

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

**OPERATIONS SUB-COMMITTEE  
MEETING NOTICE**

RECEIVED  
TOWN CLERK 7440  
2022 APR 14 A 8:14  
NEW MILFORD, CT

<b>DATE:</b>	<b>April 19, 2022</b>
<b>TIME:</b>	<b>7:30 P.M.</b>
<b>PLACE:</b>	<b>Sarah Noble Intermediate School Library Media Center</b>

**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 March 31, 2022
  - 2. Purchase Resolution D-757
  - 3. Request for Budget Transfers
- C. Grant Approval
  - 1. ED 244

**4. Items of Information**

- A. End of Year Balance
- B. Transportation Update
- C. ESG/NV5
- D. Special Transportation Services Bid Update

**5. Public Comment**

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## **6. Adjourn**

**Sub-Committee Members:** Wendy Faulenbach, Chairperson  
Eric Hansell  
Pete Helmus  
Tom O'Brien

**Alternates:** Brian McCauley  
Olga I. Rella

NEW MILFORD PUBLIC SCHOOLS

**EXHIBIT A**

Regular Meeting of the Board of Education  
New Milford, Connecticut  
April 26, 2022

ACTION ITEMS

A. Personnel

**1. CERTIFIED STAFF**

**a. RESIGNATIONS**

**1. Mrs. Susan Brofford**, Science Enrichment Teacher, Sarah Noble Intermediate School effective June 30, 2022.

Retirement

**2. Mr. Nathan Hatfield**, English Teacher, Schaghticoke Middle School effective April 19, 2022.

Took position elsewhere

**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. Carol Couch**, Head Cook for Food and Nutrition Services, Sarah Noble Intermediate School effective June 30, 2022.

Retirement

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

**b. APPOINTMENTS**

**1. Ms. Theresa Allen**, Administrative Secretary to the Director of Food and Nutrition Services effective May 23, 2022.

\$21.57 per hour, Step 3, Class I  
School Year Secretary

Rep. C. Kirkwood

**2. Ms. Ana Camacho**, General Worker, Schaghticoke Middle School effective May 2, 2022.

\$13.11 per hour - Hire Rate  
5 hours per day/5 days per week

Rep. D. Brabec

3. <b>Ms. Stephanie Delaurentiis</b> , Part time EXCEL Tutor, Hill and Plain School effective April 18, 2022.	\$16.00 per hour, 3 ½ hrs./day 4 days a week (no Wednesdays)
4. <b>Mrs. Belinda Diaz-Aiken</b> , Receptionist/Attendance Clerk at Sarah Noble Intermediate School effective May 2, 2022.	\$19.47 per hour, Step 3, Class III School Year Secretary
	Rep. K. Lewis
5. <b>Ms. Dawne Gosselin</b> , Paraeducator, Litchfield Hills Transition Center effective April 27, 2022.	\$16.97 per hour – Job Rate 7 hours per day
	Rep. D. Gosselin
6. <b>Mr. Jeffrey Solomon</b> , Paraeducator, Schaghticoke Middle School effective May 10, 2022, pending passing of para pro assessment.	\$15.36 per hour - Hire Rate \$16.97 per hour – Job Rate (after completion of probationary period) 7 hours per day/5 days per week
	Rep. A. Wiltshire
8. <b>ADULT EDUCATION STAFF</b> a. <b>RESIGNATIONS</b> 1. <b>None</b>	
9. <b>ADULT EDUCATION STAFF</b> b. <b>APPOINTMENTS</b> 1. <b>None</b>	
10. <b>BAND STAFF</b> a. <b>RESIGNATIONS</b> 1. <b>None</b>	
11. <b>BAND STAFF</b> b. <b>APPOINTMENTS</b> 1. <b>None</b>	
12. <b>COACHING STAFF</b> a. <b>RESIGNATIONS</b> 1. <b>None</b>	
13. <b>COACHING STAFF</b> b. <b>APPOINTMENTS</b>	
1. <b>Ms. Morgan Moore</b> , JV Girls' Lacrosse Coach, New Milford High School effective April 27, 2022.	2021-2022 stipend: \$3151
2. <b>Ms. Morgan Rosentreter</b> , Volunteer Boys' Tennis Coach, New Milford High School effective April 27, 2022.	Volunteer

