

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE:	November 10, 2020
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

While this is an in-person meeting for Board of Education members and district staff, due to COVID-19 restrictions on capacity and social distancing requirements that make public attendance impossible, members of the public will be permitted to attend the meeting via the Zoom or YouTube Live links provided below.

There will be live public comment offered through the Zoom format for items on the agenda. Public comment may also be emailed to suptoffice@newmilfordps.org for distribution to Board members no later than 3 PM of the meeting date.

Join Zoom Meeting

<https://zoom.us/j/93092337586?pwd=TlhmRUlleUhSYXlwZTZJUTQzZTA5dz09>

Meeting ID: 930 9233 7586

Passcode: 625010

One tap mobile

+19292056099,,93092337586#,,,,,0#,,625010# US (New York)

+13017158592,,93092337586#,,,,,0#,,625010# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

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Find your local number: <https://zoom.us/j/93092337586?pwd=TlhmRUlleUhSYXlwZTZJUTQzZTA5dz09>

Watch via YouTube Live: <https://youtu.be/eCNeMQuQtg8>

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

RECEIVED
TOWN CLERK

2020 NOV -6 A 8:49

NEW MILFORD, CT

2. Public Comment

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

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

3. Discussion and Possible Action

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 - 1. Budget Position dated October 31, 2020
 - 2. Purchase Resolution D-740
 - 3. Request for Budget Transfers
- C. Approval of Authorized Signatures Change Form for ED-099 Agreement for Child Nutrition Programs
- D. NMHS Activities Stipends
- E. COVID Staffing and Funding
- F. Food Service Historicals and Projections
- G. 2019-20 Year End Balance

4. Items of Information

- A. Update on Transportation Requests

5. Public Comment

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6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson

Pete Helmus

Eileen P. Monaghan

Olga I. Rella

Alternates: Brian McCauley

Tammy McInerney

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
November 17, 2020

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. **Mr. Pierre de St. Croix**, Technology/PLTW Teacher, Schaghticoke Middle School effective October 26, 2020.
2. **Mrs. Jessica Galan**, TESOL Teacher, Schaghticoke Middle School effective on or about December 1, 2020.
3. **Ms. Diane Taylor**, Music Teacher, New Milford High School effective January 31, 2021.

Personal Reasons

Took position elsewhere

Retirement

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None currently

3. CERTIFIED STAFF

c. APPOINTMENTS

1. **Patricia Lynch**, Science Teacher, Schaghticoke Middle School effective November 23, 2020.
2020-2021 Salary – \$52,047 – Step 2 Bachelors, pro-rated to start date

Education History:

AA: SUNY, Morrisville

Major: Liberal Arts

BS: WCSU

Major: Health Education

Additional coursework for Science cert.

Work Experience:

1 yr. CREC

Replacing: S. Robair

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. None

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. **Mrs. Caroline Fortier**, District Secretary, Central Office effective November 11, 2020.
2. **Mr. Brian Kozikowski**, Groundskeeper, Northville Elementary School/Schaghticoke Middle School effective November 2, 2020.

Took position elsewhere

Separation

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. **Mrs. Jennifer Gray**, Nurse Paraeducator, Schaghticoke Middle School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
7 hours per day/4 days per week

New budgeted

2. **Mrs. Elaine LaFontan**, Tutor, Sarah Noble Intermediate School effective September 8, 2020.

Education History:
BS: WCSU
Major: Elementary Education

\$16.00 per hour

3. **Ms. Marybeth Lopez**, Part-time Paraeducator, Hill and Plain School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
3.5 hours per day/4 days per week

New budgeted

4. **Ms. Laura Lyons**, Paraeducator, Sarah Noble Intermediate School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
7 hours per day

Replacing: P. Shanahan

5. **Ms. Gabrielle Malick**, Part-time Paraeducator, Northville Elementary School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
3.5 hours per day

Replacing: T. Gladstone

6. **Mrs. Kathryn Post**, Paraeducator, New Milford High School effective November 23, 2020.

\$15.06 per hour - Hire Rate
\$16.64 per hour – Job Rate
(after completion of probationary period)
7 hours per day

Replacing: S. Duffy

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. **Mrs. Jill Olson**, Adult Education Secretary, New Milford High School effective October 15, 2020.

