

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE:	June 3, 2014
TIME:	7:30 P.M.
PLACE:	Lillis Administration Building – Room 2

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order

2. Public Comment

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-666
2. Budget Position dated 5/31/14
3. Request for Budget Transfers

C. Grants

1. Carl D. Perkins Grant
2. Adult Education - Transition: Post-Secondary Education and Training
3. Adult Education - English Literacy and Civics Education

D. Bid Awards

1. Food and Nutrition Services – Milk
2. Food and Nutrition Services - Ice Cream
3. School Safety Monitors
4. SMS Kitchen Reconfiguration

E. Recommendation for 2014-2015 Budget Adjustments

F. Possible End-of-Year Projects

4. Items of Information

- A. Annual Emergency Preparedness Report**
- B. Annual Wellness Report**
- C. John J. McCarthy Observatory Annual Report**

D. Fee Structure for Sports

5. Executive Session (Anticipated)

- A. Discussion of the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.

6. Adjourn

Sub-Committee Members:

Wendy Faulenbach, Chairperson

David R. Shaffer

John W. Spatola

Theresa Volinski

Alternates:

Dave Littlefield

Robert Coppola

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
Sarah Noble Intermediate School
New Milford, Connecticut
June 10, 2014
Released as of May 30, 2014

ACTION ITEMS

A. Personnel

1. **CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Ms. Jaime Katusha**, Physical Education/Health Teacher, New Milford High School
Move that the Board of Education accept the resignation of **Ms. Jaime Katusha** as a Physical Education/Health Teacher at New Milford High School effective June 30, 2014.

Personal Reasons

2. **Mrs. Kathleen Shemeley**, Elementary Teacher, Northville Elementary School
Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Kathleen Shemeley** as an Elementary Teacher at Northville Elementary School effective June 30, 2014.

Retirement

2. **CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **Ms. Victoria Giudice**, Physical Education Teacher, New Milford High School
Move that the Board of Education appoint **Ms. Victoria Giudice** as a Physical Education Teacher at New Milford High School effective July 1, 2014.

Re-hire

2. **Ms. Valerie Nezvesky**, Elementary Teacher, Northville Elementary School
Move that the Board of Education appoint **Ms. Valerie Nezvesky** as an Elementary Teacher at Northville Elementary School effective July 1, 2014.

Re-hire

3. **NON-CERTIFIED STAFF**

a. **RESIGNATIONS**

1. **Mrs. Margaret McLoughlin**, Main Office Secretary, Sarah Noble Intermediate School
Move that the Board of Education accept the resignation of **Mrs. Margaret McLoughlin** as Main Office Secretary at Sarah Noble Intermediate School effective June 30, 2014.

Retirement

2. **Mrs. Jill Morrison**, Secretary to Principal, Schaghticoke Middle School
Move that the Board of Education accept the resignation of **Mrs. Jill Morrison** as Secretary to Principal at Schaghticoke Middle School effective July 31, 2014.

Retirement

4. **NON-CERTIFIED STAFF**

b. **APPOINTMENTS**

1. **None currently**

5. **SUBSTITUTES/INTERNS**

a. **APPOINTMENTS**

1. **None currently**

6. **ADULT EDUCATION STAFF**

a. **RESIGNATIONS**

1. **None currently**

7. **ADULT EDUCATION STAFF**

b. **APPOINTMENTS**

1. **None currently**

8. **BAND STAFF**

a. **RESIGNATIONS**

1. **None currently**

9. **BAND STAFF**

b. **APPOINTMENTS**

1. **None currently**

10. **COACHING STAFF**

a. **RESIGNATIONS**

1. **None currently**

11. **COACHING STAFF**

b. **APPOINTMENTS**

1. **None currently**

12. **LEAVES OF ABSENCE**

1. **Mrs. Katherine Ciparelli**, Elementary Teacher, John Pettibone School

Move that the Board of Education approve a request for a personal leave of absence for **Mrs. Katherine Ciparelli** through the end of the 2013-2014 school year.

Unpaid

2. **Mrs. Karen Kovacs**, Paraeducator, Northville Elementary School

Move that the Board of Education approve a request to extend a personal leave of absence for **Mrs. Karen Kovacs** from August 21, 2014 through approximately September 22, 2014.

Paid 8/21/14-9/15/14
Unpaid 9/16/14-9/22/14

NEW MILFORD PUBLIC SCHOOLS
PURCHASE RESOLUTION D-666
BOE MEETING DATE: 6/10/14

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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>
52526	East Conn – Transportation for School Year 2013-2014	\$7,107.00	12-511-2710
53226	Institute of Professional Practice – ABA Autism Program 2013-2014	\$113,865.00	12-339-1212
55472	Mulvaney Mechanical – Gas Valve Replacements & Repairs	\$6,138.62	14-433-2620-05
55489	The Booksource – New Texts for Remedial Reading	\$5,353.50	04-641-1121
55539	Canterbury School – Pool Rental for Girls Fall & Boys Winter Sports	\$10,000.00	05-442-3210
55562	Action Glass – Bullet Resistant Film	\$6,457.50	17-734-7001
55563	Siemens Industry – Security Cameras in Schools	\$21,054.00	17-734-7001
55574	Houghton Mifflin Harcourt – Testing Materials for Cognitive, Oral Language Achievement	\$5,805.00	12-611-1212

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
111	SALARY-CERTIFIED	27,613,891.00	27,408,419.00	22,723,865.61	4,215,809.67	468,743.72	98.3 %
112	SALARY-NON-CERTIFIED	8,312,498.00	8,487,634.00	7,386,435.43	512,260.33	588,938.24	93.1 %
200	EMPLOYEE BENEFITS	9,935,569.00	9,935,569.00	9,113,729.14	31,833.04	790,006.82	92.0 %
321	INSTRUCTIONAL PROGRAMS	41,451.00	41,946.00	22,472.76	11,366.50	8,106.74	80.7 %
322	PROGRAM IMPROVEMENT	122,301.00	122,301.00	24,453.90	.00	97,847.10	20.0 %
323	PUPIL SERV. (COUNSEL, GUID)	640,583.00	615,583.00	465,986.08	87,450.72	62,146.20	89.9 %
324	STAFF SERVICES (TRAINING)	131,725.00	120,540.00	25,325.59	21,024.92	74,189.49	38.5 %
331	AUDIT SERVICES	25,000.00	25,000.00	25,000.00	.00	.00	100.0 %
332	LEGAL SERVICES	181,004.00	242,099.00	248,831.32	2,064.31	8,796.63	103.6 %
333	MEDICAL SERVICES	27,695.00	27,695.00	26,500.00	.00	1,195.00	95.7 %
336	INSURANCE SERVICES	2,484.00	2,484.00	1,736.50	263.50	484.00	80.5 %
339	PURCH. SERVICES-OTHER	1,825,803.00	1,900,438.00	1,425,058.27	414,719.98	60,659.75	96.8 %
411	WATER	76,944.00	76,944.00	50,205.55	26,738.45	.00	100.0 %
412	SEWAGE	30,346.00	22,909.00	22,656.00	.00	253.00	98.9 %
413	FIRE DISTRICT	1,295.00	1,449.00	1,448.19	.00	.81	99.9 %
421	GARBAGE AND REFUSE	79,482.00	79,482.00	66,303.02	13,178.98	.00	100.0 %
431	INSTRUCT EQUIPMENT REPAIR	14,400.00	11,300.00	4,120.97	1,041.24	6,137.79	45.7 %
432	NON-INSTRUCT EQUIPMENT REPAIR	76,769.00	72,889.00	70,445.74	2,514.36	71.10	100.1 %
433	BUILD & GROUNDS-REPAIR	335,793.00	335,343.00	346,044.68	27,471.40	38,173.08	111.4 %
442	NON-INSTRUCT EQUIPMENT-RENT	261,283.00	261,283.00	189,060.82	18,610.85	53,611.33	79.5 %
511	PUPIL TRANSPORTATION-CONTRACT	4,455,264.00	4,455,264.00	4,159,348.47	387,638.70	91,723.17	102.1 %
513	PUPIL TRANSPORTATION-OTHER	1,500.00	1,500.00	.00	.00	1,500.00	.0 %
515	FIELD TRIPS	112,425.00	113,200.00	120,220.22	9,796.07	16,816.29	114.9 %
521	PROPERTY/LIABILITY INS	343,727.00	343,727.00	343,727.00	.00	.00	100.0 %
523	MEDICAL INSURANCE-SPORTS PROGRAM	21,000.00	21,000.00	14,200.00	.00	6,800.00	67.6 %
530	COMMUNICATIONS	660.00	660.00	599.80	60.20	.00	100.0 %
531	TELEPHONES	81,370.00	81,370.00	78,426.59	2,448.73	494.68	99.4 %
532	POSTAGE	35,998.00	35,998.00	27,198.07	8,696.80	103.13	99.7 %
540	ADVERTISING EXPENSE	1,525.00	1,525.00	1,291.38	314.62	81.00	105.3 %
550	PRINTING EXPENSE	61,668.00	58,430.00	27,202.26	13,401.00	17,826.74	69.5 %
560	TUITION EXPENSE	5,000.00	5,000.00	.00	4,500.00	500.00	90.0 %
561	TUITION-CONN LEA	596,276.00	648,276.00	641,558.01	37,212.29	30,494.30	104.7 %
563	TUITION-PRIVATE FACILITY	1,894,174.00	1,805,309.00	1,336,674.36	347,154.89	121,479.75	93.3 %
580	TRAVEL EXPENSES	38,660.00	42,655.00	23,673.15	6,920.59	12,061.26	71.7 %
611	INSTRUCTIONAL SUPPLIES	453,314.00	440,689.00	343,641.61	28,644.49	68,402.90	84.5 %
612	NON-INSTRUCTIONAL SUPPLIES	202,626.00	200,139.00	177,265.15	13,375.84	9,498.01	95.3 %
613	MAINTENANCE SUPPLIES	202,525.00	209,962.00	237,536.17	8,518.22	36,092.39	117.2 %
614	MAINTENANCE COMPONENTS	32,416.00	32,416.00	38,931.93	1,515.96	8,031.89	124.8 %
615	SUPPLIES/NON-FOOD	3,318.00	3,318.00	.00	.00	3,318.00	.0 %
619	GROUNDSKEEPING SUPPLIES	4,543.00	4,543.00	4,912.75	1,245.94	1,615.69	135.6 %
622	ELECTRICITY	879,467.00	879,467.00	743,041.27	135,933.61	492.12	99.9 %
623	BOTTLED GAS	1,715.00	1,715.00	2,577.05	.00	862.05	150.3 %
624	OIL	350,969.00	350,969.00	284,214.31	66,270.93	483.76	99.9 %
625	NATURAL GAS	265,044.00	265,044.00	259,379.95	5,656.56	7.49	100.0 %
626	GASOLINE	39,935.00	39,935.00	30,070.70	5,929.30	3,935.00	90.1 %
641	TEXTS-NEW/NON-CONSUMABLE	84,298.00	88,583.00	79,147.92	6,740.16	2,694.92	97.0 %
642	TEXTS-REP/ADD NON-CONSUMABLE	23,778.00	28,453.00	23,895.88	853.50	3,703.62	87.0 %
644	TEXTS-REP/ADD CONSUMABLE	66,486.00	66,486.00	41,148.40	.00	25,337.60	61.9 %
645	LIBRARY BOOKS	103,824.00	97,045.00	78,419.87	8,675.70	9,949.43	89.7 %
646	WORKBOOKS	64,415.00	68,131.00	59,845.30	1,622.56	6,663.14	90.2 %
647	PERIODICALS	22,350.00	19,572.00	15,760.69	195.00	3,616.31	81.5 %
720	BUILDINGS & IMPROVEMENTS	88,525.00	86,719.00	76,624.36	12,950.00	2,855.36	103.3 %
731	INSTRUCTIONAL EQUIPMENT-NEW	32,906.00	38,622.00	54,932.95	5,987.86	22,298.81	157.7 %