**14. LEAVES OF ABSENCE**

- |  |            |
|--|------------|
| <b>1. Mrs. Vilma Alonso</b> , Secretary, Schaghticoke Middle School requests a personal unpaid leave of absence from April 18, 2022 tentatively to May 27, 2022. | Unpaid LOA |
| <b>2. Mrs. Noelle Fanas</b> , Elementary Teacher, Northville Elementary School requests an unpaid leave of absence for the 2022-2023 school year.                | Unpaid LOA |



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	19,898,013	9,655,420	863,430	97.16%
100'S	SALARIES - NON CERTIFIED	9,589,390	-14,860	9,574,530	6,536,753	1,927,309	1,110,469	88.40%
200'S	BENEFITS	10,810,557	8,500	10,819,057	8,492,673	1,937,275	389,109	96.40%
300'S	PROFESSIONAL SERVICES	3,948,255	-84,300	3,863,955	2,874,407	791,201	198,347	94.87%
400'S	PROPERTY SERVICES	925,069	16,160	941,229	590,367	235,620	115,241	87.76%
500'S	OTHER SERVICES	9,082,593	0	9,082,593	6,207,228	1,989,567	885,798	90.25%
600'S	SUPPLIES	2,588,172	-1,000	2,587,172	1,402,333	850,916	333,923	87.09%
700'S	CAPITAL	14,404	0	14,404	2,707	0	11,697	18.79%
800'S	DUES AND FEES	95,928	0	95,928	75,385	3,874	16,669	82.62%
900'S	REVENUE	-1,549,707	0	-1,549,707	-1,067,226	0	-482,481	68.87%
<b>GRAND TOTAL</b>		<b>65,846,024</b>	<b>0</b>	<b>65,846,024</b>	<b>45,012,640</b>	<b>17,391,182</b>	<b>3,442,202</b>	<b>94.77%</b>

## 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	290,645	0	228,230	56.01%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,099,881	0	2,099,881	1,377,907	530,504	191,469	90.88%
51202	SALARIES - NON CERT - SUBSTITUTES	925,202	0	925,202	700,112	7,650	217,440	76.50%
51210	SALARIES - NON CERT - SECRETARY	1,919,636	0	1,919,636	1,456,034	379,371	84,231	95.61%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	66,890	0	208,805	24.26%
51240	SALARIES - NON CERT - CUSTODIAL	1,939,639	0	1,939,639	1,367,857	495,937	75,844	96.09%
51250	SALARIES - NON CERT - MAINTENANCE	936,257	-14,860	921,397	629,513	187,435	104,449	88.66%
51285	SALARIES - NON CERT - TECHNOLOGY	493,540	0	493,540	297,595	195,945	0	100.00%
51336	SALARIES - NON CERT - NURSES	480,665	0	480,665	350,199	130,466	0	100.00%
<b>TOTAL</b>		<b>9,589,390</b>	<b>-14,860</b>	<b>9,574,530</b>	<b>6,536,753</b>	<b>1,927,309</b>	<b>1,110,469</b>	<b>88.40%</b>

## BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	618,237	0	618,237	394,957	0	223,280	63.88%
52201	BENEFITS - MEDICARE	528,854	0	528,854	368,025	0	160,829	69.59%
52300	BENEFITS - PENSION	918,524	0	918,524	918,524	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	30,532	2,468	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,050,300	8,500	8,058,800	6,325,860	1,732,940	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	76,834	48,166	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	79,188	41,812	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	410,642	0	410,642	298,752	111,890	0	100.00%
<b>TOTAL</b>		<b>10,810,557</b>	<b>8,500</b>	<b>10,819,057</b>	<b>8,492,673</b>	<b>1,937,275</b>	<b>389,109</b>	<b>96.40%</b>