Separation

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

- 1. None**

12. COACHING STAFF

a. RESIGNATIONS

- 1. None**

13. COACHING STAFF

b. APPOINTMENTS

- 1. None**

14. LEAVES OF ABSENCE

- 1. None**



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	29,661,381	0	29,661,381	7,626,537	21,522,334	512,511	98.27%
100'S	SALARIES - NON CERTIFIED	9,375,760	0	9,375,760	2,437,541	4,525,977	2,412,242	74.27%
200'S	BENEFITS	11,074,320	0	11,074,320	5,021,357	5,120,965	931,998	91.58%
300'S	PROFESSIONAL SERVICES	3,697,954	0	3,697,954	1,173,990	1,889,231	634,733	82.84%
400'S	PROPERTY SERVICES	1,030,780	0	1,030,780	353,015	221,422	456,343	55.73%
500'S	OTHER SERVICES	7,918,036	0	7,918,036	2,253,265	4,672,975	991,796	87.47%
600'S	SUPPLIES	2,604,719	0	2,604,719	697,559	1,339,102	568,057	78.19%
700'S	CAPITAL	10,627	0	10,627	51	18	10,558	0.65%
800'S	DUES AND FEES	91,305	0	91,305	57,244	1,010	33,051	63.80%
900'S	REVENUE	-1,000,107	0	-1,000,107	-19,790	0	-980,317	1.98%
GRAND TOTAL		64,464,776	0	64,464,776	19,600,768	39,293,034	5,570,973	91.36%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	516,890	0	516,890	0	0	516,890	0.00%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,049,757	0	2,049,757	456,698	1,330,807	262,251	87.21%
51202	SALARIES - NON CERT - SUBSTITUTES	894,478	0	894,478	126,335	0	768,143	14.12%
51210	SALARIES - NON CERT - SECRETARY	1,871,103	0	1,871,103	608,470	1,010,142	252,491	86.51%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	40,721	0	234,974	14.77%
51240	SALARIES - NON CERT - CUSTODIAL	1,909,059	0	1,909,059	622,682	1,012,452	273,925	85.65%
51250	SALARIES - NON CERT - MAINTENANCE	920,442	0	920,442	294,562	536,908	88,972	90.33%
51285	SALARIES - NON CERT - TECHNOLOGY	471,446	0	471,446	149,905	306,945	14,596	96.90%
51336	SALARIES - NON CERT - NURSES	466,890	0	466,890	138,168	328,722	0	100.00%
TOTAL		9,375,760	0	9,375,760	2,437,541	4,525,977	2,412,242	74.27%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	610,906	0	610,906	158,243	0	452,663	25.90%
52201	BENEFITS - MEDICARE	522,583	0	522,583	141,587	0	380,996	27.09%
52300	BENEFITS - PENSION	879,067	0	879,067	879,067	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	7,371	7,629	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,323,495	0	8,323,495	3,544,202	4,779,293	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	34,201	68,545	22,254	82.20%
52830	BENEFITS - LIFE INSURANCE	142,000	0	142,000	34,986	70,151	36,863	74.04%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	456,269	0	456,269	221,701	195,347	39,222	91.40%
TOTAL		11,074,320	0	11,074,320	5,021,357	5,120,965	931,998	91.58%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	29,661,381	0	29,661,381	7,626,537	21,522,334	512,511	98.27%
51200	NON-CERTIFIED SALARIES	9,375,760	0	9,375,760	2,437,541	4,525,977	2,412,242	74.27%
52000	BENEFITS	11,074,320	0	11,074,320	5,021,357	5,120,965	931,998	91.58%
53010	LEGAL SERVICES	218,945	0	218,945	180,249	38,696	0	100.00%
53050	CURRICULUM DEVELOPMENT	85,000	0	85,000	1,475	0	83,525	1.74%
53200	PROFESSIONAL SERVICES	2,070,915	0	2,070,915	605,607	1,178,971	286,338	86.17%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	0	0	30,500	0.00%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	485	378	10,638	7.50%
53220	IN SERVICE	117,175	0	117,175	11,829	21,298	84,048	28.27%
53230	PUPIL SERVICES	597,574	0	597,574	114,933	452,988	29,653	95.04%
53300	OTHER PROF/ TECH SERVICES	58,470	0	58,470	10,410	4,009	44,051	24.66%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	48,000	0	-3,000	106.67%
53500	TECHNICAL SERVICES	248,490	0	248,490	186,617	9,262	52,612	78.83%