GL2041R 5/30/2014
10:16:52
FUND 001 000 GENERAL FUND

New Milford Board of Education
APPROPRIATIONS BY OBJECT REPORT AS OF 5/31/2014

Page 2
USER - BARBARA

Obj.	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
732	INSTRUCTIONAL EQUIPMENT-REPLACEMEN	15,029.00	17,746.00	15,655.62	599.04	1,491.34	91.6 %
733	NON-INSTRUCTIONAL EQUIPMENT-NEW	321,028.00	317,108.00	223,853.90	80,990.36	12,263.74	96.1 %
734	NON-INSTRUCTION EQUIPMENT-REPLACEM	185,891.00	166,987.00	134,590.64	19,658.60	12,737.76	92.4 %
810	DUES & FEES	73,693.00	74,788.00	64,825.26	265.00	9,697.74	87.0 %
900	FEE REVENUE	212,228.00-	212,228.00-	186,904.68-	.00	25,323.32-	0 %
910	TUITION REVENUE	117,800.00-	117,800.00-	52,306.55-	.00	65,493.45-	0 %
920	GRANT REVENUE STATE	877,032.00-	877,032.00-	905,139.00-	.00	28,107.00	0 %
926	GRANT REVENUE PRIVATE/OTHER	.00	.00	2,000.00-	.00	2,000.00	0 %
960	MEDICAID REIMBURSEMENT	25,000.00-	25,000.00-	209,755.56-	.00	184,755.56	0 %
965	VENDOR REBATE REVENUE	37,450.00-	37,450.00-	25,439.72-	.00	12,010.28-	0 %
996	INTEREST EARNED	.00	.00	527.37-	.00	527.37	0 %
998	TRANSFER IN	.00	.00	19,956.54-	.00	19,956.54	0 %
** FINAL TOTAL **		59,634,148.00		50,602,041.14		2,421,986.09	
			59,634,148.00		6,610,120.77		95.9 %
"FINAL TOTAL"		57,557,533.00		48,513,124.72		2,151,164.79	
5/31/2013			57,557,533.00		6,893,243.49		96.3%
Variance		2,076,615.00	2,076,615.00	2,088,916.42	283,122.72	270,821.30	0.4%

GL2042R 5/30/2014
10:16:03
FUND 001 000

New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 5/31/2014

Page 1
USER - BARBARA

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
1101	KINDERGARTEN	915,611.00	967,346.00	773,699.00	177,593.63	16,053.37	98.3 %
1102	NON DEPT INSTRUCTION	6,454,243.00	6,502,715.00	5,172,726.75	1,150,713.63	179,275.62	97.2 %
1103	BUSINESS EDUCATION	322,059.00	322,542.00	281,431.44	40,794.20	316.36	99.9 %
1104	ENGLISH/LANGUAGE ARTS	1,858,510.00	1,766,619.00	1,492,712.40	259,592.21	14,314.39	99.2 %
1105	WORLD LANGUAGE	967,015.00	945,386.00	796,536.93	144,055.72	4,793.35	99.5 %
1106	HOME ECONOMICS	99,483.00	88,871.00	82,299.33	6,410.03	161.64	99.8 %
1107	INDUSTRIAL ARTS	222,568.00	241,883.00	199,730.98	34,630.14	7,521.88	96.9 %
1108	MATHEMATICS	1,599,581.00	1,628,697.00	1,346,653.28	256,557.37	25,486.35	98.4 %
1109	MUSIC	877,338.00	878,750.00	710,186.47	152,619.78	15,943.75	98.2 %
1110	PHYSICAL EDUCATION	959,160.00	943,724.00	765,325.74	176,376.08	2,022.18	99.8 %
1111	SCIENCE	1,624,025.00	1,639,727.00	1,325,736.84	299,082.59	14,907.57	99.1 %
1112	SOCIAL STUDIES	1,419,933.00	1,418,898.00	1,208,446.69	206,377.87	4,073.44	99.7 %
1113	PATIENT CARE TECHNOLOGY	18,044.00	18,865.00	15,591.80	3,273.00	.20	100.0 %
1116	HEALTH AND SAFETY	318,588.00	315,235.00	246,428.93	51,807.27	16,998.80	94.6 %
1118	CAREER EDUCATION	27,848.00	18,010.00	16,804.98	1,134.53	70.49	99.6 %
1119	COMPUTER EDUCATION	440,601.00	446,700.00	358,371.58	78,960.86	9,367.56	97.9 %
1121	REMEDIAL READING	894,528.00	817,308.00	710,784.46	102,227.31	4,296.23	99.5 %
1123	ENGLISH LANGUAGE LEARNERS	155,127.00	155,127.00	122,110.71	29,239.68	3,776.61	97.6 %
1124	DISTRIBUTIVE EDUCATION	58,510.00	58,510.00	46,808.00	11,702.00	.00	100.0 %
1127	ART	769,437.00	770,638.00	641,723.69	126,537.18	2,377.13	99.7 %
1128	GENERAL INSTRUCT SUPPLIES	380,390.00	370,727.00	288,900.53	13,081.22	68,745.25	81.5 %
1129	SUBSTITUTE TEACHERS	399,722.00	561,823.00	482,504.98	6,783.34	72,534.68	87.1 %
1130	INSTRUCTIONAL TESTING	117,473.00	120,593.00	108,643.33	7,545.42	4,404.25	96.3 %
1131	NON DEPT INSTRUCT GR 6-12	76,669.00	91,669.00	74,993.33	2,506.68	14,168.99	84.5 %
1210	GIFTED TALENTED/ENRICHMNT	114,670.00	114,670.00	84,421.43	26,960.40	3,288.17	97.1 %
1211	EXCEL-EXPER. CTR EARLY LEARN	433,944.00	430,944.00	387,091.66	54,857.92	11,005.58	102.6 %
1212	SPECIAL ED-NON CATEGORICL	5,109,045.00	5,067,337.00	4,156,824.36	943,472.06	32,959.42	100.7 %
1215	TRANSITION 18-21 PROGRAM (LHTC)	143,910.00	140,572.00	136,529.13	35,495.89	31,453.02	122.4 %
1270	TUTORIAL	182,654.00	182,654.00	116,301.17	.00	66,352.83	63.7 %
1271	HOMEBOUND INSTRUCTION	82,559.00	82,559.00	36,292.48	.00	46,266.52	44.0 %
1290	OTHER SPECIAL EDUCATION	295,661.00	296,541.00	276,341.91	23,635.93	3,436.84	101.2 %
1291	SPEC ED PARA SUBSTITUTES	124,775.00	124,775.00	79,775.38	.00	44,999.62	63.9 %
1310	ADULT ED-BASIC PROGRAM	77,768.00	84,768.00	66,323.17	3,046.44	15,398.39	81.8 %
1311	ADULT ED-HIGH SCHL EQUIV	3,672.00	3,672.00	3,403.70	294.29	25.99	100.7 %
1410	SUMMER SCHOOL-REMEDIAL	.00	.00	.00	.00	.00	.0 %
2113	SOCIAL WORK SERVICES	262,576.00	263,381.00	220,534.77	28,637.55	14,208.68	94.6 %
2120	GUIDANCE SERVICES	984,824.00	964,533.00	800,608.30	156,257.51	7,667.19	99.2 %
2130	HEALTH SERVICES	1,053,341.00	1,023,757.00	667,274.27	117,205.60	239,277.13	76.6 %
2140	PSYCHOLOGICAL SERVICES	434,741.00	432,059.00	357,768.56	57,952.83	16,337.61	96.2 %
2150	SPEECH AND HEARING	675,042.00	673,711.00	553,438.75	104,471.72	15,800.53	97.7 %
2211	STAFF DEVELOPMENT & TRAIN	108,235.00	107,023.00	46,530.88	25,962.92	34,529.20	67.7 %
2212	CURRICULUM DEVELOPMENT	202,951.00	206,071.00	103,496.65	7,887.13	94,687.22	54.1 %
2222	LIBRARY SERVICES	639,126.00	640,301.00	526,415.68	108,307.54	5,577.78	99.1 %
2223	AUDIO-VISUAL SERVICES	16,488.00	16,488.00	4,970.35	1,682.76	9,834.89	40.4 %
2224	EDUCATIONAL TELEVISION	1,200.00	1,200.00	796.90	.00	403.10	66.4 %
2310	BOARD OF EDUCATION	215,724.00	277,084.00	284,436.70	2,378.93	9,731.63	103.5 %
2320	CENTRAL ADMINISTRATION	346,000.00	355,344.00	319,036.16	25,914.09	10,393.75	97.1 %
2410	OFFICE OF THE PRINCIPAL	2,737,788.00	2,727,767.00	2,487,362.35	184,684.35	55,720.30	98.0 %
2490	OTHER SCHOOL ADMINISTRATN	73,744.00	73,744.00	42,822.78	6,091.74	24,829.48	66.3 %
2510	FISCAL SERVICES	459,430.00	467,954.00	425,259.66	34,964.24	7,730.10	98.3 %
2590	OTHER BUSINESS SUPPORT SERV	503,349.00	474,328.00	388,140.81	.00	86,187.19	81.8 %
2610	CUSTODIAL & HOUSEKEEPING	2,154,627.00	2,162,472.00	1,940,390.06	22,981.73	199,100.21	90.8 %
2620	MAINTENANCE & REPAIR	3,034,659.00	3,051,124.00	2,737,495.81	292,532.20	21,095.99	99.3 %

New Milford Board of Education
SECONDARY REPORT BY PROGRAM AS OF 5/31/2014

Prog	Description	Approved	Adjusted	Expended	Encumbered	Balance	Pct. Used
2630	BUILDING USE ADMINISTRATION	35,035.00-	35,035.00-	12,725.50-	.00	22,309.50-	36.3 %
2660	SECURITY	146,806.00	146,806.00	120,289.32	41,858.67	15,341.99-	110.5 %
2710	TRANSPORTATION	4,335,393.00	4,320,393.00	3,957,143.69	386,456.22	23,206.91-	100.5 %
2790	NON-REIMBURSABLE TRANSPRT	1,024.00	1,024.00	1,289.20	.00	265.20-	125.9 %
2810	PLANNING & EVALUATION	30,013.00	18,918.00	7,490.00	3,020.00	8,408.00	55.6 %
2820	COMMUNICATION & COMM/STAFF RELATION	28,594.00	28,329.00	17,435.07	5,770.37	5,123.56	81.9 %
2830	RECRUITING/PERSONNEL SERV	190,064.00	193,196.00	157,619.94	16,037.43	19,538.63	89.9 %
2840	TECHNOLOGY	254,756.00	257,299.00	247,545.25	13,165.49	3,411.74-	101.3 %
2910	SOCIAL SECURITY	603,950.00	603,950.00	530,017.26	.00	73,932.74	87.8 %
2920	MEDICARE	481,074.00	481,074.00	408,878.53	.00	72,195.47	85.0 %
2930	LIFE INSURANCE *	99,608.00	99,608.00	83,143.77	7,581.23	8,883.00	91.1 %
2940	DISABILITY INSURANCE	84,539.00	84,539.00	66,213.19	5,997.81	12,328.00	85.4 %
2950	MEDICAL INSURANCE	7,030,159.00	7,030,159.00	6,444,312.49	.00	585,846.51	91.7 %
2960	UNEMPLOYMENT INSURANCE	177,352.00	151,194.00	100,938.00	18,254.00	32,002.00	78.8 %
2970	OTHER BENEFITS	826,439.00	826,439.00	821,587.90	.00	4,851.10	99.4 %
2980	PENSION-NON CERTIFIED EMPLOYEES	635,000.00	661,158.00	661,158.00	.00	.00	100.0 %
3210	INTERSCHOLASTIC SPORTS	631,908.00	629,472.00	553,767.78	30,805.34	44,898.88	92.9 %
3211	INTRAMURAL SPORTS	19,891.00	19,891.00	19,893.00	.00	2.00-	100.0 %
3212	OTHER STUDENT ACTIVITIES	203,767.00	199,017.00	132,213.16	7,068.67	59,735.17	70.0 %
6110	TUITION-CONN PUB SCHL DIS	516,081.00	568,081.00	536,094.01	37,212.29	5,225.30-	100.9 %
6130	TUITION-NON PUBLIC SCHL	1,445,189.00	1,356,324.00	873,300.36	347,154.89	135,868.75	90.0 %
7001	CAPITAL-FACILITIES	261,630.00	238,136.00	202,847.85	28,666.50	6,621.65	97.2 %
7002	CAPITAL-TECHNOLOGY	214,130.00	214,130.00	149,644.26	55,795.35	8,690.39	95.9 %
7003	CAPITAL-OTHER	2,850.00	2,850.00	2,708.61	.00	141.39	95.0 %
** FINAL TOTAL **		59,634,148.00		50,602,041.14		2,421,986.09	
			59,634,148.00		6,610,120.77		95.9 %
"FINAL TOTAL"		57,557,533.00		48,513,124.72		2,151,164.79	
5/31/2013			57,557,533.00		6,893,243.49		96.3%
Variance		2,076,615.00	2,076,615.00	2,088,916.42	283,122.72	270,821.30	0.4%

