

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

**OPERATIONS SUB-COMMITTEE
MEETING NOTICE**

RECEIVED
TOWN CLERK
[Signature]

2021 OCT -8 A 10: 01

NEW MILFORD, CT

DATE:	October 12, 2021
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

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 September 30, 2021
 - 2. Purchase Resolution D-751
 - 3. Request for Budget Transfers
- C. Gifts & Donations
 - 1. PTO-Exhibit B
- D. Athletic Trainer
- E. NMHS Alarm System Upgrades

4. Items of Information

- A. Entitlement Grants: Title I, II, III and Bilingual
- B. 2022-23 Budget Development Update

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
Eric Hansell
Pete Helmus
Eileen P. Monaghan

Alternates: Olga I. Rella
Joseph Failla

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
October 19, 2021

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. None

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. Maria Blocker, Paraeducator, Hill and Plain School effective October 16, 2021.

Personal Reasons

2. Mr. Kenneth O'Neil, Custodian, Schaghticoke Middle School effective January 1, 2022.

Retirement

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. Ms. Jennifer Bean, Custodian, Northville Elementary School effective October 25, 2021.

\$24.12 per hour

Rep. M. Lichaj

2. Ms. Stacey Caprilozzi, Custodian, New Milford High School effective November 8, 2021.

\$24.12 per hour

Rep. V. Ceric

3. Ms. Liza Helmig, Secretary to Assistant Principal, Schaghticoke Middle School effective October 25, 2021.

\$18.46 per hour, Step 2, Class IIA
Calendar Year Secretary

Replacing: N. Benvenuti

4. Ms. Thalia Hernandez , General Worker, New Milford High School effective on or about November 8, 2021.	\$13.11 per hour - Hire Rate 4 hours per day/5 days per week
	Rep. J. Schweitzer
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. Mr. Louis Alhage , Assistant Wrestling Coach, New Milford High School effective September 22, 2021. 2. Mr. Jason Arnauckas , Varsity Girls' Tennis Coach, New Milford High School effective June 9, 2021. 3. Mr. Mark Grant , Freshman Girls' Basketball Coach, New Milford High School effective September 22, 2021. 4. Mr. Michael Nahom , Assistant Boys' Cross Country Coach, New Milford High School effective October 1, 2021. 5. Mr. Michael Nahom , Assistant Indoor Track Coach, New Milford High School effective October 1, 2021. 6. Mr. Michael Nahom , Volunteer Girls' Track and Field Coach, New Milford High School effective October 1, 2021. 7. Mr. Ryan Rebstock , Head Girls' and Boys' Indoor Track Coach, New Milford High School effective September 22, 2021.	Personal Reasons Personal Reasons Personal Reasons Personal Reasons Personal Reasons Personal Reasons

8. Mr. Tyler Timan , Assistant Indoor Track Coach, New Milford High School effective October 6, 2021.	Personal Reasons
9. Mr. Tyler Timan , Assistant Outdoor Track Coach, New Milford High School effective October 6, 2021.	Personal Reasons
10. Mr. Giles Vaughan , JV Girls' Basketball Coach, New Milford High School effective September 28, 2021.	Personal Reasons
13. COACHING STAFF b. APPOINTMENTS 1. Mr. Thomas LaPorte , Girls' Varsity Basketball Coach, New Milford High School effective October 25, 2021	2021-2022 Stipend: \$5894
14. LEAVES OF ABSENCE 1. Mrs. Grace Rossell , Paraeducator, Hill and Plain School requests an unpaid personal leave of absence from October 25, 2021 through January 1, 2022.	Unpaid



