

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

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

DATE:	May 10, 2022
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 April 30, 2022
 2. Purchase Resolution D-758
 3. Request for Budget Transfers
- C. Gifts & Donations
 1. PTO - Exhibit B
- D. Grant Approvals
 1. Adult Education PEP Grant
 2. IDEA Grant
- E. Bid Awards
 1. Septic & Grease Trap Service and Cleaning
 2. Boiler & Burner Service and Cleaning
 3. OT/PT Services
- F. Food and Nutrition Services – Exhibit C
 1. Healthy Food Certification Statement

2022 MAY -6 A 8: 23

NEW MILFORD, CT

2. Food Certification Exemptions for School Fundraisers

3. Beverage Certification Exemptions

G. Food and Nutrition Services Dietician

H. 2021-22 Operating End of Year Expenditures

4. Items of Information

A. Excess Cost

B. Excel Teacher (0.5) at HPS

C. Updated 5 Year Capital Plan

D. SPP Insurance Rates

E. Food and Nutrition Services Supply Chain Assistance Funds

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
May 17, 2022

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. Theresa Allen, Administrative Secretary to the Director of Food and Nutrition Services effective April 25, 2022.

Declined job offer

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. None

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. None

14. LEAVES OF ABSENCE

1. None



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	30,341,363	75,500	30,416,863	22,316,095	7,262,725	838,042	97.24%
100'S	SALARIES - NON CERTIFIED	9,589,390	-14,860	9,574,530	7,286,350	1,411,579	876,600	90.84%
200'S	BENEFITS	10,810,557	8,500	10,819,057	9,506,190	1,015,819	297,048	97.25%
300'S	PROFESSIONAL SERVICES	3,948,255	-84,300	3,863,955	3,083,360	607,946	172,649	95.53%
400'S	PROPERTY SERVICES	925,069	16,160	941,229	631,219	204,670	105,340	88.81%
500'S	OTHER SERVICES	9,082,593	-3,000	9,079,593	6,916,954	1,277,790	884,849	90.25%
600'S	SUPPLIES	2,588,172	2,000	2,590,172	1,588,233	732,128	269,810	89.58%
700'S	CAPITAL	14,404	0	14,404	2,707	711	10,986	23.73%
800'S	DUES AND FEES	95,928	0	95,928	75,615	2,888	17,425	81.84%
900'S	REVENUE	-1,549,707	0	-1,549,707	-1,085,682	0	-464,025	70.06%
GRAND TOTAL		65,846,024	0	65,846,024	50,321,041	12,516,258	3,008,725	95.43%

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	317,451	97,940	103,484	80.06%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,099,881	0	2,099,881	1,537,276	375,059	187,546	91.07%
51202	SALARIES - NON CERT - SUBSTITUTES	925,202	0	925,202	780,218	7,650	137,334	85.16%
51210	SALARIES - NON CERT - SECRETARY	1,919,636	0	1,919,636	1,600,633	239,265	79,738	95.85%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	73,530	0	202,165	26.67%
51240	SALARIES - NON CERT - CUSTODIAL	1,939,639	0	1,939,639	1,551,027	316,150	72,461	96.26%
51250	SALARIES - NON CERT - MAINTENANCE	936,257	-14,860	921,397	697,210	130,316	93,871	89.81%
51285	SALARIES - NON CERT - TECHNOLOGY	493,540	0	493,540	334,794	158,746	0	100.00%
51336	SALARIES - NON CERT - NURSES	480,665	0	480,665	394,212	86,453	0	100.00%
TOTAL		9,589,390	-14,860	9,574,530	7,286,350	1,411,579	876,600	90.84%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	618,237	0	618,237	441,462	0	176,775	71.41%
52201	BENEFITS - MEDICARE	528,854	0	528,854	413,581	0	115,273	78.20%
52300	BENEFITS - PENSION	918,524	0	918,524	918,524	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	31,578	1,422	0	100.00%
52810	BENEFITS - HEALTH INSURANCE	8,050,300	8,500	8,058,800	7,129,399	929,401	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	85,514	39,486	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	88,009	32,991	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	410,642	0	410,642	398,124	12,518	0	100.00%
TOTAL		10,810,557	8,500	10,819,057	9,506,190	1,015,819	297,048	97.25%

*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	22,316,095	7,262,725	838,042	97.24%
51200	NON-CERTIFIED SALARIES	9,589,390	-14,860	9,574,530	7,286,350	1,411,579	876,600	90.84%
52000	BENEFITS	10,810,557	8,500	10,819,057	9,506,190	1,015,819	297,048	97.25%
53010	LEGAL SERVICES	224,553	0	224,553	298,700	0	-74,147	133.02%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	62,042	5,085	7,873	89.50%
53200	PROFESSIONAL SERVICES	2,201,248	-84,700	2,116,548	1,662,520	415,736	38,293	98.19%
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	10,394	208	1,198	89.85%
53220	IN SERVICE	117,150	0	117,150	68,224	2,330	46,595	60.23%
53230	PUPIL SERVICES	622,224	0	622,224	402,395	152,571	67,258	89.19%
53300	OTHER PROF/ TECH SERVICES	59,800	400	60,200	26,082	3,815	30,303	49.66%
53310	AUDIT/ACCOUNTING	40,500	0	40,500	40,500	0	0	100.00%
53500	TECHNICAL SERVICES	233,708	0	233,708	188,715	6,092	38,902	83.35%
53530	SECURITY SERVICES	218,672	0	218,672	196,563	22,109	0	100.00%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	108,095	0	5,005	95.57%
54101	CONTRACTUAL TRASH PICK UP	96,748	0	96,748	70,960	20,546	5,242	94.58%
54301	REPAIRS & MAINTENANCE	475,487	14,860	490,347	304,051	135,512	50,783	89.64%
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	6,659	7,853	29,458	33.00%
54320	TECHNOLOGY RELATED REPAIRS	29,847	0	29,847	16,913	915	12,019	59.73%
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	168,616	12,747	0	100.00%
55100	PUPIL TRANSPORTATION - OTHER	116,250	0	116,250	113,914	2,336	0	100.00%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	7,970	1,300	13,480	40.75%
55110	STUDENT TRANSPORTATION	4,996,291	0	4,996,291	4,285,376	508,081	202,834	95.94%
55200	GENERAL INSURANCE	296,763	0	296,763	296,763	0	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	40,380	9,860	0	100.00%
55301	POSTAGE	32,750	0	32,750	14,523	18,227	0	100.00%
55302	TELEPHONE	80,069	0	80,069	73,082	6,987	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	1,771	0	6,229	22.13%
55505	PRINTING	33,010	-3,000	30,010	13,490	3,137	13,383	55.40%
55600	TUITION - TRAINING	35,000	0	35,000	0	7,104	27,896	20.30%
55610	TUITION - PUBLIC PLACEMENTS	1,002,397	0	1,002,397	619,524	51,400	331,474	66.93%
55630	TUITION - PRIVATE PLACEMENTS	2,362,209	0	2,362,209	1,437,460	668,724	256,025	89.16%
55800	TRAVEL	46,864	0	46,864	12,702	634	33,528	28.46%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,207	1,300	168,507	99,819	21,151	47,537	71.79%
56110	INSTRUCTIONAL SUPPLIES	430,051	700	430,751	282,390	36,640	111,721	74.06%
56120	ADMIN SUPPLIES	32,678	0	32,678	18,925	2,611	11,142	65.90%
56210	NATURAL GAS	188,000	0	188,000	130,215	57,785	0	100.00%
56220	ELECTRICITY	990,569	0	990,569	644,470	346,099	0	100.00%
56230	PROPANE	3,900	0	3,900	1,260	2,640	0	100.00%
56240	OIL	211,068	0	211,068	148,722	62,346	0	100.00%
56260	GASOLINE	27,186	0	27,186	5,388	21,798	0	100.00%
56290	FACILITIES SUPPLIES	317,042	0	317,042	142,756	130,849	43,437	86.30%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	8,331	3,465	4,679	71.60%
56292	UNIFORMS/ CONTRACTUAL	13,100	0	13,100	9,090	3,500	510	96.11%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	8,072	6,428	8,085	64.20%
56410	TEXTBOOKS	26,127	0	26,127	8,431	7,076	10,620	59.35%
56411	CONSUMABLE TEXTS	32,455	0	32,455	21,430	7,564	3,461	89.33%
56420	LIBRARY BOOKS	51,928	0	51,928	20,919	16,220	14,789	71.52%
56430	PERIODICALS	16,162	0	16,162	9,471	4,330	2,361	85.39%
56460	WORKBOOKS	2,535	0	2,535	743	1,457	336	86.76%
56500	SUPPLIES - TECH RELATED	39,104	0	39,104	27,802	170	11,132	71.53%
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	711	1,000	73.52%
58100	DUES & FEES	95,928	0	95,928	75,615	2,888	17,425	81.84%
EXPENDITURE TOTAL		67,395,731	0	67,395,731	51,406,723	12,516,258	3,472,750	94.85%



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	-63,944	0	-21,057	75.23%
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%
REVENUE TOTAL		-1,549,707	0	-1,549,707	-1,085,682	0	-464,025	70.06%

GRAND TOTAL	65,846,024	0	65,846,024	50,321,041	12,516,258	3,008,725	95.43%
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<u>BOE Capital Reserve Acct #43020000-10101</u>	
MUNIS Balance as of 4/30/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
Projected Total	2,589,825

