

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

Minutes of the Board of Education meeting on August 15, 2017 in the council chambers at 3 Primrose Street, at 6:45 p.m.

K. Alexander, Chair	L. Rodrigue
M. Ku, Vice Chair (7:30 p.m.)	J. Davila
D. Leidlein, Secretary (7:15 p.m.)	R. Bienkowski
J. Vouros	12 Staff
R. Harriman-Stites	2 Public
A. Clure	2 Press
D. Cruson	

Mr. Alexander called the meeting to order at 6:46 p.m.

MOTION: Mr. Cruson moved that the Board of Education go into executive session to discuss security and interview the candidate for the Interim Assistant Principal position at Newtown High School and invited Dr. Rodrigue, Jean Evans Davila, Ron Bienkowski, Mark Pompano, and the candidate. Mr. Vouros seconded. Vote: 5 ayes

Item 1 – Executive Session

Executive session began at 6:47 p.m. and ended at 7:34 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Vote on Executive Session Item

MOTION: Mrs. Leidlein moved that the Board of Education appoint Aaron Blank Interim Assistant Principal at Newtown High School to begin August 21, 2017 with salary per the administrator's contract. Mr. Vouros seconded. Motion passes unanimously.

Mr. Blank thanked the Board for this opportunity and the administrators who prepared him for this position.

David Roach, Interim Principal of Newtown High School said that Mr. Blank was a PE teacher as well as an administrator when the principals were not in the building. He thanked the Board for giving him this opportunity.

Item 4 – Celebration of Excellence

Dr. Rodrigue was proud to recognize two members of our school community. Cate Gosselin, paraprofessional of the year has worked at the middle school and Head O'Meadow School. She also recognized Abi Marks, teacher of the year who is a teacher and English Department Chair at the high school.

Mr. Alexander presented them with plaques and recognized their service to students.

MOTION: Mrs. Leidlein moved to add to the agenda the discussion of and first read of the CIP for year 2018-19 to 2022-23. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 5 – Consent Agenda

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the consent agenda which includes the minutes of July 18, 2017, the resignations of Deanna Pearson Joseph DeLucia, Kate Dimoulas, and Jennifer Brown, and the correspondence report. Mr. Cruson seconded. Motion passes unanimously.

Item 6 – Public Participation

Kim Joyce, 11 Saddle Ridge, was on the School Start Time Committee and spoke about the effects of the time changes. Changing the times doesn't give everyone what they want and

makes the Reed busing more challenging. She thanked the Board for changing the school start times.

Item 7 – Reports

Chair Report: Mr. Alexander welcomed Dr. Rodrigue. Dr. Erardi had shared a letter from All-Star to their employees in Newtown offering an extra bonus to full time drivers to continue on this year which helped our community to keep its consistency and he thanked Mr. Dufour for doing so. The Newtown Center for Support and Wellness wants to present their services to the Board at an upcoming meeting.

Superintendent's Report:

Dr. Rodrigue spoke about the district administrative team having a two-day retreat which included a presentation on personalized learning by Allison Zmuda who will return in November for the staff professional development. We also spent time with Steven Gross from the Life is Good Kids Foundation who will also be presenting at convocation.

Dr. Rodrigue sent a letter to parents with transportation information. Final routes will be released August 18 in *The Bee* and ours will be posted on our website tomorrow.

Dr. Rodrigue reviewed some of the summer projects completed in the schools including the high school replacing tread risers, painting and replacing the lobby carpeting. The auditorium project is in the final stage. The middle school work included repainting the exterior doors along with paving in the front of C-wing.

Convocation is August 23 at 8:30 a.m. in the high school gym.

Committee Reports:

Mrs. Leidlein said the CIP Committee held the election of the chair and she resumed that position.

Mrs. Ku said that she, Mr. Vouros and Mr. Cruson met with the new teachers at the orientation this week.

High School Auditorium Update:

Dr. Rodrigue said we will be moving to Phase 2 to complete the project by November which is the theatrical package and the seats are in. GERALYN HOERAUF, BOB MITCHELL and MICHELLE HISCAVICH were here for an update.

