

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

Minutes of the Board of Education meeting on April 19, 2016 at 7:30 p.m. in the council chambers at 3 Primrose Street.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R Bienkowski
K. Hamilton (absent)	6 Staff
J. Vouros	12 Public
R. Harriman-Stites	1 Press
A. Clure	

Mr. Alexander called the meeting to order at 7:30 p.m.

Item 1 – Executive Session - cancelled

Item 2 – Pledge of Allegiance

Item 3 – Celebration of Excellence

Dr. Erardi introduced Dr. Rodrigue and student Ashley Gong. Dr. Rodrigue said last year Ashley was recognized as a National Student Poet. This year she was a 2016 National YoungArts Foundation finalist in poetry as one of two in the country. Yesterday she was notified that Ashley received national honors in the 2016 Scholastic Writing competition receiving a gold medal for poetry. She is also a 2016 National Coca-Cola Scholar receiving a \$20,000 scholarship. Dr. Rodrigue shared the plaque she received from the National YoungArts Foundation. Ashley thanked everyone and read one of her poems.

Mr. Alexander extended congratulations to Ashley from the Board and pride in her accomplishments.

Item 4 – no vote

Item 5 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the minutes of April 5, 2016, the donation of \$19,000 for a pole vault mat system for the Blue and Gold Stadium, the resignations for retirement for Judy Blanchard, Barbara Beckerle, Judi Qualey, Karen Sherman and Al Finelli, the resignation of Rachel Williams, and the correspondence report. Mr. Vouros seconded.

Mr. Alexander thanked Mrs. Blanchard for her years of service.

Motion passes unanimously.

Item 6 – Public Participation

Item 7 – Reports

NICE Student Report:

Newtown High School teacher Tim DeJulio introduced Rilind Abazi, Simran Chand and Justice Zoto who shared their experiences attending a student forum in Japan. Newtown High School was one of three high schools invited to attend. All three students shared positive comments on the forum.

Chair Report:

Mr. Alexander spoke about the Legislative Council adopting the budget and the Board of Ethics hearing. The Board of Ethics is preparing a letter to the Board of Selectman. Board chairs would be meeting regarding referendum support.

Superintendent's Report:

Dr. Erardi said that interviews will begin for the grant writing position.

We received notice from NEASC awarding Newtown High School with continued accreditation. This is a credit to the staff, students and high school leadership. Dr. Erardi provided a list of annual reports required by the Board of Education. Newtown High School joined a competition in search of reimagining the high school of the future and is one of 348 schools moving to the development phase. Five winning teams will be notified in August and awarded \$10M over the next five years. Budget information was provided showing the recent reductions.

Mr. Vouros and Mrs. Ku thanked Dr. Rodrigue for taking on the challenge of writing this proposal.

Student Reports:

Rilind Abazi said that AP testing will be held at the high school. CCSS has invited students to submit nominations for the John Steadman Teaching Award for social studies teachers. Last week students went to England, Wales and Ireland and another group went to Spain.

Committee reports:

Mrs. Leidlein said the Finance Committee went over the food service presentations. They will have one more meeting before the next Board meeting.

Mrs. Harriman-Stites spoke about the Future Forecast Committee. They asked for some clarity on how far and deep to go regarding not closing a school. Our plan is to present ideas as we go.

Financial Report:

MOTION: Mrs. Ku moved that the Board of Education approve the financial report for the month ending March 31, 2016. Mrs. Leidlein seconded.

Mr. Bienkowski reviewed his report. The significant change since the February reports is based on the loss of revenue based on the excess cost grant. The amount of \$168,918 is less than in the previous report and dropped down to 73%. We are functioning under freeze conditions.

Dr. Erardi recommended formally notifying the Board of Finance and Legislative Council that we are doing everything possible but have no control over state reimbursement. The letter will also be sent to the First Selectman with an update in May and June.

Mr. Clure asked where we could cut back.

Dr. Erardi said we have a control on what we can maintain for teaching and learning. In October we met with leadership and shut down nearly \$750,000 on line items we could control. We will have a soft hiring freeze from now until end of the year.

Mr. Clure asked for other areas we can cut besides education. Do we have to play in the playoffs?

Dr. Erardi said this is not a spending problem; it's a funding problem. If we have to take additional measures we will share it with the Board.

Motion passes unanimously.

Item 8 – Old Business

Sandy Hook School Update:

Bob Mitchell provided an update on the status of Sandy Hook School with completion expected the first week in June. Punch list items will continue to be worked on and the school should be ready for occupancy around July 4.

Dr. Erardi stated that Mr. Mitchell is a great leader of the Public Building and Site Commission and he and his committee have done extraordinary work.

Mr. Mitchell said the demolition package is at the state for approval for the high school auditorium project. The basic design was approved and they are on budget.

Mr. Alexander thanked him for keeping Michelle Hiscavich involved in this project.

Proposed Budget 2016-2017:

Dr. Erardi stated that next Tuesday the referendum will be held at the middle school. The presidential primaries will also be held with voting at the middle school, Reed School and Head O'Meadow School.

Mrs. Ku asked for information on the state level funding.

Dr. Erardi said this past week the Governor took action to balance the budget by leaving in place the ECS dollars allocated to go to those districts in most need of financing. He looked at the top 20 districts and eliminated the fund with Newtown included. This results in a \$700,000 reduction for us. The ECS funds go into a town fund. The expectation is that the legislature will not support this action. The budget amount for the vote does not change.

Item 9 – New Business

Request to waive rental fees:

Dr. Erardi introduced Skeff Bissett who is with NewArts Foundation which is a rebranding of the 1214 Foundation. This is their fourth summer to offer opportunities to children in Newtown. The request is to use Hawley School from June 20 to July 17.

Mr. Bissett asked to use the gym, multipurpose room, library and a few classrooms during those weeks. 95% of the students involved are from Newtown.

Dr. Erardi asked for action at the next meeting. The gym would be used for 14 days and the other rooms for 19 days.

Mrs. Harriman-Stites asked if there were participation fees.

Mr. Bissett said they have to charge fees this year for operational costs. We also have professionals we have to pay. Fees are broken down into two separate areas. There is the primary cast for eight weeks for \$125 per week for each student. The ensemble cast fee is half of that. There is also an enrichment program where people come down from the Yale School of Management and speak to the students about character development.

Mr. Clure asked where the fees that we charge go.

Mr. Bienkowski said they stay with the Board of Education and go into a separate account that we maintain for upkeep of the building and custodian payment.

Mr. Bissett said they are asking us for custodial staff who would be there anyway during regular work hours.

Dr. Erardi said the practice has been that any point outside our workday they would pay for custodians and security. The total cost for usage is \$38,438 in rental fees.

Transportation Advisory Services:

Dr. Erardi asked to table this item. He asked Mr. Bienkowski to contract other directors of business if they knew of any other companies we could go to for a proposal. This will be brought to the finance subcommittee.

Mr. Clure asked if it would be possible to include the routing service part of it and if we have too many buses. This report doesn't address these.

Mr. Bienkowski said we need to look at this as two separate components. Our first concern is how we will proceed with the contract and then have a routing study done.

Mr. Alexander stated that they would at least like to know from the company as to whether they think we are far off of what optimal would be. It would be good to include a response on routing.

Mr. Bienkowski said a broad overview of routing will be in the proposal. They will give us an idea based on standards regarding time, geography, and number of students with the number of vehicles we will need. If we change the times it changes the whole system.

Mr. Clure asked if we can get the additional cost of doing that portion of it within their proposal. Dr. Erardi stated that we will do the research on that.

Mrs. Ku said there has been a lot of discussion around changing school start times. She is looking for some way to get feedback regarding the cost for going from three to two tiers or three to four tiers.

Mrs. Leidlein said it's important for the CIP committee to discuss these recommendations and approach the vendors on what we need.

Mr. Vouros asked how All-Star fits into this.

Dr. Erardi said we would be getting a proposal from them for an extension of their contract for a five-year renewal.

Mrs. Harriman-Stites asked if we could move this decision to July.

Dr. Erardi said it's difficult to push it back to July because it's too close to the start of the school year.

Mrs. Leidlein said we have a month and need information prior to going out to bid.

Hiring Practice 2016-2017:

Dr. Abbey spoke about human resources and staffing procedures for the 2016-2017 school year. He went over the positions we have to fill for next year which currently are a tech ed teacher and speech/language arts teacher for the middle school, a math department chair for the high school, an athletic director, a one-year library media position at Sandy Hook School and a one-year world language teacher at the middle school.

Action Regarding Non-renewals:

MOTION: Mrs. Ku moved that the Board of Education approve the 2015-2016 non-renewal list. Mrs. Leidlein seconded. Motion passes unanimously.