<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
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 9/29/21	1,890
CONTRIBUTION - FROM BOE 20.21 FYE BALANCE	100,000
Total as of 4/30/22	315,880



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	DOI	IMAGINE LEARNING, LLC	DIGITAL LIBRARIES GRADES 6-12 - GEN. ED. COMPREHENSIVE	\$ 22,541.87	53050
GRANT	SPED	IMAGINE LEARNING, LLC	DIGITAL LIBRARIES GRADES 9-12 - SPECIAL ED. CREDIT RECOVERY	\$ 20,000.00	53200
GENERAL	NMHS	COACH TOURS, LTD	BUSES FOR NMHS SPRING ATHLETICS	\$ 15,499.00	55100
GENERAL	NMHS	CANTERBURY SCHOOL	ICE RINK RENTAL FEE	\$ 15,285.00	54420
GENERAL	NMHS	CANTERBURY SCHOOL	FALL & WINTER POOL RENTAL FEE	\$ 14,600.00	54420
GENERAL	TECHNOLOGY	SEVERIN INTERMEDIATE HOLDINGS	POWERSCHOOL ECOLLECT: LICENSE/SUBSCRIPTION, SERVICE, TRAINING	\$ 7,405.50	53200
GENERAL	NES	BENCHMARK EDUCATION	ELA DECODABLES READERS FOR NORTHVILLE	\$ 6,126.00	56420
GENERAL	DISTRICT	KAINEN ESCALERA AND MCHALE	EXPULSION CONSULTATION SERVICES	\$ 5,670.00	53010

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



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
MAY 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 PTO
Parent Teacher Organization
PO Box 1343
New Milford, CT 06776

EXHIBIT B

April 26, 2022

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 these gifts to be placed on the agenda at the next Board of Education meeting.

Hill and Plain Elementary School

\$1,700.00 for field day t-shirts for the students and staff

\$975.00 for Bubblemania assemblies for kindergarten and first grade

Northville Elementary School

\$1,500.00 for recess equipment - each class will receive a mesh bag to bring out to recess containing balls, jump ropes, etc.

\$1,900.00 for two assemblies presented by the Frogtown Mountain Puppeteers for the first and second graders.

Sarah Noble Intermediate School:

\$1,215.00 for two assemblies of Sleeping Beauty by the Tanglewood Marionettes for the third grade classes.

\$8,485.00 for a school wide enrichment activity in collaboration with the Eli Whitney Museum and Workshop. Students will learn about and build a Camera Obscura.

\$1,200.00 for 4 presentations of "Research, Rewriting, and Rewards" to the 4th graders by the author Dana Meachum Rau.

\$1,000.00 for 2 virtual sessions with the author Dan Gutman for the 3rd graders.

Schaghticke Middle School

Up to \$6,692.80 for the 7th grade field trip to Lake Quassy - the pto will pay \$20 per 7th grade student and will cover the full cost of up to 15-20 hardship cases. The additional \$10 per student is due to funds being sent up from the SNISPTO due to COVID.

Up to \$4,106.00 for the 8th grade field trip to Lake Compounce - the pto will pay \$10 per 8th grade student and will cover the full cost of up to 15-20 hardship cases.

\$17,975.00 Grand Total and additional estimated \$10,798.80 for the 7th and 8th grade field trips.

Sincerely,
Nannette Pelletier
NMPTO President



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

TO: Alisha DiCorpo
FROM: Holly Hollander and Christy Martin
DATE: May 4, 2022
RE: Adult Education PEP (Program Enhancement Projects) Grant

This grant is year 2 of a competitive grant created in response to the Workforce Innovation and Opportunity Act (*WIOA*) of 2014, Title II, *Adult Education and Family Literacy Act (AEFLA)*, Public Law 113-128 (hereinafter referred to as the "Act"). It replaces a series of grants obtained by New Milford in past years.

The overarching goal of WIOA and the Act is to:

- increase accessibility to adult education programs and services for learners most in need;
- create a seamless transition to post-secondary education and training through the development of career pathways;
- foster strong, literate families in an effort to reduce the current student achievement gap;
- build an educated and competitive Connecticut workforce.

The funds are awarded to agencies that have demonstrated effectiveness in providing adult education and literacy activities to individuals who:

- have attained 17 years of age;
- are not enrolled or required to be enrolled in secondary school under Connecticut state law;
- are basic skills deficient;
- do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
- are English language learners (ELL).

These funds are to be used to enhance what local funding provides, not replace it.

This year we are again requesting \$40,000 for workforce skills development for students enrolled in the High School Completion program.

We are also continuing our collaboration with 4 other Adult Education programs to obtain \$9,952 towards ESL instruction and share CNA and Food Service material, training and certification testing through EdAdvance.

NEW MILFORD PUBLIC SCHOOLS
Office for Student Affairs
25 Sunny Valley Road
NEW MILFORD, CONNECTICUT 06776
(860) 354-2654 FAX (860) 210-2682



Laura M. Olson
Director of Special Services and Pupil Personnel

TO: Alisha DiCorpo, Superintendent
FROM: Laura M. Olson
DATE: May 3, 2022
RE: IDEA Grant

Attached you will find the Budget Narrative and State Budget pages for the IDEA, Part B, Section 611 and Section 619 grants. These are entitlement grants, not competitive grants, and funds must be spent on activities that support district goals for special education students. IDEA-611 is for students 3-22 years old and IDEA-619 is solely for activities supporting children 3-5 years old. The major expenditures for each of these grants are on staffing. The budget narrative pages explain the full-time equivalents and the actual expenditure line for each category. The IDEA-611 grant is \$920,072 and IDEA-619 grant is \$33,878.

Goals:

1. Increase opportunities for students with disabilities (SWDs) for meaningful participation with their non-disabled peers.
2. To increase parent partnerships with school staff and outside agencies in order to develop shared person-centered plans for adulthood and workshops for parents throughout the school year.
3. To increase technology access for SWDs in order to access general and special education curriculum.
4. To provide appropriate research-based instruction for students with dyslexia, language based reading and writing disorders, and specific learning disabilities.
5. To provide opportunities and support for students in the 18-22 year old transition program.
6. To provide students, staff and families with strategies, resources and interventions for behaviorally dysregulated SWDs.
7. Provide SWDs (ages 3-5) a fully inclusive preschool experience.
8. To support and enhance special education services (ages 3-5) by addressing state guidelines (ELDS), curriculum and best practice.

New Milford School District (096-000) Public School District - FY 2023 - IDEA - Rev 0 - IDEA Part B Information



Not Applicable (for districts with no 611 Allocation)

Public Goals, Related Activities and Equitable Access to IDEA, Part B Grants (for use with Function Code 01 in the 611 budget)

District Goal (Please number each goal starting with 1)	School district planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.
* 1. Increase opportunities for students with disabilities meaningful participation with their non-disabled peers.	* Promote collaboration between general and special education staff. Provide meaningful professional development opportunities for staff and parents. Provide OT services to SWD's, prek up to age 22.	* Provide initial co teaching training for staff new to the co teaching model. Provide ongoing co teaching support through teacher feedback, collaboration, and observation. Provide release time for staff so that they can plan meaningful co taught lessons: long range and short term unit development.
* 2. To increase parent partnerships with school staff and outside agencies in order to develop shared person-centered plans for adulthood.	* Promote parent training on topics of need/interest. Promote "Person-Centered Planning" sessions for families, grades 9-12.	* Continue to promote "Parents As Partners" sponsored by the New Milford Public Schools. Plan, advertise, and coordinate three to four workshops for the school year. Plan and coordinate "Person Centered Planning" sessions for students, staff and families. Provide staff training on how to facilitate the Person Centered Planning workshops.

* 3. To increase access or SWD's access to technology in order to access general and special education curriculum.	* Support the students, families, and staff with a contracted Assistive Technology consultant (AT).	* Provide students with AAC and personal devices in order to facilitate communication for SWD's. Provide students and families with ongoing training in order to utilize his/her AAC and personal devices. Provide teaching staff with training so that they can assist students and support staff and families with the needed skills to work with students effectively.
* 4. To provide appropriate research-based instruction for students with dyslexia, language based reading and writing disorders, and specific learning disabilities.	* Provide ongoing professional development for staff in the area of multisensory reading, dysgraphia, dyscalculia, and executive functioning disorders.	* Provide a Wilson Reading Program and Foundations Reading Program consultant: ongoing, year-long support, modeling and consultation at the K-2 and 3-5 schools. Provide training for Language Live! training and/or support at the gr. 6-12 schools. Promote and support staff who are being trained as "Certified Wilson Teachers" grades 3-8.
* 5. To provide opportunities and support for students in the 18-22 year old transition program.	* SWDs will participate in community outings and related activities in order to improve their social independence, vocational skills, and self-determination. Provide a Transition Coordinator for grades 6-12+ in order to promote and educate staff, students and families.	* Provide a Transition Coordinator for grades 6-12+ in order to promote and educate staff, students and families by providing BRS and DDS coordination. Provide transportation for students to work at job sites throughout the region/nearby towns by providing two leased vehicles. Provide "Person Centered Planning" activities. Attend PPTs for students requiring transition services post 18 years of age.