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	30,341,363	75,500	30,416,863	4,026,065	25,331,605	1,059,193	96.52%
100'S	SALARIES - NON CERTIFIED	9,589,390	0	9,589,390	1,524,493	5,225,470	2,839,427	70.39%
200'S	BENEFITS	10,810,557	8,500	10,819,057	4,506,334	4,959,397	1,353,326	87.49%
300'S	PROFESSIONAL SERVICES	3,948,255	-83,000	3,865,255	1,020,314	1,971,751	873,190	77.41%
400'S	PROPERTY SERVICES	925,069	0	925,069	219,730	449,715	255,624	72.37%
500'S	OTHER SERVICES	9,082,593	0	9,082,593	1,384,920	6,504,968	1,192,705	86.87%
600'S	SUPPLIES	2,588,172	-1,000	2,587,172	381,667	1,596,845	608,660	76.47%
700'S	CAPITAL	14,404	0	14,404	0	2,066	12,338	14.34%
800'S	DUES AND FEES	95,928	0	95,928	54,284	5,003	36,641	61.80%
900'S	REVENUE	-1,549,707	0	-1,549,707	-34,709	0	-1,514,998	2.24%
GRAND TOTAL		65,846,024	0	65,846,024	13,083,099	46,046,820	6,716,106	89.80%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	518,875	0	518,875	4,003	0	514,873	0.77%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,099,881	0	2,099,881	263,584	1,594,561	241,736	88.49%
51202	SALARIES - NON CERT - SUBSTITUTES	925,202	0	925,202	52,659	0	872,543	5.69%
51210	SALARIES - NON CERT - SECRETARY	1,919,636	0	1,919,636	394,330	1,457,001	68,305	96.44%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	9,079	0	266,616	3.29%
51240	SALARIES - NON CERT - CUSTODIAL	1,939,639	0	1,939,639	438,191	1,225,954	275,494	85.80%
51250	SALARIES - NON CERT - MAINTENANCE	936,257	0	936,257	190,036	588,694	157,527	83.17%
51285	SALARIES - NON CERT - TECHNOLOGY	493,540	0	493,540	98,604	281,030	113,906	76.92%
51336	SALARIES - NON CERT - NURSES	480,665	0	480,665	74,007	78,231	328,428	31.67%
TOTAL		9,589,390	0	9,589,390	1,524,493	5,225,470	2,839,427	70.39%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	618,237	0	618,237	108,635	0	509,602	17.57%
52201	BENEFITS - MEDICARE	528,854	0	528,854	81,177	0	447,677	15.35%
52300	BENEFITS - PENSION	918,524	0	918,524	918,524	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	2,666	12,334	18,000	45.45%
52810	BENEFITS - HEALTH INSURANCE	8,050,300	8,500	8,058,800	3,145,711	4,540,042	373,047	95.37%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	24,857	100,143	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	25,985	95,015	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	410,642	0	410,642	198,779	211,864	0	100.00%
TOTAL		10,810,557	8,500	10,819,057	4,506,334	4,959,397	1,353,326	87.49%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	30,341,363	75,500	30,416,863	4,026,065	25,331,605	1,059,193	96.52%
51200	NON-CERTIFIED SALARIES	9,589,390	0	9,589,390	1,524,493	5,225,470	2,839,427	70.39%
52000	BENEFITS	10,810,557	8,500	10,819,057	4,506,334	4,959,397	1,353,326	87.49%
53010	LEGAL SERVICES	224,553	0	224,553	192,823	1,950	29,780	86.74%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	6,486	5,085	63,429	15.43%
53200	PROFESSIONAL SERVICES	2,201,248	-83,000	2,118,248	540,569	1,384,175	193,504	90.86%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	0	0	30,500	0.00%
53210	TIME & ATTENDANCE SOFTWARE	11,800	0	11,800	56	0	11,744	0.48%
53220	IN SERVICE	117,150	0	117,150	45,438	225	71,487	38.98%
53230	PUPIL SERVICES	622,224	0	622,224	57,366	378,037	186,820	69.98%
53300	OTHER PROF/ TECH SERVICES	59,800	0	59,800	2,520	3,009	54,271	9.25%
53310	AUDIT/ACCOUNTING	40,500	0	40,500	40,500	0	0	100.00%
53500	TECHNICAL SERVICES	233,708	0	233,708	109,305	6,153	118,250	49.40%
53530	SECURITY SERVICES	218,672	0	218,672	8,677	193,116	16,879	92.28%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	16,574	0	96,526	14.65%
