

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

**OPERATIONS SUB-COMMITTEE**  
**MEETING NOTICE**

**DATE:** March 10, 2020  
**TIME:** 7:30 P.M.  
**PLACE:** Lillis Administration Building—Room 2

RECEIVED  
TOWN CLERK  
2020 MAR -6 P 12:49  
CG  
NEW MILFORD, CT

**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**

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 February 29, 2020
  - 2. Purchase Resolution D-732
  - 3. Request for Budget Transfers
- C. Gifts & Donations
  - 1. PTO – Exhibit B
- D. Activity Stipend Request
  - 1. SMS
- E. Food and Nutrition Services – Exhibit C
  - 1. Healthy Food Certification Statement
  - 2. Food Certification Exemptions for School Fundraisers
  - 3. Beverage Certification Exemptions
- F. SNIS Elevator
- G. SNIS Air Conditioner - Cafeteria

**4. Items of Information**

- A. Excess Cost
- B. Relocation of Administrative Offices

## **5. Public Comment**

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- 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.

## **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  
Sarah Noble Intermediate School  
New Milford, Connecticut  
March 17, 2020

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

- 1. Mrs. Ashley Wyka**, Special Education Teacher,  
Schaghticoke Middle School

Moving out of state

Move that the Board of Education approve the resignation of  
**Mrs. Ashley Wyka** as Special Education Teacher at  
Schaghticoke Middle School effective June 30, 2020.

**2. CERTIFIED STAFF**

**b. NON-RENEWALS**

- 1. None**

**3. CERTIFIED STAFF**

**c. APPOINTMENTS**

- 1. None**

**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. Lisa Prontelli**, Paraeducator, Schaghticoke Middle  
School

Personal Reasons

Move that the Board of Education approve the resignation of  
**Mrs. Lisa Prontelli** as Paraeducator at Schaghticoke Middle  
School effective March 7, 2020.

**7. NON-CERTIFIED AND LICENSED STAFF**

**b. APPOINTMENTS**

- 1. Mrs. Mia Burch**, Paraeducator, Sarah Noble Intermediate  
School

\$14.63 per hour - Hire Rate  
\$16.16 per hour – Job Rate  
(after completion of probationary period)  
7 hours per day

Move that the Board of Education appoint **Mrs. Mia Burch**  
as Paraeducator at Sarah Noble Intermediate School effective  
March 23, 2020, pending results of Para Pro Assessment and  
Human Performance Exam.

Replacing: T. Torre

2. **Ms. Briana Stiger**, Paraeducator, Schaghticoke Middle School  
Move that the Board of Education appoint **Ms. Briana Stiger** as Paraeducator at Schaghticoke Middle School effective March 23, 2020, pending results of Human Performance Exam.  
  
\$14.63 per hour - Hire Rate  
\$16.16 per hour – Job Rate  
(after completion of probationary period)  
7 hours per day  
  
Replacing: M. Biondi
3. **Mrs. Jeanmarie Vivian**, Paraeducator, Northville Elementary School  
Move that the Board of Education appoint **Mrs. Jeanmarie Vivian** as Paraeducator at Northville Elementary School effective March 2, 2020.  
  
\$14.63 per hour - Hire Rate  
\$16.16 per hour – Job Rate  
(after completion of probationary period)  
7 hours per day  
  
Replacing: E. Perrin
8. **ADULT EDUCATION STAFF**
  - a. **RESIGNATIONS**
    1. **None**
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. **Ms. Kelsey Heaton**, Co-Girls' Freshman Lacrosse Coach, New Milford High School  
Move that the Board of Education appoint **Ms. Kelsey Heaton** as Co-Girls' Freshman Lacrosse Coach at New Milford High School effective March 21, 2020.  
  
2019-2020 Stipend: \$1236.50  
(\$2473 split with S. Swann)

2. **Ms. Sarah Swann**, Co-Girls' Freshman Lacrosse Coach,  
New Milford High School

2019-2020 Stipend: \$1236.50  
(\$2473 split with K. Heaton)

**Move** that the Board of Education appoint **Ms. Sarah Swann** as Co-Girls' Freshman Lacrosse Coach at New Milford High School effective March 21, 2020.

