

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

Minutes of the Board of Education meeting on August 14, 2018 at 7:30 p.m. in the Council Chambers at 3 Primrose Street.

M. Ku, Chair	L. Rodrigue
R. Harriman-Stites, Vice Chair	J. Evans Davila
D. Cruson, Secretary	R. Bienkowski
D. Leidlein	4 Staff
J. Vouros	8 Public
A. Clure	2 Press
D. Delia	

Mrs. Ku called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Consent Agenda

MOTION: Mr. Cruson moved that the Board of Education approve the consent agenda which includes the donation to Head O'Meadow School, the donations to Newtown High School, the resignations of Evelyn Nash, Matthew Varrone, April Mignone, Kelly O'Connell, Megan Biddle, and Barry Palmer, and the correspondence report. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 3 – Public Participation

Item 4 – Reports

Chair Report: Mrs. Ku stated that she would be scheduling a Board retreat the end of September or beginning of October regarding goals and how we can evaluate ourselves in subsequent years. There will be negotiations this year for contracts for the custodial and secretarial staff.

Superintendent's Report: Dr. Rodrigue recognized the secretarial and custodial and maintenance staff who worked behind the scenes for the opening of the new school year. The administrators and lead teachers spent time preparing for the new school year by attending a two-day retreat. August 1 began at NYA with the principals and assistant principals involved in team building activities and reviewing how to more consistently use data. There was great feedback from the staff and the elementary principals planned to bring staff to NYA also for teaming building activities. The second day Dr. Lois Lanning worked on curriculum and instruction. She was so impressed with our district's work she was going to acknowledge them in her next book. A welcome back letter has been sent to staff and bus routes will be posted in *The Bee* on Friday. We will be hiring another kindergarten teacher at Hear O'Meadow School as they currently exceed our guidelines. We also hired a new network administrator under the IT director and appreciated the Board's support of that position. We had two late resignations and will hold those employees until we have filled those spots. We moved to a three-hour early dismissal and delayed opening in alignment with the surrounding districts. This will help for safety at the end of the day and in the morning when the extra time will mean the difference between needing a closure. Information was provided from Mr. Faiella regarding the various work done over the summer. Dr. Rodrigue invited the Board to attend convocation being held in the high school auditorium at 8:30 a.m., Wednesday, August 22.

Committee Reports:

Mrs. Ku stated that the Legislative Council wants to appropriate money for the Middle Gate roof project because of the issues with the bonding commission. By Charter they can't make any more special appropriations for the year. The paraeducator contract negotiations finished and we

should have an update in mid-September and suggested having a non-meeting at the next Board meeting.

MOTION: Mr. Cruson moved that the Board of Education approve the year-end financial report and transfers for the month ending June 30, 2018. Mrs. Harriman-Stites seconded.

Mr. Bienkowski presented the year-end financial report which was well within budget allocation a balance of \$276,000 which is largest in over 17 years. Transfers were also recommended. We received a total of \$1,486,656 from the excess cost grant for the year. All items will be audited sometime in October.

Mr. Clure asked how we looked at the \$276,000 as revenue and if there was some sort of evaluation as to where we want to land at the end of the year.

Mr. Bienkowski said we like to land as close to the budget as possible. In this case, there were a number of activities that were benefits as they didn't happen so we have this type of balance.

Mrs. Ku said the weather-related changes during the school year made a significant change in the budget.

Mr. Bienkowski said the beginning of this school year we were concerned because the Legislative Council cut our budget and there was also a budget put on in the beginning of the year such as not going to conferences and development. Around November or December we felt we would be able to handle all of the special education placements.

Mr. Clure felt that taxpayers will be upset that we have almost \$300,000 over our budget. We are not helping out some deserving sports that we could have and is disappointed that we are celebrating that we are that much over.

Mr. Bienkowski said last year we are over by \$97,000.

Mr. Clure stated that we moved some money last year.

Mr. Bienkowski said we did that with the Board and Legislative Council approval. This occurred late in the year.

Mrs. Harriman-Stites agreed with Mr. Clure's comments but it could have gone in the other direction. She was not sure how we could have anticipated we could have had that much of a positive balance and doesn't see how they could have managed differently. We didn't know it would be. This money goes into our non-lapsing fund to be used for educational purposes. She didn't think they could have done a better job.

Mr. Vouros questioned when we could spend the money in this account.

Mr. Bienkowski said when we have a reason to make the request for things such as special education tuition which are unanticipated expenses.

Mrs. Harriman-Stites said it would be helpful to know the types of things it can be used for.

Mr. Bienkowski said that capital expenses are fine as well as tuition expenses or technology increases. It could not be used for more staff or employee benefits.

Mr. Delia asked if Mr. Bienkowski was concerned about trends in school revenues dropping moving forward.

Mr. Bienkowski said it was an area of concern. We know the fiscal condition of the State. There is a new formula for the Education Cost Sharing revenues of which there will be a gradual drop.

Mrs. Leidlein said with her nine years on the Board she has appreciated Mr. Bienkowski's detail with every report and keeping us in touch with the budget. She understands the concern but this is not a terribly large amount which will be used for education.

Mrs. Ku said this amount is a fraction of the budget. Mr. Bienkowski comes right in to the target and never goes over budget. This is consistent with what we said we were going to do and she appreciates this fortuitous event.

Vote: 6 ayes, 1 nay (Mr. Clure) Motion passes

MOTION: Mrs. Harriman-Stites moved that the Board of Education request of the Board of Finance that the unexpended funds from the 2017-18 fiscal year budget appropriation in the amount of \$276,038 be deposited into the Non-Lapsing account, established in accordance with Connecticut General Statute Section 10-248a, for educational purposes. Further to this action, the source of these funds are detailed on the year-end financial report as previously approved by this Board of Education. Mr. Cruson seconded.

Mr. Delia asked if we could use these funds for anything that came up short in the budget we passed.

Mr. Bienkowski said it would have to be not a recurring or operating expense. For example, if we had a project for \$100,000 and the Board approved, they would have to request the Board of Finance to release those funds. It would be paid from that account. This money could not be used to increase our bottom line budget amount.

Mr. Delia asked if there was any money in there now.

Mr. Bienkowski said there was. This is the fifth year we can deposit in the non-lapsing account. The cumulative balance is \$426,000.

Mrs. Ku said that prior to the State Statute, boards were not allowed to do this before.

Mr. Delia said our job is not to build money in a savings account. We are putting a lot of money into this account.

Mrs. Leidlein said prior to us setting up this account the Legislative Council spoke about the Board of Selectman having an account they saved for year after year for expenses they didn't budget for. They had a savings plan. They spoke to Board of Education about setting up an account for projects.

Mr. Vouros asked how we could spend some of this money for the students or helps in areas we didn't give to the principals.

Mrs. Ku said that was a future discussion and important to have. The idea was to save it for emergencies or unanticipated expenses.

Mrs. Leidlein stated we can't hire teachers or start new programs but can pay for boilers if needed.

Mrs. Ku said it would be turned over to the Town or go into the non-lapsing account.

Mrs. Harriman-Stites said our policy doesn't say it can't be used for staff. We need to have some clarity about how the money could be spent. She would like that information.

Dr. Rodrigue said we had multiple conversations during budget season. That money is part of the Board. This should be a positive that we ended with a plus figure.

Mr. Cruson asked if we don't approve the motion and some or all money is not put in the account then what would happen.

Mr. Bienkowski said it would go into the Town general fund.

Mr. Cruson said if we don't put it in non-lapsing account it would go back to the Town and the taxpayers.

Mrs. Leidlein said it goes back to the taxpayers for use in education of to the Town.

Mr. Bienkowski said that chances are it would be used for storm damage. We can research the legislative intent.

Mrs. Ku said there is a history of where this account came from and why the Board of Finance approved this. The Legislative Council will not be able to make a special appropriation this year so we might have to use it.

Mr. Clure asked if there was a cap on what we could put in.

Mrs. Ku said the amount is 1% of our budget.

Motion passes unanimously.

MOTION: Mr. Cruson moved that the Board of Education approve the financial report for the month ending July 31, 2018. Mrs. Harriman-Stites seconded.

Mr. Bienkowski presented his report. The biggest expense is employee benefits with \$2M to the Town for health insurance. There are no problem areas at this point.

Motion passes unanimously.

#### Item 5 – Old Business

Athletics Program Update:

Athletic Director Matt Memoli gave an update on the athletics program and the accomplishments of the three subcommittees. He thanked everyone for their work on the committees. Those involved were Debi Modzelewski, Nathalie de Brantes, Aaron Blank, Becky Osborne, Andrew Tamaro, Dennis Brestovansky, Laura Roche, Stefan Burns, Jackie Matthews, and Todd Petersen.

Mr. Vouros mentioned the increase in participation.

Mr. Memoli said we had a lot of turnover with coaches and we now have a lot of high energy people which is part of the increase in participation.

Mr. Cruson asked about extra-curricular activities beyond sports.

Dr. Rodrigue met with the new principal on that. We will pull a team together to look at all activities, not just sports.

Mr. Clure thanked Mr. Memoli and asked if there would be an opportunity to help other sports.

Mr. Memoli said we hoping to start that in March. We are in a good position now to have modifications but we don't have any more allocated funds. We will look to that in 2018-19.

Mrs. Ku was curious to know how many teams we support at the high school and middle school level compared to other districts and the total number of students who participate.

Mr. Memoli said that data is on the CIAC website and he would come back to the Board with that information.

Policy 5118 Nonresident or Tuition Students:

MOTION: Mr. Cruson moved that the Board of Education approve Policy 5118 Nonresident or Tuition Students. Mrs. Harriman-Stites seconded.

Mrs. Harriman-Stites said the major change is the tuition rate for staff living outside of the district. The reduction of 25% of the tuition is pretty consistent across the DRG. We spoke about the need to reduce that rate to 15% for additional children. We felt confident and comfortable doing this.

Mr. Clure asked about consideration for people who run a business in town and attend our schools but don't live here. They pay taxes also.

Mrs. Harriman-Stites would have to research that. It's important to understand we have a tuition rate. We understand the staff piece but wonders how property tax people would feel about a discount for business owners.

Mr. Bienkowski said the current tuition rate is \$18,900.

Mrs. Ku agreed we would need more research to consider that.

Mrs. Harriman-Stites said we could look at this and bring the policy back to be amended.

Motion passes unanimously.

Policy Approvals:

MOTION: Mr. Cruson moved that the Board of Education approve policies 5142 Student Safety, 6114.3 Bomb Threats and Explosive Devices and 6114.7 School Security and Safety.

Mrs. Harriman-Stites seconded. Motion passes unanimously.

#### Item 6 – Old Business

Dr. Rodrigue introduced Cathy Ostar and Tim DeJulio who are teachers in the TAP alternative program at Newtown High School, who received a \$5,000 grant for mindfulness training which aligns with the social-emotion practice in the district.

Ms. Ostar explained that TAP is an alternative educational path for students in the high school. With this grant we will be able to get training for teachers and students to develop mindfulness practices. We can also use the staff we train as mindfulness ambassadors to the Newtown public schools.

Mrs. Harriman-Stites asked where they received the funding.

Ms. Ostar said it was a social-emotional innovation award for teachers, which is an aspect of the NOVO grant.

She thanked Kristin Larson, the district grant coordinator, for her help in getting this grant.

Mrs. Harriman-Stites expressed interest in hearing the outcome data.

Superintendent's Goals:

Dr. Rodrigue put these together looking at the goals with the leadership team. The goals include involvement around teaching and learning, development of the operational plan, developing a systemic approach to social-emotional learning and practices, working collaboratively with community partners and neighboring districts designing shared services for students with behavioral needs, and work closely with appointed mentors and invest in opportunities for professional growth.

The goals will be voted on at the next Board meeting.

MOTION: Mr. Cruson moved that the Board of Education accept the Newtown High School addition and alterations, State of Connecticut Project Number 097-0112, as complete and authorize the filing of the final grant application form ED049. Mrs. Harriman-Stites seconded.

Mr. Bienkowski said this project began in 2009 and Public Building and Site Commission was in charge. The reason for this motion is there were a number of problems such as the leaking roof over the cafetorium. This has been taken care of and the commission approved it at their July 24 meeting as complete so the Board of Education has to also approve it. The State holds back 5% but we don't know that amount yet.

Mrs. Leidlein asked where the money will come from if we have to return money to the State. Mr. Bienkowski said it would come from the Town. There is still a bonding authorization which exceeds the amount so they might be able to borrow the money from the State. We don't take it from our budget.

Vote: Motion passes unanimously.

MOTION: Mr. Cruson moved that the Board of Education accept the Newtown High School Auditorium Renovation, State of Connecticut Project Number 097-0115CV, as complete and authorize the filing of the final grant application form ED049. Mrs. Harriman-Stites seconded.

Mr. Bienkowski said we applied for reimbursement for this \$3.6M project. PB&S signed off on it at the same meeting. All repairs were made except the floor was not completely repainted. There was also cleaning and refinishing of certain areas. It was agreed by PB&S and the Town that it was acceptable.

Motion passes unanimously.

Minutes of June 20, 2018:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the minutes of June 20, 2018. Mr. Cruson seconded. Vote: 6 ayes, 1 abstained (Mr. Cruson)

Minutes of June 26, 2018:

MOTION: Mr. Cruson moved that the Board of Education approve the minutes of June 26, 2018. Mrs. Harriman-Stites seconded. Vote: 6 ayes, 1 abstained (Mr. Clure) Motion passes.

#### Item 7 – Public Participation

Lisa Mecca, 10 Wills Road, spoke about her son with dyslexia entering third grade while barely reading on a first grade level. The district doesn't have instructors she needs so she had to hire a tutor. He has had three different special education teachers. There are also other families under stress. She tried to relay concerns to the administration. Special Education Parents for Action have met with the State Department. Parent advocates are organizing and letting their voices be heard. She requested that the Board develop a special education task force to investigate the state of our special education services.

Alissa Heizler-Mendoza and husband Michael, 3 Bobcat Road, said that her son, who has severe dyslexia, says he's stupid because he can't read and children make fun of him. He is receiving sub-optimal services from the district. The special education department doesn't have an effective program and his second grade services didn't work. They need evidence-based services. There are confidentiality issues in the district. Someone else received his information. There is a lack of collaboration and no data collection. She spends \$2,000 per month for help to

teach him to read. She has met with the State and Senator Murphy. She requested that the Board look into this.

Amanda Armato, 29 Brookwood Drive, is a speech/language pathologist. There needs to be more done with data collection. Her son has ADHD and hates school.

Julia Conlon 11 Old Castle Drive, offered support for previous speakers regarding how parents are treated in PPT's. Many requests are denied. She has also received confidential records on other students and it still happens.

Jennifer Strychalsky, 57 Pecks Lane, said confidentiality is an issue. Someone else received her daughter's information and a month later she received an email from the district stating that this happened. She also said a PPT invitation was sent to someone else. Her daughter attends the program for adaptive learning at Middle Gate School because she has autism and is also non-verbal. Her speech therapist was going to be out so her daughter received extra time but found out that for a month she wouldn't receive services because they were frontloaded. She had to pay for additional services for that month.

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

Item 8 – Adjournment

The meeting adjourned at 9:51 p.m.

Respectfully submitted:

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Dan Cruson  
Secretary



**Head O' Meadow Elementary School**

94 Boggs Hill Road  
Newtown, CT 06470

Barbara Gasparine  
Principal

Tel: 203-426-7670  
Fax: 203-270-4559

June 19, 2018

Dear Members of the Board of Education,

We are pleased to accept donations from the Head O' Meadow PTA for the purchase of a new sound system, an additional swing set, and seven document cameras for a total of \$ 26,242.48.

Sincerely,

A handwritten signature in cursive script that reads 'Barbara Gasparine'.

