

NEW MILFORD BOARD OF EDUCATION

**New Milford Public Schools
50 East Street
New Milford, Connecticut 06776**

**OPERATIONS SUB-COMMITTEE
SPECIAL MEETING NOTICE**

GEORGE C. BUCKBEE
TOWN CLERK

gm

2011 DEC -2 P 2:27

NEW MILFORD, CT

DATE: December 6, 2011
TIME: 7:00 P.M.
PLACE: Lillis Administration Building – Room 2

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order

2. Public Comment

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of items on this agenda. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

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-641
2. Budget Position as of 11/30/11
3. Request for Budget Transfers

C. Gifts & Donations

1. PTO – Exhibit B

D. Plan to fill Administrative Vacancies

4. Item of Information

- A. Update: New Data Requirements Under the State Fiscal Stabilization Fund (SFSF) Program

5. Adjourn

Sub-Committee Members: Mr. Tom McSherry, Chairman
Mr. Bill Wellman
Mr. David A. Lawson (Alternate)
Mrs. Lynette Rigdon (Alternate)

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
December 13, 2011

As of December 2, 2011

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

- 1. Ms. Marcy Sterlis**, Assistant Principal, John Pettibone School and Hill and Plain School

Move that the Board of Education accept the resignation of **Ms. Marcy Sterlis** as Assistant Principal at John Pettibone School and Hill and Plain School effective December 2, 2011.

Took position elsewhere

2. CERTIFIED STAFF

b. APPOINTMENTS

- 1. Mrs. Anne Bilko**, Part-time (.49) Interim Elementary Assistant Principal, Hill and Plain School

Move that the Board of Education appoint **Mrs. Anne Bilko** as Part-time (.49) Assistant Principal at Hill and Plain School effective December 14, 2011 through June 30, 2012.
2011-2012 salary - \$46,682 (step 2) + \$1500 (6th year)

Education History:

BS: St. John's University
Major: Finance & Economics
MS: ECSU
Major: Educational Technology
6th Yr: Sacred Heart University
Major: Administration

Work Experience

Staff member since 2001

Replace M. Sterlis

- 2. Mrs. Gayle Bouzakis**, Part-time (.60) Teacher, Northville Elementary School to Full-time (1.0)

Move that the Board of Education appoint **Mrs. Gayle Bouzakis** as Full-time Teacher at Northville Elementary School effective December 14, 2011 through June 30, 2012.
2011-2012 salary - \$50,783 (step 2)

Education History:

BS: WCSU
Major: Elementary Education
MS: WCSU
Major: Education

Work Experience: 5 yrs. NMPS

Replace J. Kick

- 3. Mrs. Joan Kick**, From Part-time (.51) Assistant Principal, Northville Elementary School to Full-time (1.0) Interim Elementary Assistant Principal at Northville Elementary and John Pettibone Elementary Schools

Move that the Board of Education appoint **Mrs. Joan Kick** as Interim Elementary Assistant Principal at Northville Elementary and John Pettibone Elementary Schools effective December 14, 2011 through June 30, 2012.

2011-2012 salary - \$108,081 (step 5) + \$1500 (6th year)

Education History:

BS: WCSU
Major: Elementary Education
MS: WCSU
Major: Education
6th Yr: SCSU
Major: Intermediate
Administration & Supervision

Work Experience

Staff member since 1969

Replace M. Sterlis

<p>4. Mr. Timothy Polhemus, Part-time (.45) Music Teacher, Sarah Noble Intermediate School to Part-time (.50) Music Teacher at Sarah Noble Intermediate School and Northville Elementary School <u>Move</u> that the Board of Education appoint Mr. Timothy Polhemus as Part-time (.50) Music Teacher at Sarah Noble Intermediate School and Northville Elementary School effective December 14, 2011.</p>	<p><i>Education History:</i> BS: Plymouth College Major: Music Education</p> <p>Work Experience: Date of hire: 8/23/11</p>
<p>3. NON-CERTIFIED STAFF a. RESIGNATIONS 1. Mrs. Ruthann Tomascak, Teacher Clerk, Sarah Noble Intermediate School and John Pettibone School <u>Move</u> that the Board of Education accept the resignation, due to retirement, of Mrs. Ruthann Tomascak as Teacher Clerk at Sarah Noble Intermediate School and John Pettibone School effective December 22, 2011.</p>	<p>Retirement</p>
<p>4. NON-CERTIFIED STAFF b. APPOINTMENTS 1. Mrs. Annamarie O'Connor, Teacher Clerk, Sarah Noble Intermediate School and John Pettibone School <u>Move</u> that the Board of Education appoint Mrs. Annamarie O'Connor as a Teacher Clerk at Sarah Noble Intermediate School and John Pettibone School effective January 3, 2012.</p> <p>2. Mrs. Kathleen Toth, General Food Service Worker, Sarah Noble Intermediate School <u>Move</u> that the Board of Education appoint Mrs. Kathleen Toth as a General Food Service Worker at Sarah Noble Intermediate School effective December 14, 2011.</p>	<p>Recalled Replace: R. Tomascak</p> <p>Hourly Rate: \$10.28 Replace: M. Warren</p>
<p>5. SUBSTITUTES a. APPOINTMENTS 1. Ms. Catherine Carr, Substitute Teacher <u>Move</u> that the Board of Education approve the appointment of Ms. Catherine Carr as a Substitute Teacher effective December 14, 2011.</p> <p>2. Ms. Judith Jewell, Substitute Teacher <u>Move</u> that the Board of Education approve the appointment of Ms. Judith Jewell as a Substitute Teacher effective December 14, 2011.</p>	<p><i>Education History:</i> BS: Marywood University Major: Elementary and Special Education</p> <p><i>Education History:</i> BS: WCSU Major: Elementary</p>