3. **Mr. Tyler Timan**, Girls' and Boys' Assistant Outdoor Track  
Coach, New Milford High School

2019-2020 Stipend: \$3172

**Move** that the Board of Education appoint **Mr. Tyler Timan** as Girls' and Boys' Assistant Outdoor Track Coach at New Milford High School effective March 21, 2020.

#### 14. LEAVES OF ABSENCE

1. None



## SUMMARY BY MOC (MAJOR OBJECT CODE)

RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	28,786,342	-82,360	28,703,982	16,855,878	11,891,632	-43,528	100.15%
100'S	SALARIES - NON CERTIFIED	9,334,085	0	9,334,085	5,840,504	2,530,623	962,959	89.68%
200'S	BENEFITS	11,327,946	0	11,327,946	8,013,395	2,819,284	495,267	95.63%
300'S	PROFESSIONAL SERVICES	4,087,606	108,440	4,196,046	2,419,839	1,258,728	517,717	87.67%
400'S	PROPERTY SERVICES	969,278	635	969,913	522,436	284,463	163,014	83.19%
500'S	OTHER SERVICES	7,628,684	-26,000	7,602,684	4,491,279	2,516,827	594,578	92.18%
600'S	SUPPLIES	2,626,716	96	2,626,812	1,338,469	951,743	336,600	87.19%
700'S	CAPITAL	84,047	0	84,047	29,653	15,814	38,580	54.10%
800'S	DUES AND FEES	88,621	-811	87,810	81,522	2,164	4,124	95.30%
900'S	REVENUE	-892,633	0	-892,633	-165,622	0	-727,011	18.55%
GRAND TOTAL		64,040,692	0	64,040,692	39,427,351	22,271,278	2,342,301	96.34%

## SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	565,784	0	565,784	207,795	0	357,989	36.73%
51201	SALARIES - NON CERT - PARA EDUCATOR	2,009,328	0	2,009,328	1,151,540	762,348	95,440	95.25%
51202	SALARIES - NON CERT - SUBSTITUTES	854,478	0	854,478	736,753	0	117,725	86.22%
51210	SALARIES - NON CERT - SECRETARY	1,888,333	0	1,888,333	1,239,174	578,655	70,504	96.27%
51225	SALARIES - NON CERT - TUTORS	300,695	0	300,695	157,326	0	143,369	52.32%
51240	SALARIES - NON CERT - CUSTODIAL	1,891,646	0	1,891,646	1,191,272	629,533	70,840	96.26%
51250	SALARIES - NON CERT - MAINTENANCE	920,746	0	920,746	565,347	262,916	92,483	89.96%
51285	SALARIES - NON CERT - TECHNOLOGY	457,410	0	457,410	291,342	153,845	12,224	97.33%
51336	SALARIES - NON CERT - NURSES	445,665	0	445,665	299,955	143,326	2,385	99.46%
TOTAL		9,334,085	0	9,334,085	5,840,504	2,530,623	962,959	89.68%