53530	SECURITY SERVICES	214,385	0	214,385	14,387	183,629	16,369	92.36%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	33,153	0	79,947	29.31%
54101	CONTRACTUAL TRASH PICK UP	94,853	0	94,853	24,434	54,406	16,013	83.12%
54301	REPAIRS & MAINTENANCE	468,423	0	468,423	184,935	104,725	178,763	61.84%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,129	0	1,371	45.17%
54303	GROUPS MAINTENANCE	13,000	0	13,000	508	3,469	9,022	30.60%
54310	GENERAL REPAIRS	44,440	0	44,440	5,935	7,168	31,336	29.49%
54320	TECHNOLOGY RELATED REPAIRS	32,847	0	32,847	1,008	4,106	27,733	15.57%
54411	WATER	68,195	0	68,195	16,637	37,672	13,887	79.64%
54412	SEWER	15,559	0	15,559	11,652	0	3,907	74.89%
54420	LEASE/RENTAL EQUIP/VEH	177,863	0	177,863	73,624	9,876	94,364	46.95%
55100	PUPIL TRANSPORTATION - OTHER	88,250	0	88,250	5,252	64,834	18,164	79.42%
55101	PUPIL TRANS - FIELD TRIP	25,450	0	25,450	0	0	25,450	0.00%
55110	STUDENT TRANSPORTATION	4,693,947	0	4,693,947	1,310,407	2,751,719	631,821	86.54%
55190	STUDENT TRANSPORTATION PURCHAS	750	0	750	0	0	750	0.00%
55200	GENERAL INSURANCE	287,493	0	287,493	287,493	0	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	16,975	29,144	4,121	91.80%
55301	POSTAGE	33,255	0	33,255	4,078	29,177	0	100.00%
55302	TELEPHONE	78,498	0	78,498	43,381	35,117	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	6,000	0	6,000	662	0	5,338	11.03%
55505	PRINTING	52,129	0	52,129	8,469	3,311	40,349	22.60%
55600	TUITION - TRAINING	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	790,273	0	790,273	138,259	630,785	21,229	97.31%
55630	TUITION - PRIVATE PLACEMENTS	1,727,602	0	1,727,602	435,732	1,121,906	169,965	90.16%
55800	TRAVEL	49,149	0	49,149	2,555	6,984	39,610	19.41%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,326	0	167,326	42,382	25,641	99,303	40.65%
56110	INSTRUCTIONAL SUPPLIES	405,132	0	405,132	153,861	68,564	182,708	54.90%
56120	ADMIN SUPPLIES	29,788	0	29,788	3,798	8,125	17,866	40.02%
56210	NATURAL GAS	188,000	0	188,000	18,434	169,566	0	100.00%
56220	ELECTRICITY	974,971	0	974,971	222,909	712,565	39,497	95.95%
56230	PROPANE	3,870	0	3,870	187	3,562	121	96.87%
56240	OIL	207,901	0	207,901	0	141,263	66,638	67.95%
56260	GASOLINE	27,186	0	27,186	2,079	25,107	0	100.00%
56290	FACILITIES SUPPLIES	311,190	0	311,190	89,884	152,366	68,940	77.85%
56291	MAINTENANCE COMPONENTS	15,650	0	15,650	2,250	3,639	9,761	37.63%
56292	UNIFORMS/ CONTRACTUAL	13,000	0	13,000	0	3,372	9,628	25.94%
56293	GROUNDKEEPING SUPPLIES	23,060	0	23,060	2,964	6,880	13,216	42.69%
56410	TEXTBOOKS	57,036	0	57,036	31,181	4,314	21,541	62.23%
56411	CONSUMABLE TEXTS	102,146	0	102,146	98,719	320	3,108	96.96%
56420	LIBRARY BOOKS	31,000	0	31,000	7,281	10,021	13,698	55.81%
56430	PERIODICALS	16,559	0	16,559	6,076	180	10,303	37.78%
56460	WORKBOOKS	2,650	0	2,650	2,620	0	30	98.87%
56500	SUPPLIES - TECH RELATED	28,254	0	28,254	12,936	3,618	11,700	58.59%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	51	18	4,431	1.53%
57400	GENERAL EQUIPMENT	6,127	0	6,127	0	0	6,127	0.00%
58100	DUES & FEES	91,305	0	91,305	57,244	1,010	33,051	63.80%
EXPENDITURE TOTAL		65,464,883	0	65,464,883	19,620,558	39,293,034	6,551,290	89.99%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-625,225	0	-625,225	0	0	-625,225	0.00%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-2,790	0	-57,717	4.61%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-6,493	0	-48,507	11.81%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-3,507	0	-24,444	12.55%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-7,000	0	-107,400	6.12%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	0	0	-25,400	0.00%
44861	PARKING PERMIT FEES	-59,824	0	-59,824	0	0	-59,824	0.00%
REVENUE TOTAL		-1,000,107	0	-1,000,107	-19,790	0	-980,317	1.98%