**NEW MILFORD PUBLIC SCHOOLS
BUDGET TRANSFER REQUESTS – RECOMMENDED
BOE MEETING DATE: 6/10/14**

<u>Transfer #</u>	<u>Description</u>	<u>From: Account#</u>	<u>Amount</u>	<u>To: Account #</u>	<u>Amount</u>
NMHS 001	Coaches Reimbursement for Travel During Play-Offs	05-339-3210 Balance	\$500.00 \$26,058.00*	05-580-3210	\$500.00
NMHS 002	Bus Transportation for Band	05-611-1109 Balance	\$775.00 \$574.00*	05-515-1109	\$775.00
SPED 001	Institute of Prof. Practice – ABA Autism Program	12-563-6130 Balance	\$88,865.00 \$121,480.00*	12-339-1212	\$88,865.00
SPED 002	Houghton Mifflin Harcourt – Testing Materials for Cognitive and Oral Language	12-612-1290 Balance 12-611-1215 Balance 12-731-1212 Balance 12-432-1215 Balance	\$ 616.00 \$ 0.00* \$1,212.00 \$ 0.00* \$1,718.00 \$ 0.00* \$1,256.00 \$2,660.00	12-611-1212	\$4,802.00
JPS 001	Carol Glynn Productions – End of the Year Presenter	03-611-1112 Balance	\$495.00 \$5.00*	03-321-1112	\$495.00

*Balances as of Transfer Date

<u>Object</u>	<u>Description</u>	<u>Object</u>	<u>Description</u>
<u>321</u>	<u>Instructional Programs</u>	<u>611</u>	<u>Instructional Supplies</u>
<u>339</u>	<u>Purchased Services</u>	<u>612</u>	<u>Non-Instructional Supplies</u>
<u>432</u>	<u>Non-Instructional Equipment Repair</u>	<u>731</u>	<u>New Instructional Equipment</u>
<u>515</u>	<u>Field Trips</u>		
<u>563</u>	<u>Tuition – Private Facility</u>		
<u>580</u>	<u>Travel Expenses</u>		

NEW MILFORD HIGH SCHOOL
MEMORANDUM
Office of the Assistant Principal

To: Dr. JeanAnn Paddyfote, Superintendent
From: Marc Balanda
Date: 5/29/14
Re: Perkins Grant 2014-2015

New Milford High School has again applied for money from the Perkins Grant for the next school year. Perkins money is targeted for Business and Vocational Education programs. The many programs under this umbrella include the following:

- Medical Technology which includes Allied Health, Sports Medicine, Medical Careers
- Desktop Publishing (Cut, Paste & Copy)
- Business Computer Applications along with Web Design and Accounting II
- Child Development
- Early Childhood
- Marketing, Marketing II
- Internship Program
- Introduction to Woodworking
- AutoCAD
- Personal Finance, Personal Finance II

This past year we were given approximately \$29,000 for our various Business/Vocational Education and Enterprise programs. We were able to purchase instructional supplies for our Medical Careers course and equipment to enhance our Early Childhood Education programs. We were able to update instructional supplies and equipment for our AutoCAD, Web Design and Personal Finance courses. We also supported our Personal Finance and Cut, Paste & Copy students through the purchasing of Netbooks and a MacBook Pro.

This new grant for 2014-2015, with our request for approximately \$29,000 includes Instructional Program Improvement Services for our Medical Careers, Business, Marketing, and Auto CAD teachers. Our Medical Careers and Wood Technology students will benefit from updated equipment while our Business students will have access to new laptops and Chromebooks. In addition, transportation costs will be covered for Business, Early Childhood, and Medical Careers students traveling to curriculum related field trips.

III.APPENDICES

APPENDIX A

**APPLICATION COVER
FOR 2014 –15 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS
Bureau of Health/Nutrition, Family Services and Adult Education**

Title Of Grant: English in the Community
Transition to post secondary

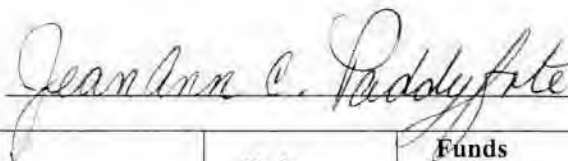
Applicant Organization: New Milford Adult Education
388 Danbury Road
New Milford, CT 06776

Initiated By: Christine Martin, Facilitator
388 Danbury Road 860-350-6647 ext 1170
New Milford, CT 06776
martinc@newmilfordps.org

Project Director: Dr. Joanne Brogis, Director 860-350-6647 ext 1170
388 Danbury Road
New Milford, CT 06776
brogisj@newmilfordps.org

Submitted By: Dr. Jean Ann Paddyfote 860-355-8406
Superintendent of Schools
50 East Street
New Milford, Ct. 06776

**Signature of Superintendent of
Schools or Chief Executive
Officer of Agency:**



Priority Area	Code	Funds Requested	Matching Funds
Transition: Preparing for 21 st Century Careers– <i>Elementary ESL and ABE/GED</i>	AE-13-1E		
Transition: Preparing for 21 st Century Careers - <i>Secondary</i>	AE-13-1S		
Family Literacy – <i>Elementary ESL and ABE/GED</i>	AE-13-2E		
Family Literacy-- <i>Secondary</i>	AE-13-2S		
Nontraditional Adult Education Instruction and Services	AE-13-3		
Expansion of the National External Diploma Program	AE-13-4		
Transition: Post-Secondary Education and Training	AE-13-5	\$40,000	\$13,556
Transition: Integrated Basic Education and Skills Training (I-BEST)	AE-13-6		
English Literacy and Civics Education (EL/Civics)	AE-13-7	\$23,500	\$5,915
CT Adult Virtual High School	AE-13-8		
Total Funds Requested			

APPENDIX B
PRIORITY AREA ABSTRACT
Each priority area must have its own abstract

Priority Area Name: EL Civics	Project Title: English in the community
Applicant Organization: New Milford Adult Education	Project Director: Dr. Joanne Brogis
Beginning Date: 7/1/2014	End Date: 6/30/15
Requested Federal Funds: \$23,500	Program(ABE, ESL, GED, CDP, NEDP, Citizenship): ESL
Planned Number of Students: 38	Cost Per Student: \$618

STATEMENT OF NEED

Latest census identifies at least 268 residents who do not speak English. Many of this population start out as seasonal workers who wish to set down roots, earn a living and raise their family in New Milford. The need for English language skills, culture and community survival skills as well as understanding of how our school system works are of primary importance to them

TARGET POPULATION

The target population will include beginner through advanced students, aged 17 and above, who wish to improve their English speaking, listening and writing skills and learn about their community, their new country and possibly obtaining citizenship. Additionally ESL students will include those who are basic skills deficient and want to enter the workforce.

PROJECT DESIGN

For 2014-2015, New Milford Adult Education will continue to provide English Language programming to students wishing to learn English, obtain citizenship, improve basic skills to function in the workforce and to learn about their community. The program will include but is not limited to the following:

- Offer 75 hours of ESL classroom instruction in multiple levels
- Offer 16 weeks of U.S. Government class
- Provide experiential learning opportunities through exploration of community assets
- Offer technology in the form of smartboard lessons, virtual field trips, computer programs Easy ESOL, www.elcivicsonline.org and the CD-ROM Road to Citizenship
- Transition students who are looking to further their education and move on to ABE/GED
- Incorporate workforce readiness skills and career goals and pathways into all levels
- Provide parents with the tools to understand the USA school system and how to communicate with their child's teacher

Timelines

EL/Civics will be incorporated into classroom instruction scheduled from September through January (first semester) and January through May (second semester). Field trips and speakers will be incorporated into the curriculum.

Project Objectives/Activities

1. ESL students will establish a process for identifying, setting and achieving goals that will increase employability and make them more productive community and family members.
 - Guidance counselor will meet with students, conduct interest inventories and provide information around a variety of topics i.e. TOEFL test, citizenship, HSD and post secondary opportunities.
 - Students will complete worksheets and portfolio handouts that will start the portfolio collection process. Periodically over the course of the semester students and teachers will review goals and revise as needed. Students will have access to a guidance counselor as needed.
2. ESL students will receive instruction in the areas of US Government, Civics and Citizenship as evidenced by written and verbal assessment in each area.
 - All levels will be exposed to Civics, US History, Government and Citizenship within their curriculum.
 - Speakers from the community will be brought in to educate students about their town and the services available to them.
3. Students will receive instruction in speaking, reading, writing and numeracy skills in English in a real world context to improve employability, transition to higher education and improve the quality of life.
 - Students will actively practice reading, writing , speaking and listening in English through meaningful lifeskill based lesson plans
 - Students will demonstrate mastery of these lessons through 50% of intermediate advanced students 25% of beginner students obtaining a 5 point gain in CASAS testing .
4. Students will acquire knowledge about their community and actively participate in local events.
 - Students will visit a variety of community settings and services (Police Department, Fire Department, Town Hall etc)
 - Students from all levels will be invited to participate in student council.
 - Speakers will be provided to all ESL levels from various community and civic organizations. (Local state representative, health care topics New Milford Hospital, Social Services, local post secondary representatives)

Evaluation

CASAS testing will be done for all students on admission to the program, with pre-testing at the start of class and post-testing prior to end of class. Class profiles will be created based on pre-test and post test scores. Matched pairs will be evaluated for gains/losses at the end of the semester and reported in CARS. Needs assessments will be utilized to determine students wants and needs. Staff will report their

observations of the results. Students will create portfolios; self assess and meet with teacher for individual portfolio review. Students will have the opportunity to provide input and feedback in monthly student council meetings and will have the opportunity to complete program evaluation forms at the end of each semester

Outcomes

New Milford will participate at state level meetings and consistently share best practices. Periodically scheduled staff meetings will allow inter-disciplinary instruction across all levels.

Future Funding

New Milford Adult Education continues to collaborate with other community agencies, businesses, etc. The Advisory Board meets twice per year to review programs and initiatives. The Board of Education supports continued programming and services to the adults in New Milford.

APPENDIX B PRIORITY AREA ABSTRACT

Priority Area Name: Transition to Post Secondary	Project Title: Transitions
Applicant Organization: New Milford Adult Education	Project Director: Dr. Joanne Brogis
Beginning Date: 7/1/2014	End Date: 6/30/15
Requested Federal Funds: \$40,000	Program(ABE, ESL, GED, CDP, NEDP, Citizenship): CDP, GED
Planned Number of Students: 48	Cost Per Student: \$833

Statement of Need

The Adult population without a high school diploma continues to face significant barriers to self-sufficiency and employment. New Milford's latest census indicates 1,428 documented adults have not obtained a high school diploma.

Target Population

The target population will encompass students aged 17 and older who do not have a high school diploma. In addition, we will identify students who are deficient in basic skills on the entry appraisal test and those who need soft skills training for pre-employment.

Project Design

For 2014-2015, New Milford Adult Education will continue to provide transition service to post-secondary education/employment to students completing their high school diploma. The program will include but not limited to the following:

- Transition CDP and ABE/GED classes – Instruction in the necessary skills and strategies to become self-sufficient and independent learners in post-secondary education or employment and guidance to select the most appropriate path to future success
- Career awareness – Instruction and guidance in exploring careers guided by John Holland's model and research techniques
- Career Readiness – A computer elective course will allow students technology practice and updated instruction in software applicable to today's employment market. Guidance will guide students in developing a student success plan utilizing Naviance.
- Collaboration with outside training programs – Students will visit training schools such as Ridley Lowell and Porter and Chester and be prepared with identified career interests. Career speakers will visit classes with an identified monthly theme.
- Continued program assessment – Formal and informal evaluation resulting from needs assessment, interest inventories, course grades, and portfolio projects.

Timelines

The transition to post-secondary education/employment will be incorporated into classroom instruction in .5 and 1.0 credit courses, scheduled from September through January (first semester) and January through June (second semester). Field trips and speakers will be incorporated into the curriculum. The guidance

counselor will use various tools such as O*Net, Naviance, and Odysseyware to expand options and enable students to develop a student success plan.

Project Objectives/Activities

1. Students will acquire the necessary basic skills in English and Math with 25% increase as indicated by the CASAS 50 test results.
 - Students testing below 235 or who demonstrate difficulty with math and/or reading on the CASAS 50 will be remediated in the appropriate subject area. In addition, teachers will differentiate instruction to the student ability levels within the classroom.
 - Career readiness will provide students with the soft skills essential in succeeding in the current labor market.
 - Transition GED will prepare students for the GED and exploring careers, work and post-secondary options
2. Students will develop a student success plan for a realistic post-high school career pathway, with a 100% completion for high school graduates.
 - All new students will complete an orientation to adult education that will include goal identification and career pathway instruction.
 - Students will be exposed to a variety of career and workforce interest inventories to enable them to clarify their future goals, utilizing O*Net and Naviance.
 - Students will experience a variety of post-secondary programs and pathway options through visits, presentations, college fairs, computer research and classroom programming.
 - The guidance counselor will meet with students individually to develop a student success plan with specific steps to achieve their future goals.
3. Students will benefit from a collaboration model with Ridley Lowell Business and Technical Institute as measured by identification of potential careers and entrance requirements to a minimum of three realistic expectations.
 - Students will visit various career areas at Ridley Lowell in addition to listening to presentations within their classrooms.
 - The guidance counselor will present workshops on study skills, time management, the applications process, writing a college essay and navigating the financial aid process.
 - Students will be given alternative methods for achieving credit through independent study packets and Odysseyware.