Mr. Mitchell said the project is on target and will be substantially complete by next week with the CO by the end of the week. The high school roof is now weather tight and they are working on the walls.

Ms. Hoerauf said the work left to be done is painting, carpeting, and the aisle lights on seating need to be installed and tested.

Ms. Hiscavich said they are transitioning to Phase 2 and will be setting up further meetings. The equipment has not been ordered yet.

Mrs. Leidlein asked why we needed to wait to order equipment.

Ms. Hiscavich said we had to wait for the referendum first and then it took time to talk about the contracts as they needed a walk-thru with the contractors and the call for bids had to be posted.

Mrs. Harriman-Stites referred to page 3 of the handout and asked about the change orders.

Mr. Mitchell said that additional maintenance items needed to be added in order to get other items accomplished. Phase 2 money had to be spent during Phase 1.

Mrs. Harriman-Stites asked if we were over budget for Phase 1.

Mr. Mitchell responded that we were not over budget.

Ms. Hoerauf said that there were change orders but there was a contingency in Phase 1. Also, contractors have been picking up items in their contingency.

Year-end Financial Report and Transfers:

MOTION: Mrs. Ku moved that the Board of Education approve the Year-end Financial Report and Transfers dated June 30, 2017. Mrs. Leidlein seconded.

Mr. Bienkowski spoke about the report which the auditors will be reviewing in the next few months with the possibility of some changes being made. All major object codes are in balance. We closed out the SERV Grant this year. We have a positive remaining balance of \$97,942 which is eligible to be deposited in the Non-lapsing account.

Mrs. Leidlein asked what he recommended for the \$97,942.

Mr. Bienkowski would recommend to the Board of Finance to deposit in the Non-lapsing account and was not recommending it be used for anything at this time.

Mrs. Leidlein asked his opinion about the financials for the high school project.

Mr. Bienkowski said that Phase 2 was approved at \$750,000 but was \$850,000. The Board of Finance took out \$100,000. Three bids went out and all were favorable. The balance from the bids was \$229,905. Additional Phase 1 expenses needed to be covered. The \$109,818 was cost excesses which leaves a balance of \$113,000 for Phase 2.

Mrs. Leidlein was concerned that money was being taken away because Phase 1 wasn't funded.

Mr. Mitchell said that usually there is just one project budget but certain work had to be moved to Phase 2.

Mrs. Harriman-Stites had a major concern that these are CIP projects that were approved. She had a hard time seeing that drywall and heat tracers are under the scope approved by the public. She wants it to be clear how and why things are being done and what is under Phase 1 and Phase 2. Nothing about drywall and heat tracers are under Phase 1.

Mr. Mitchell said we had the same conversation and decided to meet with Mr. Bienkowski and Mr. Tait as it was approved by the Town.

Mr. Bienkowski said the concern was to keep the project moving. We needed to leave enough money in the construction budget. He thought there was another place we could pick up these expenses.

Mrs. Harriman-Stites said the Board did not approve any of the \$3.1 for this project. These are not Board of Education decisions but were being approved by the Town Director of Business and the Public Building and Site Commission. She wanted the people to know what decisions we don't have control over.

Mrs. Leidlein was concerned that we are looking to deposit our balance into the Non-lapsing account.

Mr. Mitchell said to keep the project working we have to show it's under Phase 2.

Mr. Vouros asked if we are allowed to offer up suggestions of how to spend money for the Non-lapsing account.

Mr. Bienkowski said we are allowed to request how to spend it and it was only for capital expenses.

Mr. Alexander said there was a limitation to what it can cover.

Motion passes unanimously.

Item 8 – Old Business

Transportation Update:

Dr. Rodrigue said the routes were reviewed and she spoke to parents with individual concerns. Elementary parents were concerned about students arriving 5 to 10 minutes early. We provided alternate transportation options for sixth grade students not returning to Sandy Hook in the afternoon. We will also be sending information to magnet school parents as some pick-up and drop-off times might have changed.

Mr. Cruson said there were parent concerns about the buses for the elementary schools at the end of the day not being there at 3:37 p.m.

