

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on March 1, 2016 at 7:30 p.m. in the council chambers at 3 Primrose Street.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary (absent)	R. Bienkowski
K. Hamilton (absent)	4 Staff
J. Vouros (absent)	2 Public
R. Harriman-Stites	1 Press
A. Clure	

Mr. Alexander called the meeting to order at 7:33 p.m.

Item 1 – Pledge of Allegiance

After the Pledge of Allegiance there was moment of silence for Collin Whitmore, a second grade student at Sandy Hook School, who we lost last week.

Item 2 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the minutes of February 16, 2016, Policy 1331 E-Cig/Vapor language updates, the high school field trip to Italy, the donation of \$5,750 to the SMART Camp 2016 summer program, the resignation of Melissa Dipaola, the resignation for retirement of Maura Drabik, and the revised high school spring coaches roster. Mrs. Harriman-Stites seconded.

Dr. Erardi asked the advisors to be here to provide information on the trip. There were questions around affordability and how a child would be eligible for financial help if parents were unable to pay for the trip.

Lisa Meyer said this was her fourth trip with the high school and Jennifer Huettner would also attend. Costs are a concern but there are scholarships from ACIS for students based on need. We have also looked at fund raising in the past and speak to the students about their options.

Mr. Clure asked how many students went last year.

Ms. Meyer said her first year there were 19 students, last year 16 went and in a few weeks there will be 16 students going to the United Kingdom.

Motion passes unanimously.

Item 3 – Public Participation

Item 4 – Reports

Chair Report: Mr. Alexander said that he and Dr. Erardi would be attending the Board of Finance meeting Thursday night.

Superintendent's Report:

Dr. Erardi asked how we look at safety and security on a trip abroad.

Ms. Meyer said we can receive texts and phone calls and each child has everyone's information which helps parents to feel comfortable. ACIS has provided security for us in each country.

They have a duty officer available 24/7. We also started registering our programs with the U.S. State Department so they know where we will be for an extra level of protection.

Mr. Alexander referred to fuel numbers he sent to the Board.

Mr. Bienkowski said there was a diesel and fuel oil bid February 25. The fuel oil bid came in at \$1.4253 for a savings of \$37,750. Diesel came in at \$1.4365 for a \$76,051 reduction. The combined reduction is a \$113,801 savings to our proposed budget.

Mr. Alexander said the FOIA meeting will be rescheduled because of the absence of three Board members.

Dr. Erardi there will be a day care center update at the March 15 meeting.

He provided the Municipal Building Advisory Report regarding Town facilities and space needs assessment.

He mentioned that the reduction in fuel costs will bring us down to a 3.51% increase in our budget.

The Board will receive a recommendation regarding the high school commencement date at the first meeting in April.

The Long Term Facility Committee will meet March 9.

The Newtown Public Schools Vision Planning Committee will be determined March 4 and shared with the Board March 15.

Dr. Erardi provided a list of his schedule of budget meeting dates with various groups.

Rilind Abazi stated that Wednesday the juniors would be taking the SAT at the high school. Today the DECA Club participated in a competition with other high schools. Our National Merit Finalists are Matthew Ingwersen and Caelan Ritter.

Kayla Disibio said yesterday students from Italian and French classes went to the Metropolitan Opera to see the final dress rehearsal of Don Pasquale. The Dance Team was named State champs in jazz and placed second in the hip hop division. The Gymnastics Team placed seventh in the Class L State Championship.

Committee Reports;

The CIP meeting was cancelled. Mrs. Ku said the Policy committee was tying up loose ends. At the C & I meeting there was a conversation on bussing with possible options. All-Star was there to help understand issues around timing of bus tiers if we were to change things around. Mrs. Davila said they also looked at the K-12 science curriculum.

Mrs. Ku said Middle Gate School had two events. Diversity Day had fourth grade students experience what it was like to have something taken away such as the ability to walk and use a wheelchair and being blindfolded to experience the loss of sight. The other event was a community circle with Senator Tony Hwang, the First Selectman, Police Chief and Officer Chapman attending. Students asked questions on what it means to be a good citizen.

Item 5 – Old Business

There were no comments on the proposed 2016-2017 budget.

Item 6 – New Business

Fundraising Policy:

Dr. Erardi said the policy committee felt it was awkward and inappropriate to have students be part of fund raising activities before they made the team. Gregg Simon said there are extenuating circumstances that would allow when appropriate fund raising could take place. Freshman cannot fund raise prior to being put on the team.

Mrs. Ku said the three items added will help clarify when it would be appropriate for teams to fund raise.

Mr. Clure asked how a person would find out how much money would need to be raised to have a sport.

Mr. Simon said that hockey is not school funded so they plan fundraising. The more students that participate the less the costs are. One should go to a meeting before the season starts. The coaches work with parents to frame the budget.

Mr. Clure said the middle school girls' softball team has more than enough students for two teams. How do you add another team if there are enough students interested?

Mr. Simon said the coach has to create a budget for two teams and find out how many other teams they could play. It's late to try and do that for this year. Parents should speak to the coach in November and begin to budget and look at the schedules for two teams.

Mr. Clure asked where any leftover money raised would go.

Mr. Simon said it stays with the same account and is used for team related costs like the banquet or senior awards.

Mr. Alexander asked if freshman not being able to raise money was new to this policy.

Mr. Simon said no freshman can fund raise on a team that cuts players. If they are on a team that doesn't cut players, they can fund raise.

Mrs. Ku clarified that fund raising by freshmen is not in the policy but in the regulation.

Student parking fee structure:

Mrs. Ku said the major change was in the fee schedule proposing to raise it to \$100 if not purchased prior to the start of the school year. Otherwise, the cost is \$85.

Mr. Pompano said if a student gets their license after the first day of classes they will pay \$85 or less depending on when they obtain a driver's license. For next year's senior class he will have three pre-sales before school starts. That would include the last day of school for students, one day in July during the summer school program, and then the afternoon of convocation in the hopes to sell a good portion of the 400 spaces.

Mrs. Ku asked if spaces are available after school starts.

Mr. Pompano said spaces come available in January after mid-year graduation and whenever a student may lose their space during the year.

Mr. Clure suggested making spots available for students as a reward such as students for a student of the month program.

Mr. Pompano felt that was an excellent idea.

Item 7 – Public Participation

MOTION: Mr. Clure moved to adjourn. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 8 – Adjournment

The meeting adjourned at 8:19 p.m.

Respectfully submitted:

Keith Alexander
Chair



FIELD TRIP BUS REQUEST FORM

Teacher Making Request: Lisa Meyer Date: 1/29/14

Other Staff Involved: to be determined

Date of Proposed Field Trip: April 6 - April 13, 2017

Class/Group Involved: Western Studies, Latin, Italian, Art

Number of Students Scheduled to Make Trip: to be determined

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

Destination: Italy

Place and Time of Departure: NHS lobby - April 6, 2017

Estimated Time of Return: April 13, 2017

Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) please see attached itinerary

Estimated Cost of Transportation: _____

Estimated Cost per Student: \$4,100.00 ±

Other Information: _____

PRINCIPAL APPROVAL BY SIGNATURE: Lorrie Rodrigue DATE: 2-3-16

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: _____



Newtown High School

12 Berkshire Road
Sandy Hook, CT 06482
(203) 426-7646
FAX (203) 426-6573

Dear Board of Education Members,

During spring break of 2017, I am bringing a group of students and faculty from Newtown High School on a trip to Florence and Rome Italy with ACIS (American Council for International Studies). This will be my fourth student trip to Europe with ACIS and I am thrilled to be traveling with such a reputable company. ACIS is the country's leading sponsor of educational trips. Its programs are fully insured, and its nationwide reputation is based on over 35 years of experience with more than 500,000 student and adult travelers. They have a 24-hour, 365-day support network staffed by ACIS employees, both in the U.S. and overseas. They use only three- and four-star hotels in popular and safe areas and the best sources of local transportation. Our student travelers will have easy access to all the major sites and will be led by an ACIS Tour Manager, a highly-trained, multi-lingual guide and educator.