Evaluation

Students are evaluated on admission to the program, with pre-testing on CASAS and post-testing prior to graduation. CDP students are tested in class and graded by their classroom teacher with a passing grade of

65%. Students are given a written progress report mid-semester and a final report card. Instructor and the counselor will continually assess their portfolios.

Outcomes

New Milford will participate at state level meetings and consistently share best practices. Periodically scheduled staff meetings will allow inter-disciplinary instruction across academic/career areas.

Future Funding

New Milford Adult Education continues to collaborate with other community agencies, businesses, etc. The Advisory Board meets twice per year to review programs and initiatives. The Board of Education supports continued programming and services to the adults in New Milford.

APPENDIX C – PART 2

PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT YEAR – 3 (July 1, 2014 – June 30, 2015)

Included here are the requirements for the **Transition to Postsecondary Education and Training Programs** priority area contained in the PIP Request for Proposal issued in 2012-13. Describe the status for each of the requirements. If the requirement has not been accomplished, provide the action steps you plan to implement during the FY 2015 funding period.

Requirement	Action/Activities FY 2015
Written agreements (MOU) between the adult education provider and its post-secondary partner or partners.	Written agreement in place with Ridley Lowell Technical School
Evidence of an institutional commitment and capacity on the part of all partners to enhance and expand their programs of study in keeping with the requirements of this priority area.	Commitment to expand College and Career Readiness Standards by implementing Odysseyware curriculum to expand course offerings, and develop student success plan incorporating elements of Naviance software
Establishment of a collaborative planning team comprised of local adult education program staff and students, post-secondary education personnel, and appropriate other agency personnel (One-stops, WIB, etc.).	Creation of an Advisory Board which will meet twice per year to review current and future programming with the first meeting held May 13, 2014
Creation of a program mission/vision with corresponding curriculum framework that includes the necessary assessment criteria for entrance into post-secondary education programs.	Continuing collaboration with post-secondary education programs to ensure student preparedness for admissions
Utilization of some or all components of the <u>Integrating Career Awareness (ICA)</u> curriculum. Classes of sufficient intensity and duration to ensure substantial learning gains and achievement of relevant performance measures.	Current student assessment within curriculum to measure growth in achievement in addition to expansion of career exploration through Naviance software
Development of a student referral process for students that have 16 or more credits, students with a score of 2500 on the Practice GED Test, NEDP students who are in the portfolio review stage, advanced ESL students and/or other specifically defined program criteria.	Students meet with a guidance counselor at admission and multiple times during the course of the semester to determine placement, plan, review program status and identify future goals
Partnerships between adult education and post-secondary education and training programs must provide at a minimum: consistent representation at all SDE sponsored Transition Roundtable meetings; academic and career related counseling combined with other student support services; academic assessments in line with the receiving institution to ensure student readiness for enrollment; and facilitation of the admissions and financial aid process for transition students.	All partnerships are active and ongoing and will continue in the next year

APPENDIX C – PART 2

PROJECT REQUIREMENTS – PRIORITY AREA STATUS REPORT YEAR – 3 (July 1, 2014 – June 30, 2015)

Included here are the requirements for the **English Language Acquisition/Civics Education** priority area contained in the PIP Request for Proposal issued in 2012-13. Describe the status for each of the requirements. If the requirement has not been accomplished, provide the action steps you plan to implement during the FY 2015 funding period.

Requirement	Action/Activities FY 2015
Improvement of literacy skills including speaking, reading, writing and numeracy in order to provide learners with the skills to apply English and mathematics accurately and appropriately in a variety of home, community, workplace and academic settings.	Literacy skill development is an ongoing process within the curriculum which connects to all realistic settings
Contextualized instruction in civics education that includes rights and responsibilities of citizenship, naturalization procedures, civic participation and U.S. history and government.	Civics education is a dynamic, evolving instructional model, focusing on civics rights and responsibilities
Opportunities for experiential learning in which participants are actively engaged in community pursuits are included in the program design.	Experiential learning opportunities are woven within the curriculum, with expanding opportunities for community-based education in the next year
Utilization of research-based instructional models that have proven effective in teaching individuals to read, write and speak English effectively.	Staff professional development will focus on instructional models which increase enrollment and retention, while individualizing instruction to the student
Collaboration with community agencies that offer services to limited English proficient populations.	Ongoing meetings with Literacy Volunteers and other organizations for the purpose of enhancing cooperative partnerships
Embedding of technology literacy into the core curriculum.	Technology literacy is ongoing in its incorporation into the curriculum

APPENDIX K

B-11: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary takeover transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which

this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

1. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

New Milford Adult Education

Name of Applicant

Dr. Jean Ann Paddyfote

Superintendent of Schools

Printed Name and Title of Authorized Representative

Jean Ann C. Paddyfote
Signature

PR/AWARD Number and/or Project Name

5/27/14
Date

APPENDIX L

CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: Transition to Post Secondary

EL Civics

THE APPLICANT: New Milford Adult Education HEREBY ASSURES THAT:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. Required Contract Language:

1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities,

For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

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

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

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation,

in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. The grant award is subject to approval of the CSDE and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4 -190 to 4 -197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature

Jean Ann C. Paddyfote

Name (typed)

Dr. Jean Ann Paddyfote

Title (typed)

Superintendent of Schools

Date

5/27/14

NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Section 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Section 46a-71(d) and 46a-81 i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies that establish a procedure for the awarding of all contracts covered by Sections 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, *every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials."* "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; (3) who are members of a minority, as such term is defined in sub-section (a) of Section 32-9n." "Minority" groups are defined in section 32-9n of the Connecticut General Statutes as "(1) Black Americans... (2) Hispanic Americans... (3) persons with origins in the Iberian Peninsula... (4) Women... (5) Asian Pacific Americans and Pacific Islanders... (6) American Indians... (7) individuals with a disability considered a minority business enterprise pursuant to Connecticut General Statutes, Section 32-9e." The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- a) the bidder's success in implementing an affirmative action plan;
- b) the bidder's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68- 17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- c) the bidder's promise to develop and implement a successful affirmative action plan;
- d) the bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.
- f) the bidder's certifies firm is not listed on debarment lists promulgated pursuant to CGS, Section 31-53a and 34 CFR Part 85., Appendix A of federal statutes.

INSTRUCTION: Bidder must sign acknowledgment below, and return the signed acknowledgment to the CSDE along with the bid proposal.

The undersigned acknowledges receiving and reading a copy of the Commission on Human Rights and Opportunities Contract Compliance Regulations and the "Notification to Bidders" form.

Jeanann C. Paddy fte
Signature

5/27/14
Date

On behalf of:

New Milford Adult Education

Organization Name

388 Danbury Road

New Milford, CT 06776

Project No: _____

AFFIRMATIVE ACTION PLAN

If a current *Affirmative Action Plan* is on file with the Connecticut State Department of Education, please complete the statement below and submit as part of the Request for Proposals.

If a current *Affirmative Action Plan* is not on file, please complete the attached Affirmative Action Package and Submit as part of the Request for Proposals.

CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE

I, the undersigned authorized official hereby certify that the current affirmative action plan of the applying organization/agency is on file with the Connecticut CSDE. The affirmative action plan is, by reference, part of this application.


Signature of Authorized Official


Date

Dr. Jean Ann Paddyfote
Superintendent of Schools

Name and Title

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Gregg Miller, Director of Fiscal Services

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 27, 2014

Re: Milk Bid

The milk bid for the 2014-2015 school year was opened on May 21, 2014. It is my recommendation that the contract be awarded to Marcus Dairy.

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 • FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Gregg Miller, Director of Fiscal Services

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 27, 2014

Re: Frozen Dessert Bid

The frozen dessert bid for the 2014-2015 school year was opened on May 21, 2014. It is my recommendation that the contract be awarded to New England Ice Cream.



NEW MILFORD PUBLIC SCHOOLS

Office of Fiscal Services

50 East Street

New Milford, Connecticut 06776

Telephone (860)-354-8726

MEMORANDUM

TO: JeanAnn Paddyfote
FROM: Gregg Miller
CC: Kathy Sanders
DATE: June 2, 2014
RE: Security Bid Award

We had a total of three bids. I am recommending that we award the bid to Securitas Security. They were the second lowest bidder(bid summary sheet attached). I feel this firm is a better fit for New Milford Public Schools.

Enc.

Date: May 15, 2014
Time: 2:00 PM
Location: 50 East Street

Location: 50 East Street

[illegible]

NEW MILFORD PUBLIC SCHOOLS

Food and Nutrition Services Department

22 Hipp Road

New Milford, Connecticut 06776

(860) 354-3712 · FAX (860) 354-3712



Sandra Sullivan, RD, CD-N
Director

To: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Gregg Miller, Director of Fiscal Services

From: Sandra Sullivan, Director of Food and Nutrition Services

Date: May 29, 2014

Re: Schaghticoke Middle School Reconfiguration Bid

The reconfiguration bid for the 2014-2015 school year was opened on May 27, 2014. It is my recommendation that the contract be awarded to Warehouse Store Fixture Company.

PROPOSED SMS KITCHEN RECONFIGURATION

PROJECT: NEW MILFORD PS

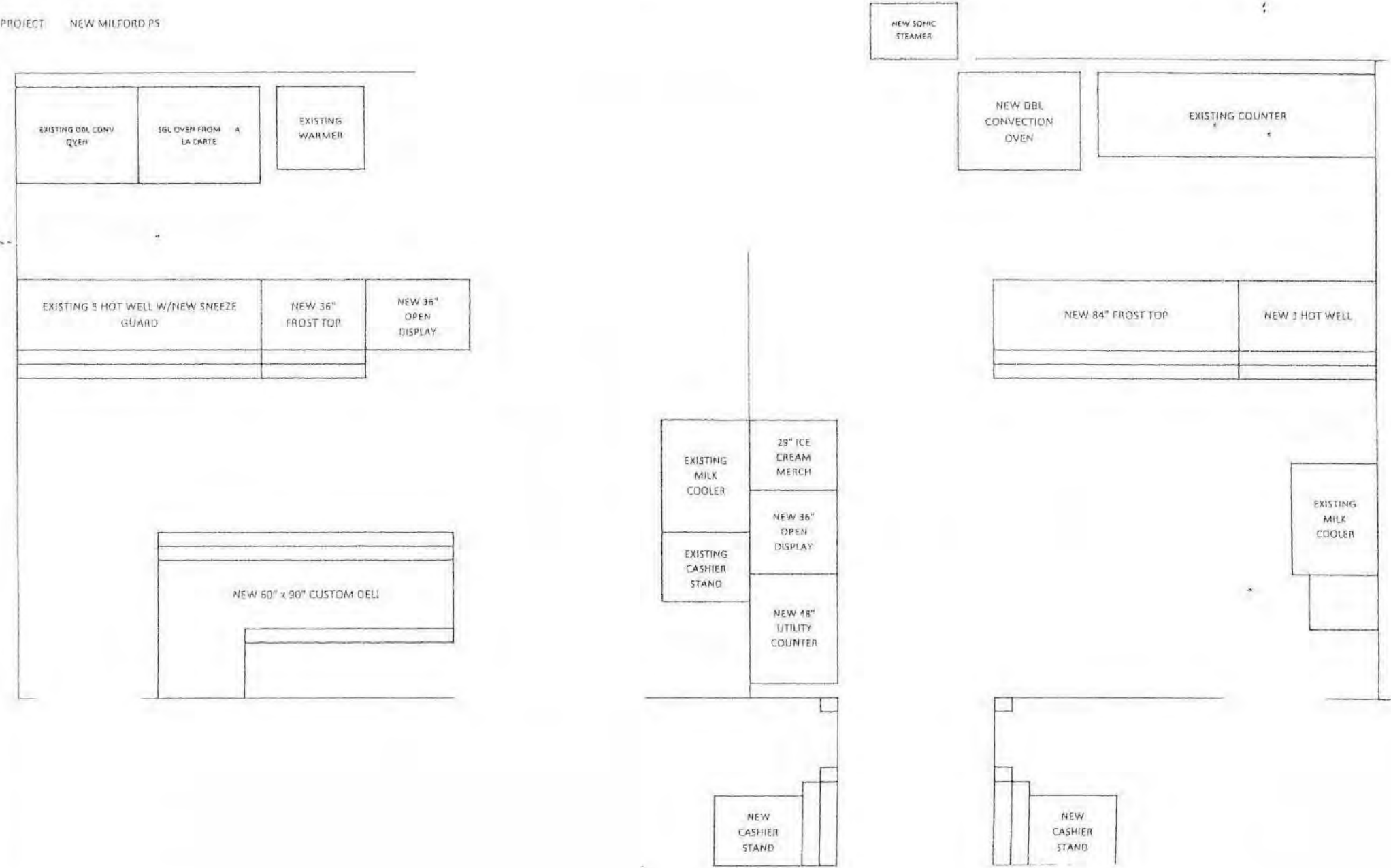


EXHIBIT B
Operations 6/03/2014

The New Milford Board of Education hereby resolves that the individuals listed below are authorized signatories on the following accounts:

