

NEW MILFORD BOARD OF EDUCATION

New Milford Public Schools

50 East Street

New Milford, Connecticut 06776

**OPERATIONS SUB-COMMITTEE
MEETING NOTICE**

DATE:	February 7, 2012
TIME:	7:30 P.M.
PLACE:	Lillis Administration Building – Room 2

REVISED AGENDA

GEORGE C. BUCKBEE
TOWN CLERK



2012 FEB - 6 P 1:15

NEW MILFORD, CT

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-643
2. Budget Position as of 1/31/12
3. Request for Budget Transfers

C. Gifts & Donations

1. Lowe's Toolbox for Education Grant to John Pettibone School – Exhibit B

D. Sherman Contract

E. Capital Reserve Request: Hill & Plain Elementary School Boiler Project and Schaghticoke Middle School lockers

4. Item of Information

- A. Town of New Milford Audit Report dated June 30, 2011

5. Adjourn

Sub-Committee Members: Mr. Tom McSherry, Chairperson
Mr. David Lawson
Mrs. Lynette Celli Rigdon
Mr. Bill Wellman

Alternates: Mr. Tom Brant
Mrs. Daniele Shook

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
February 14, 2012

**As of February 3, 2012

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

- 1. Mrs. Kimberley Ross**, Math Teacher, Schaghticoke Middle School

Move that the Board of Education accept the resignation of **Mrs. Kimberley Ross** as a Math Teacher at Schaghticoke Middle School effective June 30, 2012.

Personal Reasons

2. CERTIFIED STAFF

b. APPOINTMENTS

- 1. None**

3. NON-CERTIFIED STAFF

a. RESIGNATIONS

- 1. None**

4. NON-CERTIFIED STAFF

b. APPOINTMENTS

- 1. Ms. Jeanne Wiltshire**, Special Education Paraeducator, New Milford High School

Move that the Board of Education appoint **Ms. Jeanne Wiltshire** as a Special Education Paraeducator at New Milford High School effective February 15, 2012.

Hire Rate: \$12.79 per hour

Job Rate: \$13.12 per hour

Replace: J. Palmer

5. SUBSTITUTES

a. APPOINTMENTS

- 1. None**

6. ADULT EDUCATION STAFF

a. RESIGNATIONS

- 1. None**

7. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. **Mr. Robert Norlander**, Security Guard, Adult Education, New Milford High School

Move that the Board of Education appoint **Mr. Robert Norlander** as a Security Guard for Adult Education at New Milford High School effective February 15, 2012.

Hourly Rate: \$12.00

8. BAND STAFF

a. RESIGNATIONS

1. None

9. BAND STAFF

b. APPOINTMENTS

1. None

10. COACHING STAFF

a. RESIGNATIONS

1. **Mr. Cody Norlander**, Boys' Head Tennis Coach, New Milford High School

Move that the Board of Education accept the resignation of **Mr. Cody Norlander** as Boys' Head Tennis Coach at New Milford High School effective January 27, 2012.

Personal Reasons

2. **Ms. Mary Van Doren**, Varsity Boys' Swimming Coach, New Milford High School

Move that the Board of Education accept the resignation of **Ms. Mary Van Doren** as Varsity Boys' Swimming Coach at New Milford High School effective February 1, 2012.

Personal Reasons

11. COACHING STAFF

b. APPOINTMENTS

1. **Mr. James Carmellini**, Varsity Boys' Swimming Coach, New Milford High School

Move that the Board of Education appoint **Mr. James Carmellini** as Varsity Boys' Swimming Coach at New Milford High School effective February 15, 2012.

2011-2012 stipend: \$4315
pro-rated from 2/15/12 to end
of season

12. LEAVES OF ABSENCE

1. None

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-643
BOE MEETING DATE: 2/14/12

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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.

<u>PO #</u>	<u>VENDOR/DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT #</u>
43792	Administrator Unemployment Compensation	\$25,000.00	15-200-2960
44525	Deveraux Foundation – Tuition for 2011-2012	\$59,117.72	12-563-6130
45995	RnB Enterprises – 5 Smartboards	\$15,180.00	01-731-1128
46200	Silvestri Fencing – Double Barrier Gates Installed	\$5,850.00	05-339-3210
46201	Billings Gym & Sports – Baseball Uniforms	\$7,296.00	05-612-3210
46225	Mediation Agreement	\$15,000.00	12-563-6130
46241	RnB Enterprises – 3 Smartboards	\$9,524.00	01-731-1128

