

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

2023 SEP -8 A 10:14
NEW MILFORD, CT

DATE:	September 12, 2023
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. Monthly Reports
 - 1. Budget Position dated August 31, 2023
 - 2. Purchase Resolution D-774
 - 3. Request for Budget Transfers
- B. Tuition Rates for 2023-2024
- C. Bid Award - Custodial Supplies
- D. Roster Fees for Turf Field Use

4. Items of Information

- A. Employment Report - August 2023
- B. Enrollment Report - September 1, 2023
- C. Revised NMHS Fire Reimbursement
- D. Central Office Update
- E. NV5/ESG Update

5. Public Comment

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6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson

Eric Hansell
Pete Helmus
Tom O'Brien

Alternates:

Brian McCauley
Olga I. Rella



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	31,945,654	0	31,945,654	1,683,186	0	30,169,761	5.27%
100'S	SALARIES - NON CERTIFIED	10,270,703	0	10,270,703	902,670	0	9,368,034	8.79%
200'S	BENEFITS	11,919,826	0	11,919,826	4,009,946	6,787,453	1,122,426	90.58%
300'S	PROFESSIONAL SERVICES	4,190,999	0	4,190,999	812,335	1,853,100	1,525,564	63.60%
400'S	PROPERTY SERVICES	966,567	0	966,567	70,070	341,399	555,098	42.57%
500'S	OTHER SERVICES	10,646,901	0	10,646,901	683,814	8,818,654	1,144,433	89.25%
600'S	SUPPLIES	2,785,432	0	2,785,432	358,297	1,772,598	654,537	76.50%
700'S	CAPITAL	117,648	0	117,648	27,486	28,109	62,053	47.26%
800'S	DUES AND FEES	95,448	0	95,448	37,890	25,274	32,284	66.18%
900'S	REVENUE	-2,213,525	0	-2,213,525	-8,720	0	-2,204,805	0.39%
GRAND TOTAL		70,725,653	0	70,725,653	8,576,976	19,626,588	42,429,383	39.88%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	536,509	0	536,509	2,250	0	534,259	0.42%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,252,122	0	2,252,122	106,494	0	2,145,628	4.73%
51202	SALARIES - NON CERT - SUBSTITUTES	984,000	0	984,000	2,734	0	981,266	0.28%
51210	SALARIES - NON CERT - SECRETARY	2,214,497	0	2,214,497	267,485	0	1,947,012	12.08%
51225	SALARIES - NON CERT - TUTORS	260,695	0	260,695	1,744	0	258,951	0.67%
51240	SALARIES - NON CERT - CUSTODIAL	2,002,422	0	2,002,422	308,143	0	1,694,279	15.39%
51250	SALARIES - NON CERT - MAINTENANCE	1,001,597	0	1,001,597	132,158	0	869,439	13.19%
51285	SALARIES - NON CERT - TECHNOLOGY	524,386	0	524,386	63,291	0	461,095	12.07%
51336	SALARIES - NON CERT - NURSES	494,475	0	494,475	18,371	0	476,104	3.72%
TOTAL		10,270,703	0	10,270,703	902,670	0	9,368,034	8.79%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	635,016	0	635,016	68,401	0	566,615	10.77%
52201	BENEFITS - MEDICARE	547,443	0	547,443	39,656	0	507,787	7.24%