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,931	-360	638,571	355,523	0	283,048	55.67%
52201	BENEFITS - MEDICARE	534,567	0	534,567	312,614	0	221,953	58.48%
52300	BENEFITS - PENSION	840,836	360	841,196	841,196	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	15,000	0	15,000	24,734	0	-9,734	164.89%
52810	BENEFITS - HEALTH INSURANCE	8,572,329	0	8,572,329	5,999,128	2,573,201	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	68,035	56,965	0	100.00%
52830	BENEFITS - LIFE INSURANCE	121,000	0	121,000	70,071	50,929	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	480,283	0	480,283	342,093	138,190	0	100.00%
TOTAL		11,327,946	0	11,327,946	8,013,395	2,819,284	495,267	95.63%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	28,786,342	-82,360	28,703,982	16,855,878	11,891,632	-43,528	100.15%
51200	NON-CERTIFIED SALARIES	9,334,085	0	9,334,085	5,840,504	2,530,623	962,959	89.68%
52000	BENEFITS	11,327,946	0	11,327,946	8,013,395	2,819,284	495,267	95.63%
53010	LEGAL SERVICES	213,500	0	213,500	217,845	0	-4,345	102.04%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	24,796	0	50,204	33.06%
53200	PROFESSIONAL SERVICES	2,020,502	25,480	2,045,982	1,038,943	758,636	248,402	87.86%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	19,667	0	10,833	64.48%
53210	TIME & ATTENDANCE SOFTWARE	10,500	0	10,500	2,495	501	7,504	28.53%
53220	IN SERVICE	118,560	-1,000	117,560	47,818	5,518	64,224	45.37%
53230	PUPIL SERVICES	931,976	82,360	1,014,336	617,363	363,762	33,211	96.73%
53300	OTHER PROF/ TECH SERVICES	65,215	0	65,215	31,392	12,815	21,008	67.79%
53310	AUDIT/ACCOUNTING	45,000	0	45,000	45,000	0	0	100.00%
53500	TECHNICAL SERVICES	260,690	1,600	262,290	181,390	14,319	66,582	74.62%
53530	SECURITY SERVICES	206,163	0	206,163	102,986	103,177	0	100.00%
53540	SPORTS OFFICIALS SERVICES	110,000	0	110,000	90,143	0	20,095	81.95%
54101	CONTRACTUAL TRASH PICK UP	92,995	0	92,995	49,951	26,999	16,046	82.75%
54301	REPAIRS & MAINTENANCE	455,243	0	455,243	257,572	147,467	50,204	88.97%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,203	0	1,297	48.11%
54303	GROUNDS MAINTENANCE	14,028	0	14,028	4,609	0	9,419	32.86%
54310	GENERAL REPAIRS	48,446	0	48,446	15,110	13,789	19,547	59.65%
54320	TECHNOLOGY RELATED REPAIRS	36,430	0	36,430	18,314	3,547	14,569	60.01%
54411	WATER	68,195	0	68,195	34,067	34,128	0	100.00%
54412	SEWER	22,900	0	22,900	22,025	0	875	96.18%
54420	LEASE/RENTAL EQUIP/VEH	228,541	635	229,176	119,584	58,534	51,058	77.72%
55100	PUPIL TRANSPORTATION - OTHER	106,250	0	106,250	63,993	39,382	2,875	97.29%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	16,118	268	6,614	71.24%
55105	TRANSPORTATION - SUMMER	16,000	0	16,000	0	0	16,000	0.00%
55110	STUDENT TRANSPORTATION	4,560,865	0	4,560,865	2,761,287	1,720,479	79,099	98.27%
55190	STUDENT TRANSPORTATION PURCHAS	1,500	0	1,500	0	0	1,500	0.00%
55200	GENERAL INSURANCE	279,746	0	279,746	279,746	0	0	100.00%
55300	COMMUNICATIONS	48,668	0	48,668	28,550	20,118	0	100.00%
55301	POSTAGE	35,531	0	35,531	14,796	20,735	0	100.00%
55302	TELEPHONE	77,145	0	77,145	62,310	14,836	0	100.00%



## EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	5,000	0	5,000	2,647	275	2,078	58.45%
55505	PRINTING	51,372	0	51,372	30,963	6,904	13,506	73.71%
55600	TUITION	35,000	0	35,000	1,300	5,308	28,392	18.88%
55610	TUITION TO IN STATE DIST	796,641	-26,000	770,641	448,084	73,965	248,592	67.74%
55630	TUITION TO PRIVATE SOURCES	1,540,697	0	1,540,697	765,089	605,969	169,639	88.99%
55800	TRAVEL	51,269	0	51,269	16,397	8,588	26,284	48.73%
56100	GENERAL INSTRUCTIONAL SUPPLIES	168,242	-635	167,607	87,503	23,662	56,442	66.32%
56110	INSTRUCTIONAL SUPPLIES	415,078	230	415,308	254,881	38,024	122,403	70.53%
56120	ADMIN SUPPLIES	28,397	0	28,397	13,005	2,354	13,038	54.09%
56210	NATURAL GAS	194,960	0	194,960	102,756	92,204	0	100.00%
56220	ELECTRICITY	964,971	0	964,971	471,605	493,366	0	100.00%
56230	PROPANE	4,500	0	4,500	1,152	1,727	1,620	63.99%
56240	OIL	205,437	0	205,437	87,724	117,713	0	100.00%
56260	GASOLINE	33,246	0	33,246	6,521	19,188	7,538	77.33%
56290	FACILITIES SUPPLIES	308,111	0	308,111	172,959	106,482	28,670	90.69%
56291	MAINTENANCE COMPONENTS	15,000	0	15,000	12,199	2,801	0	100.00%
56292	UNIFORMS/ CONTRACTUAL	14,200	0	14,200	8,941	3,000	2,259	84.09%
56293	GROUNDKEEPING SUPPLIES	22,750	0	22,750	2,912	14,132	5,706	74.92%
56410	TEXTBOOKS	60,228	245	60,473	32,314	18,981	9,178	84.82%
56411	CONSUMABLE TEXTS	55,481	0	55,481	9,936	614	44,931	19.01%
56420	LIBRARY BOOKS	58,696	520	59,216	32,098	11,308	15,810	73.30%
56430	PERIODICALS	19,157	-475	18,682	13,796	481	4,405	76.42%
56460	WORKBOOKS	13,916	0	13,916	13,732	172	12	99.92%
56500	SUPPLIES - TECH RELATED	44,346	211	44,557	14,433	5,535	24,589	44.81%
57340	COMPUTERS/TECH HARDWARE	14,100	0	14,100	8,731	1,155	4,214	70.11%
57345	INSTRUCTIONAL EQUIPMENT	8,140	0	8,140	2,788	440	4,912	39.66%
57400	GENERAL EQUIPMENT	49,683	0	49,683	16,333	14,219	19,131	61.49%
57500	FURNITURE AND FIXTURES	12,124	0	12,124	1,801	0	10,323	14.86%
58100	DUES & FEES	88,621	-811	87,810	81,522	2,164	4,124	95.30%
<b>EXPENDITURE TOTAL</b>		<b>64,933,325</b>	<b>0</b>	<b>64,933,325</b>	<b>39,592,973</b>	<b>22,271,278</b>	<b>3,069,312</b>	<b>95.27%</b>





## REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-533,633	0	-533,633	0	0	-533,633	0.00%
43105	MEDICAID REIMBURSEMENT	-51,000	0	-51,000	-28,493	0	-22,507	55.87%
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	-13,891	0	-41,109	25.26%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-10,238	0	-17,713	36.63%
44800	REGULAR ED TUITION	-104,725	0	-104,725	-43,000	0	-61,725	41.06%
44822	SPECIAL ED TUITION	-18,200	0	-18,200	0	0	-18,200	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-17,000	0	-8,400	66.93%
44861	PARKING PERMIT FEES	-64,824	0	-64,824	-53,000	0	-11,824	81.76%
44862	SCHOOL MUSICAL TICKET SALES	-10,000	0	-10,000	0	0	-10,000	0.00%
<b>REVENUE TOTAL</b>		<b>-892,633</b>	<b>0</b>	<b>-892,633</b>	<b>-165,622</b>	<b>0</b>	<b>-727,011</b>	<b>18.55%</b>

<b>GRAND TOTAL</b>	<b>64,040,692</b>	<b>0</b>	<b>64,040,692</b>	<b>39,427,351</b>	<b>22,271,278</b>	<b>2,342,301</b>	<b>96.34%</b>
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 2/29/20	662,115

<u>BOE 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 &amp; BANNER SALES</u>	10,225
Total as of 2/29/20	110,225



PURCHASE RESOLUTION D - 732

AGENDA ITEM 3B-2  
MARCH 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 14	VOAG TUITION - 2ND SEMESTER FOR 9 STUDENTS	\$30,702.60	55610
5 YEAR CAPITAL	FAC.	SIEMENS INDUSTRY, INC.	VARIOUS DEVICE MODULES FOR NMHS FIRE ALARM PROJECT (funding for this project was already withdrawn from BOE Capital Reserve account after approval by BoF on 10.9.19)	\$29,000.00	57310
GENERAL	NMHS	CANTERBURY SCHOOL	FALL 2019 & WINTER 2020 POOL RENTAL FEE	\$14,600.00	54420
GENERAL	SPED	CITY OF MERIDEN	SPED TUITION FOR 1 DCF PLACEMENT FROM 9/30/19 - 1/17/20	\$13,999.96	55630
<b>GRANT - TITLE I</b>	<b>DISTRICT</b>	<b>CONNECT KIDS CT</b>	<b>TRANSPORTATION FOR 8 OUT OF DISTRICT HOMELESS DURING FEBRUARY</b>	<b>\$12,333.75</b>	<b>55500</b>
GENERAL	DISTRICT	BRAIN POP	RENEWAL FOR K-6 SITE LICENSES	\$7,182.00	53200
GENERAL	NMHS	ADAMS BOOK CO	BOOK ORDER FOR NMHS ENGLISH BOOK ROOM	\$5,911.46	56410
GENERAL	TECH.	DELL MARKETING	EXTENDED SERVICE UPGRADES - 9 SERVERS	\$5,340.01	53500