Item 10 – Public Participation

David Selleck, 8 Fox Run Lane, is a former owner/operator and spoke about the benefits of that transportation system which consists of people you can count on. He was one for 34 years. He asked to consider reinstating this system and offered his services to the town to make this happen.

Skeff Bisset, 11 Miya Lane, asked when the vote on the rental fees waiver would be taken. The vote would be taken at the next meeting.

Karyn Holden, 68 Berkshire Road, spoke about the food service contract. In August she shared her concerns for the food including snacks at the elementary schools.

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

Item 11 – Adjournment

The meeting adjourned at 9:37 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

April 6, 2016

Dear Joe,

The Newtown High School Athletic Department would like to accept the donation of a new pole vault mat system which will be used at the track located at Blue and Gold Stadium. Lynda and Guy Russo, local residents who have children who have been and are currently involved in the track program would like to donate the pole vault mat system which is valued at \$19,000. Thank you for your prompt attention on this matter.

Sincerely,

Gregg Simon
Newtown High School Athletic Director



MAR 18 2016

**NEWTOWN PUBLIC SCHOOLS
3 PRIMROSE STREET
NEWTOWN, CT 06470**

JUDY BLANCHARD, MS, CPP
RECOVERY PROJECT DIRECTOR

PHONE: (203) 426-7622
FAX: (203) 270-6199

March 18, 2016

Dear Dr. Erardi,

As discussed at our 3/14/16 meeting, I will be retiring from the District Health Coordinator position as of June 30, 2016.

Best wishes,

A handwritten signature in cursive script that reads "Judy Blanchard".

Judy Blanchard

April 4, 2016

Dear Dr. Erardi,

It is with mixed feelings that I write to let you know that I will be retiring at the end of the 2015-2016 school year. It has truly been an honor to teach in Newtown. The amazing children, families, colleagues, and administrators I have had the privilege to work with throughout my 26 years in this district have all inspired me to try to be the best I could be every single day. As we all know, there is no better way to spend the day than with children! I have been very blessed. I leave with a grateful heart, ready for the next chapter in my life.

Very truly yours,

A handwritten signature in cursive script that reads "Barbara Beckerle".

Barbara Beckerle

cc: Barbara Gasparine
Human Resources

April 4, 2016

Dear Chris,

I am writing this letter to inform you that I will be retiring from the Newtown School District as of the end of the 2015/16 school year.

I cannot begin to express how “gut wrenching difficult” it was for me to write the above sentence. For 27 years, Hawley School has truly been my “home away from home”. I treasure all the memories of my students, parents and colleagues. Hawley will always be a part of me, and I feel privileged to have been a part of it for so many, many wonderful years.

I hope that you understand the emotional journey that has brought me to this place, and that you will allow me to inform my Hawley friends of my decision in a private way that feels comfortable for me.

Sincerely,

Judi Qualey

Rachel Williams

59 Delaware Rd | Easton, CT 06612 | Phone: 203-362-9149 | racchell13@gmail.com

04/05/2016

Mrs. Anne Uberti

Principal

Reed Intermediate School

cc. Dr. Joe Erardi, David Abbey, Mrs. Deborah Mailloux-Petersen

Newtown Public Schools

3 Primrose St.

Newtown CT 06470

Dear Anne,

Please accept this letter as notice of my resignation from my position as School Psychologist. My last day of employment will be April 27, 2016.

As my position as a SERV grant psychologist will not be renewed, I sought and was offered a position as a School Psychologist at Wintergreen Interdistrict Magnet School as part of the ACES district. .

It has been a pleasure working with you and the Reed staff over the last two years. It was a wonderful, albeit challenging, way to begin my professional career. The help and support from the fellow colleagues, supervisors, and human resources staff have made these last two years productive, successful, and enjoyable. Working with the students, families, and staff here in Newtown has been uniquely challenging yet immensely rewarding.

I will do my best to work diligently over the next month to tie up loose ends and transition students on my caseload. I look forward to helping in any way possible. Thank you for the opportunity to work in Newtown Public Schools. I wish you and all NPS staff all the best and I look forward to staying in touch with you. You can email me anytime at racchell13@gmail.com or 203-362-9149.

Sincerely,



Rachel Williams

4/7/2016

Dr. Erardi and Newtown Board of Education,

As of the end of the current school year I am retiring from teaching at Newtown high School.

This has not been an easy decision for me. I am passionate about teaching young people and have considered Newtown high School to be a second home for many years. I found many new friends and enjoyed being challenged by all the new young staff that have come and gone.

I thank you for the opportunity to make a difference in the lives of so many young people and I expect to continue to work in education in a different capacity.

Respectfully,

A handwritten signature in black ink, appearing to read 'K. Sherman', with a long horizontal flourish extending to the right.

Karen Sherman

Dr. Joseph V. Erardi Jr.
Superintendent of Schools
Newtown Public Schools
3 Primrose Lane
Newtown, CT. 06704

April 7, 2016

Dear Dr. Erardi,

After careful consideration, I have decided to retire from teaching at Reed Intermediate School at the end of this school year, June 30th, 2016. While the past sixteen years have brought me joy, challenge, and accomplishment, I know that it is time to retire and pursue other interests, different challenges, and enjoy some down time.

I am extremely grateful that the District provided me the opportunity for a "second career". It is my sixteen years as a teacher in Newtown that I will look back on as my defining and truly purposeful time. I may have worked elsewhere for longer, but I consider myself a teacher first and an ex-retailer second.

Finally, I wish to thank this District for providing me the opportunity to build a career that allowed me to make a contribution to the greater good by educating this town's students. Thank you for letting me make a difference.

Yours sincerely,



Al Finelli
577 Candlewood Lake Road
Brookfield, CT 06804

cc: Anne Uberti: Principal Reed Intermediate School
Suzanne D'Eramo: Human Resource Coordinator

Correspondence Report
4/5/16 - 4/19/16

Date	Name	Topic
4/6/16	Hal Watkins	Jason Adams
4/8/16	Wolfgang Halbig	SHS
4/9/16	Lynn Edwards	Policy
4/12/16	Wolfgang Halbig	FOI
4/15/16	Wolfgang Halbig	FOI
4/19/16	Wolfgang Halbig	FOI

Administrative Report

Tuesday, April 19th 2016

1. Newtown Sandy Hook Community Foundation / NPS Partnership (Attach #1)
2. NEAS&C Accreditation Update (Attach #2)
3. Annual Reports (Attach #3)
4. XQ Superschool Project (Attach #4)
5. Fiscal Update (Attach #5)


4/19/16

NEWTOWN PUBLIC SCHOOLS

**PLEASE POST
March 31, 2016**

- POSITION:** Grants Specialist – part time (10-15 hours/week)
- POSITION DATES:** April, 2016-February, 2017
- QUALIFICATIONS:** Bachelor's degree and previous experience in grant writing preferred. Creativity, initiative, attention to detail and accuracy, along with excellent writing and research skills required.
- RESPONSIBILITIES:** Primary objective of the Grants Specialist is to research Request for Proposals (RFPs) from various agencies and foundations to write, submit and obtain grants that respond to the district's on-going need to maintain critical mental health and social/emotional support services
- Review current matrix of positions that provide mental health/social emotional services to our students, staff and families
 - Collaborate with Director of Pupil Personnel Services to achieve understanding of existing staff and assessing future staffing needs for the stages of recovery
 - Research the availability of local, state, federal and private funding sources
 - Provide mid-year and end-of-year progress reporting to Superintendent
- REMUNERATION:** \$50/hour, with a cap of \$25,000
- APPLICATION:** Please apply on line through the following link:

www.applitrack.com/newtown/onlineapp/

The Newtown Public School District is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Newtown Public School District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Newtown Public School District does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.



APR 12 2016

Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

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direct line (781) 425-7736
ageary@neasc.org

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bsievers@neasc.org

Associate Director
BILL M. WEHRLI
direct line (781) 425-7718
bwehri@neasc.org

April 7, 2016

Lorrie Rodrigue
Principal
Newtown High School
12 Berkshire Road
Sandy Hook, CT 06482

Dear Dr. Rodrigue:

The Committee on Public Secondary Schools, at its January 24-25, 2016 meeting, reviewed the decennial evaluation report from the visit to Newtown High School and voted to award the school continued accreditation in the New England Association of Schools and Colleges.