54101	CONTRACTUAL TRASH PICK UP	96,748	0	96,748	20,132	48,328	28,288	70.76%
54301	REPAIRS & MAINTENANCE	475,487	0	475,487	140,146	206,126	129,215	72.82%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	0	1,074	1,426	42.96%
54303	GROUND MAINTENANCE	12,700	0	12,700	810	5,690	6,200	51.18%
54310	GENERAL REPAIRS	43,970	0	43,970	793	4,363	38,814	11.73%
54320	TECHNOLOGY RELATED REPAIRS	29,847	0	29,847	4,145	527	25,175	15.65%
54411	WATER	68,195	0	68,195	5,948	62,247	0	100.00%
54412	SEWER	15,559	0	15,559	6,581	6,581	2,397	84.60%
54420	LEASE/RENTAL EQUIP/VEH	180,063	0	180,063	41,174	114,779	24,110	86.61%
55100	PUPIL TRANSPORTATION - OTHER	116,250	0	116,250	14,156	28,808	73,286	36.96%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	0	0	22,750	0.00%
55110	STUDENT TRANSPORTATION	4,996,291	0	4,996,291	608,990	4,278,878	108,423	97.83%
55200	GENERAL INSURANCE	296,763	0	296,763	280,224	16,539	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	12,153	37,943	144	99.71%
55301	POSTAGE	32,750	0	32,750	1,252	31,498	0	100.00%
55302	TELEPHONE	80,069	0	80,069	37,682	42,387	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	105	0	7,895	1.32%
55505	PRINTING	33,010	0	33,010	270	10,363	22,377	32.21%
55600	TUITION - TRAINING	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,002,397	0	1,002,397	183,359	429,183	389,856	61.11%
55630	TUITION - PRIVATE PLACEMENTS	2,362,209	0	2,362,209	245,519	1,623,564	493,125	79.12%
55800	TRAVEL	46,864	0	46,864	1,211	5,805	39,849	14.97%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,207	0	167,207	28,516	23,480	115,211	31.10%
56110	INSTRUCTIONAL SUPPLIES	430,051	-1,000	429,051	88,505	83,648	256,898	40.12%
56120	ADMIN SUPPLIES	32,678	0	32,678	4,829	3,063	24,786	24.15%
56210	NATURAL GAS	188,000	0	188,000	15,147	172,853	0	100.00%
56220	ELECTRICITY	990,569	0	990,569	156,694	833,815	60	99.99%
56230	PROPANE	3,900	0	3,900	0	3,870	30	99.23%
56240	OIL	211,068	0	211,068	0	206,584	4,484	97.88%
56260	GASOLINE	27,186	0	27,186	992	19,104	7,090	73.92%
56290	FACILITIES SUPPLIES	317,042	0	317,042	64,318	185,805	66,919	78.89%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	1,118	3,082	12,275	25.49%
56292	UNIFORMS/ CONTRACTUAL	13,100	0	13,100	0	3,500	9,600	26.72%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	1,339	12,161	9,085	59.77%
56410	TEXTBOOKS	26,127	0	26,127	230	0	25,897	0.88%
56411	CONSUMABLE TEXTS	32,455	0	32,455	9,441	11,210	11,804	63.63%
56420	LIBRARY BOOKS	51,928	0	51,928	5,282	16,619	30,027	42.18%
56430	PERIODICALS	16,162	0	16,162	2,947	10,285	2,930	81.87%
56460	WORKBOOKS	2,535	0	2,535	0	380	2,156	14.97%
56500	SUPPLIES - TECH RELATED	39,104	0	39,104	2,309	7,387	29,408	24.79%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	0	0	4,500	0.00%
57400	GENERAL EQUIPMENT	6,127	0	6,127	0	0	6,127	0.00%
57500	FURNITURE & FIXTURES	3,777	0	3,777	0	2,066	1,711	54.69%
58100	DUES & FEES	95,928	0	95,928	54,284	5,003	36,641	61.80%
EXPENDITURE TOTAL		67,395,731	0	67,395,731	13,117,808	46,046,820	8,231,104	87.79%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,089,825	0	-1,089,825	0	0	-1,089,825	0.00%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-7,489	0	-53,018	12.38%
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	-7,000	0	-48,000	12.73%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-5,220	0	-22,731	18.68%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-15,000	0	-99,400	13.11%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	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		-1,549,707	0	-1,549,707	-34,709	0	-1,514,998	2.24%