**GRANT EXPENDITURES ARE PRESENTED IN BOLD AND ITALICIZED FONT IN THE ABOVE LISTING**



## BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
MARCH 2020 MEETING

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

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

New Milford PTO  
Parent Teacher Organization  
PO Box 1343  
New Milford, CT 06776

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3 March 2020

Dr. Kerry Parker  
Superintendent  
50 East Street  
New Milford, CT 06776

Dear Dr. Parker:

The New Milford PTO is pleased to present the following gifts to the Board of Education for approval. Please arrange for these gifts to be placed on the agenda at the next Board of Education meeting.

**Hill & Plain School:**

\$2,535.00 for all 1st graders to attend Click, Clack, Moo at Warner Theater. This supports the ELA curriculum.

**Northville Elementary School:**

\$1,700.00 for Cultural Arts Enrichment for performances by Blue Jupiter Group.

**Sarah Noble Intermediate School:**

\$1,012.97 for TAG - Seating, Carpet and Stand-up desks.

\$5,111.00 for 4th Grade field trip to Bronx Zoo for Experience Tickets.

\$3,150.00 for 3rd Grade transportation to Maritime Aquarium.

\$1,300.00 for Cultural Arts Enrichment performance of Mexican History.

**Schaghticoke Middle School:**

Literacy ~ Author Visit: Total Grant = \$1,040.00

Vesper Stamper, author, and illustrator will present a program to 8th graders (3 sessions)


Literacy ~ Author Visit: Total Grant = \$2,000.00

Nora Raleigh Baskin, author, will present a program to 7th graders (3 sessions).

**Total:** \$17,848.97

Sincerely,  
Mandi MacDonald  
NMPTO President

# Memorandum from the Office of the Director of Human Resources

**TO:** Dr. Kerry Parker, Superintendent of Schools  
**CC:** Mr. Anthony Giovannone, Director of Fiscal Services and Operations, Dr. Chris Longo, Schaghticoke Middle School Principal, Mrs. Kim Patella, CEA New Milford President  
**FROM:** Ms. Ellamae Baldelli, Director of Human Resources   
**RE:** Request for New Activity at Schaghticoke Middle School per Stipend Committee Report  
**DATE:** March 3, 2020

---

I have reviewed Dr. Longo's request to add a new club called *Skills21*. This new club will provide students an opportunity to create, design, and test a model/prototype and present at a statewide Expo in June. *Skills21* is run through Ed Advance and supports STEM learning.

Using the rubric from the Stipend Committee Report, Dr. Longo is recommending a stipend of \$1985 for this new activity.

The funding to cover this stipend for this year is coming from grant money. Should this activity continue in future years, Dr. Longo will need to adjust his funding in his operating budget to cover this stipend.

Attached is Dr. Longo's explanation of his request. His memo has addressed all the criteria required in the Stipend Committee Report in order to make this request.

I am recommending that this request be brought, for approval, to the regular Board of Education meeting on March 17, 2020.

If you have any questions, I am available to meet with you.



## SCHAGHTICOKE MIDDLE SCHOOL

23 Hipp Road, New Milford, CT 06776

Telephone (860) 354-2204 ♦ Fax (860) 210-2216

<http://sms.newmilfordps.org/>

[https://twitter.com/SMS\\_CT](https://twitter.com/SMS_CT)

Dr. Christopher Longo, Principal  
Mrs. Barbara Nanassy, Assistant Principal  
Mrs. Sasha Salem, Assistant Principal  
Mrs. Catherine Calabrese, Assistant Principal  
Mrs. Tracy-Ann Menzies, Supervisor of Special Education

March 3, 2020

Dear Dr. Parker,

Strive

Request: To approve a new SMS club called *Skills21*, which provides students an opportunity to create, design, and test a model/prototype and present at a statewide Expo in June. *Skills21* is run through Ed Advance and supports STEM learning.