*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	19,898,013	9,655,420	863,430	97.16%
51200	NON-CERTIFIED SALARIES	9,589,390	-14,860	9,574,530	6,536,753	1,927,309	1,110,469	88.40%
52000	BENEFITS	10,810,557	8,500	10,819,057	8,492,673	1,937,275	389,109	96.40%
53010	LEGAL SERVICES	224,553	0	224,553	281,608	0	-57,055	125.41%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	44,120	5,085	25,795	65.61%
53200	PROFESSIONAL SERVICES	2,201,248	-84,700	2,116,548	1,514,142	555,048	47,357	97.76%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	19,130	0	11,370	62.72%
53210	TIME & ATTENDANCE SOFTWARE	11,800	0	11,800	7,775	1,187	2,837	75.95%
53220	IN SERVICE	117,150	0	117,150	52,082	19,307	45,761	60.94%
53230	PUPIL SERVICES	622,224	0	622,224	391,695	157,771	72,758	88.31%
53300	OTHER PROF/ TECH SERVICES	59,800	400	60,200	24,430	5,478	30,292	49.68%
53310	AUDIT/ACCOUNTING	40,500	0	40,500	40,500	0	0	100.00%
53500	TECHNICAL SERVICES	233,708	0	233,708	212,835	11,172	9,702	95.85%
53530	SECURITY SERVICES	218,672	0	218,672	182,520	36,152	0	100.00%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	103,571	0	9,529	91.57%
54101	CONTRACTUAL TRASH PICK UP	96,748	0	96,748	63,083	28,900	4,765	95.07%
54301	REPAIRS & MAINTENANCE	475,487	14,860	490,347	281,917	149,325	59,105	87.95%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,494	0	1,006	59.77%
54303	GROUND MAINTENANCE	12,700	0	12,700	6,640	1,625	4,435	65.08%
54310	GENERAL REPAIRS	43,970	0	43,970	6,436	6,552	30,982	29.54%
54320	TECHNOLOGY RELATED REPAIRS	29,847	0	29,847	16,754	541	12,552	57.95%
54411	WATER	68,195	0	68,195	42,722	25,473	0	100.00%
54412	SEWER	15,559	0	15,559	13,162	0	2,397	84.60%
54420	LEASE/RENTAL EQUIP/VEH	180,063	1,300	181,363	158,160	23,203	0	100.00%
55100	PUPIL TRANSPORTATION - OTHER	116,250	0	116,250	108,675	7,575	0	100.00%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	7,970	0	14,780	35.03%
55110	STUDENT TRANSPORTATION	4,996,291	0	4,996,291	3,785,850	1,007,652	202,789	95.94%
55200	GENERAL INSURANCE	296,763	0	296,763	296,763	0	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	36,330	13,910	0	100.00%
55301	POSTAGE	32,750	0	32,750	12,366	20,384	0	100.00%
55302	TELEPHONE	80,069	0	80,069	68,713	11,356	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	1,849	0	6,151	23.11%
55505	PRINTING	33,010	0	33,010	12,475	3,073	17,462	47.10%
55600	TUITION - TRAINING	35,000	0	35,000	0	3,000	32,000	8.57%
55610	TUITION - PUBLIC PLACEMENTS	1,002,397	0	1,002,397	592,311	78,612	331,474	66.93%
55630	TUITION - PRIVATE PLACEMENTS	2,362,209	0	2,362,209	1,271,412	843,372	247,425	89.53%
55800	TRAVEL	46,864	0	46,864	12,513	634	33,717	28.05%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,207	-1,700	165,507	91,605	19,749	54,153	67.28%
56110	INSTRUCTIONAL SUPPLIES	430,051	700	430,751	257,982	36,563	136,206	68.38%
56120	ADMIN SUPPLIES	32,678	0	32,678	15,741	3,510	13,427	58.91%
56210	NATURAL GAS	188,000	0	188,000	68,140	119,860	0	100.00%
56220	ELECTRICITY	990,569	0	990,569	579,026	411,543	0	100.00%
56230	PROPANE	3,900	0	3,900	1,260	2,640	0	100.00%
56240	OIL	211,068	0	211,068	138,549	72,519	0	100.00%
56260	GASOLINE	27,186	0	27,186	5,246	21,940	0	100.00%
56290	FACILITIES SUPPLIES	317,042	0	317,042	136,382	129,873	50,787	83.98%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	7,463	2,833	6,179	62.49%
56292	UNIFORMS/ CONTRACTUAL	13,100	0	13,100	9,090	3,500	510	96.11%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	6,068	8,432	8,085	64.20%
56410	TEXTBOOKS	26,127	0	26,127	7,458	767	17,903	31.48%
56411	CONSUMABLE TEXTS	32,455	0	32,455	21,430	1,700	9,325	71.27%
56420	LIBRARY BOOKS	51,928	0	51,928	20,702	10,154	21,072	59.42%
56430	PERIODICALS	16,162	0	16,162	9,292	4,330	2,540	84.29%
56460	WORKBOOKS	2,535	0	2,535	743	0	1,793	29.29%
56500	SUPPLIES - TECH RELATED	39,104	0	39,104	26,156	1,003	11,944	69.45%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	0	0	4,500	0.00%
57400	GENERAL EQUIPMENT	6,127	0	6,127	641	0	5,486	10.46%
57500	FURNITURE & FIXTURES	3,777	0	3,777	2,066	0	1,711	54.69%
58100	DUES & FEES	95,928	0	95,928	75,385	3,874	16,669	82.62%
<b>EXPENDITURE TOTAL</b>		<b>67,395,731</b>	<b>0</b>	<b>67,395,731</b>	<b>46,079,866</b>	<b>17,391,182</b>	<b>3,924,683</b>	<b>94.18%</b>





## REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,089,825	0	-1,089,825	-846,923	0	-242,902	77.71%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-16,375	0	-44,132	27.06%
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	-12,914	0	-42,086	23.48%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-15,526	0	-12,425	55.55%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-50,000	0	-64,400	43.71%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
49103	DCF TUITION	-85,000	0	-85,000	-45,488	0	-39,512	53.52%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-26,000	0	600	102.36%
44861	PARKING PERMIT FEES	-59,824	0	-59,824	-54,000	0	-5,824	90.26%
<b>REVENUE TOTAL</b>		<b>-1,549,707</b>	<b>0</b>	<b>-1,549,707</b>	<b>-1,067,226</b>	<b>0</b>	<b>-482,481</b>	<b>68.87%</b>

<b>GRAND TOTAL</b>	<b>65,846,024</b>	<b>0</b>	<b>65,846,024</b>	<b>45,012,640</b>	<b>17,391,182</b>	<b>3,442,202</b>	<b>94.77%</b>
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<b><u>BOE Capital Reserve Acct #43020000-10101</u></b>	
MUNIS Balance as of 3/31/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
<b>Projected Total</b>	<b>2,589,825</b>

<b><u>Turf Field Replacement Acct #43020000-10130</u></b>	
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
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 9/29/21	1,890
CONTRIBUTION - FROM BOE 20.21 FYE BALANCE	100,000
<b>Total as of 3/31/22</b>	<b>315,880</b>



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	SPED	BOYS & GIRLS VILLAGE	STUDENT PLACED AT CHARLES F HAYDEN SCHOOL - 109 DAYS	\$ 53,955.00	55630
GENERAL	NMHS	MA RICHEY MFG	POLE VAULT PIT, PADS & STORAGE EQUIPMENT	\$ 18,985.00	54320
GENERAL	DOI	PANORAMA EDUCATION INC	2021-22 ADMIN SURVEY, ANALYSIS & REPORTING	\$ 16,962.50	53220
<b>GRANT</b>	<b>DOI</b>	<b>BRAIN POP</b>	<b>DISTRICT YEARLY RENEWAL FOR HPS, NES, SNIS &amp; SMS</b>	<b>\$ 9,097.00</b>	<b>53300</b>
GENERAL	SPED	LAW OFFICES OF JENNIFER LAVIANO	SETTLEMENT AGREEMENT	\$ 8,000.00	55630
GENERAL	NMHS	PROACTIVE SPORTS MEDICINE	ATHLETIC TRAINING SERVICES - NOV., DEC. & JAN.	\$ 7,350.00	53201
<b>GRANT</b>	<b>SPED</b>	<b>EDUCATIONAL &amp; PSYCHOTHERAPY SERVICES</b>	<b>STUDENT EVALUATION</b>	<b>\$ 6,300.00</b>	<b>55500</b>
GENERAL	NMHS	GOPHER SPORT	ATHLETIC EQUIPMENT FOR SEVERAL SPORTS	\$ 5,095.28	56110