Barbara Gasparine



August 7, 2018

TO: Dr. Lorrie Rodrigue

FROM: Kim Longobucco 

Please accept the donation of one iMac at an estimated value of \$1,200 from Mr. Peter Wild to the Tech Ed class at Newtown High School. This is a very generous gift to the Newtown High School Tech Ed program.

iMac12.1  
Intel Core i5 2.5 Ghz  
L2 Caches 256 Kb  
L3 Cache 6 MB  
Memory 4 GB  
Disk 500 GB  
Large Screen 23"

Applications:

Microsoft Office with Outlook, Word, Excel, PowerPoint  
Adobe Premier Elements  
Adobe Photoshop Elements

Thank you,

*Mr. Peter Wild  
76 Suzie Drive  
Newtown, CT 06470*

August 8, 2018

TO: Dr. Lorrie Rodrigue

FROM: Kim Longobucco 

Please accept the donation of a vehicle, VIN: 4T1BE32K24U292707 at an estimated value of \$500 from Frances Tyluki.

The vehicle will be used by Newtown High School Automotive Repair Classes.

Thank you.

Evelyn Nash  
23 Pheasant Lane  
Monroe, CT 06468  
(203) 218-5054  
avabeaston@aol.com

July 12, 2018

Ms. Suzanne D'Eramo  
Director of Human Resources  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

Dear Ms. D'Eramo:

I would like to inform you that I am resigning from my position as 0.7 FTE teacher at Newtown Middle School, effective August 22, 2018.

Thank you very much for the opportunities for professional and personal development that you have provided me during the last eight years. I have enjoyed working for Newtown Public Schools and appreciate the support provided me during my tenure with the district.

If I can be of any help during this transition, please let me know.

Sincerely,



Evelyn Nash

cc: T. Einhorn

July 19, 2018

Dr. Lorrie Rodrigue  
Superintendent of Schools  
Newtown Board of Education  
3 Primrose Street  
Newtown, CT 06470

Dear Dr. Rodrigue,

I am writing to tender my resignation from my position of school psychologist at Hawley Elementary effective immediately. As such, I will not be returning in August 2018.

I would like to extend my appreciation for employment in Newtown. I have gained a vast amount of knowledge, experience and expertise over the past year. It is with a heavy heart that I write this resignation. I can not convey the amount of care and respect I hold for the provision of psychological services I provided this year. I have attached my end of year review as documentation of such responsibilities.

The students and staff of Hawley are one of a kind and will be missed. In addition, I appreciated the level of supervision and support from the office of pupil services. However, I was approached by another district with school building support that I am seeking for the implementation of psychological services and special education. Further, this transition is aligned with my short and long term goals as a school psychologist.

Thank you for your continued collaboration this year. I look forward to networking with you in the future.

Sincerely,  
Matthew Varrone, MA/SYC

April Mignone  
40 Crestwood Rd.  
Monroe, CT, 06468  
203-220-8973  
aprilmignone@yahoo.com

July 20, 2018

Hawley Elementary School  
Reading Specialist  
Newtown Public Schools  
3 Prim Rose St.  
Newtown, CT, 06468

Dear Dr. Lorrie Rodrigue:

I would like to inform you that I am resigning from my position as a Reading Specialist at Hawley Elementary School, effective August 22.

I have decided to stay home with my son Dante who is eleven months old. My journey to have Dante was a difficult one but it has made me the person that I am today. He was born twelve weeks premature and stayed in the NICU at Bridgeport Hospital for 84 days.

Thank you very much for the opportunities for professional and personal development that you have provided me during the last four years. I have enjoyed working for the Newtown Public Schools and appreciate the support provided to me during my time at Hawley.

Sincerely,

April Mignone

Kelly O'Connell  
195 Grasslands Road  
Southbury CT 06488

oconnellfamily04@gmail.com

August 3, 2018

Kelly O'Connell  
Special Education Teacher

Dear Dr. Lorrie Rodrigue, Ms. Deborah Mailloux-Peterson, and Ms. Sonia Raquel,

Please accept this letter as formal notification that I am leaving my position as a Special Education Teacher with the Newtown Board of Education.

I would like to thank you for the opportunities that I have had over the course of my time as an employee at Middle Gate Elementary School. I am truly grateful to have worked under your direction, and with such a talented and dedicated group of professionals such as those I encountered within the district.

Sincerely,

Kelly V. O'Connell

Megan G. Biddle  
15 Maple Row  
Bethel, CT 06801

August 6, 2018

Dr. Lorrie Rodrigue  
Superintendent of Schools  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

Dear Dr. Rodrigue,

Please accept this letter as notice of my resignation from the position of Library Media Specialist with Newtown Public Schools, effective immediately. I have made the difficult decision to resign as my family and I will be relocating to New York while my husband seeks employment in Manhattan.

My experience at NHS over the past 3 years has been very positive, and the relationships I have built will last a lifetime. The staff was knowledgeable, friendly, and always willing to collaborate whenever approached and I will dearly miss working with the students. Thank you very much for the opportunity to be part of such a great school district.

Sincerely,

A handwritten signature in cursive script that reads "Megan Biddle".

Megan Biddle  
Library Media Specialist

cc: T. Einhorn

**Barry Palmer**  
6 Samuelson Ave  
Wolcott, CT 06716  
(203) 695-1305

August 7, 2018

Dr Lorrie Rodrigue  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

Dr Rodrigue,

Please accept my resignation from my position as 7th grade social studies teacher at Newtown Middle School, effective August 7th, 2018. After much thought, I have decided to accept a teaching position at Darien High School.

I have thoroughly enjoyed my time in Newtown, and have been privileged to have the opportunity to educate children in the Newtown community. I am truly appreciative for all Tom, Jim, and the NMS staff have done for me in my career and wish Newtown all the best in the future.

Please let me know if you need any additional information and do not hesitate to reach out if you have any questions. I can be reached at 203-695-1305 or by email at [barrypalmer86@gmail.com](mailto:barrypalmer86@gmail.com).

Thank you,  
Barry Palmer



Correspondence Report  
6/20/2018 – 8/13/2018

<b>Date</b>	<b>Name</b>	<b>Subject</b>
6/28/2018	Kiley Morrison Gottschalk	Re: Revised 2018-2019 School Calendar
7/27/2018	Victoria Maybeck	School spirit
7/30/2018	Jaime Cotter	School Record Request
8/4/2018	Patti Winters	School supply donations
8/12/2018	Liza Mecca	Agenda Item

## Facilities Update Summer 2018

Updated Aug 13, 2018

### Capital Improvement Projects

- Middle Gate roof restoration portion is completed, currently awaiting metal edging install, some painting and brick waterproofing.
- Hawley roof replacement of the '97 portion of the building is approx. 75% complete. The restoration portion of the '48 portion is completed.

### Building and Site Maintenance Projects

#### Hawley

- Sidewalk replacement at handicap spaces to meet ADA code. **Complete**

#### Middle Gate

- Cafe HVAC system is ordered, should be complete early September. (Hopefully sooner)

#### Head O Meadow

- Carpet replacement around library has begun. **Completed**
- VCT install (vinyl composition tile) at the loading dock and custodial area. **Completed**

#### Reed

- Painting- All lower level blue classrooms have been **completed**. NOTE: Next years' Phase is to complete lower level green. This will be an ongoing multi-phase project.
- Carpet samples have been delivered to school Administration. Target to complete over winter break.

#### NMS

- Additional Exterior Security camera at front of building near A Gym. **Complete**
- Sidewalk and curb replacement (Phased project) at front entrance. **Complete**
- -VCT (Vinyl Composition Tile) at FACS and A Wing annex. **Complete**

#### NHS

- Locker repainting is underway.
- B Wing Stairwell # B3-treads/risers are ordered.
- Access card reader at outdoor equipment storage garage installed. **Complete**
- **Stadium**-Knee wall repair and stone facing. **Complete**
- **Stadium**-Railings at stairs are in fabrication

#### Other Areas

- **All mulching at playgrounds to be completed week of Aug 13<sup>th</sup>**
- **All wood gym floors have been recoated**
- **All fire alarm systems have been checked for proper operation**
- **All clock and PA systems have been checked for proper operation**
- **Parking lot lines have been re-sprayed**
- **All fire extinguishers have been checked and tagged**
- **All kitchen hoods have been cleaned**

## Superintendent Goals

2018-19

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➤ Articulate a clear district vision that embraces a safe, personalized, and student-centered learning environment.

(Strategy I & II, Strategic Plan)

- Ensure district practices in teaching and learning continue to shift from a teacher-driven to student-centered learning environment.
- Collaborate with the District Security Director, administrators, and members of the Executive Safety and Security Committee to maintain safety measures and ensure staff and students understand emergency protocols.
- Work closely with the Assistant Superintendent to ensure staff and administrators are provided professional development opportunities to implement evidence-based practices (e.g., concept-based curriculum) with a high level of integrity.
- Hold all leaders accountable for the ongoing and consistent review of data to inform decision making and support improvements in teaching and learning.

➤ Develop and communicate an operational plan that balances the educational needs of the district with the fiscal conditions of the community.

- Work with Central Office leaders and school administrators to review resources necessary to meet the future educational needs of our students.
- Closely monitor State budget outcomes with respect to Newtown's Operational Plan and continue to explore solutions to help mitigate the negative fiscal impact.
- Monitor and make budgetary decisions based on enrollment, class size, and other factors that continue to impact the district.
- Communicate the district's operational plan to all stakeholders (e.g., video, open forum, senior citizen talks, PTA) to increase public engagement and support.

➤ Develop a systemic approach to social-emotional learning and practices.

(Strategy III, Strategic Plan)

- Explore new in-house and inter-district programming to support the social/emotional/behavioral needs of students, including the repurposing of space to accommodate such programs.
- Work with Director of Special Education and Director of Counseling, as well as school leaders and staff, to identify social/emotional needs that warrant specialized programming.
- Review in-house space at the school level that would accommodate identified programs and support services.
- Continue to support the district Safe School Climate Committee and its efforts to refine the SRBI (Scientific Research-based Interventions) process for struggling learners and at-risk students.

➤ Work collaboratively with **community partners and neighboring districts** to design and share programs and services for at-risk students and students with behavioral needs.

- Invite neighboring districts to identify students who may benefit from NHS alternative program (TAP) and determine tuition rate.
- Implement an in-house pilot program for early elementary students with social/emotional and behavioral needs that will be housed in Newtown but shared with other districts.
- **Engage in discussions with outside agencies and organizations that can help in the development and support of specialized social/emotional/behavioral services and programming.**

➤ As a new Superintendent, work closely with appointed mentor and invest in opportunities for professional growth.

- Work with CAPSS-appointed mentor to gain further experience as a district leader.
- Attend conferences and workshops that focus on district leadership and communication.
- Continue to network with Superintendent colleagues in the Western Connecticut Superintendent network to exchange ideas, insights, and practices.
- Participate in the *First Year Superintendent* cohort through CAPSS/UCONN.

**NEWTOWN BOARD OF EDUCATION  
YEAR END FINANCIAL REPORT  
JUNE 30, 2018**

**SUMMARY**

This June 30, 2018 budget summary report reflects the unaudited year-end financial position of Newtown Public Schools. The report includes all expenditure and encumbrance commitments associated with the 2017-18 budget year that represent financial obligations for the fiscal year ending June 30, 2018.

The district spent \$6.7M for operations in the month of June; \$5.0M for salaries, \$163K for benefits, \$117K for Professional Services, \$987K for Other Purchased Services (primarily tuition and transportation), \$317K for supplies consisting of energy, oil, and diesel, and the balance of \$116K for all other expenses necessary for operations. Of the \$4.9M of encumbrances listed, 84% or \$4.1M are for salaries and benefits, primarily the Teacher's salaries paid over the summer and non-certified personnel whose pay periods straddled the June 30<sup>th</sup> period. (i.e., custodians, secretaries, over-time, etc., with holdbacks that don't clear out until the July payrolls.) The balance of \$789K in encumbrances represent commitments for tuition, supplies, products, utilities and services that haven't been invoiced, delivered or completed by the end of the year. These encumbrances typically take several months to clear out. (As of this writing 78% of these obligations have been paid.) Any shortages or excess will get captured at the end of the 2018-19 year. This is the accepted accounting practice that produces the \$22,632 balance included in this report from last years' encumbrances, which will be returned to the Town.

The district concluded the year with a remaining positive balance in the appropriated budget of \$276,038 or 0.37%, which is classified as a unexpended year-end balance which is eligible to be deposited in the 'Non-Lapsing account' in accordance with Section 10-248a of the Connecticut General Statute. (*Recommended Motion at conclusion of this report*). School revenues, State of Connecticut, school generated, and other miscellaneous revenue totaled \$389,075, less than budgeted primarily due to the States reduction of the ECS grant after the budget was finally adopted in October.

This report includes transfer recommendations to bring all major object codes to a positive balance in accordance with Board Policy. The final excess cost, agency placement, and magnet school transportation grant receipts have all been distributed to the appropriate accounts. In addition, pre-school and transitional tuition and other miscellaneous credits have similarly been captured.

Looking at the sum totals of the current transfers in major object categories, the object categories that required transfers in were limited to 'Other Purchased Services', exclusively for Special Education tuition.

The majority of funds available to cover the increased expenditures in the year just ended came from the salary accounts \$419,000. This was followed by funds available in Employee Benefits \$35,000; and Supplies \$73,000.

Over the course of the year the current transfers combined with the year to date transfers sum out as follows:

100 Salaries	(\$281,000)
200 Employee Benefits	(\$13,000)
300 Professional Services	\$0
400 Purchased Property Services	\$0
500 Other Purchased Services	\$294,000
600 Supplies	\$0
700 Property	\$0
800 Miscellaneous	\$0
	<hr/>
	\$0

The rationale for these transfers have been highlighted throughout the year in these monthly financial reports. The final recommended transfers are included in order to bring all major objects to a positive position. The operating guideline is generally to have all sub account object categories to be within \$5,000, plus/minus.

Many other balances of a less sizeable nature are evident and distributed within the attached financial report.

Hawley expenses to the Hawley Fund were as follows:

1) Shade Replacements	\$10,068
2) Unclog oil service line	\$4,646
3) Roof repairs	\$2,871

For a total expenditure of \$17,585 leaving a balance of \$29,868 in the fund on June 30<sup>th</sup> this year.

During the month of June we received revenue of \$68,995 for the balance of student tuitions due and an unanticipated transition receipt from Bridgeport.

All accounts were reviewed and purchases scrutinized on a continuing basis to assure a positive financial position. Newtown Public Schools achieved the results expected by the Board of Education operating within its approved operating budget.

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. The fiscal year ended well within the allotted budget.

All these items are unaudited and subject to change.

Recommended Motion for Non-Lapsing Account

8/14/18

Move that the Board of Education request of the Board of Finance that the unexpended funds from the 2017-18 fiscal year budget appropriation in the amount of \$276,038 be deposited into the Non-Lapsing account, established in accordance with Connecticut General Statute Section 10-248a, for educational purposes. Further to this action, is that the source of these funds are detailed on the year-end financial report as previously approved by this Board of Education.

Ronald J. Bienkowski  
Director of Business  
August 9, 2018

**NEWTOWN PUBLIC SCHOOLS**  
**GENERAL FUND EXPENDITURE AND REVENUE BALANCE**

The Board of Education should feel confident that the needs of the school system and unanticipated repairs and energy expenses have been met as a result of carefully conducted discussions at public Board of Education meetings with sensitivity to the community and in compliance with all legal requirements and expectations.

The General Fund account history and school revenue balances over the last several years demonstrates that the Board of Education has managed to provide the required educational opportunities to the students of Newtown while operating within the budget appropriation approved by its citizens.