FUND 001 000

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	678,508.00	678,508.00	251,935.08	297,992.24	128,580.68	81.0 %
1102	NON DEPT INSTRUCTION	6,745,266.00	6,750,384.00	2,975,750.66	3,596,665.28	177,968.06	97.4 %
1103	BUSINESS EDUCATION	330,000.00	335,522.00	164,186.73	167,170.16	4,165.11	98.8 %
1104	ENGLISH/LANGUAGE ARTS	1,799,770.00	1,782,321.00	841,651.38	937,944.62	2,725.00	99.8 %
1105	WORLD LANGUAGE	997,452.00	997,452.00	468,573.23	508,861.54	20,017.23	98.0 %
1106	HOME ECONOMICS	178,333.00	178,333.00	85,135.31	92,502.40	695.29	99.6 %
1107	INDUSTRIAL ARTS	300,753.00	300,753.00	138,689.17	148,853.48	13,210.35	95.6 %
1108	MATHEMATICS	1,511,069.00	1,546,863.00	748,540.22	772,260.00	26,062.78	98.3 %
1109	MUSIC	848,161.00	850,026.00	378,537.16	442,393.28	29,095.56	96.6 %
1110	PHYSICAL EDUCATION	945,820.00	947,960.00	403,739.92	531,185.89	13,034.19	98.6 %
1111	SCIENCE	1,615,440.00	1,588,406.00	714,583.18	846,367.98	27,454.84	98.3 %
1112	SOCIAL STUDIES	1,444,216.00	1,490,965.00	671,481.15	706,367.84	113,116.01	92.4 %
1113	PATIENT CARE TECHNOLOGY	16,846.00	16,846.00	6,380.55	8,120.65	2,344.80	86.1 %
1116	HEALTH AND SAFETY	332,913.00	332,913.00	144,050.46	179,174.66	9,687.88	97.1 %
1118	CAREER EDUCATION	27,912.00	28,649.00	15,086.69	13,551.53	10.78	100.0 %
1119	COMPUTER EDUCATION	377,810.00	378,392.00	138,948.99	207,201.36	32,241.65	91.5 %
1120	DRIVER EDUCATION	.00	.00	7,808.18	.00	7,808.18	.0 %
1121	REMEDIAL READING	845,914.00	884,341.00	387,385.77	411,781.73	85,173.50	90.4 %
1123	ENGLISH AS A SECOND LANG	126,198.00	126,198.00	55,855.23	66,137.41	4,205.36	96.7 %
1124	DISTRIBUTIVE EDUCATION	56,012.00	56,012.00	24,645.28	31,366.72	.00	100.0 %
1127	ART	842,308.00	842,767.00	398,685.13	439,935.62	4,146.25	99.5 %
1128	GENERAL INSTRUCT SUPPLIES	393,920.00	410,556.00	187,318.82	112,191.40	111,045.78	73.0 %
1129	SUBSTITUTE TEACHERS	332,088.00	332,088.00	183,363.63	.00	148,724.37	55.2 %
1130	INSTRUCTIONAL TESTING	100,269.00	101,796.00	55,394.01	37,398.18	9,003.81	91.2 %
1131	NON DEPT INSTRUCT GR 6-12	71,230.00	71,230.00	39,808.16	22,117.81	9,304.03	86.9 %
1210	GIFTED TALENTED/ENRICHMNT	109,200.00	109,200.00	42,610.00	59,759.68	6,830.32	93.7 %
1211	EXCEL-EXPER. CTR EARLY MAN	414,773.00	414,773.00	286,181.65	206,187.88	77,596.53	118.7 %
1212	SPECIAL ED-NON CATEGORICL	5,002,096.00	4,984,688.00	2,338,279.53	2,712,731.72	66,323.25	101.3 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	188,518.00	188,518.00	87,909.15	85,316.13	15,292.72	91.9 %
1270	TUTORIAL	210,779.00	210,779.00	56,304.60	.00	154,474.40	26.7 %
1271	HOMEBOUND INSTRUCTION	56,050.00	56,050.00	21,697.47	.00	34,352.53	38.7 %
1290	OTHER SPECIAL EDUCATION	293,394.00	293,394.00	169,288.53	120,129.46	3,976.01	98.6 %
1291	SPEC ED PARA SUBSTITUTES	58,510.00	58,510.00	42,677.52	.00	15,832.48	72.9 %
1310	ADULT ED-BASIC PROGRAM	86,441.00	86,441.00	36,680.04	.00	49,760.96	42.4 %
1311	ADULT ED-HIGH SCHL EQUIV	5,191.00	5,191.00	1,434.82	.00	3,756.18	27.6 %
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	115,475.20	132,249.99	1,524.81	99.4 %
2120	GUIDANCE SERVICES	941,857.00	941,857.00	434,065.70	494,300.96	13,490.34	98.6 %
2130	HEALTH SERVICES	914,342.00	914,644.00	483,565.74	447,238.80	16,160.54	101.8 %
2140	PSYCHOLOGICAL SERVICES	454,555.00	443,627.00	205,161.57	237,824.75	640.68	99.9 %
2150	SPEECH AND HEARING	725,624.00	725,624.00	343,818.94	364,991.28	16,813.78	97.7 %
2211	STAFF DEVELOPMENT & TRAIN	56,565.00	56,565.00	23,831.74	750.00	31,983.26	43.5 %
2212	CURRICULUM DEVELOPMENT	166,195.00	167,722.00	74,437.06	38,030.43	55,254.51	67.1 %
2222	LIBRARY SERVICES	688,973.00	688,973.00	286,698.32	352,457.14	49,817.54	92.8 %
2223	AUDIO-VISUAL SERVICES	19,757.00	19,757.00	4,904.68	768.64	14,083.68	28.7 %
2224	EDUCATIONAL TELEVISION	2,004.00	2,004.00	300.52	105.95	1,597.53	20.3 %
2310	BOARD OF EDUCATION	173,102.00	173,102.00	123,246.00	42,096.36	7,759.64	95.5 %
2320	CENTRAL ADMINISTRATION	339,479.00	349,132.00	200,863.25	123,270.37	24,998.38	92.8 %
2410	OFFICE OF THE PRINCIPAL	2,566,547.00	2,540,107.00	1,394,556.30	999,216.75	146,333.95	94.2 %
2490	OTHER SCHOOL ADMINISTRATN	114,073.00	113,771.00	50,587.73	61,016.69	2,166.58	98.1 %
2510	FISCAL SERVICES	412,970.00	417,398.00	259,955.84	156,262.93	1,179.23	99.7 %
2590	OTHER BUSINESS SUPPRT SERV	536,126.00	457,095.00	347,927.08	.00	109,167.92	76.1 %
2610	CUSTODIAL & HOUSEKEEPING	2,004,100.00	2,005,560.00	1,165,740.61	82,962.67	756,856.72	62.3 %