The tour manager's role is vital to successful trips and our tour manager will not only explain what we are seeing, but how it came to be and why it matters. ACIS Tour Managers are renowned for bringing a unique perspective to their tours, combined with a love of teaching and an irresistible enthusiasm for the regions they describe. Our tour manager will serve as an accessible, authoritative source of information, helping students form a basis for exploration. His or her expertise will certainly enhance all that my colleagues and I have taught our students at home.

The eight-day trip will include tours of the two cities on foot, via bike, train and bus. This will be an opportunity for our students who study the Italian and Latin languages and culture to practice their skills. Western Studies art and architecture are alive on this tour as we visit places such as the Cathedral of Santa Maria del Fiore in Florence, the ancient city of Lucca, and Rome's wonders such as the Sistine Chapel, the Pantheon and the Roman Colosseum, just to name a few of the educational highlights. They will engage in immersive activities to connect them with the cultures they are visiting and will be able to tie what they are experiencing overseas to their lessons at home.

I am grateful for your support of our previous three excursions and am happy to share more details of this trip with you at the next School Board Meeting on Feb. 2, 2016. If you have any questions or concerns before then, please feel free to contact me by phone at (203) 470-4307 or by e-mail at meyerl@newtown.k12.ct.us.

With regards,



Lisa Meyer

Social Studies Department
Newtown High School

Avventura Italiana

Apr 6 - Apr 13, 2017

Group Leader:

Lisa Louise Meyer

Group ID:





223294

Depart From:

New York

acis

what's included

-  Round-Trip Flights
-  Centrally Located Hotels
-  Daily Breakfast and Dinner (unless otherwise noted)
-  24-Hour Tour Manager
- ✓ Florence Tour with Guide and Personal Headsets
- ✓ Basilica di Santa Maria del Fiore (Il Duomo)
- ✓ Lucca by Bike
- ✓ Master the Fresco
- ✓ Accademia with Reservation
- ✓ Florence Dinner Voucher
- ✓ Colosseum with Guide and Reservation
- ✓ Gelato Making Workshop and Tasting
- ✓ Rome Tour with Guide and Personal Headsets
- ✓ Vatican Museums with Reservation
- ✓ St. Peter's Basilica
- ✓ Rome Dinner Voucher

our promise

In educational travel, every moment matters. Pushing the experience from "good enough" to exceptional is what we do every day. Our mission is to empower educators to introduce their students to the world beyond the classroom and inspire the next generation of global citizens. *Travel changes lives.*

cultural connections

 HIGHLIGHTS waiting to happen

Lucca by Bike

Enjoy a unique perspective on the city of Lucca with a bike tour circling atop its famed—and wide—medieval walls.

Master the Fresco

Consider Italy's most famous frescoes and test your skills against Michelangelo's after learning techniques from an expert.

Gelato Making Workshop and Tasting

Exercise your sweet tooth: Tour a gelato factory to learn how the flavors are made before delighting your taste buds with samples.



trip itinerary - 8 days

Apr 6, 2017: Overnight Flight

Depart from the USA.

Apr 7, 2017: Florence

Benvenuti in Italia! Arrive in Florence, meet your ACIS Tour Manager, and begin to explore the city known as the Cradle of the Renaissance for its role as a center of arts and science. Sightseeing with a local guide providing commentary via personal headsets includes Ghiberti's Baptistery Doors, Brunelleschi's splendid Duomo and the Piazza della Signoria—the political center of the Renaissance city. (B,D)

Apr 8, 2017: Florence

Today we have a full-day excursion by train, stopping first in Lucca. Upon arrival enjoy a unique perspective of the city with a bike tour circling atop the famous, and wide, 17th century walls. After time to explore more of Lucca on foot, it is off to Pisa. Learn the physics behind Pisa's famous leaning tower and visit the Cathedral as you stroll around the Campo dei Miracoli. After dinner you'll take the train back to Florence. (B,D)

Apr 9, 2017: Florence

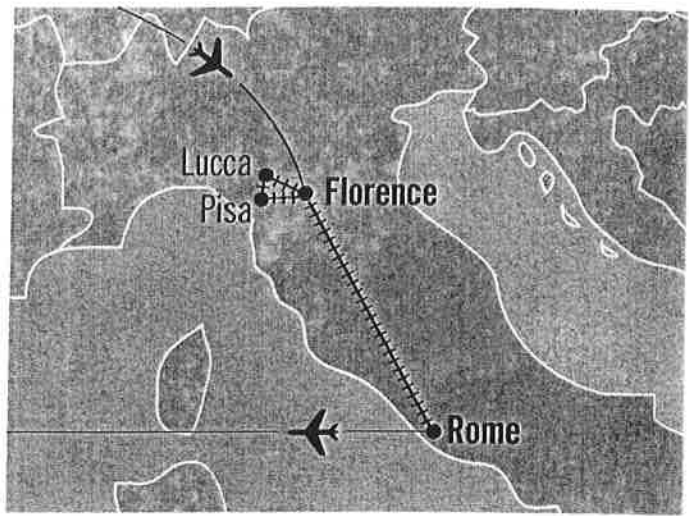
Channel your inner Michelangelo during this morning's fresco painting lesson as you study Italy's famous frescoes before creating your own traditional plaster painting under the tutelage of a local expert. Later, we explore more of Florence's artistic legacy as we breeze right on by the lines at the Accademia with a timed reservation. Once inside, we'll find Michelangelo's David as well as countless Renaissance masterpieces by such Italian greats as Uccello, Botticelli, and del Sarto. For dinner tonight, we'll provide restaurant vouchers and suggestions for our favorite trattorias so you can dine like (and with) the locals. (B,D)

Apr 10, 2017: Rome

All roads may lead to Rome, but traveling by train is the way to go. Upon arrival, visit the iconic and historic Colosseum with a local guide (another line-avoiding timed reservation) and learn the many stories of this nearly 2,000-year-old Roman landmark that's considered one of the architectural wonders of the ancient world. Your ticket also includes entrance to the nearby Roman Forum if your group has time. After dinner we will practice the fine Italian art of the passeggiata romana with an evening stroll to the Spanish Steps and Trevi Fountain. (B,D)

Apr 11, 2017: Rome

Live la dolce vita as you visit an authentic gelato producer to learn how the famous Italian-style ice cream is crafted during a gelato making workshop and tasting. The memories you make are sure to be sweet! Then a sightseeing tour will introduce you to the many phases of Roman history. Our local expert accompanies you through the Vatican Museums, including the Sistine Chapel, and St. Peter's Basilica, giving commentary via personal headsets. The best part is that these are timed entrances, meaning you'll breeze right by the long lines facing



other tourists. In the evening, dine like (and with) the locals using our insider tips and restaurant vouchers. (B,D)

Apr 12, 2017: Rome

Rome is called "The Eternal City" because the ancient Romans believed that no matter what empires rose and fell, Rome would endure forever. Today is yours to explore more of its enduring legacy at your own pace. You may decide to return to one of the sites you've already seen, visit Castel Sant'Angelo or explore the markets of the Campo de' Fiori. Alternatively, you may choose an optional guided excursion to Ostia Antica to see the 4th century BC Roman ruins, previously buried under mud and sand until the beginning of the last century. Tonight perhaps cap off an exceptional week of travel in Italy with a stroll around lively Piazza Navona. (B,D)

Apr 13, 2017: Departure

Depart for the USA. (B)

This is a preliminary itinerary for your group.





tour **cost**

Participant Fees

Program Fee	\$4185
Early Registration Discount	\$-100

Total Participant Fees² \$4085

² Valid through 04/01/16 with \$200 deposit.

Additional Fees (as applicable)

Adult Surcharge	\$95
Single Room Supplement	\$570
Double Room Supplement	\$270
Ultimate Protection Plan	\$240
Comprehensive Protection Plan	\$200
Roman Ruins of Ostia Antica with guide	\$60

notes from **acis**

- Adult travelers age 24 and older should add in the Adult Surcharge and Double or Single Room Supplement to calculate their Total Group Fees.
- All registered participants can enjoy the convenience, security and savings of having payments automatically withdrawn from a checking account by enrolling in an Automatic Payments plan within My Account (www.acis.com/accounts). To learn more, visit www.acis.com/studentsparents/autopay
- This educational travel program is not school or district sponsored unless expressly stated by the Group Leader.

