

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, February 19, 2013 at 7:30 p.m. in the Reed Intermediate School library.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair (absent)	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines	1 Public
W. Hart	3 Press
K. Alexander	
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:44 p.m.

Item 1 – Consent Agenda

MOTION: Mr. Gaines moved to approve the consent agenda which included the minutes of February 5, 2013, high school field trips, miscellaneous donations and personnel items. Mr. Hart seconded. Vote: 6 ayes

Item 2 – Public Participation – none

Item 3 – Reports

Correspondence: Mr. McCubbin said the Board received 50 emails with 16 regarding increased security, 17 on the Newtown children’s chorus, 3 in support of the budget, and 9 miscellaneous. Chair Report: Mrs. Leidlein received an invitation she would share with the Board to attend a symposium through the United Way to be held at Wesconn on February 27 and 28 with both afternoon and evening events. She reminded everyone that there was a Board of Finance public hearing Thursday night regarding the budget.

Superintendent’s Report: Dr. Robinson spoke with Melissa Brymer from UCLA who is working on the Serve Grant. She will be meeting with her on Friday and she would also be here the next week where we hope to be able to review and send it out. Mrs. Leidlein asked that the Board read it before it was sent.

Mr. Gaines stated that we had discussed an additional personnel position for central office and Chalk Hill.

Dr. Robinson said the one for central office was for a logistics person and the other was a district-wide coordinator for mental health services.

Mr. Hart requested a copy of the letter Mrs. Leidlein received from CAPSS be forwarded to the Board members.

Mr. Vouros asked if anything was removed from the Serve Grant.

Dr. Robinson said nothing was removed. Guidance counselors are included. We have to show that everything in the grant is part of recovery.

Financial Report:

MOTION: Mr. Alexander moved that the Board of Education approve the financial report for the month ending January 31, 2013. Mr. Hart seconded.

Mr. Bienkowski commented on the financial report which showed that \$6.7M had been spent for operations. All accounts remain positive. He met with our insurance company to go over the restoration process for Sandy Hook School. They will look at the repairs for the school and a time frame for when they will be made.

Mr. Vouros asked if they were taking into account that we may not go back to that school. Mr. Bienkowski said they were aware of that. We insure our facilities for losses that are sustained. Three classrooms of furniture need to be replaced so we will get reimbursement regardless of whether the school opens.

Mr. Hart questioned the professional services expenses.

Mr. Bienkowski said these items include legal fees and special education costs. This also includes engineering services, medical evaluations, speech evaluations, and occupational and physical therapy. The \$83,000 cost for special education contracting for nursing services was an unbudgeted item.

Vote: 6 ayes

#### Item 4 – Old Business

January 23, 2013 Minutes:

Mrs. Leidlein said there is a question regarding these minutes about the wording for executive session. She asked for them to be removed so the Board could review the changes from Mr. Hart. They would be on the agenda for the next meeting.

February 14, 2013 Minutes:

MOTION: Mr. Vouros moved to approve the minutes of February 14, 2013. Mr. McCubbin seconded.

Vote: 3 ayes, 3 abstained (Mr. Gaines, Mr. Hart, Mr. Alexander)

#### Item 4 – New Business

MOTION: Mr. Hart moved to adopt the 2013-2014 school calendar as presented. Mr. Gaines seconded.

Dr. Robinson said April is an issue because our break doesn't coincide with Danbury. We have to keep that week because the following week was our referendum.

Mr. Gaines suggested requesting that they have no exams that week.

Dr. Robinson would work something out. She stated that the NFT arbitration award states that the principals and teachers will consult to decide the conference days, which is why they are not on the calendars.

Mr. McCubbin asked how Brookfield and Bethel were dealing with Danbury's April break.

Dr. Robinson would follow up on that.

Mrs. Leidlein asked about the CMTs dates.

Dr. Gejda said there is testing the week of March 3 with the writing prompt the first Tuesday in March. We normally take 4 weeks.

Mrs. Leidlein asked when the conferences would be decided and felt it was difficult to adopt a calendar without them listed.

Dr. Robinson said the principals have not had those discussions. It wouldn't be practical to have them in March. In the past, the calendars were adopted before conference days were decided.

Mr. Gaines asked if the principals could meet with the teachers before the next Board meeting to which Dr. Robinson said she would communicate the need for them to meet.

Mrs. Leidlein preferred to wait for conference days to take action on the calendar.

Mr. Hart withdrew his motion on the calendar. Mr. Gaines seconded.

Revision to Policy 7-401:

Dr. Robinson stated that when a student is recommended for expulsion we usually have a 10-day time frame in which to have the hearing. We would like to have the option of using a hearing officer for the expulsion hearing if we cannot get enough board members. There are several attorneys in the state that do this work.

Mr. Gaines suggested a change to the statement as follows:

Alternatively, the Board may appoint an impartial hearing officer to hear and decide the expulsion matter provided that ~~no member of the Board may serve on such panel~~ **three members of the Board are not available to serve on the panel.**

Item 6 – Public Participation – none

MOTION: Mr. Alexander moved to add to the agenda a discussion of the communications subcommittee. Mr. Gaines seconded. Vote: 6 ayes

Mr. Alexander said the communications subcommittee was going to provide a newsletter for the public which he would provide to the Board to review.

MOTION: Mr. Alexander moved to adjourn. Mr. Hart seconded. Vote: 6 ayes

Item 7 – Adjournment

The meeting adjourned at 8:28 p.m.

Respectfully submitted:

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Cody McCubbin  
Secretary

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, February 5, 2013 at 7:30 p.m. in the board room at 3 Primrose Street.

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C. McCubbin, Secretary	R. Bienkowski
R. Gaines late	3 Staff
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Mrs. Leidlein called the meeting to order at 7:40 p.m.

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MOTION: Mrs. Roche moved to approve the consent agenda which included the minutes of January 24, 29 and 31, 2013 and monetary and service-related donations to the school district and Sandy Hook School. Mrs. Hart seconded. Vote: 7 ayes

Item 2 – Public Participation

Tony Salvatore, middle school assistant principal, presented the gift he accepted on behalf of Sandy Hook School of a dream catcher from Red Lake High School in Red Lake Minnesota where they experienced a shooting tragedy on March 21 2009 where 10 lives were lost. This was given to them from Columbine High School to carry forward the kindness and caring during their difficult time. The Red Lake Ojibwe community has offered this to Newtown to show their support to our community, the survivors and for the families who lost their loved ones. The commitment was made to take this to the next community who suffers such a tragedy with the hopes that this would not have to be fulfilled. Our gift back to them was a banner of our Core Character Attributes signed by members of our middle school student council.

Joanna Zachos, 56 Clayton Road, said that last Tuesday the police were assisting with dismissal at Hawley School. A custodian brought a man into the office who wanted to speak with someone and she questioned how he got on campus and in the building. There needs to be a gate and guard at the front entrance of each school. Glass and windows should be bullet proof. Money has to be in the budget for what we need.

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Michelle Hankin, Greenleaf Farm, wants to see a motion to support security. Regarding the budget certain things were put on hold in the past. This budget is larger than typical but everything is needed. She will personally advocate passing of the budget. Parents will

advocate for you but we want guidance from the board to stand by why we need. She wants the facts to be shared with other parents. People need to understand the bifurcated budget.

Laura Terry, thanked Mr. Hart, Mr. Gaines and Mrs. Roche for attending the PTA president's meeting. She requested that security be on the next Board meeting agenda.

Kinga Walsh, 21 Horseshoe Ridge, she requested information on when the grants expire so we know when what they cover will need to be funded. She asked for an executive summary for the budget.

Carla Barzetti, 16 Beaver Dam Road, spoke about armed guards. She was looking for clarity on how the decision was made that we only needed one armed guard at each school. She encouraged the PTAs to vote on things needed in their schools.

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Chair Report: Mrs. Leidlein has been following up on opportunities for funding.

Superintendent's Report: Dr. Robinson attended the graduation ceremony for 20 seniors this evening. The National Child Traumatic Stress Team was here last week and conducted focus groups and worked on writing the Serv grant over the weekend. We had 3 well-known experts working with us. It is typically a 15-month grant but we decided to request a 4-year grant. She will call the Secretary of Education when it is in to look for support.

Mrs. Roche asked if we heard anything regarding the CMT waiver, to which Dr. Robinson stated we had not but would follow up and let the Board know.

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#### 2013-2014 Budget:

Mr. Gaines stated that the security committee met and included the private schools in this meeting. There will be some training for SROs to help them deal with certain issues and we hope to provide training for all staff.

Mrs. Leidlein began the budget discussion by stating the current budget amount was \$68,555,794. Contractual obligations in the budget are non-negotiable and would be supported by the Board. The cost for full day kindergarten was verified at \$233,514. We have 8 security officers for \$165,200.

Mr. Gaines said the security committee has 10 officers on their list. The cost is \$21,000 for each.

Regarding NEASC, Dr. Gejda said the separate curriculum items include revisions to world language, fine arts, the nurtury program and culinary arts. The NEASC committee also has to take time to prepare their documents. In the summer of 2013 there will be several training sessions for staff.

Mrs. Leidein stated there would be several more special education outplacements for next year for a total increase of \$541,470.

Mr. Vouros feels we should follow special education costs monthly so the public knows how fluid these costs change.

Mr. Bienkowski said that information is in the monthly financial report.

Mrs. Leidlein added this request to additional data we will need.

The priority list of items for buildings and grounds was discussed and it was agreed to keep what was listed. Mr. Hart asked for a complete itemization of what we are taking out.

Mrs. Leidlein agreed and felt we needed another meeting. She was first looking at the budget drivers.

Mr. Hart was unable to meet on February 12 and hoped these would have been decided prior to tonight. The Board of Finance needs to have this by February 14 so there is not much time to finalize the budget if not approved this week.

Mrs. Leidlein said we can get smaller details at a subsequent meeting if necessary.

Most of the Board agreed to keep everything on the list for a total of \$1,074,000. She was reluctant to keep all of the items in one year and should spread some out to subsequent years.

Mr. Alexander didn't feel we needed anymore input from Mr. Faiella.

Mr. Vouros didn't want any reductions prior to going to the Board of Finance and wished to leave it up to the voters.

Dr. Robinson said that in the grant is back payment for the high school guidance counselor for this year. The security guards are for this year with back payment for 5.

Mr. Bienkowski said that preliminary numbers for the grant were for a logistics person to coordinate the day-to-day activities for donations and the like, a recovery coordinator responsible for the grand scheme of this incident, and a project coordinator. We also added 8 security people. There were 5 social workers, 1 psychologist and 4 guidance counselors for next year. Everything else was operational costs.

Dr. Robinson said we are looking for security from 7 am to 9 pm. The ones in our budget are for during the school day.

Mrs. Roche asked why the security officers wouldn't be part of the Serv grant.

Dr. Robinson responded that items funded by the grant are only temporary.

Mrs. Leidlein we will know the outcome of the Serve grant before the referendum and reduce the amount if they are funded. She feels if other groups are using our buildings they should share security costs.

Mr. Alexander said because we don't have the full recommendation from the security committee yet we are putting the security guards in as a holding place.

Mr. Hart feels we need at least 16 security guards including the 4 we have for an additional 12 which would be \$82,000.

Mr. Vouros asked if we were doing anything with the retirement package

Mr. Gaines said we lost money on the last package and feels it was not economical to approach it this year.

Mrs. Leidlein asked how much savings we would see with each retiree.

Mr. Bienkowski said \$25,000 to \$30,000 but we would need 7 or 8 teachers to retire.

Mr. Gaines read the Board budget goals.

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- Our Increased Graduation Requirements
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  - Maintenance of existing and expanding technology requirements (including BYOD\*)
  - Mandated system requirements of Common Core State Standards (especially testing)
  - Implementation of recommended security measures that may exceed existing systems
  - Provisions for the new teacher evaluation plan

Further, the Board of Education will provide increased communication regarding the budget (increases, decreases, and new initiatives) both within the budget documentation and across our school and town communities with an expectation that expanding the reach of communication will reduce the questions and concerns regarding the proposed Education

\* BYOD = Bring Your Own Device - which depends upon adequate wireless bandwidth to be available within the school environment

MOTION: Mr. Alexander moved to adopt the Superintendent's recommended budget for a total amount of \$73,042,343. Mr. Gaines seconded.