GL2042R 2/01/2012
8:54:48
FUND 001 000 GENERAL FUND

New Milford Board of Education
APPROPRIATIONS BY PROGRAM REPORT AS OF 1/31/2012

Page 2
USER - BARBARA

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2620	MAINTENANCE & REPAIR	2,924,031.00	2,925,491.00	1,640,399.49	1,010,872.56	274,218.95	90.6 %
2630	BUILDING USE ADMINISTRATION	32,650.00-	32,650.00-	9,145.01-	2,475.00	25,979.99-	20.4 %
2710	REIMBURSABLE TRANSPORT	4,136,142.00	4,136,142.00	2,254,052.55	2,051,620.45	169,531.00-	104.1 %
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	14,032.30	10,485.82	4,631.88	84.1 %
2830	RECRUITING/PERSONNEL SERV	167,784.00	169,658.00	100,307.39	66,992.29	2,358.32	98.6 %
2840	TECHNOLOGY	215,278.00	217,610.00	141,700.44	50,875.79	25,033.77	88.5 %
2910	SOCIAL SECURITY	574,438.00	574,438.00	319,771.87	.00	254,666.13	55.7 %
2920	MEDICARE	453,900.00	453,900.00	225,030.67	.00	228,869.33	49.6 %
2930	LIFE INSURANCE	83,004.00	83,004.00	55,806.97	27,197.03	.00	100.0 %
2940	DISABILITY INSURANCE	89,443.00	89,443.00	46,303.25	43,139.75	.00	100.0 %
2950	MEDICAL INSURANCE	6,175,671.00	6,175,671.00	3,602,474.75	.00	2,573,196.25	58.3 %
2960	UNEMPLOYMENT INSURANCE	49,795.00	49,795.00	48,175.50	26,619.00	24,999.50-	150.2 %
2970	OTHER BENEFITS	612,210.00	612,210.00	526,919.00	86,615.00	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	291,821.00	134,561.25	213,564.75	66.6 %
3211	INTRAMURAL SPORTS	30,786.00	30,786.00	6,630.00	.00	24,156.00	21.5 %
3212	OTHER STUDENT ACTIVITIES	194,872.00	194,872.00	83,621.97	5,227.72	106,022.31	45.6 %
6110	TUITION-CONN PUB SCHL DIS	606,553.00	606,553.00	528,185.71	189,574.97	111,207.68-	118.3 %
6130	TUITION-NON PUBLIC SCHL	950,311.00	950,311.00	741,177.38	882,463.04	673,329.42-	170.9 %
7001	CAPITAL-FACILITIES	423,066.00	423,066.00	420,758.97	756.24	1,550.79	99.6 %
7002	CAPITAL-TECHNOLOGY	392,524.00	392,524.00	181,093.47	153,895.00	57,535.53	85.3 %
7003	CAPITAL-OTHER	84,061.00	84,061.00	68,196.90	1,325.00	14,539.10	82.7 %
** FINAL TOTAL **		57,194,266.00		30,023,280.96		5,131,078.77	
			57,194,266.00		22,039,906.27		91.0 %
"FINAL TOTAL" 1/31/2011		56,945,211.00	56,945,211.00	29,731,588.27	21,494,158.88	5,719,463.85	90.0%
Variance		249,055.00	249,055.00	291,692.69	545,747.39	-588,385.08	1.0%