The **Most Recommended** Educational Travel Company!



Don't just take our word for it! Read reviews online at

acis.com/PI6

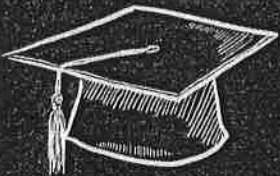
Travel Changes Lives

To learn more, we invite you to read our free ebook, "The Making of a Five-Star Future."
<http://pages.acis.com/ebook>



Can travel make a difference in students' futures? It certainly can and does every single day. In fact, we surveyed 930 former ACIS travelers to see how their tours abroad as young adults influenced their choices in education and paved a way for future careers. Many of them credit travel as a defining moment in their adolescence, and below is a recap of our findings.

education



81%

of those that traveled in middle school or high school continued their studies at the college level compared to the national average of 68%



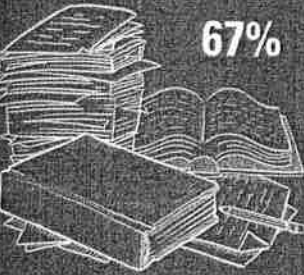
of travelers who went on to college said their travel experience influenced their field of study.



57%

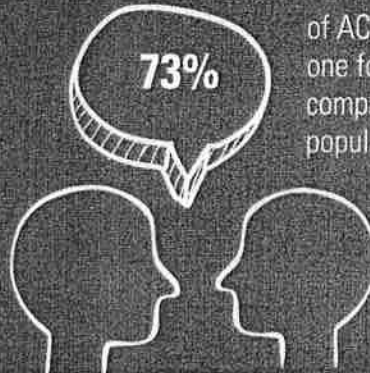
of respondents were motivated to study abroad during college.

language skills



67%

of students continued to study foreign language in college.



of ACIS travelers say they speak one foreign language fairly well compared with 18% of the American population.

personal development



94% felt more independent after their trip.

78% saw an increase in their problem solving skills.

92% noted improvement in their interpersonal skills.



65%

have traveled overseas again since their ACIS trip.

Get Started Today

ONLINE:
Find Your Trip at: www.acis.com
Enter your Group Leader's ID & Last Name (on page 1) about halfway down the page.
Click Register Now on your Trip Site when you're ready to sign up.

MAIL:
If you prefer, send your completed registration form to:
ACIS
343 Congress Street Suite 3100
Boston, MA 02210

QUESTIONS?
Give client services a ring at:
877-795-0813 or
email: accounts@acis.com





ACIS REPORT CARD

98% of ACIS Group Leaders rate their *overall satisfaction good to excellent*

98% of ACIS Group Leaders rate our *educational content good to excellent*

96% of ACIS Group Leaders would *recommend us to a colleague*

98% of ACIS Group Leaders *rate our tour managers good to excellent*

Percentages for travel in 2015

To school district officials, board members, administrators and educators,

We're excited that your school is considering offering an educational travel program that will promote global citizenship and cultural competence to your students. ACIS tours are built on a passionate belief that **travel changes lives** and, like you, our goal is to facilitate transformative educational experiences.

We respect and appreciate the concerns school administrations face regarding allowing students to participate on an educational trip abroad. Since our **founding in 1978**, we have recognized that an integral part of our responsibility is to provide school districts, administrators, school board members, teachers and parents with proof of the **value, quality, financial security and overall integrity** of our organization as well as address your liability concerns.

Within, please find information related to:

- Financial Security and General Liability
- Professional Affiliations and References
- ACIS' Worldwide Network
- 24-Hour Global Safety Coverage
- ACIS' Industry-Leading Protection Plans
- Experiential Learning and Curriculum Support
- Support and Services for Teachers
- Support and Services for Students and Families

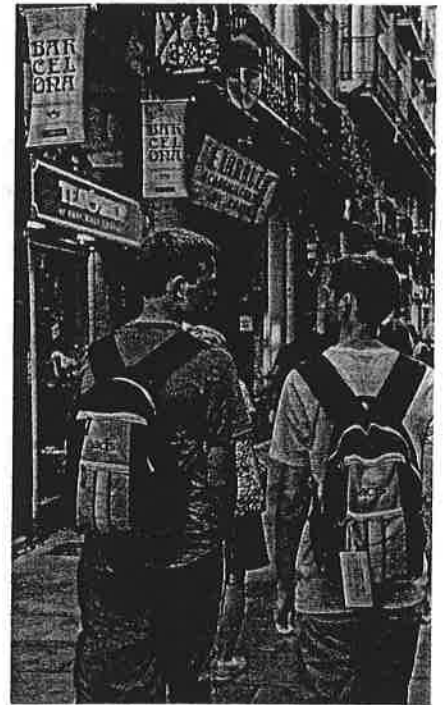
It's your responsibility to make smart and careful decisions for your community, and our responsibility to ensure you have the information you need to feel confident that educational travel with ACIS is an important vehicle for the individual growth of your students. The decision to allow educational travel opportunities can very much depend on the process used for selecting a reputable company. The professional integrity, accountability and ethical practices of ACIS are all a matter of record, supportable by documentation.

We welcome any additional questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Peter Jones".

Peter Jones
President



Financial Security and General Liability

Indemnity Bond

Participants' payments are protected by ACIS. ACIS, as an Active member of the United States Tour Operators Association (USTOA), is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of ACIS customers in the unlikely event of ACIS bankruptcy, insolvency or cessation of business.

General Liability Insurance

We hold a \$51 million general liability insurance policy with Lexington Insurance Company covering school districts and teachers (both group leaders and chaperones). We are happy to provide you with a Certificate of Liability upon request.

Corporate Affiliation

ACIS is the educational travel division of AIFS, Inc. the American Institute For Foreign Study. Founded in 1964, AIFS is the leading worldwide sponsor of educational programs for more than 50,000 students a year. With more than \$190 million in annual revenue and worldwide assets exceeding \$180 million, AIFS is one of the most financially secure companies in educational travel.

Overseas Providers

All travel service providers used on ACIS programs have been carefully vetted by us and have their own insurance coverage. ACIS participants are therefore covered by both the service providers' insurance and ACIS' general liability coverage. Providers are regularly evaluated by ACIS to make certain excellence is maintained.

Professional Affiliations and References

D&B Credit Reports

Reports on ACIS and AIFS are available by contacting D&B directly at (888) 347-0475.

United States Tour Operators' Association (USTOA)

To be admitted as an active member of USTOA, ACIS was required to post a \$1 million Consumer Protection Plan and demonstrate ethical and financial responsibility. For further information contact USTOA, 345 Seventh Avenue, Suite 1801, New York, NY 10001 or call them at (212) 599-6599.

American Society of Travel Agents (ASTA)

To remain an active member of ASTA, ACIS commits to upholding its principles of professional and ethical conduct.

International Association of Travel Agents Network (IATAN)

To remain in good standing with IATAN, ACIS must be an authorized ticketing agent as regulated by the Airline Reporting Corporation (ARC). ACIS maintains solid relationships with over 20 major airlines, both domestic and international carriers.

Administrative References

We have compiled a list of administrators in education who have volunteered to be contacted with any questions you may have concerning educational travel abroad. Please feel free to reach out to them at your convenience and mention that ACIS gave you their contact information from our school board reference list.

Brother Gary Cregan, OSF

Principal

Saint Anthony's High School
275 Wolf Hill Road
South Huntington, NY 11747
(631) 271-2020 ext. 220

Christopher C. Layson

IB Diploma Programme Coordinator

The Utica Academy for International Studies
37400 Dodge Park Road
Sterling Heights, MI 48312
586-797-3250

Gordon Sisson

Principal

John Hersey High School
1900 E Thomas Street
Arlington Heights, IL 60004
715-305-4491
gordon.sisson@d214.org

Mr. Michael Rogosich

Assistant Principal

Cardinal Gibbons High School
1401 Edwards Mill Rd
Raleigh, NC 27607
(919) 834-1625 ext. 236

ACIS Teacher References

We would be happy to connect you with experienced group leaders who can provide honest feedback about their ACIS tour experience and discuss any concerns or questions you may have. Reference lists for each state, trip or destination area are available upon request. Visit www.acis.com/teachers/referencerequest.