Dr. Rodrigue worked that out with Mrs. Uberti. Because Reed had a 25-minute homeroom, that time will be adjusted so students will be on the buses at dismissal time and she will let the elementary schools know when they leave.

Mr. Vouros asked that when Reed buses arrive at Hawley and there are siblings on those buses if would they be able to walk home or have to take the bus.

Dr. Rodrigue said if parents sign a waiver that would be possible.

Mr. Clure asked if there would be a traffic person at Reed.

Dr. Rodrigue said there would be someone at Reed and also at Middle Gate in the morning

Mrs. Ku asked how many parents from Sandy Hook opted out.

Dr. Rodrigue said there were 21 as of today.

Mrs. Ku asked the number of St. Rose routes that were changed.

Mr. Dufour said they added two routes which allowed for the extra buses for these students.

Mr. Alexander asked about the magnet school transportation.

Mr. Dufour said there will only be a bit of an increase for Abbott Tech and Nonnewaug.

Dr. Rodrigue thanked All-Star for their work this summer.

Item 9 – New Business

NoVo Foundation Grant:

Dr. Rodrigue reported that the NoVo Foundation awarded a grant of \$1.5 M for a period of three years for K-12 social emotional learning. Kristin Larson was instrumental in getting this grant.

Mrs. Larson said this grant will support our district with recovery efforts and we have developed a year one plan. The first year will create a director of K-12 guidance counseling with support of key positions in the schools. There will also be innovative art therapy and trauma training.

Mrs. Harriman-Stites said there was some concern around data collection and how it was analyzed.

Dr. Rodrigue said we will plan what the data should look like possibly around something simple like how many students were seen in a certain school.

Project Adventure:

Dr. Rodrigue introduced Jeremy O'Connell who spoke about Project Adventure at the high school. The equipment has been installed and he thanked the Sandy Hook School Foundation, the Sandy Hook Community Foundation, and the Fairfield County Community Foundation. He also thanked the Board and everyone involved for their support.

Item 7 – Old Business (continued)

Financial Report Month Ending July 31, 2017:

MOTION: Mrs. Leidlein moved that the Board of Education approve the Financial Report for the month ending July 31, 2017. Mr. Cruson seconded.

Mr. Bienkowski said this budget was approximately 1% less because of the \$1M which will be received from a new special education grant.

Motion passes unanimously.

Non-lapsing Account:

MOTION: Mr. Cruson moved that the Board of Education request of the Board of Finance that the unexpended funds from the 2016-17 fiscal year budget appropriation in the amount of \$97,942 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 is detailed on the year-end financial report as previously approved by this Board of Education. Mrs. Ku seconded.

Mr. Clure asked where the money goes if it isn't requested.

Mr. Bienkowski said it goes to the Town general fund.

Motion passes unanimously.

School Calendar Revisions:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the revisions to the 2017-2018 and 2018-2019 school calendars as presented. Mr. Cruson seconded.

Motion passes unanimously.

Minutes of August 2, 2017:

MOTION: Mrs. Ku moved that the Board of Education approve the minutes of August 2, 2017.

Mrs. Leidlein seconded. Vote: 4 ayes, 3 abstained (Mr. Clure, Mrs. Harriman-Stites, Mr. Cruson)

Action on Policies:

MOTION: Mrs. Ku moved that the Board of Education approve policies 5113.2 Truancy, 5114 Suspension/Expulsion: Student Due Process and 5114.21 Conduct Code for Participation in Extracurricular Activities. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Action on Letter to State Government:

MOTION: Mrs. Ku moved that

Whereas, the Newtown Board of Education and Legislative Council have already made significant budgetary considerations and

Whereas any further reductions taking place when the school year is about to begin would seriously disrupt the efforts to support the achievement of our students

Therefore, be it resolved, that the Newtown Board of Education urges the Governor and the General Assembly to provide adequate basic funding and a phase-in period, over several years, for the implementation of any changes in state funding for public education.

Mr. Cruson seconded.

Mrs. Ku modified the resolution circulated between the various Boards of Education and felt it would be good for us to send in the absence of the state not having a budget.

MOTION: Mrs. Leidlein moved to amend the motion to add "adequate funding at a minimum of the current funding level." Mr. Cruson seconded. Amendment passes unanimously.