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,349,947.00	27,351,985.00	12,517,869.40	14,049,876.76	784,238.84	97.1 %
112	SALARY-NON-CERTIFIED	7,907,898.00	7,905,860.00	4,171,181.17	2,119,612.42	1,615,066.41	79.6 %
200	EMPLOYEE BENEFITS	8,657,419.00	8,657,419.00	5,443,440.01	183,570.78	3,030,408.21	65.0 %
321	INSTRUCTIONAL PROGRAMS	41,363.00	41,363.00	9,308.48	8,670.00	23,384.52	43.5 %
322	PROGRAM IMPROVEMENT	84,576.00	84,576.00	21,514.95	.00	63,061.05	25.4 %
323	PUPIL SERV. (COUNSEL, GUID)	545,827.00	545,827.00	267,822.88	249,827.38	28,176.74	94.8 %
324	STAFF SERVICES (TRAINING)	94,695.00	94,695.00	23,870.46	22,762.50	48,062.04	49.2 %
331	AUDIT SERVICES	10,000.00	10,000.00	10,000.00	.00	.00	100.0 %
332	LEGAL SERVICES	135,752.00	135,752.00	97,575.00	42,096.36	3,919.36-	102.9 %
333	MEDICAL SERVICES	25,072.00	25,072.00	18,000.00	7,000.00	72.00	99.7 %
336	INSURANCE SERVICES	2,500.00	2,500.00	1,526.00	694.00	280.00	88.8 %
339	PURCH. SERVICES-OTHER	1,534,591.00	1,532,554.00	775,258.56	638,993.15	118,302.29	92.3 %
411	WATER	78,192.00	78,192.00	42,770.88	35,131.93	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	41,762.51	30,433.49	.00	100.0 %
431	INSTRUCT EQUIPMENT REPAIR	19,036.00	18,816.00	4,955.97	928.75	12,931.28	31.3 %
432	NON-INSTRUCT EQUIPMENT REPAIR	75,855.00	75,553.00	37,636.75	15,248.53	22,667.72	70.0 %
433	BUILD & GROUNDS-REPAIR	258,956.00	258,956.00	243,703.29	9,217.81	6,034.90	97.7 %
442	NON-INSTRUCT EQUIPMENT-RENT	222,400.00	221,850.00	101,057.20	66,053.56	54,739.24	75.3 %
511	PUPIL TRANSPORTATION-CONTRACT	4,237,779.00	4,237,779.00	2,191,966.46	2,044,649.29	1,163.25	100.0 %
513	PUPIL TRANSPORTATION-OTHER	2,700.00	2,700.00	81.84	550.00	2,068.16	23.4 %
515	FIELD TRIPS	105,807.00	105,807.00	44,192.06	38,288.67	23,326.27	78.0 %
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	330.70	329.06	.24	100.0 %
531	TELEPHONES	86,209.00	86,209.00	45,565.65	40,642.69	.66	100.0 %
532	POSTAGE	38,638.00	38,638.00	16,244.91	22,002.55	390.54	99.0 %
540	ADVERTISING EXPENSE	2,145.00	5,040.00	269.00	1,825.90	2,945.10	41.6 %
550	PRINTING EXPENSE	65,227.00	63,570.00	25,726.25	3,890.31	33,953.44	46.6 %
561	TUITION-CONN LEA	695,412.00	695,412.00	528,794.51	189,574.97	22,957.48-	103.3 %
563	TUITION-PRIVATE FACILITY	1,325,917.00	1,325,917.00	741,177.38	882,463.04	297,723.42-	122.5 %
580	TRAVEL EXPENSES	33,990.00	33,640.00	14,542.58	6,366.18	12,731.24	62.2 %
611	INSTRUCTIONAL SUPPLIES	572,766.00	564,445.00	298,965.25	65,956.81	199,522.94	64.7 %
612	NON-INSTRUCTIONAL SUPPLIES	198,007.00	198,007.00	53,993.34	30,479.07	113,534.59	42.7 %
613	MAINTENANCE SUPPLIES	184,495.00	184,495.00	160,118.21	22,904.01	1,472.78	99.2 %
614	MAINTENANCE COMPONENTS	33,950.00	33,950.00	34,935.79	.00	985.79-	102.9 %
619	GROUNDKEEPING SUPPLIES	6,804.00	6,804.00	6,774.61	429.47	400.08-	105.9 %
622	ELECTRICITY	974,479.00	974,479.00	442,660.43	531,818.57	.00	100.0 %
623	BOTTLED GAS	1,325.00	1,325.00	978.56	300.93	45.51	96.6 %
624	OIL	292,950.00	292,950.00	101,536.81	180,253.19	11,160.00	96.2 %
625	NATURAL GAS	333,384.00	333,384.00	99,644.54	154,338.28	79,401.18	76.2 %
626	GASOLINE	42,527.00	42,527.00	18,083.18	16,347.97	8,095.85	81.0 %
641	TEXTS-NEW/NON-CONSUMABLE	143,544.00	134,094.00	90,422.84	2,275.12	41,396.04	69.1 %
642	TEXTS-REP/ADD NON-CONSUMABLE	47,166.00	46,585.00	32,554.02	3,258.45	10,772.53	76.9 %
644	TEXTS-REP/ADD CONSUMABLE	71,067.00	71,067.00	59,271.36	.00	11,795.64	83.4 %
645	LIBRARY BOOKS	116,929.00	106,331.00	27,641.53	31,958.36	46,731.11	56.1 %
646	WORKBOOKS	64,317.00	60,719.00	46,598.31	1,651.79	12,468.90	79.5 %
647	PERIODICALS	47,152.00	46,874.00	21,032.23	3,713.47	22,128.30	52.8 %
720	BUILDINGS & IMPROVEMENTS	395,416.00	395,416.00	392,851.47	756.24	1,808.29	99.5 %
731	INSTRUCTIONAL EQUIPMENT-NEW	73,555.00	99,985.00	46,597.42	29,024.91	24,362.67	75.6 %
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	16,418.00	22,368.00	14,010.73	1,683.97	6,673.30	70.2 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	572,269.00	571,091.00	260,681.47	246,471.48	63,938.05	88.8 %

GL2041R 2/01/2012
8:55:31
FUND 001 000 GENERAL FUND

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 1/31/2012

Page 2
USER - BARBARA

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	76,177.00	79,362.00	75,851.41	3,232.10	278.49	99.6 %
810	DUES & FEES	71,026.00	71,026.00	56,614.72	2,352.00	12,059.28	83.0 %
900	FEE REVENUE	186,250.00-	186,250.00-	90,024.58-	.00	96,225.42-	.0 %
910	TUITION REVENUE	100,080.00-	100,080.00-	32,450.00-	.00	67,630.00-	.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-	7,105.58-	.00	52,894.42-	.0 %
965	VENDOR REBATE REVENUE	45,000.00-	45,000.00-	7,874.22-	.00	37,125.78-	.0 %
998	TRANSFER IN	.00	.00	.00	.00	.00	.0 %
** FINAL TOTAL **		57,194,266.00		30,023,280.96		5,131,078.77	
			57,194,266.00		22,039,906.27		91.0 %
"FINAL TOTAL" 1/31/2011		56,945,211.00		29,731,588.27		5,719,463.85	
			56,945,211.00		21,494,158.88		90.0%
Variance		249,055.00	249,055.00	291,692.69	545,747.39	-588,385.08	1.0%

**NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 2/14/12**

Transfer #	Description	From: Account#	Amount	To: Account #	Amount
HPS 001	RnB Enterprises – 5 Smartboards	01-645-1104	\$ 8,339.00		
		01-646-1104	\$ 5,520.00		
		01-645-1112	\$ 1,060.00		
		01-645-1111	\$ 188.00		
		01-611-1128	\$ 73.00		
			\$15,180.00	01-731-1128	\$15,180.00
HPS 002	RnB Enterprises – 3 Smartboards	01-611-1104	\$3,590.00		
		01-611-1128	\$5,934.00		
			\$9,524.00	01-731-1128	\$9,524.00
SMS 001	Chuck’s Musical Instrument Repair- Purchase 2 Clarinets	04-442-1109	\$550.00	04-731-1109	\$550.00



HELPING PARENT LEADERS MAKE SCHOOLS GREAT.



Exhibit B

Dear Scott,

Congratulations! Your group has been selected to receive a 2011-2012 Lowe's Toolbox for Education grant from the Lowe's Charitable and Educational Foundation (LCEF).

Your grantee kit will be sent to you at the school via United Parcel Service (UPS). Please watch for it to arrive between the 20th and the 31st of January. If you would like to follow the progress of your package, [click here](#), look for "Track by Reference #" and enter the following reference number: LOF1112270

Please make note of the arrival dates listed above for your grantee packet. We have experienced an increase in the number of schools that have lost their award packets including the grant check. As such, we will charge a replacement fee of \$75 (deducted from your grant award) if your grantee packet needs to be reissued. Due to the volume of grants awarded by the LCEF, the replacement packet won't be sent out until the next grant cycle. Thank you.

Your kit will include:

- your grant check
- a flyer with several tools for you to announce your successful grant application
- a ready-to-frame certificate

Project name: John Petibone Elementary School Garden and Greenhouse
Amount awarded: \$2,000.00

And look for two large Grant Success posters in a separate USPS mailing tube. These are perfect for celebrating this honor at your school.

You can visit the Toolbox website after February 1st to determine your closest store and the name of the store manager. This information plus useful tips and more customizable tools can be found on the "[Winner's Circle](#)" section of the [Lowes Toolbox site](#).

We applaud your dedication to improving your school. We wish you much success and look forward to hearing about your progress. Within the next few months we will be contacting you via email to find out how you are progressing with your project. Your timely response and feedback will be critical to the continued success of the program.

Toolbox for Education grants are reserved for approved school improvement projects that can be completed within one year of grant receipt. It is Lowe's hope that the project will be completed as outlined in the awarded application. However, we do understand that sometimes minor changes need to be made to the original proposal. If your scheduled completion date or your project plans change, please contact us to discuss alternative solutions.

If you have questions about your Toolbox for Education grant, the folks at PTO Today are ready to help. Please feel free to contact them via [e-mail](#) or at 800-644-3561 x210.

Sincerely,

Kelly Persons
Community Relations
Lowe's Companies, Inc

AGREEMENT

THIS AGREEMENT is hereby entered into by and between the **BOARD OF EDUCATION OF THE TOWN OF NEW MILFORD**, in the County of Litchfield and State of Connecticut [hereinafter referred to as "New Milford"], and the **BOARD OF EDUCATION OF THE TOWN OF SHERMAN**, in the County of Fairfield and State of Connecticut [hereinafter referred to as "Sherman"].

WHEREAS, the Town of Sherman does not maintain a high school and the Town of New Milford does; and

WHEREAS, New Milford and Sherman desire to enter into an agreement for the purpose of providing an educational program for public high school students of the Town of Sherman pursuant to Sections 10-33 and 10-35 of the Connecticut General Statutes.

NOW THEREFORE, in consideration of the mutual covenants contained herein, Sherman and New Milford [collectively "the Parties"] do hereby agree as follows:

1. In accordance with Section 10-33 of the Connecticut General Statutes, Sherman shall designate New Milford High School [hereinafter "NMHS"] as the high school that students who are residents of Sherman and who would otherwise be eligible to attend public high school in Sherman were the Town of Sherman to have such school [hereinafter "Students"] may attend.

2. Commencing with the **2012-2013** school year, and continuing thereafter for a period of two (2) years, or for the **2013-2014 and 2014-2015** school years, New Milford agrees to accept such Students from the Town of Sherman, to include exceptional children, as shall meet the same mental, physical, and disciplinary standards required of New Milford students at NMHS. For purposes of this Agreement, school years shall be deemed to run from July 1 through the following June 30. This Agreement shall automatically renew for an additional three-year period at the expiration of the initial, three-year term, subject to the termination provisions contained in enumerated paragraph thirteen of this Agreement, ***which renewal shall be memorialized in a new, three-year agreement that may contain different or revised terms.***

3. Sherman agrees to pay New Milford the following amounts in per-pupil tuition for Students who are enrolled at NMHS during all or any part of the term of this Agreement.