52300	BENEFITS - PENSION	1,025,142	0	1,025,142	1,025,142	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	34,650	0	34,650	1,753	0	32,897	5.06%
52810	BENEFITS - HEALTH INSURANCE	9,044,200	0	9,044,200	2,760,131	6,284,069	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	105,000	0	105,000	8,054	96,946	0	100.00%
52830	BENEFITS - LIFE INSURANCE	128,000	0	128,000	10,701	117,299	0	100.00%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	400,375	0	400,375	96,109	289,139	15,127	96.22%
TOTAL		11,919,826	0	11,919,826	4,009,946	6,787,453	1,122,426	90.58%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	31,945,654	0	31,945,654	1,683,186	0	30,169,761	5.27%
51200	NON-CERTIFIED SALARIES	10,270,703	0	10,270,703	902,670	0	9,368,034	8.79%
52000	BENEFITS	11,919,826	0	11,919,826	4,009,946	6,787,453	1,122,426	90.58%
53010	LEGAL SERVICES	265,000	0	265,000	0	265,000	0	100.00%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	1,490	0	73,510	1.99%
53200	PROFESSIONAL SERVICES	2,458,546	0	2,458,546	597,136	983,559	877,851	64.29%
53201	MEDICAL SERVICES - SPORTS	2,700	0	2,700	0	0	2,700	0.00%
53210	TIME & ATTENDANCE SOFTWARE	11,500	0	11,500	2,940	34	8,526	25.86%
53220	IN SERVICE	113,450	0	113,450	20,619	20,250	72,581	36.02%
53230	PUPIL SERVICES	610,783	0	610,783	51,008	464,124	95,651	84.34%
53300	OTHER PROF/ TECH SERVICES	37,910	0	37,910	906	3,685	33,319	12.11%
53310	AUDIT/ACCOUNTING	43,313	0	43,313	43,313	0	0	100.00%
53500	TECHNICAL SERVICES	223,047	0	223,047	80,869	53,098	89,080	60.06%
53530	SECURITY SERVICES	231,700	0	231,700	0	63,350	168,350	27.34%
53540	SPORTS OFFICIALS SERVICES	118,050	0	118,050	14,055	0	103,995	11.91%
54101	CONTRACTUAL TRASH PICK UP	81,720	0	81,720	10,380	71,340	0	100.00%
54301	REPAIRS & MAINTENANCE	483,287	0	483,287	26,477	146,442	310,369	35.78%
54302	FIRE / SECURITY MAINTENANCE	1,700	0	1,700	0	1,700	0	100.00%
54303	GROUNDS MAINTENANCE	12,200	0	12,200	0	1,160	11,040	9.51%
54310	GENERAL REPAIRS	39,070	0	39,070	6,823	6,162	26,085	33.23%
54320	TECHNOLOGY RELATED REPAIRS	43,163	0	43,163	30	759	42,374	1.83%
54411	WATER	68,195	0	68,195	5,869	60,726	1,600	97.65%
54412	SEWER	14,300	0	14,300	9,323	4,978	0	100.00%
54420	LEASE/RENTAL EQUIP/VEH	222,932	0	222,932	11,170	48,133	163,629	26.60%
55100	PUPIL TRANSPORTATION - OTHER	220,595	0	220,595	3,878	80,322	136,395	38.17%
55101	PUPIL TRANS - FIELD TRIP	23,000	0	23,000	0	0	23,000	0.00%
55110	STUDENT TRANSPORTATION	5,931,003	0	5,931,003	46,933	5,755,802	128,268	97.84%
55200	GENERAL INSURANCE	315,645	0	315,645	303,052	6,304	6,289	98.01%
55300	COMMUNICATIONS	26,396	0	26,396	11,133	14,602	661	97.50%
55301	POSTAGE	32,700	0	32,700	11	32,200	489	98.51%
55302	TELEPHONE	44,342	0	44,342	6,506	36,182	1,655	96.27%