GRAND TOTAL	64,464,776	0	64,464,776	19,600,768	39,293,034	5,570,973	91.36%
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 10/31/20	550,467

<u>Turf Field Replacement Acct #43020000-10130</u>	
CONTRIBUTION - <u>FROM BOE 17.18 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE 18.19 FYE BALANCE</u>	50,000
CONTRIBUTION - <u>FROM BOE COLLECTED TEAM FEE'S & BANNER SALES</u>	10,225
CONTRIBUTION - <u>FROM TOWN DATED 6/4/20</u>	50,000
Total as of 10/31/20	160,225



PURCHASE RESOLUTION D - 740

AGENDA ITEM 3B-2
NOVEMBER 2020 MEETING

WHEREAS, the equipment, supplies and/or services for which the following Purchase Orders have been issued and deemed necessary by the Superintendent of Schools, and the cost, thereof, are within the budget appropriations approved by the voters of the Town, NOW, BE IT RESOLVED, that the said purchase orders and all disbursements in connection, thereof, are hereby approved.

Funding	Location	Vendor Name	Description	Amount	Object Code
GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 12	20/21 YEARLY - VOAG. TUITION 13 STUDENTS - 2 RECEIVING ADDITIONAL SERVICES	\$ 101,506.00	55610
GENERAL	SPED	CONN. TRANSPORTATION SOLUTIONS	20/21 YEARLY - TRANSPORTATION FOR 2 STUDENTS SHARING A RUN	\$ 70,040.00	55110
GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 14	20/21 YEARLY - VOAG. TUITION 5 STUDENTS - 0 RECEIVING ADDITIONAL SERVICES	\$ 34,115.00	55610
GENERAL	TECHNOLOGY	GO GUARDIAN	GO GUARDIAN ADMIN - TECHNOLOGY SOFTWARE LICENSE	\$ 12,826.71	53500
GRANT- TITLE IV	DOI	JO ANN FRIEBERG	VIRTUAL TRAINING SESSIONS ON SCHOOL CLIMATE	\$ 10,800.00	53300
CAPITAL - UNIFORMS**	NMHS	BSN SPORTS	BOYS LACROSSE UNIFORMS	\$ 8,640.00	56292
			GIRLS LACROSSE UNIFORMS	\$ 6,435.44	56292
			FOOTBALL PANTS UNIFORMS	\$ 6,183.95	56292

Funding	Location	Vendor Name	Description	Amount	Object Code
COVID EXP	SPED	THE NURSE NETWORK	20/21 YEARLY - ON SITE NURSE AT NMHS FOR ADULT EDUCATION PROGRAM	\$ 39,000.00	53999

***THESE PURCHASES ARE BEING MADE BY THE BOE UTILIZING A TOTAL OF \$81,291 IN FUNDS PROVIDED BY THE TOWN FOR ATHLETIC EQUIPMENT AND UNIFORMS FOR THE HIGH SCHOOL
APPROVED AT THE BOARD OF FINANCE MEETING DATED 6.24.20.***



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
NOVEMBER 2020 MEETING

Requesting Approval Across MOC	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
				NONE AT THIS TIME					

Informational Within Major Object Code	DETAIL			FROM (-)			TO (+)		
	#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
				NONE AT THIS TIME					



Connecticut State Department of Education
Bureau of Health/Nutrition, Family
Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

For State Use Only

Effective date: _____
Agreement numbers:
School programs _____
Child care centers _____
Adult day care centers _____
Day care homes _____
Summer food service _____

Authorized Signatures Change Form

Read the [Instructions to Complete the Authorized Signatures Change Form](#) before completing the form. Scan and e-mail a completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signature Change Form" in the subject line of the e-mail.

This is to certify that on November 17, 2020, as shown in the minutes of
Date

New Milford Board of Education

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

Interim Superintendent of Schools

*Title (superintendent of schools, mayor, selectman, president
or chairperson of the board, pastor, or commissioner)*

Alisha DiCorpo

Printed name

November 17, 2020

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

Director of Fiscal Services and Operations

*Title (assistant superintendent, business official, principal, headmaster, city
or town manager, executive director, or deputy commissioner)*

Anthony Giovannone

Printed name

November 17, 2020

Date

3. The signature below certifies the above action.

Signature

Secretary, New Milford Board of Education

*Title (secretary of corporation,
town clerk, secretary of the board)*

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChange.pdf>. The instructions are available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChangeInstructions.pdf>.



NEW MILFORD HIGH SCHOOL MEMORANDUM

To: Dr. Paul Smotas – Superintendent of New Milford Public Schools
CC: Ellamae Baldelli, Human Resources Director, Greg Shugrue, Principal
From: Kevin Best, Assistant Principal overseeing Activities/Stipend Positions
Date: 10/20/2020
Re: Update on Activities Stipends at NMHS as of 10/20/2020

This memo is to provide updated information on the Stipend Activities at New Milford High School. To date, some activities had still been suspended due to the afterschool program restrictions based on COVID-19/district policy and/or allowing time for the students and faculty to get acclimated to the new norms of the academic school year. There are 4 categories that the stipends are organized under: **Currently operating and funded**, **Recommended to run/fund**, **Not recommended to run at this time (revisit)** and **Cut or Not Recommended to run/fund this year**. These distinctions are included on the attached spreadsheet.