ACIS' Worldwide Network

United States Headquarters

American Council for International Studies
343 Congress Street, Suite 3100, Boston, MA 02210
800 888 ACIS
617 236 2051 local
617 450 5601 fax
617 450 5678 24-hr emergency
info@acis.com

ACIS Chicago

445 W. Erie Street, Suite 207
Chicago, IL 60654
800 367 1748
312 205 4760 local
312 205 4763 fax

ACIS West Coast

1107 9th Street, Suite 410
Sacramento, CA 95814
800 798 9710
916 448 7496 local
916 448 7497 fax

ACIS London

37 Queen's Gate
London SW7 5HR

ACIS Paris

19 Rue de Babylone
F-75007 Paris

ACIS also maintains offices in Rome and Madrid, as well as affiliate partner offices in other major European, Latin American and Asian cities.

Closer to home, ACIS has a network of over 50 local representatives across the United States. These veteran educators are able to offer local, in-person support to teachers throughout the educational travel planning process and beyond.

24-Hour Global Safety Coverage

24-Hour Duty Officer System

The safety and well-being of our participants is always our primary concern. We have a 24-hour Duty Officer system operating seven days a week in the United States and overseas to deal with any emergency quickly and professionally. We maintain extensive assistance networks everywhere we travel, including staff who can be on the scene as quickly as you need them.

If for some reason a participant needs to be reached during the tour, parents can call the toll free number below at any time and an ACIS representative will help them establish contact with the group.

800 888 2247 toll free

Tour Manager

Every group is accompanied by a full-time, vetted and trained ACIS Tour Manager for the duration of their stay overseas. They weave learning into every moment, while making sure everything from bus routes to meal times to museum entrances go forward without a hitch. We carefully check our tour managers' backgrounds, educate them through rigorous training programs that include role-playing for specific scenarios or potential issues, and evaluate them regularly.

ACIS Emergency Card

Every ACIS Group Leader receives a laminated emergency card containing phone numbers that connect to ACIS' international emergency network from anywhere in the world—peace of mind for your pocket.

Travel Assist

Travel Assist provides round-the-clock, 365-day travel assistance. In cases of illness or injury, Travel Assist works together with the tour manager and families to provide care and support.

800 472 0906 toll free (within the United States)

713 267 2525 collect (outside the United States)

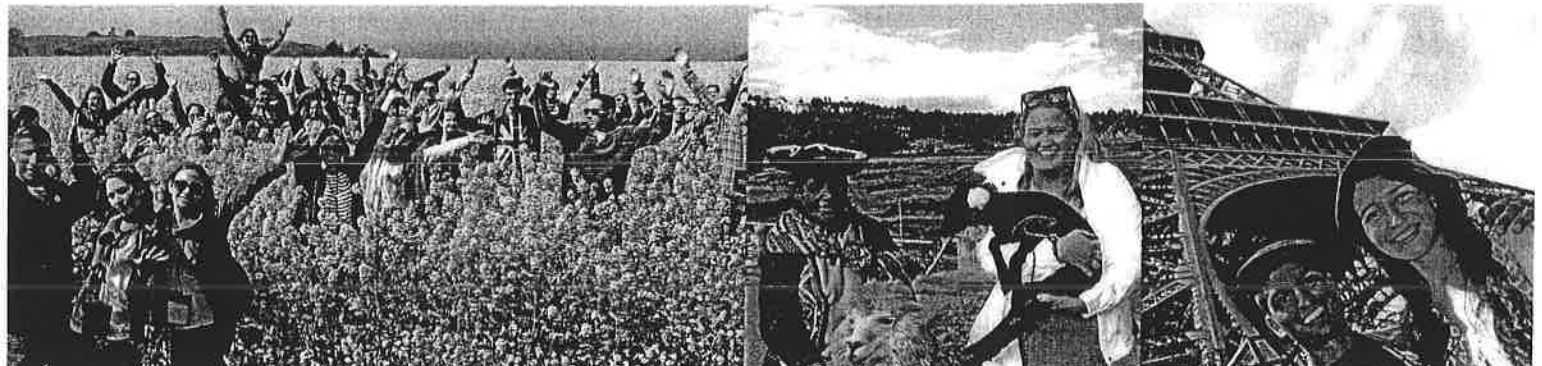
If the participant is unable to call collect, Travel Assist will offer reimbursement.

ACIS' Industry-Leading Protection Plans

ACIS' Basic Protection Plan coverage is included for all participants and provides standard program interruption, luggage and health protection, along with a medical/job loss cancellation refund policy. Participants may also choose to upgrade their insurance coverage to our Comprehensive or Ultimate Protection Plans. Group leaders and chaperones are automatically covered by our Ultimate Protection Plan.

Our Ultimate Protection Plan affords students and their parents the comfort of knowing that they may cancel at any time, for any reason and receive a cash refund.* In addition to the best cancellation policy in the educational travel industry, the Ultimate Protection Plan allows participants to benefit from expanded travel protection while on tour, including broader health coverage and higher benefits for program interruption, baggage loss and travel delay reimbursement.

*Portion of the refund may be in the form of a travel credit voucher.



Protection Plans

Please see the chart below and visit www.acis.com/studentsparents/insurance for more information.

Plan Type	Health Protection Includes 24 hour medical assistance, consultation, monitoring and emergency evacuation where deemed necessary by Travel Assist.	Medical/Job Loss Cancellation Medical and other cancellation reasons as stated below.	Medical Interruption Medical and other interruption reasons as stated below.	Baggage Delay/Loss	Travel Delay Protection
Ultimate Protection Plan Best!	Coverage up to \$50,000. No deductible. Travel Assist will pay up to \$1,500 for an immediate family member to travel to the trip destination in the event that a participant under age 24 is hospitalized for more than 48 hours or more than 1 week if age 24 or older.	For all participants: Full refund except for \$100 plus the price of the Ultimate Protection Plan.	Up to \$1,500 toward the cost of a one-way economy ticket to the United States.	If bags are lost or delayed for more than 24 hours on your outbound journey, ACIS will pay \$200 for emergency purposes. If bags are stolen or lost, up to \$1,000 total will be reimbursed by Travel Assist if a signed police or airline report accompanies the claim. (Of this, up to \$200 reserved for loss of photographic or electronic equipment.) No deductible applies.	If your trip is delayed 12 or more hours, up to \$100 per day of traveling expenses will be reimbursed by Travel Assist up to a maximum of \$500.
Comprehensive Protection Plan Better	Coverage up to \$30,000. No deductible. Travel Assist will pay up to \$1,000 for an immediate family member to travel to the trip destination in the event that a participant under age 24 is hospitalized for more than 48 hours or more than 1 week if age 24 or older.	For all participants: Full refund except for \$100 plus the price of the Comprehensive Protection Plan.	Up to \$1,000 toward the cost of a one-way economy ticket to the United States.	If bags are lost or delayed for more than 36 hours on your outbound journey, ACIS will pay \$50 for emergency purposes. If bags are stolen or lost, up to \$500 total will be reimbursed by Travel Assist if a signed police or airline report accompanies the claim. (Of this, up to \$100 reserved for loss of photographic or electronic equipment.) No deductible applies.	If your trip is delayed 12 or more hours, up to \$100 per day of traveling expenses will be reimbursed by Travel Assist up to a maximum of \$500.
Basic Protection Plan Good	Coverage up to \$15,000. \$200 deductible.	65 days or more prior to departure: See "Refund Policies" chart on page 8. Less than 65 days prior to departure: Full refund except for \$1,100.	Up to \$250 toward the cost of a one-way economy ticket to the United States.	No coverage is included.	If your trip is delayed 12 or more hours, up to \$100 per day of traveling expenses will be reimbursed by Travel Assist up to a maximum of \$300.

A total of \$495 plus the cost of the Protection Plan must be received in order to activate your plan.

ACIS Protection Plans are updated each fall for the following travel year. Once finalized, a *Health and Program Cancellation/Interruption Coverage* booklet that outlines the specific coverages in place for the upcoming year will be available online.