<u>Year-End</u>	<u>Unexpended Budget Funds</u>	<u>Unliquidated Encumbrances From the Prior Year</u>	<u>School Revenues</u>
6/30/02	\$23,322	\$961	\$42,482
6/30/03	\$32,962	\$0	(\$18,647)
6/30/04	\$26,809	\$4,723	(\$120,145)
6/30/05	\$9,000	\$15,387	\$130,634
6/30/06	\$272,100	\$27,911	\$134,370
6/30/07	\$1,474	\$18,751	\$117,800
6/30/08	\$7,688	\$1,233	\$15,485
6/30/09	\$7,773	\$432	\$51,263
6/30/10	\$155,762	\$12,696	(\$88,921)
6/30/11	\$58,670	\$74,159	\$8,659
6/30/12	\$38,167	\$33,959	\$101,024
6/30/13	\$6,035	\$222	\$51,767
6/30/14	\$47,185	\$12,195	\$6,236
6/30/15	\$12,909	\$16,345	(\$21,056)
6/30/16	\$2,533	\$2,286	\$323,260
6/30/17	\$97,942	\$947	(\$128,840)
06/30/18	\$276,038	\$22,632	(\$389,075)



## 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 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
- Expended 2016-17 – audited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date.
- Current Transfers – identifies the recommended cross object codes for current month action.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- 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.
- Encumbered – 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 shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.
- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

The monthly budget summary report also provides financial information on the State of Connecticut grant reimbursement programs (Excess Cost and Agency Placement Grants and Magnet Grant Transportation). These reimbursement grants/programs are used to supplement local school district budget programs as follows:

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 exceed local prior year per pupil expenditure by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the prior year’s per pupil expenditure. 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 and all other town submittals.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$62,400 for this year.

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

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for three identified programs 1) high school sports participation fees, 2) parking permit fees and 3) child development fees.
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

**NEWTOWN BOARD OF EDUCATION**  
**2017-18 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JUNE 30, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	FINAL BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET				
<b><u>GENERAL FUND BUDGET</u></b>										
100	SALARIES	\$ 45,552,910	\$ 46,819,455	\$ (10,000)	\$ (271,000)	\$ 46,829,431	\$ 42,734,058	\$ 3,947,599	\$ 147,774	\$ 147,774
200	EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ (13,000)	\$ -	\$ 11,639,582	\$ 11,478,807	\$ 125,796	\$ 34,979	\$ 34,979
300	PROFESSIONAL SERVICES	\$ 768,820	\$ 863,121	\$ -	\$ -	\$ 863,121	\$ 800,155	\$ 60,173	\$ 2,793	\$ 2,793
400	PURCHASED PROPERTY SERV.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ -	\$ 1,877,822	\$ 1,789,574	\$ 87,338	\$ 910	\$ 910
500	OTHER PURCHASED SERVICES	\$ 8,656,242	\$ 7,606,000	\$ 23,000	\$ 271,000	\$ 8,931,481	\$ 8,702,461	\$ 220,048	\$ 8,972	\$ 8,972
600	SUPPLIES	\$ 3,832,662	\$ 3,573,732	\$ -	\$ -	\$ 3,573,732	\$ 3,167,282	\$ 333,752	\$ 72,698	\$ 72,698
700	PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ -	\$ 556,850	\$ 469,193	\$ 87,592	\$ 65	\$ 65
800	MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ -	\$ 68,655	\$ 60,724	\$ 83	\$ 7,847	\$ 7,847
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 73,567,123	\$ 72,995,957	\$ -	\$ -	\$ 74,340,674	\$ 69,202,254	\$ 4,862,382	\$ 276,038	\$ 276,038
TRANSFER NON-LAPSING		\$ 97,942								\$ 276,038
<b>GRAND TOTAL</b>		\$ 73,665,065	\$ 72,995,957	\$ -	\$ -	\$ 74,340,674	\$ 69,202,254	\$ 4,862,382	\$ 276,038	\$ -

(Audited)

*Additional Appropriation to Operating Budget - Special Education 11/15/17* \$ 1,031,481

*Additional Transfer to Operating Budget - ASSO Program 1/3/18* \$ 313,236

**NEWTOWN BOARD OF EDUCATION**  
**2017-18 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JUNE 30, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	FINAL BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET				
<b>100</b>	<b>SALARIES</b>									
	Administrative Salaries	\$ 3,433,535	\$ 3,506,802	\$ 56,863	\$ 26,000	\$ 3,589,665	\$ 3,556,152	\$ 33,229	\$ 284	\$ 284
	Teachers & Specialists Salaries	\$ 29,759,570	\$ 30,400,715	\$ (75,566)	\$ (38,000)	\$ 30,287,149	\$ 26,989,059	\$ 3,297,772	\$ 318	\$ 318
	Early Retirement	\$ 84,500	\$ 32,000	\$ -		\$ 32,000	\$ 32,000	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 81,761	\$ 94,578	\$ (4,746)		\$ 89,832	\$ 86,331	\$ 2,423	\$ 1,078	\$ 1,078
	Homebound & Tutors Salaries	\$ 192,562	\$ 256,604	\$ -	\$ (100,000)	\$ 156,604	\$ 127,520	\$ 5,832	\$ 23,252	\$ 23,252
	Certified Substitutes	\$ 625,894	\$ 669,520	\$ (20,000)	\$ (60,000)	\$ 589,520	\$ 560,741	\$ 24,643	\$ 4,136	\$ 4,136
	Coaching/Activities	\$ 552,865	\$ 579,338	\$ -		\$ 579,338	\$ 580,835	\$ -	\$ (1,497)	\$ (1,497)
	Staff & Program Development	\$ 125,840	\$ 178,469	\$ -		\$ 178,469	\$ 158,168	\$ 17,599	\$ 2,703	\$ 2,703
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,856,526</b>	<b>\$ 35,718,026</b>	<b>\$ (43,449)</b>	<b>\$ (172,000)</b>	<b>\$ 35,502,577</b>	<b>\$ 32,090,807</b>	<b>\$ 3,381,497</b>	<b>\$ 30,274</b>	<b>\$ 30,274</b>
	Supervisors/Technology Salaries	\$ 777,355	\$ 791,595	\$ (13,329)	\$ (40,000)	\$ 738,266	\$ 724,233	\$ 13,014	\$ 1,019	\$ 1,019
	Clerical & Secretarial salaries	\$ 2,127,342	\$ 2,193,704	\$ (14,618)		\$ 2,179,086	\$ 2,082,739	\$ 92,656	\$ 3,691	\$ 3,691
	Educational Assistants	\$ 2,223,841	\$ 2,327,687	\$ 117,990		\$ 2,445,677	\$ 2,289,739	\$ 114,429	\$ 41,510	\$ 41,510
	Nurses & Medical advisors	\$ 725,625	\$ 737,830	\$ 2,767		\$ 740,597	\$ 629,160	\$ 105,675	\$ 5,762	\$ 5,762
	Custodial & Maint Salaries	\$ 2,914,019	\$ 3,029,989	\$ 964		\$ 3,030,953	\$ 2,909,405	\$ 125,232	\$ (3,684)	\$ (3,684)
	Non Certified Adj & Bus Drivers salaries	\$ -	\$ 71,792	\$ (45,092)		\$ 26,700	\$ 24,010	\$ 877	\$ 1,812	\$ 1,812
	Career/Job salaries	\$ 159,845	\$ 204,168	\$ (5,394)	\$ (102,000)	\$ 96,774	\$ 78,546	\$ 5,698	\$ 12,530	\$ 12,530
	Special Education Svcs Salaries	\$ 1,073,371	\$ 1,119,853	\$ (6,104)		\$ 1,113,749	\$ 1,015,268	\$ 69,566	\$ 28,915	\$ 28,915
	Attendance & Security Salaries	\$ 320,558	\$ 317,169	\$ (14,672)		\$ 583,473	\$ 550,549	\$ 19,776	\$ 13,149	\$ 13,149
	Extra Work - Non-Cert	\$ 122,759	\$ 80,352	\$ 14,937		\$ 105,289	\$ 80,664	\$ 11,077	\$ 13,548	\$ 13,548
	Custodial & Maint. Overtime	\$ 225,822	\$ 191,290	\$ -	\$ 43,000	\$ 234,290	\$ 226,622	\$ 7,887	\$ (220)	\$ (220)
	Civic activities/Park & Rec	\$ 25,847	\$ 36,000	\$ (4,000)		\$ 32,000	\$ 32,316	\$ 216	\$ (532)	\$ (532)
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 10,696,384</b>	<b>\$ 11,101,429</b>	<b>\$ 33,449</b>	<b>\$ (99,000)</b>	<b>\$ 11,326,854</b>	<b>\$ 10,643,251</b>	<b>\$ 566,103</b>	<b>\$ 117,500</b>	<b>\$ 117,500</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 45,552,910</b>	<b>\$ 46,819,455</b>	<b>\$ (10,000)</b>	<b>\$ (271,000)</b>	<b>\$ 46,829,431</b>	<b>\$ 42,734,058</b>	<b>\$ 3,947,599</b>	<b>\$ 147,774</b>	<b>\$ 147,774</b>

NEWTOWN BOARD OF EDUCATION  
2017-18 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING - JUNE 30, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	FINAL BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET				
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	Medical & Dental Expenses	\$ 8,829,669	\$ 8,835,482	\$ -	\$ 8,835,482	\$ 8,828,321	\$ 935	\$ 6,226	\$ 6,226	
	Life Insurance	\$ 83,841	\$ 86,329	\$ -	\$ 86,329	\$ 85,000	\$ -	\$ 1,329	\$ 1,329	
	FICA & Medicare	\$ 1,391,811	\$ 1,441,193	\$ -	\$ 1,463,453	\$ 1,356,979	\$ 97,821	\$ 8,653	\$ 8,653	
	Pensions	\$ 611,619	\$ 662,888	\$ -	\$ 21,000	\$ 683,888	\$ 5,433	\$ 665	\$ 665	
	Unemployment & Employee Assist.	\$ 51,832	\$ 87,000	\$ -	\$ (21,000)	\$ 66,000	\$ 21,607	\$ 12,177	\$ 12,177	
	Workers Compensation	\$ 502,885	\$ 517,430	\$ (13,000)	\$ 504,430	\$ 498,501	\$ -	\$ 5,929	\$ 5,929	
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 11,471,657</b>	<b>\$ 11,630,322</b>	<b>\$ (13,000)</b>	<b>\$ -</b>	<b>\$ 11,639,582</b>	<b>\$ 11,478,807</b>	<b>\$ 125,796</b>	<b>\$ 34,979</b>	<b>\$ 34,979</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ 575,862	\$ 614,472	\$ -	\$ 50,000	\$ 664,472	\$ 609,453	\$ 55,892	\$ (872)	\$ (872)
	Professional Educational Ser.	\$ 192,957	\$ 248,649	\$ -	\$ (50,000)	\$ 198,649	\$ 190,703	\$ 4,281	\$ 3,665	\$ 3,665
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 768,820</b>	<b>\$ 863,121</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 863,121</b>	<b>\$ 800,155</b>	<b>\$ 60,173</b>	<b>\$ 2,793</b>	<b>\$ 2,793</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>									
	Buildings & Grounds Services	\$ 706,299	\$ 713,100	\$ -	\$ (5,000)	\$ 708,100	\$ 683,177	\$ 24,579	\$ 343	\$ 343
	Utility Services - Water & Sewer	\$ 124,917	\$ 127,464	\$ -	\$ 13,000	\$ 140,464	\$ 121,901	\$ 18,918	\$ (355)	\$ (355)
	Building, Site & Emergency Repairs	\$ 517,986	\$ 460,850	\$ -	\$ 29,000	\$ 489,850	\$ 473,167	\$ 17,053	\$ (370)	\$ (370)
	Equipment Repairs	\$ 297,102	\$ 279,712	\$ -	\$ (30,000)	\$ 249,712	\$ 222,129	\$ 26,352	\$ 1,231	\$ 1,231
	Rentals - Building & Equipment	\$ 263,619	\$ 272,923	\$ -	\$ (7,000)	\$ 265,923	\$ 265,427	\$ 435	\$ 61	\$ 61
	Building & Site Improvements	\$ 439,942	\$ 23,773	\$ -	\$ 23,773	\$ 23,773	\$ -	\$ -	\$ -	\$ -
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 2,349,864</b>	<b>\$ 1,877,822</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,877,822</b>	<b>\$ 1,789,574</b>	<b>\$ 87,338</b>	<b>\$ 910</b>	<b>\$ 910</b>

NEWTOWN BOARD OF EDUCATION  
2017-18 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING - JUNE 30, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	FINAL BALANCE	
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS					CURRENT BUDGET
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ 468,842	\$ 575,152	\$ 10,000	\$ (15,000)	\$ 570,152	\$ 546,087	\$ 24,750	\$ (685)	\$ (685)
	Transportation Services	\$ 4,196,264	\$ 4,212,681	\$ -	\$ (120,000)	\$ 4,092,681	\$ 4,001,350	\$ 89,765	\$ 1,566	\$ 1,566
	Insurance - Property & Liability	\$ 381,160	\$ 399,012	\$ 13,000		\$ 412,012	\$ 410,691	\$ -	\$ 1,321	\$ 1,321
	Communications	\$ 143,318	\$ 155,694	\$ -		\$ 155,694	\$ 150,873	\$ 8,303	\$ (3,482)	\$ (3,482)
	Printing Services	\$ 32,951	\$ 35,293	\$ -		\$ 35,293	\$ 18,626	\$ 8,761	\$ 7,906	\$ 7,906
	Tuition - Out of District	\$ 3,202,382	\$ 2,014,771	\$ -	\$ 406,000	\$ 3,452,252	\$ 3,373,187	\$ 81,580	\$ (2,515)	\$ (2,515)
	Student Travel & Staff Mileage	\$ 231,325	\$ 213,397	\$ -		\$ 213,397	\$ 201,647	\$ 6,889	\$ 4,860	\$ 4,860
	<b>SUBTOTAL OTHER PURCHASED SERVICES</b>	<b>\$ 8,656,242</b>	<b>\$ 7,606,000</b>	<b>\$ 23,000</b>	<b>\$ 271,000</b>	<b>\$ 8,931,481</b>	<b>\$ 8,702,461</b>	<b>\$ 220,048</b>	<b>\$ 8,972</b>	<b>\$ 8,972</b>
<b>600</b>	<b>SUPPLIES</b>									
	Instructional & Library Supplies	\$ 834,174	\$ 777,524	\$ -		\$ 777,524	\$ 719,205	\$ 48,469	\$ 9,851	\$ 9,851
	Software, Medical & Office Sup.	\$ 222,049	\$ 156,753	\$ -		\$ 156,753	\$ 99,729	\$ 40,360	\$ 16,665	\$ 16,665
	Plant Supplies	\$ 393,852	\$ 411,000	\$ -		\$ 411,000	\$ 276,601	\$ 128,390	\$ 6,009	\$ 6,009
	Electric	\$ 1,282,498	\$ 1,318,911	\$ -		\$ 1,318,911	\$ 1,210,209	\$ 94,931	\$ 13,770	\$ 13,770
	Propane & Natural Gas	\$ 357,111	\$ 390,800	\$ -	\$ (60,000)	\$ 330,800	\$ 285,241	\$ 19,218	\$ 26,341	\$ 26,341
	Fuel Oil	\$ 202,843	\$ 278,980	\$ -	\$ 42,000	\$ 320,980	\$ 321,179	\$ -	\$ (199)	\$ (199)
	Fuel For Vehicles & Equip.	\$ 198,134	\$ 213,742	\$ -	\$ 18,000	\$ 231,742	\$ 230,493	\$ 1,131	\$ 118	\$ 118
	Textbooks	\$ 342,002	\$ 26,022	\$ -		\$ 26,022	\$ 24,627	\$ 1,254	\$ 142	\$ 142
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 3,832,662</b>	<b>\$ 3,573,732</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,573,732</b>	<b>\$ 3,167,282</b>	<b>\$ 333,752</b>	<b>\$ 72,698</b>	<b>\$ 72,698</b>