The Committee was impressed with many of the programs and services and wishes to commend the following:

- the dynamic, collaborative, and inclusive process used to create the core values, beliefs, and graduation standards, which reflect the specific character, values, and essence of the community
- the use of varied and current educational research to drive the creation of challenging academic expectations (graduation requirements) and targeted high levels of achievement
- the implementation of Rubicon Atlas to ensure curriculum is written in a common format and provide resources for teachers to better implement the curriculum
- the establishment of K-12 curriculum teams to foster curricular coordination and vertical articulation
- the wide use of various instructional practices that engage students as active and self-directed learners
- the tremendous amount of time and additional support willingly provided by teachers for individual students within and outside of the classroom
- the palpable sense of pride, respect, caring exhibited between and among staff and students as well as the safe, positive, respectful, and supportive culture
- the extensive array of academic and extracurricular offerings designed to meet the academic and interest needs of students

- the consistent, systematic instructional leadership of the principal that is based on the school's core values, beliefs, and graduation standards
- the encouragement provided to teachers, students, and parents by administrators and their subsequent involvement in meaningful and well-defined roles in decision-making processes that promote and cultivate responsibility and shared leadership
- the variety of intervention and support programs provided for students
- the immaculate, safe facility which fully supports teaching and learning as well as the updates made to the school site and physical plant that provide and augment many varied opportunities for teaching and learning
- the plethora of strong community, business, and higher education partnerships that provide extensive, authentic, real-life opportunities for students

All accredited schools must submit a required Two-Year Progress Report, which in the case of Newtown High School is due on October 1, 2017. Information about the proper preparation of the Two-Year Progress Report was provided to school representatives at the Follow-Up Seminar and can be found at <http://cpss.neasc.org> under the "Ongoing Accreditation" tab, *Two-Year Progress Report*. In that report school officials are required to respond to two types of recommendations: (Section I), highlighted recommendations from this notification letter and (Section II), general report recommendations from the school's decennial evaluation report. As well schools are reminded to provide the requested information in Sections III - IX.

With regard to the reporting of action taken on evaluation report recommendations school officials should indicate the status of each recommendation by classifying it in one of five categories: Completed, In Progress, Planned for the Future, Rejected, or No Action. In addition, for each valid recommendation in the evaluation report there should be a brief description of the action that has been taken to address the recommendations, including anticipated dates of completion where applicable. Special care should be taken to include appropriate information to justify the Rejected or No Action status of any recommendation.

In addition to providing information on action taken to address each evaluation report recommendation, the Two-Year Progress Report should also provide detailed explanations regarding the manner in which each of the following highlighted recommendations has been addressed:

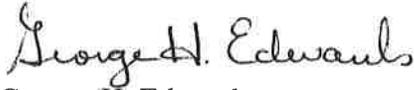
- complete the review and revision of school-wide analytic rubrics and ensure the rubrics are implemented with fidelity
- complete and implement the written curricula for all courses in a common format, purposefully designed around the revised graduation standards
- ensure effective curricular coordination and vertical articulation between and among academic areas within the school as well as with sending schools in the district
- provide sufficient personnel and time for ongoing collaborative development, evaluation, and revision of the curriculum using assessment results and current research
- implement instruction that emphasizes inquiry, problem solving, and higher order thinking skills in all curricular areas
- ensure feedback from students and parents is incorporated and full data analysis is completed for teachers to further reflect upon and improve upon instructional practice
- create formal teacher collaboration time to effectively support staff in improving instructional practices
- ensure that the school is equitable and inclusive, ensuring access to challenging academic experiences for all students and fosters heterogeneity to support the achievement of the school's graduation standards
- provide consistent delivery of the advisory program to further its mission

Lorrie Rodrigue
April 7, 2016
Page Three

The Committee congratulates the school administration and faculty for completing the first two phases of the accreditation program: the self-study and the evaluation visit. The next step will be the follow-up process during which the school will implement valid recommendations in the evaluation report. The Committee's Follow-up Seminars should help you and your faculty develop a schedule for implementing valid recommendations. In addition, the Commission's *Accreditation Handbook* provides information on follow-up procedures.

The school's accreditation status will be reviewed when the Committee considers the Two-Year Progress Report. Consistent with the Committee's follow-up procedures, the Two-Year Progress Report should include an electronic signature of the principal and chair of the school's Follow-Up Committee and be sent electronically to the Committee office at the following address: cpssreports@neasc.org. As well, please notify the Committee office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to cpss-air@neasc.org.

Sincerely,



George H. Edwards

GHE/mms

cc: Joseph V. Erardi, Jr., Superintendent, Newtown Public Schools
Keith Alexander, Chairperson, Newtown Board of Education
Kathleen A. Montagano, Chair, Visiting Team
Francis T. Kennedy, Jr., Chair, Committee on Public Secondary Schools

Annual Reports Required by the Board of Education

Policy	Report	Due
0200 – Goals of District	Strategic Plan developed and evaluated	Every Five Years
0200 – Goals of District	Newtown Board of Education and Superintendent will develop, publish and evaluate district goals.	Yearly
1220 – Citizens' Advisory Committees	The Board shall review existing advisory committees, membership and committee goals for the year.	Yearly - October BOE Meeting
1230 – Booster Clubs/Organizations	The parent organization or booster club must provide to the Board a complete set of financial records or detailed treasurer's report.	Annual <i>August</i>
1230 – Booster Clubs/Organizations	A copy of the constitution and bylaws shall be forwarded to the Superintendent or his/her designee. Along with a list of officers.	Annual <i>August</i>
Policy 1314 and 1324 – Fund-Raising and Solicitation	Each principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the Superintendent. The Superintendent will furnish the BOE with an up-to-date listing of all fund-raising activities being conducted by the school division.	<i>July</i>
Policy 2131 – Superintendent of Schools	Keep the Board informed of all changes in curriculum.	Continuing Basis
Policy 2131 – Superintendent of Schools	Prepare and present the Board an annual budget. Ensure regular reports are made to the Board on the status of the budget.	Continuing Basis
Policy 2137 – Athletic Director	End of Year review will be submitted to the Board at the end of the year.	Annual <i>TBD</i>
Policy 2232 – Annual Report	The Superintendent in conjunction with the BOE Secretary shall submit to the BOE an annual written report about the schools system for the preceding year and identify concerns or issues that should become priorities for a school district improvement plan.	Annual – on or before the last first scheduled September BOE Meeting
Policy 2250 – Monitoring of Product and Process Goals	Comprehensive plan in concert with the NPS Strategic Plan for monitoring the progress of the schools in achieving product goals and process goals	<i>August December June</i>
Policy 2400 – Evaluation of Superintendent	Performance report by a majority of the full membership of the BOE	Annual <i>JUNE</i>
Policy 2400 – Evaluation of Superintendent	The Superintendent shall present the BOE a self-evaluation report	Annual on or about May 15
Policy 2400 – Evaluation of Superintendent	Annual written performance report prepared by the BOE perception of the extent of accomplishment of Superintendent job targets	Annually prior to June 30
Policy 3100 – Budget/Budgeting System	The Superintendent will present to the BOE a budgetary plan for the school system for the next fiscal year	Annually

Annual Reports Required by the Board of Education

Policy 3113 – Setting Budget Priorities	The BOE will establish budget priorities for the new fiscal year.	October 1 st
Policy 3121 – Approval of the Budget/Delivery to Fiscal Authority	The BOE shall submit to the BOF an itemized estimate of expenditures proposed for maintenance of Town public schools and an itemized estimate of all revenue other than Town appropriations to be received by the BOE for use during the next fiscal year.	February 14th
Policy 3160 – Budget Procedures and Line Item Transfers	The BOE shall prepare an itemized estimate of its budget each year for submission to the BOF and Legislative Council for review and appropriation.	<i>ONGOING</i> →
Policy 3160 – Budget Procedures and Line Item Transfers	Budget report shall be prepared in the same format as the annual object detail budget showing each major object code line item, the appropriate budget amount, transfers, expenditure to date, encumbered amounts and current balance.	Monthly and Year-End (August)
Policy 3160 – Budget Procedures and Line Item Transfers	The Director of Business will recommend to the Board an unexpended amount to be placed into the non-lapsing education account.	Annually Before August 31st
Policy 3160 – Budget Procedures and Line Item Transfers	The BOE will forward a request to transfer unexpended funds from the previous year's budgeted education appropriation to the non-lapsing education account.	Annually Before August 31st
Policy 3171.1 – Non-Lapsing Education Fund	The Non-Lapsing Education Fund will be audited annually.	Annually
Policy 3231 – Medical Reimbursement for Special Education Students	The BOE will provide written notification to student's parents/guardians before accessing the student's benefits/insurance.	Annually
Policy 3240 – Tuition Fees	BOE will review and establish tuition fees.	Annually <i>- August</i>
Policy 3250 – Materials/Service Fees, Charges	The Superintendent shall review fees established for all equipment and facility rentals, admissions to athletic or extracurricular events, field trips/excursions and other related fees that may be assessed.	Yearly on or about July 1
Policy 3280 – Gifts, Grants and Bequests	A list of supplies and equipment contributed primarily for school use shall be reported to the BOE by the Superintendent's Office.	Annually <i>ONGOING Monthly</i>
Policy 3280.1 – Grants	Summary of approved grants, their value and timeframe shall be presented to the BOE.	Fiscal year-end
Policy 3290 – Grants and Other Revenue	As part of budget preparation the Superintendent shall report on the status of all state and federal grants and programs, including the financial status of each program including a recommendation to continue, modify or discontinue each program.	Annually

Annual Reports Required by the Board of Education

Policy 3293.1 – Authorization of Signature	The BOE will annually renew authority to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the school system's business.	Annually by July 1st
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Info on XQ Superschool Project

Rodrigue, Lorrie <rodrigue@newtown.k12.ct.us>
To: Joe Erardi <erardij@newtown.k12.ct.us>

WELCOME TO THE DEVELOP PHASE! YOUR TEAM IS ONTO SOMETHING SPECIAL. KEEP GOING!