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



# BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3  
APRIL 2022 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 PUBLIC SCHOOLS**  
**Office of the Assistant Superintendent**  
50 East Street  
New Milford, Connecticut 06776  
(860) 354-3235 FAX (860) 210-2643

Ms. Holly Hollander  
Assistant Superintendent of Schools

TO: Alisha DiCorpo  
FROM: Christine Martin, Holly Hollander  
DATE: April 2022  
RE: Adult Education ED-244 Grant

The Adult Education ED-244 Grant is reflective of what New Milford is required by law to provide to the community.

Grant ED-244 covers the basic cost of running a minimal Adult Education program serving High School Completion (through High School Diploma Classes or GED Prep Classes), English as a Second Language and Citizenship Classes.

The ED-244 Grant is the combination of State and local funds for Adult Ed for the 22-23 school year. Our service area includes all of New Milford and Region 12. New Milford's population has changed over the past several years and with it the needs of its adult population. An increase in ESL and ESL transitioning to High School diploma with huge gaps in basic skills requiring more educational support is one major change. The requirements of State and Federal guidelines for Adult Education is another component that drives this budget. As New Milford follows the College and Career readiness standards and prepares all our students for the future as productive employees, parents and community members we continually need to be offering relevant, challenging programming that moves our students forward.

The figures are based on:

1. What our local BOE budgets: \$116,673
2. What our cooperating district (Region 12) pays us: \$2,400
3. The percentage of this amount that the State contributes (varies year to year), usually \$24,000-\$30,000
4. Supplements from the Enrichment funds

This grant is used to pay for direct instruction, Guidance, Program Manager, Facilitator Office staff, Security, materials and textbooks.

Our budget for the 22-23 school year is \$145,422. This reflects the fact that the Federal grants which we have utilized to enhance our programs have changed in availability and the increasing needs of our community.

The received amount fluctuates each year depending on BOE funding, which affects the state dollar amount as it is based on a percentage of local funding.



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

Item of Information 4A  
Operations Sub-Committee  
April 2022

TO: Alisha DiCorpo, Superintendent  
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations  
Date: April 5, 2022  
RE: End of Year Balance

The chart below states the Budget Position as of 3/31/22 and then projects what we believe to be the Fiscal Year End balance that we will end the 2021-22 year with taking into consideration all known variables **but not including any year end projects that the Administration may bring forward for consideration next month.** The amounts shown constitute a projection only and are certain to change as we move closer to the fiscal year end. It is the best attempt at this time, with present data, to project where the 2021-22 Operating Fiscal Year End Balance may land.

MAJOR OBJECT CODE	AVAILABLE BALANCE 3/31/22	PROJECTION FOR 6/30/22
SALARIES	\$1,973,899	\$1,273,899
BENEFITS	\$389,109	\$85,604
PROFESSIONAL SERVICES	\$198,347	\$49,587
PROPERTY SERVICES	\$115,241	\$28,810
OTHER SERVICES	\$885,798	\$203,733
SUPPLIES	\$333,923	\$93,498
CAPITAL	\$11,697	\$0
DUES AND FEES	\$16,669	\$4,167
REVENUE	(\$482,481)	\$0
<b>TOTAL AMOUNT</b>	<b>\$3,442,202</b>	<b>\$1,739,299</b>
<b>PERCENTAGE UNSPENT</b>	<b>5.26%</b>	<b>2.66%</b>

Historically, any amount unspent at the end of the fiscal year is at the Board's discretion to request of the Town Council and Board of Finance, that such funds be put into one of the following pending the final audit:

- **The already established, local COVID account.** There is not an anticipated recommendation from Administration at this time to earmark any potential year end funds towards this account.
- **Capital Reserve account for projects.** A revised and updated 5 year capital plan will be presented at next month's meeting to show the needs across the district to fund needed improvements and maintain existing systems.
- **Contribution towards Turf Field Replacement.** Both the Town and the Board of Education have been working together by funding the eventual replacement of this asset when needed.

