

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

**BOARD OF EDUCATION**  
**MEETING NOTICE**

<b>DATE:</b>	<b>January 27, 2016 (SNOW DATE – January 28, 2016 – 7:00 P.M.)</b>
<b>TIME:</b>	<b>7:00 P.M.</b>
<b>PLACE:</b>	<b>Sarah Noble Intermediate School – Library Media Center</b>

**REVISED 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**

A. Pledge of Allegiance

**2. PUBLIC COMMENT**

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

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

**3. DISCUSSION AND POSSIBLE ACTION**

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated January 27, 2016
- B. Monthly Reports
  - 1. Purchase Resolution: D-682
  - 2. Budget Position dated 1/22/16
  - 3. Request for Budget Transfers
- C. Changes to Signatories on District Accounts – Exhibit B
- D. Adoption of the 2016-2017 Board of Education Budget

**4. ADJOURN**

RECEIVED  
TOWN CLERK  
2016 JAN 25 P 12: 58

NEW MILFORD, CT

# NEW MILFORD PUBLIC SCHOOLS

## EXHIBIT A

Meeting of the Board of Education  
Sarah Noble Intermediate School  
New Milford, Connecticut  
January 27, 2016

### ACTION ITEMS

#### A. Personnel

##### 1. CERTIFIED STAFF

###### a. RESIGNATIONS

1. **Mrs. Joanna Desmarais**, Elementary Teacher, Hill and Plain School  
Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Joanna Desmarais** as an Elementary Teacher at Hill and Plain School effective February 1, 2016.
2. **Mrs. Gina Riccio-Bronn**, English Teacher, New Milford High School  
Move that the Board of Education accept the resignation of **Mrs. Gina Riccio-Bronn** as English Teacher at New Milford High School effective February 12, 2016.

Retirement

Personal Reasons

##### 2. CERTIFIED STAFF

###### b. APPOINTMENTS

1. None

##### 3. NON-CERTIFIED STAFF

###### a. RESIGNATIONS

1. **Mr. Daniel Burk**, Paraeducator, Northville Elementary School  
Move that the Board of Education accept the resignation of **Mr. Daniel Burk** as a Paraeducator at Northville Elementary School effective January 15, 2016.
2. **Mrs. Janet Fleet**, Accounting/Data Specialist, Central Office  
Move that the Board of Education accept the resignation of **Mrs. Janet Fleet** as Accounting/Data Specialist effective February 19, 2016.
3. **Mrs. Michelle Freeman**, Paraeducator, Hill and Plain School  
Move that the Board of Education accept the resignation of **Mrs. Michelle Freeman** as a Paraeducator at Hill and Plain School effective January 22, 2016.
4. **Mrs. Laura Hults**, Nurse Paraeducator, New Milford High School  
Move that the Board of Education accept the resignation, due to retirement, of **Mrs. Laura Hults** as a Nurse Paraeducator at New Milford High School effective April 15, 2016.

Took position elsewhere

Took position elsewhere

Personal

Retirement

- Released as of January 25, 2016

**8. BAND STAFF**  
**b. APPOINTMENTS**  
1. None

**9. COACHING STAFF**  
**a. RESIGNATIONS**  
1. None

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

1. **Ms. Tricia Blood**, Girls' Intramural Softball Coach, Schaghticoke Middle School  
Move that the Board of Education appoint **Ms. Tricia Blood** as Girls' Intramural Softball Coach at Schaghticoke Middle School effective January 28, 2016.
2. **Mr. Evan Cassells**, Boys' Varsity Lacrosse Coach, New Milford High School  
Move that the Board of Education appoint **Mr. Evan Cassells** as Boys' Varsity Lacrosse Coach at New Milford High School effective January 28, 2016, pending coaching permit.

