PAYMENTS TO TOWN ACCOUNTS	\$80,997.71	-\$80,997.71	\$0.00	
TOWN - APPROVED EXPENDITURES		-\$93,807.34	\$0.00	
UNAUDITED FUND BALANCE 3.31.18	\$926,106.92	\$18,205.46	\$3,585.00	\$947,897.38