Unite

Rationale: *Skills21* is nationally known as a leader in digital learning and was recognized by the US Department of Education as an exemplary model for delivering STEM achievement. *Skills21* delivers a flexible, affordable, and road tested model for driving student success. Using a variety of learning technologies, *Skills21* programs help increase rigor and relevance at school.

Respect

Based on the fact that our enrollment includes the courses *Technology and Project Lead the Way* (PLTW), students who are interested in this new club will have the chance to take learning farther by participating in a rigorous, team-building, and project-based opportunity that culminates with an Expo event in June 2020.

Grow

We have a knowledgeable staff member who is highly skilled in this area who has a vested interest in providing this opportunity to students. We would like to offer a stipend of \$1985.00 for the advisor of this club. The funds will come from grant money, so there will be no cost to the Board of Education for this year.

Encourage

Please let me know if you have any questions or need any other information. Thank you.

Sincerely,

Christopher Longo, Ed.D.  
Principal

CC: Ellamae Baldelli, Director of Human Resources  
Alisha DiCorpo, Assistant Superintendent of Schools

### *Schaghticoke Middle School Vision Statement*

*Schaghticoke Middle School is made up of a community of learners: students, parents, faculty, staff, administration, and citizens of the greater New Milford area. The foundation of our vision lies upon the positive reinforcement of character: integrity, responsibility, respect, and fairness. Together we will work to create an environment in which all students can reach their potential academically, socially, and emotionally under the guidance and nurturing support of the Schaghticoke community members. We will collaborate to foster an atmosphere of trust and support in order to encourage teachers and students to explore new initiatives in curriculum and assessment to improve student achievement.*

## Worksheet

### Classification of Extra Curricular Survey Guidelines

Extra-Curricular Activities are defined here as those activities that normally occur outside of the normal instructional day and would not include that which is scheduled as instructional time within the school day as class time or an activity period.

	<input checked="" type="checkbox"/>		
<b>1. Does the position <u>require</u>* specific expertise in content or skill?</b>			
3 pts	<input checked="" type="checkbox"/>	Advisor/Coach/Teacher <u>must</u> have <u>specific</u> extensive content skill or knowledge to be qualified.	
2 pts		Advisor/Coach/Teacher <u>must</u> have some content, skill, knowledge to be qualified.	
1 pt		Advisor/Coach/Teacher does not need specific content, skill or knowledge to qualify to supervise activity.	
<b>2. To what extent does the activity <u>require</u>* supervision for student safety?</b>			
5 pts		Activity involves regular events, practices, drills that call for close supervision in order to ensure student safety. (First Aid/CPR Training is highly recommended for advisors.)	
3 pts	<input checked="" type="checkbox"/>	Activity seldom or only occasionally involves events, practices, skills that call for close supervision in order to ensure student safety.	
1 pt		Activity contains no events that could be viewed as requiring extraordinary supervision to ensure student safety.	
<b>3. How many students does the activity service?</b>			
4 pts		Activity regularly involves supervising 40 or more students at a time.	
3 pts		Activity regularly involves supervising 25-39 students at a time.	
2 pts	<input checked="" type="checkbox"/>	Activity regularly involves supervising 10-24 students at a time.	
1 pt		Activity regularly involves supervising of 10 students or fewer.	
<b>4. How much time does the activity <u>require</u>* outside of school?</b>			
8 pts		Activity regularly requires advisor/coach/teacher spend time supervising students on days when school is not in session (i.e. Saturdays, vacation time, holidays, more than 3 times annually).	
4 pts	<input checked="" type="checkbox"/>	Activity occasionally requires advisor/coach/teacher spend time supervising students at times when school is not in session (less than 3 times annually).	
2 pts		Activity meets on school days throughout a time period greater than 6 months.	
1 pt		Activity meets on school days for a session of 6 months less.	
<b>5. Does the activity <u>require</u>* travel and overnight supervision?</b>			
3 pts		Activity includes at least one event annually that involves a field trip that includes a supervised overnight stay and travel.	
2 pts		Activity includes events that may require overnight stay and travel, but it might not be an annual event.	
1 pt	<input checked="" type="checkbox"/>	Activity is not likely to ever require overnight stay and travel.	
<b>6. How much time with students does the activity demand of coach/advisor/teacher annually?</b>			
16 pts		200 hours or more	
8 pts		100 hours or more but fewer than 200	
4 pts		50 hours or more, but fewer than 100 hours	
2 pts	<input checked="" type="checkbox"/>	25 hours or more, but fewer than 50 hours	
1 pt		fewer than 25 hours	



SMS Skills 2/ club

2

# Worksheet Classification of Extra Curricular Survey Guidelines

	✓								
7. How much planning/preparation time is required* with this activity annually?									
5 pts		80 hours or more							
4 pts		60-79 hours							
3 pts		40-59 hours							
2 pts	✓	20-39 hours							
1 pt		fewer than 20 hours							
8. Is there a public display required with the activity (public sees the result of preparation of students or views a performance or exhibition) or are public communication (i.e. press releases) expected with this activity?									
4 pts		Yes, regularly and frequently scheduled events.							
3 pts	✓	Yes, one or two seminal scheduled events.							
2 pts		Possibly - but not as a regularly scheduled event.							
1 pt		No							
9. Does the activity relate directly to course/curricula expectations?									
4 pts		Yes, clearly - student performance is assessed directly always.							
3 pt	✓	Yes, sometimes - student performance is assessed, but not as regularly.							
1 pts		No, never.							
10. Does activity require* a great deal of interaction with parents as part of the work as advisor/coach?									
4 pts		Yes, parents are apprised of student activities regularly.							
pts		Yes, parents are apprised of student activities on occasion.							
1 pt		Yes, but parents have minimal contact.							
0 pts	✓	No, parents have almost no relation to the activity.							
11. Does activity require* assistants who must be supervised (i.e. assistant coaches, choreographers, drill instructors, etc.)?									
4 pts		Yes, 3 or more people regularly.							
3 pts		Yes, 1 or 2 people regularly.							
1 pt		1 person - occasionally							
0 pt	✓	No, no one is supervised.							
Add up the number of points. Total: 23									
Activity Level Category:									
Level 1		10 points or fewer							
Level 2		11 points-18 points							
Level 3	✓	19 points-27 points							
Level 4		28 points-36 points							
Level 5		37 points-45 points							
Level 6		46 points-54 points							
Level 7		55 points or more							
* "Require" - The word reflects the expectation that the advisor/coach/teacher would perform those functions to successfully fulfill the obligations inherent in the position.									






STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION

EXHIBIT C



**TO:** Sponsors of the National School Lunch Program

**FROM:** John D. Frassinelli, Bureau Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 22, 2020

**SUBJECT:** Operational Memorandum No. 05-20  
Process for Submitting the Healthy Food Certification (HFC) Statement for  
School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the *final board-approved meeting minutes* to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

**Requirement for Annual HFC Statement**

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must *take action annually* to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,

regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP **must** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

### **HFC Application Process for 2020-21**

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the **final board-approved meeting minutes** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept **draft meeting minutes** to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the **final board-approved meeting minutes**. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.
  - A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

**Motion language for healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State



Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- B. Vote for food exemptions:** If the board of education or governing authority votes “yes” for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions. (**Note:** If the board of education or governing authority votes “no” for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

**Motion language for food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

- C. Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to *all public schools*, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA’s Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE’s [Beverage Requirements](#) webpage.

Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the *same time* as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific

criteria for beverage exemptions required by C.G.S. Section 10-221q:

**Motion language for beverage exemptions:** The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

- D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

**Motion language for combined food and beverage exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information on food and beverage exemptions, see the CSDE’s handout, [\*Exemptions for Foods and Beverages in Public Schools\*](#).

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the final board-approved meeting minutes** indicating the



results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

- A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the *specific language* under “Motion language for healthy food option” in step 1A on page 2.
  - B. If the board of education or governing authority voted “yes,” for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the *specific language* for either “Motion language for food exemptions” under step 1B on page 3, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
  - C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the *specific language* for either “Motion language for beverage exemptions” under step 1C on page 4, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the *final board-approved meeting minutes* indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

### **Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement *after* this date, the CSDE will *not* include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE [Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21](#).

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the “[Interschool Agreements](#)” section of the CSDE’s [Forms for School Nutrition Programs](#) webpage.