Original motion passes unanimously.

Superintendent Search:

Mr. Alexander said that CAFE found a firm for the last search. We have to decide if we want a full service or a limited service firm and we will have a motion for the next meeting. The full service firm comes into the community and conducts meetings. He would suggest a limited service and would check with legal counsel to becoming a committee as a whole for this search.

Mrs. Leidlein would share documentation she has on what services the firms offer.

Mr. Vouros asked about the timeline.

Mr. Alexander said the Board would have to decide the timeline.

CIP:

Mrs. Leidlein spoke about the CIP. Hawley was split into two different projects with the boiler and lighting in year two and ventilation in year three. The Middle Gate roof stayed in the same position. The committee looked into whether restoration would offer a financial advantage with a warranty of 10 years versus 20 years on a replacement. In year two we have the main boiler replacements at the high school. In year four we have the middle school phase two ventilation which will add air conditioning to the auditorium and cafeteria. In year four there is replacement for the high school stadium turf. In year five at Reed there is installation of gas boilers and the LED lighting conversion.

Mr. Vouros wasn't sure if air conditioning the middle school auditorium made sense. It would make more sense to air condition A-wing.

Mrs. Leidlein said air conditioning the upper A-wing would be an increased cost. The auditorium would be a better cooling off location.

Mr. Vouros said that when we have had to cut the budget many times it's taken from the maintenance department. He asked if there was a way to say that we are going not going to spend a certain number of dollars per year that we will commit to so these projects get done without having to be postponed.

Item 10 – Public Participation

Trent Harrison, 16 Turkey Hill Road, said that regarding the Non-lapsing account, every year we see the technology budget cut and asked the Board to possibly use the \$150,000 for 750 Chrome Books for students.

MOTION: Mrs. Leidlein moved to adjourn. Mr. Clure seconded. Motion passes unanimously.

Item 11 – Adjournment

The meeting adjourned at 10:48 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

Deanna Pearson

6 Windy Woods Circle • Newtown, CT 06470
203-426-5025 • pearsond@charter.net

July 20, 2017

Dr. Joseph Erardi
Superintendent of Schools
Newtown Board of Education
3 Primrose Lane
Newtown, Ct 06470

Dear Dr. Erardi:

This past year I returned to school to complete a certification program to become a Library Media Specialist. It is with mixed emotions that I announce I will be leaving my teaching position with the Newtown Public Schools, effective thirty days from today, to pursue this new endeavor.

I am grateful for the knowledge and experience I have had in Newtown over the course of the last twelve years, for they have shaped me and led me down my current path. The friendships, collegiality, and support throughout our darkest days and our most shining moments will not be forgotten.

Please accept my most sincere thanks for the opportunity I have had to be a part of such a dynamic team of educators. Your shoes will be hard to fill.

Sincerely,

A handwritten signature in cursive script that reads "Deanna Pearson". The signature is fluid and elegant, with a long horizontal flourish at the end.

Deanna Pearson
Second Grade Teacher
Hawley School
Newtown, Connecticut

cc: Christopher Moretti

Joseph DeLucia
4 Palmer Rd.
North Haven, CT 06473
(203)988-6529
josephdelucia5@yahoo.com

July 25, 2017

Dr. Thomas Einhorn
11 Queen St.
Newtown, CT 06470

Dr. Kathleen Gombos
12 Dickinson Dr.
Sandy Hook, CT 06482

Dear Dr. Einhorn and Dr. Gombos,

I would like to inform you that I am resigning from my position in the Newtown School District effective immediately. My experience in the Newtown School District was nothing short of amazing and will always be very memorable. Thank you for being very supportive and giving me the opportunity to work in your school district.

Sincerely,

Joseph DeLucia

C: J. Ross
T. Napolitano

July 27, 2017

Dear Dr. Erardi and Dr. Rodrigue:

When I started teaching in Newtown Public Schools, I was a novice - driven and thoughtful - but I had a lot to learn. I have been incredibly fortunate since that first interview and throughout my tenure here to have had leaders and colleagues recognize my potential and foster my growth. Just as this district aspires to make excellence attainable for each student, I have felt as a teacher here the support to work towards excellence myself. I am grateful especially for the opportunities to develop as a leader that each of you has offered to me.