<u>Description</u>	<u>Financial Institution</u>	<u>Authorized Individuals</u>
Noble B. Booth Scholarship	Webster	JeanAnn C. Paddyfote Jay Hubelbank
JPS Activity Master Fund	Webster	JeanAnn C. Paddyfote Paula Kelleher Jay Hubelbank
JPS Operations Master Fund	Webster	JeanAnn C. Paddyfote Paula Kelleher Jay Hubelbank
NMHS Activity Master Fund	Webster	JeanAnn C. Paddyfote Greg Shugrue Jay Hubelbank
NMHS Operations Master Fund	Webster	JeanAnn C. Paddyfote Greg Shugrue Jay Hubelbank
NMHS Class of Master Fund	Webster	JeanAnn C. Paddyfote Greg Shugrue Jay Hubelbank
Money Market Scholarship Acct.	Webster	JeanAnn C. Paddyfote Greg Shugrue Jay Hubelbank
SMS Operations Master Fund	Webster	JeanAnn C. Paddyfote Dana Ford Jay Hubelbank
SMS Activity Master Fund	Webster	JeanAnn C. Paddyfote Dana Ford Jay Hubelbank
SMS Student Awards Master Fund	Webster	JeanAnn C. Paddyfote Dana Ford Jay Hubelbank

(OVER)

<u>Description</u>	<u>Financial Institution</u>	<u>Authorized Individuals</u>
SNIS Operations Master Fund	Webster	JeanAnn C. Paddyfote Leonard Tomasello Jay Hubelbank
SNIS Activity Master Fund	Webster	JeanAnn C. Paddyfote Leonard Tomasello Jay Hubelbank
SNIS Student Awards Master Fund	Webster	JeanAnn C. Paddyfote Leonard Tomasello Jay Hubelbank
Hill & Plain Activity Master Fund	Webster	JeanAnn C. Paddyfote Anne Stuhlman Jay Hubelbank
Hill & Plain Operations Master Fund	Webster	JeanAnn C. Paddyfote Anne Stuhlman Jay Hubelbank
Northville Sch. Activity Master Fund	Webster	JeanAnn C. Paddyfote Susan Murray Jay Hubelbank
Northville Sch. Operations Master	Webster	JeanAnn C. Paddyfote Susan Murray Jay Hubelbank
BOE School Lunch Fund	Webster	JeanAnn C. Paddyfote Sandra Sullivan Jay Hubelbank

Comments:

1. Two signatures are required on accounts.
2. The account numbers have been left blank intentionally.

EXHIBIT C

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health/Nutrition, Family Services and
Adult Education
25 Industrial Park Road
Middletown, Connecticut 06457-1543

AUTHORIZED SIGNATURES CHANGE FORM

Read the enclosed instructions before completing the form.

FOR STATE USE ONLY	
Effective Date:	_____
AGREEMENT NUMBERS:	
School Programs	_____
Child Day Care Centers	_____
Adult Day Care Centers	_____
Day Care Homes	_____
Summer Food Service	_____

This is to certify that on _____, as shown in the minutes of
(Date)

(Name of Corporation, Board of Education or Governing Body)

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

Signature

Printed Name

Title (Superintendent of Schools, Mayor, Selectman, President
or Chairperson of the Board, Pastor or Commissioner)

Date

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

Signature

Printed Name

Title (Assistant Superintendent, Business Official, Principal,
Headmaster, City or Town Manager, Executive Director
or Deputy Commissioner)

Date

3. The signature below certifies the above action.

Signature

Title (Secretary of Corporation, Town Clerk, Secretary
of the Board)

New Milford Public Schools
DRAFT - Budget Adjustments - DRAFT
2014-2015

cc	Obj	Prog	Description	Original Budget	Revision Amount	Revised Budget	Cumulative	
			Target cuts				\$650,000	
			Additions					Explanation
14	625	2620	Natural Gas	\$239,094	\$17,500	\$256,594		Increase Based on Experience
5	112	3210	Salary Non Cert Sports	\$228,917	\$2,314	\$231,231		Added Freshman Lax
5	112	3210	Salary Non Cert Sports	\$231,231	\$4,628	\$235,859		
15	511	2710	Transportation	\$3,519,448	\$25,000	\$3,544,448		Accommodation for Students
1	339	2660	Pur Svc. School Monitor	\$22,500	\$2,500	\$25,000		Adjustment Based on Proposed Bid Award
2	339	2660	Pur Svc. School Monitor	\$22,500	\$2,500	\$25,000		"
3	339	2660	Pur Svc. School Monitor	\$22,500	\$2,500	\$25,000		"
4	339	2660	Pur Svc. School Monitor	\$22,500	\$2,500	\$25,000		"
5	339	2660	Pur Svc. School Monitor	\$86,563	\$10,000	\$96,563		"
6	339	2660	Pur Svc. School Monitor	\$22,500	\$2,500	\$25,000		"
10	112	1129	Teacher Substitutes	\$495,959	\$75,000	\$570,959		Based on Current Year's Experience
15	339	2510	Pur Svc Fiscal Services	\$86,130	\$25,000	\$111,130		Munis Training
			Total Additions:		\$171,942		\$821,942	
			Decreases					(Principals & Managers Provided Input for Cuts)
1	611	1110	Supplies Inst PE	\$1,305	-\$500	\$805		Reduce Supplies
1	645	2222	Library Books	\$4,771	-\$1,000	\$3,771		Shift to Classroom Libraries
2	611	1104	Supplies Inst	\$6,405	-\$2,000	\$4,405		Reduce Consumables
2	645	1104	Classroom Library Books	\$19,534	-\$4,000	\$15,534		Maintain program development
2	321	1128	Pur Svc Gen Inst Assemblies	\$5,926	-\$3,000	\$2,926		Reduction based on Actuals
2	612	1128	Supplies Non Inst Gen.	\$10,567	-\$4,000	\$6,567		Increase Over Current Year
3	611	1128	Supplies Inst	\$37,228	-\$2,500	\$34,728		Increase Over Current Year
3	645	2222	Library Books	\$10,800	-\$2,000	\$8,800		Level Funded
4	339	1104	Pur Svc. Language Arts--ChromeBook Licenses	\$1,800	-\$1,800	\$0		Deferred Until Next Year
4	731	1104	Equipment Inst New English--ChromeBooks	\$29,820	-\$29,820	\$0		Deferred Until Next Year
4	733	1104	Equipment Non Inst New English--Charging Cart	\$7,600	-\$7,600	\$0		Deferred Until Next Year
4	731	1111	Equipment New Inst Science--Response Clickers	\$3,440	-\$3,196	\$244		Deferred Until Next Year
4	645	2222	Library Books	\$12,000	-\$5,000	\$7,000		Deferred Until Next Year
5	611	1108	Supplies Inst Math--Manipulatives	\$1,558	-\$500	\$1,058		Increase Over Current Year
5	515	1109	Field Trips Music	\$15,000	-\$5,000	\$10,000		Level Funded
5	611	1109	Supplies Inst Music	\$5,000	-\$1,000	\$4,000		Level Funded
5	611	1111	Supplies Inst Science--Consumables	\$24,816	-\$1,000	\$23,816		Increase Over Current Year
5	731	1111	Equip New Inst Science--Microscopes	\$6,416	-\$5,100	\$1,316		Deferred Until Next Year
5	611	2222	Supplies Inst Library--Videos & DVDs	\$1,162	-\$500	\$662		Level Funding
5	611	2224	Supplies Inst Ed TV--Tapes, Batteries, Cables	\$1,200	-\$500	\$700		Level Funding
6	646	1104	Workbooks English	\$8,054	-\$3,500	\$4,554		Reduce Consumables
6	647	1109	Periodicals Music	\$1,800	-\$800	\$1,000		\$550 over current year
6	731	1109	Equip Inst New Music	\$3,300	-\$300	\$3,000		Reduce Repair Line, Increase Over Current Yr.
6	646	1111	Workbooks Science	\$900	-\$400	\$500		Reduce Consumables
6	733	1121	Equip Non Inst New Rem Re	\$1,950	-\$375	\$1,575		Reduce # of Tables and Room Dividers
6	432	1128	Repairs Non Inst Gen Inst	\$1,000	-\$1,000	\$0		Based on Trend Data
6	612	1128	Supplies Non Inst Gen	\$3,700	-\$500	\$3,200		Level Funding
6	645	2222	Library Books	\$10,000	-\$2,000	\$8,000		Increase Over Current Year
6	733	2223	Equip Non Inst New AV	\$2,500	-\$500	\$2,000		Reduction of Five Document Cameras
6	612	2410	Supplies Non Inst Principal	\$2,600	-\$151	\$2,449		Level Funding
10	324	1119	Pur Svc Computer Ed	\$17,000	-\$2,000	\$15,000		Slight Reduction in Computer Ed PD
10	611	1119	Supplies Inst Computer Ed	\$26,000	-\$3,000	\$23,000		Reduced to 2012 Funding
10	611	1130	Supplies Inst Testing	\$36,450	-\$5,000	\$31,450		Continue to Subsidize with Grants
10	733	1119	Equip Non Inst New	\$88,500	-\$10,000	\$78,500		Slight Reduction in Cost per Device
10	322	2212	Pur Svc Curr	\$86,369	-\$10,000	\$76,369		Reduce Summer Curriculum Writing
12	111	1271	Homebound Instruction	\$74,599	-\$5,000	\$69,599		Based on Trend Data
14	720	7001	Facilities Capital	\$191,250	-\$75,000	\$116,250		Deferred Projects
15	200	2950	Medical	\$7,549,041	-\$582,400	\$6,966,641		Lower Allocation Rates
17	733	7002	Capital-Switches	\$210,710	-\$15,000	\$195,710		Extending Project Over Two Years
12	920	4300	Excess Costs Reimbursement	-\$474,171	-\$25,000	-\$499,171		Increase Revenue
			Total Decreases:		-\$821,942		\$0	

DRAFT OF 2014 PROPOSED YEAR END EXPENDITURES

Site	CC	OBJ	PROG	Project / Item	Cost	Reason	Tier Level
				Instructional Items			
N.M. HIGH	5	641	1108	TEXTBOOKS-MATH (APPROVED ALGEBRA & GEOMETRY TEXTS)	\$36,200	Cut from Budget Supt.'s Proposed 2014-2015 Budget	1
N.M. HIGH	5	641	1105	TEXTBOOKS-SPANISH (APPROVED TEXTS)	\$8,700	Replacement and Higher Enrollment	1
N.M. HIGH	5	734	1111	INSTRUCTIONAL EQUIPMENT REPLACEMENT	\$1,896	Safety-Science Stools	1
N.M. HIGH	5	731	1127	INSTRUCTIONAL EQUIPMENT NEW	\$6,000	Stools for Art Room	1
				Non-Instructional Items			
HILL & PLAIN	17	734	7001	WET/DRY VACUUM W/FRONT SQUEEGEE	\$675	Time/Efficiency	1
HILL & PLAIN	17	734	7001	AUTOMATIC SCRUBBER	\$6,945	Time/Efficiency	1
HILL & PLAIN	17	720	7001	2 ADDITIONAL ACCESS CONTROLLERS	\$8,995	Security	1
NORTHVILLE	17	734	7001	WET/DRY VACUUM W/FRONT SQUEEGEE	\$675	Time/Efficiency	1
NORTHVILLE	17	720	7001	2 ADDITIONAL ACCESS CONTROLLERS	\$7,495	Security	1
PETTIBONE	17	734	7001	WET/DRY VACUUM W/FRONT SQUEEGEE	\$675	Time/Efficiency	1
SCHAGHTICOKE	17	734	7001	WET/DRY VACUUM W/FRONT SQUEEGEE	\$675	Time/Efficiency	1
SCHAGHTICOKE	17	720	7001	LIGHT POLE REPLACEMENT	\$1,450	Safety	1
N.M. HIGH	17	734	7001	WET/DRY VACUUM W/FRONT SQUEEGEE	\$675	Time/Efficiency	1
N.M. HIGH	17	734	7001	AUTOMATIC SCRUBBER	\$6,945	Time/Efficiency	1
Sarah NOBLE	17	734	7001	WET/DRY VACUUM W/FRONT SQUEEGEE	\$675	Time/Efficiency	1
LILLIS ADMIN.	17	720	7001	EXTERIOR PAINTING	\$1,850	Maintenance	1
DISTRICT WIDE	17	734	7001	LANDSCAPE RAKE	\$1,350	Time/Efficiency	1
DISTRICT WIDE	17	734	7001	PROPRESS PLUMBING TOOL	\$5,300	Time/Efficiency	1
DISTRICT WIDE	17	734	7001	LIFT GATE FOR FLATBED P/U	\$3,250	Worker safety	1
DISTRICT WIDE	17	734	7001	DIESEL STORAGE TANK FOR P/U	\$1,200	Time/Efficiency	1
DISTRICT WIDE	17	734	7001	FRONT DECK MOWER REPLACEMENT	\$39,930	Efficiency/Safety	1
				Sub-Total, Tier 1 Items	\$141,556		
				<u>TIER II NON-INSTRUCTIONAL ITEMS</u>			
Site				Project / Item	Cost	Reason	Tier Level
HILL & PLAIN	17	734	7001	PARKING LOT LINE PAINTING	\$3,600	Safety	2
NORTHVILLE	17	720	7001	PARKING LOT LINE PAINTING	\$6,500	Safety	2
N.M. HIGH (FARM)	17	734	7001	BARN REPAIRS	\$2,450	Worker Safety/Maintenance	2
N.M. HIGH	17	720	7001	ARENA FLOOR SANDING/PAINTING/REFINISHING	\$22,350	Maintenance	2
SARAH NOBLE	17	734	7001	PARKING LOT LINE PAINTING	\$7,700	Safety	2
LILLIS ADMIN	17	720	7001	CARPET REPLACEMENT	\$5,900	Maintenance	2
DISTRICT WIDE	17	734	7001	JOHN DEERE 1200A BUNKER MACHINE	\$13,650	Time/Efficiency	2
DISTRICT WIDE	17	734	7001	BACK PACK LEAF BLOWERS (3)	\$1,350	Time/Efficiency	2
DISTRICT WIDE	17	734	7001	EARTH AUGER	\$938	Time/Efficiency	2
				Sub-Total, Tier 2 Items	\$64,438		
				Grand Total:	\$205,994		