<p>3. Mrs. Heather Lang, Substitute Teacher <u>Move</u> that the Board of Education approve the appointment of Mrs. Heather Lang as a Substitute Teacher effective December 14, 2011.</p>	<p><i>Education History:</i> BA: Lynchburg College Major: Business Administration</p>
<p>4. Ms. Stephanie Meyer, Substitute Teacher <u>Move</u> that the Board of Education approve the appointment of Ms. Stephanie Meyer as a Substitute Teacher effective December 14, 2011.</p>	<p><i>Education History:</i> BA: Providence College Major: Music Education</p>
<p>5. Ms. Caitlin Mitchell, Substitute Teacher <u>Move</u> that the Board of Education approve the appointment of Ms. Caitlin Mitchell as a Substitute Teacher effective December 14, 2011.</p>	<p><i>Education History:</i> BA: Endicott College Major: Early Childhood Education</p>
<p>6. Mr. Mathew Oommen, Substitute Teacher <u>Move</u> that the Board of Education approve the appointment of Mr. Mathew Oommen as a Substitute Teacher effective December 14, 2011.</p>	<p><i>Education History:</i> BA: N.S.S. College, India Major: Economics MA: Indore Christina College, India Major: Economics</p>
<p>7. Mr. John Stolle, Substitute Teacher <u>Move</u> that the Board of Education approve the appointment of Mr. John Stolle as a Substitute Teacher effective December 14, 2011.</p>	<p><i>Education History:</i> BA: Yankton College Major: Business Administration</p>
<p>6. ADULT EDUCATION STAFF a. RESIGNATIONS 1. None</p>	
<p>7. ADULT EDUCATION STAFF b. APPOINTMENTS 1. Ms. Janice Strelez, Adult Education Secretary, New Milford High School <u>Move</u> that the Board of Education approve the appointment of Ms. Janice Strelez as Adult Education Secretary at New Milford High School effective December 1, 2011.</p>	<p><i>Education History:</i> BA: WCSU Major: English</p> <p><i>Work Experience:</i> 2 yrs Managing Editor for Engineering magazine 4 hours per day - Monday through Thursday \$14.00 per hour Replace: D. Minasi</p>

8. BAND STAFF

a. RESIGNATIONS

1. None

9. BAND STAFF

b. APPOINTMENTS

1. None

10. COACHING STAFF

a. RESIGNATIONS

1. None

11. COACHING STAFF

b. APPOINTMENTS

1. **Mr. Greg McMahon**, Volunteer Varsity Boys' Ice Hockey Coach, New Milford High School
Move that the Board of Education appoint **Mr. Greg McMahon** as Volunteer Varsity Boys' Ice Hockey Coach at New Milford High School effective November 28, 2011 upon receipt of coaching permit.

Volunteer

12. LEAVES OF ABSENCE

1. **Mrs. Carrie Allen**, Elementary Teacher, John Pettibone School
Move that the Board of Education approve the request of **Mrs. Carrie Allen** for a maternity leave of absence beginning approximately March 5, 2012 and continuing for six weeks through April 20, 2012.
2. **Mrs. Kathryn Chauvin**, Paraeducator, Northville Elementary School
Move that the Board of Education approve the request of **Mrs. Kathryn Chauvin** for an unpaid personal leave of absence beginning November 30, 2011 through June 30, 2012.
3. **Mrs. Susan Guertin**, Reading Consultant, Hill and Plain School
Move that the Board of Education approve the request of **Mrs. Susan Guertin** to extend an unpaid personal leave of absence through January 31, 2012.
4. **Mrs. Lauren Iverson**, Spanish Teacher, New Milford High School
Move that the Board of Education approve the request of **Mrs. Lauren Iverson** for a maternity leave of absence beginning approximately April 18, 2012 and continuing for six weeks through May 30, 2012.

Paid Leave 3/5-4/20/12

Unpaid leave 11/30/11-6/30/12

Unpaid Leave of Absence

Paid Leave 4/18-5/30/12

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-641
BOE MEETING DATE: 12/13/11

Page 1/1

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.

<u>PO #</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT #</u>
45382	Education Connection – Fingerprinting Services	\$5,760.00	15-33-2830
45566	McGraw Hill Publishing – 200 Foreign Language Textbooks	\$14,817.60	04-641-1105
45567	RnB Enterprises – 5 Smart Auto Responses	\$8,689.00	04-611-1105

FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,349,947.00	27,354,951.00	8,045,990.81	18,392,839.29	916,120.90	96.7 %
112	SALARY-NON-CERTIFIED	7,907,898.00	7,902,894.00	2,604,569.98	2,964,786.09	2,333,537.93	70.5 %
200	EMPLOYEE BENEFITS	8,657,419.00	8,657,419.00	4,044,431.65	334,000.64	4,278,986.71	50.6 %
321	INSTRUCTIONAL PROGRAMS	41,363.00	41,363.00	5,981.20	9,767.00	25,614.80	38.1 %
322	PROGRAM IMPROVEMENT	84,576.00	84,576.00	18,252.39	1,500.00	64,823.61	23.4 %
323	PUPIL SERV. (COUNSEL, GUID)	545,827.00	545,827.00	173,102.01	314,288.25	58,436.74	89.3 %
324	STAFF SERVICES (TRAINING)	94,695.00	94,695.00	9,102.40	22,363.01	63,229.59	33.2 %
331	AUDIT SERVICES	10,000.00	10,000.00	.00	10,000.00	.00	100.0 %
332	LEGAL SERVICES	135,752.00	135,752.00	94,262.50	1,675.18	39,814.32	70.7 %
333	MEDICAL SERVICES	25,072.00	25,072.00	9,000.00	16,000.00	72.00	99.7 %
336	INSURANCE SERVICES	2,500.00	2,500.00	965.00	1,255.00	280.00	88.8 %
339	PURCH. SERVICES-OTHER	1,534,591.00	1,533,442.00	398,005.92	968,156.97	167,279.11	89.1 %
411	WATER	78,192.00	78,192.00	29,510.28	48,392.53	289.19	99.6 %
412	SEWAGE	30,346.00	30,346.00	27,644.00	.00	2,702.00	91.1 %
413	FIRE DISTRICT	1,325.00	1,325.00	1,247.06	.00	77.94	94.1 %
421	GARBAGE AND REFUSE	72,196.00	72,196.00	29,374.86	42,821.14	.00	100.0 %
431	INSTRUCT EQUIPMENT REPAIR	19,036.00	18,816.00	3,304.16	515.74	14,996.10	20.3 %
432	NON-INSTRUCT EQUIPMENT REPAIR	75,855.00	75,553.00	30,211.52	16,888.54	28,452.94	62.3 %
433	BUILD & GROUNDS-REPAIR	258,956.00	258,956.00	221,281.96	25,483.02	12,191.02	95.3 %
442	NON-INSTRUCT EQUIPMENT-RENT	222,400.00	222,400.00	71,562.55	92,674.21	58,163.24	73.8 %
511	PUPIL TRANSPORTATION-CONTRACT	4,237,779.00	4,237,779.00	1,337,382.54	2,869,233.21	31,163.25	99.3 %
513	PUPIL TRANSPORTATION-OTHER	2,700.00	2,700.00	.00	.00	2,700.00	.0 %
515	FIELD TRIPS	105,807.00	105,807.00	31,082.04	46,447.49	28,277.47	73.3 %
521	PROPERTY/LIABILITY INS	336,987.00	336,987.00	338,290.00	.00	1,303.00	100.4 %
523	MEDICAL INSURANCE-SPORTS PROGRAM	21,011.00	21,011.00	14,200.00	.00	6,811.00	67.6 %
530	COMMUNICATIONS	.00	660.00	220.74	439.02	.24	100.0 %
531	TELEPHONES	86,209.00	86,209.00	30,632.58	55,575.76	.66	100.0 %
532	POSTAGE	38,638.00	38,638.00	9,550.98	28,572.63	514.39	98.7 %
540	ADVERTISING EXPENSE	2,145.00	3,495.00	269.00	1,825.90	1,400.10	59.9 %
550	PRINTING EXPENSE	65,227.00	64,227.00	23,396.46	4,607.66	36,222.88	43.6 %
561	TUITION-CONN LEA	695,412.00	695,412.00	323,657.36	394,043.83	22,289.19	103.2 %
563	TUITION-PRIVATE FACILITY	1,325,917.00	1,325,917.00	478,759.03	1,071,131.20	223,973.23	116.9 %
580	TRAVEL EXPENSES	33,990.00	33,640.00	11,791.63	7,014.95	14,833.42	55.9 %
611	INSTRUCTIONAL SUPPLIES	572,766.00	569,842.00	240,196.40	56,935.59	272,710.01	52.1 %
612	NON-INSTRUCTIONAL SUPPLIES	198,007.00	198,007.00	39,765.79	18,604.01	139,637.20	29.5 %
613	MAINTENANCE SUPPLIES	184,495.00	184,495.00	111,516.71	19,494.10	53,484.19	71.0 %
614	MAINTENANCE COMPONENTS	33,950.00	33,950.00	31,935.32	2,596.87	582.19	101.7 %
619	GROUNDKEEPING SUPPLIES	6,804.00	6,804.00	6,510.64	293.44	.08	100.0 %
622	ELECTRICITY	974,479.00	974,479.00	298,802.23	675,676.77	.00	100.0 %
623	BOTTLED GAS	1,325.00	1,325.00	100.86	224.14	1,000.00	24.5 %
624	OIL	292,950.00	292,950.00	39,328.36	242,461.64	11,160.00	96.2 %
625	NATURAL GAS	333,384.00	333,384.00	39,668.23	214,314.59	79,401.18	76.2 %
626	GASOLINE	42,527.00	42,527.00	10,723.32	145.59	31,658.09	25.6 %
641	TEXTS-NEW/NON-CONSUMABLE	143,544.00	138,294.00	73,307.98	16,805.94	48,180.08	65.2 %
642	TEXTS-REP/ADD NON-CONSUMABLE	47,166.00	46,585.00	29,867.99	2,628.19	14,088.82	69.8 %
644	TEXTS-REP/ADD CONSUMABLE	71,067.00	71,067.00	59,047.04	.00	12,019.96	83.1 %
645	LIBRARY BOOKS	116,929.00	115,918.00	14,942.23	16,966.84	84,008.93	27.5 %
646	WORKBOOKS	64,317.00	66,239.00	41,162.63	6,461.01	18,615.36	71.9 %
647	PERIODICALS	47,152.00	46,874.00	18,321.96	2,267.71	26,284.33	43.9 %
720	BUILDINGS & IMPROVEMENTS	395,416.00	395,416.00	379,851.47	12,806.24	2,758.29	99.3 %
731	INSTRUCTIONAL EQUIPMENT-NEW	73,555.00	74,731.00	29,392.37	13,879.08	31,459.55	57.9 %
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	16,418.00	22,368.00	11,497.28	2,813.12	8,057.60	64.0 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	572,269.00	571,091.00	196,368.58	219,610.81	155,111.61	72.8 %

GL2041R 12/01/2011

10:32:41

New Milford Board of Education

APPROPRIATIONS BY OBJECT REPORT AS OF 11/30/2011

Page 2

USER - BARBARA

FUND 001 000 GENERAL FUND

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	76,177.00	79,362.00	75,360.96	2,883.00	1,118.04	98.6 %
810	DUES & FEES	71,026.00	71,026.00	53,042.35	3,092.00	14,891.65	79.0 %
900	FEE REVENUE	186,250.00-	186,250.00-	53,038.08-	.00	133,211.92-	.0 %
910	TUITION REVENUE	100,080.00-	100,080.00-	17,685.00-	.00	82,395.00-	.0 %
920	GRANT REVENUE STATE	849,895.00-	849,895.00-	608.80-	.00	849,286.20-	.0 %
960	MEDICAID REIMBURSEMENT	60,000.00-	60,000.00-	5,520.90-	.00	54,479.10-	.0 %
965	VENDOR REBATE REVENUE	45,000.00-	45,000.00-	4,714.02-	.00	40,285.98-	.0 %
998	TRANSFER IN	.00	.00	.00	.00	.00	.0 %
** FINAL TOTAL **		57,194,266.00		20,136,176.51		7,784,830.55	
			57,194,266.00		29,273,258.94		86.4 %
"FINAL TOTAL"		56,945,211.00		19,704,677.86		8,339,491.51	
11/30/2010			56,945,211.00		28,901,041.63		85.4%
Variance		249,055.00	249,055.00	431,498.65	372,217.31	-554,660.96	1.0%