Clubs/Activity Stipends that are **Currently operating and funded in Phase 1:**

Auditorium supervisor
Class Advisors (Freshmen, Sophomore, Junior, Senior)
Honor Societies (French, German, Math, National, Spanish)
Marching Band
School Climate Program Coordinators
Student Council Advisors
Yearbook Publication and Administration

The advisors of the clubs and activities that were not operating to start the year were given the opportunity to write a proposal (proposals are available upon request) about how their club/activity could still happen under the current Covid-19 restrictions and guidelines. After the proposals were read and discussed the following recommendations are made moving forward:

Clubs/Activity Stipends that are Recommended to run/be funded in the next phase:

All School Musical (Preliminary Planning Nov 1st: Virtual)
Chorus (Virtual concerts each quarter or until in-person concerts allowed)
DECA (Virtual competitions)
FBLA (Ability to plan/meet in virtual setting)
Gay-Straight Alliance (SEL component)
Key Club (Community outreach. Virtual component)
Math Team (Virtual competitions)
Piper (Magazine can be created virtually as it was in Spring of 2020)
SADD (Virtual meetings)

Clubs/Activity Stipends that are Not Recommended to run/be funded at this time in the next phase (These will be revisited in the near future):

Jazz Band (Waiting on more information on guidelines for indoor instrumental concerts)
Orchestra (Waiting on more information on guidelines for indoor instrumental concerts)
Emerging Artists (Revisit)
Senior Art Show (Revisit)
Winter Guard (Waiting on more information on guidelines)
Winter Percussion (Waiting on more information on guidelines)

Clubs/Activity Stipends that are Not Recommended to run this year:

Drama Club (Fall event in theatre)
ESports (Can't meet with the current restrictions)
HOSA (No advisor available : Not continuing / cut)
Newspaper (Not continuing / cut)
Robotics (Can't meet with the current restrictions)
Team Waramaug (No team travel / competitions this year)
United Countries (Not continuing / cut)

In addition to the narrative above, I have included a spreadsheet of all 2020 stipend activities. All clubs and activities currently running or potentially being moved forward in the next phase understand that current and future metrics may change the way the program has to run. This will be revisited as new data becomes available. The recommendations above provide an opportunity for students to have interactions with their peers and advisors and support Social-emotional well being. Please do not hesitate to contact me with any questions.

Sincerely,

Kevin Best

Assistant Principal - School Wide Programming

New Milford High School

Fall 2020 Stipend Activities proposal

Activities: BLE32042-51180

Position	Staff Member	Stipend	Notes
ALL SCHOOL MUSICAL			Recommended to run / fund
Asst. Producer - School Musical	Jim Luis	1,985.00	Recommended to run / fund
Choreographer - School Musical	Lindsay Pytel	1,985.00	Recommended to run / fund
Director - School Musical	Alessandro Amenta	4,468.00	Recommended to run / fund
Musical Pit - Orchestra	Timothy Polhemus	1,985.00	Recommended to run / fund
Producer/Musical Director	Rebekka Rosen	2,483.00	Recommended to run / fund
AUDITORIUM			
Auditorium	Steve Donahue	3,928.00	Currently operating/funded
Chorus	Diane Taylor	2,483.00	Recommended to run / fund
Drama Club	Marnie Taylor	1,486.00	GUT: Fall Production
Jazz Band - Revisit 11/10	David Syzdek	1,985.00	Not recommended to run at this time
Orchestra Director - Revisit 11/10	David Syzdek	1,985.00	Not recommended to run at this time
CLASS ADVISORS			
Freshman Class Advisor	Matt Hirsch	1,486.00	Currently operating/funded
	Ashlee Honiker	1,486.00	Currently operating/funded
Sophomore Class Advisor	Megan Boswell	1,486.00	Currently operating/funded
	Caitlin Granucci	1,486.00	Currently operating/funded
Junior Class Advisor	Corrine Palmer	1,486.00	Currently operating/funded
	Christina McCullough	1,486.00	Currently operating/funded
Senior Class Advisor	Katie Gardner	1,985.00	Currently operating/funded
	Lisa Lee	1,985.00	Currently operating/funded
	Jenilee Valencia	1,985.00	Currently operating/funded
HONOR SOCIETIES			
French Honor Society	Sasha Cordero	1,486.00	Currently operating/funded
German Honor Society	Nina Money	992.00	Currently operating/funded
Math Honor Society	Peter Miserendino	992.50	Currently operating/funded
(split between 2) \$1985	Kristen Sroka	992.50	Currently operating/funded
National Honor Society	Cara Abraham	1,985.00	Currently operating/funded
	Denise Duggan	1,985.00	Currently operating/funded
Spanish Honor Society	Jessica Pelletier	1,486.00	Currently operating/funded
SOCIAL-EMOTIONAL LEARNING			
School Climate Program Coord	Lisa Lee	827.66	Currently operating/funded
(split among 3) (\$2483.00)	Megan Boswell	827.66	Currently operating/funded
	Christine Taylor	827.66	Currently operating/funded
STUDENT ORGANIZATIONS			
DECA	Debbie Knipple	1,486.00	Recommended to run / fund
Emerging Artists Revisit 11/24	Kristi Soucie	330.66	Not recommended to run at this time
(split among 3) (\$971.00)	Annette Marcus	330.66	Not recommended to run at this time
	Alicia Daley	330.66	Not recommended to run at this time
Esports	Christine Taylor	1,985.00	Not recommended to run this year
FBLA	Janice Perrone	1,486.00	Recommended to run / fund