MOTION: Mrs. Leidlein moved to amend the motion to reduce the .5 elementary teacher to match the numbers in the budget book for a total of \$73,012,304. Mrs. Roche seconded.

Vote: 7 ayes

MOTION: Mr. Hart moved to amend the motion to add 4 security guards for adequate staffing for the hours the buildings are expected to be open. Mr. Gaines seconded.

Mr. Hart stated we need adequate properly trained staff to man these building.

Mrs. Leidlein said if we have some included in Serve grant we will be able to reduce some of this funding.

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Mr. Vouros stated that if the elementary guidance counselor positions are secured we should try to hire those with training in gifted education to be able to work with those students also.

MOTION: Mrs. Leidlein moved to reduce the building and site maintenance projects by \$400,000. Mr. McCubbin seconded.

She stated that looking at the 5-year plan we have a tremendous increase this year and then it drops off. She wants to make up that amount over 2 years and not to hit the community with the substantial increase all at once.

Dr. Robinson noted the justification on some of the projects are for safety and ADA compliance.

MOTION: Mr. Gaines moved to amend the motion to reduce the amount by \$150,000 which included items that could be put off for another year.

Mr. Hart said he would like the bulk of these items to go through and amended the motion to suggest a \$250,000 reduction.

Mrs. Leidlein accepted the \$250,000. Mr. McCubbin seconded.

Vote on amendment: 6 ayes, 1 nay (Mr. Gaines)

These reductions bring the budget to a 6.26% increase for \$72,845,304.

Mr. McCubbin questioned being able to use the \$57,000 in donations.

Mr. Bienkowski said we don't count donations against the budget. If we had something specific in the budget and it was donated we could take that item out.

Mr. Hart asked if cash items could be carried over to the next year.

Mr. Bienkowski said they could. There are 2 funds. One is for Sandy Hook School and the other is the Board of Education general contribution donation fund.

Mr. Gaines asked if the Board of Finance ever answered questions about the reserve fund for the Board of Education. He was thinking of possibly be able to use that money for the contingency fund for special education.

Mr. Hart said that allows for the Board of Finance or Legislative Council to establish a fund to hold our excess money. The statute doesn't provide a way to get the money out of that account.

Mr. Alexander said that because this budget is a large increase we need to remind everyone that part is for security and initiatives we have to try to do for the education in this town.

Mrs. Leidlein feels it is important to help everyone understand the security needs and identify the costs involved.

Mr. Hart suggested that the communications committee prepare a document that speaks to those items.

Mrs. Roche said that was the plan of the committee and was in place to do so.

Vote on the budget: 7 ayes

MOTION: Mr. Hart moved that the business office prepare the final budget and authorize the Director of Business to make any technical changes. Mr. Gaines seconded. Vote: 7 ayes

MOTION: Mr. Gaines moved that the Board approve the following budget resolution.

**Whereas**, the Newtown Charter Revision Commission's recommendations for a bifurcated budget and advisory questions on the budget referendum ballot were accepted by the Newtown voters and are to be implemented by the Legislative Council in the April 2013 budget referendum and

**Whereas**, both the Newtown Superintendent of Schools and Newtown Board of Education will have performed extensive reviews of the proposed Education Budget in order to provide the most cost effective means of accomplishing the Educational Goals of the Newtown School District,

**Be it resolved** that the Newtown Board of Education will:

1. Present and explain its proposed Education Budget to the Board of Finance and
2. Urge the Board of Finance to honor both the commitment and expertise of the Newtown School District and Newtown Board of Education, both educational and financial, and the voters' desire to provide their own voice through the aforementioned Budget Referendum Advisory Questions by forwarding the Board of Education's proposed Education Budget for the 2013-2014 fiscal year to the Legislative Council without reduction and



3. Urge the Legislative Council to offer the Board of Education's proposed Education Budget for the 2013-2014 fiscal year to the voters without reduction in order to afford the public an opportunity to voice their approval or the direction for modification, increase or decrease, of the Board of Education's unaltered proposed Education Budget.

Mr. Alexander seconded.

Mrs. Roche questioned the wording "without reduction" in #2. If the Board of Finance finds monies that won't cut programs we should allow that process to happen.

Mr. Gaines said this states that the budget is what we want and just urges them not to reduce it. Mrs. Leidlein would not support this resolution. We need to have a good working relationship with the Board of Finance. Urging them not to make changes is urging them not to do their job. She does support the spirit in which it was made. Last year the Legislative Council passed our budget forward without making reductions.

Mr. Alexander asked for wording that she would prefer. He isn't asking to limit their function. Mrs. Leidlein wasn't sure they would take it that way. It is something more than urging them. It's making a statement for them not to follow what they should do in the budget process.

Mr. Alexander asked what she intended to tell them to get the point across to have them move it forward to the voters.

Mrs. Leidlein said there may be changes they would suggest and we are open to those.

Mr. McCubbin said they have their roles and we have ours. He doesn't want to dictate that kind of pressure.

Mr. Vouros said that when this is presented to them by Mrs. Leidlein she has the ability to be sure they understand the Board stands by it completely and can defend it. They now know what we would like them to do.

Mr. Gaines said this year is different as it is a bifurcated budget and includes advisory questions. This resolution supports the budget and charter revisions put these in place.

Mrs. Roche wanted to take out the wording so we aren't dictating what they do,

Mr. Gaines agreed to take those words out to which Mr. Alexander seconded.

Mr. Hart said this resolution reinforces the Board's budget. It is different this year and we want the community to vote on it. He wants to take our budget to the people so they know what we need.

Mr. McCubbin felt we could communicate that to the Board of Finance without the resolution.

Mrs. Leidlein said if this goes through to the voters as is, and the voters vote no, the budget cannot go above the number we approved.

Mr. Alexander stated we have to make that clear to the public.

Vote: 3 ayes, 4 nays (Mrs. Leidlein, Mrs. Roche, Mr. McCubbin, Mr. Vouros) Motion fails

#### Item 6 - Public Participation

Chuck Hepp, 4 Winter Ridge Road, thanked the Board for their courage in adopting this budget. He would have liked to see the resolution pass. Passing the budget unanimously is a strong

message to the voters. He feels there will be cuts but hopes the Board will work hard to protect what goes into the classroom.

MOTION: Mr. Alexander moved to adjourn. Mr. Hart seconded. Vote: 7 ayes

Item 7 – Adjournment

The meeting adjourned at 11:30 p.m.

Respectfully submitted:

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Mrs. Leidlein accepted the \$250,000. Mr. McCubbin seconded.

Vote on amendment: 6 ayes, 1 nay (Mr. Gaines)

These reductions bring the budget to a 6.26% increase for \$72,845,304.

Mr. McCubbin questioned being able to use the \$57,000 in donations.

Mr. Bienkowski said we don't count donations against the budget. If we had something specific in the budget and it was donated we could take that item out.

Mr. Hart asked if cash items could be carried over to the next year.

Mr. Bienkowski said they could. There are 2 funds. One is for Sandy Hook School and the other is the Board of Education general contribution donation fund.

Mr. Gaines asked if the Board of Finance ever answered questions about the reserve fund for the Board of Education. He was thinking of possibly be able to use that money for the contingency fund for special education.

Mr. Hart said that allows for the Board of Finance or Legislative Council to establish a fund to hold our excess money. The statute doesn't provide a way to get the money out of that account.

Mr. Alexander said that because this budget is a large increase we need to remind everyone that part is for security and initiatives we have to try to do for the education in this town.

Mrs. Leidlein feels it is important to help everyone understand the security needs and identify the costs involved.

Mr. Hart suggested that the communications committee prepare a document that speaks to those items.

Mrs. Roche said that was the plan of the committee and was in place to do so.

Vote on the budget: 7 ayes

MOTION: Mr. Hart moved that the business office prepare the final budget and authorize the Director of Business to make any technical changes. Mr. Gaines seconded. Vote: 7 ayes

MOTION: Mr. Gaines moved that the Board approve the following budget resolution.

**Whereas**, the Newtown Charter Revision Commission's recommendations for a bifurcated budget and advisory questions on the budget referendum ballot were accepted by the Newtown voters and are to be implemented by the Legislative Council in the April 2013 budget referendum and

**Whereas**, both the Newtown Superintendent of Schools and Newtown Board of Education will have performed extensive reviews of the proposed Education Budget in order to provide the most cost effective means of accomplishing the Educational Goals of the Newtown School District,

**Be it resolved** that the Newtown Board of Education will:

1. Present and explain its proposed Education Budget to the Board of Finance and
2. Urge the Board of Finance to honor both the commitment and expertise of the Newtown School District and Newtown Board of Education, both educational and financial, and the voters' desire to provide their own voice through the aforementioned Budget Referendum Advisory Questions by forwarding the Board of Education's proposed Education Budget for the 2013-2014 fiscal year to the Legislative Council without reduction and

3. Urge the Legislative Council to offer the Board of Education's proposed Education Budget for the 2013-2014 fiscal year to the voters without reduction in order to afford the public an opportunity to voice their approval or the direction for modification, increase or decrease, of the Board of Education's unaltered proposed Education Budget.

Mr. Alexander seconded.

Mrs. Roche questioned the wording "without reduction" in #2. If the Board of Finance finds monies that won't cut programs we should allow that process to happen.

Mr. Gaines said this states that the budget is what we want and just urges them not to reduce it. Mrs. Leidlein would not support this resolution. We need to have a good working relationship with the Board of Finance. Urging them not to make changes is urging them not to do their job. She does support the spirit in which it was made. Last year the Legislative Council passed our budget forward without making reductions.

Mr. Alexander asked for wording that she would prefer. He isn't asking to limit their function. Mrs. Leidlein wasn't sure they would take it that way. It is something more than urging them. It's making a statement for them not to follow what they should do in the budget process.

Mr. Alexander asked what she intended to tell them to get the point across to have them move it forward to the voters.

Mrs. Leidlein said there may be changes they would suggest and we are open to those.

Mr. McCubbin said they have their roles and we have ours. He doesn't want to dictate that kind of pressure.

Mr. Vouros said that when this is presented to them by Mrs. Leidlein she has the ability to be sure they understand the Board stands by it completely and can defend it. They now know what we would like them to do.

Mr. Gaines said this year is different as it is a bifurcated budget and includes advisory questions. This resolution supports the budget and charter revisions put these in place.

Mrs. Roche wanted to take out the wording so we aren't dictating what they do, Mr. Gaines agreed to take those words out to which Mr. Alexander seconded.

Mr. Hart said this resolution reinforces the Board's budget. It is different this year and we want the community to vote on it. He wants to take our budget to the people so they know what we need.

Mr. McCubbin felt we could communicate that to the Board of Finance without the resolution.

Mrs. Leidlein said if this goes through to the voters as is, and the voters vote no, the budget cannot go above the number we approved.

Mr. Alexander stated we have to make that clear to the public.

Vote: 3 ayes, 4 nays (Mrs. Leidlein, Mrs. Roche, Mr. McCubbin, Mr. Vouros) Motion fails

#### Item 6 - Public Participation

Chuck Hepp, 4 Winter Ridge Road, thanked the Board for their courage in adopting this budget. He would have liked to see the resolution pass. Passing the budget unanimously is a strong



message to the voters. He feels there will be cuts but hopes the Board will work hard to protect what goes into the classroom.

MOTION: Mr. Alexander moved to adjourn. Mr. Hart seconded. Vote: 7 ayes

Item 7 – Adjournment

The meeting adjourned at 11:30 p.m.

Respectfully submitted:

---

Cody McCubbin  
Secretary



# FIELD TRIP BUS REQUEST FORM

Teacher Making Request: Lisa Meyer Date: 2/1/13

Other Staff Involved: \_\_\_\_\_

Date of Proposed Field Trip: April 5 - April 7

Class/Group Involved: Model UN Club

Number of Students Scheduled to Make Trip: 10

Other Adults (non-teachers) Chaperoning the Trip (list names): \_\_\_\_\_

Destination: Dartmouth College, Hanover N.H.

Place and Time of Departure: NHS - 10:00 am on 4/5/13 (approx)

Estimated Time of Return: NHS - 6:00 pm on 4/7/13 (approx)

Special Arrangements (i.e. stopping at a restaurant, picnic, etc.): We'll stop for food on our way up + back.