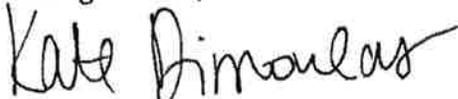
Writing this letter is bittersweet, because I have grown into the teacher and leader I am today because of this district; Newtown will always hold a special place in my heart. However, I have been offered an Assistant Principal position at Darien High School beginning on August 10 and am looking forward to embarking upon this next phase of leadership and growth. While I am currently out of state, I will return to Newtown Public Schools on August 9 to return items, retrieve my belongings, and say my goodbye-for-nows.

Dr. Erardi - Thank you for your vision in establishing the Administrative Aspirants group, for organizing the Newtown 092 Cohort, and especially for being the leader that Newtown has needed since your arrival. I wish you the best in your retirement!

Dr. Rodrigue - Thank you for being my mentor and for giving me opportunities to lead and grow at NHS. I am grateful for the chance to have collaborated with and learned from you. I look forward to hearing about how you thrive as Interim Superintendent.

To the Newtown Public Schools Community - Thank you for being my home for the last seven years.

With gratitude,


Kate Dimoulas

On Sat, Aug 5, 2017 at 6:46 PM, Jennifer Brown <brownj@newtown.k12.ct.us> wrote:
Dear Lorrie,

Effective today, I am resigning from my position as a French teacher at Newtown High School.

My time in the Newtown Public School district has been wonderful. I deeply appreciate having been given this opportunity.

I will work closely with Liz Ward to ensure a smooth transition to my successor.

Sincerely,
Jennifer D. Brown

Correspondence Report
4/19/17 - 8/15/17

Date	Name	Topic
4/25/17	Maria Polenta	transfer
5/7/17	Jennifer Kaufman	Hawley School
5/9/17	Kristen Tetrault	School Start Time
5/22/17	Sarah Beier	School Start Time
6/2/17	Ralph DeMassa	School Start Time
6/5/17	Michelle LaBrecque	School Start Time
	Kate O'Connor	School Start Time
	Cynthia Gaffney	School Start Time
	Lucia Kortze	School Start Time
6/6/17	Dana Christos	School Start Time
	Nichole Archiere	School Start Time
	Catherine Monckton	School Start Time
	Lynne Edwards	School Start Time
	Aaron Blank	School Start Time
	Jacqui Kaplan	School Start Time
	Sally Liska	School Start Time
	Julia Conlin	School Start Time
	James Sheridan	School Start Times
	Barbara Toomey	School Start Times
	Felicia Delgiudice	School Start Times
	Kristen Grelalo	School Start Times
	Heidi MyGodney	School Start Times

8/11/17	Kristen Bazuro	SHS SRO
	Marci Augustine	SHS SRO
8/15/17	Nicole Carpener	Bussing
	Tim Jackson	Bee Article
	Shari Wright	HOM class sizes
	Lucia Kortze	Reed Lunch

BOE Non-Lapsing Fund Balance and Activity

<u>Year</u>	<u>Deposit</u>	<u>Expense</u>	<u>Balance</u>	<u>Use</u>
2013-14 Deposit 6/30/14	\$47,185	(\$4,800)	\$42,385	Security Bollards
2014-15 Deposit 6/30/15	\$12,909	(\$4,950)	\$7,959	IR Scan - HS Roof Project
2015-16 Deposit 6/30/16	\$2,533	\$0	\$2,533	none
2016-17 Deposit 6/30/17	\$97,942	\$0	\$97,942	
Total Non-Lapsing since Inception	\$160,569	(\$9,750)	\$150,819	