IMPORTANT: NEXT STEPS

Switch Projects | Newtown High School of Inquiry & Innovative Design ▾

**NEWTOWN
HIGH SCHOOL OF
INQUIRY &
INNOVATIVE
DESIGN** EDIT

Created by Lorrie Rodrigue on 01/26/2016.

Y
des

Dr. Erardi,

I would share that a team of NHS staff and administration entered a nation-wide search for "reimagining" the high school of the future, sponsored by Lorraine Jobs' organization. Two BOE members supported the team on this work as well (M. Ku and J. Vorous). Out of more than 750 applicants, only 348 school designs were asked to move forward into the "develop" phase of the competition.

The next phase is more challenging - and will add the details to the design - which is called Newtown High School of Inquiry and Innovative Design - a plan that takes some of the more successful aspects of the current school and enhances the notion of learning pathways in science & technology, literacy and language, entrepreneurship, and Theater/Fine Arts. Five winning teams will be notified in August and will receive expert support and 10 million dollars over the course of the next 5 years.

What is particularly compelling about this news is that NHS, who was engaged in NEASC, entered this process much later than many other schools and districts. The team will now be working on the next phase, getting additional input from staff, students, and community members.

Lorrie

Operational Plan for 2016-17

	2015-16 Approved Budget	71,587,946	Cumulative Adjustment	Percent of Decrease	Balance	Percent Change	Increase
2016-17 Board of Education's Requested Budget	74,215,066		2,627,120			3.67%	
<u>BOF Adjustments to Board of Education's Budget 3/3/16</u>							
1 Diesel fuel and fuel oil based on 2/25/16 Bid	(113,801)	(113,801)	(113,801)	-0.16%	74,101,265	3.51%	2,513,319
2 Natural gas for SHS	(20,000)	(20,000)	(133,801)	-0.19%	74,081,265	3.48%	2,493,319
3 To be determined	(216,200)	(216,200)	(350,001)	-0.49%	73,865,065	3.18%	2,277,119
Total Adjustments			(350,001)	-0.49%	73,865,065	3.18%	2,277,119
Percent Reduction			-0.49%				
Board of Education Budget					73,865,065		
Board of Education Budget % Increase						3.18%	
Board of Education Budget \$ Increase							2,277,119
<u>LC Adjustments to Board of Education's Budget 4/6/16</u>							
4 Capital Fund - Technology Equipment	(100,000)	(100,000)	(450,001)	-0.63%	73,765,065	3.04%	2,177,119
5 To be determined	(100,000)	(100,000)	(550,001)	-0.77%	73,665,065	2.90%	2,077,119
Total Adjustments			(550,001)	-0.77%	73,665,065	2.90%	2,077,119
Percent Reduction			-0.77%				
Board of Education Budget					73,665,065		
Board of Education Budget % Increase						2.90%	
Board of Education Budget \$ Increase							2,077,119

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
March 31, 2016**

SUMMARY

The ninth financial report of the 2015-16 fiscal year follows. In the month of March, the Board of Education spent approximately \$8.9M; \$5.2M on salaries, this figure includes a third payroll dated April 1st, \$2.3M on Benefits including our final deposit to self-insurance, and \$1.4M for all other objects.

There has been a significant swing in our year-end position projection due to loss of revenue since the February report. The district had to reimburse \$10,974 to the sending town for a change in the STARR program nursing staff. We then received notification from the State that the Excess Cost and Agency Placement Grants would be reimbursed at a lesser amount than the 80% previously indicated. The dollar value of this reduction is \$168,918 less than estimated last month. These two items account for approximately \$180,000 of added expenditures reflected in the current shortage position and are responsible for negative pressures on all of the highlighted accounts particularly, transportation and tuition.

The 'YTD Expended' includes the first installment of the Excess Cost and Agency Placement Grant at \$1,089,761.

The main object accounts continue to remain in a positive balance position for this month with the exception of "Professional Services" and "Other Purchased Services" the latter which contains the line item for Out of District Tuition and Transportation, which continues to be over budget.

The yellow highlighted accounts demonstrate where holds in place are still necessary to meet the current budget shortages. This total has gone up and is estimated at approximately \$718,503 which in effect is being used to cover the current deficit.

This budget is extremely lean and will be carefully monitored.

EXPENSE CATEGORY CONDITIONS

100 SALARIES

The total salary account expense level has decreased primarily as a result of a \$65,000 hold on curriculum work and the loss of potential offsetting revenue of \$19,680. Unachieved turnover still stands at a minus \$78,114. Paraeducators, due to special needs will exceed budget by \$93,000. Overall, the Salaries accounts reflect about \$37,000 in reduced expenses.

200 EMPLOYEE BENEFITS

Current estimates continue to be on track with a balance in unemployment, and a \$5,000 improvement over last month.

300 PROFESSIONAL SERVICES

Additional expenses are mounting due to required legal activity for both General Services and Special Education and more services are being required for medical and psychological evaluations. The Professional Education Services continues to provide a partial offset to the Professional Services due to the expenditure hold with \$6,470 in revenue loss.

400 PURCHASED PROPERTY SERVICES

This group of accounts provides services necessary to keep the buildings running along with classroom repairs and rentals. At this time, we are increasing the hold on selected accounts in order to provide relief for others. Building and Site Improvement Projects have been on hold and will most likely continue to be out of next year's budget. Potential expenses in the areas of building services and equipment repairs have been reduced by approximately \$40,000.

500 OTHER PURCHASED SERVICES

Contracted services, travel, and the other accounts in this category have been held back to a certain extent. The pressure impacting the entire budget is resultant from the increase in out-of-district placements with their associated transportation costs. The expenses reflected here represent what we currently are aware of including several mediated settlements. Overall, the Tuition and Transportation accounts are looking worse due to the revenue loss which amounts to \$153,739.

600 SUPPLIES

The projected balances depicted in; Instructional & Library supplies, software, medical, office and plant supplies, along with textbooks are deliberate 'holds' that have been programmed in. The hold on these accounts has been increased and will not be reduced as the overall position has not improved.

700 PROPERTY

Current estimates continue to provide for all technology equipment as planned with a hold on all other equipment, primarily custodial, maintenance and district furniture.

800 MISCELLANOUS

Current estimates continue to be on track with an improved balance predicted.

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

REVENUE

During the month of March no revenue was booked.

OFFSETTING REVENUE

The anticipated column now reflects the revised estimate on the total Excess Cost and Agency Placement Grants.

This report includes the first installment of the grant that has been received, \$1,089,761. The balance which was \$437,159 at 80.85% last month, is now \$268,241 which is approximately 73.75%. These numbers are reflected in the 2nd Anticipated, February Received and May Expected columns on this schedule.

The State had indicated that statewide, districts' December filing were lower than expected. While the capped percentage was at 20 percent, they anticipated the percentage to increase to approximately 25 to 27 percent. This happened and our May payment will be adjusted to stay within the State appropriation at the lower end.

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

Ron Bienkowski
Director of Business
April 12, 2016

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 2013-14 – actual (unaudited) expenditures of the prior fiscal year (for comparison purposes)
- Approved Budget – indicates the 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. (No current transfers indicated)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) from transfers 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 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 now 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. Current year receipts results from the state reporting done in December. We receive notice of what we are eligible for in early April.

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 while the expected receipt is now \$66,300.