ANNUAL EMERGENCY PREPAREDNESS REPORT 2013 - 14

BOE Policy 5141.6 stipulates that "An annual report will be provided to the Board of Education that summarizes activities throughout the school district in implementation of the all hazard response framework." It is the purpose of this document to review the past year.

The Director of Fiscal Services has been given the responsibility for Emergency Preparedness. The Assistant Facilities Manager and the one (3) School Resource Officer now shared between the High School and Schaghticoke are members of the team as are the administrators. The local Emergency Preparedness Director and the Assistant Chief of Police are also valuable assets. The Director of Fiscal Services is an appointed member of the Town of New Milford's Local Emergency Planning Committee (LEPC). I have resigned from my appointed position with the LEPC effective June 30th, 2014. The LEPC is looking for a liaison from the schools to be determined.

We have segmented the activities of the past year into the following four (4) categories:

Activities within the Schools

1. Fire Drills/Code Red at each school
2. Lockdowns/Code Blue at each school
3. Testing operation of the emergency generator at SNIS
4. Funding SRO at all Schools –split duties (Town funded)
5. The visitor registration system that was installed at each school enhances school security and is working well
6. The addition of 5 security monitors at our k-8 schools bringing the total to 9 district wide

Activities across the District

1. Participation in the School Messenger rapid emergency notification system
2. Ongoing review of potential areas in which to improve security at each school

Collaboration with the Town of New Milford

1. Continuing development of formal protocols for Transportation, Nutrition Services and Facilities in support of the Town's Pandemic Plans
2. Participation in the H1N1 and seasonal flu vaccinations for the Town
3. The Town Council approved \$234,115.00 as a supplemental appropriation to cover police overtime and various security upgrades to our schools district wide, and we will have those funds spent by June 30, 2014

New Milford Board of Education Central Office Activities

1. Continuing receipt of notification of relevant Federal Grant Programs
2. Registration with various websites and related sources of pertinent information

The foregoing is a summary and, as such, does not include all activities, but rather is offered to provide a view of the breadth and scope of activities covered.

Respectfully submitted,

Gregg A Miller

Gregg A Miller
Director of Fiscal Services
June 1, 2014

NEW MILFORD PUBLIC SCHOOLS
Office of the Assistant Superintendent
50 East Street
New Milford, Connecticut 06776
(860) 354-3235 FAX (860) 210-2643



Joshua Smith
Assistant Superintendent of Schools

TO: Dr. JeanAnn Paddyfote, Superintendent
FROM: Joshua Smith, Assistant Superintendent
DATE: May 29, 2014
SUBJECT: **Annual Wellness Report**

The Wellness Committee met four times this year as a full group. Our membership included representatives from New Milford Hospital, the health department, the safety committee, food services, school administration, parents, and staff from all six schools.

Accomplishments for 2013-2014

- The Teen Ambassador Program was designed with collaboration between the New Milford Youth Agency and the New Milford Fire Marshal. The program will be implemented next year.
- The April Health Awareness Campaign was once again held at each of the schools and in the community.
- The fifth grade Walking Project was held at Sarah Noble Intermediate School.
- A health fair was held at Schaghticoke Middle School.
- Reviewed district's food services and snacks. All meet or exceed state guidelines; Connecticut guidelines are more stringent than the federal guidelines. Reviewed and updated food service website.
- Presented, discussed, and researched the connections between brain development and academic success. The committee is currently looking at ways to increase opportunities for physical activity in our schools.
- Reviewed mental health services offered by the district.
- Reviewed and discussed emerging state wellness resources and links that are designed to support school food service and wellness programs.
- Presented and discussed the EMPS 211 Program (Emergency Mobile Psychiatric Services).
- Reviewed, updated, approved and posted the district's Wellness Policy Guidelines and the Food Management Plan.

Goals for 2014-2015

- Implement Teen Ambassador Program.
- Review and update the district's Food Management Plan.

John J. McCarthy Observatory



May 20, 2014

Mrs. Daniele Shook
Chairperson
New Milford Board of Education
50 East Street
New Milford, CT 06776

Dear Mrs. Shook,

It is with sincere pleasure that I deliver the John J. McCarthy Observatory Corporation's 2013-2014 Annual Operations Report, per the Memorandum of Understanding between our organizations dated April 26, 2005.

The 2013-2014 school year has been a year of solid progress in many areas for the McCarthy Observatory, even though we were beset with many setbacks in scheduling due to the horrible weather in our region from fall into spring. We were very impressed by how many groups were so understanding and worked with us to reschedule when we had favorable weather in late spring. Of note for us was the widening geographic range of visitors scheduling time at the observatory. A very healthy sign!

Completing the next wave of Galileo's Garden, with many new perimeter trees and internal perennial plantings has been a main focus for our team, with ten Master Gardeners dedicated to making the garden a true teaching garden. We have also continued the "1,000 Suns For New Milford" sunflower project, which has proven to be a great success with young students, and are now having year four of seeds being planted in school by all the second graders, for June 21 planting in the observatory garden.

With several fine new members again this year, and more student mentoring under way, our goals of supporting the schools and the community have continued, and we have been invited and accepted a role in the Project Lead the Way Partnership Team for New Milford High School.

This year has been most rewarding for our whole volunteer staff, and we thank you for renewing our excellent agreement for another year.

Sincerely,

Robert E. Lambert
Treasurer
John J. McCarthy Observatory Corporation

John J. McCarthy Observatory Corporation 2014 Annual Operations Report

Introduction

The John J. McCarthy Observatory Corporation (JJMOC) has during this year successfully fulfilled its obligations as specified by the "Memorandum of Understanding" (MOU) between JJMOC and the New Milford Board of Education (NMBOE). This agreement, dated April 26, 2005, set forth a structure and operational plan to ensure that the John J. McCarthy Observatory at the New Milford High School (NMHS) and the John J. McCarthy Planetarium at the Sarah Noble Intermediate School (SNIS) are maintained in an operational state and utilized to further science literacy and critical thinking skills through education and public outreach. Following is a review of volunteer accomplishments for this past school year:

Educational Support and Outreach

Based on the model developed by the School Advisory Board as set forth in the MOU, our in-school offerings for curriculum support have continued, although there has been less demand this year in the Sarah Noble Astronomy To Go program compared to prior years. A number of issues with the planetarium had made it challenging to use by our team, but these were addressed through the past few months by the school staff and IT team. Their fine help was much appreciated. We also have updated our offerings to support the current curriculum and we hope to be able to have more involvement in 4-6 grades moving forward. A highlight again for this school year was our "Stump the Astronomers Day" for 6th graders, who challenged three of us with many very well thought-out astronomy questions this spring. The quality of the questions continues to impress us, and the focus of the students on this event is wonderful.



We have had visits from school groups from Kent School, Northville Elementary School, and three visits of busloads of students from South Kent School, who annually reenact the trial of Galileo, in full costume. We have also done events at Whisconier School in Brookfield, Mizzenotop School in Pawling, NY, and a large event for over 100 Brookfield Girl Scouts at Camp Candlewood. We had very challenging weather throughout the fall, winter, and spring that curtailed student observatory visits significantly, but were amazed at how groups wanting to visit persevered through multiple reschedulings. We are pleased to report that we were able to keep the observatory ready throughout a long snowy winter so that we never had to cancel a visit due to our lack of readiness. Decent weather in the last 6 weeks of the spring have allowed us to host almost all of the groups who had scheduled visits and been delayed.

With great support from teachers and PTO's we have continued into another year of the sunflower planting project called "1,000 Suns for New Milford" – this year again doing it for 2nd grade and for the New Milford Children's Center. Seeds harvested from the previous year

are used successfully, helping students understand the cycle of planting. A planting party will be held on June 21 as part of a major "Sun Day" event for the community. This project has been very popular with students, teachers and parents, and we hope to see it grow in the future.

Our successful Second Saturday Stars program continued this year, in spite of the many months of bad weather over the winter. The turnout even for cloudy and rainy nights continues to be excellent, and clear nights often have nearly 100 visitors. We are approaching our 100th unique astronomy presentation by volunteers at SSS, and are delighted to see the distances people drive to attend these events!

We continue publishing a monthly Astronomy Calendar that is distributed to well over 100 teachers and staff of school systems. This has proven to be a very well accepted document, and readership continues to grow. In addition, a larger version of this document called the "Galactic Observer" is emailed to over 900 families in the region monthly, and is posted on our website. The core of these publications consists of updates on today's discoveries in space exploration (of which there are many), history lessons on astronomy and space programs, and upcoming celestial events for readers to enjoy. The feedback we get from subscribers throughout the region is wonderful.

We have also been active in supporting the 6th grade students in Brookfield, and gave multiple presentations to every one of those students at Whisconier School this year. We had two successful Adult Education classes this year, with attendees from as far away as Mansfield, CT. Six towns were represented in these two courses. The adult education staff has been extremely helpful to us in administering adult education. We have added new media and new teaching tools in the past couple of years to that program that have proven to be much more effective at visually explaining the complex topics of modern astronomy.

Mentoring

We have had the distinct pleasure of doing student mentoring this year for independent science study projects.

One student, from Yorktown Heights, New York spent considerable time last summer and fall participating in observing and imaging asteroids. She was very gifted and quickly learned how to do all of the facets of capturing and tracking these newly discovered asteroids. However, the distance required to travel back and forth made it challenging to sustain, so she had to select a project that she could do at home without commuting in the middle of the night.

She was working closely with the other dedicated student, Carly KleinStern, a junior at New Milford High School, who continued with an independent study involving the Oort Cloud and a comet that entered the inner solar system last year from the Oort cloud: a giant cometary reservoir that surrounds the solar system. Carly developed a deep knowledge of the Oort Cloud and how it was determined to exist, and over eight months imaged "Comet ISON" as it moved towards the sun. She imaged it as it traversed the inner solar system on 10 occasions, and from that data was able to calculate all of its orbital characteristics precisely. She then compared the results she achieved with those done professionally by both the Minor Planet Center of the International Astronomical Union and the Jet Propulsion Laboratory. Each of

these organizations had over 6,000 observations for computing the orbital characteristics. Miss KleinStern's orbital results from her ten observing events were virtually indistinguishable from those of the two professional organizations! Her project received two monetary prizes and awards at the Connecticut Science Fair this spring.

Both the experimental portion of her study and the research portion, involving frequent and sophisticated dialog with the thought leaders in cometary science, were carried out with great professionalism and the kind of organization and attention to detail that are the hallmarks of fine science. We were most proud to have the opportunity to help mentor this bright young lady, and extremely pleased that our equipment and research library were able to support her properly. She will be the featured speaker at the June 14th Second Saturday Stars open house.

We believe we are well prepared as a group and as a center, to support more such projects in the future. Attached to this document are brief profiles of five New Milford students who have been deeply involved in the observatory, past and present. It has been most gratifying to have such fine students engaged in space exploration in the back yard of New Milford High School.

Facility upgrades

Improving the technology, appearance, and usability of the observatory facility has been an ongoing focus, and we continue to make progress.