NEWTOWN BOARD OF EDUCATION  
2017-18 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING - JUNE 30, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	FINAL BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET				
<b>700</b>	<b>PROPERTY</b>									
	Capital Improvements (Sewers)	\$ 218,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Technology Equipment	\$ 528,360	\$ 547,650	\$ -	\$ 547,650	\$ 459,993	\$ 87,592	\$ 65	\$ 65	
	Other Equipment	\$ 127,945	\$ 9,200	\$ -	\$ 9,200	\$ 9,200	\$ -	\$ -	\$ -	
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 874,846</b>	<b>\$ 556,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 556,850</b>	<b>\$ 469,193</b>	<b>\$ 87,592</b>	<b>\$ 65</b>	
<b>800</b>	<b>MISCELLANEOUS</b>									
	Memberships	\$ 60,122	\$ 68,655	\$ -	\$ 68,655	\$ 60,724	\$ 83	\$ 7,847	\$ 7,847	
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 60,122</b>	<b>\$ 68,655</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,655</b>	<b>\$ 60,724</b>	<b>\$ 83</b>	<b>\$ 7,847</b>	
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 73,567,123</b>	<b>\$ 72,995,957</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,340,674</b>	<b>\$ 69,202,254</b>	<b>\$ 4,862,382</b>	<b>\$ 276,038</b>	

(Audited)

NEWTOWN BOARD OF EDUCATION  
 2017-18 BUDGET SUMMARY REPORT  
 FOR THE MONTH ENDING - JUNE 30, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	APPROVED BUDGET	YTD TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	FINAL BALANCE
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<u>BOARD OF EDUCATION FEES &amp; CHARGES - SERVICES</u>	<u>2017-18 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION	\$30,800	\$33,727	(\$2,927)	109.50%
NON LOCAL TUITION	\$0	\$66,438	(\$66,438)	
<u>HIGH SCHOOL FEES</u>				
PAY FOR PARTICIPATION IN SPORTS	\$7,370	\$7,370	\$0	100.00%
PARKING PERMITS	\$20,000	\$20,000	\$0	100.00%
CHILD DEVELOPMENT	\$8,000	\$8,000	\$0	100.00%
	\$35,370	\$35,370	\$0	100.00%
MISCELLANEOUS FEES	\$4,000	\$12,074	(\$8,074)	301.84%
<b>TOTAL SCHOOL GENERATED FEES</b>	\$70,170	\$147,608	(\$77,438)	210.36%



NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

"FOR THE MONTH ENDING - JUNE 30, 2018"

FISCAL YEAR END - (Unaudited)

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	REVISED BUDGET	1st ESTIMATE	2nd ESTIMATE	3rd ESTIMATE	Feb RECEIVED	May RECEIVED	Total RECEIVED
100	SALARIES	\$ (29,301)	\$ -	\$ (29,301)	\$ (48,814)	\$ (47,508)	\$ (44,767)	\$ (35,235)	\$ (9,368)	\$ (44,603)
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ (10,490)	\$ -	\$ (10,490)	\$ (56,686)	\$ (55,171)	\$ (25,411)	\$ (20,000)	\$ (5,317)	\$ (25,317)
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (2,365,717)	\$ 1,031,481	\$ (1,334,236)	\$ (1,469,486)	\$ (1,422,798)	\$ (1,421,958)	\$ (1,119,185)	\$ (297,551)	\$ (1,416,736)
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL FUND BUDGET</b>		<b>\$ (2,405,508)</b>	<b>\$ 1,031,481</b>	<b>\$ (1,374,027)</b>	<b>\$ (1,574,986)</b>	<b>\$ (1,525,477)</b>	<b>\$ (1,492,136)</b>	<b>\$ (1,174,420)</b>	<b>\$ (312,236)</b>	<b>\$ (1,486,656)</b>

<b>100</b>	<b>SALARIES</b>									
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Teachers & Specialists Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>CERTIFIED SALARIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Educational Assistants	\$ (12,715)	\$ -	\$ (12,715)	\$ (4,732)	\$ (4,605)	\$ (3,980)	\$ (3,133)	\$ (833)	\$ (3,966)
	Nurses & Medical advisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Education Svcs Salaries	\$ (16,586)	\$ -	\$ (16,586)	\$ (44,082)	\$ (42,903)	\$ (40,787)	\$ (32,102)	\$ (8,535)	\$ (40,637)
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ (29,301)</b>	<b>\$ -</b>	<b>\$ (29,301)</b>	<b>\$ (48,814)</b>	<b>\$ (47,508)</b>	<b>\$ (44,767)</b>	<b>\$ (35,235)</b>	<b>\$ (9,368)</b>	<b>\$ (44,603)</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ (29,301)</b>	<b>\$ -</b>	<b>\$ (29,301)</b>	<b>\$ (48,814)</b>	<b>\$ (47,508)</b>	<b>\$ (44,767)</b>	<b>\$ (35,235)</b>	<b>\$ (9,368)</b>	<b>\$ (44,603)</b>
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

"FOR THE MONTH ENDING - JUNE 30, 2018"

FISCAL YEAR END - (Unaudited)

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	REVISED BUDGET	1st ESTIMATE	2nd ESTIMATE	3rd ESTIMATE	Feb RECEIVED	May RECEIVED	Total RECEIVED
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ (10,490)		\$ (10,490)	\$ (56,686)	\$ (55,171)	\$ (25,411)	\$ (20,000)	\$ (5,317)	\$ (25,317)
	Professional Educational Ser.	\$ -		\$ -		\$ -	\$ -			\$ -
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ (10,490)</b>	<b>\$ -</b>	<b>\$ (10,490)</b>	<b>\$ (56,686)</b>	<b>\$ (55,171)</b>	<b>\$ (25,411)</b>	<b>\$ (20,000)</b>	<b>\$ (5,317)</b>	<b>\$ (25,317)</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>									
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ -		\$ -		\$ -	\$ -			\$ -
	Transportation Services	\$ (311,657)		\$ (311,657)	\$ (334,335)	\$ (320,555)	\$ (316,857)	\$ (249,390)	\$ (66,304)	\$ (315,694)
	Insurance - Property & Liability	\$ -		\$ -		\$ -	\$ -			\$ -
	Communications	\$ -		\$ -		\$ -	\$ -			\$ -
	Printing Services	\$ -		\$ -		\$ -	\$ -			\$ -
	Tuition - Out of District	\$ (2,054,060)	\$ 1,031,481	\$ (1,022,579)	\$ (1,135,151)	\$ (1,102,243)	\$ (1,105,101)	\$ (869,795)	\$ (231,247)	\$ (1,101,042)
	Student Travel & Staff Mileage	\$ -		\$ -		\$ -	\$ -			\$ -
	<b>SUBTOTAL OTHER PURCHASED SI</b>	<b>\$ (2,365,717)</b>	<b>\$ 1,031,481</b>	<b>\$ (1,334,236)</b>	<b>\$ (1,469,486)</b>	<b>\$ (1,422,798)</b>	<b>\$ (1,421,958)</b>	<b>\$ (1,119,185)</b>	<b>\$ (297,551)</b>	<b>\$ (1,416,736)</b>
<b>600</b>	<b>SUPPLIES</b>									
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>700</b>	<b>PROPERTY</b>									
	<b>SUBTOTAL PROPERTY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>800</b>	<b>MISCELLANEOUS</b>									
	Memberships									
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ (2,405,508)</b>	<b>\$ 1,031,481</b>	<b>\$ (1,374,027)</b>	<b>\$ (1,574,986)</b>	<b>\$ (1,525,477)</b>	<b>\$ (1,492,136)</b>	<b>\$ (1,174,420)</b>	<b>\$ (312,236)</b>	<b>\$ (1,486,656)</b>

Difference LC Appropriation 11/15/17 \$ (1,031,481)

Excess Cost and Agency placement Grants are budgeted at 75%.

The final receipt is at 72.73% on eligible expenditures for this year.

\$ (1,486,656)

2017 - 2018

8/7/2018

**NEWTOWN BOARD OF EDUCATION  
FINAL TRANSFERS RECOMMENDED  
FOR JUNE 30, 2018**

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
<b>ADMINISTRATIVE</b>					
\$26,000	100	TEACHERS & SPECIALISTS SALARIES	100	ADMINISTRATIVE SALARIES	TO COVER VACATION PAYOUT FOR RETIRING AND REPLACED ADMINISTRATORS AND FINAL RATE FOR SUPERINTENDENT
\$43,000	100	CAREER/JOB SALARIES	100	CUSTODIAL & MAINTENANCE OVERTIME	TO COVER CUSTODIAL OVERTIME FOR THE DISTRICT
\$21,000	200	UNEMPLOYMENT & EMPLOYEE ASSIST.	200	PENSIONS	TO COVER COST OF 401B PENSION PLAN FOR NEW HIRES
\$50,000	300	PROFESSIONAL EDUCATIONAL SERVICES	300	PROFESSIONAL SERVICES	TO COVER REQUIRED PSYCHOLOGICAL/MEDICAL EVALUATIONS AND LEGAL SERVICES FOR THE YEAR
\$5,000 \$8,000	400 400	BUILDINGS & GROUNDS SERVICES EQUIPMENT REPAIRS	400	UTILITY SERVICES - WATER & SEWER	FOR DISTRICT SEWER OPERATION COST AND INCREASED WATER COSTS FOR SCHOOLS
\$22,000 \$7,000	400 400	EQUIPMENT REPAIRS RENTALS - BUILDINGS & EQUIPMENT	400	BUILDING, SITE & EMERGENCY REPAIRS	TO COVER REQUIRED EMERGENCY REPAIRS THROUGHOUT THE DISTRICT
\$12,000 \$100,000 \$60,000 \$40,000 \$59,000 \$15,000 \$120,000	100 100 100 100 100 500 500	TEACHERS & SPECIALISTS SALARIES HOMEBOUND & TUTORS SALARIES CERTIFIED SUBSTITUTES SUPERVISORS/TECHNOLOGY SALARIES CAREER/JOB SALARIES CONTRACTED SERVICES TRANSPORTATION SERVICES	500	TUITION - OUT OF DISTRICT	TO COVER COST OF OUT PLACED STUDENTS AND MEDIATED AGREEMENTS
\$42,000	600	PROPANE & NATURAL GAS	600	FUEL OIL	TO COVER FUEL OIL COST FOR THE DISTRICT
\$18,000	600	PROPANE & NATURAL GAS	600	FUEL FOR VEHICLES & EQUIP.	TO PROVIDE NEEDED FUEL FOR BUSES, MAINTENANCE VEHICLES AND EQUIPMENT

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
JULY 31, 2018**

**SUMMARY**

Information available for the first financial report in fiscal year 2018-19 is limited at this time. This is generally the case as anticipated obligations are not indicated and would be projected as the budgeted numbers until the account-by-account analysis progresses. Any event that would negatively impact our budget as the school year begins will be addressed and brought forward as soon as possible. Routine account analyses ramp up throughout the year. The first major priority is to properly encumber all regular employee salaries.

This July report correlates with the budget as approved on April 24, 2018 by referendum and includes the Boards adjustments to the budget which occurred on June 20, 2018.

During the month of July the district spent \$4.4M for operations. The biggest area of expenditures occurred in the Employee Benefits; including, our initial self-insurance deposit of \$2.1M and the pension, workers' compensation, FICA, Medicare and other benefits of \$900K. The next largest expense was \$572K for the districts summer payroll, all other operational requirements accounted for the balance of approximately \$850K in expenditures.

While the 2017-2018 expended is included for reference at this early date it should be noted that these figures are currently unaudited and subject to change. The audit process continues for a number of months into the current fiscal year. You will be advised when the numbers become final. Having these numbers present helps one observe the expenses of the current budget to the year just completed. The overall budget for this year is about 2.31% more than last year. Looking further at the sub-accounts one gets a better picture of where many of the changes have occurred.

Following the monthly report is the "Offsetting Revenue Included in Anticipated Obligations" report. These figures are based on what was included in the budget and subject to change based on actuals to be submitted. (This assumes the Excess Cost and Agency Grant formula that was in place last year continues to the current year.) These estimates are also included in the Anticipated Obligation column of the financial as an offset to expenditures, (they are represented by the negative highlighted entries).

The budget will be monitored closely with important and or significant issues identified as quickly as we become aware of them.

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.

Ron Bienkowski  
Director of Business  
August 9, 2018

## 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 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
- Expended 2017-18 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date. (None at this time)
- Current Transfers – identifies the recommended cross object codes for current month action. (None proposed at this time)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- 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.
- Encumbered – 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 shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.
- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

The monthly budget summary report also provides financial information on the State of Connecticut grant reimbursement programs (Excess Cost and Agency Placement Grants and Magnet Grant Transportation). These reimbursement grants/programs are used to supplement local school district budget programs as follows:

Excess Cost Grant – (Current Formula) 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 exceed local prior year per pupil expenditure by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the prior year's per pupil expenditure. 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 and all other town submittals.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$52,700 for this year.

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

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for parking permits..
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

**NEWTOWN BOARD OF EDUCATION**  
**2018-19 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JULY 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b><u>GENERAL FUND BUDGET</u></b>									
100	SALARIES	\$ 46,681,657	\$ 48,352,266	\$ 48,352,266	\$ 572,096	\$ 8,481,736	\$ 39,298,434	\$ (49,618)	\$ 39,348,052
200	EMPLOYEE BENEFITS	\$ 11,604,603	\$ 11,165,964	\$ 11,165,964	\$ 3,009,070	\$ 6,396,225	\$ 1,760,668	\$ -	\$ 1,760,668
300	PROFESSIONAL SERVICES	\$ 860,328	\$ 823,818	\$ 823,818	\$ 1,102	\$ 107,257	\$ 715,460	\$ (56,105)	\$ 771,565
400	PURCHASED PROPERTY SERV.	\$ 1,876,912	\$ 2,175,147	\$ 2,175,147	\$ 141,695	\$ 885,228	\$ 1,148,224	\$ -	\$ 1,148,224
500	OTHER PURCHASED SERVICES	\$ 8,922,509	\$ 8,939,787	\$ 8,939,787	\$ 604,760	\$ 2,923,695	\$ 5,411,332	\$ (1,407,585)	\$ 6,818,917
600	SUPPLIES	\$ 3,501,034	\$ 3,831,795	\$ 3,831,795	\$ 61,512	\$ 339,698	\$ 3,430,585	\$ -	\$ 3,430,585
700	PROPERTY	\$ 556,785	\$ 596,247	\$ 596,247	\$ -	\$ 58,260	\$ 537,987	\$ -	\$ 537,987
800	MISCELLANEOUS	\$ 60,808	\$ 69,207	\$ 69,207	\$ 41,077	\$ 3,433	\$ 24,697	\$ -	\$ 24,697
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
<b>TOTAL GENERAL FUND BUDGET</b>		<b>\$ 74,064,636</b>	<b>\$ 76,054,231</b>	<b>\$ 76,054,231</b>	<b>\$ 4,431,312</b>	<b>\$ 19,195,532</b>	<b>\$ 52,427,386</b>	<b>\$ (1,513,308)</b>	<b>\$ 53,940,694</b>
900	TRANSFER NON-LAPSING	\$ 276,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>		<b>\$ 74,340,674</b>	<b>\$ 76,054,231</b>	<b>\$ 76,054,231</b>	<b>\$ 4,431,312</b>	<b>\$ 19,195,532</b>	<b>\$ 52,427,386</b>	<b>\$ (1,513,308)</b>	<b>\$ 53,940,694</b>

(Unaudited)