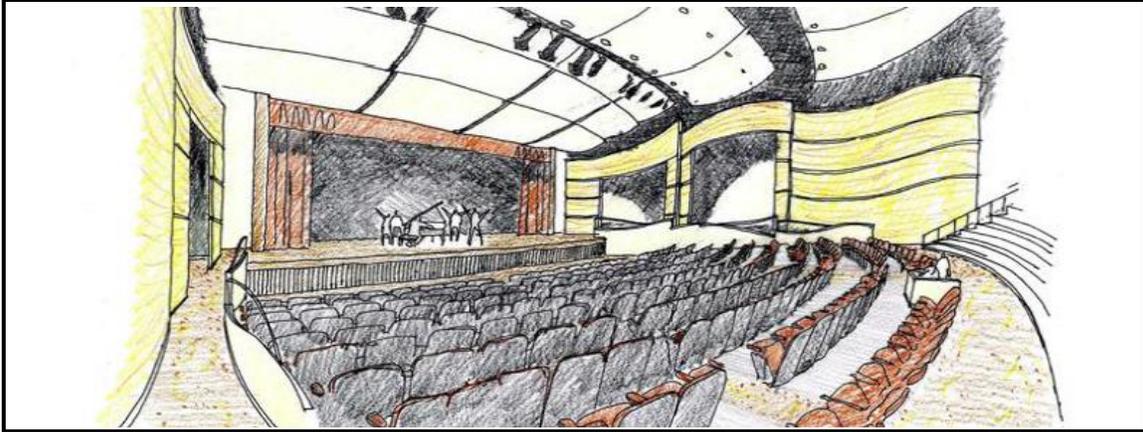
NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2018/19 TO 2022/23

For Discussion for
BOE 8/15/2017
6% Cost Adjustment Included
DRAFT
Year 5

Year 1 Year 2 Year 3 Year 4 Year 5

CIP Item #	Location	Description of Project	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	TOTALS
<i>underway</i>	Hawley Elem.	Roof replacement 1948 and 1997 sections	\$850,000						
2	Hawley Elem.	Replace boiler, steam to HW, 1921 section & Lighting energy project		\$1,814,720					
4	Hawley Elem.	Ventilation and HVAC Renovations, partial A/C			\$4,719,120				\$6,533,840
1	Middle Gate Elem	Roof replacement 1964 and 1992 sections		\$1,685,400					\$1,685,400
7	Reed Intermediate	Install high efficiency gas boilers & LED lighting conversion					\$2,000,000		\$2,000,000
<i>underway</i>	Middle School	Phase I - New boilers, re-piping ('52) - Energy project	\$1,800,000						
6	Middle School	II - Ventilation, HVAC, AC Auditorium & Café, replace rooftop units '98					\$3,093,300		\$3,093,300
<i>underway</i>	High School	Phase II Auditorium project	\$750,000						
5	High School	Replace/restore stadium turf field (17th year)					\$1,060,000		
3	High School	Main boiler replacements - High Efficiency Gas			\$954,000				\$2,014,000
TOTAL COSTS OF ALL PROJECTS			\$3,400,000	\$1,685,400	\$2,768,720	\$4,719,120	\$4,153,300	\$2,000,000	\$15,326,540
TOTAL TO BE BONDED				\$1,685,400	\$2,768,720	\$4,719,120	\$4,153,300	\$2,000,000	\$15,326,540
School Building Grant Eligible			2017-18 Reimbursement rate 36.43%	\$613,991	\$0	\$0	\$0	\$0	\$613,991

Eligibility for project inclusion on the CIP is that the cost must exceed 0.25% of the Total Town Budget, \$113,395,532. For 2017-18 the threshold is \$283,489. Estimates on file are increased by 6% from last year



Newtown High School Auditorium

Newtown, CT

**Monthly Report
to the Public Building and Site Commission
July 25, 2017 updated August 8, 2017**



**Newtown High School Auditorium
Newtown, CT**

Monthly Report – August 8, 2017

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**Newtown High School Auditorium
Newtown, CT**

Monthly Report – August 8, 2017

1) Executive Summary

Construction activities are proceeding on schedule towards an August 22nd occupancy date.

Work at the ceiling is complete as well as all framing and new wall finish work. New fixed seating has been installed and is ready for final electrical connections. The Control Booth is framed and enclosed and finishes and millwork installation is ongoing. Structural steel at the stage is complete except for railing installation. All new HVAC equipment has been installed and testing is ongoing.