2015-2016 stipend: \$947

Current staff member

2015-2016 stipend: \$4,626

**11. LEAVES OF ABSENCE**

1. **Mrs. Denise Ambrose-Arnauckas**, Elementary Teacher, Northville Elementary School  
Move that the Board of Education approve an unpaid leave of absence for child-bearing reasons for **Mrs. Denise Ambrose-Arnauckas** effective immediately through the end of the 2015-2016 school year.
2. **Mrs. Julia Cardiello**, School Psychologist, Hill and Plain and New Milford High School  
Move that the Board of Education approve an unpaid leave of absence for child-bearing reasons for **Mrs. Julia Cardiello** effective approximately May 11, 2016 through the end of the 2015-2016 school year.
3. **Mrs. Stephanie Fletcher**, Special Education Teacher, New Milford High School  
Move that the Board of Education approve an unpaid leave of absence for child-bearing reasons for **Mrs. Stephanie Fletcher** effective approximately April 13, 2016 through the end of the 2015-2016 school year.

Paid leave of absence 1/20/16-3/3/16  
Unpaid leave of absence 3/4/16 – 6/30/16

Unpaid leave of absence

Unpaid leave of absence

NEW MILFORD PUBLIC SCHOOLS  
PURCHASE RESOLUTION D - 682  
BOE MEETING DATE: 1/27/16  
December/January 2015-2016

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.

PO#	Vendor Name	Description	Amount
DOI-1602848	ELI WHITNEY MUSEUM	Registration for SMS Students	\$5,500.00
FAC-1603049	FUSS & O'NEILL ENVIROSCIENCE	NMHS Chiller engineering study	\$6,950.00
SNIS-1603052	FOLLETT SCHOOL SOLUTIONS	Books	\$7,000.00
NMHS-1602804	ADAMS BOOK CO	Books	\$7,476.29
TECH-1602820	S H I INTERNATIONAL	Dell Chromebooks and OS Management	\$7,985.00
TECH-1602821	S H I INTERNATIONAL	Dell Chromebooks and OS Management	\$7,985.00
NMHS-1602812	SCHOOL DATEBOOKS INC	Planners for 2016-2017	\$8,100.00
NMHS-1602713	COLLEGE ENTRANCE EXAM BOARD	PSAT Fall 2015	\$9,930.00
CO-1602809	CT TRANSPORTATION SOLUTIONS	Transporting student from Brookfield to SMS	\$10,000.00
SPED-1603055	SUNBELT STAFFING	Drug counselor for 2015-2016 school year	\$52,000.00
CO-1603100	YANKEE METRO PARENT INC	CEN Line	\$54,900.00
CO-1603093	GARLAND/DBS, INC	SMS Roofing	\$2,476,891.00
C/O - 1603207	GARLAND/DBS, INC	Roofing materials and Services	\$6,276.00
C/O - 1603208	BSC GROUP-CONNECTICUT INC	Design Services for site improvement NMHS	\$27,500.00
C/O - 1603209	FAIRFIELD COUNTY COMMUNIC.	Installation of Avaya IP Office Systems	\$218,870.94
C/O - 1603235	COOPERATIVE EDUC SERVICES	Search for new Superintendent Services	\$13,900.00
SPED - 1603288	BETHEL BOARD OF EDUCATION	2015 - 2016 School Year Tuition	\$12,165.00
TECH - 1603315	S H I INTERNATIONAL	Dell Sonic Wall Equipment	\$43,683.00
C/O - 1603380	TOWN OF NEW MILFORD	District Share of Munis Software	\$61,500.00
FAC - 1603383	AIR TEMP MECHANICAL SERVICES	Replace CW pump at NMHS	\$9,893.00
TECH - 1603387	ZONES INC	Dell Precision Workstation T5810	\$5,986.92
TECH - 1603388	CT BUSINESS SYSTEMS	Epson Projectors	\$5,508.00

**NEW MILFORD 2015-16 BUDGET REPORT THROUGH JANUARY 22, 2016**

OBJECT	ACCOUNT DESCRIPTION	ORIG BUDGET	TRANFRS	REV. BUDGET	YTD ACTUAL	ENCUMBRANCE	AVAILABLE	% SPENT
51000	CERTIFIED STAFF	28,367,176	-27,422	28,339,754	11,918,394	14,973,871	1,447,489	94.89%
51200	NON-CERTIFIED STAFF	9,161,646	-25,606	9,136,040	4,256,690	2,336,058	2,543,292	72.16%
52000	BENEFITS	9,290,014	0	9,290,014	5,558,388	3,484,720	246,906	97.34%
53010	LEGAL SERVICES	181,000	0	181,000	161,018.90	0.00	19,981	88.96%
53050	CURRICULUM DEVELOPMENT	109,637	0	109,637	1,807.00	717.00	107,113	2.30%
53200	PROFESSIONAL SERVICES	1,769,439	45,499	1,814,938	577,013.45	1,028,053.37	209,871	88.44%
53201	MEDICAL SERVICES - SPORT	28,000	0	28,000	18,000.00	8,500.00	1,500	94.64%
53210	SUBSTITUTES	12,641	0	12,641	11,561.87	0.00	1,079	91.46%
53220	IN SERVICE	107,435	20,000	127,435	26,564.82	7,834.80	93,035	26.99%
53230	PUPIL SERVICES	583,733	0	583,733	243,847.99	231,311.76	108,573	81.40%
53300	OTHER PROF/ TECH SERVICE	43,625	15,000	58,625	42,064.81	878.45	15,682	73.25%
53310	AUDIT/ACCOUNTING	35,000	0	35,000	35,000.00	0.00	0	100.00%
53500	TECHNICAL SERVICES	117,745	-2,520	115,225	101,387.57	0.00	13,837	87.99%
53530	SECURITY SERVICES	187,500	0	187,500	86,172.80	100,436.02	891	99.52%
53540	SPORTS OFFICIALS SERVICE	114,000	0	114,000	46,303.75	13,810.30	53,886	52.73%
54101	CONTRACTUAL TRASH PICK U	85,988	0	85,988	50,127.11	33,695.89	2,165	97.48%
54301	BLDG MAINTENANCE	406,250	-30,324	375,926	278,201.12	72,408.06	25,317	93.27%
54302	FIRE / SECURITY MAINTENA	1,450	0	1,450	1,267.17	0.00	183	87.39%
54303	GROUNDS MAINTENANCE	19,098	0	19,098	3,995.90	11,004.10	4,098	78.54%
54310	GENERAL REPAIRS	64,852	0	64,852	18,241.91	15,716.54	30,894	52.36%
54320	TECHNOLOGY RELATED REPAI	48,645	6,000	54,645	24,232.86	83.80	30,328	44.50%
54411	WATER	69,370	0	69,370	27,816.54	41,553.46	0	100.00%
54412	SEWER	17,265	0	17,265	20,929.50	0.00	-3,665	121.23%
54420	LEASE/RENTAL EQUIP/VEH	345,658	-10,200	335,458	214,506.00	65,677.36	55,275	83.52%
55100	PUPIL TRANSPORTATION - O	133,800	0	133,800	46,308.65	81,103.01	6,388	95.23%
55101	PUPIL TRANS - FIELD TRIP	17,650	-100	17,550	10,395.80	0.00	7,154	59.24%
55105	TRANSPORTATION - SUMMER	15,750	0	15,750	0.00	0.00	15,750	0.00%
55110	STUDENT TRANSPORTATION	4,761,754	0	4,761,754	2,376,691.27	2,337,557.13	47,506	99.00%
55190	STUDENT TRANSPORTATION P	1,500	0	1,500	195.82	0.00	1,304	13.05%
55200	GENERAL INSURANCE	348,250	0	348,250	350,415.00	0.00	-2,165	100.62%
55300	COMMUNICATIONS - DATA LI	34,124	14,750	48,874	21,875.50	22,149.89	4,849	90.08%
55301	POSTAGE	37,231	0	37,231	13,179.11	23,169.66	882	97.63%
55302	TELEPHONE	49,234	0	49,234	25,720.25	23,513.75	0	100.00%
55400	ADVERTISING	3,800	0	3,800	615.00	0.00	3,185	16.18%
55505	PRINTING	54,370	917	55,287	25,859.95	12,551.67	16,875	69.48%
55600	TUITION	10,000	0	10,000	0.00	0.00	10,000	0.00%



**NEW MILFORD 2015-16 BUDGET REPORT THROUGH JANUARY 22, 2016**

OBJECT	ACCOUNT DESCRIPTION	ORIG BUDGET	TRANFRS	REV. BUDGET	YTD ACTUAL	ENCUMBRANCE	AVAILABLE	% SPENT
55610	TUITION TO IN STATE DIST	675,609	0	675,609	383,282.61	382,713.45	-90,387	113.38%
55630	TUITION TO PRIVATE SOURC	1,748,001	0	1,748,001	689,756.12	1,039,007.57	19,237	98.90%
55800	TRAVEL	41,313	-280	41,033	17,108.51	7,668.49	16,256	60.38%
56100	GENERAL INSTRUCTIONAL SU	220,163	4,739	224,902	101,325.73	33,501.18	90,075	59.95%
56110	INSTRUCTIONAL SUPPLIES	548,516	13,082	561,598	296,041.97	88,120.74	177,435	68.41%
56120	ADMIN SUPPLIES	42,453	-14,900	27,553	7,351.64	2,209.26	17,992	34.70%
56210	NATURAL GAS	211,100	0	211,100	64,571.42	146,528.58	0	100.00%
56220	ELECTRICITY	912,548	0	912,548	490,940.40	421,607.60	0	100.00%
56230	PROPANE	1,825	0	1,825	286.23	477.90	1,061	41.87%
56240	OIL	268,964	0	268,964	1,478.51	267,485.49	0	100.00%
56260	GASOLINE	32,786	0	32,786	12,940.44	15,559.56	4,286	86.93%
56290	FACILITIES SUPPLIES	205,945	0	205,945	165,003.71	22,773.19	18,168	91.18%
56291	MAINTENANCE COMPONENTS	29,335	0	29,335	4,798.95	19,518.09	5,018	82.89%
56292	UNIFORMS/ CONTRACTUAL	3,320	0	3,320	100.00	0.00	3,220	3.01%
56293	GOUNDSKEEPING SUPPLIES	4,585	0	4,585	2,158.58	1,588.65	838	81.73%
56410	TEXTBOOKS	154,671	9,945	164,616	138,915.43	11,215.27	14,485	91.20%
56411	CONSUMABLE TEXTS	61,489	4,804	66,293	52,884.49	825.02	12,583	81.02%
56420	LIBRARY BOOKS	86,828	250	87,078	23,875.19	20,553.70	42,649	51.02%
56430	PERIODICALS	25,075	66	25,141	16,966.94	1,306.19	6,868	72.68%
56460	WORKBOOKS	15,961	0	15,961	14,449.01	110.00	1,402	91.22%
56500	SUPPLIES - TECH RELATED	3,750	0	3,750	3,161.70	223.04	365	90.26%
57300	BUILDINGS	69,350	0	69,350	45,450.92	6,276.00	17,623	74.59%
57340	COMPUTERS	4,425	0	4,425	36.71	3,754.17	634	85.67%
57345	INSTRUCTIONAL EQUIPMENT	76,074	-4,241	71,833	29,269.64	5,397.32	37,166	48.26%
57400	GENERAL EQUIPMENT	139,881	-19,297	120,584	79,230.44	8,245.97	33,108	72.54%
57500	FURNITURE AND FIXTURES	264,763	-1,098	263,665	132,059.74	27,678.25	103,927	60.58%
58100	DUES & FEES	80,087	937	81,024	67,688.98	1,149.00	12,186	84.96%
	<b>TOTAL EXPENDITURES</b>	<b>62,563,447</b>	<b>0</b>	<b>62,563,447</b>	<b>29,435,924</b>	<b>27,461,869</b>	<b>5,665,654</b>	<b>90.94%</b>

**NEW MILFORD 2015-16 BUDGET REPORT THROUGH JANUARY 22, 2016**

OBJECT	ACCOUNT DESCRIPTION	ORIG BUDGET	TRANFRS	REV. BUDGET	YTD ACTUAL	ENCUMBRANCE	AVAILABLE	% SPENT
43103	EXCESS COSTS	-1,072,835	0	-1,072,835	0.00	0.00	-1,072,835	0.00%
43105	MEDICAID REIMBURSEMENT	-49,575	0	-49,575	-24,334.08	0.00	-25,241	49.09%
44105	FOI FEES	-2,272	0	-2,272	-1,395.75	0.00	-876	61.43%
44705	BUILDING USE FEES	-52,000	0	-52,000	-24,000.00	0.00	-28,000	46.15%
44800	REGULAR ED TUITION FROM	-82,000	0	-82,000	-45,000.00	0.00	-37,000	54.88%
44822	SPECIAL ED TUITION FROM	-19,910	0	-19,910	0.00	0.00	-19,910	0.00%
44860	ADMISSIONS/ATHLETIC GATE	-26,626	0	-26,626	-13,000.00	0.00	-13,626	48.82%
44861	PARKING PERMIT FEES	-36,224	0	-36,224	-31,000.00	0.00	-5,224	85.58%
44862	SCHOOL MUSICAL TICKET SA	-12,000	0	-12,000	0.00	0.00	-12,000	0.00%
49102	TRANSFER IN-OTHER	-31,197	0	-31,197	-8,122.50	0.00	-23,075	26.04%
	REVENUE TOTAL	-1,384,639	0	-1,384,639	-146,852	0	-1,237,787	10.61%
	GRAND TOTAL	61,178,808	0	61,178,808	29,289,071	27,461,869	4,427,868	92.76%
	2014-15	60,961,778		60,961,778	30,181,349	26,095,197	4,685,232	92.31%



NEW MILFORD PUBLIC SCHOOLS  
 BUDGET TRANSFER REQUESTS – RECOMMENDED  
 BOE MEETING DATE: 1/27/16  
December 2015-2016

<u>Transfer#</u>	<u>Description</u>	<u>From: Account #</u>	<u>Amount</u>	<u>To: Account #</u>	<u>Amount</u>
FAC001	Water treatment District wide	BFY26243-54420 (Facilities)	\$10,200.00	BFY26243-54301 (Facilities)	\$10,200.00
CO001	Superintendent Search	BAZ25443-53200 (Central Office)	\$13,900.00	BAZ23143-53200 (Central Office)	\$13,900.00

<u>Org</u>	<u>Description</u>	<u>Object</u>	<u>Description</u>
26243	Maintenance and Repair	54420	Lease/rental equipment
25443	Planning and Evaluation	54301	Building Maintenance
23143	Board of Education	53200	Professional Services

NEW MILFORD PUBLIC SCHOOLS  
BUDGET TRANSFER REQUESTS - RECOMMENDED  
BOE MEETING DATE: 1/27/16  
January 2015-2016

Transfer#	Description	From: Account #	Amount	To: Account #	Amount
SMS001	Chrome Books	BLD10010-56110	\$1,029.00	BLD10010-57345	\$1,029.00
SMS002	Chrome Books	BLD10010-56430	\$400.00	BLD10010-57345	\$400.00
SMS003	Chrome Books	BLD10003-56110	\$1,635.00	BLD10003-57400	\$1,635.00
SMS004	Chrome Books	BLD10003-56411	\$263.00	BLD10003-57400	\$263.00
SMS005	Chrome Books	BLD10003-56100	\$65.00	BLD10003-57400	\$65.00
HPS001	Purchase books	BLA22235-58100	\$118.00	BLA22235-56420	\$118.00
HPS002	Purchase books	BLA22235-58100	\$118.00	BLA22235-56420	\$118.00
NMHS001	Movie license fee	BLE22235-57400	\$277.00	BLE22235-53200	\$277.00
NMHS002	Movie license fee	BLE22235-56430	\$30.00	BLE22235-53200	\$30.00
NMHS003	Movie license fee	BLE22235-56110	\$163.00	BLE22235-53200	\$163.00
NMHS004	Equip. for CAD File cab/rotary trimmer	BLE10023-56110	\$483.00	BLE10023-57400	\$483.00
NMHS005	Purchase books	BLE10002-57500	\$398.00	BLE10002-56410	\$398.00
CO001	Bldg. Repair	BAZ23243-55800	\$600.00	BAZ23243-56430	\$600.00

Org	Description	Object	Description
10010	Social Studies	56110	Instructional Supplies
22235	Library	57345	Instructional Equipment
10003	Foreign Language	56430	Periodicals
23243	Central Administration	56420	Library Books
10023	Industrial Arts	53200	Professional Services
10002	English/Language Arts	57400	General Equipment
		56411	Workbooks World Language
		55800	Travel
		57500	Furniture and Fixtures
		56410	Textbooks



**NEW MILFORD PUBLIC SCHOOLS**  
**Fiscal Services and Operations**  
**50 East Street**  
**New Milford, Connecticut 06776**  
**(860) 354-8726 FAX (860) 355-4966**

TO: JeanAnn C. Paddyfote, Superintendent  
From: Jay H. Hubelbank, Director of Fiscal Services and Operations  
Re: Signatories for District Accounts  
Date: January 21, 2016

The following action is recommended effective February 1, 2016:

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	Joshua D. Smith Jay H. Hubelbank
NMHS Activity Master Fund	Webster	Joshua D. Smith Greg Shugrue Jay H. Hubelbank
NMHS Operations Fund	Webster	Joshua D. Smith Greg Shugrue Jay H. Hubelbank
NMHS Class of Master Fund	Webster	Joshua D. Smith Greg Shugrue Jay H. Hubelbank
Money Market Scholarship Acct.	Webster	Joshua D. Smith Greg Shugrue Jay H. Hubelbank
SMS Operations Master Fund	Webster	Joshua D. Smith Leonard Tomasello Jay H. Hubelbank
SMS Activity Fund	Webster	Joshua D. Smith Leonard Tomasello Jay H. Hubelbank

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<b><u>Description</u></b>	<b><u>Financial Institution</u></b>	<b><u>Authorized Individuals</u></b>
SMS Student Awards Master Fund	Webster	Joshua D. Smith Leonard Tomasello Jay H. Hubelbank
SNIS Operations Master Fund	Webster	Joshua D. Smith Anne Bilko Jay H. Hubelbank
SNIS Activity Master Fund	Webster	Joshua D. Smith Anne Bilko Jay H. Hubelbank
SNIS Student Awards Master Fund	Webster	Joshua D. Smith Anne Bilko Jay H. Hubelbank
Hill and Plain Activity Master Fund	Webster	Joshua D. Smith Paula Kelleher Jay H. Hubelbank
Hill and Plain Operations Master Fund	Webster	Joshua D. Smith Paula Kelleher Jay H. Hubelbank
Northville School Activity Master Fund	Webster	Joshua D. Smith Susan Murray Jay H. Hubelbank
Northville School Operations Master	Webster	Joshua D. Smith Susan Murray Jay H. Hubelbank
BOE School Lunch Fund	Webster	Joshua D. Smith Sandra Sullivan Jay H. Hubelbank

**Comments:**

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