**NEWTOWN BOARD OF EDUCATION**  
**2018-19 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JULY 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>100</b>	<b>SALARIES</b>								
	Administrative Salaries	\$ 3,589,381	\$ 3,927,185	\$ 3,927,185	\$ 210,881	\$ 2,530,567	\$ 1,185,737	\$ -	\$ 1,185,737
	Teachers & Specialists Salaries	\$ 30,286,831	\$ 30,663,134	\$ 30,663,134	\$ 23,464	\$ 92,909	\$ 30,546,761	\$ -	\$ 30,546,761
	Early Retirement	\$ 32,000	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
	Continuing Ed./Summer School	\$ 88,754	\$ 93,428	\$ 93,428	\$ 23,008	\$ 44,559	\$ 25,861	\$ -	\$ 25,861
	Homebound & Tutors Salaries	\$ 133,352	\$ 218,868	\$ 218,868	\$ 416	\$ -	\$ 218,452	\$ -	\$ 218,452
	Certified Substitutes	\$ 585,384	\$ 665,815	\$ 665,815	\$ -	\$ -	\$ 665,815	\$ -	\$ 665,815
	Coaching/Activities	\$ 580,835	\$ 618,223	\$ 618,223	\$ -	\$ -	\$ 618,223	\$ -	\$ 618,223
	Staff & Program Development	\$ 175,766	\$ 224,173	\$ 224,173	\$ 17,072	\$ -	\$ 207,101	\$ -	\$ 207,101
	<b>CERTIFIED SALARIES</b>	<b>\$ 35,472,303</b>	<b>\$ 36,450,826</b>	<b>\$ 36,450,826</b>	<b>\$ 274,841</b>	<b>\$ 2,668,035</b>	<b>\$ 33,507,950</b>	<b>\$ -</b>	<b>\$ 33,507,950</b>
	Supervisors/Technology Salaries	\$ 737,247	\$ 920,240	\$ 920,240	\$ 43,314	\$ 658,786	\$ 218,140	\$ -	\$ 218,140
	Clerical & Secretarial salaries	\$ 2,175,395	\$ 2,276,982	\$ 2,276,982	\$ 57,984	\$ 2,161,446	\$ 57,552	\$ -	\$ 57,552
	Educational Assistants	\$ 2,404,167	\$ 2,538,989	\$ 2,538,989	\$ 12,345	\$ -	\$ 2,526,644	\$ (5,326)	\$ 2,531,970
	Nurses & Medical advisors	\$ 734,835	\$ 740,251	\$ 740,251	\$ -	\$ -	\$ 740,251	\$ -	\$ 740,251
	Custodial & Maint Salaries	\$ 3,034,637	\$ 3,121,867	\$ 3,121,867	\$ 132,309	\$ 2,857,074	\$ 132,483	\$ -	\$ 132,483
	Non Certified Adj & Bus Drivers salaries	\$ 24,888	\$ 68,670	\$ 68,670	\$ 270	\$ -	\$ 68,400	\$ -	\$ 68,400
	Career/Job salaries	\$ 84,244	\$ 74,790	\$ 74,790	\$ 14,762	\$ 60,560	\$ (532)	\$ -	\$ (532)
	Special Education Svcs Salaries	\$ 1,084,834	\$ 1,228,405	\$ 1,228,405	\$ 17,934	\$ -	\$ 1,210,471	\$ (44,292)	\$ 1,254,763
	Attendance & Security Salaries	\$ 570,324	\$ 591,639	\$ 591,639	\$ 6,320	\$ 75,834	\$ 509,485	\$ -	\$ 509,485
	Extra Work - Non-Cert	\$ 91,741	\$ 107,869	\$ 107,869	\$ 9,454	\$ -	\$ 98,415	\$ -	\$ 98,415
	Custodial & Maint. Overtime	\$ 234,510	\$ 199,738	\$ 199,738	\$ 1,538	\$ -	\$ 198,200	\$ -	\$ 198,200
	Civic activities/Park & Rec	\$ 32,532	\$ 32,000	\$ 32,000	\$ 1,025	\$ -	\$ 30,975	\$ -	\$ 30,975
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 11,209,354</b>	<b>\$ 11,901,440</b>	<b>\$ 11,901,440</b>	<b>\$ 297,255</b>	<b>\$ 5,813,701</b>	<b>\$ 5,790,484</b>	<b>\$ (49,618)</b>	<b>\$ 5,840,102</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 46,681,657</b>	<b>\$ 48,352,266</b>	<b>\$ 48,352,266</b>	<b>\$ 572,096</b>	<b>\$ 8,481,736</b>	<b>\$ 39,298,434</b>	<b>\$ (49,618)</b>	<b>\$ 39,348,052</b>



## NEWTOWN BOARD OF EDUCATION

## 2018-19 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JULY 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>								
	Medical & Dental Expenses	\$ 8,829,256	\$ 8,183,967	\$ 8,183,967	\$ 2,111,975	\$ 6,025,913	\$ 46,080	\$ -	\$ 46,080
	Life Insurance	\$ 85,000	\$ 87,134	\$ 87,134	\$ 7,004	\$ -	\$ 80,130	\$ -	\$ 80,130
	FICA & Medicare	\$ 1,454,800	\$ 1,514,790	\$ 1,514,790	\$ 78,167	\$ -	\$ 1,436,623	\$ -	\$ 1,436,623
	Pensions	\$ 683,223	\$ 775,643	\$ 775,643	\$ 668,925	\$ 9,711	\$ 97,007	\$ -	\$ 97,007
	Unemployment & Employee Assist.	\$ 53,823	\$ 87,000	\$ 87,000	\$ 600	\$ -	\$ 86,400	\$ -	\$ 86,400
	Workers Compensation	\$ 498,501	\$ 517,430	\$ 517,430	\$ 142,401	\$ 360,602	\$ 14,428	\$ -	\$ 14,428
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 11,604,603</b>	<b>\$ 11,165,964</b>	<b>\$ 11,165,964</b>	<b>\$ 3,009,070</b>	<b>\$ 6,396,225</b>	<b>\$ 1,760,668</b>	<b>\$ -</b>	<b>\$ 1,760,668</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>								
	Professional Services	\$ 665,344	\$ 615,047	\$ 615,047	\$ 750	\$ 65,600	\$ 548,697	\$ (56,105)	\$ 604,802
	Professional Educational Ser.	\$ 194,984	\$ 208,771	\$ 208,771	\$ 352	\$ 41,657	\$ 166,763	\$ -	\$ 166,763
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 860,328</b>	<b>\$ 823,818</b>	<b>\$ 823,818</b>	<b>\$ 1,102</b>	<b>\$ 107,257</b>	<b>\$ 715,460</b>	<b>\$ (56,105)</b>	<b>\$ 771,565</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>								
	Buildings & Grounds Services	\$ 707,757	\$ 697,600	\$ 697,600	\$ 51,793	\$ 329,369	\$ 316,437	\$ -	\$ 316,437
	Utility Services - Water & Sewer	\$ 140,819	\$ 137,650	\$ 137,650	\$ -	\$ -	\$ 137,650	\$ -	\$ 137,650
	Building, Site & Emergency Repairs	\$ 490,220	\$ 460,850	\$ 460,850	\$ -	\$ 117,329	\$ 343,521	\$ -	\$ 343,521
	Equipment Repairs	\$ 248,481	\$ 313,324	\$ 313,324	\$ 2,528	\$ 36,133	\$ 274,662	\$ -	\$ 274,662
	Rentals - Building & Equipment	\$ 265,862	\$ 272,923	\$ 272,923	\$ 52,968	\$ 149,002	\$ 70,953	\$ -	\$ 70,953
	Building & Site Improvements	\$ 23,773	\$ 292,800	\$ 292,800	\$ 34,405	\$ 253,395	\$ 5,000	\$ -	\$ 5,000
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 1,876,912</b>	<b>\$ 2,175,147</b>	<b>\$ 2,175,147</b>	<b>\$ 141,695</b>	<b>\$ 885,228</b>	<b>\$ 1,148,224</b>	<b>\$ -</b>	<b>\$ 1,148,224</b>

## NEWTOWN BOARD OF EDUCATION

## 2018-19 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JULY 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>								
	Contracted Services	\$ 570,837	\$ 621,207	\$ 621,207	\$ 121,192	\$ 188,105	\$ 311,910	\$ -	\$ 311,910
	Transportation Services	\$ 4,091,115	\$ 4,341,927	\$ 4,341,927	\$ -	\$ -	\$ 4,341,927	\$ (348,975)	\$ 4,690,902
	Insurance - Property & Liability	\$ 410,691	\$ 409,907	\$ 409,907	\$ 98,328	\$ 301,583	\$ 9,997	\$ -	\$ 9,997
	Communications	\$ 159,176	\$ 156,649	\$ 156,649	\$ 9,093	\$ 122,514	\$ 25,042	\$ -	\$ 25,042
	Printing Services	\$ 27,387	\$ 33,020	\$ 33,020	\$ 1,990	\$ -	\$ 31,030	\$ -	\$ 31,030
	Tuition - Out of District	\$ 3,454,767	\$ 3,164,101	\$ 3,164,101	\$ 371,619	\$ 2,194,664	\$ 597,818	\$ (1,058,610)	\$ 1,656,428
	Student Travel & Staff Mileage	\$ 208,537	\$ 212,976	\$ 212,976	\$ 2,539	\$ 116,830	\$ 93,608	\$ -	\$ 93,608
	<b>SUBTOTAL OTHER PURCHASED SER</b>	<b>\$ 8,922,509</b>	<b>\$ 8,939,787</b>	<b>\$ 8,939,787</b>	<b>\$ 604,760</b>	<b>\$ 2,923,695</b>	<b>\$ 5,411,332</b>	<b>\$ (1,407,585)</b>	<b>\$ 6,818,917</b>
<b>600</b>	<b>SUPPLIES</b>								
	Instructional & Library Supplies	\$ 767,673	\$ 835,997	\$ 835,997	\$ 23,394	\$ 160,962	\$ 651,641	\$ -	\$ 651,641
	Software, Medical & Office Sup.	\$ 140,088	\$ 188,341	\$ 188,341	\$ 34,591	\$ 48,965	\$ 104,785	\$ -	\$ 104,785
	Plant Supplies	\$ 404,991	\$ 375,000	\$ 375,000	\$ 1,600	\$ 69,218	\$ 304,182	\$ -	\$ 304,182
	Electric	\$ 1,305,141	\$ 1,498,260	\$ 1,498,260	\$ -	\$ -	\$ 1,498,260	\$ -	\$ 1,498,260
	Propane & Natural Gas	\$ 304,459	\$ 430,300	\$ 430,300	\$ -	\$ -	\$ 430,300	\$ -	\$ 430,300
	Fuel Oil	\$ 321,179	\$ 108,860	\$ 108,860	\$ -	\$ -	\$ 108,860	\$ -	\$ 108,860
	Fuel For Vehicles & Equip.	\$ 231,624	\$ 254,618	\$ 254,618	\$ -	\$ -	\$ 254,618	\$ -	\$ 254,618
	Textbooks	\$ 25,880	\$ 140,419	\$ 140,419	\$ 1,928	\$ 60,553	\$ 77,938	\$ -	\$ 77,938
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 3,501,034</b>	<b>\$ 3,831,795</b>	<b>\$ 3,831,795</b>	<b>\$ 61,512</b>	<b>\$ 339,698</b>	<b>\$ 3,430,585</b>	<b>\$ -</b>	<b>\$ 3,430,585</b>

## NEWTOWN BOARD OF EDUCATION

## 2018-19 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JULY 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>700</b>	<b>PROPERTY</b>								
	Capital Improvements (Sewers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 547,585	\$ 550,000	\$ 550,000	\$ -	\$ 54,312	\$ 495,688	\$ -	\$ 495,688
	Other Equipment	\$ 9,200	\$ 46,247	\$ 46,247	\$ -	\$ 3,948	\$ 42,299	\$ -	\$ 42,299
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 556,785</b>	<b>\$ 596,247</b>	<b>\$ 596,247</b>	<b>\$ -</b>	<b>\$ 58,260</b>	<b>\$ 537,987</b>	<b>\$ -</b>	<b>\$ 537,987</b>
<b>800</b>	<b>MISCELLANEOUS</b>								
	Memberships	\$ 60,808	\$ 69,207	\$ 69,207	\$ 41,077	\$ 3,433	\$ 24,697	\$ -	\$ 24,697
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 60,808</b>	<b>\$ 69,207</b>	<b>\$ 69,207</b>	<b>\$ 41,077</b>	<b>\$ 3,433</b>	<b>\$ 24,697</b>	<b>\$ -</b>	<b>\$ 24,697</b>
<b>910</b>	<b>SPECIAL ED CONTINGENCY</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 74,064,636</b>	<b>\$ 76,054,231</b>	<b>\$ 76,054,231</b>	<b>\$ 4,431,312</b>	<b>\$ 19,195,532</b>	<b>\$ 52,427,386</b>	<b>\$ (1,513,308)</b>	<b>\$ 53,940,694</b>

(Unaudited)

NEWTOWN BOARD OF EDUCATION  
 2018-19 BUDGET SUMMARY REPORT  
 FOR THE MONTH ENDING - JULY 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>BOARD OF EDUCATION FEES &amp; CHARGES - SERVICES</u>	<u>2018-19 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION	\$31,675	\$0	\$31,675	0.00%
HIGH SCHOOL FEES FOR PARKING PERMITS	\$20,000	\$0	\$20,000	0.00%
MISCELLANEOUS FEES	\$5,000	\$38	\$4,962	0.77%
<b>TOTAL SCHOOL GENERATED FEES</b>	<b>\$56,675</b>	<b>\$38</b>	<b>\$56,637</b>	<b>\$0</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

"FOR THE MONTH ENDING - JULY 31, 2018"

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	CURRENT BUDGET	1st ESTIMATE	2nd ESTIMATE	3rd ESTIMATE	Feb RECEIVED	May RECEIVED	Total RECEIVED
100	<b>SALARIES</b>	\$ (49,618)	\$ -	\$ (49,618)						
200	<b>EMPLOYEE BENEFITS</b>	\$ -	\$ -	\$ -						
300	<b>PROFESSIONAL SERVICES</b>	\$ (56,105)	\$ -	\$ (56,105)						
400	<b>PURCHASED PROPERTY SERV.</b>	\$ -	\$ -	\$ -						
500	<b>OTHER PURCHASED SERVICES</b>	\$ (1,407,585)	\$ -	\$ (1,407,585)						
600	<b>SUPPLIES</b>	\$ -	\$ -	\$ -						
700	<b>PROPERTY</b>	\$ -	\$ -	\$ -						
800	<b>MISCELLANEOUS</b>	\$ -	\$ -	\$ -						
<b>TOTAL GENERAL FUND BUDGET</b>		\$ (1,513,308)	\$ -	\$ (1,513,308)						
<b>100</b>	<b>SALARIES</b>									
	Administrative Salaries	\$ -	\$ -	\$ -						
	Teachers & Specialists Salaries	\$ -	\$ -	\$ -						
	Early Retirement	\$ -	\$ -	\$ -						
	Continuing Ed./Summer School	\$ -	\$ -	\$ -						
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -						
	Certified Substitutes	\$ -	\$ -	\$ -						
	Coaching/Activities	\$ -	\$ -	\$ -						
	Staff & Program Development	\$ -	\$ -	\$ -						
	<b>CERTIFIED SALARIES</b>	\$ -	\$ -	\$ -						
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -						
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -						
	Educational Assistants	\$ (5,326)	\$ -	\$ (5,326)						
	Nurses & Medical advisors	\$ -	\$ -	\$ -						
	Custodial & Maint Salaries	\$ -	\$ -	\$ -						
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -						
	Career/Job salaries	\$ -	\$ -	\$ -						
	Special Education Svcs Salaries	\$ (44,292)	\$ -	\$ (44,292)						
	Attendance & Security Salaries	\$ -	\$ -	\$ -						
	Extra Work - Non-Cert	\$ -	\$ -	\$ -						
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -						
	Civic activities/Park & Rec	\$ -	\$ -	\$ -						
	<b>NON-CERTIFIED SALARIES</b>	\$ (49,618)	\$ -	\$ (49,618)						
	<b>SUBTOTAL SALARIES</b>	\$ (49,618)	\$ -	\$ (49,618)						
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	\$ -	\$ -	\$ -						

"FOR THE MONTH ENDING - JULY 31, 2018"

## OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	CURRENT BUDGET	1st ESTIMATE	2nd ESTIMATE	3rd ESTIMATE	Feb RECEIVED	May RECEIVED	Total RECEIVED
300	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ (56,105)		\$ (56,105)	\$ -					
	Professional Educational Ser.	\$ -		\$ -						
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ (56,105)</b>	<b>\$ -</b>	<b>\$ (56,105)</b>	<b>\$ -</b>					
400	<b>PURCHASED PROPERTY SVCS</b>									
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
500	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ -		\$ -						
	Transportation Services	\$ (348,975)		\$ (348,975)	\$ -					
	Insurance - Property & Liability	\$ -		\$ -						
	Communications	\$ -		\$ -						
	Printing Services	\$ -		\$ -						
	Tuition - Out of District	\$ (1,058,610)		\$ (1,058,610)	\$ -					
	Student Travel & Staff Mileage	\$ -		\$ -						
	<b>SUBTOTAL OTHER PURCHASED SI</b>	<b>\$ (1,407,585)</b>	<b>\$ -</b>	<b>\$ (1,407,585)</b>	<b>\$ -</b>					
600	<b>SUPPLIES</b>									
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
700	<b>PROPERTY</b>									
	<b>SUBTOTAL PROPERTY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
800	<b>MISCELLANEOUS</b>									
	Memberships									
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ (1,513,308)</b>	<b>\$ -</b>	<b>\$ (1,513,308)</b>	<b>\$ -</b>					

Excess Cost and Agency placement Grants are budgeted at 75%.