* 6. To provide students, staff and families with strategies, resources and interventions for behaviorally dysregulated SWDs.	* SWDs will receive behavioral interventions through a variety of services provided by BCBA and RBT (Board Certified Behavior Analyst and Registered Behavior Technician).	* Provide BCBA services to develop Functional Behavioral Analysis, Behavior Intervention Plans and set up data collection documents for staff. Provide paraeducators and contracted employees with ongoing training and support to manage and improve dysregulated behaviors.
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  **Not Applicable (for districts with no private schools)**

Private School Goals, Related Activities and Equitable Access to IDEA, Part B Grants (for use with Function Code 02 in the 611 budget)

Private Schools Goal (Please number each goal starting with 1)	Private schools planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.
*	*	*

  **Not Applicable (for districts not using CEIS/CCEIS)**

CEIS/CCEIS Goals, Related Activities and Equitable Access to IDEA, Part B Grants (for use with Function Code 03 in the 611 budget)

CEIS/CCEIS Goal (Please number each goal starting with 1)	CCEIS/CEIS planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.

*

*

Budget

New Milford School District (096-000) Public School District - FY 2023 - IDEA - Rev 0 - IDEA 611

Object	Total
111A - Non-Instructional Salaries	\$80,082.55
111B - Instructional Salaries	\$749,728.79
200 - Personal Services - Employee Benefits	\$0.00
321 - Tutors (Instructional, Non-Payroll)	\$0.00
322 - In Service	\$38,776.66
323 - Pupil Services (Non-Payroll)	\$9,984.00
324 - Field Trips	\$0.00
325 - Parent Activities	\$1,000.00
330 - Employee Training (Non-Direct Services)	\$0.00
340 - Other Professional Services	\$0.00
341 - Audit	\$0.00
350 - Technical Services	\$0.00
440 - Rentals	\$16,000.00
450 - Construction Services	\$0.00
510 - Student Transportation Services	\$0.00
530 - Communications	\$0.00
560 - Tuition	\$0.00
580 - Travel	\$0.00

600 - Supplies - Technology/Instructional	\$24,500.00
730 - Equipment	\$0.00
734 - Technology Related Hardware	\$0.00
735 - Technology Software	\$0.00
917 - Indirect Costs	\$0.00
Total	\$920,072.00
Allocation	\$920,072.00
Remaining	\$0.00

New Milford School District (096-000) Public School District - FY 2023 - IDEA - Rev 0 - IDEA Part B Information

☐ ☐ Not Applicable (for districts with no 619 Allocation)

☒ * I understand that the following goals and activities delineated by line items in the 619 budget are connected with 3-5 year olds

Public Goals, Related Activities and Equitable Access to IDEA, Part B Grants (for use with Function Code 01 in the 619 budget)

District Goal (Please number each goal starting with 1)	School district planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.
* 1. Provide SWDs (ages 3-5) a fully inclusive preschool experience.	* Provide occupational therapy (OT) services for SWD's.	* Provide occupational therapy (OT) services for SWDs.
* 2. To support and enhance special education services (ages 3-5) by addressing state guidelines (ELDS), curriculum and best practice.	* Provide one (1.0 FTE) special education tutor to support students in the preschool classroom.	* Provide a preschool special education tutor to support classrooms and individual student needs. Provide release time for preschool staff to meet and collaborate. Provide parents of preschoolers professional learning and support. Provide substitute coverage for preschool staff so that they can participate in training, planning, and professional development.

  **Not Applicable (for districts with no private schools)**

Private School Goals, Related Activities and Equitable Access to IDEA, Part B Grants (for use with Function Code 02 in the 619 budget)

Private Schools Goal (Please number each goal starting with 1)	Private schools planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.
*	*	*

  **Not Applicable (for districts not using CEIS/CCEIS)**

CEIS/CCEIS Goals, Related Activities and Equitable Access to IDEA, Part B Grants (for use with Function Code 03 in the 619 budget)

CEIS/CCEIS Goal (Please number each goal starting with 1)	CCEIS/CEIS planned special education activities	Describe the steps to ensure equitable access to, and participation in, the applicant's federally assisted program for students, teachers and program beneficiaries with special needs.
	*	*

Budget Overview

New Milford School District (096-000) Public School District - FY 2023 - IDEA - Rev 0 - IDEA 619

Filter by Location: All - \$33,878.00 ▼

Purpose	01 - Public School Activities	Total
Object		
111B - Instructional Salaries	20,272.00	20,272.00
322 - In Service	2,175.00	2,175.00
323 - Pupil Services (Non-Payroll)	9,000.00	9,000.00
325 - Parent Activities	931.00	931.00
600 - Supplies - Technology/Instructional	1,500.00	1,500.00
Total	33,878.00	33,878.00
	Allocation	33,878.00
	Remaining	0.00



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

3E-1
Operations Sub-Committee
May 2022

TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 3, 2022
RE: Septic & Grease Trap Service and Cleaning Bid

The bid packet for **Septic & Grease Trap Cleaning & Service** was posted on our website and also ran as a legal notice in the newspaper with a bid close of April 20, 2022.

On that date, one (1) vendor submitted a bid for this service:

- Bidder #1 – NEW MILFORD SEPTIC \$15,465.00

We are recommending to the Board that they award this bid to New Milford Septic for services in 22/23. New Milford Septic is a well-established vendor with a proven track record of quality work, responsiveness as well as excellent customer service. This vendor has provided this service for the district over the past 7 years.

This item will appear on the first Purchase Resolution of the 2022/2023 fiscal year in July 2022, in order to generate a purchase order to the vendor.

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



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

3E-2
Operations Sub-Committee
May 2022

TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 3, 2022
RE: Boiler & Burner Cleaning & Service Bid

The bid packet for the **Boiler & Burner Cleaning & Service** was posted on our website and also ran as a legal notice in the newspaper with a bid close of April 20, 2022.

On that date, one (1) vendor submitted bids for this service:

- Bidder #1 – PENN MARR BOILER CLEANING \$19,240.00

We are recommending to the Board that they award this bid to Penn Marr Boiler Cleaning for services in 22/23. Penn Marr Boiler Cleaning is a well-established vendor with a proven track record of quality work, responsiveness as well as excellent customer service. This vendor has provided this service for the district over the past 6+ years.

This item will appear on the first Purchase Resolution of the 2022/2023 fiscal year in July 2022, in order to generate a purchase order to the vendor.

Please note that due to the ongoing energy saving project, a couple schools will be getting new boilers. We will be contacting Penn Marr to let them know as these get replaced during the 22/23 fiscal year as this may change the service intervals and ultimately the final billing amount for these services.

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



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

3E-3
Operations Sub-Committee
May 2022

TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 3, 2022
RE: Occupational & Physical Therapy Services Bid

The three year bid packet for School Based Occupational & Physical Therapy Services was posted on April 21, 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 May 3, 2022.

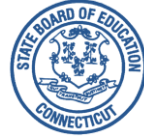
We go out to bid for these services on a 3-year cycle. The current bid is soliciting prices for the 22/23, 23/24 and 24/25 fiscal years.

A recommendation for award will be available at the full Board of Education Meeting on May 17, 2022.


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



**STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION**



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director 
School Health, Nutrition, Family Services and Adult Education

DATE: February 15, 2022

SUBJECT: Operational Memorandum No. 05-22
Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2022-23

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that **each** local board of education or governing authority (BOE) for public schools¹ participating in the National School Lunch Program (NSLP) **each year must certify** whether all food items sold to students (separately from reimbursable meals) **will or will not** meet the [Connecticut Nutrition Standards](#) (CNS). This memo provides the **required BOE motion language** and instructions for the HFC application process for school year (SY) 2022-23.

HFC Eligibility Requirements for BOEs opting to implement HFC

The BOE must complete a vote on the required motion language in this memo by **July 1, 2022**, or the BOE will not be eligible for HFC during SY 2022-23 (July 1, 2022, through June 30, 2023). Each BOE must choose one of the two options below to satisfy this requirement and be eligible for HFC.

- **Option 1:** Using the **exact language** included in this memo, the BOE conducts three votes: 1) whether the district will **participate** in the healthy food option; 2) whether the district will allow **food exemptions**; and 3) whether the district will allow **beverage exemptions**.
- **Option 2:** Using the **exact language** included in this memo, the BOE conducts two votes: 1) whether the district will **participate** in the healthy food option; and 2) whether the district will allow **food and beverage exemptions**.

Required healthy food option vote for all BOEs

The BOE must vote “yes” or “no” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes ***must include the exact language below***.

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, 2022, through June 30, 2023. 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

¹ Public schools include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Required vote for food exemptions for BOEs opting to implement HFC

If the BOE votes “yes” for implementing the healthy food option, the board-approved meeting minutes and motion must reflect a “yes” or “no” vote on the ***exact language below***.

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.

Note: If the BOE votes “no” for the healthy food option, a vote on whether to allow food exemptions is **not** required.

Optional vote for beverage exemptions for all BOEs

The state beverage requirements ([C.G.S. Section 10-221q](#)) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. If the BOE does not have a beverage exemption in place, the BOE’s schools can **never** sell noncompliant beverages to students. **If the BOE chooses to allow beverage exemptions**, the motion and board-approved meeting minutes ***must include the exact language below***:

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.

Option to combine food and beverage exemptions

Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions into one motion by using the exact 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 and must be the same place as the food and beverage sales.

HFC Application Process for SY 2022-23

All public school sponsors of the NSLP applying for HFC for SY 2022-23 must complete the three steps below to meet the HFC application deadline of **July 1, 2022**.

1. Schedule the two required votes (healthy food option and food exemptions) at a BOE meeting **before June 30, 2022**. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conduct the vote on beverage exemptions at the **same time** as the HFC votes.
2. Maintain a copy of the board-approved meeting minutes indicating the results of the HFC votes. Do not submit these minutes until requested (see step 3).
3. **May 2022:** Complete the online HFC application module in the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the 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). **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do **not** access the CNP System prior to receiving this notification.

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.

Refer to Appendix A for a list of resources with the requirements that schools must follow to ensure HFC compliance. For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or 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.

Appendix A

This appendix accompanies the Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 05-22: Requirements for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2022-23](#). It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, refer to the CSDE's document, [Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools](#).

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements](#) (CSDE webpage)
- [Connecticut Nutrition Standards](#) (CSDE webpage)
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards](#) (“How To” section of CSDE’s Connecticut Nutrition Standards webpage)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification](#) (CSDE webpage)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages](#) (CSDE webpage)
- [Overview of Connecticut Competitive Foods Regulations](#)
- Presentation: [Beverage Requirements for Connecticut Public Schools](#)
- Presentation: [Complying with Healthy Food Certification](#)
- Presentation: [Connecticut Nutrition Standards](#)
- Presentation: [Healthy Food Certification Fundraiser Requirements](#)
- [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 Culinary Programs 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](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)

Food and Nutrition Department Proposal

Sandra Sullivan
Director of Food and Nutrition

Position: Nutrition Support Manager

- Registered Dietitian
- Full Time Position (10 months)
- Experienced in Teaching and Training
- Qualified Food Operator / Servsafe Certified

Why a need?

- New Milford Public Schools Currently Serves
 - 68% of the Student Population
- Meal Accommodations
 - Allergies
 - Intolerances
 - Diabetics
 - 8% of the NMPS Student Population (National Average 8%)
 - Approximately 2 Students per Classroom
- Special Diet Inquiries
 - 5 - 10 Per Week
- Dietary Nutrition Labels
 - 600 Items to Review



Program Goals

- Expand Farm to School Program
- Grant Funding
- Nutrition Education
- Recipe Development
- Promotional Events
 - Taste Tests, Menu

Position Responsibilities

- Daily Preservice Meetings
- Training
 - Food Service Staff
 - Staff Members
- Point of Sale System
- Communication
 - With Parents and District Staff
- Nutrition Analysis
- Manage Nutritional Data Base
- 504s and PPTs



Financial Information

- Fund Through Food Service Budget
- Consistent Positive Fund Balance
- Capital Improvements Investments
 - >80% of production equipment replaced
 - All serving lines replaced
 - Themed each cafeteria with signage and paint



New Milford Public Schools
JOB DESCRIPTION
NUTRITION SUPPORT MANAGER
FOOD and NUTRITION SERVICES DEPARTMENT

REPORTS TO: Director of Food and Nutrition Services

SUPERVISES: Cafeteria Staff

PRIMARY FUNCTION:

Responsible for menu and recipe development, nutritional analysis, nutrition education, marketing, special diets, and assisting with the supervision of cafeteria staff to assure all federal, state and local regulations are met. Works with school students, staff and parents to assist with prescribed special diets, food restrictions or food allergies.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Develop, implement, and maintain nutritional analysis software
- Maintain current nutrition and allergy information on all food items
- Assist with menu development for all grade levels according to USDA regulations and assist with menu development to meet district diversity needs
- Complete nutritional analysis on all menus and make recommendations for improvement as needed
- Keep nurses informed of the nutritional information on all food items including allergy information.
- Accommodate parent and/or nurse requests for nutrition counseling on special diets/allergies. Document nutrition information in student medical record if warranted
- Participate in district-wide nutrition-related 504's or PPT's
- Coordinates nutrition education activities in the schools for students, parents and staff
- Communicate to parents and the community a positive nutrition message on behalf of the department
- Assist in obtaining nutrition grant funds as available
- Assist with development and implementation of training for food service staff district-wide
- Conducts regular, documented on-site visitations to all meal programs including breakfast and lunch, to include USDA monitoring requirements. Assures corrective action is completed as necessary
- Expand the district's Farm to School Program
- Establish and maintain effective working relationships with building Principals and staff
- Assist with inventory maintenance and ordering process
- Performs any other related duties as assigned

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- Registered Dietitian, certified by the Commission on Dietetics Registration (CDR)
- A minimum of 3 years experience in the nutrition field
- Experience in teaching and conducting training programs
- Basic knowledge of computer systems
- Aptitude for creative endeavors such as writing, oral presentations, and food merchandising
- Possess a valid CT driver's license and means of own transportation

CERTIFICATION REQUIREMENTS:

Registered Dietitian
Food Protection Certification Program

SALARY AND TERMS OF EMPLOYMENT:

10-month work year. \$50,000

EVALUATION:

Annually, by the Director of Food and Nutrition Services

NOTE: *The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day-to-day.*



TO:) # o
FROM: **Anthony J. Giovannone, Director of Fiscal Services and Operations**
Date: **May 4, 2022**
RE: **2021-22 Operating End of Year Expenditures**

The projected fiscal year-end balance communicated last month remains unchanged. That amount is approximately \$1,739,299 or 2.66% of the original budget for the current year (2021-22). On the next page are recommendations to spend a portion of those funds that we are seeking approval for. Any approved purchases of goods or services would need to be received and completed along with proper billing before June 30th, 2022.

The below items total \$110,708. If all of these were approved and completed by June 30th, 2022 this would change our projected fiscal year-end balance to \$1,628,591 or 2.49% of the original budget for the current year (2021-22). That amount is sufficient in order to request of the Town Council and Board of Finance, that such funds be put into the following pending the final audit:

- Capital Reserve account for projects. A revised and updated 5 year capital plan is now available that demonstrates the revised need across the district to fund 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.
- Contribution towards Internal Service Fund (ISF). This would be for Health Insurance if the projection of 10.5% trend holds true through next fiscal year as the current 22-23 budget only includes a 8.0% increase for trend.

The recommendations are as follows:

NMHS - PIANO REFRESH \$34,368

The 5 year capital plan now includes a spot to plan out future purchases across the district for other locations that are in need of new pianos. The need at NMHS is more urgent and this is why the NMHS refresh is being recommended as a year end expenditure at this time. The amount above includes the following with benches and dollies as well as a trade-in credit:

- 1 – Yamaha GC2 5’8” in polished ebony
- 1 – Yamaha P22D in satin ebony
- 2 – Yamaha CLP735 in dark rosewood or matte black

Mrs. Rebekka Rosen from NMHS will be present at the meeting to speak to this request.



NMHS - AUDITORIUM PROJECTOR & CONTROLS \$37,340

The 5 year capital plan now includes a spot to plan out future purchases across the district for other locations to address aging or non-existent A/V upgrades in Auditoriums and Gymnasiums. The request for year end is specific to NMHS. The existing setup has degraded picture quality, reduced reliability, is not situated correctly and has not been continually upgraded through the years. With the upgrade to a new system we will gain more flexibility, reliability and enhanced use. The amount above includes all the items for a complete "turn-key" replacement of the current projector, mount, screen, controls and cabling.

Mr. Jeff Turner, the Director of Technology, will be present at the meeting to speak to this request.

FACILITIES - NEW MOWER \$15,000

The 5 year capital plan does not have a refresh cycle amount for our large mowers in the 22/23 Grounds Equipment replacement request. It has been more than 3 years since the Facilities Department has gotten a new mower. Reliability of the current fleet of aging mowers continues to be a concern as the amount of mowing required to maintain our facilities has not decreased. The above amount is based on a quote we have received for a properly sized model.

Mr. Matt Cunningham, the Director of Facilities, will be present at the meeting to speak to this request.

FACILITIES - SNIS FLOORING \$15,000

District-wide annual abatement of vinyl composition tile (VCT) flooring has been funded by our 5 year capital plan which typically allocates approximately \$15,000 each year for this purpose. More recently, this has not been funded for the last 2 years, nor does it have an amount in the 22/23 request. The \$15,000 requested would be able to complete 3 classrooms at SNIS.

Mr. Matt Cunningham, the Director of Facilities, will be present at the meeting to speak to this request.

FACILITIES - SNIS FENCING \$9,000

The 5 year capital plan includes a request for SNIS railing repairs that is separate from this. The above request is for fencing at the upper fields to protect that area and this is not on our current 5 year capital plan.

Mr. Matt Cunningham, the Director of Facilities, will be present at the meeting to speak to this request.



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

Item of Information 4A
Operations Sub-Committee
May 2022

TO: °) # 'o
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 3, 2022
RE: Excess Cost

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 was received during the month of February 2022 in the amount of \$846,923. The first of two payments usually constitutes roughly 75% of the total we receive in any given fiscal year. With that said, projected out, we are anticipated to at least match the budget amount for the current 21/22 budget for this item which is \$1,089,825.

The second and final payment for the current fiscal year is usually received during the first half of the month of May. We have not received it yet as of the date of this memo. If we are to receive the payment before the full board meeting on May 17, 2022, I will provide a revised memo at that time.