Refund Policies

Should a participant have to cancel for a non-insured reason, our refund policy is outlined in the chart below.

# of days prior to departure	Ultimate Protection Plan	Comprehensive Protection Plan	Basic Protection Plan
130+ days	All payments less \$100*	All payments less \$350*	All payments less \$350*
129 to 90 days		All payments less \$450*	All payments less \$650*
89 to 65 days		All payments less \$675*	All payments less \$1,100*
64 to 30 days	All payments less \$400 Travel Credit Voucher*	All payments less \$1,100*	All payments less \$1,300*
29 to 15 days	All payments less \$600 Travel Credit Voucher*	No refund	No refund
14 days or less	All payments less \$800 Travel Credit Voucher*		

*The Comprehensive Protection Plan Fee, Ultimate Protection Plan Fee and any visa fees are non-refundable and non-transferable. Non-refundable fees also include, but are not limited to, ACIS Travel Credit Voucher credits, late fees and cancelled check fees. ACIS Travel Credit Vouchers are transferable, are not redeemable for cash and expire December 31st. Please contact ACIS for more details.

Experiential Learning and Curriculum Support

Educational travel brings classroom lessons to life, promotes personal growth and inspires interest in learning. Confucius once said, “I hear and I forget. I see and I remember. I do and I understand.” ACIS recognizes the need for students to engage themselves with the world around them and become self-directed learners. In today’s increasingly global society, international exploration is crucial to broadening student horizons and the development of cultural competence.

Our itineraries are designed to combine the right mix of fun, exploration, insightful commentary and immersive, hands-on learning. ACIS’ carefully crafted Cultural Connection activities, included on every tour, allow participants to learn by doing, seeing and creating, with each type of learning style engaged. Our tour managers are constantly on the alert for opportunities to help students teach themselves. Every ACIS tour also includes specific Learning Objectives—educational lessons we guarantee will be highlighted during the journey. Depending on the travel destination and itinerary, students’ educational touring experience may be further enriched by including a service learning project or an International Perspectives visit to a global industry leader.

The educational benefits of travel are far-reaching. Students will better understand cultural differences, improve language skills and sharpen their critical thinking skills. They will become life-long learners!

Support and Services for Teachers

ACIS is committed to being partners in education with the teachers who lead our trips. We work hard to help them select and personalize a travel program that fulfills their curriculum objectives, get to know them on a personal level and support them through every stage of the educational travel experience.

Direct Partnership

Every teacher works with a dedicated ACIS International Program Consultant to develop a travel program that’s tailored to the needs of their unique group. In cases where a local representative lives nearby, that veteran educator can provide regional, in-person support to help the teacher get their trip running and students registered.

One of the oldest rules of travel is, “the more you know before you go, the more you’ll see and experience when you’re there.” To help group leaders prepare for their educational tour, we provide the tools they need to teach their students before they begin their journey. From White Papers on engaging multiple intelligences through travel to “How to” papers written by ACIS Tour Managers, there’s a wealth of information available on www.acis.com.

On tour, teachers have 24/7 support, wherever they might be. Their full-time ACIS Tour Manager is partnered with them from the moment the group lands until departure day. Tour managers know the cities like locals (often they are!) and can do it all—from locating a great lunch spot for a student with a food allergy to finding a needed remedy at a local pharmacy. ACIS has a network of offices and affiliate partners worldwide, ensuring on-the-ground support is never far away. Our 24-hour emergency Duty Officer Phone system operates seven days a week and is just a quick call from anywhere, at any time.

Student Behavior Guidelines

ACIS foremost asks groups on tour to abide by the rules and policies of their school district and will enforce any rules that the individual group has set. In addition, ACIS provides recommended disciplinary policies and Student Behavior Guidelines that all participants should obey to ensure everyone experiences a safe and respectful time on tour. For the full list, visit www.acis.com/studentsparents/guidelines.

Professional Development and Training

First-time group leaders are invited to join ACIS for an overseas training session (if permissible within their district) that features sessions and information on how to ensure a successful student travel program as well as collaborative discussion on maximizing their trip’s educational impact. Teachers can also earn Graduate-Level Professional Development credits through ACIS’ partnership with the University of the Pacific’s Center for Professional and Continuing Education.

Support and Services for Students and Families

The culture of care at ACIS extends to each and every person who becomes part of our travel family by enrolling on a tour. We have a dedicated Client Services department to answer students' and parents' questions and assist them through the process of registration and payment. Further resources for student travelers and their families can be found on www.acis.com.

My Account and Online Resources

Every student has access to their own unique My Account, offering a personalized trip page, account balance info, payment info, announcements from the group leader and more. Families are also able to view flight and hotel information as it becomes confirmed.

acis | THE LEADER IN QUALITY EDUCATIONAL TRAVEL

ABOUT ACIS ▾ BROWSE TOURS TEACHERS ▾ STUDENTS ▾ PARENTS ▾ PHOTOS BLOG

Home > My Account > Trip Site

Trip Site

SHARE

INSIDER'S COSTA RICA (6/20/16 - 6/28/16)

AT A GLANCE | ACCOMMODATIONS | FLIGHTS | OPTIONALS | WHAT TO SEE | PASSPORTS & VISAS | MONEY MATTERS | BEHAVIOR GUIDELINES | TERMS & CONDITIONS | TRAVEL INSURANCE | KEEPING IN TOUCH | PACKING TIPS

ANNOUNCEMENTS & REMINDERS:

- Please click on My Profile and Passport to update your passport information.

Don't have your passport yet?

250 DAYS UNTIL TRIP!

Manage Your Account

Account ID: 7145

- My Trip
- My Profile and Passport
- Trip Details
- Protection Plan
- Account Balance
- Automatic Payments (Currently Enrolled)
- Make a Payment
- Evaluation

Group Leader

ACIS' online resources also provide students with destination information, packing tips, helpful hints on credit card and ATM use, spending money guidelines, tipping customs and options for staying in touch with home.

Affording the Trip

ACIS wants all interested students to have the opportunity to travel. To that end, the ACIS website outlines some ways that students and their families can help afford this valuable experience:

- Payment Plan Options
- Travel is Education Scholarship Contest
- Fundraising
- ACIS Student Ambassador Program

Visit www.acis.com/students/payments for more information.

Travel Changes Lives

To learn more, we invite you to read our free ebook, "The Making of a Five-Star Future."
<http://pages.acis.com/ebook>



Can travel make a difference in students' futures? It certainly can and does every single day. In fact, we surveyed 930 former ACIS travelers to see how their tours abroad as young adults influenced their choices in education and paved a way for future careers. Many of them credit travel as a defining moment in their adolescence, and below is a recap of our findings.

education



81% of those that traveled in middle school or high school continued their studies at the college level compared to the national average of 68%.

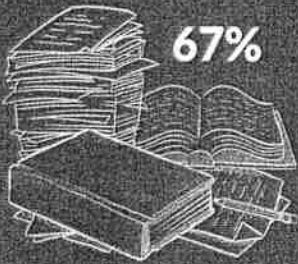


of travelers who went on to college said their travel experience influenced their field of study.



57% of respondents were motivated to study abroad during college.

language skills



67%

of students continued to study foreign language in college.



of ACIS travelers say they speak one foreign language fairly well compared with 18% of the American population.

personal development



94% felt more independent after their trip.

78% saw an increase in their problem solving skills.

92% noted improvement in their interpersonal skills.



65%

have traveled overseas again since their ACIS trip.

OUR promise

In educational travel, every moment matters. Pushing the experience from "good enough" to exceptional is what we do everyday. Our mission is to empower educators to introduce their students to the world beyond the classroom and inspire the next generation of global citizens.

info@acis.com



800 888 2247



Healing Sandy Hook Through the Arts, Inc.
3 valley field roads · sandy hook, ct 06482

January 13, 2016

Mr. Ron Bienkowski
Director of Business
Newtown Public Schools
3 Primrose St.
Newtown, CT 06470

Re: Contribution to Newtown SMART Camp

Dear Mr. Bienkowski:

Healing Sandy Hook Through the Arts, Inc. ("HSHTA") is a Connecticut 501(c)(3) corporation formed in the aftermath of the December, 2012 shootings. It's been our hope that by making a variety of arts resources and opportunities available to Sandy Hook School students, we might help facilitate their healing.