## Students

### Nonresident or Tuition Students

#### Definition

A nonresident student is a student who:

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations; or is
5. a child placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, children may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. Children not requiring special education who live in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes) unless special education considerations make attendance in local schools and programs inappropriate.

Request for admission to enroll as a tuition student, or for a tuition waiver when residency of the student, parents, or guardians is not in Newtown, may be granted upon application to the Board of Education. The enrollment of such student may be subject to the payment of tuition as determined annually by the Board of Education, ordinarily at the July or August business meeting.

#### **Tuition Exceptions**

1. For a family who will become residents of Newtown and are in transition, the tuition may be waived by the Superintendent for the first month of school attendance.
2. For a family who has a **signed** bona fide construction contract for a new home in Newtown, the Superintendent may grant an initial tuition waiver for 60 calendar days and can extend this waiver, not to exceed an additional 60 calendar days.

## **Students**

### **Nonresident or Tuition Students (continued)**

#### **Tuition Exceptions (continued)**

3. For a family who has children attending Newtown schools and then establishes residency in another community, the Superintendent shall establish a pro rata tuition rate to be payable from the date of the new community residency to the date when the children are withdrawn or transferred to the new community
4. For a family who moves from Newtown after May 1, the Superintendent will grant a tuition waiver for May and June.
5. For a family who moves from Newtown prior to ~~July~~ January 1 of their child's ~~senior~~ junior year, the Superintendent will establish a pro-rata tuition rate for the remainder of the school year. For a family who moves from Newtown after ~~January~~ 1 of their child's ~~senior~~ junior year, the Superintendent will grant a tuition waiver for the remainder of that school year.
6. For a family who experiences divorce and one of the parents maintains a Newtown residency, the Superintendent will grant a tuition waiver if the student lives with the nonresident parent.
7. Requests for special extensions or exemptions of tuition waivers will be considered on an individual basis by the Board of Education.

#### **Transportation**

When a non-resident student is granted permission to attend the Newtown Public Schools either on a tuition or tuition exemption basis, the family assumes responsibility for transportation.

#### **Foreign Exchange Students**

Students from foreign countries whose residence in Newtown is sponsored by a local service club, Cultural Homestay International or by the American Field Service may be enrolled in the appropriate school for not more than one year without the payment of tuition upon application to and approval of the school Principal.

#### **~~Immigration Compliance~~**

~~Students from foreign countries will have to comply with the appropriate United States Immigration Department regulations.~~



## Students

### Nonresident or Tuition Students (continued)

#### Nonresident Students

Students from outside Newtown who plan to reside with a Newtown resident may be considered for enrollment, by application to the Board of Education, on a non-tuition basis if it can be demonstrated that:

1. The student has not already graduated from the equivalent of a high school elsewhere.
2. The student is not seeking to avoid school enrollment in the school system where legal residence is maintained.
3. The student's enrollment does not cause a class to exceed class size limitations as established in the teacher's bargaining unit agreement.

The parents or guardians of the student, and the Newtown resident with whom the student will reside, must complete and file the appropriate forms, which declare that both parties acknowledge the full legal responsibility of this decision and comply with stipulations as defined in Connecticut General Statute 10-253(d).

#### Children of Staff Not Living in Newtown

Full-time staff who reside outside of Newtown and wish their children to attend the Newtown schools may apply to the Superintendent of Schools for assignment to an elementary school, the intermediate school, the middle school, or the high school. The acceptance of tuition students of full-time staff will be conditioned on the impact of increased tuition students on desirable class size and available support services for students.

Tuition for children of full-time non-resident staff members will be at an annual rate of 25% of the regular yearly tuition established by the Board of Education. Staff enrolling more than one child in the District in a school year will pay a reduced rate of 15% of the regular yearly tuition for each additional child.

Continuation of a child as a tuition student will not be contingent on class size constraints as long as the parent remains a member of the full-time staff.

An increased tuition rate for students needing special services will be set by the Superintendent on a case-by-case basis.

**Students****Nonresident or Tuition Students (continued)****Evidence of Residency**

The Superintendent of Schools or his/her designee may require documentation of family and/or student residency, including affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such student may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

**Removal of Nonresident Student From District Schools**

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education, (if known), where the child should attend school. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 2) that upon request, a transcript of the hearing will be provided 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

**Board of Education Hearing**

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

**Students**

**Nonresident or Tuition Students (continued)**

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.

10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to state Board. Establishment of hearing board.

10-253 School privileges for students in certain placements and temporary shelters.

Policy adopted:

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut



# Newtown Public Schools

## REGISTRATION

3 Primrose Street  
Newtown, CT 06470  
Phone: (203) 426-7606 Fax: (203) 270-6199

### RESIDENCY REQUIREMENTS

\*Updated 1/19/18

Dear Parent/Guardian:

All new students are required to register at the districted school their child will be attending. In order to complete the registration and residency verification, you will need the following:

1. A full size birth certificate (not a wallet size) for all students born in the United States. Students born outside of the United States need to present a passport/visa or green card. *Please note we do not accept foreign birth certificates.*
2. Court issued guardianship/documentation issued by the State of Connecticut if the parent of the child is not the legal guardian.
3. a. **Homeowners** must present one of the following: a current mortgage statement/bill, a copy of the Newtown home property tax statement or the title page of the current homeowner's insurance policy.  
b. **Renter** must present a current rental/ lease agreement or notarized letter from landlord or owner acknowledging the parent/guardian and student's residence at the time of enrollment and on a yearly basis thereafter.
4. In addition, you must bring at least one current utility bill (electricity, gas or phone).
5. If the student and the parent/guardian are living in a dwelling that is rented or owned and occupied by another person, a Certificate of Residency affidavit must be filled out on a yearly basis by the person with whom the family and student reside. The owner of the property will also be responsible for providing the district with the above documentation. The Certificate of Residency affidavit must be signed in front of our Residency Officer and/or a district employee. *Verification visit by district personnel may be required prior to the student beginning school.*

\* *Verification of residency must be completed before the student will be admitted to any Newtown Public School.*



# Newtown Public Schools

## ADDRESS CHANGE VERIFICATION

If a student has been attending Newtown Public Schools and has moved to a new address within Newtown, the residency verification process must be followed. Address changes must be given to the school secretary even if the school district is not affected.

Please return this form and proof of residency to \_\_\_\_\_ by \_\_\_\_\_. If this change affects students in more than one Newtown School, you can bring this form with the appropriate document to any of the schools for verification. We will make the necessary copies and distribute them to the other schools.

To verify residency, you will need to provide the district with the following information:

- Homeowners** must present **one** of the following: a current mortgage statement/bill, a copy of the Newtown home property tax statement, or the title page of the current homeowner's insurance policy.  
**Renters** must present a current rental or lease agreement.
- In addition, you must bring at least one current utility bill (electricity, gas, or phone).
- If the student and the parent/guardian are living in a dwelling that is rented or owned and occupied by another person, the person who owns or rents the dwelling must bring the documentation mentioned in number 1 and 2, present photo identification, and sign a Certificate of Residency affidavit in front of our Residency Officer and/or district employee.

TO BE COMPLETE BY PARENT/GUARDIAN	<u>STUDENT NAME</u>	<u>SCHOOL/GRADE (Current)</u>	<u>School/Grade (New Address)</u>
	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____
<u>PARENT/GUARDIAN NAME</u>		<u>DATE NEW ADDRESS IS IN EFFECT</u>	
_____		_____	
<u>OLD ADDRESS</u>			
Address, City, State, Zip _____			
<u>NEW ADDRESS</u>			
Address, City, State, Zip _____			
<u>UPDATED PHONE NUMBERS</u>			
Name _____	Phone _____	Home <input type="checkbox"/>	Work <input type="checkbox"/> Cell <input type="checkbox"/>
Name _____	Phone _____	Home <input type="checkbox"/>	Work <input type="checkbox"/> Cell <input type="checkbox"/>
Name _____	Phone _____	Home <input type="checkbox"/>	Work <input type="checkbox"/> Cell <input type="checkbox"/>
Name _____	Phone _____	Home <input type="checkbox"/>	Work <input type="checkbox"/> Cell <input type="checkbox"/>

OFFICE USE	School _____	Copies sent to:	<input type="checkbox"/> Central Office
	Date changed in database _____		<input type="checkbox"/> Other _____
	Changed by _____		<input type="checkbox"/> Other _____
	<b>Residency Verification:</b>		
	<input type="checkbox"/> Copy of one of the following: current mortgage statement, lease/rental agreement, property tax statement, current homeowner policy <input type="checkbox"/> Copy of current utility bill (electric, gas, phone) <input type="checkbox"/> If applicable, Certificate of Residency		



# Newtown Public Schools REGISTRATION

3 Primrose Street  
Newtown, CT 06470  
Phone: (203) 426-7606 Fax: (203) 270-6199

## CERTIFICATE OF RESIDENCY

*If the student and the parent/guardian are living in a dwelling that is rented or owned and occupied by another person, a Certificate of Residency must be filled out on a yearly basis by the person with whom the family and student reside. The person who owns or rents the dwelling is required to bring the requested documentation listed on the Residency Requirements Form, present photo identification, and complete/sign the Certificate of Residency affidavit in front of our Residency Officer and/or a district employee. Verification visit by district personnel may be required prior to the student beginning school.*

School: \_\_\_\_\_ School Year: \_\_\_\_\_

As part of our residency verification process, we are requesting that you as the owner/renter of the residence in Newtown verify that:

Name of Student(s): \_\_\_\_\_

And Student(s) Parent/Guardian: \_\_\_\_\_

reside with me at \_\_\_\_\_  
Address, Apt/Unit #, Town

I, \_\_\_\_\_ certify that the above named student(s) and  
Local Resident/Relative, etc.

parent(s)/guardian(s) reside with me at the above listed address, in a residence owned or occupied by me in the Town of Newtown. I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of the said student(s) if they, in fact, do not reside in Newtown.

I agree that the living arrangement with the student and his/her parent/guardian is:

- Permanent
- Provided without pay and
- Not for the sole purpose of obtaining school accommodations

I agree to notify the school immediately regarding the termination of the student's full time physical presence (permanent residency), in the town of Newtown in which event the student will no longer be eligible for free school privileges. Finally, I understand that should the student be found to be attending

Newtown schools illegally, the Town of Newtown reserves the right to recover the costs of such education from me, the undersigned.

I understand that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s) and may lead to my prosecution under the criminal statutes of the State of Connecticut which is stated below. (Larceny 53a122) I also understand that this document may be used as evidence in a court of law.

Larceny 1<sup>st</sup> Degree 53a122 – The property or service is obtained by defrauding a public community and such property exceeds \$2,000.

Class B. Felony – not less than one year or more than 20 years and/or a fine up to \$10,000.

Print Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Legal Resident of Newtown, CT

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Legal Resident of Newtown, CT

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian of Student(s)

Updated: 7/25/17

School Year: \_\_\_\_\_



# Newtown Public Schools Registration Verification

- The student listed below has provided the district with the necessary information to be enrolled in Newtown Public Schools.
- Following your meeting with the parent(s)/guardian(s), please date and initial the information indicated in the box.

**School Office:**  
 School met w/family: \_\_\_\_\_  
 Student is registered: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Entering Grade:** \_\_\_\_\_

**Schools:**

- |                      |                          |                          |                          |
|----------------------|--------------------------|--------------------------|--------------------------|
| Hawley School        | <input type="checkbox"/> | Reed Intermediate School | <input type="checkbox"/> |
| Head O'Meadow School | <input type="checkbox"/> | Newtown Middle School    | <input type="checkbox"/> |
| Middle Gate School   | <input type="checkbox"/> | Newtown High School      | <input type="checkbox"/> |
| Sandy Hook School    | <input type="checkbox"/> | Newtown Preschool        | <input type="checkbox"/> |

**Paperwork Included:**

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> |                          | Registration Form  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | Emergency Medical Authorization/Health Information Form  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | Copy of Student's birth certificate (full size)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copy of one of the following: current mortgage statement, lease/rental agreement, property tax statement, title page of the current homeowner's insurance policy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copy of current utility bill (electricity, gas or phone)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copy of Parent/Guardian identification   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Medical Documents (must have documents prior to the start of school) _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If entering from out of state, documentation of a completed physical within the past school year is required   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Entering from out of the country, documentation of a completed physical from within the US is required   |

**Other:** \_\_\_\_\_

**Release of Records Request Faxed?**       YES       NO

**Additional Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



*A recommended policy to consider.*

## Students

### Student Safety

The **Newtown** Board of Education (Board) shall strive to build safe, supportive, and academically challenging school learning environments in partnership with students, staff members and families. The Board shall develop and adopt a mission statement that promotes a safe and secure environment for learning. Such mission statement shall emphasize respect, caring, and high academic achievement.

The Newtown Public Schools maintains an Emergency Operations Plan (EOP), which serves as the official guidelines and procedures for security and safety within the District. This EOP is an annex to the municipality's Local Emergency Operations Plan. The District EOP is reviewed and updated as necessary, and filed annually with DESPP/DEMHS pursuant to Connecticut General Statutes Section 10-222k. The EOP is completed and approved through a collaboration of efforts in the community, including the District Security and Safety Committee (DSSC).

The Board recognizes that effective school emergency management planning and the development of an all-hazards school plan cannot be accomplished in isolation. We understand that it is critical for schools to work with the DSSC, district staff and community partners, including local emergency management staff, during the planning process. The Board further recognizes the need to commit appropriate municipal resources to ongoing training, exercises, and maintenance required to maintain the EOP current. The EOP is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication, cooperation, and coordination between school and emergency management officials is essential.

The Board shall ensure that all facilities, grounds, equipment, and vehicles meet acceptable injury and violence prevention standards for design, installation, use and maintenance.

Student safety shall be a priority of all school district personnel through close supervision of students in all school buildings and grounds and through special attention to:

1. Maintenance of safe school environments through conducting regular safety, vulnerability, and hazard assessments of all school facilities, school grounds, sports-related equipment and vehicles used to transport students. Security and vulnerability assessments shall be conducted **annually** ~~every two years~~, resulting in a school safety plan for each school, based upon the assessment results.
2. Safe practices by school personnel and students – particularly in instructional areas or in extracurricular activities presenting special hazards.
3. Development of school programs and activities consistent with appropriate abilities and limitations of students at each age level.
4. Offering safety education to students germane to particular subjects, such as laboratory courses in science, industrial arts, and health and physical education.