Fall 2020 Stipend Activities proposal

Activities: BLE32042-51180

Position	Staff Member	Stipend	Notes
Gay-Straight Alliance	Amy Brazauski	992.00	Recommended to run / fund
HOSA	Denise Duggan	1,486.00	CUT - No advisor
Key Club	Danielle Kiser	1,985.00	Recommended to run / fund
Math Team	Determined in March		Recommended to run / fund
(split among dept members) (\$1985.00)			
Newspaper	Ric Gasagrande	2,483.00	CUT
Piper	Michelle Minto	1,486.00	Recommended to run / fund
Robotics	James Wilson	1,985.00	Not recommended to run this year
SADD	Elizabeth Schlicher	1,486.00	Recommended to run / fund
Senior Art Show <i>Revisit 11/24</i>	Kristi Soucie	661.66	Not recommended to run at this time
(split among 3) (\$1985.00)	Annette Marcus	661.66	Not recommended to run at this time
	Alicia Daley	661.66	Not recommended to run at this time
Student Council (Type D)	Jeff Bronn	2,483.00	Currently operating/funded
Student Council (Type B)	Christine Benson	1,486.00	Currently operating/funded
Team Waramaug	Andrew Bimonte	2,483.00	CUT
United Countries	OPEN	992.00	CUT
Yearbook - Publication	Catherine Gardner	2,707.00	Currently operating/funded
Yearbook - Administration	Janice Perrone	2,707.00	Currently operating/funded

NMHS Band Stipends 2020-2021

Band: BLE34042-51180

Position	Staff Member	Stipend	Notes
Band	David Syzdek	5,717.00	Currently operating/funded
Drumline Assistant	OPEN	1,486.00	Currently operating/funded
Drumline Caption Head	OPEN	1,486.00	Currently operating/funded
Guard Assistant - Fall	Veronica Woods	1,985.00	Will not fill
Guard Director - Fall	Veronic Woods	3,928.00	Currently operating/funded
	Taylor Davis (resigned)		
Guard Tech - Fall	Alissa Carrozza	1,486.00	Currently operating/funded
Music/Visual Tech	George Maloney	992.00	Currently operating/funded
Music/Visual Tech	Tim Polhemus	992.00	Currently operating/funded
Music/Visual Tech	Breanna Vanak	992.00	Currently operating/funded
Pit Instructor/Arranger	David Paradis	1,486.00	Currently operating/funded
Visual Captain Head	Zachary Whitlock	1,985.00	Currently operating/funded
Visual Tech	Gina Carrozza	1,486.00	Currently operating/funded
		24,021.00	
Winter Guard		1,985.00	Not recommended to run at this time
Winter Guard		1,985.00	Not recommended to run at this time
Winter Percussion Director	David Paradis	3,928.00	Not recommended to run at this time
Winter Percussion Assistant Director	Breanna Vanak	1,985.00	Not recommended to run at this time
Winter Percussion Pit Instruction	Christopher Loffredo	1,486.00	Not recommended to run at this time
Winter Percussion Visual Caption Head	Adam Heavens	1,985.00	Not recommended to run at this time
Winter Percussion Visual Tech	James Cannizzaro	1,486.00	Not recommended to run at this time

14,840.00

Total 38,861.00



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

3E
Operations Subcommittee
November 2020

TO: Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 6, 2020
RE: COVID Staffing and Funding