With this in mind, HSHTA would like to contribute \$5,750 to the Newtown SMART Camp for its Summer 2016 program ("the Contribution"). We trust the following conditions of the Contribution are acceptable:

A. The Contribution is solely for, and can only be used by, The Newtown SMART Camp;


B. The Contribution shall be used primarily for the benefit of students enrolled in Sandy Hook School in December 2012 -- regardless of the school they attend currently -- and their siblings;

C. The Contribution shall be applied toward camp fees, materials, teachers' salaries, and similar costs associated with the SMART Camp's arts programs; and

D. Any Contribution funds not used for Summer 2016 sessions shall be applied to subsequent SMART Camp Summer sessions. *In no event shall a remaining balance revert to a general fund of either the Newtown Public Schools or the Town of Newtown.* Unless otherwise agreed in writing by the undersigned, should the SMART Camp cease to exist with funds from The Contribution remaining, such funds shall be returned to HSHTA.

HSHTA is pleased to support another season of SMART Camp. Do not hesitate to contact me if you have questions or would like additional information. I can be reached by phone at 203.426.4300 or by email at vahutch@att.net.

Very truly yours,
HEALING SANDY HOOK THROUGH THE ARTS, INC.

By: 
Virginia Hutch
Vice President

cc: Ms. Elissa Gellis via gellise@newtown.k12.ct.us
Ms. Shirley Berliner via berliner.shirley@gmail.com

FEB 12 2016

Melissa M. DiPaola
11 Rees Dr.
Oxford, CT 06478
(203) 415-4774
dipaolam@newtown.k12.ct.us

February 11, 2016

Dr. Joseph Erardi, Jr.
Newtown Public Schools
3 Primrose St.
Newtown, CT 06470

Dear Dr. Erardi,

I hope this letter finds you well and enjoying the white scenery all around. I am writing to inform you of my intention for the 2016-2017 school year, as I have been home with my 18 month old daughter since her birth. I will be resigning from my elementary school position effective June 2016. I am so thankful for my experiences in the Newtown School District. They have been rewarding and memorable. I appreciate the professional development and growth that has made me into the teacher that I am. I will especially cherish the time spent with my students. I hope to continue to visit them with my daughter as it brings me great joy to be able to see them grow and mature.

I wish you and the Newtown School District continued growth and success in the future. I hope our paths will cross again.

Sincerely,

Melissa DiPaola
Middle Gate School
1st grade teacher

Cc: Chris Geissler

FEB 18 2016

Mrs. Maura Drabik

Grade 6 Teacher

Reed Intermediate School

Newtown, CT 06470

Feb. 17, 2016

Dear Dr. Erardi,

This letter is to inform you of my intentions to retire this June at the conclusion of the 2015-2016 school year. I take great pride in the fact that I have been employed by the Newtown Public Schools since 1988. I have enjoyed working among such a dedicated and hard-working staff and helping Newtown students strive for their best.

Thank you for all that you do to lead our district.

Sincerely,

Mrs. Maura Drabik

SPRING COACHES ROSTER

2016(UPDATED 2/29/16)

NAME/STEP	SPORT
BILL FLOOD 3	GOLF--RETURNING
JEREMY O'CONNELL3	GIRLS GOLF—RETURNING
ALEX BOLLMAN 2	BOYS TENNIS—NEW COACH
MAUREEN MAHER 3	GIRLS TENNIS-- RETURNING
DOUG RUSSELL 3	GIRLS TRACK-- RETURNING
MARY KATE FAHY 2	ASSISTANT GIRLS TRACK—NEW COACH—FRESH. G. SOCCER COACH
LAURA MCLEAN 3	ASSISTANT GIRLS TRACK-- RETURNING
TOM BRANT 3	BOYS TRACK—RETURNING
LIZ LINFANTE 3	ASSISTANT BOYS TRACK—RETURNING
KEVIN HOYT 3	ASSISTANT BOYS TRACK—RETURNING
BOB GUERRERA 3	SOFTBALL-- RETURNING
TOM KUROSKI 3	J.V. SOFTBALL-- RETURNING
JOANNA BARRY 3	FRESHMAN SOFTBALL—FORMER FORMER FRESHMAN SOCCER COACH
MATT MEMOLI 3	BASEBALL-- RETURNING
JOE CRIMI 3	J.V. BASEBALL-- RETURNING
MARC KENNEY3	FRESHMAN BASEBALL—RETURNING
SCOTT BULKLEY 3	BOYS LACROSSE—NEW COACH--
KYLE MCNAMARA3	J.V. BOYS LACROSSE—NEW COACH— FORMER VOLUNTEER
MARK GERACE 1	FRESHMAN BOYS LACROSSE—NEW COACH TEACHER AT NHS
AMANDA MASTERA 3	GIRLS LACROSSE—RETURNING
AERIELLE SMITH 2	J.V. GIRLS LACROSSE—RETURNING
xxxxxx	FRESHMAN GIRLS LACROSSE
SANDY DOSKI	BOYS VOLLEYBALL—FORMER COACH
	JV BOYS VOLLEYBALL

Varsity Boys Volleyball, JV Boys Volleyball positions paid for by parents.

VOLUNTEER COACHES

STEFANIE CLAVETTE--- OUTDOOR TRACK—RETURNING--REMOVE

SHELBY VACCARRO---GIRLS LACROSSE---RETURNING

MAXX ZIMMER ----GIRLS TENNIS—RETURNING

LINN HERTBERG----SOFTBALL-- RETURNING

JOE LIZZA---BASEBALL-- RETURNING

RICH SANDLER----BASEBALL—RETURNING

BOB TERRY---OUTDOOR TRACK--RETURNING

BOB PATTISON---BOYS/GIRLS GOLF—RETURNING

MIKE LAGO—BASEBALL—RETURNING

JEFF TOUSIGNANT—BOYS LACROSSE—NEW COACH

EMILA FUSARELLI—BOYS VOLLEYBALL—ADDED

ANDY LAPPLE—BASEBALL--ADDED

DAN FEENEY-- BOYS LACROSSE—NEW COACH---- NOT COACHING

ADAM RAND---BOYS LACROSSE—NEW COACH---- NOT COACHING

ALEX AMARU—BASEBALL

MIKE SCHUCHAT—BASEBALL—STUDENT TEACHER

**FACILITIES CONDITIONS ASSESSMENT
AND
SPACE NEEDS ASSESSMENT**

**MULTIPURPOSE BUILDING
HOOK AND LADDER HEADQUARTERS
TOWN HALL SOUTH**

January 2016



Municipal Buildings Strategic Plan Advisory Committee

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- 9) Request for Proposals, Facilities Conditions Assessment Services**
- 10) Request for Proposals, Space Needs Assessment Services**



Introduction

In the spring of 2014, planning began on a comprehensive analysis of the space available in and the current physical condition of municipal buildings in Newtown. At that time, a number of concurrent events in Newtown offered the opportunity to relocate Town functions and pointed to the need for an update to previously published space use and facilities conditions studies.

The initial concept for a community center (to be funded by a grant from GE) included new space for senior activities to replace the outdated and undersized Senior Center currently located in the Multipurpose Building on Riverside Road in Sandy Hook. The new community center was also to be planned to accommodate a future addition for Parks & Rec Department offices, presently located in the lower level of Town Hall South, 3 Main Street. As those plans progressed, it became clear that the vacated spaces in the Multipurpose Building and Town Hall South could be utilized for other municipal uses.

During the same period, the Newtown Hook and Ladder Company No. #1 announced that they would build a new firehouse on Church Hill Road and vacate the existing headquarters building behind Edmond Town Hall in 2016. The move would cause the building to revert back to municipal use and there was considerable interest in exploring whether the space could be utilized by other Town or non-profit use, appropriate to the location in the Borough Historic District.

Finally, the Board of Education and the Newtown Public School District had begun discussions on declining enrollment trends and whether a recommendation might be made in the near term to close and decertify a school building. In that event, the former school building would revert to municipal use like the Hook and Ladder headquarters and the Town would have an opportunity to occupy it or divest of the asset.