SCHOOL YEAR	TUITION
2012-2013	\$11,148
2013-2014	\$11,399
2014-2015	\$11,684

The annual tuition for each Student shall be made in four equal payments, which payments shall be tendered to New Milford on August 15, October 15, January 15, April 15.

4. If a Student is enrolled at NMHS for a full school year, then Sherman shall be billed for a full-year's tuition in accordance with the annual tuition rates set forth in enumerated paragraph three of this Agreement. If a Student is enrolled for only a portion of the school year, then Sherman shall be billed on a pro-rata basis, to be determined by dividing the full-year tuition rate by the actual days on which NMHS is in session, and multiplying the resultant amount by the number of such days that the Student was enrolled at NMHS. In determining the amount of days that a Student was enrolled at NMHS, the Parties acknowledge and agree that the dates of enrollment are separate and not dictated by the dates on which a Student was actually in attendance at NMHS.

5. For purposes of this Agreement, an "exceptional student" is defined as a Student enrolled at NMHS who has been identified as eligible for services under the Individuals with Disabilities Education Improvement Act, 20 U.S.C. §§1400, *et seq.*, **and/or** the corresponding Connecticut law, Conn. Gen. Stat. §§10-76a, *et seq.*

6. The Parties acknowledge and agree that Sherman is solely responsible for and agrees to pay whatever additional costs may be incurred for the evaluation, identification and education of such exceptional students, including but not limited to the costs of out-of-district placements, additional staff or service providers, consultants, extended school year programs, evaluations, and/or accommodations, including assistive technology devices. Sherman shall also pay whatever such additional costs may be incurred for the evaluation, identification and education of Students who although not identified as exceptional students have been found eligible for accommodations and/or modifications under Section 504 of the Rehabilitation Act. Notwithstanding any other provision of this Agreement, New Milford shall not be required to implement unique special education, or general education, programs in order to service the educational needs of Students, including exceptional students.

7. Sherman shall make its personnel available without charge to participate in Planning and Placement Team meetings and to testify at administrative proceedings before the New Milford Board of Education, the State Board of Education, or any other administrative agency, or in court proceedings relating to Students, including exceptional students.

8. Sherman shall provide all transportation for Students attending NMHS, **and shall be solely responsible for convening, prosecuting and/or defending any administrative or court proceeding requested or initiated in conjunction with a transportation-related dispute arising under Conn. Gen. Stat. §10-186, and New Milford shall not be considered a necessary party to such proceedings.**

9. Foreign exchange students residing in Sherman and attending NMHS on a full-time basis shall be considered tuition students.

10. In addition to the tuition rates and additional costs set forth in enumerated paragraphs three, four and six of this Agreement, the Parties acknowledge and agree that Students shall be responsible for paying any fees, costs or expenses associated with participation in NMHS athletics, field trips, extracurricular activities, or the administration of SAT, ACT, AP, or other examinations to the same extent as would New Milford students.

11. Notwithstanding any other provision of this Agreement, New Milford's responsibility shall be limited to providing Students with a course of instruction within the confines of NMHS or any adjunct thereto, and New Milford shall not be responsible for any course of instruction or treatment rendered to Students elsewhere, unless such instruction or treatment is at the request or direction of either New Milford or its Administrative staff.

12. The Parties acknowledge and agree that should either party be unable to perform its obligations under this Agreement due to an Act of God, war, national emergency, statutory or regulatory enactments or revisions, or any similar event beyond the control of such party, performance under this contract will be excused to the extent of such inability.

13. Either Board of Education may unilaterally terminate this Agreement by providing written notification to the other party at least one year prior to the effective date of such termination. In addition to the Parties' unilateral right to terminate this Agreement upon one-year's notice, the Parties acknowledge and agree that if they are unable to agree to tuition rates for the 2012-2013, 2013-2014 and 2014-2015 school years prior to January 30, 2012, the three-year renewal provision contained in enumerated paragraph two of this Agreement shall automatically be rendered null and void, and the Agreement shall terminate no later than July 1, 2012.

14. In the event that a change in the laws of the State of Connecticut substantially affect the rights and obligations of either or both of the Parties under any provision or provisions of this Agreement, either party may request an amendment of the provision or provisions of the Agreement so affected.

15. Should this Agreement terminate pursuant to enumerated paragraph thirteen hereof, or for any other reason, including but not limited to the events referenced in enumerated paragraphs twelve or fourteen hereof, any Students who are enrolled at NMHS at the time of such termination shall be allowed to complete their high school education at the NMHS on the same terms and conditions as provided herein so long as they continue to qualify as Students as defined in enumerated paragraph one. Sherman shall continue to provide transportation for such Students and all other provisions of this Agreement shall remain applicable to these Students, except that should the completion of such Students' high school education extend beyond the

conclusion of the 2011-2012 school year, Sherman shall be responsible for paying the tuition rate established by New Milford. The Parties acknowledge and agree that in this event, New Milford shall increase the tuition rate no more than five percent (5%) for any one school year.

16. The Parties acknowledge and agree that Students shall be subject to and must abide by all policies, regulations and behavioral codes and standards as adopted or otherwise determined by New Milford or by its Administration and staff. New Milford and its Administrative staff shall have the sole right both to impose discipline for Students – including but not limited to suspensions and expulsions – and to determine any conditions that are a part of or in any way related to such discipline, including but not limited to alternative educational opportunities and conditions for early readmission.