COVID Staffing

Distributed last month was an outline of all positions approved to be hired using COVID funding. The updates to that document are as follows:

- 1.0 FTE Nurse Paraeducator Position @ SMS will be filled once this month's Exhibit A is approved.
- 0.5 FTE Paraeducator Position @ HPS will be filled once this month's Exhibit A is approved (due to the Nurse Paraeducator position becoming full-time).
- 0.5 FTE Nurse Paraeducator Position @ NES and the 0.5 FTE Nurse Paraeducator Position @ SNIS remain unfilled. The need for these positions is still there as per the Director of Pupil Personnel and Special Services so we are still seeking to fill those.
- 1.0 FTE Nurse Facilitator position remains unfilled so the \$38,880 originally earmarked for this position has now been unencumbered and is part of the available balance under salaries on the 2nd page of this memo. Using an outside agency to fill the position may be an option. If the position remains unfilled at the end of this calendar year we will transfer the money allocated to purchase additional supplies as needed.
- The part-time hourly COVID Liaison to CSDE was filled.

The new requests are as follows:

- An additional part-time hourly COVID Liaison to CSDE. The work required to fulfill this role for the district has grown larger than anticipated when the Board of Education approved the initial request last month. With an additional COVID Liaison to CSDE we will be able to split the two of them to each be responsible for handling a separate range of grade levels. One will cover PreK-5 and the other 6-12. The rate of pay is anticipated to be the same, \$20 per hour.

COVID Funding

Distributed last month was an outline of all the funding sources being utilized for COVID expenses. The chart on the 2nd page of this memo is being provided as an update.

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



TOTAL COVID FUNDING LOCAL AND GRANT

MOC	LOCAL PLUS C.A.R.E.S. FUNDING					C.R.F. REPLENISH*	GRAND TOTAL BUDGET**	REVISED AVAILABLE**	REVISED % USED**
	REVISED BUDGET	ACTUAL	ENC.	AVAILABLE	% USED				
SALARIES & BENEFITS	765,083.40	85,728.54	519,729.98	159,624.88	79%	10,534.00	775,617.40	170,158.88	78%
PROFESSIONAL SERVICES	12,677.24	8,693.00	0.00	3,984.24	69%	593.00	13,270.24	4,577.24	66%
PROPERTY SERVICES	2,913.96	2,913.96	0.00	0.00	100%	0.00	2,913.96	0.00	100%
OTHER SERVICES	11,840.00	11,840.00	0.00	0.00	100%	0.00	11,840.00	0.00	100%
SUPPLIES	233,751.36	186,084.99	29,615.01	18,051.36	92%	98,015.00	331,766.36	116,066.36	65%
EQUIPMENT	1,270,624.98	304,711.46	656,525.66	309,387.86	76%	80,475.00	1,351,099.98	389,862.86	71%
TOTALS	2,296,890.94	599,971.95	1,205,870.65	491,048.34	79%	189,617.00	2,486,507.94	680,665.34	73%

* C.R.F. FUNDS NOT RECEIVED YET

** PROJECTED AFTER RECEIVING ALL FUNDING AND REIMBURSEMENTS FROM BOTH THE C.A.R.E.S. AND C.R.F. GRANTS



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

3F
Operations Subcommittee
November 2020

TO: Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 6, 2020
RE: Food Service Historical and Projections

Historic Fund Balance

The 10-year historical fiscal year-end balance for Food Services is represented below:

Date	Amount
6/30/2010	292,892.66
6/30/2011	472,948.56
6/30/2012	403,816.45
6/30/2013	618,548.34
6/30/2014	773,812.13
6/30/2015	620,407.60
6/30/2016	742,845.83
6/30/2017	904,770.31
6/30/2018	913,567.21
6/30/2019	944,461.68

Changes to Fund Balance mid-March 2020 through June 2020

Food Services was impacted significantly when schools went remote mid-March 2020 and remained that way through the end of the school year. The operating loss for those months is represented in the chart below:

MARCH 2020 - JUNE 2020	
LABOR & BENEFITS	(357,470.00)
FOOD	(13,000.00)
REPAIRS & SUPPLIES	(44,000.00)
INCOME	-
REIMBURSEMENT	62,298.00
TOTAL	(352,172.00)

If we count the reimbursement received as an offset exclusively against labor and benefits during that period of time (negotiated as per Governors Executive Order 7R) the amount of Food Services labor and benefits expenses represents **\$295,172** of the total \$352,172 loss for the time period mid-March 2020 through June 2020.



Fund Balance October 31st, 2020

The Food Services fund balance as of 10/31/20 totals \$387,595. This includes having paid the bill for the new NMHS serving line in the amount of \$123,974. This project pre-dates COVID-19 but design changes and final project close out with the vendor resulted in not being billed until after this summer.