GRAND TOTAL	65,846,024	0	65,846,024	13,083,099	46,046,820	6,716,106	89.80%
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
Total as of 7/1/21	268,260
Contribution Towards NMHS Roof Replacement	-250,000
Total as of 9/30/21	18,260*
* Does not include approved but pending final audit contribution from the BOE 20/21 fiscal year end balance in the amount of \$2,583,083 (estimated)	

<u>Turf Field Replacement Acct #43020000-10130</u>	
CONTRIBUTION - FROM BOE 17.18 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE 18.19 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S & BANNER SALES	10,225
CONTRIBUTION - FROM TOWN DATED 6/4/20	50,000
CONTRIBUTION - FROM TOWN DATED 6/16/21	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 6/23/21	3,765
Total as of 9/30/21	213,990**
** Does not include approved but pending final audit contribution from the BOE fiscal year end balance in the amount of \$100,000	



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	NMHS	VARSITY BRANDS HOLDING CO	21/22 YEARLY - SPORTS EQUIPMENT	\$30,000.00	56100
GENERAL	DISTRICT	JTR TRANSPORTATION	21/22 YEARLY - TRANSPORTATION FOR ATHLETICS	\$25,000.00	55100
GENERAL	TECHNOLOGY	SHI INTERNATIONAL	SOPHOS SUBSCRIPTION, LICENSE, SERVICES	\$23,709.80	53500
GENERAL	DISTRICT	TELESERV	21/22 YEARLY - ANNUAL MAINTENANCE COVERAGE - PHONE SYSTEM	\$22,890.00	55302
GENERAL	NMHS	TOWN OF NEW MILFORD	21/22 YEARLY - POLICE SUPERVISION - FOOTBALL, BASKETBALL, HOCKEY	\$20,500.00	53540
GENERAL	DOI	IXL LEARNING INC	IXL SITE LICENSES K-6	\$16,400.00	53200
GENERAL	FACILITIES	PEN MAR BOILER CLEANING	21/22 YEARLY - BOILER CLEANING	\$14,800.00	54301
GENERAL	SPED	ALL-STAR TRANSPORTATION	21/22 YEARLY - CHEVY MIDBUS	\$11,158.32	54420
GENERAL	FACILITIES	TRANE COMPANY	REPAIR WORK ON MULTIPLE ROOFTOP UNITS AT SNIS	\$5,681.66	54301
GENERAL	FACILITIES	WILLCO SALES & SERV	SAFETY STRAPS - NMHS GYM	\$5,164.60	54301
GENERAL	TECHNOLOGY	NETSCOUT SYSTEMS	MASTERCARE SUPPORT FOR NETWORK ANALYSIS	\$5,094.00	53500
GENERAL	DOI	CONNECTICUT SCIENCE CENTER	CURRICULUM COACHING SESSIONS	\$5,085.00	53050
GENERAL	SPED	SEAGULL VENTURES	21/22 YEARLY - SPEECH & BILINGUAL SUPPORT	\$5,000.00	53230

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



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
OCTOBER 2021 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					

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

September 27, 2021

Ms. Alisha DiCorpo
Superintendent
50 East Street
New Milford, CT 06776

Dear Ms. DiCorpo:

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

Schaghticoke Middle School:

\$1,400.00 for the Summer Reading Program. Each student will receive a grade level book to read over the summer. The cost for all the books will be no more than \$1,200.00. The balance of \$200.00 will be used to purchase Summer Reading prizes for the fall of 2022.