17. Notwithstanding the provisions of enumerated paragraph sixteen of this Agreement, Sherman shall be solely responsible for paying the costs of the alternative educational opportunity for any Student who is expelled or suspended from the New Milford Public Schools as well as the costs, if any, of conditions for readmission that would be borne by New Milford for students who reside in New Milford.

18. ***Notwithstanding any of the foregoing provisions of this Agreement, should any Student be suspected of not being a legal resident of Sherman, Sherman shall bear the full discretion and responsibility for convening, prosecuting and/or defending any administrative or court proceeding requested or initiated with respect to same, and New Milford shall not be considered a necessary party to such proceedings. Furthermore, Sherman's obligations under this Agreement – including but not limited to those set forth in enumerated paragraphs three, four and six hereof – with respect to such Student shall remain in force until and unless the Student is deemed not to be a legal resident of Sherman and no longer enjoys the right under Conn. Gen. Stat. §10-186(b)(2) to remain at NMHS or in an alternative setting.***

19. ***The signatories to this Agreement serve as, respectively, the Chair of the Sherman Board of Education and the Chair of the New Milford Board of Education, and each of their respective signatures hereto have been duly authorized by majority vote of the school board of which they serve as Chair in a legally constituted meeting of such board.***

20. The provisions of this Agreement shall be interpreted and enforced in accordance with the laws of the State of Connecticut, and should any provision of the Agreement be deemed void or illegal under either federal or state law, the remaining provisions of the Agreement shall remain unaffected, subject to the provisions of enumerated paragraph fourteen hereof.

21. This Agreement constitutes the full agreement and understanding of the Parties, and each signatory hereto represents that he or she has been duly authorized by his or her respective Board to enter into and bind the Board to this Agreement. Any

modifications of this Agreement can only be effectuated in writing, signed by duly authorized representatives of both Sherman and New Milford.

BOARD OF EDUCATION OF THE
TOWN OF SHERMAN

By _____
Chair,
Sherman Board of Education

Subscribed to and sworn before me on this _____ day of _____,
2012 in _____, Connecticut

Commissioner of the Superior Court
Notary Public
My Commission Expires:

BOARD OF EDUCATION OF THE
TOWN OF NEW MILFORD

By _____
Chair,
New Milford Board of Education

Subscribed to and sworn before me on this _____ day of _____,
2009 in _____, Connecticut

Commissioner of the Superior Court
Notary Public
My Commission Expires:

BlumShapiro

Accounting | Tax | Business Consulting

To the Board of Finance
Town of New Milford, Connecticut

In planning and performing our audit of the financial statements of the Town of New Milford, Connecticut (the Town) as of and for the year ended June 30, 2011, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

We noted the following matters involving the internal control over financial reporting and its operation that we offer as constructive suggestions for your consideration as part of the ongoing process of modifying and improving accounting controls and administrative practices.

INTERNAL CONTROL RELATED MATTERS

FINANCIAL REPORTING

Performance Bonds

As noted in the prior year, the Town did not update several bank balances for various performance bonds held. There is no set procedure in place to confirm all performance bond balances actually exist. Although these accounts do not constitute Town assets, they are recorded in an agency fund and the Town should retain documentation on all performance bonds held.

Recommendation - We recommend that the controls over performance bonds be strengthened so that the balances are accounted for accurately in the agency fund's general ledger. We also recommend that, even though the Town monitors current year activity, support for the ending balances be updated and retained on file.

Pass-through Grant Activity

The Town receives several grants for child day care operations that they sub grant to the New Milford Children's Center. The Town does not record these transactions in their general ledger. However, as they are the grantee, the activity should be reflected in their financial statements and on the applicable state and/or federal single audit reports. Audit entries are made to reflect these amounts in the Child Care Grant Fund.

Recommendation - We recommend that the controls over the reporting of pass-through grant activity be strengthened so that the balances are accounted for accurately in the Town's general ledger.

Inactive and Limited Activity Funds

During the audit, it was noted that the Town has several inactive and limited activity funds reported in the financial statements. In many cases these funds have immaterial balances that continue to be reported year after year. The establishment of certain balances predates the current Finance Department, which limits their knowledge on the appropriateness of these amounts.

Recommendation - We recommend that the Town consider taking appropriate action to address these immaterial balances to reduce the number of nonmajor funds reported in the Town's annual financial statements.

GENERAL FUND BUDGETARY CONTROL

During the review of the general fund budgetary schedules, it was noted that, in certain instances, the Town adjusts its budget to account for activities such as spending on previously deferred grants without obtaining formal approval from the governing body. This issue was identified originally in fiscal year 2010 and due to the timing of the receipt of the prior year comment the Town had already processed several budget changes without formal approval as recommended. The Town currently has adopted a practice of obtaining formal approval from the governing body for all general fund budgetary adjustments going forward.

Recommendation - We recommend that all changes to the general fund budget be formally approved by the governing body.

This letter should be read in conjunction with our Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated December 23, 2011.

This communication is intended solely for the information and use of management, the Board of Finance, the Town Council, others within the organization, federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than the specified parties.

Blum, Shapiro & Company, P.C.