EXPENDITURES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	0	0	8,000	0.00%
55505	PRINTING	28,810	0	28,810	87	4,713	24,010	16.66%
55600	TUITION - TRAINING	30,000	0	30,000	0	0	30,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,265,684	0	1,265,684	38,594	826,986	400,104	68.39%
55630	TUITION - PRIVATE PLACEMENTS	2,676,461	0	2,676,461	273,487	2,061,524	341,450	87.24%
55800	TRAVEL	44,265	0	44,265	132	20	44,113	0.34%
56100	GENERAL INSTRUCTIONAL SUPPLIES	175,426	0	175,426	11,444	35,859	128,123	26.96%
56110	INSTRUCTIONAL SUPPLIES	423,105	0	423,105	53,953	116,692	252,460	40.33%
56120	ADMIN SUPPLIES	32,418	0	32,418	2,068	2,581	27,768	14.34%
56210	NATURAL GAS	241,956	0	241,956	40,413	201,543	0	100.00%
56220	ELECTRICITY	1,028,987	0	1,028,987	154,607	874,380	0	100.00%
56230	PROPANE	4,251	0	4,251	0	0	4,251	0.00%
56240	OIL	226,856	0	226,856	0	226,856	0	100.00%
56260	GASOLINE	40,294	0	40,294	2,763	15,837	21,694	46.16%
56290	FACILITIES SUPPLIES	332,728	0	332,728	81,088	196,873	54,768	83.54%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	148	2,741	13,586	17.54%
56292	UNIFORMS/ CONTRACTUAL	13,222	0	13,222	0	5,500	7,722	41.60%
56293	GROUNDKEEPING SUPPLIES	25,445	0	25,445	767	3,261	21,417	15.83%
56410	TEXTBOOKS	25,979	0	25,979	1,154	2,917	21,908	15.67%
56411	CONSUMABLE TEXTS	82,838	0	82,838	1,827	56,004	25,007	69.81%
56420	LIBRARY BOOKS	67,171	0	67,171	1,712	24,030	41,429	38.32%
56430	PERIODICALS	13,981	0	13,981	5,295	5,292	3,394	75.72%
56460	WORKBOOKS	1,000	0	1,000	0	0	1,000	0.00%
56500	SUPPLIES - TECH RELATED	33,300	0	33,300	1,059	2,232	30,010	9.88%
57340	COMPUTERS	48,624	0	48,624	20,016	8,969	19,639	59.61%
57345	INSTRUCTIONAL EQUIPMENT	61,524	0	61,524	7,470	17,905	36,149	41.24%
57400	GENERAL EQUIPMENT	3,000	0	3,000	0	1,235	1,765	41.17%
57500	FURNITURE & FIXTURES	4,500	0	4,500	0	0	4,500	0.00%
58100	DUES & FEES	95,448	0	95,448	37,890	25,274	32,284	66.18%
EXPENDITURE TOTAL		72,939,178	0	72,939,178	8,585,695	19,626,588	44,634,188	38.68%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,752,489	0	-1,752,489	0	0	-1,752,489	0.00%
43105	MEDICAID REIMBURSEMENT	-68,425	0	-68,425	-8,720	0	-59,705	12.74%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	0	0	-55,000	0.00%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	0	0	-27,951	0.00%
44800	REGULAR ED TUITION	-143,800	0	-143,800	0	0	-143,800	0.00%
44822	SPECIAL ED TUITION	-34,660	0	-34,660	0	0	-34,660	0.00%
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		-2,213,525	0	-2,213,525	-8,720	0	-2,204,805	0.39%

GRAND TOTAL	70,725,653	0	70,725,653	8,576,976	19,626,588	42,429,383	39.88%
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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	-20,000
NMHS Woodshop	-233,980
Central Office to SNIS move money - 1 of 2	-100,000
Fiscal Year End 21/22 Deposit	2,816,025
New Security Grant Set-Asside	-139,800
Central Office to SNIS move money - 2 of 2	-50,000
*TOTAL AS OF 8/31/23	4,083,915

*BEFORE ANY FISCAL YEAR END 22/23 DEPOSIT

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
TOTAL AS OF 8/31/23	428,840