Next month, Administration, with your approval, will bring forward a listing of items/projects for the Board of Education to consider using a portion of the projected 2021-22 Operating Fiscal Year End Balance to complete. It is important to note that any approved purchases of goods or authorized projects would need to be received and completed along with proper billing before June 30, 2022. The 2nd page of this memo contains the 10 year history of fiscal year end balances for the Board of Education.



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50 East Street  
New Milford, Connecticut 06776

Item of Information 4A  
Operations Sub-Committee  
April 2022

## 10 YEAR BOE HISTORY OF FISCAL YEAR-END BALANCES

Budget Year	Total Budget	End of Year Balance	% of Budget	10 Year Average
2020/2021	\$64,464,776	\$3,098,775	4.81%	<b>1.44%</b>
2019/2020	\$64,040,692	\$2,910,100	4.54%	
2018/2019	\$63,010,586	\$365,213	0.58%	
2017/2018	\$62,810,586	\$327,903	0.52%	
2016/2017	\$61,686,660	\$194,315	0.32%	
2015/2016	\$61,178,808	\$264,406	0.43%	
2014/2015	\$60,961,778	\$237,262	0.39%	
2013/2014	\$59,634,148	\$680,562	1.14%	
2012/2013	\$57,557,533	\$770,807	1.34%	
2011/2012	\$57,194,266	\$181,209	0.32%	

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



**TO: Ms. Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 5, 2022**  
**RE: Transportation Update**

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### **Meetings**

- Administrative staff from the Board of Education as well as our legal representation met with representatives from All-Star Transportation on March 11, 2022.
- A follow up letter from that meeting then went out to All-Star Transportation from our legal representation. This was to express the impacts on both the residents of the Town as well as the Board of Education in order to make up for the fact that All-Star has been unable to cover all of the District's bus routes along with charter services to out-of-district athletic events and field trips.
- Citing the ongoing issues stemming from driver shortages was important to ensure we had a formal communication on record and in writing that expressed our concerns to All-Star Transportation from our legal representation.
- A follow up meeting has been requested by our legal representation that would include members of All-Star's team to continue to discuss the ongoing transportation issues in greater detail and hopefully work out viable long-term solutions. There is not currently a date on the calendar for this meeting.

### **Status of Runs and Drivers**

- On March 23, 2022 additional adjustments were made to consolidate runs further.
- As of April 5<sup>th</sup>, the three buses that had consistent late runs (16,31,45) have now returned to normal.
- While decreasing, any "one off" daily late runs for the morning or the afternoon have continued through the beginning of April 2022.
- All-Star has 1 trainee testing on April 14<sup>th</sup> that they hope will pass and begin right away, servicing our runs by filling in any gaps.
- All-Star has an additional 3 trainees signed up for classes that begin on April 5<sup>th</sup> that they hope will complete their training & licensing in mid-May.



### **Accommodations**

- On March 9, 2022 supervised early morning drop-off only for those buses that are not running on time each morning, for parents who would like to bring their child(ren) in earlier in the morning prior to leaving for work was put into place.
- Food Service is supplying bottled water and snack(s) to the school locations to have on hand for any students that need them while they stay at the school location longer during any late afternoon runs. These will be expensed to and paid from our local COVID funds account to reimburse Food Services.

### **Billing & Credits**

- We were not billed for buses that did not run from the start of the year due to those early consolidations.
- Billing for consolidations done during the current year are being reviewed currently, as the last consolidation occurred as recently as March 23, 2022.
- Business Office staff are tracking any late buses or buses that had to run a 2<sup>nd</sup> pick up or drop off schedule in order to negotiate a credit with All-Star as per the terms in the current contract. This item is not currently finalized yet.

The current transportation contract for the district through the remainder of the current year as well as into 22/23 remains with All-Star Transportation as of the date of this memo.