December 23, 2011

**New Milford Board of Education
Operations Sub-Committee Minutes
February 7, 2012
Lillis Administration Building, Room 2**

GEORGE C. BUCKBEE
TOWN CLERK
gmb

2012 FEB -9 P 12:00

NEW MILFORD, CT

Present: Mr. Thomas McSherry, Chairperson
Mrs. Lynette Celli Rigdon
Mr. David Lawson
Mr. William Wellman

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

1.	Call to Order The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 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 February 3, 2012 <ul style="list-style-type: none">Ms. Baldelli stated that she would be bringing a revised Exhibit A to the Board of Education meeting on February 14, 2012 as she is processing several substitutes and possible coaches this week. Mr. Lawson moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of February 3, 2012 to the full Board for approval. Motion seconded by Mrs. Celli Rigdon and passed unanimously. B. Monthly Reports 1. Purchase Resolution D-643 2. Budget Position as of January 31, 2012 3. Request for Budget Transfers	Discussion and Possible Action Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of February 3, 2012 Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of February 3, 2012 to the full Board for approval. Monthly Reports 1. Purchase Resolution D-643 2. Budget Position as of January 31, 2012 3. Request for Budget Transfers

**New Milford Board of Education
Operations Sub-Committee Minutes
February 7, 2012
Lillis Administration Building, Room 2**

	<ul style="list-style-type: none"> • Mr. Wellman asked what the \$7300 for baseball uniforms covered. Mr. Miller stated it was for pants and jerseys. • Mr. Wellman asked what the \$15,000 mediation agreement covered. Dr. Paddyfote stated that it was a settlement for special education due process. • Mr. Wellman asked for clarification for the \$25,000 administrative unemployment compensation. Mr. Miller stated that it is paid to the State Department of Labor for unemployment insurance. • Mrs. Celli Rigdon asked where the Smartboards were going. Mr. DiVito said to Hill & Plain Elementary School. <p>Mrs. Celli Rigdon moved to bring the monthly reports: Purchase Resolution D-643, Budget Position as of January 31, 2012, and Request for Budget Transfers to the full Board for approval. Motion seconded by Mr. Lawson and passed unanimously.</p>	
C.	<p>Lowe's Toolbox for Education Grant to John Pettibone School</p> <ul style="list-style-type: none"> • Dr. Paddyfote said she was pleased that John Pettibone School had received this grant. <p>Mr. Lawson moved to bring the Lowe's Toolbox for Education Grant to the full Board for approval. Motion seconded by Mrs. Celli Rigdon and passed unanimously.</p>	<p>Motion made and passed unanimously to bring the monthly reports: Purchase Resolution D-643, Budget Position as of January 31, 2012, and Request for Budget Transfers to the full Board for discussion and approval.</p> <p>Lowe's Toolbox for Education Grant to John Pettibone School</p> <p>Motion made and passed unanimously to bring the Lowe's Toolbox for Education Grant to John Pettibone School to the full Board for discussion and approval.</p>
D.	<p>Sherman Contract</p> <ul style="list-style-type: none"> • Mr. McSherry stated that Sherman student numbers are on the increase and that Sherman is happy to have their cost set for three years. The money goes direct to the Town of New Milford. • Mr. Lawson asked if Sherman had accepted the 	<p>Sherman Contract</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
February 7, 2012
Lillis Administration Building, Room 2**

	<p>contract already to which Dr. Paddyfote responded yes. Mrs. Celli Rigdon said that was a condition of bringing it to the Board.</p> <ul style="list-style-type: none"> • Mr. Wellman asked for clarification on paragraph 4. Dr. Paddyfote gave the example of a student being truant in New Milford but not disenrolled by Sherman. Sherman would still have to pay tuition for that student. • Mr. Wellman asked if paragraph 13, the tuition rate, had been agreed upon already. Dr. Paddyfote said yes through the Negotiations Committee. <p>Mr. Lawson moved to bring the Sherman Contract to the full Board for approval. Motion seconded by Mrs. Celli Rigdon and passed unanimously.</p> <p>E. Capital Reserve Request Hill & Plain Elementary School Boiler Project and Schaghticoke Middle School lockers</p> <ul style="list-style-type: none"> • Mr. McSherry stated that no motion needed to be made here, because that motion had been made at the Facilities Sub-Committee meeting. He reminded the Committee that the intent of the motion was to ask for \$450,000 from the capital reserve fund with \$375,000 earmarked for the boiler project and the rest for the lockers at SMS, with the understanding that if the boiler project came in at a higher cost, the locker money would be decreased. 	<p>Motion made and passed unanimously to bring the Sherman Contract to the full Board for discussion and approval.</p> <p>Capital Reserve Request</p>
4.	<p>Item of Information Town of New Milford Audit Report dated June 30, 2011</p> <ul style="list-style-type: none"> • Mr. Miller handed out the Audit Report. He said the district's year-end balance of \$3091.00, Mr. Miller's projection, remained unchanged. • Mr. Miller stated that he hoped to have projections for year end at the March meeting. He is waiting on the first installment of excess 	<p>Item of Information</p>

**New Milford Board of Education
Operations Sub-Committee Minutes
February 7, 2012
Lillis Administration Building, Room 2**

	costs. He stated that the natural gas and electric lines are still good and may help to cover other overages.	
5.	Adjourn Mrs. Celli Rigdon moved to adjourn the meeting at 7:49 p.m. seconded by Mr. Lawson and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:49 p.m.

Respectfully submitted:



Thomas McSherry, Chairperson
Operations Sub-Committee