\$1,400.00 Grand Total

Sincerely,
Nannette Pelletier
NMPTO President



TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2021
RE: Athletic Trainer

Select Physical Therapy has provided the district with Athletic Trainers via contracted services for many years but is unable to provide us one this year due to staffing shortages. This is not unique to New Milford. This role has been subject to new certifications and other districts are also having a hard time fulfilling this role via contracted services. The budgeted amount within Athletics to Select Physical Therapy for their contracted service in this fiscal year was in the amount of \$30,500.

Pages #3, #4 and #5 attached to this memo outline the scope of services and coverage areas that Select Physical Therapy had been able to provide in the past. Mr. Lipinsky has been able to fulfill this role this year by utilizing another Athletic Trainer who is contracted with another district in a substitute role as available independently. This is not sustainable however.

There are three possible avenues ahead:

1. Select Physical Therapy has engaged New Milford Public Schools with an addendum to provide services *"upon the availability of Contractor's Certified Athletic Trainer"*. This has already been sent to and reviewed by legal who advised us not to sign the addendum because it would still keep us locked into the current agreement with this vendor. This vendor is currently not abiding by the original contract as they are not able to staff us properly and the addendum would just allow the agreement to continue; with no guarantee of having an Athletic Trainer.
2. There is another vendor, Athletic Trainer Solutions, who contacted Mr. Lipinsky and myself with an agreement to recruit a candidate to fulfill the role of the Athletic Trainer that we would then hire ourselves and have to negotiate salary and benefits with said candidate. The fee associated with this service would be 15% of the new hire's first year salary paid to Athletic Trainer Solutions. Mr. Lipinsky and I spoke with Athletic Trainer Solutions and they hinted that they may have candidates in the pipeline but none of them would be interested in a pro-rated agreement for just this year.



3. The district could move to post and directly hire this position for New Milford Public Schools thereby forgoing the contracted services delivery model for this position all together. This would require approval of the position by the Board of Education along with consideration to yearly annual salary and benefits. Pages #6, #7 and #8 of this memo outlines the proposed Job Description for this position that Mr. Lipinsky was able to gather from other sample districts. One does not already exist as NMPS has never directly hired this position in the past. A competitive salary range for this position would have to be offered in order to obtain a direct hire with the proper Athletic Trainer certification. Preliminary research indicates that this would be at a \$50,000-\$55,000 a year position plus benefits. Posting of this position both to the CIAC and to services like Indeed have been recommended by Mr. Lipinsky to the Human Resources Department if the Board would like to pursue this option.

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

EXHIBIT A

1. Contractor will supply one (1) Certified Athletic Trainer(s) employed or retained by Select Physical Therapy or an affiliate or subsidiary thereof to provide the Services to the School at the times and during the events set forth on Exhibit B. The Services will be limited to (i) the evaluation and treatment of minor injuries; (ii) the application of first aid and other medical assistance as is reasonable and possible under the circumstances pending the arrival of ambulance services in the case of major injuries; (iii) preventative taping and strapping of athletes, as needed; (iv) providing nutritional information to student athletes; (v) providing basic educational information to student trainers and managers in the course of performing the Services; and, (vi) providing recommendations for exercise or other physical measures for minor injuries under the directions, supervision and review of a physician.
2. All Services will be provided on the School's premises with the exception of sports events at other schools where the School's athletes are the "visiting" team if Exhibit B requires such coverage, or if services require equipment or therapeutic modalities unavailable at School.
3. Contractor will provide the School with accurate records of treatment rendered for all athletic injuries for which Contractor renders treatment and of all rehabilitation procedures provided by Contractor.
4. In cooperation with the Athletic Director, Contractor will develop a list of locations of emergency phones and emergency phone numbers and emergency procedures to be distributed to student athletes and coaches.
5. Contractor will request from the School the equipment and supplies required to render the Services in sufficient time to permit the School to obtain such equipment and supplies when required by Contractor.
6. Contractor will facilitate communication among an injured athlete, the Athletic Director, parent/guardian and the team or family physician.
7. Contractor will provide consultation on equipment and program design when reasonably requested by the School.
8. Contractor's Certified Athletic Trainer(s) will be responsible for the Athletic Training Room while in attendance there, including opening and closing. Contractor will also advise the School on inventory status, requisitioning of supplies, and/or facility management.
9. Contractor will inspect and take an inventory of all team medical kits prior to the beginning of each season.