All work is projected to be substantially complete by August 17th, with final cleaning and punch list corrections continuing to August 22nd. A certificate of Occupancy is expected by August 22nd as interim inspections have revealed no significant deficiencies.

2) Opportunities and Challenges

Coordination of Phase II equipment scope with Phase I CM contract scope is ongoing. Some Phase I theater equipment may be installed after the August 22nd Substantial Completion date due to lead-time issues during procurement..

Change Orders approved and recommended to date for items other than maintenance items or added Phase II work total only 1.3% of the original GMP. The team continues to carefully evaluate the need for each proposed change and also proactively identify additional credits and cost-saving solutions.

Proposed change orders clearly attributed to Phase II work have been presented to the District for inclusion in Phase II budget calculations. The District also continues to provide in-kind services to resolve maintenance issues identified during the renovation.



3) Activities this period (July 13 – August 8)

a) Construction Phase

- i. Framing for side aisle platforms is complete
- ii. Framing and deck installation for raised seating areas is complete
- iii. Concrete floors under seating areas have been cleaned and sealed
- iv. All fixed auditorium seating has been installed
- v. Wall framing for the control booth is complete and drywall installation has begun
- vi. Framing, insulation and drywall installation at box seat walls is complete
- vii. Rough electrical throughout the auditorium and control booth is complete
- viii. Painting at perimeter walls and box seating is finished
- ix. Testing and balancing of the new HVAC equipment is ongoing
- x. Rough-in of theater lighting circuits is ongoing
- xi. Stage light fixture installation is complete
- xii. Structural steel in support of the rigging system has been installed and structural steel at new rigging gallery catwalks is complete

b) Other Activities

- i. Owner Supplied Vendors: STL Inc. continues to provide materials testing and inspections services for re-bar, fill, concrete and cold-formed framing
- ii. Coordination of Phase II work by Phase II consultants is ongoing

4) Programmed activities next period (August 9 – August 22)

a) Construction Phase

- i. New stairs to stage will be installed
- ii. Control booth wall finishes and all electrical work will be completed
- iii. Control booth counters and windows will be installed
- iv. Control booth wheelchair lift will be installed
- v. Finish painting at all auditorium walls will be completed and new handrails will be installed
- vi. New carpeting will be installed
- vii. Distribution ductwork and hot water piping for new RTU will be completed
- viii. All new HVAC equipment installation and balancing will be completed
- ix. Aisle lighting will be completed and tested
- x. Stage front panels will be installed
- xi. Stage floor surface will be painted and recovered with protective Masonite
- xii. Stage curtain and track will be installed



b) Other Activities

i. Other Coordination Meetings

Coordination with the building department and fire marshal continue on an as-needed basis. All inspections have been completed in a timely manner and a Certificate of Occupancy is anticipated for August 22nd.

ii. Demobilization

The CM plans to remove the construction dumpster, office trailer, temporary fencing and construction signage beginning on August 18th. It is anticipated that all temporary facilities will be removed by the first day of school, August 28th.

5) Project Budget and Cash Flow Analysis

A current Project Budget is attached. The current budget is based on contracts approved to date (consultant fees), the GMP amendment to the Owner – CM Agreement, approved Change Orders, proposed change orders and the estimated cost for the owner to complete the project. The current approved value of construction is \$3,007,380. The overall project budget continues to track on-budget for the \$3,600,000 total appropriated for this project.

6) Quality and Safety

Quality and response to project requirements will be maintained by the project team through-out the construction phase. No safety issues have occurred to date on the project.

7) Approvals Anticipated by PB&SC at the August 22nd Meeting:

Proposed Change Orders:

The following Change Orders have been reviewed and recommended by the project team. The total for change requests this period is \$22,559.86:

CR16 — Phase II Power and Controls for Theater Lighting:

Miscellaneous additional electrical circuits, dimming controls, light fixtures, replacement of exterior lighting circuits, etc. This revision results in a change in the amount of \$ 13,435.52.

CR31 — Fire Alarm Conduit and Cable at Stairs: Relocate existing conduit and cabling above new ceilings at two stairways, necessitated by the change in platform hgt in stairwells. This revision results in a change in the amount of \$ 4,462.08.