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





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

Item of Information 4C  
Operations Sub-Committee  
April 2022

**TO: Ms. Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 5, 2022**  
**RE: ESG/NV5**

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On Friday, April 1, 2022, the first Energy Program Update meeting was held virtually to discuss the finance piece of this joint endeavor with the Town. The presentation attached to this memo was presented by the Senior Business Development Manager of ESG, Doreen Hamilton. The purpose of these routine meetings going forward is to track how the following items adjust as we move towards the December 2022 payment as well as future years' payments:

1. Construction Energy Savings
2. Demand Response Savings
3. Eversource incentives

All three of these items above will fluctuate during the course of the project(s) but representatives on the call from ESG assured us of their commitment to solve for the December 2022 payment within our already budgeted monies to cover both our commodity responsibility to our energy vendors as well as the payment due for the project.

Also discussed was a possibility of amended lease payments in years 1, 2, 3 and 4; while at the same time staying within the 20-year payment schedule. This would be an option if any project completion dates were to be delayed due to supply chain issues as we move into the summer and fall.

Meetings will continue on a monthly basis on the 1<sup>st</sup> Friday of each month where updates will be provided.

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



# Town/Schools of New Milford, CT

## Debt Service: Monthly update #1

# Debt Service

## Definitions: Cash flow & timing

- Debt service is due in advance of Energy Performance Contract (EPC) savings, AND every year thereafter
  - Timing is due to 20 year maximum term with Bank of America
- Year 1 EPC savings = construction EPC savings + first performance year following construction
- Solving for first payment, \$816,502 due December 2022
  - Creating financial conduit to enable stream-lined approach for remaining term

# Stacking Benefits: Energy Savings + Revenue

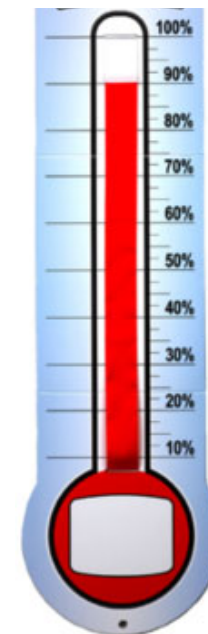
## FOCUSED ON DECEMBER'S PAYMENT

- Eversource incentives; Improvement of \$373,068
  - Original Eversource \$588,740
  - Eversource Letters of Authorization (LOA) \$961,808
    - Within New Milford fiscal year (2022/2023)
- Construction Energy Savings; Improvement of \$144,788
  - Original projected energy savings \$105,000
  - Updated energy savings estimated \$250,000

## 20 YEAR TERM BENEFITS

- Other planned opportunities
  - PURA buy down of rate – 1% / 10 year term
    - \$457,215 not included in cash flow
    - Project interest rate 1.998%, Net interest rate 1.737%
  - Demand Response – Originally modeled \$164,563
    - Improved New Milford Split percentage
    - \$211,861 for first five years - 75%/25%

\$816,502



# Options: Debt Service

- Energy Curtailment beyond Energy Performance Contracting Project
  - Drive demand response during construction – manually
  - Consider implementing tighter night set-back parameters, now
  - Summer AC scheduling – judiciously
- Amendment to lease payment:
  - Reallocating \$300,000 from Year 1 spread evenly to Year 2, 3, 4 - \$26,000 impact
  - Reallocating \$400,000 from Year 1 spread evenly to Year 2, 3, 4 - \$31,500 impact



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Item of Information 4D  
Operations Sub-Committee  
April 2022

**TO: Ms. Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 5, 2022**  
**RE: Special Transportation Services Bid Update**

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The three year bid packet for Special Transportation Services was posted on March 24, 2022. The bid documents are available on our website, were emailed to current and prospective bidders as well as being sent to the newspaper to run as a legal notice. Bids are due back on April 8, 2022.

We go out to bid for these services on a 3-year cycle. The current bid is soliciting prices for the 22/23, 23/24 and 24/25 fiscal years.

A recommendation for award, by run, will be available at the full Board of Education Meeting on April 26, 2022.

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