10. Contractor's Certified Athletic Trainer(s) is immediately responsible to the Athletic Director or his/her designee.
11. Contractor's Certified Athletic Trainer(s) will serve as speaker for educational programs in the School, provided that sufficient advance notice is provided to Contractor.
12. Contractor reserves the right to substitute an equally qualified Certified Athletic Trainer(s) if the need should arise. The Athletic Director will be notified in advance if any substitutions are to be made.
13. If for any reason a Certified Athletic Trainer(s) needs to be absent, Contractor will do whatever possible to provide a suitable replacement for that coverage time.
14. All changes in practice times and games must be made available to the Certified Athletic Trainer(s) within twenty-four (24) hours for those events to be covered properly.
15. Contractor shall provide and manage baseline tests at the School's computer lab on predetermined groups of athletes, provide follow-up testing on athletes who have sustained a concussion, and oversee return to play.

EXHIBIT B

I. TOTAL COVERAGE

One (1) Certified Athletic Trainer will be available for a maximum of Thirty-Two (32) hours per week, six (6) days per week, at the discretion of the Athletic Director. During this time, practice and home event coverage will be provided.

II. ATHLETIC TRAINING ROOM COVERAGE

A. Coverage Requirements

1. Contractor shall provide coverage for the Athletic Training Room at a maximum of Thirty-Two (32) hours per week, which includes operating an on-campus training room in the afternoon and coverage of home games.
2. Contractor shall not be required to provide Athletic Training Room coverage when Contractor is required to attend an event under Section III of this Exhibit B.

III. EVENT COVERAGE (to include pre-season and post-season)

A. Fall Sports Coverage

1. Football, Soccer, Field Hockey, Cross-Country, Tennis, Golf, Cheerleading, Volleyball, and/or any other sports played during this season.

B. Winter Sports Coverage

1. Wrestling, Basketball, Swimming, Cheerleading, Winter Track, and/or any other sports played during this season.

C. Spring Sports Coverage

1. Girls and Boys Lacrosse, Baseball, Softball, Track and Field, Tennis, and/or any other sports played during this season.

D. Summer Conditioned Coverage

1. Contractor's Certified Athletic Trainer will provide up to 16 hours per week over 6 weeks during the summer for School's summer conditioning program to School's student athletes.

Draft of Sample Athletic Trainer Job Description

Summary of Basic Functions & Responsibilities

Under general supervision, administers preventive and rehabilitative treatment to students and athletes involved in various sports and physical education activities in accordance with instruction from coaches, staff, or physicians. The duties of the Athletic Trainer include, but are not limited to, the prevention of athletic injuries; recognition, evaluation, and the immediate care of athletic injuries. The Athletic Trainer shall serve as a liaison of physical health support to and between athletes, coaches of the athletes, Athletic Directors, physicians, and parents. The Athletic Trainer shall enact and use reasonable efforts and professionalism to ensure that players participate in interscholastic activities and events only when physically able and that any instructions provided by their attending physician are understood and followed. Safety and health of the athlete comes first. The Athletic Trainers will coordinate with the Athletic Director to provide athletic training services at interscholastic events and practices deemed necessary by the Principal or their designee. They must work effectively with people representing diverse cultures, perspectives and needs, including all genders.