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

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

NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - MARCH 31, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD			CURRENT BUDGET	YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS						
<u>GENERAL FUND BUDGET</u>											
100	SALARIES	\$ 44,815,249	\$ 45,087,071	\$ -	\$ -	\$ 45,087,071	\$ 30,641,972	\$ 13,897,537	\$ 547,562	\$ 588,495	\$ (40,933)
200	EMPLOYEE BENEFITS	\$ 11,114,368	\$ 10,705,454	\$ -	\$ -	\$ 10,705,454	\$ 10,205,979	\$ 1,500	\$ 497,975	\$ 441,860	\$ 56,115
300	PROFESSIONAL SERVICES	\$ 907,519	\$ 788,173	\$ (5,500)	\$ -	\$ 782,673	\$ 667,913	\$ 165,018	\$ (50,258)	\$ 124,052	\$ (174,310)
400	PURCHASED PROPERTY SERV.	\$ 2,148,955	\$ 2,133,580	\$ 1,500	\$ -	\$ 2,135,080	\$ 1,548,494	\$ 127,455	\$ 459,130	\$ 289,302	\$ 169,828
500	OTHER PURCHASED SERVICES	\$ 7,314,702	\$ 7,625,933	\$ 7,719	\$ -	\$ 7,633,652	\$ 5,921,065	\$ 1,962,241	\$ (249,654)	\$ 444,861	\$ (694,514)
600	SUPPLIES	\$ 4,431,039	\$ 4,391,767	\$ (3,719)	\$ -	\$ 4,388,048	\$ 2,804,782	\$ 144,433	\$ 1,438,834	\$ 826,463	\$ 612,371
700	PROPERTY	\$ 532,858	\$ 786,012	\$ -	\$ -	\$ 786,012	\$ 677,535	\$ 41,439	\$ 67,039	\$ 700	\$ 66,339
800	MISCELLANEOUS	\$ 67,705	\$ 69,956	\$ -	\$ -	\$ 69,956	\$ 59,741	\$ 158	\$ 10,057	\$ 4,910	\$ 5,147
TOTAL GENERAL FUND BUDGET		\$ 71,332,395	\$ 71,587,946	\$ -	\$ -	\$ 71,587,946	\$ 52,527,481	\$ 16,339,780	\$ 2,720,685	\$ 2,720,643	\$ 42
900	TRANSFER NON-LAPSING	\$ 12,909									
GRAND TOTAL		\$ 71,345,304	\$ 71,587,946	\$ -	\$ -	\$ 71,587,946	\$ 52,527,481	\$ 16,339,780	\$ 2,720,685	\$ 2,720,643	\$ 42

(Audited) \$ -

NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - MARCH 31, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
100	SALARIES										
	Administrative Salaries	\$ 3,006,639	\$ 3,171,452	\$ -	\$ 3,171,452	\$ 2,373,485	\$ 768,053	\$ 29,914	\$ 7,693	\$ 22,221	
	Teachers & Specialists Salaries	\$ 30,187,768	\$ 29,940,913	\$ 7,000	\$ 29,947,913	\$ 19,723,839	\$ 10,361,687	\$ (137,613)	\$ (3,486)	\$ (134,127)	
	Early Retirement	\$ 32,000	\$ 84,500	\$ -	\$ 84,500	\$ 92,500	\$ -	\$ (8,000)	\$ -	\$ (8,000)	
	Continuing Ed./Summer School	\$ 89,828	\$ 93,673	\$ (7,000)	\$ 86,673	\$ 72,709	\$ 10,446	\$ 3,518	\$ 3,500	\$ 18	
	Homebound & Tutors Salaries	\$ 372,132	\$ 326,936	\$ -	\$ 326,936	\$ 195,724	\$ 29,278	\$ 101,934	\$ 76,000	\$ 25,934	
	Certified Substitutes	\$ 534,674	\$ 594,875	\$ -	\$ 594,875	\$ 383,414	\$ 57,600	\$ 153,861	\$ 133,500	\$ 20,361	
	Coaching/Activities	\$ 525,627	\$ 543,480	\$ -	\$ 543,480	\$ 281,012	\$ 4,064	\$ 258,405	\$ 257,000	\$ 1,405	
	Staff & Program Development	\$ 204,214	\$ 205,000	\$ -	\$ 205,000	\$ 118,745	\$ 17,881	\$ 68,374	\$ 2,916	\$ 65,458	
	CERTIFIED SALARIES	\$ 34,952,882	\$ 34,960,829	\$ -	\$ -	\$ 34,960,829	\$ 23,241,427	\$ 11,249,009	\$ 470,393	\$ 477,123	\$ (6,730)
	Supervisors/Technology Salaries	\$ 638,531	\$ 756,854	\$ 5,000	\$ 761,854	\$ 568,591	\$ 199,239	\$ (5,976)	\$ -	\$ (5,976)	
	Clerical & Secretarial salaries	\$ 2,000,375	\$ 2,036,645	\$ 42,517	\$ 2,079,162	\$ 1,530,640	\$ 558,559	\$ (10,037)	\$ -	\$ (10,037)	
	Educational Assistants	\$ 2,094,517	\$ 1,988,010	\$ -	\$ 1,988,010	\$ 1,516,128	\$ 578,426	\$ (106,544)	\$ (13,772)	\$ (92,772)	
	Nurses & Medical advisors	\$ 669,915	\$ 650,266	\$ 26,440	\$ 676,706	\$ 445,034	\$ 225,141	\$ 6,532	\$ 5,560	\$ 972	
	Custodial & Maint Salaries	\$ 2,822,235	\$ 2,817,500	\$ 40,079	\$ 2,857,579	\$ 2,126,074	\$ 740,911	\$ (9,406)	\$ -	\$ (9,406)	
	Non Certified Salary Adjustment	\$ -	\$ 114,036	\$ (114,036)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Career/Job salaries	\$ 198,470	\$ 230,858	\$ -	\$ 230,858	\$ 154,683	\$ 40,739	\$ 35,437	\$ 21,522	\$ 13,915	
	Special Education Svcs Salaries	\$ 864,058	\$ 971,191	\$ -	\$ 971,191	\$ 657,000	\$ 248,315	\$ 65,875	\$ 18,283	\$ 47,592	
	Attendance & Security Salaries	\$ 213,578	\$ 235,265	\$ -	\$ 235,265	\$ 182,614	\$ 57,196	\$ (4,545)	\$ 700	\$ (5,245)	
	Extra Work - Non-Cert	\$ 92,025	\$ 76,254	\$ -	\$ 76,254	\$ 61,147	\$ -	\$ 15,107	\$ 5,000	\$ 10,107	
	Custodial & Maint. Overtime	\$ 233,174	\$ 210,363	\$ -	\$ 210,363	\$ 128,238	\$ -	\$ 82,125	\$ 67,000	\$ 15,125	
	Civic activities/Park & Rec	\$ 35,490	\$ 39,000	\$ -	\$ 39,000	\$ 30,398	\$ -	\$ 8,602	\$ 7,079	\$ 1,523	
	NON-CERTIFIED SALARIES	\$ 9,862,368	\$ 10,126,242	\$ -	\$ -	\$ 10,126,242	\$ 7,400,545	\$ 2,648,528	\$ 77,169	\$ 111,372	\$ (34,203)
	SUBTOTAL SALARIES	\$ 44,815,249	\$ 45,087,071	\$ -	\$ -	\$ 45,087,071	\$ 30,641,972	\$ 13,897,537	\$ 547,562	\$ 588,495	\$ (40,933)

NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - MARCH 31, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
200	EMPLOYEE BENEFITS										
	Medical & Dental Expenses	\$ 8,713,310	\$ 8,192,380	\$ -	\$ 8,192,380	\$ 8,177,393	\$ -	\$ 14,987	\$ 9,900	\$ 5,087	
	Life Insurance	\$ 84,500	\$ 87,337	\$ -	\$ 87,337	\$ 70,477	\$ -	\$ 16,860	\$ 14,460	\$ 2,400	
	FICA & Medicare	\$ 1,330,558	\$ 1,347,487	\$ -	\$ 1,347,487	\$ 941,338	\$ -	\$ 406,149	\$ 406,000	\$ 149	
	Pensions	\$ 442,437	\$ 501,329	\$ -	\$ 501,329	\$ 497,112	\$ 1,500	\$ 2,717	\$ 2,200	\$ 517	
	Unemployment & Employee Assist.	\$ 63,883	\$ 74,000	\$ -	\$ 74,000	\$ 16,734	\$ -	\$ 57,266	\$ 9,300	\$ 47,966	
	Workers Compensation	\$ 479,680	\$ 502,921	\$ -	\$ 502,921	\$ 502,926	\$ -	\$ (5)	\$ -	\$ (5)	
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,114,368	\$ 10,705,454	\$ -	\$ -	\$ 10,705,454	\$ 1,500	\$ 497,975	\$ 441,860	\$ 56,115	
300	PROFESSIONAL SERVICES										
	Professional Services	\$ 744,428	\$ 567,155	\$ -	\$ 567,155	\$ 572,319	\$ 152,454	\$ (157,618)	\$ 72,952	\$ (230,570)	
	Professional Educational Ser.	\$ 163,091	\$ 221,018	\$ (5,500)	\$ 215,518	\$ 95,594	\$ 12,564	\$ 107,360	\$ 51,100	\$ 56,260	
	SUBTOTAL PROFESSIONAL SVCS	\$ 907,519	\$ 788,173	\$ (5,500)	\$ -	\$ 782,673	\$ 165,018	\$ (50,258)	\$ 124,052	\$ (174,310)	
400	PURCHASED PROPERTY SVCS										
	Buildings & Grounds Services	\$ 645,531	\$ 661,375	\$ -	\$ 661,375	\$ 540,118	\$ 52,309	\$ 68,948	\$ 49,000	\$ 19,948	
	Utility Services - Water & Sewer	\$ 109,859	\$ 116,000	\$ -	\$ 116,000	\$ 83,311	\$ -	\$ 32,689	\$ 40,148	\$ (7,459)	
	Building, Site & Emergency Repairs	\$ 507,859	\$ 460,850	\$ -	\$ 460,850	\$ 336,736	\$ 34,322	\$ 89,792	\$ 90,000	\$ (208)	
	Equipment Repairs	\$ 274,022	\$ 296,738	\$ (1,500)	\$ 295,238	\$ 166,348	\$ 33,673	\$ 95,217	\$ 69,000	\$ 26,217	
	Rentals - Building & Equipment	\$ 297,181	\$ 317,117	\$ 3,000	\$ 320,117	\$ 259,885	\$ 7,151	\$ 53,081	\$ 34,329	\$ 18,752	
	Building & Site Improvements	\$ 314,503	\$ 281,500	\$ -	\$ 281,500	\$ 162,097	\$ -	\$ 119,403	\$ 6,825	\$ 112,578	
	SUBTOTAL PUR. PROPERTY SER.	\$ 2,148,955	\$ 2,133,580	\$ 1,500	\$ -	\$ 2,135,080	\$ 1,548,494	\$ 127,455	\$ 459,130	\$ 289,302	

NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - MARCH 31, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 412,606	\$ 462,477	\$ 7,719	\$ 470,196	\$ 342,202	\$ 93,247	\$ 34,746	\$ 30,000	\$ 4,746	
	Transportation Services	\$ 3,839,746	\$ 3,934,792	\$ -	\$ 3,934,792	\$ 2,723,081	\$ 911,367	\$ 300,344	\$ 410,185	\$ (109,841)	
	Insurance - Property & Liability	\$ 325,587	\$ 356,941	\$ -	\$ 356,941	\$ 351,478	\$ -	\$ 5,463	\$ -	\$ 5,463	
	Communications	\$ 122,190	\$ 130,583	\$ -	\$ 130,583	\$ 99,784	\$ 27,251	\$ 3,549	\$ 2,600	\$ 949	
	Printing Services	\$ 35,776	\$ 39,582	\$ -	\$ 39,582	\$ 16,781	\$ 4,571	\$ 18,230	\$ 15,000	\$ 3,230	
	Tuition - Out of District	\$ 2,358,090	\$ 2,469,221	\$ -	\$ 2,469,221	\$ 2,219,077	\$ 902,191	\$ (652,047)	\$ (37,924)	\$ (614,123)	
	Student Travel & Staff Mileage	\$ 220,707	\$ 232,337	\$ -	\$ 232,337	\$ 168,662	\$ 23,614	\$ 40,061	\$ 25,000	\$ 15,061	
	SUBTOTAL OTHER PURCHASED SE	\$ 7,314,702	\$ 7,625,933	\$ 7,719	\$ -	\$ 7,633,652	\$ 5,921,065	\$ 1,962,241	\$ (249,654)	\$ 444,861	\$ (694,514)
600	SUPPLIES										
	Instructional & Library Supplies	\$ 853,956	\$ 911,445	\$ (2,219)	\$ 909,226	\$ 621,851	\$ 34,151	\$ 253,224	\$ 26,435	\$ 226,789	
	Software, Medical & Office Sup.	\$ 205,275	\$ 222,105	\$ -	\$ 222,105	\$ 58,806	\$ 52,031	\$ 111,268	\$ 29,903	\$ 81,365	
	Plant Supplies	\$ 379,403	\$ 375,100	\$ -	\$ 375,100	\$ 253,567	\$ 29,325	\$ 92,208	\$ 20,000	\$ 72,208	
	Electric	\$ 1,466,532	\$ 1,455,657	\$ 15,000	\$ 1,470,657	\$ 1,061,033	\$ -	\$ 409,624	\$ 441,033	\$ (31,409)	
	Propane & Natural Gas	\$ 308,569	\$ 380,546	\$ -	\$ 380,546	\$ 163,194	\$ -	\$ 217,352	\$ 87,280	\$ 130,072	
	Fuel Oil	\$ 549,889	\$ 502,320	\$ -	\$ 502,320	\$ 428,092	\$ -	\$ 74,228	\$ 51,983	\$ 22,245	
	Fuel For Vehicles & Equip.	\$ 410,399	\$ 337,025	\$ (15,000)	\$ 322,025	\$ 127,933	\$ -	\$ 194,092	\$ 166,710	\$ 27,382	
	Textbooks	\$ 257,017	\$ 207,569	\$ (1,500)	\$ 206,069	\$ 90,305	\$ 28,925	\$ 86,839	\$ 3,119	\$ 83,720	
	SUBTOTAL SUPPLIES	\$ 4,431,039	\$ 4,391,767	\$ (3,719)	\$ -	\$ 4,388,048	\$ 2,804,782	\$ 144,433	\$ 1,438,834	\$ 826,463	\$ 612,371

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - MARCH 31, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
700	PROPERTY										
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0	
	Technology Equipment	\$ 378,975	\$ 549,144	\$ -	\$ 549,144	\$ 538,438	\$ 9,946	\$ 760	\$ 700	\$ 60	
	Other Equipment	\$ 29,706	\$ 112,691	\$ -	\$ 112,691	\$ 14,920	\$ 31,493	\$ 66,278	\$ -	\$ 66,278	
	SUBTOTAL PROPERTY	\$ 532,858	\$ 786,012	\$ -	\$ -	\$ 786,012	\$ 677,535	\$ 41,439	\$ 67,039	\$ 700	\$ 66,339
800	MISCELLANEOUS										
	Memberships	\$ 67,705	\$ 69,956	\$ -	\$ 69,956	\$ 59,741	\$ 158	\$ 10,057	\$ 4,910	\$ 5,147	
	SUBTOTAL MISCELLANEOUS	\$ 67,705	\$ 69,956	\$ -	\$ -	\$ 69,956	\$ 59,741	\$ 158	\$ 10,057	\$ 4,910	\$ 5,147
	TOTAL LOCAL BUDGET	\$ 71,332,395	\$ 71,587,946	\$ -	\$ -	\$ 71,587,946	\$ 52,527,481	\$ 16,339,780	\$ 2,720,685	\$ 2,720,643	\$ 42

Highlights 'on hold objects' in the "Projected Balance" column needed to cover Funding Shortage \$ 718,503

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - MARCH 31, 2016

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD			YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS					

<u>SCHOOL GENERATED FEES</u>		<u>2015-16 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
<u>HIGH SCHOOL FEES</u>					
NURTURY PROGRAM		\$8,000	\$8,000.00	\$0.00	100.00%
PARKING PERMITS		\$20,000	\$20,000.00	\$0.00	100.00%
PAY FOR PARTICIPATION IN SPORTS		\$84,800	\$38,711.00	\$46,089.00	45.65%
		\$112,800	\$66,711.00	\$46,089.00	59.14%
MISCELLANEOUS FEES		\$500	\$512.50	(\$12.50)	102.50%
TOTAL SCHOOL GENERATED FEES		\$113,300	\$67,224	\$46,077	161.64%