New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 11/30/2011

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	678,508.00	678,508.00	163,684.20	408,014.56	106,809.24	84.3 %
1102	NON DEPT INSTRUCT GR 1-5	6,745,266.00	6,750,384.00	1,877,264.23	4,642,010.51	231,109.26	96.6 %
1103	BUSINESS EDUCATION	330,000.00	335,522.00	108,313.11	226,216.14	992.75	99.7 %
1104	ENGLISH/LANGUAGE ARTS	1,799,770.00	1,799,770.00	562,652.04	1,205,376.46	31,741.50	98.2 %
1105	FOREIGN LANGUAGE	997,452.00	997,452.00	296,175.63	680,048.46	21,227.91	97.9 %
1106	HOME ECONOMICS	178,333.00	178,333.00	54,717.73	122,919.98	695.29	99.6 %
1107	INDUSTRIAL ARTS	300,753.00	300,753.00	90,118.69	192,600.16	18,034.15	94.0 %
1108	MATHEMATICS	1,511,069.00	1,511,468.00	491,398.41	989,434.11	30,635.48	98.0 %
1109	MUSIC	848,161.00	850,026.00	247,712.45	563,017.88	39,295.67	95.4 %
1110	PHYSICAL EDUCATION	945,820.00	947,960.00	260,861.67	628,055.74	59,042.59	93.8 %
1111	SCIENCE	1,615,440.00	1,623,787.00	471,820.55	1,114,697.90	37,268.55	97.7 %
1112	SOCIAL STUDIES	1,444,216.00	1,444,355.00	441,130.13	934,868.51	68,356.36	95.3 %
1113	PATIENT CARE TECHNOLOGY	16,846.00	16,846.00	4,060.35	10,440.85	2,344.80	86.1 %
1116	HEALTH AND SAFETY	332,913.00	332,913.00	92,267.87	230,656.30	9,988.83	97.0 %
1118	CAREER EDUCATION	27,912.00	28,649.00	9,834.49	18,803.73	10.78	100.0 %
1119	COMPUTER EDUCATION	377,810.00	378,392.00	89,306.70	239,910.05	49,175.25	87.0 %
1120	DRIVER EDUCATION	.00	.00	7,808.18	.00	7,808.18	.0 %
1121	REMEDIAL READING	845,914.00	884,341.00	243,643.24	543,471.19	97,226.57	89.0 %
1123	ENGLISH AS A SECOND LANG	126,198.00	126,198.00	36,884.80	85,107.98	4,205.22	96.7 %
1124	DISTRIBUTIVE EDUCATION	56,012.00	56,012.00	15,683.36	40,328.64	.00	100.0 %
1127	ART	842,308.00	842,767.00	250,539.19	584,809.60	7,418.21	99.1 %
1128	GENERAL INSTRUCT SUPPLIES	393,920.00	391,859.00	139,592.91	106,009.08	146,257.01	62.7 %
1129	SUBSTITUTE TEACHERS	332,088.00	332,088.00	93,993.08	.00	238,094.92	28.3 %
1130	INSTRUCTIONAL TESTING	100,269.00	101,796.00	37,777.54	54,397.48	9,620.98	90.5 %
1131	NON DEPT INSTRUCT GR 6-12	71,230.00	71,230.00	23,694.73	24,484.93	23,050.34	67.6 %
1210	GIFTED TALENTED/ENRICHMNT	109,200.00	109,200.00	26,752.40	73,735.80	8,711.80	92.0 %
1211	EXCEL-EXPER. CTR EARLY MAN	414,773.00	414,773.00	171,981.63	324,728.24	81,936.87	119.8 %
1212	SPECIAL ED-NON CATEGORICL	5,002,096.00	5,008,117.00	1,374,215.00	3,705,813.68	71,911.68	101.4 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	188,518.00	188,518.00	23,609.16	147,923.61	16,985.23	91.0 %
1270	TUTORIAL	210,779.00	210,779.00	29,184.87	.00	181,594.13	13.8 %
1271	HOMEBOUND INSTRUCTION	56,050.00	56,050.00	10,427.16	.00	45,622.84	18.6 %
1290	OTHER SPECIAL EDUCATION	293,394.00	293,394.00	115,340.90	172,419.06	5,634.04	98.1 %
1291	SPEC ED PARA SUBSTITUTES	58,510.00	58,510.00	20,390.21	.00	38,119.79	34.8 %
1310	ADULT ED-BASIC PROGRAM	86,441.00	86,441.00	22,880.32	.00	63,560.68	26.5 %
1311	ADULT ED-HIGH SCHL EQUIV	5,191.00	5,191.00	1,052.46	.00	4,138.54	20.3 %
1410	SUMMER SCHOOL-REMEDIAL	56,563.00	56,563.00	44,867.04	.00	11,695.96	79.3 %
2113	SOCIAL WORK SERVICES	249,250.00	249,250.00	73,463.17	174,127.85	1,658.98	99.3 %
2120	GUIDANCE SERVICES	941,857.00	941,857.00	278,599.87	648,710.47	14,546.66	98.5 %
2130	HEALTH SERVICES	914,342.00	914,644.00	308,879.63	593,679.86	12,084.51	98.7 %
2140	PSYCHOLOGICAL SERVICES	454,555.00	454,555.00	132,081.32	310,942.45	11,531.23	97.5 %
2150	SPEECH AND HEARING	725,624.00	725,624.00	217,758.53	479,062.10	28,803.37	96.0 %
2211	STAFF DEVELOPMENT & TRAIN	56,565.00	56,565.00	15,987.00	569.51	40,008.49	29.3 %
2212	CURRICULUM DEVELOPMENT	166,195.00	167,722.00	54,103.98	56,700.95	56,917.07	66.1 %
2222	LIBRARY SERVICES	688,973.00	688,973.00	185,644.54	425,204.71	78,123.75	88.7 %
2223	AUDIO-VISUAL SERVICES	19,757.00	19,757.00	3,005.53	1,365.15	15,386.32	22.1 %
2224	EDUCATIONAL TELEVISION	2,004.00	2,004.00	193.46	.00	1,810.54	9.7 %
2310	BOARD OF EDUCATION	173,102.00	173,102.00	119,283.50	1,675.18	52,143.32	69.9 %
2320	CENTRAL ADMINISTRATION	339,479.00	349,132.00	137,645.61	145,050.51	66,435.88	81.0 %
2410	OFFICE OF THE PRINCIPAL	2,566,547.00	2,540,107.00	957,585.29	1,443,348.44	139,173.27	94.5 %
2490	OTHER SCHOOL ADMINISTRATION	114,073.00	113,771.00	29,354.06	81,285.00	3,131.94	97.2 %
2510	FISCAL SERVICES	412,970.00	417,398.00	174,149.26	238,320.73	4,928.01	98.8 %
2590	OTHER BUSINESS SUPPRT SERV	536,126.00	470,610.00	351,127.46	.00	119,482.54	74.6 %
2610	CUSTODIAL & HOUSEKEEPING	2,004,100.00	2,005,560.00	814,088.81	105,846.88	1,085,624.31	45.9 %