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



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

4B

Operations Sub-Committee May 2022

TO: °) # 'o
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 4, 2022
RE: Excel Teacher (0.5) at HPS

I met with our Assistant Superintendent, Human Resources Director and our Special Education Director on 4/27/22 about the anticipated need of an additional 0.5 Excel Teacher at HPS going into next year that was brought up to you previously. The need is based on Special Education Director's meeting with her staff to review current referrals and enrollment for our three year olds which are rising. It was determined at that time that we could reallocate some ESSER II funds to support adding a 0.5 Excel Teacher at HPS to compensate for the increased enrollment expected next year.

Following this, it was also brought to our joint attention by the Special Education Director on May 3rd, that the projected incoming 3 yr old enrollment for NES is now just as high. This would then required adding a 0.5 Excel Teacher at NES as well to compensate for the increased enrollment and provide equity between both locations. At this time I cannot guarantee that there are ESSER II funds available for reallocation to support the 0.5 Excel Teacher at NES like I was able to do for HPS.

The anticipated enrollment numbers at both locations need to be continually monitored over the next several weeks. Determination of funding support for the 0.5 Excel Teacher at NES still has not been determined as of the date of this memo and will be an ongoing discussion.

The Special Education Director will be available to answer follow up questions that may arise on this matter at the May Operations meeting.

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
May 2022

TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 3, 2022
RE: Updated 5 Year Capital Plan

The following pages include highlighted changes since the Board of Education (BOE) last saw this document during the budget process and is current as of May 3, 2022. This document also includes placeholders for newly added projects mentioned earlier during the meeting under the attachment for 2021-22 Operating End of Year Expenditures.

- Items highlighted in green have already been revised with the information we have at this time and will be spoken to verbally at the meeting.
- The Security Camera refresh cycle highlighted in blue under Facilities has been revised to re-allocate funds to here with the absence of the School Security Grant award. The amount will change further after the walkthrough on May 4th with quotes obtained thereafter. Facilities Director Matt Cunningham will be able to speak to this verbally at the meeting.
- Items highlighted in orange under Technology may change further depending on the outcome of the Emergency Connectivity Fund (ECF) grant which closes on May 13th. Technology Director Jeff Turner will be able to speak to this verbally at the meeting.

As many of these items have several moving pieces over the next month, I suggest that the 5 Year Capital Plan be placed on the agenda for the June meeting as well. This will allow us to capture further revisions to the above items in order for the BOE to have the most up to date information from which to make a motion to withdraw funding from the Capital Reserve Account in order to support these projects.

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

CAPITAL 5 YEAR PLAN - FACILITIES

LOCATION	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	2026/27	TOTAL
DISTRICT	SECURITY ENHANCEMENTS - ACCESS CONTROLS		\$125,000				\$125,000
DISTRICT	VEHICLE REPLACEMENT (2022 Ford 350 with acc.)	\$88,000					\$88,000
DISTRICT	CUSTODIAL EQUIPMENT (1 Floor Scrubber)		\$17,750	\$17,750	\$18,000	\$19,000	\$72,500
DISTRICT	RECURRING DOOR REPLACEMENTS		\$13,500		\$14,200		\$27,700
DISTRICT	ASBESTOS ABATEMENT		\$15,000	\$15,000	\$16,000	\$17,000	\$63,000
DISTRICT	GROUPS EQUIPMENT REPLACEMENTS		\$53,000	\$22,000			\$75,000
DISTRICT	PLAYGROUND COMPLIANCE (MULCH & REPAIRS)	\$15,000		TBD			\$15,000
DISTRICT	MANDATORY 5 YEAR SPRINKLER TESTS		TBD				\$0
DISTRICT	CARPET REPLACEMENT	\$20,000		\$20,000		\$20,000	\$60,000
DISTRICT	PAINTING PROJECTS	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
DISTRICT	DOOR LOCKS		TBD				\$0
DISTRICT	SECURITY CAMERA REFRESH CYCLE	\$200,000	\$30,000	\$30,000			\$260,000
DISTRICT	SEPTIC TANK ASSESSMENTS	TBD					\$0
DISTRICT	HVAC REPLACEMENT		\$55,000	\$55,000	\$55,000	\$55,000	\$220,000
NMHS	TURF FIELD MAINTENANCE		\$10,000				\$10,000
NMHS	MASONRY REPAIRS CHIMNEY	\$8,500					\$8,500
NMHS	FLOORING REPLACEMENT			\$55,000			\$55,000
NMHS	GYM CEILINGS		TBD				\$0
NMHS	GYM FLOORS REFINISHING		\$40,000	\$30,000			\$70,000
NES	WALL PANEL REPLACEMENT	\$330,000					\$330,000
NES	CIRC PUMPS AND MANIFOLD		\$25,000				\$25,000
NES	CONDENSING UNIT REPLACEMENT R-22 (4 units)			\$88,000			\$88,000
HPS	MASONRY REPAIRS CHIMNEY	\$10,000					\$10,000
HPS	CONDENSING UNIT REPLACEMENT R-22 (5 units)			\$231,000			\$231,000
HPS	AHU REPLACEMENT/ UPGRADE CAFE			\$121,000			\$121,000
HPS	ROOF REPLACEMENT			TBD			\$0
SMS	OIL TANK REPLACEMENT		\$225,000				\$225,000
SMS	CONDENSING UNIT REPLACEMENT R-22 (8 units)				\$165,000		\$165,000
SMS	AHU/RTU REPLACEMENT COMP LAB		\$55,000				\$55,000
SMS	ELEVATOR REPLACEMENT	\$225,000					\$225,000
SMS	HIGH EFFICENCY BOILER REPLACEMENT					\$858,000	\$858,000
SMS	MOTORS & VFD'S RTU (12 units)				\$132,000		\$132,000
SMS	MASONRY REPAIRS CHIMNEY	\$14,000					\$14,000
SNIS	RAILING REPAIRS	\$12,000					\$12,000
DEPARTMENT TOTAL - FACILITIES		\$932,500	\$674,250	\$694,750	\$410,200	\$979,000	\$3,690,700

CAPITAL 5 YEAR PLAN - TECHNOLOGY

LOCATION	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	2026/27	TOTAL
DISTRICT	Auditorium and Gym A/V Upgrades	TBD	TBD	TBD	TBD	TBD	TBD
DISTRICT	Infrastructure Upgrades - Wireless Access Points	\$8,100	\$15,000	\$3,500	\$3,500	\$3,500	\$33,600
DISTRICT	Infrastructure Upgrades - Firewall	\$25,000	\$35,082				\$60,082
DISTRICT	Infrastructure Upgrades - Servers	\$28,000	\$16,000	\$8,000	\$8,000	\$8,000	\$68,000
DISTRICT	Infrastructure Upgrades - Switches		\$18,150	\$18,150	\$18,150	\$18,150	\$72,600
DISTRICT	Hard Tokens (UBKey)		\$17,000	\$2,000	\$2,000	\$2,000	\$23,000
DISTRICT	Teacher Laptop Replacement	\$2,000					\$2,000
DISTRICT	Cloud based phone system			\$99,999			\$99,999
DISTRICT	Teacher/Admin Laptop Replacement	\$2,800	\$6,000	\$3,000	\$10,000	\$335,000	\$356,800
DISTRICT	Non Certified Staff Chromebooks	\$1,000					\$1,000
DISTRICT	Admin Laptop Replacement	\$5,000					\$5,000
HPS	Chromebook - Grade K (113 units)	\$40,320	\$37,629		\$37,629		\$115,578
NES	Chromebook - Grade K (129 units)	\$56,385	\$42,957		\$42,957		\$142,299
SNIS	Chromebook - Grade 6 (270 units)	\$9,135	\$89,910	\$78,588	\$81,585	\$81,252	\$340,470
NMHS	Chromebook - NMHS (100 units)		\$33,300	\$33,300	\$33,300	\$80,000	\$179,900
DW	Smartboard Refresh (15)	\$34,500	\$82,500	\$82,500	\$82,500	\$82,500	\$364,500
NMHS	PLTW Desktop/Laptop Refresh (46 units)	\$50,000	\$50,000				\$100,000
SMS	PLTW Desktop/Laptop Refresh (25 units)		\$25,000				\$25,000
DEPARTMENT TOTAL - TECHNOLOGY		\$262,240	\$468,528	\$329,037	\$319,621	\$610,402	\$1,989,828

CAPITAL 5 YEAR PLAN - BAND / MUSIC / CHORUS

LOCATION	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	2026/27	TOTAL
DISTRICT	PIANO REPLACEMENTS	TBD	TBD	TBD	TBD	TBD	TBD
DISTRICT	INSTRUMENT REPLACEMENTS	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
DISTRICT	UNIFORMS - ONGOING REPLACEMENTS (10 UNITS)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
DISTRICT	EQUIPMENT (STANDS & FIELD EQUIPMENT)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
DEPARTMENT TOTAL - BAND		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000

CAPITAL 5 YEAR PLAN - ATHLETICS

LOCATION	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	2026/27	TOTAL
DISTRICT	UNIFORMS	\$8,000	\$12,000	\$18,000	\$12,000	\$12,000	\$62,000
DISTRICT	WEIGHT ROOM UPGRADING	\$10,000	\$10,000	\$10,000	\$10,000	\$5,000	\$45,000
DISTRICT	FENCE REPAIR - SOFTBALL	\$10,000					\$10,000
DISTRICT	SAFETY NET - JV SOFTBALL	\$47,290					\$47,290
DEPARTMENT TOTAL - ATHLETICS		\$75,290	\$22,000	\$28,000	\$22,000	\$17,000	\$164,290

	2022/23	2023/24	2024/25	2025/26	2026/27	TOTAL
GRAND TOTAL - TECH, BAND, ATHLETICS & FACILITIES	\$1,285,030	\$1,179,778	\$1,066,787	\$766,821	\$1,621,402	\$5,919,818

- The following projects below are included for completeness only.
- They will not be part of any request to pull funding from the Capital Reserve Account.
- They have not been cross referenced or correlated to the Town's Capital plan at this point in time.