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - MARCH 31, 2016

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	1st ANTICIPATED	Loss From 1st	2nd ANTICIPATED	FEB RECEIVED	MAY EXPECTED	BALANCE	
100	SALARIES	\$ (64,836)	\$ (99,155)	\$ (8,709)	\$ (90,446)	\$ (70,766)	\$ (19,680)	\$ -	
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
300	PROFESSIONAL SERVICES	\$ (62,274)	\$ (73,659)	\$ (6,470)	\$ (67,189)	\$ (52,571)	\$ (14,618)	\$ -	
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
500	OTHER PURCHASED SERVICES	\$ (1,319,397)	\$ (1,354,106)	\$ (153,739)	\$ (1,200,367)	\$ (966,424)	\$ (233,943)	\$ -	
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL GENERAL FUND BUDGET		\$ (1,446,507)	\$ -	\$ (1,526,920)	\$ (168,918)	\$ (1,358,002)	\$ (1,089,761)	\$ (268,241)	\$ -
\$ -									
100	SALARIES								
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Teachers & Specialists Salaries	\$ (19,368)	\$ (17,562)	\$ (1,542)	\$ (16,020)	\$ (12,534)	\$ (3,486)	\$ -	
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	CERTIFIED SALARIES	\$ (19,368)	\$ -	\$ (17,562)	\$ (16,020)	\$ (12,534)	\$ (3,486)	\$ -	
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Educational Assistants	\$ (7,034)	\$ (8,922)	\$ (783)	\$ (8,139)	\$ (6,367)	\$ (1,772)	\$ -	
	Nurses & Medical advisors	\$ (14,196)	\$ (14,812)	\$ (1,301)	\$ (13,511)	\$ (10,571)	\$ (2,940)	\$ -	
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Special Education Svcs Salaries	\$ (24,238)	\$ (57,859)	\$ (5,083)	\$ (52,776)	\$ (41,294)	\$ (11,482)	\$ -	
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	NON-CERTIFIED SALARIES	\$ (45,468)	\$ -	\$ (81,593)	\$ (74,426)	\$ (58,232)	\$ (16,194)	\$ -	
	SUBTOTAL SALARIES	\$ (64,836)	\$ -	\$ (99,155)	\$ (90,446)	\$ (70,766)	\$ (19,680)	\$ -	

FOR THE MONTH ENDING - MARCH 31, 2016

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	1st ANTICIPATED	Loss From 1st	2nd ANTICIPATED	FEB RECEIVED	MAY EXPECTED	BALANCE
200	EMPLOYEE BENEFITS							
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES							
	Professional Services	\$ (62,274)	\$ (73,659)	\$ (6,470)	\$ (67,189)	\$ (52,571)	\$ (14,618)	\$ -
	Professional Educational Ser.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ (62,274)	\$ (73,659)	\$ (6,470)	\$ (67,189)	\$ (52,571)	\$ (14,618)	\$ -
400	PURCHASED PROPERTY SVCS							
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES							
	Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transportation Services	\$ (259,843)	\$ (287,743)	\$ (26,549)	\$ (261,194)	\$ (205,362)	\$ (55,832)	\$ -
	Insurance - Property & Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Printing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tuition - Out of District	\$ (1,059,554)	\$ (1,066,363)	\$ (127,190)	\$ (939,173)	\$ (761,062)	\$ (178,111)	\$ -
	Student Travel & Staff Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL OTHER PURCHASED SER.	\$ (1,319,397)	\$ (1,354,106)	\$ (153,739)	\$ (1,200,367)	\$ (966,424)	\$ (233,943)	\$ -
600	SUPPLIES							
	SUBTOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY							
	SUBTOTAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS							
	Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (1,446,507)	\$ (1,526,920)	\$ (168,918)	\$ (1,358,002)	\$ (1,089,761)	\$ (268,241)	\$ -

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

The 1st Anticipated was at 80.85% which equaled \$80,413 in additional anticipated grant revenue.

The 2nd Anticipated is at 73.75% which equals (\$168,918) **less** in anticipated grant revenue.



TRANSPORTATION ADVISORY SERVICES

Mark A. Walsh, CMC
President
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Walworth, NY 14568

(800) 233-3251
(315) 986-1901 (fax)
(585) 749-5325 (cell)

*Serving the U.S. from
offices in NY and FL*

SERVICES:

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Privatization

Bid/RFP Development

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Troubleshooting

Targeted Studies

Contract Analysis

Renew vs Rebid
Analysis

Operational Audits

MEMBER:

CASBO
NYSASBO

IMC USA

March 24, 2016

Ronald Bienkowski
Director of Business
Newtown Public Schools
3 Primrose Street
Newtown, CT 06470

Dear Mr. Bienkowski,

Thank you for the opportunity to submit the enclosed proposal for Transportation Consulting Services for the Newtown Public Schools. Additional information about our firm is available on our website, including a detailed client list.

We believe that **TAS** is uniquely qualified to offer these services to the District. Over the past 29 years we have conducted numerous transportation studies focused on generating operating efficiencies, enhancing services, and exploring program options. We are dedicated to serving the school district marketplace (we do not work for contractors; we do not sell products or services; we do not spread our focus to other areas such as public sector maintenance fleets; and we do not accept fees or commissions). Additionally, **TAS** offers the District extensive knowledge of Connecticut student transportation services. This experience is critical as you conduct a review of all contract options available to the District.

As you know, we have a detailed knowledge of the District from our previous engagements. Additionally, we have recently completed contract reviews for the New Britain Public Schools, Danbury Public Schools, and the Stamford Public Schools. The **TAS** approach is one based on providing pragmatic recommendations for services that will work. We have constructed a proposal that will provide the District with specific ideas and suggestions relative to your transportation contracts, including options for any renewal negotiations or recommendations for any future bids. We will explain to the District the basis for our recommendations, and the potential impact of moving in each direction. We are independent and not burdened by financial or political issues that could cloud our judgment or recommendations.

We stand ready to discuss our proposal, and we would welcome an opportunity to make any adjustments that may be necessary if we have misinterpreted your needs and interests. As you evaluate our submission, please feel free to contact any of our 500+ current or former clients. We are very proud of our past efforts.

All of us at **TAS** look forward to again working with the Newtown Public Schools.

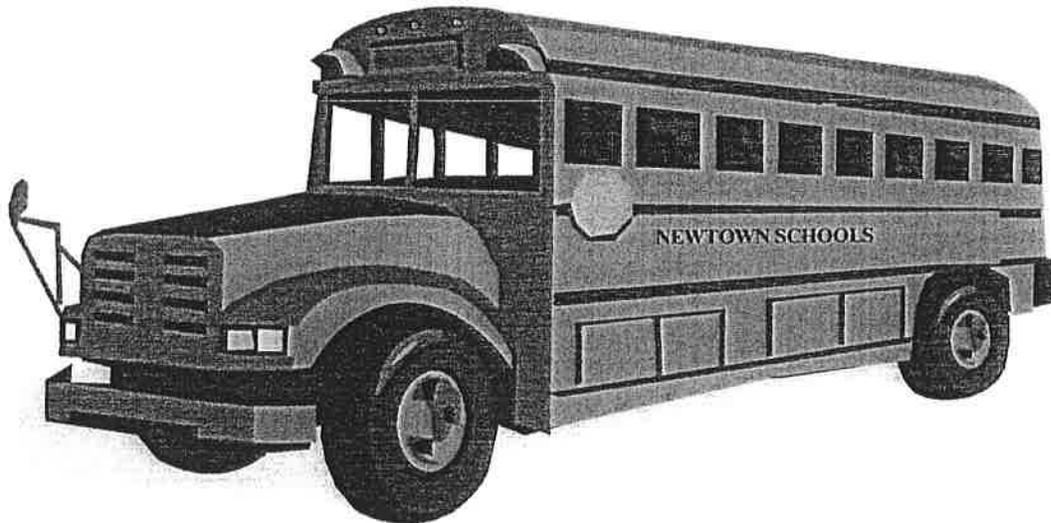
Sincerely,

Mark A. Walsh, President
Certified Management Consultant

TAS

TRANSPORTATION ADVISORY SERVICES

PROPOSAL
STUDENT TRANSPORTATION CONTRACT
ANALYSIS
FOR
NEWTOWN PUBLIC SCHOOLS



Submitted by:

Mark A. Walsh, CMC
TRANSPORTATION ADVISORY SERVICES
3181 Valley Drive
Walworth, NY 14568
(800) 233-3251
MWalsh@TransportationConsultants.com

March 24, 2016

The March Group, Inc.
www.TransportationConsultants.com

SCOPE

Based upon our telephone conversation of March 18, 2016, our knowledge of the District from previous engagements, and our extensive experience for the past 29 years, we have compiled an outline of the topics that will be covered in this consulting proposal. The items below are not listed in any prioritized order, but all are considered to be part of a valuable analysis for the District.

1. **Contract Operations** - TAS will evaluate your current contracts, including the bid specifications that form the basis for the contracted services. We will review the District's Contractor oversight process, contract compliance procedures, invoice verification processes, cost elements, non-mandated services, and more. As part of this review, TAS will request an opportunity to interview the local All Star representatives. If future contract changes are appropriate, we will provide specific recommendations for the District to consider.
2. **Financial** - An important consideration will be the financial impact that any proposed changes could have upon the District. Included in our review will be an analysis of regional transportation costs that have been collected from the recent survey process. We will identify areas where these costs may not be applicable (or misleading) to the Newtown program, and areas where they may be illustrative of opportunities for the District in future contracts.
3. **Fleet** - We will review the fleet profile and utilization. The use of appropriate sized and configured vehicles is important as the District reviews contract options for the future, including rebidding or renewing.
4. **Contract Options** - TAS will provide specific recommendations to the District on the pro's and con's of each potential approach for future contracts, including negotiations with the current contractor for a renewal, or the rebidding of the contract(s) through specification development and new bids.