GL2042R 12/01/2011
10:32:10

New Milford Board of Education
APPROPRIATIONS BY PROGRAM REPORT AS OF 11/30/2011

Page 2
USER - BARBARA

FUND 001 000 GENERAL FUND

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2620	MAINTENANCE & REPAIR	2,924,031.00	2,925,491.00	1,162,727.49	1,314,421.30	448,342.21	84.7 %
2630	BUILDING USE ADMINISTRATION	32,650.00	32,650.00	13,475.99	2,854.00	48,979.99	50.0 %
2710	REIMBURSABLE TRANSPORT	4,136,142.00	4,136,142.00	1,329,378.81	2,879,373.12	72,609.93	101.8 %
2790	NON-REIMBURSABLE TRANSPRT	.00	.00	1,073.80	.00	1,073.80	.0 %
2810	PLANNING & EVALUATION	9,750.00	9,750.00	950.23	.00	8,799.77	9.7 %
2820	COMMUNICATION & COMM/STAFF RELATION	29,150.00	29,150.00	11,257.04	10,531.08	7,361.88	74.7 %
2830	RECRUITING/PERSONNEL SERV	167,784.00	169,658.00	71,044.42	95,187.66	3,425.92	98.0 %
2840	TECHNOLOGY	215,278.00	217,610.00	106,863.11	77,925.21	32,821.68	84.9 %
2910	SOCIAL SECURITY	574,438.00	574,438.00	205,848.25	.00	368,589.75	35.8 %
2920	MEDICARE	453,900.00	453,900.00	144,654.29	.00	309,245.71	31.9 %
2930	LIFE INSURANCE	83,004.00	83,004.00	40,629.93	42,374.07	.00	100.0 %
2940	DISABILITY INSURANCE	89,443.00	89,443.00	34,087.43	55,355.57	.00	100.0 %
2950	MEDICAL INSURANCE	6,175,671.00	6,175,671.00	2,573,196.25	.00	3,602,474.75	41.7 %
2960	UNEMPLOYMENT INSURANCE	49,795.00	49,795.00	22,383.50	27,411.00	.50	100.0 %
2970	OTHER BENEFITS	612,210.00	612,210.00	404,674.00	208,860.00	1,324.00	100.2 %
2980	PENSION-NON CERTIFIED EMPLOYEES	618,958.00	618,958.00	618,958.00	.00	.00	100.0 %
3210	INTERSCHOLASTIC SPORTS	639,947.00	639,947.00	138,376.23	154,372.75	347,198.02	45.7 %
3211	INTRAMURAL SPORTS	30,786.00	30,786.00	4,735.00	.00	26,051.00	15.4 %
3212	OTHER STUDENT ACTIVITIES	194,872.00	194,872.00	16,381.00	5,739.41	172,751.59	11.4 %
6110	TUITION-CONN PUB SCHL DIS	606,553.00	606,553.00	323,048.56	394,043.83	110,539.39	118.2 %
6130	TUITION-NON PUBLIC SCHL	950,311.00	950,311.00	478,759.03	1,071,131.20	599,579.23	163.1 %
7001	CAPITAL-FACILITIES	423,066.00	423,066.00	407,758.97	12,806.24	2,500.79	99.4 %
7002	CAPITAL-TECHNOLOGY	392,524.00	392,524.00	182,626.27	129,478.00	80,419.73	79.5 %
7003	CAPITAL-OTHER	84,061.00	84,061.00	54,317.82	15,204.08	14,539.10	82.7 %
** FINAL TOTAL **		57,194,266.00		20,136,176.51		7,784,830.55	
			57,194,266.00		29,273,258.94		86.4 %
"FINAL TOTAL" 11/30/2010		56,945,211.00	56,945,211.00	19,704,677.86	28,901,041.63	8,339,491.51	85.4%
Variance		249,055.00	249,055.00	431,498.65	372,217.31	-554,660.96	1.0%

**NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 12/13/11**

Transfer #	Description	From: Account#	Amount	To: Account #	Amount
SMS 001	RnB Enterprises – 5 Smart Auto Responses				
		04-641-1105	\$5,250.00		
		04-733-1105	<u>\$1,178.00</u>		
			\$6,428.00	04-611-1105	\$6,428.00
NMHS 001	B&H Photo – 2 Data Projectors	05-642-1104	\$998.00	05-732-1104	\$998.00
NMHS 002	Repair of Equipment	05-339-1107	\$800.00	05-431-1107	\$800.00
NMHS 003	Classroom Supplies	05-339-1107	\$700.00	05-611-1107	\$700.00
C/O 001	Education Week – Advertise for Administrative Vacancies				
		15-550-2830	\$1,657.00		
		15-580-2830	\$ 350.00		
		15-339-2830	<u>\$ 888.00</u>		
			\$2,895.00	05-540-2830	\$2,895.00

Exhibit B

New Milford PTO

Parent Teacher Organization

New Milford PTO

P.O. Box 1343

New Milford, CT 06776

December 5, 2011

Dr. Jean Ann Paddyfote
Superintendent
50 East Street
New Milford, CT 06776

Dear Dr. Paddyfote:

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.

JPS Requests the following:

\$2085.00 requested by the third grade team for all 3rd grade students to go on a tour to the Capitol in Hartford, The Museum of Connecticut History, The CT Supreme Court and Bushnell Park.

\$1185.00 is requested for John Farrell to come and do a program on bullying that will benefit the entire school.

SNIS Requests the following:

\$1145.00 requested by Nanci Zimmerman for an assembly of Dr. Quark presents Newtons Law of Motion, Scientific method inertia, force, acceleration, action-reaction and units of measurement. The program compliments the 5th grade study and will benefit the entire 5th grade.

Sincerely,

Jennifer Luis
TW PTO Secretary

Memorandum from the Department of Human Resources

To: Dr. JeanAnn Paddyfote
From: Ellamac Baldeli
Date: 12/6/2011
Re: Plan to Fill Administrative Vacancies for 2012 -2013

The purpose of this memo is to provide you with a recommended tentative plan to fill the administrative vacancies for the 2012 – 2013 school year.

There will be seven (7) administrative vacancies effective June 30, 2012. They are:

- Assistant Superintendent
- Director of Pupil Personnel and Special Services
- Elementary Principal
- Two Secondary Assistant Principals
- Elementary Assistant Principal
- Athletic Director

Pre-screening of all applications should begin in January and continue to March 1, 2012.

For the Assistant Superintendent and Director of Pupil Personnel and Special Services vacancies:

- March 1st and 2nd: Central Office administration will pre-screen viable applications and select candidates to be interviewed for the Assistant Superintendent and the Director of Pupil Personnel and Special Services vacancies;
- During the first full week in March, the initial interviews should begin. These first interviews will be done by Central Office administration;

- The second round of interviews should begin the second week in March. This interview committee should include two (2) Board of Education members, at least one (1) building level administrator, three (3) teachers and two (2) PTO members;
- The third round of interviews should begin the third week in March. Members of this interview committee should be three (3) Board of Education members and Central Office administrators;
- At a special meeting of the Board of Education during the fourth week in March, the final candidates for Assistant Superintendent and Director of Pupil Personnel and Special Services should be brought forward by the Superintendent to the Board of Education for appointments.

For the Elementary Principal and Assistant Principal vacancies:

- March 29th and 30th: Central Office administration will pre-screen viable applications and select candidates to be interviewed for the elementary principal and assistant principal vacancies;
- During the first week in April, the initial interviews should begin. These first interviews will be done by Central Office administration;
- The second round of interviews should begin the second week in April. This interview committee should include two (2) Board of Education members, at least one (1) building level administrator, three (3) teachers and two (2) PTO members.
- The third round of interviews should be scheduled the Friday of the second week in April. Members of this interview committee should be three (3) Board of Education members and Central Office administrators;
- At a special meeting of the Board of Education during the fourth week in April, the final candidates for elementary principal and assistant principal should be brought forward by the Superintendent to the Board of Education for appointments.

For the Secondary Assistant Principals and the Athletic Director vacancies:

- The last week in April: Central Office administration will pre-screen viable applications and select candidates to be interviewed for the secondary assistant principals and the Athletic Director vacancies;

- During that last week in April, the initial interviews should begin. These first interviews will be done by Central Office administration;
- The second round of interviews should begin the first week in May. This interview committee should include two (2) Board of Education members, at least one (1) building level administrator, three (3) teachers and two (2) PTO members;
- The third round of interviews should be scheduled the Monday and Tuesday of the second week in May. Members of this interview committee should be three (3) Board of Education members and Central Office administrators;
- At a special meeting of the Board of Education scheduled during the dates of May 10th – May 24th, the final candidates for the two secondary assistant principals and the Athletic Director should be brought forward by the Superintendent to the Board of Education for appointments.

To recap, the schedule would tentatively look like this:

For Assistant Superintendent and Director of Pupil Personnel and Special Services:

- Week of March 5th – March 9th: Central Office administration does initial interviews (20 minutes per candidate). *First round of interviews.*
- Week of March 12th – March 16th: Committee of BOE members, administrators, teachers and PTO members conducts second round of interviews (45 minutes). *Second round of interviews.*
- Week of March 19th – 23rd: Committee of BOE and Central Office administrators conducts the third and final interviews before candidates are brought forward by the Superintendent to the full Board for appointments (45 - 60 minutes). *Third round of interviews.*
- Week of March 26th – 30th: Special BOE meeting to interview finalists and make appointments.

For the Elementary Principal and Assistant Principal:

- Week of April 2nd – 5th: Central Office administration does initial interviews (20 minutes per candidate). *First round of interviews.*

- Week of April 9th – 11th: Committee of BOE members, administrators, teachers and PTO members conducts second round of interviews (45 minutes). *Second round of interviews.*
- April 12th: Committee of BOE and Central Office administrators conducts the third and final interviews before candidates are brought forward by the Superintendent to the full Board for appointments (45 - 60 minutes). *Third round of interviews.*
- Week of April 23rd -27th: Special BOE meeting to interview finalists and make appointments.

For the two Secondary Assistant Principals and the Athletic Director:

- Week of April 23rd – 27th: Central Office administration does initial interviews (20 minutes per candidates). *First round of interviews.*
- Week of May 1st – 4th: Committee of BOE members, administrators, teachers and PTO members conducts second round of interviews (45 minutes). *Second round of interviews.*
- May 7th & 8th: Committee of BOE and Central Office administrators conduct the third and final interviews before candidates are brought forward by the Superintendent to the full Board for appointments (45 - 60 minutes). *Third round of interviews.*
- May 10th – 24th: Special BOE meeting to interview finalists and make appointments.

Please note that should a current administrator ask for a lateral transfer, and should the transfer be granted by the Superintendent, the Board shall be apprised of the transfer or change in assignment in accordance with Board Policy # 2152.

This is a very notable change to our administrative team. We will need to be vigilant in keeping to a timetable to ensure that we enlist new personalities who will complement the remaining members of this administrative team as well as bring new and exciting ideas and personal experiences to the district.

Administrative Vacancies
For 2012-2013

Assistant Superintendent
Director of PPSS
Elementary Principal
Secondary Asst. Principal (2)
Elementary Asst. Principal
Athletic Director

HIRING TIMELINE



Prescreening of Applications by
Central Office administrators



Initial Interview
Central Office
Administrators



Second Interview
Committee of 8:
2 BOE
1 Administrator
3 Teachers
2 PTO



Third Interview
3 BOE
CO Administrators



Week of March 26-30
Special BOE meeting to appoint:
Asst. Superintendent
Director of PPSS

Week of April 23-27
Special BOE meeting to appoint:
Elementary Principal
Elementary Asst. Principal

Week of May 10-24
Special BOE meeting to appoint:
Secondary Assistant Principals
Athletic Director

Administrative Interview Schedule

<div>Position</div> <div>Assistant Superintendent</div> <div>Director of PPSS</div>	<div>Initial Interviews</div> <div>March</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	Mon	Tue	Wed	Thu	Fri				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<div>Second Interviews</div> <div>March</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	Mon	Tue	Wed	Thu	Fri				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<div>Third Interviews</div> <div>March</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	Mon	Tue	Wed	Thu	Fri				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<div>Appointment</div> <div>March</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	Mon	Tue	Wed	Thu	Fri				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
	Mon	Tue	Wed	Thu	Fri																																																																																																																							
				1	2																																																																																																																							
5	6	7	8	9																																																																																																																								
12	13	14	15	16																																																																																																																								
19	20	21	22	23																																																																																																																								
26	27	28	29	30																																																																																																																								
Mon	Tue	Wed	Thu	Fri																																																																																																																								
			1	2																																																																																																																								
5	6	7	8	9																																																																																																																								
12	13	14	15	16																																																																																																																								
19	20	21	22	23																																																																																																																								
26	27	28	29	30																																																																																																																								
Mon	Tue	Wed	Thu	Fri																																																																																																																								
			1	2																																																																																																																								
5	6	7	8	9																																																																																																																								
12	13	14	15	16																																																																																																																								
19	20	21	22	23																																																																																																																								
26	27	28	29	30																																																																																																																								
Mon	Tue	Wed	Thu	Fri																																																																																																																								
			1	2																																																																																																																								
5	6	7	8	9																																																																																																																								
12	13	14	15	16																																																																																																																								
19	20	21	22	23																																																																																																																								
26	27	28	29	30																																																																																																																								
<div>Position</div> <div>Elementary Principal</div> <div>Elementary Asst Principal</div>	<div>Initial Interviews</div> <div>April</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					<div>Second Interviews</div> <div>April</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					<div>Third Interviews</div> <div>April</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					<div>Appointment</div> <div>April</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
	Mon	Tue	Wed	Thu	Fri																																																																																																																							
	2	3	4	5	6																																																																																																																							
9	10	11	12	13																																																																																																																								
16	17	18	19	20																																																																																																																								
23	24	25	26	27																																																																																																																								
30																																																																																																																												
Mon	Tue	Wed	Thu	Fri																																																																																																																								
2	3	4	5	6																																																																																																																								
9	10	11	12	13																																																																																																																								
16	17	18	19	20																																																																																																																								
23	24	25	26	27																																																																																																																								
30																																																																																																																												
Mon	Tue	Wed	Thu	Fri																																																																																																																								
2	3	4	5	6																																																																																																																								
9	10	11	12	13																																																																																																																								
16	17	18	19	20																																																																																																																								
23	24	25	26	27																																																																																																																								
30																																																																																																																												
Mon	Tue	Wed	Thu	Fri																																																																																																																								
2	3	4	5	6																																																																																																																								
9	10	11	12	13																																																																																																																								
16	17	18	19	20																																																																																																																								
23	24	25	26	27																																																																																																																								
30																																																																																																																												
<div>Position</div> <div>Secondary Asst. Principals</div> <div>Athletic Director</div>	<div>Initial Interviews</div> <div>April</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					<div>Second Interviews</div> <div>May</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		<div>Third Interviews</div> <div>May</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		<div>Appointment</div> <div>May</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
	Mon	Tue	Wed	Thu	Fri																																																																																																																							
	2	3	4	5	6																																																																																																																							
9	10	11	12	13																																																																																																																								
16	17	18	19	20																																																																																																																								
23	24	25	26	27																																																																																																																								
30																																																																																																																												
Mon	Tue	Wed	Thu	Fri																																																																																																																								
	1	2	3	4																																																																																																																								
7	8	9	10	11																																																																																																																								
14	15	16	17	18																																																																																																																								
21	22	23	24	25																																																																																																																								
28	29	30	31																																																																																																																									
Mon	Tue	Wed	Thu	Fri																																																																																																																								
	1	2	3	4																																																																																																																								
7	8	9	10	11																																																																																																																								
14	15	16	17	18																																																																																																																								
21	22	23	24	25																																																																																																																								
28	29	30	31																																																																																																																									
Mon	Tue	Wed	Thu	Fri																																																																																																																								
	1	2	3	4																																																																																																																								
7	8	9	10	11																																																																																																																								
14	15	16	17	18																																																																																																																								
21	22	23	24	25																																																																																																																								
28	29	30	31																																																																																																																									

Sub-Committee and Regular BOE Meetings

March 6 (Facilities & Operations), March 13 (BOE), March 20 (Policy & Committee on Learning), March 27 (Special BOE)
 April 3 (Facilities & Operations), April 10 (BOE), April 24 (Special BOE)
 May 1 (Facilities & Operations), May 8 (BOE), May 15 (Policy & Committee on Learning), May 10-24 (Special BOE)



STATE OF CONNECTICUT

STATE BOARD OF EDUCATION



TO: Superintendents of Schools

FROM: George A. Coleman
Acting Commissioner of Education

DATE: April 1, 2011

SUBJECT: UPDATE: New Data Requirements Under the State Fiscal Stabilization Fund (SFSF) Program

In June 2010, you received a letter from Commissioner McQuillan that outlined the new data requirements under the State Fiscal Stabilization Fund (SFSF) Program. You will recall that one of these requirements is for teachers to be linked to their students, including collecting information on student courses completed and grades earned. The Bureau of Data Collection, Research and Evaluation (BDCRE) and the Bureau of Information Technology (BIT) are currently developing a data collection system, the Teacher-Course-Student (TCS) module, for districts to use to upload these data. Your input and support is vital for this important data collection to be successful, and for the requirements of this federal mandate to be satisfied.

First, I would like to acknowledge the effort that is required from you to comply with this mandate and we are working to ease the burden as much as possible. Contrary to the letter that was sent out in June 2010, the course crosswalk between the courses offered in your schools and the standardized courses put forth by the National Center for Education Statistics (NCES) is no longer a requirement for the current school year. In September 2011, we will accept both district course codes and NCES course codes. It is preferable to use NCES course codes for consistency in reporting but we realize that the timeline is quite short to accomplish this task if it is not already completed. We will be requiring the alignment of local courses to the NCES course codes during the 2011-12 school year.

I have attached the file record layout to this communication so that preparations can begin for the required data upload. The layout outlines the data fields that are required and provides technical information for the preparation of the data file that you will need to send us through our new application. Please forward this information to the appropriate staff in your district so that they may begin this work as soon as possible.

To facilitate the communication about the development of, training for and implementation of this new data collection system, I ask that you designate a contact person in your district to work with the Department's Bureau of Data Collection, Research and Evaluation.

New Data Requirements Under the State Fiscal Stabilization Fund (SFSF) Program

April 1, 2011

Page 2

Please use the attached form to provide the contact information on your designee. Feedback and input from you is also critically important. Please also indicate if we can contact your designee to participate in feedback sessions with staff from the BDCRE and BIT. Please return this electronic form to Karen Addesso, Bureau of Data Collection, Research and Evaluation, at karen.addesso@ct.gov by April 8, 2011.

Thank you for your assistance in this effort. This information is critical to address the mandate from the federal government, and will provide useful information about course-taking patterns of students over time. We will be providing more information as well as training dates for this collection very soon. If you have any questions, please contact Karen Addesso at 860-713-6827 or via email at karen.addesso@ct.gov.

GAC:ka

Attachment

2010-2011 TEACHER-COURSE-STUDENT RECORD LAYOUT (Version 1.0)

M=Mandatory
O=Optional
R=Recommended
C=Conditional
D=Disallowed

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Requirements	Valid Values
1	State Assigned Student ID (SASID)	A	Char	1	10	10	M	Numbers only
2	Reporting District	B	Char	11	13	3	M	See table B
3	District Student ID	C	Char	14	33	20	R	Character and/or Numbers
4	Date of Birth	D	Char	34	41	8	M	MMDDYYYY
5	Educator Identification Number (EIN)	E	Char	42	51	10	C	Numbers only
6	Teacher Type	F	Char	52	54	3	M	See table C
7	District Teacher ID	G	Char	55	74	20	R	Character and/or Numbers
8	Course Facility Code	H	Char	75	81	7	M	See table A
9	NCES Course Code	I	Char	82	93	12	C	Character and/or Numbers
10	Local Course Code	J	Char	94	113	20	C	Character and/or Numbers
11	Section Number	K	Char	114	116	3	M	Numbers only
12	Outcome/Grade	L	Char	117	126	10	M	Character and/or Numbers
13	CSDE Use 1	M	Char	127	139	20	D	Reserved
14	CSDE Use 2	N	Char	140	159	20	D	Reserved
15	CSDE Use 3	O	Char	160	179	20	D	Reserved
16	CSDE Use 4	P	Char	180	199	20	D	Reserved
17	CSDE Use 5	Q	Char	200	219	20	D	Reserved
18	End of Record Marker	R	Char	220	220	1	M	The letter "X" must be included in this position to mark the end of each record

NOTE: The above layout describes the fixed length format. For districts providing a comma delimited file, please follow the above layout for field sequence and maximum length. Also, please include a carriage return (cr) and line feed (lf) after each record regardless of format.

Mandatory - If this field is not complete an error is generated.

Optional - The district has the option to report this field or leave it blank.

Recommended - We recommend that this field be reported but the district has the option to report this field or leave it blank.

Conditional - This field may become required depending upon your response to a related field.

Disallowed - The district may not report this field for this submission.

**New Milford Board of Education
Operations Sub-Committee Minutes
December 6, 2011
Lillis Administration Building, Room 2**

GEORGE C. BUCKBEE
TOWN CLERK

gm

2011 DEC -8 P 12:16

NEW MILFORD, CT

Present: Mr. Thomas McSherry, Chairperson
Mr. William Wellman
Mr. David A. Lawson (Alternate)

Absent: Mrs. Lynette Rigdon (Alternate)

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Dr. Maureen McLaughlin, Assistant Superintendent of Schools
Ms. Ellamae Baldelli, Director of Human Resources
Mr. Gregg Miller, Director of Fiscal Services
Mr. Daniel DiVito, Director of Technology

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:00 p.m. by Mr. McSherry.	Call to Order
2.	Public Comment <ul style="list-style-type: none">None	Public Comment
3.	Discussion and Possible Action A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of November 30, 2011 <ul style="list-style-type: none">No discussion. Mr. Lawson moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of November 30, 2011 to the full Board for approval. Motion seconded by Mr. Wellman and passed unanimously. B. Monthly Reports 1. Purchase Resolution D-641 2. Budget Position as of November 30, 2011 3. Request for Budget Transfers <ul style="list-style-type: none">Mr. Lawson stated that he was pleased to see	Discussion and Possible Action Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of November 30, 2011 Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of November 30, 2011 to the full Board for approval. Monthly Reports 1. Purchase Resolution D-641 2. Budget Position as of November 30, 2011 3. Request for Budget Transfers

**New Milford Board of Education
Operations Sub-Committee Minutes
December 6, 2011
Lillis Administration Building, Room 2**

	<p>transfers continued to be low.</p> <ul style="list-style-type: none"> • Mr. Wellman asked for clarification on the transfer to RnB. Mr. DiVito said they are a tech company that has the state contract for Smart receiver systems and the district had purchased 5 sets of 24. Both Mr. Wellman and Mr. Lawson applauded the use of this technology. • With winter approaching, Mr. Miller spoke briefly about fuel oil. Prices were locked in with town at \$2.98 vs \$2.79 projected so that account may be \$20,000 to \$25,000 short, however natural gas is running under so he is hoping that will offset. He is also hoping the new windows at Lillis will have an impact. <p>Mr. Lawson moved to bring the monthly reports: Purchase Resolution D-641, Budget Position as of November 30, 2011, and Request for Budget Transfers to the full Board for approval. Motion seconded by Mr. Wellman and passed unanimously.</p>	
C.	<p>Gifts & Donations</p> <p>1. Exhibit B: PTO Gifts & Donations</p> <ul style="list-style-type: none"> • Mr. McSherry thanked the PTO for their continuing generosity. <p>Mr. Lawson moved to bring Exhibit B: PTO Gifts and Donations to the full Board for approval. Motion seconded by Mr. Wellman and passed unanimously.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-641, Budget Position as of November 30, 2011, and Request for Budget Transfers to the full Board for discussion and approval.</p>
D.	<p>Plan to fill Administrative Vacancies</p> <ul style="list-style-type: none"> • Dr. Paddyfote asked Ms. Baldelli to review this handout with the committee. It gave a detailed timeline for the process to be used to fill the numerous administrative vacancies for 2012-2013. 	<p>Gifts & Donations</p> <p>1. Exhibit B: PTO Gifts & Donations</p> <p>Motion made and passed unanimously to bring Exhibit B: PTO Gifts and Donations to the full Board for approval.</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
December 6, 2011
Lillis Administration Building, Room 2**

	<ul style="list-style-type: none"> • Mr. Wellman asked if any assessment had been done as to whether or not each of these positions was still needed or if some could be combined. • Mr. Lawson stated that, if anything, he thought positions should be added due to the increasing number of unfunded mandates from the state and federal government. • Mr. Lawson asked how the candidate pool looked. Ms. Baldelli told him it was very early in the process and she had approximately a dozen applications already. • Dr. Paddyfote stated that Dr. Tomasello was still interim at SNIS but he is willing to stay one more year if appointed. 	
4.	<p>Item of Information UPDATE: New Data Requirements Under the State Fiscal Stabilization Fund (SFSF) Program</p> <ul style="list-style-type: none"> • Dr. Paddyfote brought this as an item of information as an example of one of the many unfunded mandates that continue to arrive from the state. These new data requirements have taken and will continue to take hours and hours of unanticipated administrative manpower. 	Item of Information
5.	<p>Adjourn</p> <p>Mr. Wellman moved to adjourn the meeting at 7:32 p.m. seconded by Mr. Lawson and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:32 p.m.</p>

Respectfully submitted:



Thomas McSherry, Chairperson
Operations Sub-Committee