## Students

### Student Safety (continued)

5. Appropriate first aid care for students in case of accident or sudden illness.
6. Adequacy of emergency response procedures at each school in the District (first aid, cardiopulmonary resuscitation, infection control security).
7. Development, adoption and implementation of a code of conduct and other appropriate rules that are designed to promote health and safety and prevent unintended injury, harassment, bullying and other forms of violence. Such code shall prohibit the use and possession of alcohol, tobacco and other drugs and weapons and dangerous instruments at school.
8. Training exercises for all school staff designed to help them maintain a positive climate for learning and to effectively enforce safety and discipline rules.
9. Requiring the District and its individual schools to have safety and security plans which serve as a guide to address the various safety needs in the school, such as lockdown procedures, evacuations, drills and safety protocols, and personnel assignments. The ~~school security and safety plan for each of the~~ District's Emergency Operations Plan for all schools shall annually be submitted to the Department of Emergency Services and Public Protection (DEMHS – Region 5 Coordinator).
10. Conducting regular audits (at least annually) to evaluate and analyze the effectiveness of each school's safety and security plans. First responders, local law enforcement and the entire school community shall be involved in this process. Law enforcement and local public safety officials shall evaluate all fire and crisis response drills.
11. Communicating with parents/guardians and community members about school-level emergency preparedness protocols to the greatest extent possible.
12. Providing regular training for all school employees on the Districts' school emergency management systems and protocols, as well as violence prevention training.
13. Creating a partnership between schools, local law enforcement and appropriate community agencies, including mental health, to prevent and reduce school violence.
14. Establishing a school security and safety committee at each school. Such committee shall be responsible for assisting in the development of the school's security and safety plan and administering such plan.
15. Assistance of the safe school climate committee at each school, originally established to address issues related to bullying in the school, to also collect, evaluate, and report information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying.
16. Training staff in the use of technology (e.g. Alpine) to develop and document scientific-research based interventions for identified students needing support.
17. Identifying, evaluating, and using data to support the physical, emotional, and social well-being of students.

#### *Optional language:*

~~The Board shall establish an advisory committee to review specific policies, regulation, plans and procedures in order to ensure a comprehensive and effective program to increase student~~

~~and staff awareness of safety and health issues and to review emergency response procedures at each school in the district. Members of the safety committee shall include a Board member, the Superintendent of Schools or his/her designee, appropriate school personnel, a high school student, parents, law enforcement personnel, first responders and other community representatives. All members shall be appointed by the Board.~~

- (cf. 0100 - Mission Statement)
- (cf. 5131/5144/5114 - Conduct/Discipline/Suspension/Expulsion)
- (cf. 5131.21 - Terroristic Threats/Acts of Violent Behavior)
- (cf. 5131.6 - Drugs/Alcohol and Tobacco)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5131.911 - Bullying/Safe School Climate Plan)
- (cf. 5141.21 - Administering Medications)
- (cf. 5141.22 - Communicable and Infectious Diseases)
- (cf. 5141.3 - Student Health Assessments and Immunizations)
- (cf. 5141.4 - Child Abuse and Neglect)
- (cf. 5141.5 - Suicide Prevention)
- (cf. 5141.6 - Crisis Management Plan)
- (cf. 6142.1 - Family Life and Sex Education)
- (cf. 6114 - Emergencies and Disaster Preparedness)
- (cf. 6114.7 - Safe Schools)
- (cf. 6114.8 - Pandemic/Epidemic Emergencies)

Legal Reference: Connecticut General Statutes

10-220f Safety committee.

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Sections 86, 87, 88)

Policy adopted:

rev 2/13

rev 7/13

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

*A sample regulation which is a crisis management plan to consider, which must be modified to fit the local situation.*

## **Students**

### **Student Safety**

#### **Procedures for Handling Crises, Emergencies**

The following guidelines are designed to ensure the health and safety of all Newtown Public School students during an emergency and/or crisis. The health and safety of students during a crisis require:

1. The immediate and effective response to the actual emergency if such an emergency has occurred on, in, or near school property during school hours (i.e., violent intruder, disruptive demonstration).
2. The immediate and effective response to the psychological trauma resulting from such an emergency.

The communication of accurate information is central to the effective response to the crisis or the trauma resulting from a crisis. The groups of people that require accurate information include the Superintendent/central administration, Principal/building administration, law enforcement and other first responders, staff, students, and parents/guardians. If the Superintendent/central administration first becomes aware of the emergency, they will then advise building administration. If the Principal/building administration first becomes aware they are to advise central administration. Depending on the emergency, it may be necessary to first contact law enforcement, fire personnel and other first responders. If staff first becomes aware, they will inform the Principal who will, in turn, advise the Superintendent/central administration (or first responders, depending upon the emergency). Staff, students and parents will require accurate and timely information.

The Principal shall determine whether the emergency requires the utilization of an evacuation, lockdown or shelter-in-place response.

The School Security and Safety Committee (SSSC) shall assist in the development and administration of the school's safety and security plan. The Committee is composed of: a local police officer, a local first responder, a teacher employed at the school, an administrator employed at the school, a mental health professional (guidance counselor, social worker, school psychologist, school nurse, or child mental health specialist) a parent/guardian of an enrolled student and any other person the Board of Education finds necessary. Parents/guardians serving on this committee must not have access to information about disturbing or threatening student behavior reported to the Committee as this may compromise student confidentiality.

## Students

### Student Safety

#### Procedure for Handling Crises and Emergencies

##### The Role of School Personnel

The ~~Principal~~ Director of Security in partnership with the District Security and Safety Committee (DSSC) of each school is responsible for developing a plan of action to be used in the event of an emergency and for providing the Superintendent and each school Principal with a copy. The plan should specify which members of the school staff will be responsible for notifying the appropriate administrative officers and the policy, if required, and which members will be assigned supervision of key areas of the school plant.

As part of the overall plan, ~~the~~ each school Principal must become acquainted with police department personnel who may serve the school for the purpose of developing effective communications and working relationships.

If an emergency and/or crisis should occur on, in, or near the school site, the Principal or his or her designee must take the following actions immediately:

- ✓ Report the incident to the police if the situation in the Principal's judgment is serious enough to warrant police assistance.
- ✓ Request emergency medical assistance if required.
- ✓ Determine whether a lockdown, evacuation, safe school mode or shelter-in-place response procedures ~~is~~ are required and provide such information quickly to school staff and students.
- ✓ In the event first responders (law enforcement, police) are called to the building, the National Incident ~~Command~~-Management System (NIMS) shall be utilized.
- ✓ The ~~Principal~~ Superintendent should be prepared to answer factual questions regarding the incident (e.g., who, when, where, how, etc.) to the news media. The Principal or his/her designee should not make statements to the news media unless he or she has had adequate time to assess the situation and ~~checked~~ review with the Superintendent or Public Information Officer.

If an emergency and/or crisis is in progress, faculty and staff should make every effort to retain students under their immediate control (lock down, shelter-in-place, evacuation). Movement of classes should cease until the situation permits the orderly movement of students from class to class. Selected ~~teachers~~ staff and Emergency Response Team (ERT) members and other key staff ~~personnel~~ should be assigned to supervise areas of major concern.

## **Students**

### **Student Safety**

#### **Procedure for Handling Crises and Emergencies**

##### **The Role of School Personnel** (continued)

Additionally, the Principal should take the following steps:

- Discourage students from using the school telephone, cellular telephones and other electronic devices and instruct office personnel to make calls to homes to report any emergencies which students may have.
- Designate one person to answer all incoming calls and relate to callers the facts of the incident as the Principal instructs.
- Prepare a written report of the incident as soon as possible. The report should be forwarded to the Superintendent.

Take the necessary follow-up action to carry out the administrative directives.

##### **The Role of Police**

In the event a police officer is called to any public school to investigate an incident which involves a student enrolled in the school, he or she will determine the following:

- the nature of the incident under investigation;
- the extent of injuries, if any, and if the injuries sustained were a result of the incident under investigation;
- the extent of disciplinary action taken by the particular school regarding the incident.

In those cases where it is determined that the disturbance or incident is of a minor nature, the investigating officer will request that any form of disciplinary action be handled by the Principal.

If, however, it is determined that a felony has been committed or that a severe injury has occurred, the officer will initiate an immediate investigation and make arrests whenever possible.

If a police officer is called to investigate an emergency/crisis which involves an expelled student, a student on suspension, or a person who is not a student, the officer will determine:

- the nature of the incident being investigated;
- the extent of injuries, if any, and if the injuries sustained were a result of the incident being investigated;
- the action taken by the particular school regarding the incident.

## Students

### Student Safety

#### Procedure for Handling Crises and Emergencies

##### The Role of Police (continued)

If the officer determines that either a state or local law has been violated by a suspended or expelled student, the officer will immediately prepare a report of the incident and, in addition, take the necessary action to alleviate the situation.

In situations where the nature of a complaint by school personnel to police is trespassing (not to be confused with disturbing the peace, property damage, etc.), it is the prior responsibility of the school Principal to advise the trespasser that he or she is in violation and that he or she must immediately leave school property or the administrator will request police assistance. Police assistance should be summoned if the Principal's warning fails to cause the trespasser to leave or if the Principal is in doubt that the person so warned intends to leave the premises peacefully.

Upon the arrival of the police officer(s), a suspended or expelled student who is found to be trespassing will be arrested, and the name of the Principal or his or her designee will be used as the complainant in the offense report prepared by the investigating officer.

In the event of incidents which occur outside the jurisdiction of the school and its personnel, the investigating officer will complete an offense report and take the necessary action regardless of the enrollment status of the student.

Any ranking police officer at the scene of an incident may, at his or her discretion, change or modify any part of the police officer's procedure described in this section to suit the circumstances surrounding any particular incident with notification to his or her commanding officer.

##### Action Plan Format

1. ~~The person in charge during a crisis event is the school Principal/or head teacher if Principal is not present. (unless the crisis event is such that first responders are called and the Incident Command System is activated)~~
2. ~~The school safety management team will include the Principal,~~  

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3. ~~The Superintendent, Police Department, Fire Department as needed will be alerted to the problem by the Principal and/or secretary.~~
4. ~~The school office (unless the nature of the emergency prevents this) will serve as the command post for the crisis situation. The school secretary will log the events.~~
5. ~~The school management safety team will meet quarterly to review the procedure to follow in case of a crisis.~~



## Students

### ~~Student Safety~~

#### ~~Procedure for Handling Crises and Emergencies (continued)~~

#### ~~Implementation of Procedures for Plan During Crisis~~

- ~~1. Mobilize team immediately.~~
- ~~2. Notify Superintendent and other agencies as needed.~~
- ~~3. Once assembled:~~
  - ~~A. Collect/compare facts~~
  - ~~B. Make early assessment of situation (Evacuate or lock down the school as appropriate)~~
  - ~~C. Assign tasks~~
    - ~~1. Designate one person to answer all incoming calls and relate to callers the facts of the incident as the Principal or designee instructs.~~
  - ~~D. Develop time schedule from available information~~
  - ~~E. Be supportive~~
  - ~~F. Maintain calm~~
  - ~~G. Encourage flexibility~~
- ~~4. The Principal will announce "Code Blue" over the P.A. system. This code will set in motion the following crisis procedures:~~
  - ~~A. All classes stay in their room until an all clear is indicated. (Lock Down)~~
  - ~~B. Specials do not move classes if the emergency extends beyond the time the class period ends.~~
  - ~~C. All teachers who do not have any classes assigned to them at the time immediately report to \_\_\_\_\_ to be ready to assist if called upon. If not called upon, they are to remain in \_\_\_\_\_ until \_\_\_\_\_ an "all clear" is indicated.~~
  - ~~D. During this time, teachers in class are to run things as "usual". Teachers will lock their classroom door. Do not attempt to visit your neighbor, etc., to find out what is happening. As soon as possible, staff will be informed of the incident.~~
  - ~~E. As an overall part of this procedure, all exterior doors in the building, except the office, will be locked after the arrival of the students. All traffic must go through the main door on arrival at the building. A video surveillance, buzz-in system will be used for all school visitors.~~
  - ~~F. All students/staff will remain in lock down until an "all clear" is given. The code will be "end code blue". The Principal will then announce to the students/staff the nature of the incident.~~
  - ~~G. Prepare a written report of the incident as soon as possible. The report should be forwarded to the Superintendent.~~

## Students

### ~~Student Safety~~

### ~~Procedure for Handling Crises and Emergencies~~

### ~~Implementation of Procedures for Plan During Crisis (continued)~~

5. ~~Should the crisis occur during lunch and/or recess period the following will occur:~~

~~Previous plan of action 1-4 goes into effect.~~

~~If the students are:~~

#### **LUNCH:**

~~If a situation occurs during lunch time and/or noon recess:~~

~~A. Students eating would remain in the cafeteria.~~

~~B. Their regular classroom teacher would report to the cafeteria to assist in their supervision as long as the emergency remains.~~

~~C. A regular classroom teacher, who may be on duty, will then report to his class at this time.~~

~~D. Any aides on duty are to remain there.~~

~~E. No other lunch shifts will begin until the emergency has passed.~~

6. ~~If the children are out at play the school bell will ring for an extended period of time (Code Blue Bell).~~

~~A. Students would line up IMMEDIATELY at their line up location.~~

~~B. Staff on duty would monitor the students as they line up for pick up.~~

~~C. Teachers would immediately pick up their children.~~

~~D. Return all students to their room and lock the door.~~

~~E. ALL exterior doors are to remain locked.~~

~~F. Students/staff would remain at their safe locations until the "all clear" "End Code Blue" signal is given.~~

~~G. The Principal would then inform the students/staff of the nature of the emergency situation.~~

## **Students**

### **Student Safety (continued)**

#### **Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency**

Subsequent to an emergency or crisis, the building Principal convenes the School Security and Safety Committee (SSSC). The SSSC acts as an advisory panel to the Principal. The initial objective of the SSSC is to gather all factual information relating to the emergency. The team then evaluates the impact of the crisis on staff and students and generates corrective strategies. The Director of Pupil Personnel Services will provide additional psychologists, social workers, nurses or other specialists to the effected schools as needed and/or requested.

The steps taken by the SSSC will depend upon the emergency. The following are provided as examples of SSSC activities and is not intended to be exhaustive.

#### **Suggested SSSC procedures**

- Delegate appropriate responsibilities among team members.
- Prepare and distribute a written statement of facts for staff.
- Decide where and when to share information with students.
- Develop special plans for classes directly affected.
- Meet with identified classes by room or in assembly to review facts, inform them of crisis counseling centers, discuss feelings, encourage them to be supportive of each other and discuss feelings with parents.
- Develop appropriate support systems within the school (e.g., counseling crisis centers, groups for students, staff).
- Prepare and distribute letter to send home to parents to let them know what is being done at school.
- Decide when it is appropriate to contact certain parents individually.
- Identify students who may be at risk.
- In cases of death, obtain funeral information and share it; plan memorial services. (It is suggested that, in the case of suicide, memorial services not be held in the school building.)
- Assess long-term effects on school.
- Schedule faculty meetings before and after school day. Guidelines for initial and follow-up faculty meetings are provided below.

It is important that staff receive accurate and timely information about the emergency or crisis. While a written statement of facts may be prepared for staff and distributed during the day, a faculty meeting should be held as quickly as possible. Additional faculty meetings should be held as needed.

Communication of factual information to parents is essential. All efforts will be made to accurately communicate with parents.