In this year we have done the following:

- Installed a "SkyCam" on the roof to enable detecting of bright meteors and to remotely see the current sky conditions at JJMO. It has been set up to be displayed on the observatory website for all to see.
- Installed a remote focuser in the Takahashi refracting telescope, enabling precise focusing at the control computer to greatly increase imaging precision on that instrument
- Installed the first of the two surveillance cameras purchased by the school system. It is now trained on the Fischer sundial and much of Galileo's Garden to help prevent mischief at the sundial. Final testing of motion detection, notification processes, and alarm strategies is now under way. It is an excellent addition!
- Installed a laptop computer on the observing deck to add to the learning experience of visiting groups. Detailed information pertaining to an object being observed can be displayed on this system to help increase observer's knowledge of the heavens. It is very useful for young visitors.

Galileo's Garden Progress

An ongoing project that began in 2010 is construction of an "outdoor classroom" in a garden area known as "Galileo's Garden". This 3,000 square foot area is an extension of our outdoor teaching space, for supporting student daytime activities as classes and other visiting groups come to the facility. The Garden was dedicated on June 9th, 2012, and has been continuously enhanced since.

The spring of 2014 has us continuing the garden development, at a higher pace. Completion of this next major phase of the garden will occur over the summer months. The Master Gardener candidates of last year have joined the observatory as volunteers, have been

certified, and have recruited other certified Master Gardeners as ongoing volunteers. So we now have a total of 10 certified Master Gardeners who are actively engaged in enhancing Galileo's Garden. They are proving to be great workers, planners, teachers and consultants. They are making a huge difference for us, and we are establishing a sustaining partnership with this team and the UConn Bethel Extension that oversees their continuing education. They are working on plans that will make it a true "science teaching garden" for young visitors, with ways to explore and learn through informative and exciting hands-on activities. Some of these will be "field-tested" in the weeks to come through school visits and a planned "Sun Day" on June 21.



The photograph above is a screen capture from the high-resolution image stream captured by the surveillance camera that watches over the Fischer sundial 24/7. The garden is becoming a popular "study hall" for NMHS students. A dream come true for our team!

At this point Galileo's Garden has over 300 perennial specimens, representing over 40 varieties of trees, shrubs, grasses and flowers. In addition over 600 bulbs were planted last fall to add color to the garden through the spring part of the school year. In the past two weeks over 100 annual plants were put in on the borders. Next is establishing a small butterfly garden on the east end of the garden. Plans are being developed to have an inviting entranceway by the six-foot sun, with a wheelchair ramp and plantings that will invite visitors "inside" this special garden. The plantings today are designed to offer peak color in the spring and fall, when student visits will occur most frequently. Attached to this document are some recent photographs of spring workers and the fruits of their labor. 2014 is the year where the garden has the appearance of being truly "established", but much perimeter growth on the south side is needed before it is fully enclosed. We would love to have Board of Education members pay the garden a visit. Over the next several years we plan to evolve this into a true outdoor science center, with hands-on learning in many facets of earth science and ecology.

Volunteer projects

Our volunteer team has been engaging in new astronomy-related activities to hone skills and provide more tools to support our mission with students. Here are overviews of the main imaging projects we are engaged in with student involvement:

- **Deep space imaging**

The volunteers and students have continued to capture fine imagery of a variety of deep space objects, and we are now able to print giant (44" wide) images of Observatory images. The imagery we can create today far exceeds what was possible in the past, and they create much excitement when visitors see the results. We plan to sell large framed versions of celestial images as an ongoing fund-raising project.

- **Asteroid and comet observations**

With student leadership, Comet "ISON" was tracked until colliding with the sun on Thanksgiving Day. This comet, coming from deep in the Oort Cloud at the very perimeter of the solar system. New Milford and Nonnewaug students also participated successfully in making observations of a number of newly discovered asteroids and submitting them to the Minor Planet Center.

Donated Equipment and Facility Upgrades

As a condition of the MOU, JJMOC donates any capital assets it acquires to the NMBOE. JJMOC has acquired and now donates the following assets acquired this year:

PlanetCam – a modern imaging camera for solar system imaging - \$330

SkyCam – for searching for meteors and monitoring sky conditions - \$2,200

Electronic focuser for Takahashi telescope - \$500

STEM Education Support

We are committed to supporting the NMHS STEM program in whatever way can be meaningful as this program grows at a rapid pace. We were honored to be asked to participate in the community oversight committee for the STEM initiative, and hosted the kickoff meeting in April. We will do our best to help make it a success, and are very impressed with the initial steps and the aggressive plans to expand it. And we are eager to help put the "A" into making it "STEAM". That notion of aesthetics mated with technology is core to how our team thinks.

Expansion of space

Our working space remains a severe limiter to the kinds of activities we can conduct. We have revised our thinking this year and made construction-level blueprints and cost estimates of a 32' x 32' addition to the north of the existing structure, in space that has no functional use or plans at this time. This is a larger room than we were contemplating in last year's report, and it would contain more storage space and display space.. Our hope continues that such a space could be used for multiple purposes by the school system and other groups that engage with students, such as science camps, etc.

“Stellar” Students from the Observatory’s annals

Over the years we have had the opportunity to mentor some very talented and curious students from the region, and have been able to help them learn to use the technology we offer to learn fundamental lessons in performing scientific investigations. Here are five examples of New Milford students that have enjoyed and benefitted from pursuing projects at the observatory. We are most proud to support young people of this caliber!

- **Lisa Glutkovsky**

Lisa performed an independent study at the observatory, measuring the distance to passing asteroids with simultaneous measurements from two locations far apart (calculating the asteroid distance using parallax). The extraordinarily accurate results she achieved led to her winning the Grand Prize in the Intel International Engineering and Science Fair, and over \$100,000 in scholarships. She went to Princeton University.

- **Stephen Riley**

Stephen was a student intern/volunteer at the observatory, and did a great deal in integrating the observatory’s technology systems. He also began our deep-space imaging initiative. Steven went on to get a degree in Astronomy at Case Western University and is a high school physics and astronomy teacher.

- **Katie Shusdock**

Katie did a fine galaxy imaging project in 6th grade. She was a regular volunteer at the observatory during her school years in New Milford. Katie is going to Northeastern University this fall to study Biomedical Engineering.

- **Kyle Cloutier**

Kyle completed a science project on lunar spectroscopy at the observatory as a high school student, was a frequent volunteer, and most recently, a presenter at the observatory’s monthly open house. Kyle has graduated from the University of Maryland with a degree in Aerospace and Aeronautical Engineering, and is beginning a career at NASA’s Jet Propulsion Laboratory in Mars Mission Operations. She had a very successful summer intern assignment at JPL last year, working with the Opportunity rover team.

- **Carly KleinStern**

Carly has recently completed an 18 month independent study of the Oort Cloud that surrounds the Solar System. As part of the project, she tracked a long period comet that came from the Oort Cloud for 8 months before it collided with the Sun last Thanksgiving Day. Her measurements of its Orbital characteristics were virtually indistinguishable from those of the Jet Propulsion Laboratory and the Minor Planet Center. This remarkable work gained Carly two fine awards at the Connecticut Science Fair in 2014. She will be a senior at New Milford High School this fall, and we are most proud to have her as an active volunteer at the observatory. She will be the speaker at the June Observatory open house event.

Spring 2014 garden progress



**New Milford Board of Education
Operations Sub-Committee Meeting Minutes
June 3, 2014
Lillis Administration Building, Room 2**

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NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mrs. Theresa Volinski Mr. John W. Spatola, Mr. David R. Shaffer
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Also Present:	Dr. JeanAnn Paddyfote, Superintendent of Schools Mr. Joshua Smith, Assistant Superintendent Mr. Gregg Miller, Director of Fiscal Services Ms. Ellame Baldelli, Director of Human Resources Mrs. Laura Olson, Director of Pupil Personnel Services Ms. Roberta Pratt, Director of Technology Mr. John Calhoun, Facilities Manager
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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. Mr. Shaffer moved to amend the agenda to add item 3.G. Exhibit B: Authorization of Signatories on School District Accounts and item 3.H. Exhibit C: Authorization of Signatories on the ED-099 Agreement for Child Nutrition Program, seconded by Mrs. Volinski and passed unanimously.	Call to Order Motion made and passed unanimously to amend the agenda to add item 3.G. Exhibit B: Authorization of Signatories on School District Accounts and item 3.H. Exhibit C: Authorization of Signatories on the ED-099 Agreement for Child Nutrition Program.
2.	Public Comment <ul style="list-style-type: none"> Mr. Coppola, a New Milford resident and member of the Board of Education, thanked Mr. Smith and Ms. Pratt for airing other shows on Channel 17 besides the Board of Education meetings. 	Public Comment
3. A.	Discussion and Possible Action Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence <ul style="list-style-type: none"> Ms. Baldelli noted there will be more revisions coming as this is the time of year that retirements 	Discussion and Possible Action Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence

	and resignations occur which allows those not initially rehired to be reappointed.	
	Mr. Shaffer moved to bring Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval, seconded by Mrs. Volinski and passed unanimously.	Motion made and passed to bring Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.
B.	Monthly Reports	Monthly Reports
	1. Purchase Resolutions D-666	Purchase Resolutions D-666
	<ul style="list-style-type: none"> • Mr. Spatola asked about P.O. 53226, Institute of Professional Practice which Mrs. Olson noted is an outsourced service for highly trained staff who work with students on the autism spectrum. She said the clinicians must have a Master's Degree in special education and this program has saved the district money by keeping students in district. • Mr. Spatola asked how often these clinicians met with the students and Mrs. Olson said they are here for the school day and during the summer program. • Mr. Spatola asked what the ABA meant and Mrs. Olson said it was a behavioral approach that has proven effective with students. • Mr. Shaffer asked about the bullet resistant film from Action Glass and Mr. Calhoun said it would be used throughout the district at all schools on the windows next to interior doors and exterior doors. • Mrs. Volinski asked how many gas valves were being purchased and Mr. Calhoun said the high school had a gas leak and this was a follow up to that leak to add shut offs throughout the system. 	
	2. Budget Positions dated 5/31/14	Budget Positions dated 5/31/14
	<ul style="list-style-type: none"> • Mr. Miller said the budget is looking good at this point. He said there were some items with surpluses last year that are not happening this year but there are surpluses in other areas. • Mr. Miller said on the revenue side of the budget the second installment of excess costs will come in 	

<p>on target and there was an additional amount in revenue from back billing of Medicaid.</p> <ul style="list-style-type: none"> • Mr. Spatola asked how the \$300,000 in excess costs came about and Mr. Miller said the special education department submits information for out of and in district placements. The state then uses a formula to calculate excess costs 75% of which is usually sent in December with the balance due sometime around March. The district always budgets conservatively on this item because it is never known what the formula will be. • Mr. Shaffer asked if something that was encumbered was going to be spent and Mr. Miller said it is on a purchase order. Mr. Shaffer noted text books being purchased at this time of year for \$67,000 and said he would have thought those would have already been purchased. Mr. Miller said it could have been something that was backordered but he did not have the detail at this meeting, but he would get the answer. • Mr. Shaffer asked about the gifted and talented encumbrance of \$26,960 and Mr. Miller said it is mostly salaries. • Mr. Shaffer asked about line 2310 Board of Education and Mr. Miller said that is mostly legal fees. <p>3. Requests for Budget Transfers</p> <ul style="list-style-type: none"> • Mr. Spatola asked about the Houghton-Mifflin transfer and Dr. Paddyfote said this was part of the Special Education budget. Mrs. Olson said the district is obligated to evaluate the students for eligibility and these test materials are updated every five to seven years. • Mrs. Volinski asked if this was above and beyond the PPT and Mrs. Olson said it was part of the process. <p>Mr. Shaffer moved to send the Monthly Reports: 1. Purchase Resolution D-666, 2. Budget Positions dated 5/31/14, and 3. Requests for Budget Transfers, to the full Board for approval, seconded</p>	<p>Requests for Budget Transfers</p> <p>Motion made and passed unanimously to send the Monthly Reports: 1. Purchase Resolution D-666, 2. Budget Positions dated</p>
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	by Mrs. Volinski and passed unanimously.	5/31/14, and 3. Requests for Budget Transfers, to the full Board for approval.
C.	<p>Grants</p> <ol style="list-style-type: none"> 1. Carl D. Perkins Grant <ul style="list-style-type: none"> Mr. Shaffer asked where this grant came from and why we qualified for it. Mr. Smith said it is a science, technology, engineering and business grant. The federal government funds the state and it is an entitlement grant. <ol style="list-style-type: none"> 2. Adult Education – Transition: Post-Secondary Education and Training 3. Adult Education – English Literacy and Civics Education <p>Mrs. Volinski moved to send the Carl D. Perkins Grant, the Adult Education – Transition: Post-Secondary Education and Training, and the Adult Education – English Literacy and Civics Education grant to the full Board for approval, seconded by Mr. Shaffer and passed unanimously.</p>	<p>Grants</p> <ol style="list-style-type: none"> 1. Carl D. Perkins Grant <ol style="list-style-type: none"> 2. Adult Education – Transition: Post-Secondary Education and Training 3. Adult Education – English Literacy and Civics Education <p>Motion made and passed unanimously to send the Carl D. Perkins Grant, the Adult Education – Transition: Post-Secondary Education and Training, and the Adult Education – English Literacy and Civics Education grant to the full Board for approval</p>
D.	<p>Bid Awards</p> <ol style="list-style-type: none"> 1. Food and Nutrition Services – Milk <ul style="list-style-type: none"> Mrs. Sullivan noted this is a bid we do every year and there were two received this year and she was recommending Marcus Dairy who has served New Milford well. Mrs. Volinski asked how much the bid was for and Mrs. Sullivan noted it depended on sales of milk and included all flavors of milk. Mr. Spatola asked if this bid compared favorably to 	<p>Bid Awards</p> <ol style="list-style-type: none"> 1. Food and Nutrition Services – Milk