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 Code
GENERAL	SPED	EDADVANCE	2023-2024 YEARLY - STUDENT CARE WORKERS	\$ 629,035.20	53200
GENERAL	SPED	EDADVANCE	2023-2024 YEARLY - LICENSED BEHAVIOR TECHS FOR ILC	\$ 471,686.00	53200
GENERAL	SPED	COOPERATIVE EDUC SERVICES	2023-2024 YEARLY - TUITION - 4 STUDENTS	\$ 356,566.00	55610
GRANT	SPED	PROCARE THERAPY	2023-2024 YEARLY - NURSING ASSIGNMENT	\$ 114,625.00	55500
GENERAL	DISTRICT	KEE ENTERPRISES, INC.	2023-2024 YEARLY - TRANSPORTATION SERVICES	\$ 64,907.00	55110
GENERAL	NMHS	JTR TRANSPORTATION	2023-2024 YEARLY - ATHLETIC TRANSPORTATION	\$ 40,000.00	55100
GENERAL	IT	SHI INTERNATIONAL	MICROSOFT LICENSES	\$ 35,012.38	53500
GENERAL	SPED	MICHELINE HARKIN	2023-2024 YEARLY - ASSISTIVE TECHNOLOGY SERVICES	\$ 34,290.00	53200
GENERAL	DISTRICT	COLONNA INSURANCE SERVICES	2023-2024 YEARLY - SMS & NMHS SPORTS ACCIDENT POLICY	\$ 29,400.00	55200
GENERAL	FACILITIES	SIEMENS INDUSTRY	NMHS ANNUAL SERVICE CONTRACT FOR BUILDING CONTROLS	\$ 28,824.00	54301
GENERAL	FACILITIES	SIEMENS INDUSTRY	SNIS ANNUAL SERVICE CONTRACT FOR BUILDING CONTROLS	\$ 25,956.00	54301
GRANT	IT	DISCOVER VIDEO	HARD DRIVE SIGN STICKS WITH LICENSES	\$ 22,375.00	57345
GENERAL	IT	SHI INTERNATIONAL	2023-2024 YEARLY - SOPHOS LICENSE	\$ 20,651.40	53500
GENERAL	NMHS	TOWN OF NEW MILFORD	2023-2024 YEARLY - POLICE SUPERVISION AT ATHLETIC EVENTS	\$ 20,500.00	53540
GENERAL	DOI	PANORAMA EDUCATION	YEAR 2 OF 2 SURVEY CONTRACT	\$ 20,250.00	53220
GENERAL	SPED	JOHN G. GELINAS	2023-2024 YEARLY - PSYCHIATRIC EVALUATIONS	\$ 20,000.00	53230
GENERAL	NMHS	VARSITY BRANDS/BSN SPORTS	2023-2024 YEARLY - ATHLETIC SUPPLIES	\$ 20,000.00	56100
GENERAL	SPED	CHESHIRE FITNESS ZONE	2023-2024 YEARLY - OT/PT/SLP FOR 2 STUDENTS ATTENDING MILESTONES	\$ 18,000.00	53230
GENERAL	NMHS	LIMINEX INC/GO GUARDIAN	GO GUARDIAN LICENSE	\$ 17,690.00	53500
GENERAL	NMHS	COACH TOURS	2023-2024 YEARLY - ATHLETIC TRANSPORTATION	\$ 15,000.00	55100
GENERAL	IT	IFS CONSULTING SERVICES	SYAM SOFTWARE ANNUAL MAINTENANCE SUBSCRIPTION	\$ 10,343.00	53500
GENERAL	IT	LEVEL DATA	ANNUAL MAINTENANCE & CONNECTIVITY FEE	\$ 10,252.11	53200
GENERAL	NES	ALIGNED EDUCATIONAL RESOURCES	ELA BOOKS & DECODABLES FOR CLASSROOM	\$ 10,156.00	56420
GENERAL	NMHS	LAND JET	2023-2024 YEARLY - ATHLETIC TRANSPORTATION	\$ 10,000.00	55100
GENERAL	NMHS	DATTCO	2023-2024 YEARLY - ATHLETIC TRANSPORTATION	\$ 10,000.00	55100
GRANT	SPED	SUMMIT SUPPORT SERV	2023-2024 YEARLY - PROFESSIONAL DEVELOPMENT CLASSES	\$ 9,000.00	53220
GENERAL	SPED	KILDONAN SCHOOL	2023-2024 YEARLY - SPECIALIZED TUTORING FOR NMHS STUDENT	\$ 8,625.00	53200
GENERAL	IT	CDW	DELL LATTITUED 5440 & MICROSOFT SURFACE LAPTOPS - 6 UNITS	\$ 8,374.74	57340
GENERAL	NMHS	ALL-STAR TRANSPORTATION	2023-2024 YEARLY - ATHLETIC TRANSPORTATION	\$ 7,500.00	55100
CAPITAL	DISTRICT	K LOG INC.	CENTRAL OFFICE FURNITURE	\$ 6,436.37	57500
GENERAL	NMHS	EXPLORE LEARNING LLC	SCHOOL GIXMOSE SCIENCE DEPT LICENSE	\$ 6,435.00	58100
GENERAL	SPED	JEFFREY S. LANDAU	2023-2024 YEARLY - OUTSIDE PSYCHIATRIC EVALUATIONS	\$ 6,000.00	53230
GENERAL	FACILITIES	FIRE PROTECTION TESTING	INSPECTION OF FIRE SPRINKLER SYSTEM - NMHS	\$ 5,649.00	54301
GENERAL	FACILITIES	GLOBAL MECHANICAL	EXHAUST FAN REPAIR - SMS	\$ 5,600.00	54301
CAPITAL	DISTRICT	K LOG INC.	CENTRAL OFFICE FURNITURE	\$ 5,579.00	57500
CAPITAL	DISTRICT	SILVER, PETRUCELLI & ASSOCIATES	CENTRAL OFFICE DOOR DESIGN A&E	\$ 5,500.00	57500
GENERAL	NMHS	CT ASSOCIATION OF SCHOOLS	ANNUAL HIGH SCHOOL MEMBERSHIPS	\$ 5,200.00	58100



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3A-3
SEPTEMBER 2023 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					



TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 5, 2023
RE: Tuition Rates for 2023-2024

This is to advise you that the grade level tuition rates in the 2023/2024 school year for out of district students who wish to attend New Milford Public Schools (NMPS) has been calculated and the rates are as follows:

School	22/23 Tuition Rates	23/24 Tuition Rate	% Increase
New Milford High School	\$13,877	\$14,246	2.66%
Schaghticoke Middle School	\$12,020	\$12,300	2.33%
K-5 Schools	\$11,862	\$12,100	2.01%

Tuition rates are based on the 2023/2024 regular education costs and the projected enrollment levels at each school from when the budget was built. Costs for Special Education and transportation are excluded from the calculation. Please note; if an out of district child requires special education services based on an Individual Educational Plan, the costs for those services will be billed separately to the parents/guardians.

The revenue for this type of tuition goes to the Town and gets deposited in the MUNIS account 10470100-44801. The last 5 years of activity for this account is summarized in the below chart.

	18/19	19/20	20/21	21/22	22/23
Budget	\$20,000.00	\$20,000.00	\$40,000.00	\$20,000.00	\$20,000.00
Received	\$45,208.26	\$16,717.65	\$30,728.50	\$27,124.00	\$27,754.00
5 year average of revenue received	\$29,506.48				

The information above does not apply to Sherman students attending NMPS as there is a separate agreement in place with that district.

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



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

3C
Operations Sub-Committee
September 2023

TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 5, 2023
RE: Bid Award – Custodial Supplies

The bid packet for **Custodial Supplies** was posted on our website and also ran as a legal notice in the newspaper with a bid close of Monday July 31, 2023.

On that date, three (3) vendors submitted bids for this project:

- Central Poly Bag Corp - Linden, NJ
- Hat City Paper & Supply - Danbury, CT
- United Sales USA Corp - Brooklyn, NY

The lowest pricing was not the sole factor when determining the recommendation for award. Some bidders only submitted pricing on a small subset of materials we require. Some vendors had less than favorable references upon checking. For all these factors combined we are recommending to the Board that they award this bid to Hat City Paper.

Myself and Mr. Cunningham will be able to respond to any questions regarding this project at the Operations Subcommittee meeting for September.

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

NEW MILFORD PUBLIC SCHOOLS

EMPLOYMENT REPORT

Regular Meeting of the Board of Education
New Milford, Connecticut
September 19, 2023

A. Personnel

1. CERTIFIED STAFF - RESIGNATIONS/RETIREMENTS

1. **Elizabeth Chen**, (1.0) Humanities Teacher at Schaghticoke Middle School. Effective 9/29/2023. Took a position in another CT district.
2. **Frank Jawidzik**, (1.0) Assistant Principal at Schaghticoke Middle School. Effective XXXXX. Took a position as a Principal in another CT district.
3. **Koren Kevorkian**, (1.0) Health Teacher at New Milford High School. Effective 8/11/2023. Took a position in another CT district.
4. **Rory Perry**, (1.0) English Teacher at New Milford High School. Effective 9/29/2023. Took a position in another CT district.
5. **Morgan Roberts-Stone**, (1.0) School Counselor at Sarah Noble Intermediate School. Effective 9/1/2023. Relocated and took a position in another CT district.
6. **Korin Santovasi**, (1.0) Computer Tech Teacher at Schaghticoke Middle School. Effective, 8/17/2023. Took a position in another CT district.

2. CERTIFIED STAFF - APPOINTMENTS

1. **Jaclyn Anderek**, (1.0) Grade 1 Teacher at Northville Elementary School. Effective 8/21/2023. Replacing E. Wooley who resigned. (MA/1)
2. **Gretchen Briggs**, (.2) Speech Language Pathologist at LHTC. Effective 9/11/2023 (MA/15).
3. **Elizabeth Grabner**, (1.0) Humanities Teacher at Schaghticoke Middel School. Effective 8/22/2023. Replacing J. Saraiva. (BA/2)
4. **Alyssa Lionetti**, (1.0) Health Teacher, NMHS Effective August 23, 2023. This is a replacement for K. Kevorkian who resigned. (Bachelors, Step 2).
5. **Jennifer Sheaffer**, (1.0) Special Education Inclusion Facilitator for Hill & Plan and Northville. Effective 9/11/2023. Replacement for L. Bergner. (MA/15)
6. **Patricia White**, (1.0) Humanities Teacher at Schaghticoke Middel School. Effective 8/22/2023. Replacing K. O'Hara-Ferrera. (6thYr/15)

3 NON-CERTIFIED STAFF AND LICENSED STAFF RESIGNATIONS/RETIREMENTS

1. **Eileen Gillette**, (1.0) Human Resource Assistant. Retirement effective 10/2/2023 after 36 years of service to the district.

4. NON-CERTIFIED AND LICENSED STAFF APPOINTMENTS

1. **Catherine Ferreira**, (1.0) ParaEducator, Sarah Noble Intermediate School, Effective 9/11/2023. Salary: \$17.48/ hour. Replacing M. Urgiles.
2. **Noel Furano-DeLorenzo**, (.5) ParaEducator, Sarah Noble Intermediate School, Effective 9/11/2023. Salary: \$17.83/ hour. Replacing P. Passero who resigned

3. **Jennifer Kasinskas**, Tutor at Northville Elementary School. Effective 8/24/2023. Salary \$17/hour.
4. **Maari Lang**, (1.0) ParaEducator, Sarah Noble Intermediate School, Effective 9/18/2023. Salary: \$17.48/ hour. Replacing T. Bass who resigned
5. **Susan McManus**, School Nurse at Litchfield Hills Transition Center. Effective 8/24/2023. Salary \$48,746. Susan moved from the ParaEducator group
6. **Sheila Polanco**, General Food Service Worker at Schaghticoke Middle School. Effective 9/5/2023. Salary \$15.18. Replacement for S. Coons.
7. **Collen Pequegnat**, (1.0)ParaEducator, Sarah Noble Intermediate School, Effective 8/22/2023. Salary: \$17.65/ hour. Replacing A. de Enfants who transferred.
8. **Jacqueline Samuel**, (1.0) ParaEducator, Sarah Noble Intermediate School, Effective, 9/5/2023. Salary \$17.48. Replacing B. Wright who resigned
9. **Rivane Schmidt**, General Food Service Worker at Schaghticoke Middle School. Effective 9/5/2023. Salary \$15.18
10. **Jennifer Tirella**, (1.0) ParaEducator, Schaghticoke Middle School, Effective 9/11/23/2023. Salary: \$17.48/ hour. Replacing S. Wozney who resigned