Essential Duties:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Advise athletes on the proper use of equipment.
- Assess and report the progress of recovering athletes to coaches and physicians.
- Provide support and guidance for students interested in entering athletic training programs at different institutions.
- Conduct an initial assessment of an athlete's illness or injury in order to provide emergency or determine whether an athlete should be referred to physician(s) for definitive diagnosis and treatment.
- Apply preventative adhesive taping.
- Provide basic First Aid supplies to control bleeding, perform CPR, and provide basic splinting for fracture/dislocation immobilization to injured athletes, cheerleaders, dance members, color guard, and coaches as events happen.
- Attends team practices and contests, as deemed necessary.
- Maintain a professional, organized, sanitary high school training room/facility.
- Follow physicians' orders to implement comprehensive rehabilitation program(s) for athletic injuries.
- Confer with coaches in order to select protective equipment.
- Inspect playing fields/areas in order to locate any items that could injure players and make sure cleanliness and disinfection of equipment is in place.
- Plan and implement comprehensive athletic injury and illness prevention programs.
- Participate in the development of the after school hours Emergency Plan Response for their school.
- Consult with site coaches on athletic injury prevention, basic first aid, and follow-up injury treatment and rehabilitation.
- Inventory, budget, and help order supplies with the cooperation of the Athletic Department budgets.
- Keep daily log of treatments provided to athletes.
- Keep records of injury evaluations and First Aid provided to an athlete.
- Discuss with athletes' parents/guardians their child's injury as a result of participation in Athletic Program activities.

- Initiate Emergency Medical System (EMS) by contacting 911 or directing someone to do so when deemed necessary.
- Provide First Aid and emergency care to the visiting team athletes if notified to do so by game officials, site officials or the visiting team coach.
- Provide advice to athletes, coaches, and parents to the care and prevention of athletic injuries, recommended protection, and safety ideals to an injury.
- Perform other duties as assigned

Minimum Qualifications: Knowledge and Skills:

- Basic principles of anatomy, physiology, kinesiology, health education and nutrition.
- Diagnostic signs and symptoms and related treatment of various physical injuries.
- Basic principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
- Various types of therapeutic treatments, equipment and conditioning programs.
- First aid medical procedures, including CPR.
- Safety guidelines and regulations in athletic and therapeutic activities.
- Basic record-keeping and report preparation techniques.
- Safety and protective equipment used in sports.
- Sports injury record keeping, and the privacy laws.
- Taping, bandaging and therapeutic techniques.
- Understanding physical fitness, hygiene, disinfectant techniques and safety procedures
- Skill on a variety of computer applications, including word processing, database, spreadsheet and communication software.
- Effective oral communication skills.
- Effective written communication skills.

Ability to:

- Operate a variety of first aid and adaptive equipment.
- Administer first aid and athletic therapy.
- Identify when referrals to physicians, health services, hospitals and other health professionals are necessary.
- Attend off-campus sporting events as needed.
- Operate athletic rehabilitation and weight equipment.
- Develop and implement individualized rehabilitation and reconditioning for injured students.
- Establish and maintain cooperative and effective working relationships with others.
- Tape, wrap, and bandage athletes to prevent injury or re-injury.
- Administer care for fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions.
- Communicate effectively with students, parents, coaches and faculty regarding physical injuries.
- Interact appropriately with students, staff, faculty and the public.
- Learn and apply district policies and procedures.
- Maintain records and prepare reports.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy

Education and Experience: Required: • BA or BS Degree in Anatomy, Kinesiology, Physiology, Nutrition or similar field

- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed in Sports Medicine or similar field
- ATC/ BOC Certification

Licenses & Certificates:

- First Aid certification is required
- CPR/AED certification is required
- Fingerprint clearance and background check is required



TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: October 5, 2021
RE: NMHS Alarm System Upgrades

The item of information to be shared at the Facilities Subcommittee on 10/12/21 concerning the NMHS Alarm System Upgrades has an associated cost of \$11,975 including labor and materials.