An earlier Facilities Conditions Assessment and Space Needs Study had been conducted in 1999, prior to the Town's acquisition of the Fairfield Hills Campus, in an effort to determine the future use of Edmond Town Hall as municipal offices. With the move to the renovated Municipal Center on the Fairfield Hills Campus, much of the space needs analysis contained in that report had been satisfied, but other departmental space needs deserved revisiting. Likewise, a 2008 Space Needs Assessment for the Police Department had become outdated and a review of the future space needs of the department and emergency communications center were determined to be required.

After considering all of the above circumstances, the Board of Selectmen decided to create an appointed Committee whose members would review current space needs of municipal departments, examine the physical condition of town-owned buildings and develop a master plan for the future use of those buildings.

The Municipal Buildings Strategic Plan Committee was formed in August 2014 and included members of the Board of Finance, Legislative Council, Board of Education, Board of Burgesses and other volunteers with backgrounds in government service and municipal planning.



Municipal Buildings Strategic Plan Committee

After appointment by the Board of Selectmen in August 2014, the Municipal Buildings Strategic Plan Committee adopted the following Mission Statement to define their work:

Develop strategic recommendations for the re-use, renovation and/or possible disposition of all Town-owned buildings and properties based on a comprehensive analysis of both physical conditions and space need functions for each such building or property. The resulting written plan would be used to inform such decisions as to the future use of buildings and properties over the next decade.

The committee's initial objective was to make recommendations to the Board of Selectmen on the future use/reuse of the Multipurpose Building, Town Hall South, and the Hook and Ladder Headquarters and to also evaluate the near-term space needs of the Police Department and Emergency Communications Center, the Social Services Department and the Cultural Arts Commission. To that end the committee retained the services of DRA Architects to assess the cost and feasibility of renovating the three target buildings for ongoing use and to produce a space needs program for each of the identified Town departments.

Consultant Requests for Proposals

The committee initiated a comprehensive Request for Proposals process and released two RFPs on January 30, 2015. The decision to issue the Facilities Conditions Assessment RFP and the Space Needs Assessment RFP as separate documents ensured that the committee would receive the best responses for the two different scopes of services.

Eleven firms responded to the FCA RFP and both traditional architecture/engineering firms and facilities assessment consultants were well-represented. Seven architectural firms responded to the SNA RFP. Both RFPs are attached to the end of this report for reference to the Scope of Services defined.

The full MBSP Committee reviewed all submissions and selected three firms for interview. Although it was not the initial intention of the committee, the three firm identified for interview submitted both FCA and SNA proposals and the committee determined that it would be in the best interest of the Town to retain one firm to provide both scopes of services. A subcommittee of the MBSP Committee interviewed the three firms and made a recommendation to the full committee after viewing sample reports and confirming references.

FCA and SNA Consultant

Drummeys Rosane and Anderson, Inc. of South Windsor, CT was selected as the Committee's FCA and SNA consultant. DRA worked closely with the Newtown DPW staff and maintenance staff at the various buildings from April through August, to document the target facilities' physical conditions and identify the potential scope of improvements necessary to retain each building for municipal use. During the same period, DRA also interviewed staff of the targeted departments and commissions and developed the parameters for the space needs study. A draft report was presented to the full MBSP Committee in late August for review and discussion.



Municipal Buildings Strategic Plan Advisory Committee

The DRA draft FCA report on the current conditions of the Multipurpose Building, the Hook and Ladder Headquarters and Town Hall South identified capital improvements required in each building along with a detailed cost estimate and a timeline for improvements. After careful consideration and discussion, the committee made the following recommendations to the Board of Selectmen in late 2015 for inclusion in the next 5-year Capital Improvement Plan.

Recommendations Regarding Building Use/Reuse

Multipurpose Building, 14 Riverside Road

Given that there is no current plan to provide alternate space for the Senior Center and that the Children's Adventure Center has a long term lease, it is likely that the Multipurpose Building will remain a Town-owned building for the foreseeable future. Built in 1972 with three subsequent additions, the building requires near-term capital improvements, as well as a regular maintenance program.

The Municipal Buildings Strategic Plan Advisory Committee recommended that \$989,000 be added to the C.I.P. for necessary capital improvements to the Multipurpose Building.

Break-down:

New Boilers, Controls, HWH	\$112,000	2017
Parking Lot Resurface	\$150,000	2017
Replace Air Handling System	\$150,000	2019
Replace Roof	\$577,000	2021

Should the Senior Center ever vacate their space, then approximately 4500sf would be available for other Town departments/commissions.

Hook and Ladder Building, 45 Main Street

The Municipal Buildings Strategic Plan Advisory Committee recommended that no additional resources be committed to the former Hook and Ladder Headquarters when vacated in 2017.

Rationale:

The committee's consultant estimated that at least \$2.5 million would be needed to restore structural stability to the building, replace the roof, resolve deferred maintenance of the exterior envelope, complete code compliance work, and replace HVAC and plumbing systems. This estimate does not include any cosmetic, "tenant improvement" work that might be required for a future use. In addition, the approximately 6000sf building does not suit the current space needs of any municipal departments or organizations.

Town Hall South, 3 Main Street

The Municipal Buildings Strategic Plan Advisory Committee recommended that a new facility be planned and built as headquarters for the Newtown Police Department rather than continue to renovate the former tractor sales building.



Rationale:

After extensive analysis by the committee and the consultant as to both the physical condition of the building and the current and future space needs of the Police Department, a new and larger facility was determined to be in the best interest of the Town and the Department. The MBSP Committee recommended that no future investment be made into 45 Main Street renovations as a police headquarters facility due to the limitations on expansion and the inadequacy of on-site parking. The building also requires extensive renovation to bring it up to current building and accessibility codes and to resolve deferred maintenance issues.

Further study is needed to determine whether the building could be repurposed as a Town facility, sold or demolished

Results of the Space Needs Assessments

Social Services Department currently occupies approximately 2000 square feet in the lower level of Town Hall South at 3 Main Street, of which 700 sf is office space and 1300sf is dedicated to storage. Based on the Space Needs study by DRA Architects, Social Services requires approximately 3200sf of administrative and program spaces, including offices for private screenings and interviews and expanded storage for donated food and household items. In addition, parking at Town Hall South (shared with the Police Department and other Town functions) is often inadequate for clientele.

Cultural Arts Commission is currently without permanent office space and is presently leasing 1600sf of storage space, primarily for arts equipment donated after 12/14. Based on the Space Needs study by DRA Architects, the Commission needs approximately 5000sf for administrative offices, minimal program spaces and storage. The CAC has self-identified the need for approximately 19,500sf in a Cultural Arts Center that would house their administrative offices, multi-use arts spaces, community performance space and storage.

Newtown Police Department is currently located on two levels of Town Hall South at 3 Main Street, and occupies about 10,000sf of the 18,500 sf building. Based on the Space Needs study by DRA Architects, the Police Department requires approximately 24,200sf – 26,500sf of space, based on a 20 year projection of growth in the Town force.

Emergency Communications Center is currently co-located in Town Hall South at 3 Main Street with the Police Department. Based on the Space Needs study by DRA Architects, a new Emergency Communications Center will require approximately 5400sf of space as part of a regionalized communications center. Space needs are based on a presumed regionalization of emergency communications centers as mandated by the State.