Estimated Cost of Transportation: No bus needed - we are sharing a bus with Trumbull High School

Estimated Cost per Student: 265.00

Other Information: \_\_\_\_\_

PRINCIPAL APPROVAL BY SIGNATURE: [Signature] DATE: 2/1/13

OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

### Billing Information

Bill to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pricing: \_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_

\_\_\_\_\_ Miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Minimum Charge: \_\_\_\_\_

Total Charge per Bus: \_\_\_\_\_

### Confirmation

Information taken by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Recorded in Book: \_\_\_\_\_

Faxed  
2/10/13



# FIELD TRIP BUS REQUEST FORM

Teacher Making Request: KRISTIN VIOLETTE Date: 2/4/13  
 Other Staff Involved: none (Susan McConnell ride back w/ students on 3/4)  
 Date of Proposed Field Trip: MAY 3<sup>RD</sup> → MAY 4<sup>TH</sup> (overnight)  
 Class/Group Involved: CTIA (Innovation Expo)  
 Number of Students Scheduled to Make Trip: 11  
 Other Adults (non-teachers) Chaperoning the Trip (list names): Elaine VIOLETTE

Destination: CT Convention Center / Marriott  
 Place and Time of Departure: NHS 3pm on MAY 3rd  
 Estimated Time of Return: NHS 4pm on MAY 4th  
 Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) \_\_\_\_\_

Estimated Cost of Transportation: 0  
 Estimated Cost per Student: ≅ \$55 for Hotel  
 Other Information: please only schedule bus for Friday May 3rd  
Susan McConnell will schedule field trip for May 4th

PRINCIPAL APPROVAL BY SIGNATURE: Adams DATE: 02/01/13  
 OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

## Billing Information

Bill to: \_\_\_\_\_  
Education Connection  
Litchfield CT

Pricing: \_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_  
 \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile = \_\_\_\_\_  
 Minimum Charge: \_\_\_\_\_  
 Total Charge per Bus: \_\_\_\_\_

## Confirmation

Information taken by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_  
 Confirmed by: \_\_\_\_\_ Recorded in Book: \_\_\_\_\_

**Board of Education:**

**The NHS Girls Basketball team is requesting board approval for an overnight trip to Saddle River, New Jersey leaving on Saturday, February 23 and returning on Sunday, February 24. The team will take part in an exhibition game against Saddle River Day School that will be played at Ramapo College on February 24.**

**The game will be part of the "Trees for Sandy Hook" fundraiser that was started by our girls basketball team after the tragedy of 12-14-12.**

**Gregg Simon**



FAXED 2/5



# FIELD TRIP BUS REQUEST FORM

Teacher Making Request: J. O'Connell Date: 2/1/13  
 Other Staff Involved: G. Simon Bob Pattison Katy Klein Carbone Matt Murphy  
 Date of Proposed Field Trip: 2/23/13  
 Class/Group Involved: Newtown HS Girls Varsity Basketball Team  
 Number of Students Scheduled to Make Trip: 20  
 Other Adults (non-teachers) Chaperoning the Trip (list names): \_\_\_\_\_

Destination: Saddle River Day School Saddle River, NJ 07458  
 Place and Time of Departure: NHS 1 pm 2/23  
 Estimated Time of Return: NHS 5 P.M. 2/24  
 Special Arrangements (i.e. stopping at a restaurant, picnic, etc.): \_\_\_\_\_

Estimated Cost of Transportation: NEED BUS ONLY 1 WAY TO N.J.  
 Estimated Cost per Student: PARENTS WILL BRING HOME  
 Other Information: \_\_\_\_\_

PRINCIPAL APPROVAL BY SIGNATURE: *Admiral* DATE: 02/11/13  
 OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

### Billing Information

Bill to: NHS Athletic Dept.  
 \_\_\_\_\_  
 \_\_\_\_\_

Pricing: \_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_  
 \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile = \_\_\_\_\_  
 Minimum Charge: \_\_\_\_\_  
 Total Charge per Bus: \_\_\_\_\_

### Confirmation

Information taken by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_  
 Confirmed by: \_\_\_\_\_ Recorded in Book: \_\_\_\_\_

**ANATOMY AND PHYSIOLOGY  
OVERNIGHT FIELD TRIP:  
THE FRANKLIN MUSEUM OF SCIENCE  
AND  
THE MUTTER MUSEUM  
PHILADELPHIA**

**MAY 24 & 25, 2013**

To: Newtown Board of Education  
From: Mr. Kuroski  
Date: February 13, 2013  
Re: Anatomy and Physiology Overnight Field Trip to Philadelphia

I have finalized the Anatomy and Physiology Field Trip to visit The Franklin Museum of Science and The College of Physicians of Philadelphia Mutter Museum. I am extremely excited about this trip, as it will provide students with a unique opportunity to observe exhibits that are incredibly engaging and also linked directly to the curriculum they have learned during the year. This exciting learning experience will be further enhanced because it takes place in one of the most historically significant cities in the country, Philadelphia. I know that the agenda for the seniors during this time of year can be overwhelming, so I have chosen a date that does not interfere with any of their other activities or academic responsibilities. I have also worked very hard to keep the price of the trip reasonable because I know that the cost of everything is increasing. See attached Itinerary of the trip for additional information.

Thank you,



Mr. Tom Kuroski  
Anatomy and Physiology  
[kuroskit@newtown.k12.ct.us](mailto:kuroskit@newtown.k12.ct.us)



# FIELD TRIP BUS REQUEST FORM

Teacher Making Request: TOM Kuroski Date: Feb. 13, 2013  
 Other Staff Involved: Trent Harrison, Tara Allegretto, Matt Childs, Laura McLean  
 Date of Proposed Field Trip: May 24 and 25, 2013  
 Class/Group Involved: Mr. Kuroski's Anatomy and Physiology classes.  
 Number of Students Scheduled to Make Trip: 50  
 Other Adults (non-teachers) Chaperoning the Trip (list names): \_\_\_\_\_

Destination: Philadelphia — See Attached Itinerary  
 Place and Time of Departure: \_\_\_\_\_  
 Estimated Time of Return: \_\_\_\_\_  
 Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) \_\_\_\_\_

Estimated Cost of Transportation: \$ 2300.00  
 Estimated Cost per Student: \$ 120.00/student.  
 Other Information: \_\_\_\_\_

PRINCIPAL APPROVAL BY SIGNATURE: *C. Dumas* DATE: 02/14/13  
 OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

## Billing Information

Bill to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pricing: \_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_  
 \_\_\_\_\_ Miles @ \_\_\_\_\_ per mile = \_\_\_\_\_  
 Minimum Charge: \_\_\_\_\_  
 Total Charge per Bus: \_\_\_\_\_

## Confirmation

Information taken by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_  
 Confirmed by: \_\_\_\_\_ Recorded in Book: \_\_\_\_\_

# **ITINERARY**

## **DAY ONE**

**FRIDAY MAY 24, 2013**

- 8:15 am** Depart Newtown High School via Deluxe Coach Bus.
- 11:30am** Arrive in Philadelphia and eat at The Redding Terminal Market at the corner of 12<sup>th</sup> and Arch.
- 1:30pm** Tour downtown Philadelphia and visit historical attractions and landmarks. (to be determined based on available time and locations)
- 2:45pm** Take bus to the Mutter Museum at 19 South 22<sup>nd</sup> Street.
- 3:00pm** Arrive at the Mutter Museum and Check-in.  
**1. 45 min. guided tour of Museum**  
**2. Presentation on Medicinal Plant Garden located at the Museum**  
**3. Students can visit exhibits of individual interest**
- 5:00pm** Depart Mutter Museum and board bus
- 5:15pm** Visit Historic Philadelphia – Short walking tour of historical sites not seen during earlier visit.
- 6:30pm** Depart Historic Philly and go to Hampton Inn. 8600 Bartram Ave.
- 7:00pm** Check in at the Hampton Inn.
- 7:15pm** Pizza Party for dinner in conference room at the Hotel.



## **ITINERARY**

### **DAY TWO**

**SATURDAY MAY 25, 2013**

- 7:00am**            **Wake-up Call - Pack-up and bring bags down to lobby**
- 8:00am**            **Deluxe Continental Breakfast served at the Hampton Inn - Load bags onto the Bus. Check-out.**
- 9:00am**            **Depart Hampton Inn**
- 9:15am**            **Visit the Philadelphia Museum of Art to run the "Rocky" steps**
- 9:45am**            **Arrive at Franklin Museum of Science at 222 North 20<sup>th</sup> Street. Check in to the Museum. Follow agenda**  
**1. Giant Heart Exhibit - 2<sup>nd</sup> Floor**  
**2. Identity Exhibit - 3<sup>rd</sup> Floor**  
**3. Sports Challenge Exhibit - 3<sup>rd</sup> Floor**  
**4. Free Time to visit exhibits of particular interest**
- 12:00pm**        **Meet at Ben's Bistro for Lunch - 2<sup>nd</sup> Floor**
- 1:00pm**            **Visit other exhibits of particular interest or attend films showing at the IMAX or Franklin Theaters.**
- 2:45pm**            **Arrive at Bus Pick-up area**
- 3:00pm**            **Depart Philadelphia for return trip to Newtown**
- 6:00pm**            **Arrive back at Newtown High School**

**Donations for Board of Education Acceptance  
2/19/2013**

<b>Donations to Newtown Public Schools</b>	<b>\$ 2,918.88</b>
<b>Donations to Sandy Hook Elementary School</b>	<b><u>\$ 3,291.00</u></b>
<b>Total Donations</b>	<b><u>\$ 6,209.88</u></b>

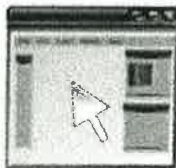
<b>Donation, Equipment Electric Steamer on Stand for SHES From American Cook Systems, Fort Wayne, IN</b>	<b>Total Equipment</b>	<b><u>\$ 5,000.00</u></b>
--	------------------------	---------------------------

# Donation

## Teacher Learning Community

### An online, global Professional Development Community.

Dedicated to helping your teachers succeed in their classrooms, SimpleK12 provides self-monitoring professional development, technology training, and classroom resources for all teachers and staff.



#### **Webinars:**

Your teachers learn from and connect with the best educational consultants and classroom teachers from around the globe. Teachers can attend **LIVE training sessions**, or view **On-Demand Recordings**. **New content added monthly** for the most relevant training for your staff.



#### **Learning Programs:**

1,000+ hours of SimpleK12's **step-by-step interactive training tutorials** ensure your teachers are proficient with technology and more importantly, how to use it in their classroom to create engaging learning experiences for your students.



#### **Shared Resource Center:**

Whether your teachers are looking for lesson plans mapped to the Common Core, or the top iPad apps for education – they can find it here! In this shared environment, your teachers can download and locate **1,000s of relevant classroom resources** shared by other teachers.



#### **Collaboration:**

Provide your teachers with a true **"Flipped Classroom" model** for Professional Development. Create forums for your teachers only – or participate in the public forums with teachers from around the globe. SimpleK12 provides a **platform for your personal learning communities**.

Don't leave your teachers unprepared to engage 21<sup>st</sup> century students. With **School and District-based licensing available**, you now have an affordable solution to provide EVERY one of your teachers with the skills necessary to achieve classroom success.

#### **School and District Licensing Includes:**

- Custom Training Assignments
- Custom Course Creation
- Ability to upload, track, and report on your own content
- Personalized training paths for different schools or groups
- Flipped Classroom PD Platform
- Group-Specific Forums for private Personal Learning Communities
- Instant reporting
- Group and Individual training reports and summaries
- Premium technical support
- End-user support for your staff
- Dedicated account and usage manager
- Kick-Start Program and SimpleK12 training incentives

Dear Administrators,

Good afternoon!

The Teacher Learning Community is a self-monitoring site and is the one place teachers can go for all their Technology, Professional Development and SPED/Assistive Technology needs on demand when they need it and at the skill level they individually require. This will enable your District and Staff to exceed its goals and initiatives in a more timely manner and create self-directed accountable learners of your teachers and also supply them with a resource library to incorporate what they learn immediately into the classroom.