### **Connecticut Nutrition Standards (CNS)**

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE’s handout, [Summary of Connecticut Nutrition Standards for Foods in Schools](#). Additional information on the CNS is available on the CSDE’s [CNS](#) webpage. The CSDE’s [HFC](#) webpage provides numerous resources to assist districts with implementing HFC including:

- [Complying with HFC \(Presentation\)](#);
- [Ensuring District Compliance with HFC](#);
- [Guide to Competitive Foods in HFC Public Schools](#);
- [List of Acceptable Foods and Beverages](#);
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#);
- [Requirements for Competitive Foods in HFC Public Schools](#);
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#);
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#);
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#); and
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.



New Milford Public Schools  
Facilities Department  
386 Danbury Road  
New Milford, CT 06776  
(860) 354-6265  
FAX (860) 210-2233

TO: Kerry Parker, Superintendent  
FROM: Kevin Munrett, Facilities Director  
DATE: March 6, 2020  
RE: Sarah Noble Intermediate School - Elevator Project

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The Connecticut Department of Administrative Services adopted a code change to ASME A17.1-2013; Safety Code for Elevators and Escalators:

*"For Single Bottom Elevators: All hydraulic single bottom cylinder elevators, where the cylinders installed below ground, shall either have the cylinder replaced, safeties installed or an installation of a plunger gripper..."*

We discussed this project at Facilities and Operation Sub-Committees in the fall/winter months. This project is an unfunded mandate by the State which does not offer any reimbursement for this work. This project needs to take place after school dismisses for the summer and conclude before return in late August. We received pricing based off the U.S. Communities Contract #EV2516 for \$49,000.00.

The vendor will reserve a time slot for this work only once they receive a purchase order from the school district. The project lead-time is unknown but the entire replacement should take 2-3 weeks. Many other schools and municipalities are faced with similar time constraints and it is my recommendation that we seek these funds via the capital reserve account in order to issue a purchase order, procure the materials and book our time slot for late-June/early July.

We would also request the mayor waive any permit fees associated with this project.

I will be happy to answer any and all questions regarding this matter at the next meeting.



**New Milford Public Schools**  
Facilities Department  
386 Danbury Road  
New Milford, CT 06776  
(860) 354-6265  
FAX (860) 210-2233

TO: Kerry Parker, Superintendent  
FROM: Kevin Munrett, Facilities Director  
DATE: March 6, 2020  
RE: Sarah Noble Intermediate School - Roof Top Unit 1 (Cafeteria) Replacement

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Roof Top Unit (RTU) # 1 at Sarah Noble is a 20 year old, 50-ton Trane Packaged Industrial Unit (cooling only). This unit provides air conditioning to the cafeteria and kitchen of the school.

In September of 2019, 2 of the 4 compressors failed on this unit. We sought pricing options for repair (\$18,000) vs. replacement (\$66,000) through US Communities Contract #USC-15-JLP-023. We had several discussions at Facilities & Operations Sub-Committees in the fall/winter months.

There is currently a 7-week lead time for the new unit with an additional 2-3 day installation time associated with this replacement. It is my recommendation that we seek these funds via the capital reserve account in order to place the order and replace the unit before the warmer months are upon us.

After April 1<sup>st</sup>, there is a 2.75% price increase on this contract price. This particular unit does qualify for Eversource's Energy Conscious Blueprint Program that could lead to a \$120/ton or \$6,000.00 rebate from Eversource.

We would also request the mayor waive any permit fees associated with this project.

I will be happy to answer any and all questions regarding this matter at the next meeting.





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

ITEM OF INFORMATION

4A

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**TO:** Kerry Parker, Superintendent  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** March 6, 2020  
**RE:** Excess Cost

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The Special Education Excess Cost grant reimburses school districts for the reasonable costs of special education for a student who lives in the district that exceed 4.5 times the district's average per pupil expenditures for the preceding year. The first of two payments usually constitutes roughly 70%-75% of the total we receive in any given fiscal year.

As of month end February 2020, we have not yet received the first of two payments. Last fiscal year the first of two payments was not received until March 6, 2019 so this is not uncommon. If we receive the first payment before the full Board of Education meeting on March 17, 2020 we will bring a revised memo forward at that meeting. If the first payment is received after that meeting, we will report on it as part of the monthly reports during the month of April 2020.

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