CAPITAL 5 YEAR PLAN - FACILITIES OTHER (NOT INCLUDED IN GRAND TOTALS ABOVE)

LOCATION	DESCRIPTION	2022/23	2023/24	2024/25	2025/26	2026/27	TOTAL
DISTRICT	REPLACEMENT OF SIDEWALKS		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
DISTRICT	ASPHALT REPLACEMENT (NES FIRST)		\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
DISTRICT	PAVING & STORM DRAIN REPAIRS		\$30,500	\$16,000	\$17,000	\$18,000	\$81,500
DISTRICT	STORAGE BUILDING			TBD			\$0
DISTRICT	NES ROOF REPLACEMENT	\$3,480,000					\$3,480,000
DISTRICT	HPS ROOF REPLACEMENT			TBD			\$0
CO	ROOF REPLACEMENT (not including abatement)			\$367,000			\$367,000
CO	CUPOLA ROOF REPAIRS		\$68,000				\$68,000
CO	STEAM BOILER REPLACEMENT		\$108,000				\$108,000
CO	FOUNDATION REPAIR		\$46,000				\$46,000
DEPARTMENT TOTAL - FACILITIES OTHER		\$3,480,000	\$602,500	\$733,000	\$367,000	\$368,000	\$5,550,500



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

Item of Information 4D
Operations Sub-Committee
May 2022

TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: May 2, 2022
RE: SPP Insurance Rates

Board of Education (BOE) and Town officials met with our actuarial Segal, on 4/28/22 regarding insurance rate projections for the 22/23 year. The adopted BOE budget includes a trend factor of 8.0% for the State Partnership Plan (SPP). The update provided on 4/28/22 now projects a 10.5% increase. That would mean a difference of \$201,289 on top of the already adopted 22/23 BOE budget.

At this time the 22/23 Budgets for the Town and BOE will not be adjusted. If the 10.5% for 22/23 holds true, it may be prudent for the BOE to earmark part of their FYE 21/22 savings as a contribution to the Internal Service Fund to cover this increase next year. A follow up meeting for BOE and Town officials with our actuarial Segal, has been scheduled for 6/2/22 to continue to discuss this matter.

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



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director
School Health, Nutrition, Family Services and Adult Education

DATE: April 5, 2022

SUBJECT: Operational Memorandum No. 08-22
Supply Chain Assistance Funds

To assist school districts experiencing supply chain disruptions, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) allocated \$1 billion in relief funding to state agencies, made available through the Commodity Credit Corporation (CCC) and authorized under the CCC Charter Act [15 U.S.C. 714], known as Supply Chain Assistance (SCA) funds. State agencies will distribute SCA funds to eligible school food authorities (SFAs) to be used exclusively to purchase unprocessed or minimally processed domestic food products (also referred to as commodities) to help SFAs manage supply chain challenges. Examples of supply chain challenges include unanticipated cancellation of food and supply contracts, reduced availability of certain foods, unexpected substitution of certain products, unpredictable increases in food and supply prices, and other obstacles related to pricing and/or availability that have been reported to or identified by state agencies administering the Child Nutrition Programs. Since these challenges are both extensive and widespread, the SCA funds are targeted to provide a rapid and direct response via commodities supplied to affected school districts.

Funding is limited to SFAs currently operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), including the Seamless Summer Option (SSO) of the NSLP during school year (SY) 2021-22; and may only be used by SFAs to purchase unprocessed or minimally processed domestic food products for those programs. For additional guidance on the proper use of SCA funds, refer to Attachment 1: Questions and Answers: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs.

The CSDE determined the amount of funding provided to eligible SFAs using a predetermined formula as outlined in [USDA Memo SP 03-22](#), *Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs*.

The allocation includes two components: a base payment of \$5,000 to all eligible SFAs; and a proportional amount of funding based on each SFA's share of statewide student enrollment. The base payment is intended to ensure that the smallest districts receive a meaningful level of funding, and the proportional amount is intended to provide resources that scale with the size of the student population served by the SFA.

Attachment 2 is the list of eligible SFAs and their formula-calculated payment amount. SFAs may choose to elect or decline their SCA allocation. SFAs electing to receive SCA funds will receive the full amount in one payment. Should an SFA decline their allocation, their SCA funds will be available for reallocation by the CSDE. The CSDE must obligate all SCA payments to eligible SFAs by September 30, 2023.

All SFAs must notify the CSDE whether they accept or decline the SCA funds by submitting Attachment 3: Supply Chain Assistance Funds Attestation Statement. SFAs must indicate an affirmative response to all criterion included in the Attestation Statement and submit the completed and signed Attestation Statement to the CNPermanentAgreement@ct.gov by April 15, 2022, to be eligible to receive SCA funds.

For questions or additional information, please contact please contact [Shannon Yearwood](#) or [Susan Alston](#).

Attachment 1

Questions and Answers: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs

1. For which Child Nutrition Programs (CNP) may SCA funds be used to support the service of meals and snacks?

SCA funds are available only to School Food Authorities (SFA) operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) and may only be used by SFAs to purchase unprocessed or minimally processed domestic food products for those programs. This includes the Seamless Summer Option (SSO) of the NSLP and the Afterschool Snack Program (ASP), as these are components of the NSLP.

As such, if an SFA operating NSLP and/or SBP operates other CNPs (i.e., the Special Milk Program, the Fresh Fruit and Vegetable Program (FFVP), the Summer Food Service Program, and/or the Child and Adult Care Food Program), SCA funds cannot be used in conjunction with those programs (i.e. the SFA must limit the purchase and use of domestic food products to support only the NSLP/SBP meal service).

2. Can these funds be used to support the FFVP Program?

No. The SFA must limit the purchase and use of domestic food products to support only the NSLP/SBP meal service. For more information, please refer to question 8 in *Attachment A: Allocation of Supply Chain Assistance (SCA) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers* of policy memo SP-03 2022 (<https://www.fns.usda.gov/cn/allocation-supply-chain-assistance-funds>).

3. Can these funds be used to provide an FFVP like snack to students in middle schools and high schools?

No. SCA funds may only be used to support the service of NSLP/SBP meals and ASP. Costs associated with additional snack services falling outside the scope of the school meal programs are not allowable.

4. What are some examples of allowable products that SFAs may procure using their SCA funds?

SCA funds must be used exclusively for the purchase of domestic food products (also known as commodities) that are unprocessed or minimally processed. Examples of some allowable food products include fluid milk and other dairy foods such as cheese and yogurt; fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); and meat alternates such as beans or legumes. Foods in a wide variety of minimal processing states (e.g., whole, cut, pureed, etc.) and/or forms (e.g., fresh, frozen, canned, dried, etc.) are allowable.

The steps SFAs must take to ensure the domesticity of food products purchased with SCA funds is consistent with the measures taken for all other purchases in the school meal programs (per existing Buy American requirements). The difference is that the limited exceptions provided under the NSLP Buy American provision cannot be used since all products must be domestic. In addition, as with all Federal funds, SFAs are required to follow Federal procurement regulations found in 2 CFR 200, which includes the option to utilize emergency noncompetitive procurements.

5. What are some examples of food products that are not permitted to be purchased using SCA funds?

Foods that are generally understood to be significantly processed or prepared cannot be purchased using SCA funds. For example, crushed tomatoes, shredded cheese, whole-wheat flour, and sliced vegetables are all food items that are individually allowable, but a pre-made pizza comprised of those ingredients would not be allowable. Other examples of unallowable products include baked goods such as breads, muffins, or crackers; prepackaged sandwiches or meals; or other prepared and/or pre-cooked items such as chicken nuggets, that come ready-to-eat or that require no further preparation beyond heating. Non-domestic food products cannot be purchased with SCA funds.

6. Are flavored milks and yogurts considered to be minimally processed (i.e., allowable to be purchased with SCA funds)?

Yes. These products are eligible for purchase with SCA funds.

7. Are non-food costs that are essential to the procurement of unprocessed or minimally processed domestic food products allowable when using SCA funds?

Yes. Incidental costs (such as those related to shipping and handling or packaging) that are a part of the normal or customary purchase price charged by a vendor for any given food product are an allowable use of SCA funds.

8. Is there any requirement that the SCA funds for the purchases of unprocessed or minimally processed be limited to local foods?

No. SFAs are not required to purchase locally grown, raised, or caught foods with SCA funds. SFAs are encouraged to procure local foods whenever feasible, and SCA funds may help make purchasing from local producers an excellent option for addressing unexpected supply chain disruptions.