	<p>other schools and Mrs. Sullivan noted each school did their own contracts but this was comparable.</p> <ul style="list-style-type: none"> • Mr. Spatola asked about a state contract price and Mrs. Sullivan said this bid was lower. <p>Mrs. Volinski moved to award the Food and Nutrition Services – Milk bid to Marcus Dairy and send it to the full Board for approval, seconded by Mr. Shaffer and passed unanimously.</p> <p>2. Food and Nutrition Services – Ice Cream</p> <ul style="list-style-type: none"> • Mrs. Sullivan said the frozen dessert bid had one bidder which was New England Ice Cream. • Mrs. Volinski asked for the price and Mrs. Sullivan said it depends on the amount sold. <p>Mr. Shaffer moved to award the Food and Nutrition Services – Ice Cream bid to New England Ice Cream and to send it to the full Board for approval, seconded by Mrs. Volinski and passed unanimously.</p> <p>3. School Safety Monitors</p> <ul style="list-style-type: none"> • Mr. Miller said there were three bidders and the policy of the Board is that the lowest bidder does not have to get the award as long as a reason is given as to why the bid was not awarded. He said in this case the current provider has had a lot of absenteeism for three years. They have not been living up to their end of the services to be provided. He noted this contract would have a \$2500 upcharge per safety monitor but it is well spent to mitigate the attendance issues. • Mrs. Faulenbach asked if the Board would be covered policy wise and Mr. Miller said it is rare that the District does not offer the contract to the lowest bidder but this is an unusual circumstance. 	<p>Motion made and passed unanimously to send the Food and Nutrition Services – Milk bid to Marcus Dairy and send it to the full Board for approval.</p> <p>2. Food and Nutrition Services – Ice Cream</p> <p>Motion made and passed unanimously to send the Food and Nutrition Services – Ice Cream bid to New England Ice Cream and to send it to the full Board for approval.</p> <p>3. School Safety Monitors</p>
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<ul style="list-style-type: none"> • Mr. Spatola said if there is a charge for events with this contract then that needs to be considered in an increased activity fee. • Mr. Spatola asked how many people would be at each school and Mr. Miller said there would be four at the high school and one at each of the other schools. • Mr. Shaffer asked if the new bidder would hire the same people thus causing the attendance problem and Mr. Miller said this firm is based out of Danbury while the other firm was out of Stamford. <p>Mrs. Volinski moved to award the School Safety Monitors bid to Securitas Security and to send it to the full Board for approval, seconded by Mr. Shaffer and passed unanimously.</p> <p>4. SMS Kitchen Reconfigurations</p> <ul style="list-style-type: none"> • Mrs. Sullivan said there was one bidder for the equipment which includes some new and some refurbished equipment. • Mrs. Faulenbach noted that this project has been discussed for some time and has nothing to do with the potential reconfiguration of the schools. She also noted that some of the equipment is 40 years old. • Mrs. Volinski asked how much equipment would be purchased and Mrs. Sullivan said there would be a new double oven, frost tops to keep food cold, two open merchandisers, a new deli station, and an ice cream chest. • Mrs. Volinski asked if New England Ice Cream would provide a cooler why would we be buy one and Mrs. Sullivan said the New England Ice Cream cooler would be too big for the space. • Mr. Shaffer said he felt another cashier would be helpful to get the students through the line. <p>Mr. Shaffer moved to award the SMS Kitchen</p>	<p>Motion made and passed unanimously to forward the School Safety Monitors bid to Securitas Security and to send it to the full Board for approval, seconded by Mr. Shaffer and passed unanimously.</p> <p>4. SMS Kitchen Reconfigurations</p> <p>Motion made and passed</p>
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	<p>Reconfiguration bid to Warehouse Store Fixture Company and to send it to the full Board for approval, seconded by Mrs. Volinski and passed unanimously.</p>	<p>unanimously to send the SMS Kitchen Reconfiguration bid to Warehouse Store Fixture Company and to send it to the full Board for approval.</p>
<p>E.</p>	<p>Recommendations for 2014-2015 Budget Adjustments</p> <ul style="list-style-type: none"> • Dr. Paddyfote read the items on the top section of the list and noted these are additions to the budget. The Board's adopted budget for 2014-2015 has insufficient funds in the line items. • Mr. Spatola asked if the district can't get a handle on the cost of substitutes and Ms. Baldelli said it is hard to manage this. She noted this year there were 43 teachers out on leave when last year there were only 22 or 23. She noted there were also 20 long term leaves whereas last year there were four. • Mrs. Faulenbach noted that with the increase of \$171,000 and the \$650,000 reduction, the Board will need to reduce \$821,000 from its adopted budget. • Mr. Spatola said he did not feel like the Board had the ability to change the medical line once it was set in the budget. He said he has spoken to the Mayor about this as well. He said once the medical line is established, any surplus should go to the Internal Service Fund and then if there is a surplus, it would be used for the budget next year on medical. • Mrs. Faulenbach noted the insurance number is given to the Board by the Town. • Mr. Miller said the first run at this number comes in around December to help establish the budget and then the next number always comes after the referendum. • Dr. Paddyfote said once the Board makes any adjustment after the referendum, it does not touch the medical line again. • Mr. Spatola said he would ask for a legal opinion on this and Dr. Paddyfote said the Board had a legal opinion a few years ago when the Town 	<p>Recommendations for 2014-2015 Budget Adjustments</p>

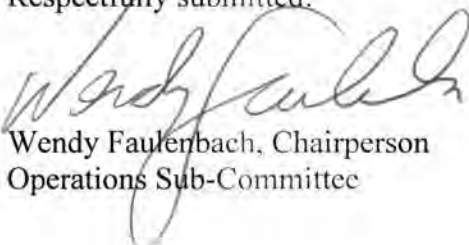
	<p>suggested the Board overfunded this account. She implied the consultant gives the Town and the Board the number to budget as Mr. Miller stated.</p> <ul style="list-style-type: none"> • Mr. Miller said if the Board was not following the rules of the Internal Service Fund that the Town Finance Director would let the Board know. • Mr. Shaffer noted that the line for science clickers at \$244 would not purchase enough clickers. Mr. Smith said this line was for beakers versus any other equipment. • Mr. Shaffer said the consumables lines were decreased and wondered if the departments were aware of that now and Dr. Paddyfote noted these numbers came from the principals at the schools. • Mr. Smith noted these lines were not increases in the budget but often were level funded. • Mr. Shaffer asked what line 773 would be for and Dr. Paddyfote said Sarah Noble was requesting room dividers and tables. • Mr. Shaffer asked about the travel budget for music and Mr. Miller said there is still \$600 left from the \$10,000 budget this year. The cut was to keep the music travel budget the level funded. • Committee members said they wanted the Board members to vote and discuss this list. 	
F.	<p>Possible End-of-Year Projects</p> <ul style="list-style-type: none"> • Dr. Paddyfote noted that if the budget is favorable there was a list of projects for the Board to consider. Mr. Miller said the budget is favorable as of right now. • Dr. Paddyfote said the list included things to do at the high school which every one still refers to as the “new” high school even though that school is now 14 years old. She also noted there were tier one projects and tier two projects. • Mr. Spatola asked where the dollars are coming from and Mr. Miller said a myriad of accounts. • Mrs. Faulenbach said if this Board approved tier one and tier two projects or not, that money left over be requested to be put in the capital reserve. • Mr. Spatola said he was only inclined to do tier 	<p>Possible End-of-Year Projects</p>

	<p>one projects and not tier two.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach advised the committee that the end of the year project list would be sent to the full board for discussion and possible action. 	
G.	<p>Exhibit B: Authorization of Signatories on School District Accounts</p> <p>Mr. Shaffer moved to add Mr. Jay Hubelbank as a signatory on school district accounts as shown on Exhibit B and to recommend this motion to the full Board for approval effective July 1, 2014, seconded by Mrs. Volinski and passed unanimously.</p>	<p>Exhibit B: Authorization of Signatories on School District Accounts</p> <p>Motion made and passed to add Mr. Jay Hubelbank as a signatory on school district accounts as shown on Exhibit B and to recommend this motion to the full Board for approval effective July 1, 2014.</p>
H.	<p>Exhibit C: Authorization of Signatories on the ED-099 Agreement for Child Nutrition Program</p> <p>Mr. Shaffer moved to add Mr. Jay Hubelbank as a signatory on the ED-099 Agreement for Child Nutrition Program as shown on Exhibit C and to recommend the motion to the full Board for approval, effective July 1, 2014, seconded by Mrs. Volinski and passed unanimously.</p>	<p>Exhibit C: Authorization of Signatories on the ED-099 Agreement for Child Nutrition Program</p> <p>Motion made and passed unanimously to add Mr. Jay Hubelbank as a signatory on the ED-099 Agreement for Child Nutrition Program as shown on Exhibit C and to recommend the motion to the full Board for approval, effective July 1, 2014.</p>
4. A.	<p>Items for Information Annual Emergency Preparedness Report</p> <ul style="list-style-type: none"> • Mr. Miller pointed out two items in the preparedness report including that he was the Local Emergency Preparedness Committee (LEPC) liaison but has resigned and so someone from the school needs to fill his position. He also noted through the collaboration with the Town there was a \$234,115 expenditure for security and said that the remaining \$90,000 needed to be spent in 	<p>Items for Information Annual Emergency Preparedness Report</p>

	the next two weeks.	Annual Wellness Report
B.	Annual Wellness Report <ul style="list-style-type: none"> Mr. Smith chairs the Wellness Committee and said it has been an active committee with members from the community, school, health officials, and school nurses. He said they focus on exercise, nutrition, school food, and also out of school activities. 	John J. McCarthy Observatory Annual Report
C.	John J. McCarthy Observatory Annual Report <ul style="list-style-type: none"> Dr. Paddyfote noted the district and Board are pleased with what is happening at the observatory. 	Fee Structure for Sports
D.	Fee Structure for Sports <ul style="list-style-type: none"> Mr. Shaffer said he had been studying the pay to play fee structure and though the \$125 base fee for even one sport seemed high given the percentage of cost the Board is trying to recoup in pay to participate. He studied the costs of each sport including uniforms; coaches, transportation, etc. gave a few examples of how much students might pay under this system. Mr. Smith, Athletic Director Mr. Lipinsky and Mr Hubelbank studied the numbers based on taking things into consideration such as the number of free and reduced athletes that either would not pay or would pay much less than \$125. Dr. Paddyfote asked Mr. Lipinsky if he had any thoughts on this and he said if he didn't have to charge to play it would be great. However, he said he feels the system as it is in place right now is fair based on the lack of phone calls from parents complaining about it. He felt a system such as this meant some kids would have to pay more because their sport required more equipment or more coaches. He didn't think that was fair either. He also noted that trying to collect for three different seasons 	

	<p>would create a need for a billing system. He also said other schools in the area charge far more than New Milford.</p> <ul style="list-style-type: none"> • Mr. Smith said he has spoken to some hockey parents and said the \$750 fee is much lower than to join an outside hockey league, for instance. • Mr. Shaffer asked if the Board ever voted on the pay to play structure and Dr. Paddyfote said it was discussed as part of the Boards 2014-2015 Adopted Budget in January. 	
5.	<p>Executive Session</p> <p>Mr. Shaffer moved to enter into Executive Session at 9:15 p.m and to invite in Dr. JeanAnn Paddyfote, Superintendent of Schools, to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent, seconded by Mr. Spatola and passed unanimously.</p> <p>The Board entered at 9:18 p.m. The Board returned to the public at 9:47 p.m.</p>	<p>Executive Session</p> <p>Motion made and passed unanimously to enter into Executive Session at 9:15 pm and to invite in Dr. JeanAnn Paddyfote, Superintendent of Schools, to discuss the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.</p>
6.	<p>Adjourn</p> <p>Mr. Shaffer moved to adjourn the meeting at 9:48 p.m, seconded by Mr. Spatola and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 9:48 pm.</p>

Respectfully submitted:



Wendy Faulenbach, Chairperson
Operations Sub-Committee