- The project does not have to be bid as this is a propriety system specific to Siemens.
- The funding for this project is not within the Board of Education's Operating Budget for the current year.
- In order to complete this much needed safety upgrade we should look to the Capital Reserve Account.
- The current balance in the Capital Reserve Account as of September 30, 2021 is in the amount of \$18,260.
- Even though that balance is low, the Capital Reserve Account could fund this much needed project.

The pages following this memo comprise the quote obtained by the Facilities Director from Siemens to complete this work.

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

PROPOSAL

NEW MILFORD HS BEAMS

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

NEW MILFORD PUBLIC SCHOOLS

DELIVERED ON

September 24, 2021



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Contact Information

Proposal #:	6273626
Date:	September 24, 2021

Sales Executive:	Jennifer Rossi
Branch Address:	104 Sebeth Drive Cromwell, Connecticut 06416
Telephone:	
Email Address:	jennifer.rossi@siemens.com

Customer Contact:	
Customer:	NEW MILFORD PUBLIC SCHOOLS
Address:	50 EAST ST
	NEW MILFORD CT 06776-3030
Services shall be provided at:	NEW MILFORD PUBLIC SCHOOLS
	50 EAST ST NEW MILFORD CT 06776-3030

Scope of Work

Siemens will replace existing beam detectors with (2) new FIRE RAY beam detectors. Parts, Labor, Installation and Project Management is included.

(2) Fire Ray Beam Detectors

(1) Electrical Subcontractor

Pricing Breakout

Top Level Costs	Sell Price
Total	\$7,784.66

Area 1	Sell Price
Total	\$4,190.34

Sell Price

Total Quote Price	\$11,975.00
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Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (Projects) (http://go.siemens.net/15156302)
Terms & Conditions (Products Only) (http://go.siemens.net/15492770)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

Riders (Click on rider below to download)
SI Fire Life Safety Rider (www.siemens.com/download?A6V10946164)
SI Mass Notification Rider (www.siemens.com/download?A6V10946167)
SI Monitoring Rider (www.siemens.com/download?A6V10946171)
SI Software License Warranty (www.siemens.com/download?A6V10946180)
SI Consulting Rider (www.siemens.com/download?A6V10946838)

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Jennifer Rossi

Name

6273626

Proposal #

\$11,975.00

Proposal Amount

September 24, 2021

Date

Accepted by:

NEW MILFORD PUBLIC SCHOOLS

Company

Name (Printed)

Signature

Title

Date

Purchase Order #

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



Holly Hollander
Assistant Superintendent of Schools

TO: Alisha DiCorpo
FROM: Holly Hollander *HH*
DATE: October 8, 2021
RE: 2021-2022 Entitlement Grants

The grants listed below will be used to supplement district funds and not to supplant them. It breaks down as follows:

- **District Consolidated Grant:**

Title I: \$400,192.00 *Improving Basic Programs operated by Local Educational Agencies.*
Last year we received \$345,659.00. This money is used for literacy and math coaches, an interventionist, summer school supplies and salaries, technology, and for student support services at our Title I schools (HPS, NES, SNIS and SMS).

Title II: \$67,946.50 *Teacher and Principal Training and Recruiting*
Last year we received \$67,913.50. This money is used for professional development for our certified staff.

- **Title III Grant:** \$24,853.00 *English Language Acquisition and Language Enhancement*
Last year we received \$25,319.00. This money is used for 1 ½ EL instructional tutors.
- **Bilingual Grant:** \$4,621.00 Last year we received \$7,302.00. The money will be used across district with bilingual programs in order to support student learning. Bilingual programs are currently required in SNIS, and HPS.