9. What ability do SFAs have to direct funds to local food purchases?

SFAs are not required to purchase local foods with SCA funds, but are encouraged to do so to the extent practicable.

10. May SFAs use any portion of their SCA funds allocation for labor, supplies or administrative expenses?

No. SCA funds may only be used for purchases of unprocessed or minimally processed domestic food products for use in school meal programs.

11. May SCA funds be used to cover the cost of past (i.e. retroactive) expenditures?

No. SCA funds cannot be used to cover the cost of past expenditures and may only be used for current/future expenses. This may include new obligations, or bills on prior unpaid obligations that come due following the SFA's receipt of SCA funds.

An example of the latter would be an SFA that signed a purchasing contract for milk before the start of the school year that is paid for on a monthly basis. If SCA funds are received by the SFA on March 1, 2022, the SFA could pay invoices for milk that are due on or after that date.

12. Must SCA funds be deposited in an SFA's Nonprofit Food Service Account (NPFSA)?

Yes. Regardless of the disbursement method employed by the State agency, SCA funds may only be deposited into the NPFSA of the SFA for which the funds were intended.

13. Once deposited into the NPFSA, how are SCA funds to be tracked by an SFA?

SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. However, SCA funds deposited to the NPFSA do not need to be separated from other monies within the account and are not tracked separately from an accounting standpoint.

14. Are SFAs still eligible for payments if their net cash resources exceed a three month operating balance as described in 7 CFR 210.19(a)(1)?

The requirements of 7 CFR 210.19(a)(1) to maintain no more than a three-month operating balance in the NPFSA does not impact an SFA's eligibility for and/or receipt of SCA funds. State agencies are advised to continue providing appropriate technical assistance to SFAs that exceed their three month operating balance to ensure full use of Federal funds.

15. Will SCA funds be monitored as part of the school meal programs Administrative Review and/or Food and Nutrition Services (FNS) review processes?

Yes. SCA funds will be monitored consistent with other school meal program funds through the existing oversight measures used in FNS reviews of State agencies and the school meal programs Administrative Review. While state agencies will generally use the same mechanism to review these funds as they do the Buy American provision, all food products purchased with SCA funds must be domestic. Therefore, SFAs cannot utilize the

limited exceptions to the Buy American provision to purchase non-domestic food products when using SCA funds. In addition, use of funds may be subject to future external audit activity under any existing/standard auditing practices.

16. What records must SFAs retain in connection with their receipt and use of SCA funds?

All SFAs are required to maintain purchasing and other records for review and audit purposes. This documentation must reflect that purchases made by SFAs are consistent with the purpose of the SCA funding, i.e., for domestic unprocessed or minimally processed food products, in amounts that are at least equal to funds received. SFAs must retain regular records pertaining to its school food service as required by 7 CFR 210.9(b)(17). This may include invoices, receipts, and other documents provided when the SFA executes purchases with these funds. They must evidence that SCA funds were used for allowable purposes. SFAs are not required to proactively provide documentation to State agencies regarding those food purchases.

17. What kinds of purchasing and other related records should be retained for review and audit purposes?

For example, invoices may not indicate country of origin. In addition to receipts and invoices, SFAs should retain documentation regarding the request to purchase unprocessed or minimally processed domestic products or contracts that include this requirement. FNS understands that invoices or receipts do not always include the domestic origin. Similar to measures taken to meet the Buy American requirements, having other supporting documentation is sufficient.

18. Can SFAs use SCA funds if they utilize contracts to procure vended meals and/or the services of a Food Service Management Company (FSMC), and are there any specific recordkeeping requirements that must be observed?

In situations where the SFA has a FSMC or a vended meal contract, the SFA may use SCA funds toward the payment of invoices associated with those agreements. However, it is incumbent on the SFA to insure that such payments, over the period in which the award is used, include charges for minimally processed domestic foods at least equal to the amount of SCA funds used to pay the invoices. SFAs will need to work with their FSMC/vendor to ensure that appropriate expenditures are being made and documented for foods meeting the requirements as specified in the terms and conditions of the award. In practice, SFAs are not required to collect documentation from their FSMC in advance of payment; however, there is an expectation that documentation will be available upon demand. Documentation should include invoices for minimally processed domestic foods purchased in support of the contract that are at least equal to SCA funds paid to the FSMC/vendor. In addition, SFAs retain the ability to purchase allowable food items outside of their food service management contract if permitted by the contract.

ITEM OF INFORMATION
4E Food and Nutrition Services Supply Chain Assistance Funds

This list includes estimated payments to be made to eligible school food authorities (SFAs) to assist with supply chain disruptions. For more information, refer to Connecticut State Department of Education's (CSDE) Operational Memorandum No. 0X-22: *Supply Chain Assistance Funds*.

Sponsor ID	Sponsor Name	Estimated Payment Amount
00200	Ansonia Board of Education	\$ 50,838.46
00300	Ashford Board of Education	\$ 11,724.86
00400	Avon Board of Education	\$ 59,857.89
00700	Berlin Board of Education	\$ 51,279.73
00800	Bethany Board of Education	\$ 11,848.41
00900	Bethel Board of Education	\$ 60,475.66
01100	Bloomfield Board of Education	\$ 45,349.14
01200	Bolton Board of Education	\$ 18,202.61
01300	Bozrah Board of Education	\$ 7,912.34
01400	Branford Board of Education	\$ 50,397.20
01500	Bridgeport Board of Education	\$ 371,213.48
01700	Bristol Board of Education	\$ 136,831.91
01800	Brookfield Board of Education	\$ 50,679.61
02200	Canterbury Board of Education	\$ 13,136.90
02300	Canton Board of Education	\$ 31,422.86
02400	Chaplin Board of Education	\$ 11,371.85
02500	Cheshire Board of Education	\$ 78,143.85
02600	Chester Board of Education	\$ 8,706.61
02700	Clinton Board of Education	\$ 32,234.79
02800	Colchester Board of Education	\$ 43,990.05
02900	Colebrook Board of Education	\$ 6,359.09
03200	Coventry Board of Education	\$ 37,229.89
03300	Cromwell Board of Education	\$ 39,136.15
03400	Danbury Board of Education	\$ 221,854.58
03600	Deep River Board of Education	\$ 8,600.71
03700	Derby Board of Education	\$ 26,692.52
04100	East Haddam Board of Education	\$ 21,944.52
04200	East Hampton Board of Education	\$ 36,329.71
04300	East Hartford Board of Education	\$ 122,852.68

ITEM OF INFORMATION
4E Food and Nutrition Services Supply Chain Assistance Funds

Sponsor ID	Sponsor Name	Estimated Payment Amount
04400	East Haven Board of Education	\$ 55,145.19
04500	East Lyme Board of Education	\$ 50,944.37
04700	East Windsor Board of Education	\$ 23,162.41
04800	Ellington Board of Education	\$ 50,962.02
04900	Enfield Board of Education	\$ 86,333.70
04903	St. Bernard School-Enfield	\$ 8,406.55
05000	Essex Board of Education	\$ 10,312.81
05100	Fairfield Public Schools	\$ 152,434.99
05200	Farmington Public Schools	\$ 77,331.93
05400	Glastonbury Public Schools	\$ 110,656.15
05600	Granby Public Schools	\$ 35,941.40
05700	Greenwich Public Schools	\$ 156,106.30
05800	Griswold Public Schools	\$ 38,412.48
05900	Groton Public Schools	\$ 76,855.36
06000	Guilford Public Schools	\$ 59,910.84
06200	Hamden Public Schools	\$ 95,935.60
06400	Hartford Public Schools	\$ 340,307.38
06500	Hartland Public Schools	\$ 7,471.08
06700	Hebron Public Schools	\$ 16,984.72
06800	Kent Center School	\$ 8,741.92
06900	Killingly Public Schools	\$ 46,690.58
06901	St. James School-Danielson	\$ 8,812.52
07100	Lebanon Public Schools	\$ 21,291.45
07200	Ledyard Public Schools	\$ 47,873.17
07300	Lisbon Public Schools	\$ 12,519.13
07400	Litchfield Public Schools	\$ 19,755.85
07700	Manchester Public Schools	\$ 128,465.55
07800	Mansfield Public Schools	\$ 41,977.89
07900	Marlborough Public Schools	\$ 12,889.79
08000	Meriden Public Schools	\$ 152,470.29
08300	Middletown Public Schools	\$ 82,062.27
08400	Milford Public Schools	\$ 98,777.34
08401	Boys & Girls Village, Inc.	\$ 6,376.74