Included will be such considerations as:

- Service quality under the current contract(s)
 - Competitiveness of the rates
 - Terms and conditions that should be addressed in future contracts
 - Likelihood of competition, and the quality of said competition
 - Impact on the District and the staff members
 - Transition issues, including routing
 - Timelines for the various options
5. **Routing** – Although we don't "ride the routes", we do look at the methodologies that the District/Contractor utilizes to establish routes. We typically recommend a ridership audit to determine the actual run times, scheduled ridership, actual ridership, and down times. This is an important function as we explore potential cost saving options, including routing

modifications and consolidations. It is not uncommon for a District to hear that the buses are "half-empty". The process will determine the actual utilization and will make recommendations for changes if the demographics and policies allow modifications.

6. **Audit** - The purpose of this type of contract study is not to audit the system, but rather to review the program and provide substantive recommendations. As a part of our review, we will evaluate all operating areas through reviews of materials, interviews with stakeholders, and tests compared to standard practices. A study of this type becomes very helpful as the District evaluates operating options and develops long-term plans for the transportation program.

Potential areas of efficiency can have very long term benefits. A savings of one bus, the elimination of the need to add an additional bus, or changes in contract terms or conditions, can provide short term savings that continue in future years. Additionally, specific recommendations from knowledgeable consultants who offer practical experience can result in significant savings over the near and long term.

7. **Overall Analysis** - TAS will provide the District with specific recommendations for the future direction of contracted services, including insights relative to the potential benefits of modifying various aspects of the program. The result of the study will be specific recommendations for the future operation of the program... from independent consultants who are well-recognized as the industry leaders in this area.

The TAS recommendations will come from a firm that is truly independent and pragmatic. TAS does not operate any buses; we do not sell any products or services that could cloud our recommendations; we are not a part of any organization that is affiliated with any industry groups; and we are not "theoreticians". TAS offers real-world recommendations from consultants with both public and private sector experience. These critical perspectives are not available from any other consulting firm.

METHODOLOGY

We would be prepared to begin the data collection portion of the study within one week of the acceptance of our proposal. Subsequent to the receipt of the information requested, we would begin our "on-site" interviews and evaluations, with two-three weeks notice. Our final report to the District would be available within 60 to 90 days after the initial on-site interviews, assuming that the information and resources that will be necessary for the District to provide are available in a timely fashion.

If appropriate, updates and recommendations will be provided to the District throughout the course of the study as they are developed. In particular, any modifications that could be implemented for the 2016-2017 school year would be communicated during our review. It has always been our practice to provide ideas and suggestions throughout the course of a study. Over the past 29 years of providing dedicated consulting services, we have found many districts that begin to implement recommendations immediately.

The following would be a *typical* schedule for the engagement given our understanding of the District and the current time schedule. TAS will discuss with the District a specific timeline for the engagement once the study is undertaken.

<u>Action</u>	<u>Dates</u>
Acceptance of TAS proposal	Apr '16
Issuance of data collection instrument	Apr '16
Data collection	Apr '16
On-site interviews at District	May '16
Data analysis	Apr-June '16
Final recommendations	June '16

The engagement as envisioned in this proposal would entail the development of the data collection survey and the review of District operating information, written policies and procedures, and contract(s), prior to our first on-site visit. In order to allow us to compile data and schedule appropriate interviews and meetings throughout the engagement, the assistance of a District liaison will be required. As a part of our review, we suggest that interviews be established with a number of people, including Administrators, Athletic Director, Special Education Director, Building Principals, Contractor representatives, and any interested Board Members or citizens.

TAS would expect to have reasonable access to District personnel, projections and records. We request that one District official be designated as the liaison to facilitate our access to information, and to insure that we provide the District with the type of reporting that you desire.

TAS will utilize various members of our consulting/operations staff as the demands require. However, Mark Walsh, TAS President, will be assigned as the Project Leader. Mr. Walsh has received the internationally recognized Certified Management Consultant designation, demonstrating his commitment to the highest ethical standards, his extensive experience, and his

professional recognition within the industry. Mr. Walsh is the only student transportation consultant in the United States to receive this designation.

Any modifications to the approved program would be detailed in writing and District approval would be requested. The estimated costs of any modifications would be made available to the District prior to such request for approval.

BENEFITS

TO DISTRICT:

It would be our intention to have this consulting engagement result in:

- Detailed recommendations on changes that could be made to the transportation program to maximize the cost-effectiveness of the program.
- A third-party review of the operation and services of the Contractor, including potential service level changes.
- Specific recommendations for the future operation of the Newtown Public School District transportation program.
- A detailed analysis of the various options for future contracts, including the pro's and con's of renewal negotiations and/or rebidding services.
- An independent review of a non-educational, but highly visible, responsibility of the District. The final report will serve as a management resource for the Administration and the Board of the Newtown Public Schools.

OF RETAINING TAS:

- TAS is an independent consulting firm with an extensive and proven record of successful transportation program reviews... many of them in the Newtown region.
- TAS offers the Newtown Public Schools professional consultants with *unique* qualifications not found with any other firm. We provide both public and private sector perspectives that are a "must" to truly evaluate the pro's and con's of modifying the protocols of a student transportation program.
- Newtown Public Schools will retain a firm which has provided service to more than 500 districts and agencies, in twenty-one states, over the past twenty-nine years. 50 of these districts are in Connecticut, including our past work for the Newtown Public Schools. This experience offers the District a level of confidence that will assist with public analysis of the program.
- Based upon our proven consulting services, TAS has become the Nation's largest *dedicated* student transportation consulting firm. We are very proud of our past efforts, and we provide the District with a listing of all of our past clients... not just a "refined" list. We also encourage prospective clients to discuss with our past clients our professionalism, pragmatic recommendations, and detailed reports that serve as an on-going management resource.

FEE STRUCTURE

Based upon this proposal, we have established the cost of this engagement to be \$9,680, plus expenses not to exceed \$1,500. This fee structure includes the services described in the Scope portion of this proposal and is predicated on no more than two dedicated on-site trips to the District. We will require the assistance of the District to efficiently schedule required interviews, and any meetings with outside groups or presentations to District officials.

Terms:

- A. Retainer payable upon acceptance of proposal..... \$3,000.00
- B. Progress payment upon completion of on-site interviews..... \$3,000.00
- C. Balance due within two weeks after submission of the final report
- D. Expenses will consist of personal auto mileage at the IRS approved rate (currently 54 cents per mile for 2016), tolls, lodging, meals, printing, and shipping charges, with the amount of the expenses not to exceed \$1,500. Should the District request services or visits that are not envisioned as a part of the basic study, related expenses shall be charged to the District and the not-to-exceed "cap" may be modified by mutual consent. Expense reimbursements are due within two weeks of submittal. **TAS will endeavor, whenever possible, to coordinate all trips with other client visits to the Region in order to share expenses.**

Incremental Services:

Should the District request additional consulting work not envisioned in this proposal, TAS would provide these services at a per diem rate of \$880, billable in half-day increments for all study and travel time, plus applicable out-of-pocket travel expenses. *We will be glad to quote specific cost proposals for any additional work should that be appropriate.*

Acceptance:

To signify the District's acceptance of this proposal, please provide us with a duly authorized Purchase Order, specifying your acceptance of the terms and conditions of this proposal. TAS will then issue the District an invoice for the retainer. If additional contract documents are required by District policy, please submit them to us for completion.

This proposal and the related charges will remain effective for 60 days from the date of issuance. After this date, TAS reserves the right to notify the District of modifications in the scope and/or fees of the proposal.

REVISED
April 15, 2016

NON-RENEWAL LIST
2015-16

Non-Renewals for Budgetary Reasons

Head O'Meadow: Alex Amaru – (.2) Physical Education

High School: Melissa Boyles – Social Studies
Emily Neff – Biology

One Year Positions/Long-term Substitutes

Sandy Hook: Christine Auber – L/T sub.

Reed Intermediate: Kim Gioia – L/T sub.

Middle School: Sarah Kelly – L/T sub.
Amanda Lopez – L/T sub.

High School: Ryan Eberts – L/T sub
Brianna Williams – L/T sub.

SERV GRANT FUNDED

Reed: Tanya Hague-Doehr – School Counselor

HS: Dimitri Thornton – School Psychologist