Continuing Work of the Municipal Buildings Strategic Plan Committee

In looking ahead to 2016 and beyond, the Municipal Building Strategic Plan Committee will continue to identify buildings for municipal occupancy needs and will match documented space needs with available space within those buildings. The Committee will also continue to engage Facilities Conditions Assessment consultants to develop renovation feasibility plans and associated cost estimates. To this end, the Committee will pursue the following tasks in collaboration with other Town of Newtown Boards, Commissions and Departments:

- Follow-up on the Committee recommendations for the future use or disposition of Town Hall South and the Hook and Ladder Headquarters
- Follow-up on the Committee recommendation for a new Police Department facility (new construction)
- Identify a potential new location for the Department of Social Services
- Identify a potential location for a permanent home for the Cultural Arts Commission and other arts-related groups
- Evaluate the potential for renovating Plymouth Hall on the Fairfield Hills Campus for use as a Town facility
- Continue to address the space needs of departments impacted by the new Community Center plans
- Accept assignment of additional facilities assessments as charged by the Board of Selectmen

Municipal Buildings Strategic Plan Committee – 2015

Bill Brimmer

Scott Ciccari

Jim Filan

Kathy Hamilton

Rebekah Harriman-Stites

Michelle Ku

Paul Lundquist

Jay Maher

Mike Marinaccio

Walt Motyka

Aileen Barreto, Clerk

Geralyn Hoerauf, STV|DPM, facilitator and consultants



Municipal Buildings Strategic Plan Advisory Committee

Oil & Diesel Bid 2/25/2016

	<u>Gallons</u>	<u>Budget \$</u>	<u>Total Cost</u>	<u>2/25 bid #</u>	<u>Bid cost</u>	<u>Savings</u>
Diesel Buses	105,400	2.15	\$226,610	1.4365	\$151,407	\$75,203
Diesel Maint	1,189	2.15	\$2,556	1.4365	\$1,708	\$848
Total	106,589	2.15	\$229,166	1.4365	\$153,115	\$76,051
Fuel Oil	168,000	1.65	\$277,200	1.4253	\$239,450	\$37,750
Total Budget reduction potential						\$113,801

Budget Meeting Calendar

Meeting	Date	Time	Meeting Location
Newtown Realtors	March 17th	8:45 a.m.	Council Chambers
Senior Center	March 17th	12:00 p.m.	Senior Center
Rotary Club	March 21st	6:15 p.m.	Newtown Country Club
Chamber of Commerce	March 22nd	5:30 p.m.	Masonicare (speaking at 6:00 p.m.)
Newtown Womens Club			Made Contact - Looking for Date
Newtown Lions Club			Sent Email
Middle School Faculty Meeting	March 3rd	2:15 p.m.	Auditorium
Middle Gate Faculty Meeting	March 10th	8:00 a.m.	
High School Faculty Meeting	March 14th	2:10 p.m.	Lecture Hall
Reed Intermediate School Faculty Meeting	March 14th	3:15 p.m.	
Hawley School Faculty Meeting	March 15th	8:00 a.m.	
Housatonic Valley Waldorf School Faculty Meeting	March 29th	4:00 p.m.	
Head O'Meadow Faculty Meeting	April 5th	8:00 a.m.	
Fraser Woods School Faculty Meeting	April 6th	3:30 p.m.	
Sandy Hook School Faculty Meeting	April 19th	7:45 a.m.	
St. Rose School Faculty Meeting	Schedule Conflicts		3/10 or 4/7, 3:30 p.m.
Head O'Meadow School PTA Meeting	January 27th	9:15 a.m.	
Hawley School PTA Meeting	February 22nd	9:30 a.m.	
Reed Intermediate School PTA	March 9th	7:00 p.m.	
Middle School PTA Meeting	April 5th	9:15 a.m.	
Middle Gate School PTA Meeting	April 18th	7:00 p.m.	
High School PTSA Meeting	Schedule Conflicts		4/7, 9:30 a.m.
Sandy Hook School PTA	Schedule Conflicts		3/15 or 4/5, 7:00 p.m., at RIS

Community Relations

Fund-Raising and Solicitation

Fund-raising shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds.

Fund-raising shall be permitted by Kindergarten through 12th grade students, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee.

Each Principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the School Board with an up-to-date listing of all fund-raising activities being conducted by the school division.

No organization or individual shall solicit funds, sell memberships, articles or in any other way collect or seek to collect money from the employees of the school system except with the approval of the Board of Education.

Fundraising will take place only after the club or team roster has been finalized within the present school year **with the following exception.**

- If a team is not fully funded by the Newtown Board of Education they are allowed to fund raise with no restrictions.
- Players listed on the varsity roster at the end of preceding season are allowed to fundraise for the following year.
- Teams that did not cut during the previous two seasons are allowed to fundraise with no restrictions.

Regulation

Community Relations

Fund-Raising and Solicitation

Guidelines

- No freshmen are permitted to fundraise until the team is chosen
- It is understood and made clear that no Newtown High School student-athlete will be compelled or coerced to fundraise.

Business/Non-Instructional Operations

Community Use of School Facilities

Parking

Vehicles Parked on School Property by Students and Employees

While participating in **and/or attending** school activities, students, ~~and~~ employees **and visitors** of the Board of Education may park vehicles in areas designated by the School Administration.

The Board of Education reserves the right to restrict parking on school property at any time, to withdraw the right of any person to use school property for parking, and to issue regulations governing the movement of parked vehicles whether or not school is in session.

Parking at restricted times or in restricted places is subject to action by the Board of Education and/or administration.

Students parking on campus while school is in session must purchase a parking permit. The parking permit fee will be discounted if the permit is obtained prior to the start of the school year. Parking permits are issued only to students who have a valid Connecticut driver's license and regular use of a motor vehicle.

The Board of Education assumes no responsibility for damage to or theft of a vehicle or any item stored in or on a vehicle parked on school property.

No item, the possession of which is illegal or in violation of school regulations or which endangers the health, safety or welfare of persons shall be stored in or on a vehicle parked on school property.

If the school administration believes that a vehicle while on school property is being used in a manner or for a purpose which may be injurious or illegal, it shall refer the matter to the police.

cf. Policy 1411 (Community Relations – Relations with Law Enforcement Agency)

Policy adopted:

cps 7/07

*Regulation***Business/Non-Instructional Operations****Student Parking**

Student parking permits for Newtown High School are available for Seniors only and will be sold via lottery. However, nothing prevents administration from conducting a Junior parking lottery if extra student parking spaces become available. To qualify for a parking permit, students must possess a valid Connecticut driver's license and have regular use of an automobile. The cost of the school year permit is \$100.00. **The fee will be discounted by \$15.00 if purchased prior to the start of the school year.** The permit fee is payable by check only and must be made out to "Newtown High School." Cash or credit cards will not be accepted.

Students selected to receive a campus parking permit in the lottery will receive a voucher. In order to purchase a permit, students must present their voucher, driver's license, registration for each vehicle they plan to park in their assigned space, and a check to the Security Office. Security Personnel or Administration will affix the parking permit to the interior windshield of the student's vehicle. Under **no** circumstances shall a student transfer or convey use of his/her parking permit or designated parking space to another student or individual for use during school hours. Student campus parking is a privilege and space is limited. Therefore, students must keep the following in mind, as they will be held responsible to abide by all campus parking regulations.

- Students park on campus at their own risk. Newtown High School and the Newtown Public Schools are not responsible for any damage or vandalism occurring to student vehicles parked on campus.
- Students shall park only in their designated/numbered parking space. Should a student arrive on campus and find an unauthorized vehicle parked in their parking space, the permitted student shall temporarily park his/her vehicle in a visitor's space and immediately summon security personnel.
- Under **no** circumstances may students park in a fire lane, on grass areas, or medians. Violators will be subject to a monetary fine and/or towing at their own expense. Students with repeated parking offenses will also be subjected to additional disciplinary consequences.
- Trailers, campers, or other towed items are not permitted on the Newtown High School campus.
- Any vehicle not displaying a valid campus parking permit is subject to tow at the owner's expense.
- Any additional sale of permits will be conducted via lottery.

Student Parking Fees

DRG- B Districts	
School District	
Avon	\$150
Brookfield	\$150
Fairfield	\$150
Monroe	\$150
Simsbury	\$150
Cheshire	\$125
Amity	\$100
Glastonbury	\$100
New Fairfield	\$100
South Windsor	\$100
Newtown	\$85
Madison	\$60
Greenwich	\$40
Guilford	\$40
Trumbull	\$0
	\$20/Semester

Surrounding Districts	
School District	
Southbury	\$250
Ridgefield	\$200
Brookfield	\$150
Joel Barlow	\$150
Monroe	\$150
New Milford	\$150
Wilton	\$150
	\$0
	North Lot
	South Lot
New Fairfield	\$100
Weston	\$100
	\$50/Semester
Newtown	\$85
Danbury	\$60
	Seniors
	Juniors
Bethel	\$50
Westport	\$50
Seymour	\$20
Trumbull	\$0