A snapshot of the last 2 months' profit and loss

The profit and loss for the months of September and October are shown below. There are many reasons for the loss in September and the profit shown in October; most notably the increased participation and reimbursement for meals served at pickup. Mrs. Sandra Sullivan will be available in person at the Operations meeting on November 10th to explain in more detail. It still remains difficult at this time to project out for the months of November 2020 and beyond based solely off September 2020 and October 2020 because these two months vary widely. There are too many additional variables, still unknown, for future months to project an accurate fund balance at the end of this school year.

SEPTEMBER 2020		OCTOBER 2020	
LABOR & BENEFITS	(62,837.00)	LABOR & BENEFITS	(86,933.00)
FOOD	(27,059.00)	FOOD	(25,375.00)
REPAIRS & SUPPLIES	(9,500.00)	REPAIRS & SUPPLIES	(7,856.00)
INCOME	12,890.00	INCOME	7,250.81
REIMBURSEMENT	44,449.38	REIMBURSEMENT	120,808.00
TOTAL	(42,056.62)	TOTAL	7,894.81

Staffing going forward

Effective 11/16/20, the Food Services Director is decreasing some of the hours for part time general workers within the bargaining unit based on current workload. If there is an expansion of the pickup meal program, we may need to revisit this. There are currently no plans for a reduction in headcount if we continue to remain on a hybrid schedule and at least break even on a monthly basis.

Option to restore fund balance due to losses in Spring 2020

All the details contained in this memo are being provided in order to frame the recommended motion under item 3G, later on the agenda, to restore some of the Food Service fund balance by using some of the 2019-2020 fiscal year end balance due to the expenses incurred from labor and benefits in mid-March 2020 through June 2020. In order to correctly capture this in the audit the Board would need to make a motion at the November 2020 meeting.

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



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

3G
Operations Subcommittee
November 2020

TO: Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 6, 2020
RE: 2019-2020 Year End Balance

The unaudited fiscal year-end balance for 2019-2020 in the amount of \$2,910,099.72 is shown below sorted by major object code.

MAJOR OBJECT CODE	UNAUDITED AMOUNT AT FYE
CERTIFIED SALARIES	\$497.85
NON CERTIFIED SALARIES	\$124,336.28
BENEFITS	\$746,037.61
PROFESSIONAL SERVICES	\$272,108.71
PROPERTY SERVICES	\$161,383.68
OTHER SERVICES	\$1,154,868.43
SUPPLIES	\$402,262.64
CAPITAL	\$25,640.30
DUES & FEES	-\$2,422.74
REVENUE	\$25,386.96
TOTAL	\$2,910,099.72*

***\$2,027,540** of this balance has already been approved by all appropriate parties and committed towards unbudgeted COVID-19 expenses in 2020-2021 leaving a remaining fund balance, unaudited, in the amount of \$882,559.72.

I do not have a recommendation to draw against these funds for COVID related expenditures relative to salaries, supplies and equipment at this time for what we anticipate through the end of this school year. Agenda item 3E on this agenda demonstrates that we have the opportunity to transfer, later in the year if necessary, allocated salary funding for any positions that go unfilled. There is also grant money that we have received and utilized to restore some of our local funds that will allow for future ordering of COVID related supplies and equipment as needed.

I do recommend the Board of Education entertain a motion to draw against the \$882,559.72 to restore Food Service fund balance in the amount of \$295,172. This was previously discussed under item 3F on this agenda and has already been cleared by our Auditors.

I will be happy to discuss this at the Operations Subcommittee meeting in November.

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



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

4-A
Operations Sub-Committee
November 2020

TO: Alisha DiCorpo, Interim Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: November 6, 2020
RE: Update on Transportation Requests

So far this year there were **20*** complaints or inquiries regarding busing in general, some of which were simple requests for a route change. Approximately half of the **20*** complaints or inquiries required a site visit by either me or the Transportation Manager from All-Star Transportation.

Only 1 of these complaints or inquiries required a formal hearing. This hearing took place in September 2020, shortly after the routes for this year were published. The case was decided in favor for the Board of Education as the established route was within the Board of Education Policy 3541.

With **20*** complaints or inquiries this year, that is 4 less than the 24 we had during the same time period last year. This excludes any inquiries or route changes due to operating under the hybrid model. These were not included in the count of **20*** in order to preserve the year to year comparison for what we experience during a normal, full open year. Also, many of these hybrid model busing inquiries that requested a route change, where an accommodation was allowed, were only granted on a temporary basis.

****This does not include bus referrals for student misconduct reported by All-Star to School Administrators.***

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