Below I have listed some key points for you to share in and added in attachments above to highlight just some of the ever growing trainings and resources available along with a link for the Administrative Reporting area we discussed as well.

Some of the Highlights of the Teacher Learning Community include:

#### **Webinars**

Live and recorded sessions with experts/educators sharing their firsthand knowledge, experience and best practices on current topics important to teachers

#### **Shared Resources**

A global educational resource library for teachers to browse and share information helping teachers succeed in today's digital classroom

#### **Collaboration**

Teachers establish their own Personal Learning Network with other members of the community to discuss topics, trends and issues important to the 21<sup>st</sup> century classroom

#### **Customized Bundles and Assignments**

One on One type Training through the Community for the staff to pull up and train on their own making for a better way to train your staff and get them to the level they need to be at for themselves and the District

#### **Desktop Application Training**

Internet Safety and Cyberbullying Training on demand

# K12<sup>®</sup>

powered by InfoSource, Inc.

01/28/2013

Beverly Bjorklund  
Newtown School District  
11 Queen St Newtown, CT 06470-2121 USA

Dear Beverly Bjorklund,

Thank you for considering SimpleK12 (powered by infoSource, Inc) as your partner in building 21st Century Classrooms. This proposal is valid for 30 days from the above date.

Product	ISBN	Number of Users	License Term	List Price	Discount
Teacher Learning Community - District	TLCDistrict	1	2013-2014	\$15,000.00	100.00%
	Currency:	USD	Subtotal:	\$15,000.00	
			Discount:	\$15,000.00	
			Discounted Subtotal:	\$0.00	
	Tax Rate:	0.00%	Tax:	\$0.00	
			Grand Total	\$0.00	

#### Comments:

This will cover ALL the staff within the 7 schools of Newtown School District.  
THIS IS BEING OFFERED FREE OF CHARGE AND WILL RUN THROUGH JUNE 1, 2014.

#### Product Description:

##### Teacher Learning Community - District

Online global community for teacher professional development that encourages self-directed learning. Includes webinars, learning tutorials, and global collaboration and resource sharing. Track and manage all users and their training time.

# Newtown Middle School



**Diane Sherlock**  
Principal

**Dr. Anthony J. Salvatore**  
Assistant Principal

11 Queen Street  
Newtown, Connecticut 06470-2172  
(203) 426-7642

December 11, 2012

Dear Members of the Newtown Board of Education, Dr. Janet Robinson, and Dr. Linda Gejda,

"To everything there is a season, and a time for every purpose under heaven: a time to be born, a time to die, a time to laugh, a time to weep, a time to mourn..." (Ecclesiastes 3:1) - and a time to retire. After fourteen years as your middle school principal, that time has come for me, effective June 30, 2013.

I could never have envisioned the joys of these past years at Newtown Middle School when the small delegation, including Dr. Reed, some parents, teachers, and board members from Newtown, arrived in Grand Rapids, Michigan, to see Highlands Middle, my fifth-sixth grade school, in action! How ironic it was a year later, when we unexpectedly relocated to Hartford, Connecticut, to learn that Newtown Middle School was engaged in the search for a new principal. What incredible good fortune resulted for me!

I am grateful for every child and family, each challenge and success that these fourteen years have brought. However, my deepest gratitude remains for the outstanding professionals who are the Newtown Middle School staff! We have challenged each other to change and grow. All of us together - from teachers and secretaries to custodians and nurses, both certified and non-certified staff, have worked to collaborate, creating together what no individual alone could have. We have loved our students and one another. Thank you for that privilege! I can imagine no finer culmination to my professional career.

With sincere gratitude,

A handwritten signature in cursive script, appearing to read "Diane".

Dear Dr. Robinson,

February 12, 2013

This letter is to inform you that I am pregnant and planning to start my maternity leave with a tentative date of May 7<sup>th</sup>. I am planning on taking my full 12 weeks leave under the Family Medical Leave Act. The end of my 12 weeks will fall some time in the month of September/October 2013. I am requesting a brief leave of absence so I may return to work on November 1<sup>st</sup>. If I should deliver sooner and my 12 weeks ends in the month of September, I would request to return October 1<sup>st</sup>.

I would like to apply any remaining personal days I have towards my leave, followed by my sick days.

Respectfully,

A handwritten signature in cursive script that reads "Anne Fries".

Anne Fries  
2<sup>nd</sup> Grade Teacher  
Hawley Elementary

February 15, 2013

Dear Dr. Robinson,

In January, the board granted me medical leave for the remainder of the school year. Since then my health has greatly improved. I have discussed coming back part time for the remainder of the school year with Jo-Ann Peters, principal of Hawley School and Joan Libby, Director of Human Resources. The school and pupil services are in favor of me coming back part time. Thank you for taking time to consider my request.

Sincerely,

Marjorie Howgego



FEB 15 2013

Mrs. Laura Schmidt  
75 Wilton Road East  
Ridgefield, CT 06877

---

February 11, 2013

Dr. Janet Robinson, Superintendent  
Newtown Public Schools  
Fairfield Hills Campus  
3 Primrose Street  
Newtown, CT 06470

Dear Dr. Robinson:

I am writing to notify you that I do not plan on returning to my position as a classroom teacher at Middle Gate Elementary. This was not an easy decision, as I have greatly enjoyed my five years teaching in the Newtown Public Schools. Thank you for providing an environment in which I was able to grow as an educator and achieve many goals. However, at this time my husband and I have decided that the best decision for our family is for me to care for my young daughter on a full time basis. When I do return to teaching, Newtown will be the first district to which I will apply.

Sincerely,

*Laura Schmidt*

Laura Schmidt

CC: Christopher Geissler

FEB 15 2013

February 15, 2012  
26 Litchfield Court  
Middletown, CT 06457

Dear Dr. Robinson,

I am writing to notify you that I am resigning from my position as an English teacher at Newtown High School.

Working for Newtown Public Schools has been a tremendous honor and privilege. Newtown is a very special place. I will miss the faculty, staff, students, and greater community I have come to know and love. Afforded the opportunity to learn, develop, and grow as an educator and professional, I am forever grateful for my invaluable experiences at Newtown High School.

Very sincerely,

A handwritten signature in cursive script that reads "Amanda Friedman". The signature is written in dark ink and is positioned below the typed name.

Amanda K. Friedman

FEB 15 2013

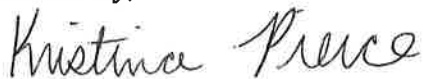
February 9, 2013

Dr. Janet Robinson  
3 Primrose Street  
Newtown, CT 06470

Dear Dr. Robinson:

It is hard to believe that it is already time to make a decision about my teaching plans for next year. After being on a two-year child rearing leave of absence from Sandy Hook School, it is with mixed emotions that I have decided not to return to my position as an elementary teacher for the 2013-14 school year. At this time, I would like more time to be with my young daughters. Sandy Hook School is very dear to my heart, and I am lucky to have worked with my amazing colleagues, as well as the wonderful children and families. I feel extremely fortunate to have started my teaching career in Newtown and hope that I am able to return there when the time is right for me to return to teaching.

Sincerely,



Kristina Pierce  
145 West View Rd  
Southbury, CT 06488  
203-217-2493

cc: Joan Libby

# SPRING COACHES ROSTER 2013

NAME	SPORT	STEP
BILL FLOOD	GOLF	3
MARTY MARGULIES	BOYS TENNIS	3
MAUREEN MAHER	GIRLS TENNIS	3
DOUG RUSSELL	GIRLS TRACK	3
TARA ALLEGRETTO	ASSISTANT GIRLS TRACK	2
LAURA MCLEAN	ASSISTANT GIRLS TRACK	3
DAN MCILRATH	BOYS TRACK	3
TOM BRANT	ASSISTANT BOYS TRACK	2
TYLER VON OY	ASSISTANT BOYS TRACK	3
BOB GUERRERA	SOFTBALL	3
TOM KUROSKI	J.V. SOFTBALL	3
TONY METZ	FRESHMAN SOFTBALL	3
MATT MEMOLI	BASEBALL	3
JOE CRIMI	J.V. BASEBALL	3
MIKE LAGO	FRESHMAN BASEBALL	3
GLENN ADAMS	BOYS LACROSSE	3
JUSTIN MONROE	J.V. BOYS LACROSSE	3
KYLE MCNAMARA	FRESHMAN BOYS LACROSSE	2
MAURA FLETCHER	GIRLS LACROSSE	3
RACHEL MALEY	J.V. GIRLS LACROSSE	2

## VOLUNTEER COACHES

STEFANIE CLAVETTE--- OUTDOOR TRACK  
 JIM KENNING ----GIRLS LACROSSE  
 DIANNE FRAZZETTA----GIRLS TENNIS  
 BOB ELLIOTT---BOYS TENNIS  
 LINN HERTBERG----SOFTBALL  
 TRACY GUERRERA----SOFTBALL  
 JOE LIZZA---BASEBALL  
 TOM BRANT----BASEBALL  
 LOU BLANCO----BASEBALL  
 JEREMY O'CONNELL---GOLF

# Additional Donations

## Donations for Board of Education Acceptance 2/19/2013

Donations to Newtown Public Schools	\$ 3,793.61
Donations to Sandy Hook Elementary School	<u>\$ 3,291.00</u>
<b>Total Donations (monetary)</b>	<b><u>\$ 7,084.61</u></b>
Donation, Equipment Electric Steamer on Stand for SHES From American Cook Systems, Fort Wayne, IN	<b>Total Donations - Equipment <u>\$ 5,000.00</u></b>

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
JANUARY 31, 2013**

**SUMMARY**

This seventh report for the fiscal year 2012-13 has changed in four major object classifications from the prior month.

We have spent \$6.7M for operations in the month of January. \$3.3M for salaries, \$2.1M for benefits, (our 3<sup>rd</sup> quarterly payment of \$2M was deposited) with the balance of \$1.3M for all other expenses necessary for operations. Transportation and tuition accounted for over \$580K.

All the main object accounts remain in a positive balance position for this month.

All of the sub-account balances are in positive positions except for: EA's, Special Education Service Salaries, and Tuition which are expected to be offset by anticipated excess cost grant receipts. Additionally, last month fuel oil and extra work non-certified moved to the red, and this month administrative salaries and professional services have moved to a negative position. These items will be presented to our insurance carrier for reimbursement consideration as they result from the December 14<sup>th</sup> incident.

There are no transfer recommendations for this month.

This report continues a positive position at this time based on the internal reviews and analysis. The continuing concern we will worry about will be how the State's current deficit position may impact our anticipated excess cost grant revenue, but we will have to see how this develops.

**EXPENSE CATEGORY CONDITIONS**

**100 SALARIES**

The total salary budget balance is expected to be adequate to continue planned services for the balance of the year. The total balance has gone down by approximately \$35,000. Line items of concern are substitutes and the extra work account mention above.

**200 EMPLOYEE BENEFITS**

The balance in benefits has increased by \$25,000 due to the status of the dental account and a lesser expectation for unemployment claims.

### **300 PROFESSIONAL SERVICES**

It was noted previously that this account needed to be monitored closely. The current estimate continues to be on track with minimal change.

### **400 PURCHASED PROPERTY SERVICES**

This account's anticipated balance moves to the red due to the HOM generator replacement need.

### **500 OTHER PURCHASED SERVICES**

Current estimates are that this account shortage will increase by \$63,000. \$3,200 was for an insurance deductible and the balance results from a Special Education settlement.

### **600 SUPPLIES**

Current estimates continue to be on track with no change.

### **700 PROPERTY**

Current estimates continue to be on track with no change.

### **800 MISCELLANEOUS**


Current estimates continue to be on track with no change.

### **900 REVENUES**

No additional receipts were booked in January.

The budget will continue to be carefully monitored and any subsequent issues or opportunities will be presented as necessary.

Ron Bienkowski  
Director of Business

February 14, 2013 

## TERMS AND DEFINITIONS

The Newtown Board of Education's Monthly Financial Report provides summary financial information in the following areas:

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight (of the nine) categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes via transfers.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumber – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or anticipated deficits.

The monthly budget summary report also provides financial information on the following:

Excess Cost Grant – this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs meet or exceed local education tuition rates by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the initial local education tuition rates. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation. Current year detail changes will be forthcoming in future report narratives

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved magnet school programs.



These reimbursement grants/programs are used to supplement local school district budget programs.

The last portion of the monthly budget summary reports school generated revenue fees that are anticipated revenue to the Town of Newtown. Fees include:

- High school fees for three identified program with the highest amount of fees anticipated from the high school sports participation fees,
- Building related fees for the use of the high school pool facility, and
- Miscellaneous fees.

Providing current financial information to the Board of Education is essential in order to remain within the allotted budget while maintaining a financial spending plan that meets the mission and goals of Newtown Board of Education.

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING JANUARY 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b><u>GENERAL FUND BUDGET</u></b>										
100	SALARIES	\$ 42,849,552	\$ 44,136,246	\$ (250,411)	\$ 43,885,835	\$ 21,116,959	\$ 21,904,438	\$ 864,439	\$ 1,059,816	\$ (195,377)
200	EMPLOYEE BENEFITS	\$ 10,386,515	\$ 10,425,010	\$ -	\$ 10,425,010	\$ 7,847,094	\$ 1,678,083	\$ 899,833	\$ 872,881	\$ 26,952
300	PROFESSIONAL SERVICES	\$ 839,913	\$ 732,105	\$ 184,638	\$ 916,743	\$ 507,345	\$ 302,025	\$ 107,373	\$ 199,100	\$ (91,727)
400	PURCHASED PROPERTY SERV.	\$ 1,920,448	\$ 1,787,285	\$ 4,800	\$ 1,792,085	\$ 1,028,014	\$ 387,018	\$ 377,054	\$ 430,888	\$ (53,834)
500	OTHER PURCHASED SERVICES	\$ 6,908,882	\$ 6,299,500	\$ 76,760	\$ 6,376,260	\$ 3,956,777	\$ 2,412,243	\$ 7,240	\$ 889,008	\$ (881,768)
600	SUPPLIES	\$ 4,540,810	\$ 4,701,512	\$ (25,000)	\$ 4,676,512	\$ 2,059,233	\$ 546,375	\$ 2,070,904	\$ 2,052,474	\$ 18,430
700	PROPERTY	\$ 435,685	\$ 209,375	\$ -	\$ 209,375	\$ 178,674	\$ 1,659	\$ 29,042	\$ 29,042	\$ 0
800	MISCELLANEOUS	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 64,994	\$ 255	\$ 8,725	\$ 8,700	\$ 25
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 36,759,090	\$ 27,232,095	\$ 4,364,609	\$ 5,541,909	\$ (1,177,300)
<b>GRAND TOTAL</b>		\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 36,759,090	\$ 27,232,095	\$ 4,364,609	\$ 5,541,909	\$ (1,177,300)
Excess Cost Grant Reimbursement Offset									75%	\$ 1,252,159
Town Capital & Non-recurring Account (Tech & Projects)		\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 87,541	\$ 5,963	\$ 106,497	\$ 106,497	\$ (0)
Net Projected Balance										\$ 74,859

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING JANUARY 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>100</b>	<b>SALARIES</b>									
	Administrative Salaries	\$ 2,841,719	\$ 2,837,501	\$ 11,811	\$ 2,849,312	\$ 1,609,622	\$ 1,304,462	\$ (64,772)	\$ -	\$ (64,772)
	Teachers & Specialists Salaries	\$ 29,587,529	\$ 30,496,134	\$ (310,104)	\$ 30,186,030	\$ 13,916,566	\$ 16,121,537	\$ 147,927	\$ 48,000	\$ 99,927
	Early Retirement	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 72,611	\$ 81,787	\$ (6,200)	\$ 75,587	\$ 53,492	\$ 18,091	\$ 4,005	\$ 4,000	\$ 5
	Homebound & Tutors Salaries	\$ 249,480	\$ 170,998	\$ 4,954	\$ 175,952	\$ 101,899	\$ 59,128	\$ 14,925	\$ 34,498	\$ (19,573)
	Certified Substitutes	\$ 599,171	\$ 586,650	\$ 30,065	\$ 616,715	\$ 260,091	\$ 104,618	\$ 252,007	\$ 261,700	\$ (9,693)
	Coaching/Activities	\$ 539,589	\$ 541,749	\$ -	\$ 541,749	\$ 132,584	\$ 24,582	\$ 384,584	\$ 382,000	\$ 2,584
	Staff & Program Development	\$ 139,517	\$ 195,857	\$ -	\$ 195,857	\$ 47,282	\$ 66,514	\$ 82,061	\$ 82,061	\$ (0)
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,045,617</b>	<b>\$ 34,926,676</b>	<b>\$ (269,474)</b>	<b>\$ 34,657,202</b>	<b>\$ 16,137,535</b>	<b>\$ 17,698,931</b>	<b>\$ 820,736</b>	<b>\$ 812,259</b>	<b>\$ 8,477</b>
	Supervisors/Technology Salaries	\$ 600,021	\$ 609,577	\$ 1,782	\$ 611,359	\$ 339,126	\$ 264,933	\$ 7,300	\$ 7,300	\$ (0)
	Clerical & Secretarial salaries	\$ 1,954,405	\$ 1,942,502	\$ 4,168	\$ 1,946,670	\$ 1,029,507	\$ 880,164	\$ 37,000	\$ 36,200	\$ 800
	Educational Assistants	\$ 1,733,935	\$ 1,824,359	\$ -	\$ 1,824,359	\$ 872,617	\$ 973,199	\$ (21,457)	\$ -	\$ (21,457)
	Nurses & Medical advisors	\$ 580,246	\$ 680,221	\$ -	\$ 680,221	\$ 346,805	\$ 327,036	\$ 6,380	\$ 7,500	\$ (1,120)
	Custodial & Maint Salaries	\$ 2,686,968	\$ 2,822,289	\$ -	\$ 2,822,289	\$ 1,546,211	\$ 1,194,429	\$ 81,649	\$ 61,480	\$ 20,169
	Bus Drivers salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 101,389	\$ 101,256	\$ 7,090	\$ 108,346	\$ 61,347	\$ 43,678	\$ 3,321	\$ 3,270	\$ 51
	Special Education Svcs Salaries	\$ 682,289	\$ 760,852	\$ 3,934	\$ 764,786	\$ 410,963	\$ 451,930	\$ (98,106)	\$ 18,183	\$ (116,289)
	Attendance & Security Salaries	\$ 140,940	\$ 146,750	\$ 2,089	\$ 148,839	\$ 77,814	\$ 68,578	\$ 2,447	\$ 5,000	\$ (2,553)
	Extra Work - Non-Cert	\$ 71,886	\$ 68,401	\$ -	\$ 68,401	\$ 147,649	\$ 1,560	\$ (80,808)	\$ -	\$ (80,808)
	Custodial & Maint. Overtime	\$ 210,183	\$ 210,363	\$ -	\$ 210,363	\$ 123,056	\$ -	\$ 87,307	\$ 90,000	\$ (2,693)
	Civic activities/Park & Rec	\$ 41,673	\$ 43,000	\$ -	\$ 43,000	\$ 24,330	\$ -	\$ 18,670	\$ 18,624	\$ 46
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 8,803,935</b>	<b>\$ 9,209,570</b>	<b>\$ 19,063</b>	<b>\$ 9,228,633</b>	<b>\$ 4,979,424</b>	<b>\$ 4,205,507</b>	<b>\$ 43,702</b>	<b>\$ 247,557</b>	<b>\$ (203,855)</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 42,849,552</b>	<b>\$ 44,136,246</b>	<b>\$ (250,411)</b>	<b>\$ 43,885,835</b>	<b>\$ 21,116,959</b>	<b>\$ 21,904,438</b>	<b>\$ 864,439</b>	<b>\$ 1,059,816</b>	<b>\$ (195,377)</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING JANUARY 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	Medical & Dental Expenses	\$ 8,039,444	\$ 7,933,343	\$ -	\$ 7,933,343	\$ 6,328,036	\$ 1,555,159	\$ 50,148	\$ 28,404	\$ 21,744
	Life Insurance	\$ 82,766	\$ 84,270	\$ -	\$ 84,270	\$ 48,933	\$ -	\$ 35,337	\$ 34,377	\$ 960
	FICA & Medicare	\$ 1,257,494	\$ 1,357,597	\$ -	\$ 1,357,597	\$ 637,326	\$ -	\$ 720,271	\$ 719,100	\$ 1,171
	Pensions	\$ 439,834	\$ 475,318	\$ -	\$ 475,318	\$ 459,634	\$ 16,407	\$ (722)	\$ 500	\$ (1,222)
	Unemployment & Employee Assist.	\$ 120,616	\$ 128,120	\$ -	\$ 128,120	\$ 33,941	\$ -	\$ 94,179	\$ 90,500	\$ 3,679
	Workers Compensation	\$ 446,361	\$ 446,362	\$ -	\$ 446,362	\$ 339,226	\$ 106,518	\$ 619	\$ -	\$ 619
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	\$ 10,386,515	\$ 10,425,010	\$ -	\$ 10,425,010	\$ 7,847,094	\$ 1,678,083	\$ 899,833	\$ 872,881	\$ 26,952
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ 634,759	\$ 490,240	\$ 184,638	\$ 674,878	\$ 441,950	\$ 261,747	\$ (28,819)	\$ 64,100	\$ (92,919)
	Professional Educational Ser.	\$ 205,154	\$ 241,865	\$ -	\$ 241,865	\$ 65,395	\$ 40,278	\$ 136,192	\$ 135,000	\$ 1,192
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	\$ 839,913	\$ 732,105	\$ 184,638	\$ 916,743	\$ 507,345	\$ 302,025	\$ 107,373	\$ 199,100	\$ (91,727)
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>									
	Buildings & Grounds Services	\$ 651,996	\$ 671,800	\$ -	\$ 671,800	\$ 363,283	\$ 228,865	\$ 79,651	\$ 79,588	\$ 63
	Utility Services - Water & Sewer	\$ 106,310	\$ 116,600	\$ -	\$ 116,600	\$ 58,180	\$ -	\$ 58,420	\$ 58,400	\$ 20
	Building, Site & Emergency Repairs	\$ 463,765	\$ 460,850	\$ -	\$ 460,850	\$ 314,361	\$ 70,376	\$ 76,113	\$ 133,400	\$ (57,287)
	Equipment Repairs	\$ 213,556	\$ 252,403	\$ -	\$ 252,403	\$ 115,153	\$ 23,819	\$ 113,431	\$ 111,000	\$ 2,431
	Rentals - Building & Equipment	\$ 274,884	\$ 285,632	\$ 4,800	\$ 290,432	\$ 177,036	\$ 63,957	\$ 49,439	\$ 48,500	\$ 939
	Building & Site Maintenance	\$ 209,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	\$ 1,920,448	\$ 1,787,285	\$ 4,800	\$ 1,792,085	\$ 1,028,014	\$ 387,018	\$ 377,054	\$ 430,888	\$ (53,834)

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING JANUARY 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ 374,023	\$ 408,667	\$ (8,440)	\$ 400,227	\$ 216,616	\$ 58,584	\$ 125,027	\$ 123,600	\$ 1,427
	Transportation Services	\$ 4,443,994	\$ 3,819,431	\$ (100,000)	\$ 3,719,431	\$ 1,830,974	\$ 1,263,830	\$ 624,627	\$ 555,530	\$ 69,097
	Insurance - Property & Liability	\$ 336,943	\$ 291,066	\$ -	\$ 291,066	\$ 230,667	\$ 58,555	\$ 1,844	\$ 3,298	\$ (1,454)
	Communications	\$ 112,883	\$ 127,369	\$ -	\$ 127,369	\$ 60,967	\$ 52,541	\$ 13,861	\$ 13,800	\$ 61
	Printing Services	\$ 51,981	\$ 50,697	\$ (4,800)	\$ 45,897	\$ 8,008	\$ 6,982	\$ 30,907	\$ 30,200	\$ 707
	Tuition - Out of District	\$ 1,364,044	\$ 1,392,548	\$ 190,000	\$ 1,582,548	\$ 1,513,643	\$ 966,751	\$ (897,846)	\$ 55,580	\$ (953,426)
	Student Travel & Staff Mileage	\$ 225,014	\$ 209,722	\$ -	\$ 209,722	\$ 95,902	\$ 5,000	\$ 108,820	\$ 107,000	\$ 1,820
	<b>SUBTOTAL OTHER PURCHASED SERVICES</b>	<b>\$ 6,908,882</b>	<b>\$ 6,299,500</b>	<b>\$ 76,760</b>	<b>\$ 6,376,260</b>	<b>\$ 3,956,777</b>	<b>\$ 2,412,243</b>	<b>\$ 7,240</b>	<b>\$ 889,008</b>	<b>\$ (881,768)</b>
<b>600</b>	<b>SUPPLIES</b>									
	Instructional & Library Supplies	\$ 991,852	\$ 1,002,246	\$ -	\$ 1,002,246	\$ 563,066	\$ 70,043	\$ 369,136	\$ 368,500	\$ 636
	Software, Medical & Office Sup.	\$ 231,715	\$ 165,988	\$ -	\$ 165,988	\$ 57,920	\$ 44,421	\$ 63,646	\$ 63,200	\$ 446
	Plant Supplies	\$ 361,207	\$ 361,100	\$ -	\$ 361,100	\$ 204,088	\$ 26,514	\$ 130,498	\$ 130,498	\$ (0)
	Electric	\$ 1,371,748	\$ 1,442,763	\$ (25,000)	\$ 1,417,763	\$ 722,124	\$ -	\$ 695,639	\$ 691,468	\$ 4,171
	Propane & Natural Gas	\$ 311,240	\$ 358,287	\$ -	\$ 358,287	\$ 133,979	\$ -	\$ 224,308	\$ 209,308	\$ 15,000
	Fuel Oil	\$ 557,923	\$ 617,123	\$ -	\$ 617,123	\$ 227,303	\$ 392,779	\$ (2,959)	\$ -	\$ (2,959)
	Fuel For Vehicles & Equip.	\$ 480,240	\$ 565,019	\$ -	\$ 565,019	\$ 68,918	\$ -	\$ 496,101	\$ 495,000	\$ 1,101
	Textbooks	\$ 234,884	\$ 188,986	\$ -	\$ 188,986	\$ 81,835	\$ 12,617	\$ 94,534	\$ 94,500	\$ 34
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 4,540,810</b>	<b>\$ 4,701,512</b>	<b>\$ (25,000)</b>	<b>\$ 4,676,512</b>	<b>\$ 2,059,233</b>	<b>\$ 546,375</b>	<b>\$ 2,070,904</b>	<b>\$ 2,052,474</b>	<b>\$ 18,430</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING JANUARY 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>700</b>	<b>PROPERTY</b>									
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0
	Technology Equipment	\$ 264,535	\$ 51,602	\$ -	\$ 51,602	\$ 44,181	\$ -	\$ 7,421	\$ 7,421	\$ (0)
	Other Equipment	\$ 46,973	\$ 33,596	\$ -	\$ 33,596	\$ 10,316	\$ 1,659	\$ 21,621	\$ 21,621	\$ (0)
	<b>SUBTOTAL PROPERTY</b>	\$ 435,685	\$ 209,375	\$ -	\$ 209,375	\$ 178,674	\$ 1,659	\$ 29,042	\$ 29,042	\$ 0
<b>800</b>	<b>MISCELLANEOUS</b>									
	Memberships	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 64,994	\$ 255	\$ 8,725	\$ 8,700	\$ 25
	<b>SUBTOTAL MISCELLANEOUS</b>	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 64,994	\$ 255	\$ 8,725	\$ 8,700	\$ 25
	<b>TOTAL LOCAL BUDGET</b>	\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 36,759,090	\$ 27,232,095	\$ 4,364,609	\$ 5,541,909	\$ (1,177,300)

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING JANUARY 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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	RECEIVED 2011 - 2012	2012-13 APPROVED BUDGET	RECEIVED	BALANCE	% RECEIVED
<b><u>SCHOOL GENERATED FEES</u></b>					
<b><u>HIGH SCHOOL FEES</u></b>					
NURTURY PROGRAM	\$8,000	\$8,000	\$8,000.00	\$0.00	100.00%
PARKING PERMITS	\$20,000	\$20,000	\$20,000.00	\$0.00	100.00%
PAY FOR PARTICIPATION IN SPORTS	\$84,800	\$84,800	\$38,711.00	\$46,089.00	45.65%
	\$112,800	\$112,800	\$66,711.00	\$46,089.00	59.14%
<b><u>BUILDING RELATED FEES</u></b>					
ENERGY - ELECTRICITY	\$626	\$313	\$0.00	\$313.00	0.00%
HIGH SCHOOL POOL - OUTSIDE USAG	\$400	\$500	\$0.00	\$500.00	0.00%
	\$1,026	\$813	\$0.00	\$813.00	0.00%
MISCELLANEOUS FEES	\$77	\$150	\$0.00	\$150.00	0.00%
<b>TOTAL SCHOOL GENERATED FEES</b>	\$113,903	\$113,763	\$66,711.00	\$47,052.00	58.64%

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, January 23, 2013 at 7:30 p.m. in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines	2 Staff
W. Hart	5 Public
K. Alexander	5 Press
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:48 p.m.  
Mrs. Roche and Mr. Hart would join the meeting later.

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding a 180-day waiver for the entire school district to the agenda. Mr. Gaines seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding a CMT waiver for the entire Newtown school district to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding the addition of vacation days for Sandy Hook School to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action of an MOU giving 2 personal days to the employees in the Newtown school district to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding the April vacation to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

Item 1 – Consent Agenda

MOTION: Mr. Gaines moved that the Board of Education approve the consent agenda which includes the minutes of December 17, 2012 and January 8, 15 and 17, 2013, the Newtown High School Debate Team field trip and jazz ensemble field trip, the donations to Newtown High School, gift card donations, equipment and service donations, donations to the Sandy Hook Fund, and an anonymous donation for Sandy Hook School. Mr. McCubbin seconded. Vote: 5 ayes

Item 2 – Public Participation (none)

Item 3 – Reports

Correspondence: Mr. McCubbin stated there were a total of 35 correspondence with 18 pieces from outside Newtown and the remainder from Newtown residents.

Superintendent's Report:

Dr. Robinson reported that she sent a letter to the Commissioner of Education with the Board's resolution to request a 180-day waiver for Sandy Hook School putting them at 177 days. The



State Board of Education passed it unanimously. Mental health workers are focusing on the highest needs and we have had a team of 11 at Sandy Hook School since December 16. We also have the team from Yale working with parents, student and teachers. She met with the Commissioner of DMAS, DCF and Pat Llodra about continuing services. She has a conference call the next day to discuss how long services will be needed. We need to have a transition plan. We will also be implementing the NCTSN with frontline providers for trauma treatment. We invited them to assess and help us determine a long term plan to provide services. They will be talking to teachers, parents and students when appropriate for treatment going forward.

#### Financial Report:

MOTION: Mr. Alexander moved that the Board of Education approve the financial report for the month ending December 31, 2013. Mr. Gaines seconded.

Mr. Bienkowski went over the financial report and indicated that much of the additional costs resulting from December 14 will be paid by insurance.

Mr. Vouros thanked him for his work on the budget and asked how we were proceeding with what is being spent in Monroe.

Mr. Bienkowski stated that bills will be forwarded to him. Right now it has been \$21,000 for oil. All future billings will come to us directly. Constellation Energy is donating their generation portion for the balance of the year. We will only get a bill from CLIP for distribution.

Mr. McClubbin asked where we would see donations in the financial report.

Mr. Bienkowski said they will be kept separate from the budget. We file a report with the State of Connecticut for all donations. We aren't reducing our budget because of the donations. Money received so far is in the Board's contribution fund. There will be reports to summarize these.

Mr. Alexander asked if, at the end of the year we ended up in negative terms, we could use some of that money.

Mr. Bienkowski said it was not possible to use those funds except for donations. The Town is managing most of the donations.

Vote: 5 ayes

#### Item 4 – New Business (no items)

#### Item 6 – Curriculum Budget

Dr. Gejda spoke about the curriculum budget which also includes instruction and assessment. We want the curriculum to be current, rigorous and in alignment with the district. Concept-based curriculum will provide a high content curriculum. NEASC is also focused on the curriculum. We want to maintain high quality instruction which is effective and consistent and provide 18 hours of professional development for teachers in small groups or individualized. There are a variety of assessments we use to measure student achievement which are formative, diagnostic, monitoring student progress, summative and performance-based.

Mr. Vouros asked about reader's workshop and that Sandy Hook School was ahead of the others and how the other schools would get to that level.

Dr. Gejda said all of the elementary schools have the same number of consultants. Sandy Hook may have had more teachers go to New York or participate in the summer workshop we had last year. There are 2 consultants working at Reed but only with 5<sup>th</sup> grade right now.

Mr. McCubbin asked if anyone has been in a discussion with NEASC to give us time to deal with our situation before they visit.

Dr. Gejda said a letter can be sent when something has changed in the school but the visit is a couple of years away.

#### Item 7 – Technology Budget

Carmella Amodeo stated that equipment is usually a large request because we always try to play catch-up. More than half is to maintain the equipment in the district. Seven years is a long time to replace computers. There is also a need for an additional staff member because it's harder to take care of old equipment.

Mr. Hart asked if we will be prepared for computer-based testing.

Mrs. Amodeo said we do run tests on the computers so we are alright in that area.

Mr. Hart questioned the BYOD strategy.

Mrs. Amodeo wasn't sure if they would open up for the testing.

Mr. Gaines asked how much she would need for her budget.

She stated that if she just took the priorities for the district she would need \$2M.

#### Item 8 – General Services Budget

Mr. Bienkowski spoke about the general services budget that includes operational services which are the offices responsible for running the district. The Serv grant will help with costs for security staff.

Mr. Vouros asked when we will know if we can use any of the money being donated.

Mrs. Leidlein said a transition committee is working to develop a board for the monies from Newtown Savings Bank and the United Way. They will determine how that money will be distributed. She doesn't think money will be given to us but wasn't sure.

Mrs. Leidlein introduced Senator McKinney.

Senator McKinney said his goal is to try to implement the wishes and needs of the town and Board of Education. On December 19 we passed a deficit litigation package requiring passing a waiver of the 180 days. We have the ability to ask for a waiver for the entire district. There is also the question of the town to seek a waiver from the CMTs for Sandy Hook School or the district. This has to be decided by Secretary Duncan at the request of Commissioner Pryer

Dr. Robinson said the resolution authorizes the shortening of the school year for Sandy Hook School. The 177 days was in the executive summary.

Senator McKinney said the language we put in says the State Board of Education shall authorize the shortening of the school year ending June 30.

#### Item 5 – New Business

Resolution Regarding Workers' Compensation:

MOTION: Mrs. Roche moved that the Board of Education approve the following resolution:

Given the extraordinary effort and bravery exhibited by members of the Newtown Police Department, first responders, teachers and staff of the Sandy Hook Elementary School, fairness and compensation dictates that the workers' compensation laws of Connecticut be amended to provide appropriate benefits for all those that sustained physical or emotional injury as a consequence of their heroic efforts within the scope of their employment on and after December 14, 2012. Mr. Hart seconded.

Mr. Hart stated that workers' comp doesn't include mental health care. First responders suffered severe mental health problems as well as some of the teachers. Mental injuries are work related. The Police Commission passed this resolution on Jan. 8. Vote: 7 ayes

The Board began discussions on the five items added to the agenda.

MOTION: Mrs. Roche moved that the Board of Education add additional vacation days in February for Sandy Hook School. Mr. Alexander seconded.

Mrs. Leidlein said that numerous individuals made this request including the union that based on the fragile state of the staff at Sandy Hook School, we extend the vacation in the 3<sup>rd</sup> week of Feb to include Wednesday, Thursday and Friday for Sandy Hook staff only. She had a discussion with the administration at Sandy Hook School and checked with mental health workers at the school. She called Scott Newgass, the Education Consultant with the State Department of Education and he was concerned that it would be beneficial for the staff but felt if this didn't happen we would see an increase in the number of teachers who call in sick and an increase in behaviors of students due to the staff having difficulty. He didn't think it would have a negative impact on the students.

MOTION: Mr. Gaines moved to table this motion until after the personnel days discussion. Mr. Hart seconded. Vote: 7 ayes

MOTION: Mrs. Roche moved that the Board of Education approve an MOU giving 2 personal days to the employees of the Newtown school district. Mr. Alexander seconded.

Dr. Robinson spoke to Attorney Floyd Dugas this morning. Personal days in the contract usually have limitations and cannot be added to an existing vacation.

Attorney Floyd Dugas said he spoke to Bob Cerritelli who said they would approve this with not being able to add these days to any break.

Mr. Vouros suggested instead of the 2 personal days, giving everyone the full February week off.

Mrs. Leidlein said there are concerns about not knowing when this incident will affect people so it would be beneficial to have 2 extra personal days.

Mr. Alexander said that most of the Sandy Hook staff worked over the Christmas break so giving them extra time in February is appropriate.

Mrs. Roche amended her motion regarding the addition of 2 personal days for all employees of the Newtown school district with the restriction that they cannot be added onto a vacation. Mr. Hart seconded. Vote: 7 ayes

MOTION: Mrs. Roche moved that the Board of Education add additional vacation days in February for Sandy Hook School. Mr. Alexander seconded.

Mrs. Roche amended the motion to add the dates of February 20, 21 and 22.

Mr. Alexander seconded.

Mr. Vouros asked the Board to consider giving the whole district off that week as many staff members have been affected also.

MOTION: Mr. Gaines proposed an amendment to that motion to award the additional vacation time to the entire district. Mr. Vouros seconded.

Mr. Gaines feels the door is open to ask for a waiver for the entire district for the 180 days. Senator McKinney said it requires the Board of Education to ask the State Board of Education. He doesn't anticipate a problem.

Mr. Gaines said he was not necessarily in favor of this motion but there are fragile teachers in other schools. He doesn't believe we should shut down the schools. Returning to normalcy is important. He doesn't want to segregate Sandy Hook from the rest of the district.

Mr. Hart agreed that we've lost a number of days. It's appropriate to give Sandy Hook teachers 3 days.

Mr. McCubbin agreed. Giving 3 days to the rest of the district puts a burden on working parents for daycare.

Mrs. Leidlein would not support the motion to add the 3 days for the rest of the schools.

Dr. Robinson agreed with the Board's compassionate move.

Vote on amendment to add additional vacation time to the rest of the district: 1 aye, 6 nays (Mrs. Leidlein, Mrs. Roche, Mr. McCubbin, Mr. Gaines, Mr. Hart, Mr. Alexander)

Amendment fails

Vote on original motion: 7 ayes

MOTION: Mrs. Roche moved that the Board of Education request a 180-day waiver for the entire district. Mr. McCubbin seconded.

Mrs. Leidlein feels it would be nice to have it if we need it. We will be talking about April vacation and not having to touch it with a concern about having to lose additional days of school.

Dr. Robinson said a lot of staff came in on December 17. She recommended that the Board forgive the day Head O'Meadow had a threat and didn't have school and December 17.

Mr. Alexander asked if we could go under the 180 days with the union to which Dr. Robinson said we could not. Requesting a waiver for the entire district would not have to be done immediately.

Mrs. Roche was in favor of having it now as it is important to end the district on the last day.

Mrs. Leidlein felt it would add some piece of mind to the staff to know it exists. We would hope to not have to reduce the April vacation.

Mr. Gaines feels this would be a disservice to students taking the AP test because they are not making up days when they would prepare. If we defeat this motion we can request it at a later time. We are preparing for something that may not happen. If we have a situation in the future we can revisit this discussion.

Vote: 4 ayes, 3 nays (Mr. Gaines, Mr. Hart, Mr. Alexander) Motion passes

MOTION: Mr. Gaines moved that the Board of Education not remove days from the April vacation as listed in the calendar. Mrs. Roche seconded.

Mrs. Leidlein brought this to the Board because the district is concerned about losing days from the April vacation.

Mr. Alexander said April is a problem each year but would not worry about it now.

Mr. Gaines feels we have stated in the calendar to remove days from April break and should not change that policy.

Vote: 5 ayes, 2 nays (Mr. Gaines, Mr. Alexander) Motion passes

MOTION: Mrs. Roche moved that the Board request a waiver for the entire school district from the CMT and CAPT testing. Mr. Vouros seconded.

Mrs. Leidlein said the union requested a waiver for the entire district from the CMTs because students have been impacted and this will reduce the stress level. There is more time for instruction without the CMT window.

Mrs. Roche asked how the administration felt.

Dr. Robinson said most would support not having them. There won't be any data here to see if there actually was an impact on the testing and there also won't be baseline data for teacher evaluation the next year. If we don't have the data we may have to give some kind of standardized test in September. We cannot use the prior year's data.

Mr. Hart asked if the CAPT is a graduation requirement.

Dr. Robinson said it was but not sure if it was the State's or our requirement.

Mr. Vouros was in favor of not doing the testing. Results will prove we should not have given it. There's too much stress in preparation and students are confined to the classroom. Also, some parents may not allow their children to take the test.

Mr. Alexander feels it's very useful and the most important thing is to keep education going. We shouldn't back off from testing.

Dr. Robinson said they would be fine giving up testing but is concerned about not having data. You can also request the testing not have any consequence.

Mrs. Leidlein spoke to Commissioner Pryer who said the gap would be managed and the State would figure that out. There are no consequences in terms of funding. She also spoke to a few administrators who asked for a waiver from the CMTs.

Mr. Gaines feels the testing is necessary and we expect a dip in the CMTs in Newtown.

Dr. Robinson said the Commissioner told her he checked at the federal level and the only time a waiver was granted was when a natural disaster destroyed the test booklets.

Mr. Hart is concerned about loss of instructional rigor. CMTs don't affect grades. We have lost a number of days and if we can buy back some of that time he could support a waiver on the CMTs. We shouldn't change CAPT as it's a requirement for graduation.

Mrs. Roche amended the motion to only include CMTs and not the CMT and CAPT.

Mr. Vouros seconded.

Vote: 5 ayes 2 nays (Mr. Gaines, Mr. Alexander)

MOTION: Mrs. Roche moved to go into executive session and invited Attorney Floyd Dugas. Mr. McCubbin seconded. Vote: 4 ayes, 3 nays (Mr. Gaines, Mr. Hart, Mr. Alexander)

Item 9 – Executive Session

MOTION: Mr. Alexander moved to adjourn. Mr. Hart seconded. Vote: 7 ayes

Item 10 – Adjournment

The meeting adjourned at 1:10 a.m.

Respectfully submitted:

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Cody McCubbin  
Secretary

# NEWTOWN PUBLIC SCHOOLS 2013-2014 SCHOOL CALENDAR

## AUGUST 4(7)

M	T	W	TH	F
			<b>22</b>	<b>23</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**22-All Teachers Report**  
**22, 23 & 26 -Staff Development Days**  
**27-Students Report**

## SEPTEMBER 19(19)

M	T	W	TH	F
--	<b>3</b>	<b>4</b>	--	<b>6</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>30</b>				

**2-Labor Day, Schools Closed**  
**5-Rosh Hashanah, Schools Closed**

## OCTOBER 23(23)

M	T	W	TH	F
	<b>1</b>	<b>2</b>	<b>3</b>	<b>*4</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

**\*-Early Dismissal**

## NOVEMBER 18(19)

M	T	W	TH	F
				<b>1</b>
<b>4</b>	--	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>25</b>	<b>26</b>	<b>*27</b>	--	--

**5-Election Day-Schools Closed For Students, Staff Development Day**  
**27-Early Dismissal**  
**28-29-Thanksgiving Recess**

## DECEMBER 15(15)

M	T	W	TH	F
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>*6</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
--	--	--	--	--
--	--			

**\*-Early Dismissal**  
**23-31-Holiday Recess**

## JANUARY 21(21)

M	T	W	TH	F
		--	<b>2</b>	<b>3</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>*17</b>
--	<b>22</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

**1-New Year's Day**  
**\*-Early Dismissal**  
**21-Martin Luther King Day, Schools Closed**

## FEBRUARY 18(18)

M	T	W	TH	F
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>*14</b>
--	--	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

**\*-Early Dismissal**  
**17-18-Schools Closed**

## MARCH 21(21)

M	T	W	TH	F
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>*7</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>31</b>				

**\*-Early Dismissal**

## APRIL 17(17)

M	T	W	TH	F
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>*11</b>
--	--	--	--	--
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b>		

**\*-Early Dismissal**  
**14-18 Schools Closed**

## MAY 21(21)

M	T	W	TH	F
			<b>1</b>	<b>*2</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
--	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**\*-Early Dismissal**  
**26-Memorial Day, Schools Closed**

## JUNE 6(6)

M	T	W	TH	F
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
☀ <b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
■ <b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>		

☀-Projected last day of school without emergency closing days  
 ■-Projected last day of school if the 5 built-in days are used

**Student Days - 183**  
**Teacher Days - 187**

*The calendar builds-in five emergency closings, with the last day of school projected as June 9<sup>th</sup>. Unused closings will be deducted from this date. Extra closings will be added on June 17, 18, 19 and 20 with additional days taken from the April break starting with 4/17, 4/16, etc. April 18 is Good Friday.*

### Open House Dates:

Elementary - Sept. 9, 11 & 12  
 Reed Intermediate - Sept. 10-gr. 5, Sept. 16-gr. 6  
 Middle School - Aug. 28-gr. 7, Aug. 29-gr. 8  
 High School - Sept. 18 & 19

### Conferences (early dismissal):

Elementary -  
 Reed Intermediate -  
 Middle School -  
 High School -

**Adopted**

## STUDENT DISCIPLINE: REMOVAL, SUSPENSION AND/OR EXPULSION PROCEDURES

### I. Introduction

#### A. Rationale

Education cannot proceed without an atmosphere of good order and discipline necessary of effective learning.

Good order and discipline are viewed as being positive rather than negative; as helping the student to adjust, rather than as punishment; as turning unacceptable conduct into acceptable conduct.

Good order and discipline may be described as the absence of distractions, friction, and disturbances which interfere with the optimum functioning of the student, the class, and the school.

#### B. Students as Citizens

As citizens and members of the school, community, all students have a right to an education and basic security.

Students have a right to due process before these rights are restricted.

It is the expectation of Newtown public schools that responsible students respect constituted authority and obey the duly constituted rules and regulations.

The responsible student also reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

### II. Reasons for Disciplinary Action, Including Suspension and/or Expulsion

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, that is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

Students can also be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Connecticut General Statute § 29-38 and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.



Conduct which may lead to disciplinary action (including, but not limited to removal, suspension and/or expulsion) includes, but is not limited to, the following:

- a. Continued and willful disobedience;
- b. Open defiance of school officials;
- c. Disruptive conduct or language;
- d. Theft;
- e. Vandalism;
- f. Fighting, willfully striking or assaulting a student or willfully striking or assaulting a member of the school staff or others;
- g. Carrying or having in one's possession any weapon, weapon facsimile, firearm whether loaded or unloaded, deadly weapon, dangerous instrument, martial arts weapon, pistol, knife, pellet gun, b.b. gun, blackjack, metal or brass knuckles, explosive device or any other dangerous object;
- h. Threatening assault upon, intimidating or blackmailing a student or member of the school staff;
- i. Drunkenness;
- j. Unauthorized possession, sale, or distribution, use or consumption of tobacco, drugs, or alcoholic beverages or facsimiles thereof. For purposes of this provision, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription or non-prescription) and any controlled substance whose possession sale, distribution, use or consumption is illegal under state and/or federal law;
- k. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in paragraph "j";
- l. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire;
- m. Violation of smoking, dress or transportation policies;
- n. The willful destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way;
- o. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance;
- p. Trespassing on school grounds while on out-of-school suspension or expulsion;
- q. Making false or actual "bomb threats" or similar threats;
- r. Unauthorized and/or reckless and/or improper operation of a motor vehicle;
- s. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper authorization;
- t. Use of a beeper, paging device, or similar electronic device on school grounds while school is in session without the advance written permission of the principal or his/her designee;
- u. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes;
- v. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry or other protected class status recognized by law;
- w. Any other violation of school rules or regulation or a series of violations which makes the presence of the student seriously disruptive of the educational process or other actions inimical to good discipline in the schools which is seriously disruptive of the educational process.

### III. In-School Suspension Procedures

- A. The Board of Education authorizes a building principal, or designee, to impose in-school suspension in cases where a student's conduct endangers persons or property, seriously disrupts the educational process, or is in violation of a publicized board policy.
- B. The in-school suspension may not:
  - a. exceed five (5) consecutive school days
  - b. extend beyond the school year
  - c. be imposed more than fifteen (15) times or have more than a total of fifty (50) school days in one school year, whichever is fewer.
- C. In-school suspension may not be imposed on a student without an informal hearing by the building principal, or designee. The same due process safeguards which apply to suspended students shall apply to those students excluded from classroom activity under in-school suspension.

### IV. Suspension Procedures

- A. The Board of Education authorizes its administration to suspend from school privileges, for not more than ten (10) consecutive school days, any student whose conduct on school grounds or at school-sponsored activity is violative of a publicized policy of the board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is violative of board policy and is seriously disruptive of the educational process.
- B. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing at which time the student must be informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon as possible after the suspension.
- C. The principal or designee can consider evidence of past disciplinary problems which have led to the removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing in the consideration of length of suspension. The principal or designee, however, cannot look to past disciplinary problem in rendering a decision as to whether the student is guilty of the alleged violation.
- D. No student can be suspended more than ten (10) times or a total of fifty (50) school days in a school year, whichever results in fewer days of suspension, unless such student is first granted a formal hearing before the Board of Educational or a hearing officer appointed by the board.
- E. The building principal, or his designee, has twenty-four (24) hours within which to inform the Superintendent of any suspension and the reason therefore.
- F. Any student who is suspended shall be given an opportunity to complete any class work missed during the time of suspension.

- G. In instances of serious misconduct, which may lead to expulsion, a student may be suspended from school on an interim basis while the allegations are being thoroughly investigated. If a decision to recommend expulsion is made, the student and/or parents will be notified within ten days of the start of the interim suspension.
  - H. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board, if the student graduates from high school, unless otherwise not required by law.
- V. Multiple Suspensions Procedures

The Board is concerned when students are suspended on multiple occasions. To encourage proper conduct and to facilitate an atmosphere of good order and discipline the following additional procedures must be undertaken:

- A. When a student has been suspended for the fifth (5<sup>th</sup>) time in one school year, the administrator will make a planning and placement team ("PPT") referral. The PPT will follow the appropriate special education laws, including but not limited to, determining whether the student is eligible for special education services and to develop an appropriate program if determined eligible.
- B. When a student had been suspended for the eighth (8<sup>th</sup>) time, the student's parent(s) or guardian(s), along with the student, or the adult student, must appear before the Superintendent for a formal hearing. The building principal, and/or designee(s), and the Director of Pupil Services should be present at this hearing. A positive attempt will be made at the hearing to help the student, to review alternatives, and to convey to the student that possible expulsion from school could result.
- C. After a student has been suspended for the tenth (10<sup>th</sup>) time, the student will be provided the opportunity for a formal hearing, under the expulsion procedures set forth below, which may result in continued suspension or recommendation for expulsion from school.

VI. Expulsion Procedures

- A. A principal or designee on the administrative staff of the school, may recommend the expulsion of a student in cases where there is cause to believe that the student has engaged in conduct ON school grounds or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process, or is violative of a publicized Board policy, administrative regulation, or State law or conduct OFF school grounds which is seriously disruptive of the educational process AND violative of a publicized Board policy. In making a determination as to whether such conduct off school grounds is seriously disruptive of the educational process, the principal of a school, or designee on the administrative staff of the school, may consider, but such consideration shall not be limited to, the following factors:
  - (1) whether the incident occurred within close proximity of a school;
  - (2) whether other students from the school were involved;
  - (3) whether there was any gang involvement;
  - (4) whether the conduct involved violence, threats or violence, or the unlawful use of a weapon, as defined in Connecticut General Statute § 29-38, and whether any injuries occurred; and

(5) whether the conduct involved the use of alcohol.

- B. The principal or designee on the administrative staff of the school SHALL recommend an expulsion proceeding in all cases against any student, pursuant to Conn. Gen. Stat. §10-233d(a), as amended by P.A. 96-244 §19, when the principal or designee on the administrative staff reasonably believes a student:
1. On school grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. §921, as amended from time to time, or deadly weapon, dangerous instrument or martial art weapon, as defined in Conn. Gen. Stat. §53a-3, as amended; or
  2. Off school grounds, did possess a firearm in violation of Conn. Gen. Stat. §29-35; or
  3. Off school grounds, did possess and use such firearm, instrument or weapon in the commission of a crime under chapter 952; or
  4. On or off school grounds, offered for sale or distribution a controlled substance, as defined by Conn. Gen. Stat. §21 a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties under Conn. Gen. Stat. §§21 a-277 and 21 a-278.
  5. The following definitions shall be used in this section:
    - a) A "firearm" as defined in 18 USC 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosion, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device; ".A "destructive device" shall include, but is not limited to, any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having an explosive or incendiary charge of more than one--quarter ounce, a mine, Or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than % inch in diameter. The term "destructive device" does not include, however, an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
    - b) "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot maybe discharged, or a switchblade knife, gravity knife, billy, blackjack or metal knuckles.
    - c) "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle".
    - d) "Marital arts weapon" means a nunchaku, kama, kasri-fundo, octagon sai, tonfa or chinese star.
    - e) "Weapon", for purposes of determining whether conduct off school grounds is seriously disruptive of the educational process, means any BB. gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by

which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches or over in length, any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument.

C. Requests for expulsion will be directed to the Board of Education through the Superintendent of Schools.

D. Expulsion Hearing Procedures

The hearing shall be governed by the following procedures:

1. Except in an emergency situation requiring the student's immediate removal; the Board shall, prior to expelling the student, offer the opportunity for a hearing in accordance with law. Such hearing may allow evidence of past disciplinary problems when deciding expulsion, the length of expulsion, and the alternative educational opportunity to be; offered. In the event of an emergency, such hearing shall be held as soon after the expulsion as possible.
2. The student and parents and/or guardian shall be given a prior written notice at a reasonable time prior to the date of the hearing. The notice shall contain:
  - Date, time place and nature of the scheduled hearing.
  - A statement of the legal authority and jurisdiction under which the hearing is to be held.
  - A reference to the particular statutes and regulations involved.
  - A short and plain statement of the matter asserted.
  - Only if applicable, the notice shall contain a statement that the Board is not required to offer an alternative educational opportunity and whether the administration intends to recommend an alternative educational opportunity.
3. At a meeting at which three or more Board members are present, a student may be expelled if a majority of the Board members sitting in an expulsion hearing vote to expel, provided that no fewer than three affirmative votes to expel are cast.  
**Alternatively, the Board may appoint an impartial hearing officer to hear and decide the expulsion matter provided that no member of the Board may serve on such panel.**
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
5. The hearing will be conducted in executive session, unless the student and/or parent requests that the hearing be held in open session.
6. The Board shall keep a verbatim record of the hearing, either by tape recording or by a stenographer. The student and/or parent or guardian shall be entitled to a copy of that record at his or her own expense.

7. The administration may be represented by an attorney. The student may also be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parent and/or guardian.
8. The administration will introduce the charges against the student and will be given an opportunity to give opening remarks. The student will then be given an opportunity to present any opening remarks.
9. The administration will be given the opportunity to present witnesses, which will be sworn in, and present any other relevant evidence. Each witness will be subject to cross-examination by the student and/or his representative as well as by Board members.
10. The student shall also have the right to, call witnesses, which will be sworn in, and present other relevant evidence in his/her defense. Each witness will be subject to cross-examination by the administration and/or legal counsel as well as by Board members. In addition, the student will have the opportunity to testify or make a statement. If the student chooses to make a statement or to testify, he/she will be subject to cross examination by the administration and/or the Board.
11. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language. The student and his/her parent(s) or representative must request a translator at least two days prior to the date of the expulsion hearing.
12. Evidence of past disciplinary problems, which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be received at the hearing, but may only be considered in the determination of length of expulsion and nature of alternative educational opportunity, if applicable.
13. The Board shall reports its final decision in writing to the student, stating the reasons on which the decision is based and the penalty to be imposed. Said decision shall be based solely on evidence derived at the hearing.
14. The Board shall promptly notify the parent(s) or guardian(s) of any minor student of such action.
15. An expulsion period may not exceed one calendar year, but may include portions of two school years.
16. Notice of expulsion shall be included in the student's cumulative educational record, and, except for notice of an expulsion based on possession of a firearm or deadly weapon, shall be expunged from such record if the student graduates from high school.
17. Whenever the Board of Education or an impartial hearing panel expels a student, it shall offer an alternative education program to students under the age of sixteen. The Board of Education shall make provision for an alternative educational opportunity to expelled students between the ages of sixteen and eighteen, if requested by the student and/or

family, conditional upon the desire of the student to continue his/her education and compliance with conditions established by the Board. However, the Board is not required to offer such alternatives to any student 16 years old or older who was expelled because of conduct that endangered persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved possession of a firearm, as defined in 18 U.S.C. §921, or deadly weapon, dangerous instrument or martial arts weapon, as defined by Conn. Gen. Stat. §53a-3, on school property or offering for sale or distribution on school property or at a school-sponsored activity, a controlled substance, as defined in Section 21 a-240(9) of the Connecticut General Statutes, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under Sections 21 a-277 and 21 a-278 of the Connecticut General Statutes. The age restriction and other limitation on the provision of an alternative educational opportunity shall not apply to students requiring special education who are described in Subdivision (1) of Subsection (e) of Section 10-76a of the Connecticut General Statutes.

18. In cases where expulsion results from offering a controlled substance for sale or distribution on school property or at a school-sponsored activity or conduct involving possession of a firearm, as defined in 18 U.S.C. §921, as amended, deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. §53a-3, as amended, the following additional actions will be taken:
  - a) The student offering a controlled substance will be referred to a rehabilitation agency with notification to the agency of the referral.
  - b) Notification to the student/parent of the expulsion hearing shall, if the student is between the ages of 16 and 18, contain notice that the Board is not required to provide an alternative education if such circumstances exist.

#### VII. Parental Notification

The parents or guardians of any student who is either expelled or suspended or removed from class shall be informed of such disciplinary action within twenty-four (24) hours. Students 18 years of age or older shall receive notification materials directly.

#### VIII. Alternative to Expulsion and/or Suspension

##### A. Detention

This procedure may be applied for violations of various school procedures. Students will be required to remain after school and participate in a supervised study hall environment. Saturday work detail may be an alternative for repeated assignment of after-school detentions.

##### B. Revocation of Privileges

This procedure may be applied for violation of school regulations that authorize the student to use school facilities to receive special school privileges, e.g., parking permit, early school dismissal, school dances, co-curricular activities.

C. Loss of Academic Credit

This consequence would be the result of serious violation of the regulation governing academic cheating.

D. Removal

The Board of Education authorizes its teachers to remove any student from class when such pupil deliberately causes a serious disruption of the educational process within the classroom. (Teachers means all certified school employees, including substitute teachers.) Such removal may not exceed ninety (90) minutes, and the student so removed must be sent to a designated area. No student is to be removed from class more than twice in one week or six times in one year unless such student is referred to the building principal, or his designee, for an informal hearing. Any teacher who removes a student from class is to notify the building principal, or his designee, immediately of the action taken and the reason for it.

E. Behavioral Probation

A procedure that stops short of suspension, but is for student conduct more serious than minor classroom disciplinary outbursts, is behavioral probation. This provides the school with an option to restrict certain student privileges, while allowing his or her education to continue, yet offering the student the incentive of avoiding imminent suspension by good behavior.

Probation would be for a definite time period during which a critical examination and evaluation of the student's progress takes place. During the probation period, the student may be denied the privilege of participation in all extracurricular activities.

The parent or guardian will be notified by the principal that the student is being placed on behavioral probation, including the length of time, the terms of the probation, and the possibility of suspension if the student is found in further violation of school rules during probation.

The student may be placed on probation to an administrator, teacher, or counselor, with the selection to be by mutual consent to the student and the staff member involved. Probation will end if, at the completion of the period, satisfactory adjustment has been made.

Reference: CGS 10-233C, Section (b) and 10-233d, Section (c)

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