## **Students**

### **Student Safety**

#### **Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency** (continued)

##### **Guidelines for an Initial Faculty Meeting**

1. — ~~Distribute written statement of facts. Dispel rumors if necessary.~~
2. — ~~Inform faculty that all police and media contact concerning the crisis should be directed to the building administrator.~~
3. — ~~Announce funeral arrangements, if applicable.~~
4. — ~~Give faculty an opportunity to react, ask questions, and express feelings.~~
5. — ~~Give staff support, if needed. Encourage staff to be supportive of one another.~~
6. — ~~Discuss when and where students will be presented with the information. Address how the particularly affected classes will be handled.~~
7. — ~~Give teachers the option to have another staff person help with class discussions should they be uncomfortable doing it alone (e.g., guidance counselor, social worker, other crisis team member). Students can be allowed to vent feelings, if necessary and comfortable in class, but the goal is to return to normal routine in class and school as soon as possible.~~
8. — ~~Discuss and hand out guidelines for class discussion. Clinical staff person describes feelings students may be experiencing and offers suggestions on how to handle these.~~
9. — ~~Review warning signs.~~
10. — ~~Review how to access which students may be more at risk at the time of crisis.~~
11. — ~~Discuss the support systems that have been developed and the referral process.~~
12. — ~~Let staff know the plan for the school day.~~
13. — ~~Arrange for a follow up faculty meeting.~~

##### **Guidelines for a Follow-Up Faculty Meeting**

1. — ~~Review the day, get feedback from staff.~~
2. — ~~Give staff an opportunity to share and express feelings.~~
3. — ~~Set up staff support group, if appropriate.~~
4. — ~~Gather names of students or classes needing additional support.~~
5. — ~~Discuss next steps to be taken.~~

~~The SSSC advises the Principal on which students require assistance and define the form of the assistance. A class discussion of the emergency is frequently important.~~

## Students

### Student Safety

#### **Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency** (continued)

##### **Guidelines for a Class Discussion**

1. — Prepare students for the serious nature of the information they are about to receive. State that you have something sad, unhappy, painful, or upsetting to tell them.
2. — Announce the facts.
3. — Allow students to react, discuss, and share feelings and possible fear for their own safety.
4. — Ask students what they have heard prior to class meeting. Dispel rumors with honest, factual discussion. Share your feelings, if you are comfortable.
5. — If you can't answer all of their questions, find out what they want to know. Follow up.
6. — Listen to students, be supportive, and don't lecture or argue. Respect their responses; take them seriously.
7. — Convey a feeling of acceptance for the different reactions expressed. Reactions may range from no reaction at all to degrees of sadness, loss, guilt, anger, or disbelief.
8. — If students wish to discuss more than you are comfortable with, refer those students to designated staff or request some assistance for your class.
9. — Let students know what support systems are available should they wish to talk further.
10. — Encourage students to be supportive of each other and to aid each other in seeking help.
11. — Refer students who are having strong reactions or who you feel are at risk to support staff. If necessary, ask for help or get another student to act as an escort.
12. — Discuss ways in which students can express their feelings and concerns.
13. — Help keep communication open. Encourage students to share feelings with their families.
14. — Do not allow for glorification of the event. Particularly in the event of suicide, the staff should convey the true tragedy of the situation.

## Students

### ~~Student Safety~~

#### ~~Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency~~

#### ~~Guidelines for a Class Discussion (continued)~~

~~Crisis counseling may either be suggested by the SSSC or referred by the classroom teacher. The school psychologist, social worker and nurse are available to provide such services. Additional pupil personnel staff are available through the Director of Pupil Personnel Services. The Director of Pupil Personnel Services or his/her designee will coordinate staff.~~

~~Communication of factual information to parents is essential. All efforts will be made to accurately communicate with parents. (moved to R5142(g) under "Suggested SSSC procedures")~~

#### ~~Procedures for Handling School Bus Accidents~~

Subsequent to a school bus accident, the building Principal or his/her designee will follow procedures outlined in Policy and Regulation 3541.35 – Procedures to be Followed in the Event of an Accident to a Bus. must take the following action immediately:

- a. ~~Notify the Superintendent of Schools~~
- b. ~~Notify the Business Director~~
- c. ~~Notify the Transportation Coordinator~~
- d. ~~Call~~ **Notify** parents of students on bus/van

~~The bus driver will call the Bus Company and the police will be notified.~~

~~Upon resuming school, the building Principal will convene the School Security and Safety Committee, if appropriate. The SSSC acts as an advisory panel to the Principal. The initial objective of the SSSC is to gather all factual information relating to the bus accident and The Principal will evaluate the impact of the accident on students and staff and generate corrective strategies. will follow procedures outlined in this regulation as appropriate.~~

~~The building Principal will follow steps and procedures set forth under suggested SSSC procedures, guidelines for an initial faculty meeting and follow up meeting, as well as guidelines for a class discussion.~~

**Students**

~~Student Safety~~

~~Procedure for Handling Psychological Trauma Subsequent to a Crisis or Emergency  
(continued)~~

~~Resource Services School System~~

~~Superintendent \_\_\_\_\_ List Telephone Numbers~~

~~Assistant Superintendent~~

~~Special Services~~

~~Transportation~~

~~Business Services~~

~~Human Resources~~

~~County Agencies \_\_\_\_\_ List Telephone Numbers~~

~~Police Department~~

~~Fire Department/Emergency~~

~~Department of Human Services~~

## Instruction Emergencies and Disaster Preparedness

### Bomb Threats and Explosive Devices

The Board recognizes that bomb threats and explosive devices are a significant concern to the schools. Whether real and carried out, or intended as a prank or for some other purpose, a bomb threat s and explosive devices pose represents a potential clear and imminent danger to the safety and welfare of students and staff, and to the integrity of school property. Bomb threats and explosive devices ~~disrupt~~ cause a significant disruption to the instructional program and learning environment, and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat or the planting of an actual explosive device will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats/explosive devices and to initiate or recommend suitable disciplinary action.

#### A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. ~~Because of~~ Due to the potential for evacuation of the schools and other disruption of school operations, making a bomb threat, or placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff, and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

#### B. Definitions

1. A "**bomb**" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, Molotov Cocktail, or other destructive device.
2. A "**look-alike bomb**" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "**bomb threat**" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "**School premises**" means any school property, school buses and any location where any school activities may take place.



**Instruction**  
**Emergencies and Disaster Preparedness**

**Bomb Threats and Explosive Devices (continued)**

**C. Development of Bomb Threat Procedures**

The Superintendent or his/her designee Director of Security, in partnership with the District Security and Safety Committee (DSSC) shall be responsible for developing and implementing procedures specific to bomb threats as part of the District's Emergency Operations Plan. These procedures are intended to ~~inform~~ inform for administrators and staff of ~~appropriate protocols~~ to follow in the event that a bomb threat is received, or a suspicious or actual explosive device is located and includes provisions to address:

1. ~~Threat~~ Assessment of the threat (for the purpose of identifying a response that is ~~in~~ proportional to the threat, in light of what is necessary to ensure safety);
2. As a result of the ~~threat~~ assessment, the Administration will determine the appropriate ~~protocol~~ emergency response procedures to deploy to best ensure the safety of the students;
3. Incident "~~command and control~~" Command (who is in charge, and when);
4. Communications, contacts, and mandatory bomb threat reporting;
5. Parent and guardian notification process;
6. Training for staff members; and
7. Support services for students and staff.

~~The initial bomb threat procedure will be subject to approval by the Board. The Superintendent~~ Director of Security, in partnership with the DSSC, ~~or his/her designee~~ will be responsible for ~~overseeing a review or~~ and evaluation of bomb threat procedures.

**D. Reporting of Bomb Threats**

A student who learns of a bomb threat or the existence of a bomb or explosive device on school premises must immediately report such information to the building principal, teacher, the School Resource Officer, School Security Officer, or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the District's Emergency Operations Plan (bomb threat procedures). ~~as developed under Section C, and inform the Superintendent of the threat.~~

All bomb threats shall be reported immediately to the Newtown Police Department, who will make immediate notification to the Director of Security and Superintendent, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Board of Education. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

**Instruction**  
**Emergencies and Disaster Preparedness**

**Bomb Threats and Explosive Devices (continued)**

**E. Student Discipline Consequences**

Making a bomb threat, or a bomb or explosive device is a felony crime. Any student suspected of making a bomb threat or bomb/explosive device shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action.

The administration shall suspend and may recommend for expulsion any student who makes a bomb threat, or who makes a bomb or explosive device.

**F. Aiding Other Students in Making Bomb Threats**

A Any student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

**G. Failure to Report a Bomb Threat**

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

**H. Staff Discipline Consequences**

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

**I. Civil Liability**

The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

**J. Lost Instructional Time**

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within guidelines set by the Board.

**Instruction**  
**Emergencies and Disaster Preparedness**

**Bomb Threats and Explosive Devices (continued)**

Time lost may be rescheduled on a vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

**K. Notification Through Student Handbook**

All student handbooks shall address the District's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

**L. Bomb Threat Report Form**

The 'Bomb Threat Report Form' and information regarding its use is contained in the District's Emergency Operations Plan, under the Bomb Threat/Suspicious Device Annex.

- (cf. 5114 – Suspension/Expulsion)
- (cf. 5131.7 – Weapons and Dangerous Instruments)
- (cf. 5141.6 – Crisis Prevention/Response)
- (cf. 5142 – Student Safety; Procedures for Plan During Crisis)
- (cf. 6114 – Emergencies and Disaster Preparedness)
- (cf. 6144.1 – Fire Emergencies/Drills)
- (cf. 6114.6 – Emergency Closings)
- (cf. 6114.7 – Safe Schools)

Legal References: 18 U.S.C.§921;8921

Policy adopted: June 3, 2014  
Policy revised:

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

**Instruction—  
Emergencies and Disaster Preparedness—**

**6114.3  
FORM**

**~~BOMB THREAT REPORT FORM~~**

Time and date reported: \_\_\_\_\_

How reported: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Questions to ask:—*

1. When is the bomb to explode? \_\_\_\_\_

2. Where is the bomb right now? \_\_\_\_\_

3. What kind of bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Why did you place the bomb? \_\_\_\_\_

6. Where are you calling from? \_\_\_\_\_

*Description of caller's voice:—*

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle Aged \_\_\_\_\_

Old \_\_\_\_\_

*Tone of voice:—*

Serious \_\_\_\_\_ Joking \_\_\_\_\_ Giggling or laughing \_\_\_\_\_

Sounded tense \_\_\_\_\_ Sounded very sure \_\_\_\_\_ Sounded unsure \_\_\_\_\_

Had an accent \_\_\_\_\_ If so, what kind? \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ If so, whose? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Other voice characteristics \_\_\_\_\_

Time caller hung up \_\_\_\_\_ Action taken \_\_\_\_\_

\_\_\_\_\_

Name, title, address, telephone number of recipient \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken by recipient \_\_\_\_\_

## Instruction

### ~~Safe Schools~~ **School Security and Safety**

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff, or others. While committed to the protection of each person's constitutional rights, including due process rights, the Board does not condone lawlessness. Any individual committing violent acts on school property will be disciplined according to applicable Board policy and regulations.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

~~The Board shall establish an advisory~~ **Each school's School Security and Safety C** ~~ommittee to will~~ review specific policies, regulations, plans and procedures in order to ensure a comprehensive and effective program to prevent and punish vandalism and violence occurring in the schools and on district property. Simultaneously with the work of the committee, the Superintendent of Schools and appropriate school administrators shall review the practices at each school and shall submit a separate report to the Board including any findings and recommendations on the implementation of committee suggestions on these and other policies, regulations, plans and procedures concerning safety. ~~Members of the advisory committee shall include a Board member, the Superintendent of Schools, appropriate school personnel, parents, and other community representatives. All members shall be appointed by the Board.~~

The advisory committee shall examine the policies, regulations, plans and procedures concerning:

1. student conduct and discipline;
2. the maintenance of public order on school property;
3. the banning of weapons on school property with the exception of approved security personnel;
4. drug and alcohol abuse;
5. school emergency management;
6. coordination efforts with law enforcement agencies;
7. searches and seizures by school officials;
8. training for staff and students in conflict resolution and violence prevention; and
9. building security measures including procedures governing visitors to the schools and access to school buildings.

~~The advisory committee shall review these and other policies, regulations, plans, and procedures, as directed, to ensure that they are:~~

- ~~1. consistent with law and regulation;~~
- ~~2. clear, complete and enforceable; and~~
- ~~3. appropriately disseminated to students, staff, parents and are available to the general public.~~

~~The advisory committee shall report its findings and recommendations to the Board prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.~~

~~Any official policy level action is the sole discretion of the Board. The Board is in no way obligated to follow committee recommendations. The Board has the right to accept, reject or modify all or any part of a committee recommendation.~~

**Instruction****School Security and Safety (continued)**

The Board shall conduct a security and vulnerability assessment of ~~the District~~ each school ~~every two years~~ annually and use the results ~~develop~~ to maintain the District's Emergency Operations Plan and each school's security and safety plan. ~~for each school based upon the assessment results.~~

~~In the~~ Development of the District's Emergency Operations Plan and each school's security and safety plan will be the responsibility of the Director of Security in partnership with the District Security and Safety Committee (DSSC). ~~The DSSC~~ a district crisis response team shall be assembled that includes a variety of professionals with expertise in emergency management, (e.g., chief executive officer of the municipality, police, fire, district security, superintendent, and emergency medical services personnel), ~~and include~~ as well as community partners such as public and mental health professionals and school based staff. ~~The DSSC district teams~~ shall work closely with school-based crisis response teams to develop district-wide and building-specific emergency management plans. Such plans shall be compliant with the National Incident Management System (NIMS) and incorporate the ~~National~~ Incident Command System (ICS), and ~~beginning with the 2014-2015 school year~~ be remain compliant with the standards for such plans issued by the Department of Emergency Services and Public Protection (DESPP). ~~The Board will annually, beginning in the 2013-2014 school year, develop and implement a school security and safety plan for each school and review, update, and submit such plans to the DESPP. Each school shall also establish a school's security and safety committee to assist in developing and administering the school's safety and security plan.~~

The crisis management plan shall be developed within the context of the four recognized phases of crisis management:

- **Mitigation/Prevention** addresses what schools and the District can do to reduce or eliminate the risk to life and property.
- **Preparedness** focuses on the process of planning for the worst-case scenario.
- **Response** is devoted to the steps to take during a crisis.
- **Recovery** pertains to how to restore the learning and teaching environment after a crisis.

Crisis management must be viewed as a continuous process in which all phases of the plan are being reviewed and revised. The plan must be continuously updated based upon experience, research and changing vulnerabilities.

(cf. 5131 - Conduct at School and Activities)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Drugs/Alcohol and Tobacco)

(cf. 5131.8 - Out of School Misconduct)

(cf. 5131.9 - Gang Action by or Association)

(cf. 5141.6 – Crisis Management Plan)

(cf. 5146 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5147 - Suicide Prevention)

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5144 - Administering Medications)

**Instruction**

**School Security and Safety (continued)**

(cf. 5145 - Communicable and Infectious Diseases)  
(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)  
(cf. 6114 - Emergencies)  
(cf. 6161.11 - Drugs/Alcohol and Tobacco)

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.  
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.  
10-221 Boards of education to prescribe rules.  
10-233a through 10-233f re in-school suspension, suspension, expulsion. (As amended by PA 95-304, An Act Concerning School Safety).  
52-572 Parental liability for torts of minors. Damage defined.  
53a-3 Firearms and deadly weapons.  
53-206 Carrying and sale of dangerous weapons.  
53a-217b Possession of firearms and deadly weapons on school grounds.  
PA 94-221 An Act Concerning School Safety.  
PA 95-304 An Act Concerning School Safety.  
PA 97-290 An Act Enhancing Educational Choices and Opportunities.  
GOALS 2000: Education America Act.  
18 U.S.C. 921 Definitions.  
Title III - Amendments to the Individuals with Disabilities Education Act.  
Sec. 314 (Local Control Over Violence).  
Elementary and Secondary Education Act of 1965 as amended by the Gun Free Schools Act of 1994.  
*New Jersey v. TLO.*, 469 U.S. 325; 1055. CT. 733.

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NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut