

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

RECEIVED
TOWN CLERK *MLP*

2025 APR -4 P 12:03

NEW MILFORD, CT

DATE:	April 8, 2025
TIME:	7:15 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. Monthly Reports

- 1. Budget Position dated March 31, 2025
- 2. Purchase Resolution D-793
- 3. Request for Budget Transfers

B. Healthy Food Certification (HFC) Statement for School Year 2025-26

4. Items of Information

- A. Employment Report - April 2025
- B. Enrollment Report - April 1, 2025
- C. Excess Cost

5. Public Comment

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such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson

Eric Hansell
Tom O'Brien
Brian McCauley

Alternates:

Dean Barile
Sarah Herring



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	32,733,177	-37,320	32,695,857	21,875,493	10,369,067	451,298	98.62%
100'S	SALARIES - NON CERTIFIED	10,632,621	0	10,632,621	7,623,100	2,171,119	838,402	92.11%
200'S	BENEFITS	12,619,527	-282,292	12,337,235	9,875,130	2,091,094	371,011	96.99%
300'S	PROFESSIONAL SERVICES	4,272,573	104,366	4,376,939	2,750,893	1,176,837	449,210	89.74%
400'S	PROPERTY SERVICES	956,488	0	956,488	668,146	144,371	143,972	84.95%
500'S	OTHER SERVICES	11,941,059	0	11,941,059	7,486,108	3,828,572	626,379	94.75%
600'S	SUPPLIES	2,913,450	215,246	3,128,696	1,732,115	784,431	612,150	80.43%
700'S	CAPITAL	73,948	0	73,948	14,226	3,133	56,589	23.47%
800'S	DUES AND FEES	108,225	0	108,225	89,540	4,235	14,450	86.65%
900'S	REVENUE	-2,788,559	0	-2,788,559	-1,493,440	0	-1,295,119	53.56%
GRAND TOTAL		73,462,509	0	73,462,509	50,621,309	20,572,858	2,268,342	96.91%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	567,125	0	567,125	252,549	0	314,576	44.53%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,319,679	0	2,319,679	1,617,532	594,703	107,444	95.37%
51202	SALARIES - NON CERT - SUBSTITUTES	1,023,360	0	1,023,360	952,361	0	70,999	93.06%
51210	SALARIES - NON CERT - SECRETARY	2,395,436	0	2,395,436	1,736,472	548,312	110,652	95.38%
51225	SALARIES - NON CERT - TUTORS	134,201	0	134,201	87,090	0	47,111	64.90%
51240	SALARIES - NON CERT - CUSTODIAL	2,055,127	0	2,055,127	1,561,878	493,249	0	100.00%
51250	SALARIES - NON CERT - MAINTENANCE	1,028,252	0	1,028,252	725,757	302,495	0	100.00%
51285	SALARIES - NON CERT - TECHNOLOGY	540,116	0	540,116	367,641	123,088	49,387	90.86%
51336	SALARIES - NON CERT - NURSES	569,325	0	569,325	321,819	109,271	138,234	75.72%
TOTAL		10,632,621	0	10,632,621	7,623,100	2,171,119	838,402	92.11%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	638,191	0	638,191	461,534	0	176,657	72.32%
52201	BENEFITS - MEDICARE	574,096	0	574,096	409,326	0	164,770	71.30%
52300	BENEFITS - PENSION	1,122,406	0	1,122,406	1,122,406	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	25,000	0	25,000	23,246	0	1,754	92.98%
52810	BENEFITS - HEALTH INSURANCE	9,598,448	-282,292	9,316,156	7,286,288	2,029,868	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	73,840	31,160	0	100.00%
52830	BENEFITS - LIFE INSURANCE	144,000	0	144,000	102,347	29,653	12,000	91.67%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	412,386	0	412,386	396,143	413	15,830	96.16%
TOTAL		12,619,527	-282,292	12,337,235	9,875,130	2,091,094	371,011	96.99%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	32,733,177	-37,320	32,695,857	21,875,493	10,369,067	451,298	98.62%
51200	NON-CERTIFIED SALARIES	10,632,621	0	10,632,621	7,623,100	2,171,119	838,402	92.11%
52000	BENEFITS	12,619,527	-282,292	12,337,235	9,875,130	2,091,094	371,011	96.99%
53010	LEGAL SERVICES	279,880	0	279,880	19,204	260,676	0	100.00%
53050	CURRICULUM DEVELOPMENT	80,000	0	80,000	1,920	0	78,080	2.40%
53200	PROFESSIONAL SERVICES	2,403,010	75,171	2,478,181	1,456,744	474,681	546,756	77.94%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	2,700	0	0	100.00%
53210	TIME & ATTENDANCE SOFTWARE	7,500	0	7,500	3,934	1,390	2,176	70.99%
53220	IN SERVICE	146,150	0	146,150	69,389	1,462	75,299	48.48%
53230	PUPIL SERVICES	645,336	0	645,336	629,278	326,517	-310,459	148.11%
53300	OTHER PROF/ TECH SERVICES	35,410	29,196	64,606	44,515	4,324	15,767	75.60%
53310	AUDIT/ACCOUNTING	45,450	0	45,450	45,450	0	0	100.00%
53500	TECHNICAL SERVICES	241,892	0	241,892	183,416	29,615	28,861	88.07%
53530	SECURITY SERVICES	267,042	0	267,042	188,870	78,172	0	100.00%
53540	SPORTS OFFICIALS SERVICES	118,203	0	118,203	105,473	0	12,730	89.23%
54101	CONTRACTUAL TRASH PICK UP	83,766	0	83,766	71,952	11,814	0	100.00%
54301	REPAIRS & MAINTENANCE	491,487	0	491,487	382,648	63,232	45,607	90.72%
54303	GROUND MAINTENANCE	12,200	0	12,200	7,452	493	4,255	65.12%
54310	GENERAL REPAIRS	44,170	0	44,170	28,087	1,785	14,298	67.63%
54320	TECHNOLOGY RELATED REPAIRS	43,947	0	43,947	11,479	12,515	19,953	54.60%
54411	WATER	68,195	0	68,195	33,931	31,939	2,325	96.59%
54412	SEWER	14,300	0	14,300	14,300	0	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	198,423	0	198,423	118,297	22,593	57,534	71.00%
55100	PUPIL TRANSPORTATION - OTHER	185,200	0	185,200	162,349	22,851	0	100.00%
55101	PUPIL TRANS - FIELD TRIP	56,900	0	56,900	18,241	56	38,603	32.16%
55110	STUDENT TRANSPORTATION	6,390,980	0	6,390,980	3,696,951	2,451,836	242,193	96.21%
55200	GENERAL INSURANCE	345,363	0	345,363	345,363	0	0	100.00%
55300	COMMUNICATIONS	28,396	0	28,396	16,379	3,737	8,279	70.84%
55301	POSTAGE	28,200	0	28,200	10,820	14,226	3,154	88.82%
55302	TELEPHONE	45,896	0	45,896	44,525	1,371	0	100.00%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	10,000	0	10,000	6,802	915	2,283	77.17%
55505	PRINTING	28,160	0	28,160	2,876	6,951	18,334	34.89%
55600	TUITION - TRAINING	30,000	0	30,000	0	0	30,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,594,949	0	1,594,949	993,935	349,967	251,047	84.26%
55630	TUITION - PRIVATE PLACEMENTS	3,153,050	0	3,153,050	2,170,547	976,661	5,842	99.81%
55800	TRAVEL	43,965	0	43,965	17,320	0	26,645	39.40%
56100	GENERAL INSTRUCTIONAL SUPPLIES	181,637	0	181,637	126,371	9,604	45,662	74.86%
56110	INSTRUCTIONAL SUPPLIES	491,493	244,441	735,934	316,612	32,892	386,431	47.49%
56120	ADMIN SUPPLIES	33,678	0	33,678	19,145	5,459	9,074	73.06%
56210	NATURAL GAS	250,424	0	250,424	141,099	109,325	0	100.00%
56220	ELECTRICITY	1,064,997	-29,196	1,035,801	545,073	490,728	0	100.00%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	234,796	0	234,796	189,132	45,664	0	100.00%
56260	GASOLINE	37,286	0	37,286	16,969	12,731	7,586	79.65%
56290	FACILITIES SUPPLIES	323,542	0	323,542	195,200	49,308	79,035	75.57%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	6,725	8,121	1,629	90.11%
56292	UNIFORMS/ CONTRACTUAL	13,622	0	13,622	0	0	13,622	0.00%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	23,185	19	2,241	91.19%
56410	TEXTBOOKS	41,064	4,750	45,814	28,547	4,378	12,888	71.87%
56411	CONSUMABLE TEXTS	75,313	-4,750	70,563	56,858	3,231	10,474	85.16%
56420	LIBRARY BOOKS	64,591	0	64,591	40,746	2,925	20,919	67.61%
56430	PERIODICALS	15,717	0	15,717	12,896	293	2,528	83.91%
56460	WORKBOOKS	3,000	0	3,000	0	0	3,000	0.00%
56500	SUPPLIES - TECH RELATED	36,119	0	36,119	13,557	9,753	12,809	64.54%
57340	COMPUTERS	48,624	0	48,624	2,943	0	45,681	6.05%
57345	INSTRUCTIONAL EQUIPMENT	15,824	0	15,824	8,439	3,000	4,385	72.29%
57400	GENERAL EQUIPMENT	5,000	0	5,000	2,844	133	2,023	59.53%
57500	FURNITURE & FIXTURES	4,500	0	4,500	0	0	4,500	0.00%
58100	DUES & FEES	108,225	0	108,225	89,540	4,235	14,450	86.65%
EXPENDITURE TOTAL		76,251,068	0	76,251,068	52,114,749	20,572,858	3,563,461	95.33%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-2,321,720	0	-2,321,720	-1,314,255	0	-1,007,465	56.61%
43105	MEDICAID REIMBURSEMENT	-79,000	0	-79,000	-74,263	0	-4,737	94.00%
44705	BUILDING USE FEES (BASE RENTAL)	-42,490	0	-42,490	-6,919	0	-35,571	16.28%
49102	BUILDING USE FEES (CUSTODIAL)	-35,689	0	-35,689	-7,941	0	-27,748	22.25%
44800	REGULAR ED TUITION	-143,800	0	-143,800	-56,122	0	-87,678	39.03%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	-33,940	0	-720	97.92%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-18,400	0	-18,400	0	0	-18,400	0.00%
44861	PARKING PERMIT FEES	-27,800	0	-27,800	0	0	-27,800	0.00%
REVENUE TOTAL		-2,788,559	0	-2,788,559	-1,493,440	0	-1,295,119	53.56%

GRAND TOTAL	73,462,509	0	73,462,509	50,621,309	20,572,858	2,268,342	96.91%
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BOE Capital Reserve Acct #43020000-10101	
MUNIS Balance as of 7/1/22	3,039,825
Contribution Towards NMHS Roof Replacement	-450,000
Approved by BoF - 5 year Capital Withdraw 22/23	-980,030
Close and return of Security Grant Set-Asside	201,875
Wastewater Management Plan - SMS	-17,562
NMHS Woodshop	-233,980
Central Office to SNIS Move	-150,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
1/2 of NMHS Fire Insurance Claim Shortfall	-28,538
Approved by BoF - 5 year Capital Withdraw 23/24	-984,078
Observatory Contribution	-12,500
Additional HVAC FUNDS	-150,000
Fiscal Year End 22/23 Deposit	1,568,696
Energy Systems Group 2023 & 2024 Payments	-895,443
Approved by BoF - 5 year Capital Withdraw 24/25	-1,424,000
Fiscal Year End 23/24 Deposit	1,420,700
TOTAL AS OF 3/31/25	3,581,189

Turf Field Replacement Acct Contributions #43020000-10130	
FROM BOE 17/18 FYE BALANCE	50,000
FROM BOE 18/19 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 16/17, 17/18, 18/19	10,225
FROM TOWN DATED 6/4/20	50,000
FROM TOWN DATED 6/16/21	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 19/20	3,765
FROM BOE TEAM FEE'S & BANNER SALES - 20/21	1,890
FROM BOE 20/21 FYE BALANCE	100,000
FROM TOWN DATED 6/9/22	50,000
CONTRIBUTION - FROM BOE 21/22 FYE BALANCE	50,000
FROM BOE TEAM FEE'S & BANNER SALES - 21/22 & 22/23	12,960
CONTRIBUTION - FROM BOE 22/23 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN 22/23 FYE BALANCE	100,000
FROM TOWN DATED 4/18/24	50,000
CONTRIBUTION - FROM BOE 23/24 FYE BALANCE	100,000
CONTRIBUTION - FROM TOWN 23/24 FYE BALANCE	100,000
TOTAL AS OF 3/31/25	878,840



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
GENERAL	SPED	SOLIANT HEALTH	24/25 YEARLY - 1 STAFF (SPED TEACHER) AT SMS	\$ 40,000.00	53200
GENERAL	SPED	SUNBELT STAFFING	24/25 YEARLY - 2 STAFF (RBT'S) AT SMS	\$ 48,355.00	53230
2% SET ASIDE	DOI	SAVVAS LEARNING COMPANY	ENVISION MATH PROGRAM GRADES 6-8	\$ 38,870.79	53200/56110
GENERAL	FACILITIES	SIEMENS INDUSTRY	TERMINAL EQUIPMENT CONTROLLER (TEC) UPGRADES AT SNIS	\$ 15,754.49	54301/56290
5 YEAR CAPITAL	IT	RNB ENTERPRISES	SMS LIBRARY PRESENTATION SOLUTION	\$ 14,994.89	57340
GENERAL	FACILITIES	HINDING TENNIS	NMHS TENNIS COURT REPAIRS	\$ 12,946.00	56290
GENERAL	SPED	NADDEO, DIANA	24/25 YEARLY - NEUROCOGNITIVE & PSYCH EVAL'S	\$ 12,000.00	53230
GENERAL	IT	CDW	DELL LAPTOPS WITH 3YR PROTECTION PLAN (8 UNITS)	\$ 9,784.00	54320
GENERAL	DOI	EASTCONN	ELA PROFESSIONAL LEARNING AT SMS & NMHS	\$ 9,600.00	53220
GRANT	NMHS	COACH TOURS	TRANSPORTATION FOR CAREER FIELD TRIPS	\$ 9,075.00	55100
GENERAL	SPED	ROBERT A DAVIS	SUPPORT COACH RECERTIFICATION AND SUPPORT TRAINING	\$ 6,900.00	53230
GENERAL	FACILITIES	AIR TEMP MECHANICAL SERVICES	CHILLER MAINTENANCE AT NMHS	\$ 6,125.00	54301
GENERAL	SPED	NEUROPSYCHOLOGY CONSULTANTS	24/25 YEARLY - NEUROCOGNITIVE & PSYCH EVAL'S	\$ 5,500.00	53230
GRANT	SPED	EDADVANCE	RESOURCE ADOPTION LEARNING SERVICES AT SMS	\$ 5,400.00	53300
GENERAL	SPED	CT PEDIATRIC NEUROPSYCH ASSOCIATES	24/25 YEARLY - NEUROCOGNITIVE & PSYCH EVAL'S	\$ 5,000.00	53230

ITEMS LISTED IN BOLD AND ITALIC FONT ABOVE WERE FUNDED VIA GRANT(S)



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3
APRIL 2025 MEETING

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

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



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*
Bureau of Child Nutrition Programs

DATE: February 24, 2025

SUBJECT: Operational Memorandum No. 03-25
Requirements for Submitting the Healthy Food Certification (HFC) Statement
for School Year 2025-26

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). These standards also apply to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP).

“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.

This memo provides the required BOE motion language and step-by-step instructions for submitting the HFC application for school year (SY) 2025-26. Please review this Operational Memorandum carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2025-26 (July 1, 2025, through June 30, 2026), the BOE must conduct the HFC votes by **July 1, 2025**. All votes must use the **exact motion language** provided in attachment 1.

All BOEs **must** vote on whether to participate in the healthy food option of HFC.

- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is **required**. The BOE may choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is **not** required. The BOE may choose to vote on whether to allow beverage exemptions.

Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, only [allowable beverages](#) can be sold to students on school premises at all times.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2025-26

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2025**, for school year 2025-26.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2025, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
2. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 3).
3. **May 2025:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. The CSDE will notify sponsors when the HFC application module and instructions are available.

For more information, visit the "[Annual HFC Application](#)" section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, [Completing the Application Process for Healthy Food Certification](#).

For HFC compliance resources, visit the "[Guidance and Resources](#)" section of the CSDE's HFC webpage. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

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.

SKY:sff

Attachments: (1)

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.

Attachment 1

Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2025-26

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-25: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2025-26* and provides the required motion language for:

- the board of education or governing authority's (BOE) votes; and
- the final BOE-approved minutes.

The HFC Statement and final BOE minutes are due to the CSDE by July 1, 2025.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable).

Summary of BOE Votes

Step 1: HFC Participation

All BOEs of public schools that participate in the National School Lunch Program (NSLP) must use the language in this attachment to conduct the required vote on participation in the healthy food option of HFC.

Step 2: Food and Beverage Exemptions

Conduct the votes on food and beverage exemptions using the required language in this attachment.

- If BOE votes **“yes”** to HFC, complete either one of the two requirements below.
 1. Conduct the required vote for food exemptions and the optional vote for beverage exemptions using the required language in this attachment.
 2. Conduct one vote for combined food and beverage exemptions using the required language in this attachment.
- If BOE votes **“no”** to HFC, conduct the optional vote for beverage exemptions using the required language in this attachment.

Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this **exact language** for each vote to be eligible for participation in HFC.

Vote 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the (*insert name of 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, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions.

The (*insert name of 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” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Vote and Minutes on Beverages

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.

Vote 3: Optional vote for beverage exemptions for all BOEs

The (*insert name of 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.

Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion. This combined option replaces votes 2 and 3 above.

Required motion language for combined food and beverage exemptions:

The (*insert name of 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.



New Milford Enrollment Matrix By School

April 1, 2025

NES	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
PK	56	39	58	19
K	139	129	107	-22
1	134	129	133	4
2	128	137	139	2
Totals	457	434	437	3

HPS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
PK	48	39	57	18
K	117	121	92	-29
1	120	121	121	0
2	105	115	124	9
Totals	390	396	394	-2

PK - 2 TOTAL	Actual 06/01/23	Total Proj 24-25	Actual 04/01/25	Variance from the Projection
PK	104	78	115	37
K	256	250	199	-51
1	254	250	254	4
2	233	252	263	11
Totals	847	830	831	1

SNIS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
3	252	252	258	6
4	262	237	232	-5
5	250	258	259	1
Totals	764	747	749	2

SMS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
6	281	269	271	2
7	255	243	242	-1
8	286	277	281	4
Totals	822	789	794	5

NMHS	Actual 06/01/23	Proj 24-25	Actual 04/01/25	Variance from the Projection
9	293	267	248	-19
10	334	300	305	5
11	302	298	281	-17
12	308	324	316	-8
Totals	1237	1189	1150	-39

	Actual 06/01/23	Actual 04/01/24	Proj 24-25	Actual 04/01/25	24-25 Variance from the Projection
PK-2	847	855	830	831	1
SNIS	764	758	747	749	2
SMS	822	776	789	794	5
NMHS	1237	1209	1189	1150	-39
TOTALS	3670	3598	3555	3524	-31

LHTC total = 17



NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education

New Milford, Connecticut

April 8, 2025 -Operations / April 15 BOE Meeting

CERTIFIED STAFF APPOINTMENTS

None

NON-CERTIFIED STAFF APPOINTMENTS

None

CERTIFIED STAFF RESIGNATIONS

Laura Purohit

-1.0 Math Teacher at NMHS

-Effective Date: June 10, 2025

-Salary \$59,674 (MA/Step 4) Currently on a Leave of Absence for the 2024-2025 school year and has decided not to return due to personal reasons.

NON-CERTIFIED STAFF RETIREMENTS

Annetta Volinski

-1.0 Head Cook at SMS

-Effective Date: June 12, 2025

-Salary \$24.19 per hour after 49 years in the district.



Office of Fiscal Services & Operations
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776

Item of Information 4C
Operations Sub-Committee

April 2025

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: April 2, 2025
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 March 2025 in the amount of \$1,314,255. The first of two payments usually constitutes roughly 75% of the total we receive in any given fiscal year. With that said, projected out to the end of the year, we anticipate to come short of the budget amount for the current 24/25 year for this item by approximately \$569,380.

This would be cause for alarm if not for the additional money that the State has authorized.

On March 5th the legislature passed H.B. 7163, which will provide an additional \$40 million of funding in the current fiscal year for the Special Education Excess Cost grant, State-wide, which contains an additional \$387,493 in funding for New Milford Public Schools. The additional amount of \$387,493 is what we could receive on qualified reimbursable expenditures.

This additional funding amount would reduce the projected gap in reimbursement that we are projecting at the moment, down from \$569,380 short, to only being short by \$181,887.

Typically the second and final payment for the current fiscal year is usually received during the first half of the month of May. The Connecticut Association of School Business Officials (CASBO) has reached out to the State and what we have been informed of so far is that the second payment will come through as normal and that we probably won't see the additional funds until the beginning of June. If that holds true then there will be three payments as opposed to two for this year. Once all payments have been received I will provide a revised memo at that time that captures the entire year of reimbursements related to Special Education Excess Cost.

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