ITEM OF INFORMATION
4E Food and Nutrition Services Supply Chain Assistance Funds

Sponsor ID	Sponsor Name	Estimated Payment Amount
08500	Monroe Public Schools	\$ 44,996.13
08600	Montville Public Schools	\$ 39,418.56
08800	Naugatuck Public Schools	\$ 78,055.60
08900	New Britain Public Schools	\$ 188,653.91
09100	New Fairfield Public Schools	\$ 33,170.27
09200	New Hartford School Lunch	\$ 12,554.43
09300	New Haven School Lunch	\$ 359,811.23
09316	Yeshiva Gedolah Rabbinical Institute of New England	\$ 8,530.11
09400	Newington Public Schools	\$ 73,819.47
09500	New London School Lunch	\$ 48,349.74
09600	New Milford School Lunch	\$ 69,706.89
09700	Newtown School Lunch	\$ 76,166.99
09900	North Branford School Lunch	\$ 32,834.91
10000	North Canaan School Lunch	\$ 9,130.23
10100	North Haven School Lunch	\$ 60,334.45
10200	North Stonington Lunch	\$ 18,537.97
10300	Norwalk School Lunch	\$ 209,675.70
10400	Norwich School Lunch	\$ 64,870.64
10600	Old Saybrook School Lunch	\$ 24,150.84
10700	Orange School Lunch	\$ 27,169.08
10800	Oxford School Lunch	\$ 34,794.12
10900	Plainfield Board of Education	\$ 37,865.31
11000	Plainville Community Schools	\$ 45,190.29
11100	Plymouth School Lunch	\$ 27,928.06
11300	Portland School Lunch	\$ 20,903.14
11400	Preston School Lunch	\$ 12,466.18
11600	Putnam Board of Education	\$ 24,786.26
11800	Ridgefield School Lunch	\$ 84,851.06
11900	Rocky Hill School Lunch Program	\$ 59,081.27
12100	Salem Board of Education	\$ 11,813.11
12200	Salisbury Board of Education	\$ 10,383.42
12400	Seymour School Lunch	\$ 41,342.47
12500	Sharon School Lunch	\$ 6,694.45

ITEM OF INFORMATION
4E Food and Nutrition Services Supply Chain Assistance Funds

Sponsor ID	Sponsor Name	Estimated Payment Amount
12600	Shelton School Lunch	\$ 82,591.79
12800	Simsbury School Lunch	\$ 76,078.74
13100	Southington School Lunch	\$ 112,262.35
13200	South Windsor Board of Education	\$ 88,557.67
13300	Sprague School Lunch	\$ 9,959.80
13400	Stafford School Lunch	\$ 29,269.50
13500	Stamford School Lunch	\$ 285,449.49
13700	Stonington School Lunch	\$ 36,788.63
13800	Stratford School Lunch	\$ 125,553.21
13900	Suffield School Lunch	\$ 40,901.21
14000	Thomaston School Lunch	\$ 19,808.81
14100	Thompson School Lunch	\$ 21,503.26
14200	Tolland School Lunch	\$ 44,025.35
14300	Torrington School Lunch	\$ 72,389.78
14400	Trumbull School Lunch	\$ 126,276.89
14600	Vernon School Lunch	\$ 60,758.07
14700	Voluntown Public Schools	\$ 9,342.03
14800	Wallingford Board of Education	\$ 101,760.28
15100	Waterbury School Lunch	\$ 333,335.41
15114	Children's Community School	\$ 7,982.94
15118	Congregation K'Tana of Waterbury	\$ 17,161.22
15160	Congregation Durham Heights	\$ 8,212.40
15200	Waterford School Lunch	\$ 45,772.76
15300	Watertown School Lunch	\$ 50,538.40
15400	Westbrook School Lunch	\$ 16,084.54
15500	West Hartford School Lunch	\$ 164,384.41
15600	West Haven School Lunch	\$ 109,226.46
15900	Wethersfield School Lunch	\$ 83,527.27
16000	Willington Board of Education	\$ 11,795.46
16200	Winchester Board of Education	\$ 14,884.30
16300	Windham School Lunch	\$ 61,375.84
16400	Windsor School Lunch	\$ 78,037.95
16500	Windsor Locks School Lunch	\$ 31,281.66

ITEM OF INFORMATION
4E Food and Nutrition Services Supply Chain Assistance Funds

Sponsor ID	Sponsor Name	Estimated Payment Amount
16600	Wolcott School Lunch	\$ 43,001.62
16700	Woodbridge School Lunch	\$ 19,932.36
16900	Woodstock School Lunch	\$ 18,943.93
20100	Regional School District 01	\$ 12,307.33
20400	Regional School District 04	\$ 18,996.88
20500	Regional School District 05	\$ 42,260.30
20700	Regional School District 07	\$ 16,331.65
20800	Regional School District 08	\$ 26,215.95
20900	Regional School District 09	\$ 49,708.83
21000	Regional School District 10	\$ 43,036.92
21300	Regional School District 13	\$ 28,792.93
21400	Regional School District 14	\$ 33,029.06
21500	Regional School District 15	\$ 67,059.31
21600	Regional School District 16	\$ 39,665.67
21700	Regional School District 17	\$ 36,312.06
21800	Regional School District 18	\$ 26,321.86
24100	CREC	\$ 74,613.74
24200	EdAdvance (formerly Education Connection)	\$ 37,547.60
24400	ACES	\$ 34,141.05
24500	LEARN	\$ 48,791.00
25300	EASTCONN	\$ 50,661.96
26400	Integrated Day Charter School	\$ 11,230.64
26500	Interdistrict School for Arts and Communication	\$ 9,924.50
26800	Common Ground High School	\$ 9,077.28
26900	The Bridge Academy	\$ 9,924.50
27900	Amistad Academy	\$ 24,680.36
28000	New Beginnings Family Academy, Inc.	\$ 13,542.86
28300	Park City Prep Charter School, Inc.	\$ 11,371.85
28500	Achievement First Bridgeport Academy, Inc.	\$ 24,503.85
28600	Highville Charter School, Inc.	\$ 13,842.92
28900	Elm City College Preparatory School	\$ 18,696.82
29000	Brass City Charter School	\$ 11,354.20
29400	Great Oaks Charter School	\$ 16,472.85

ITEM OF INFORMATION
4E Food and Nutrition Services Supply Chain Assistance Funds

Sponsor ID	Sponsor Name	Estimated Payment Amount
29600	Stamford Charter School for the Excellence	\$ 13,931.18
29700	Capital Preparatory Harbor School, Inc.	\$ 18,996.88
30101	Connecticut Technical Education & Career System (CTECS)	\$ 207,981.25
33602	Department of Correction	\$ 7,135.72
34701	Department of Children and Families	\$ 6,059.03
35701	Judicial Department	\$ 5,723.67
90100	Norwich Free Academy	\$ 41,695.48
90200	The Gilbert School	\$ 12,730.94
97201	Children's Center	\$ 5,917.83
97301	Adelbrook, Inc. - The Children's Home	\$ 6,465.00
98101	Waterford Country School	\$ 6,059.03
98601	Klingberg Family Center	\$ 6,447.34

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

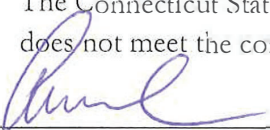
Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

Attachment 3: Supply Chain Assistance Funds Attestation Statement

Part 3: Signature of Authorized Representative

I certify that this attestation is true and correct and understand that:

- ☒ The use of SCA funds will be monitored consistent with other school nutrition programs funds through existing oversight measures used in the Administrative Review process for school nutrition programs and may be subject to future external audit activity under standard auditing practices.
- ☒ The Connecticut State Department of Education (CSDE) may seek recovery of SCA funds if the SFA does not meet the conditions outlined in this Attestation Statement.



Signature of authorized representative (Signer #1 or #2 on ED-099 Agreement)

Director of Fiscal Services and Operations

Title of authorized representative



Printed name of authorized representative

4/7/22

Date

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- (3) email: program.intake@usda.gov.

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This institution is an equal opportunity provider.

Attachment 3: Supply Chain Assistance Funds Attestation Statement

Instructions: Complete all information below. All School food authorities (SFAs) must complete section 3. This form must be signed by the SFA's authorized signer 1 or 2, as approved on the ED-099 Agreement for Child Nutrition Programs. Return this form to CNPermanentAgreement@ct.gov by **April 15, 2022**.

Sponsor Agreement Number: 09600 Sponsor Name: New Milford School Lunch

Part 1: Accept Funds

Complete this section only if the SFA is **accepting** the SCA funds. The SFA must also complete section 3.

As the duly authorized representative of the Child Nutrition Programs, I do hereby:

- ☒ **Accept** the SCA funds and attest that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Seamless Summer Option (SSO) of the NSLP meet the criteria below. **Note:** Check (☒) the applicable box to indicate if the SFA meets each criterion. A "No" answer to any criterion will **disqualify** the SFA from receipt of funds.

- The SFA is experiencing supply chain disruptions and related financial difficulties/need. ☒ Yes ☐ No
- The SFA will only use funds to purchase domestic unprocessed or minimally processed foods. ☒ Yes ☐ No
- The SFA will only use funds to support the NSLP, SBP, SSO, and the Afterschool Snack Program. ☒ Yes ☐ No
- The SFA will not use funds for any labor, indirect, or other administrative expenses; ☒ Yes ☐ No
- The SFA will comply with all recordkeeping and review requirements per 7 CFR 210.9(b)(17) and 7 CFR 210.18, including maintaining documentation to demonstrating appropriate use of SCA funds. ☒ Yes ☐ No
- The SFA will comply with all applicable Federal procurement and financial management requirements per 7 CFR 200. ☒ Yes ☐ No
- The SFA will maintain documentation, including purchases made and other records such as invoices and receipts to document that SCA funds were used for allowable purchases. ☒ Yes ☐ No

Part 2: Decline Funds

Complete this section only if the SFA is **declining** the SCA funds. The SFA must also complete section 3.

As the duly authorized representative of the Child Nutrition Programs, I do hereby:

- ☐ **Decline** the SCA funds.