5. ADULT EDUCATION STAFF - RESIGNATIONS

None

6. ADULT EDUCATION STAFF - APPOINTMENTS

None

7. STIPEND POSITIONS - APPOINTMENTS

None

8. STIPEND POSITIONS - RESIGNATIONS

None

9. COACHING STAFF - RESIGNATIONS

None

10. COACHING STAFF - APPOINTMENTS

None

New Milford Enrollment Matrix By School

Date: 09/01/2023

NES	Actual 6/1/23	Proj 23-24	Actual 9/1/23	Proj Variance
PK	56	53	45	-8
K	139	140	127	-13
1	134	135	135	0
2	128	134	132	-2
Totals	457	462	439	-23

HPS	Actual 6/1/23	Proj 23-24	Actual 9/1/23	Proj Variance
PK	48	55	28	-27
K	117	117	120	3
1	120	112	116	4
2	105	120	119	-1
Totals	390	404	383	-21

Actual 6/1/23	Tot Proj 23-24	Actual 9/1/23	Proj Variance
104	108	73	-35
256	257	247	-10
254	247	251	4
233	254	251	-3
847	866	822	-44

SNIS	Actual 6/1/23	Proj 23-24	Actual 9/1/23	Proj Variance
3	252	254	237	-17
4	262	257	258	1
5	250	260	265	5
Totals	764	771	760	-11

SMS	Actual 6/1/23	Proj 23-24	Actual 9/1/23	Proj Variance
6	281	250	242	-8
7	255	278	281	3
8	286	252	262	10
Totals	822	780	785	5

NMHS	Actual 6/1/23	Proj 23-24	Actual 9/1/23	Proj Variance
9	293	296	300	4
10	334	299	300	1
11	302	339	332	-7
12	308	304	281	-23
Totals	1237	1238	1213	-25

	Actual 6/1/23	Actual 10/1/22	Proj 23-24	Actual 9/1/23	Proj Variance	Actual Variance
PK-2	847	835	866	806	-60	-41
SNIS	764	757	771	753	-18	-11
SMS	822	815	780	780	0	-42
NMHS	1237	1253	1238	1226	-12	-11
Totals	3670	3660	3655	3565	-90	-105

LHTC total = 19



TO: Dr. Janet Parlato, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: September 5, 2023
RE: Revised NMHS Fire Reimbursement

To date we have expensed:

- \$10,773.07 in Overtime for Facilities employees.
- \$424,410.36 on the goods and services side which includes repairs to Air Handler Units 4 and 7.

To date we have only one received reimbursement check directly to the BOE in the amount of \$2,154.52 on the goods and services side.

At a July 5th meeting with all stakeholders, an initial statement of loss was shared with us that would have left the BOE short approximately \$165,000. After this meeting additional documentation was submitted to further substantiate the claim. Correspondence continued during the summer that culminating in a virtual meeting with all stakeholders on August 31st. A revised statement of loss was then shared, that projects a smaller but still significant shortfall of \$63,635.73 versus what we expended.

Next steps include:

- Final confirmation for coverage on the 2 invoices of repairs to Air Handler Units 4 and 7.
- Meeting between BOE and Town on Monday September 11th.

Any amount not reimbursed can no longer be booked to Fiscal Year 22/23. The opportunity to use "period 13" in MUNIS for reclasses has now passed because:

- the fiscal year had to be rolled to allow for a software update to MUNIS.
- internal adjustments of reclassified expenses needed to be entered prior to September 1st when the Education Financial System (EFS) report was due to the State.

It is my hope that you and I can jointly provide a verbal update to this memo on the evening of Tuesday September 12th at the Operations Subcommittee meeting.

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