CR35 — Additional Interior Signage: Additional occupancy limit signs, assisted listening device signage, and room signage, as identified by the



building official/fire marshal to be required by code. This revision results in a change in the amount of \$ 896.82.

CR38 — RTU Shut-Down on Fire Alarm: Additional control modifications required to ensure HVAC unit shut-down upon emergency fire alarm. This revision results in a change in the amount of \$ 2,129.12.

CR39 — Fire-Resistant Construction, AV Room: New floor platform at the AV Room required the additional of fire-resistant spray application to existing walls. The work was identified by the fire marshal and is required by code. This revision results in a credit in the amount of \$ 5,599.44.

Proposed Phase II Work to be Completed by Phase I CM:

CR34 — Phase II Power and Controls for Theater Lighting: Additional electrical circuits and outlets for Phase II stage lighting, box boom lighting, catwalk lighting. This revision results in a change in the amount of \$ 80,843.84 and documentation has been provided to the Finance Director for processing with Phase II payments.

Additional Change Orders Anticipated: Work associated with 6 RFIs and Proposal Request #4 for the Assisted Listening Device System

8) Attachments

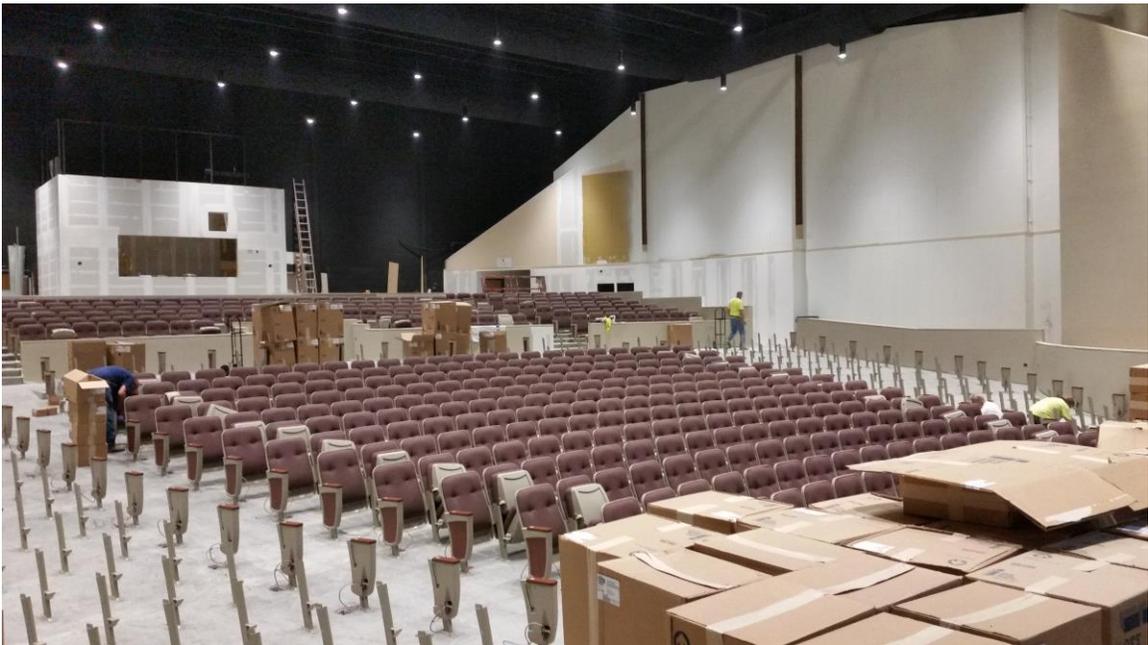
- a) **Progress Photos**, dated August 3, 2017
- b) **Project Budget**, dated August 8, 2017
- c) **Construction Project Schedule**, dated August 3, 2017



9) Progress Photos



View of House from Stage (8/3/2017)



View of House from Stage Left (8/3/2017)



View of House and Stage from Control Booth (8/3/2017)



View of House from Raised Seating, Last Row, Right (8/3/2017)



View of Parterre Aisle and Raised Seating (8/3/2017)



House Left Box Seating (8/3/2017)



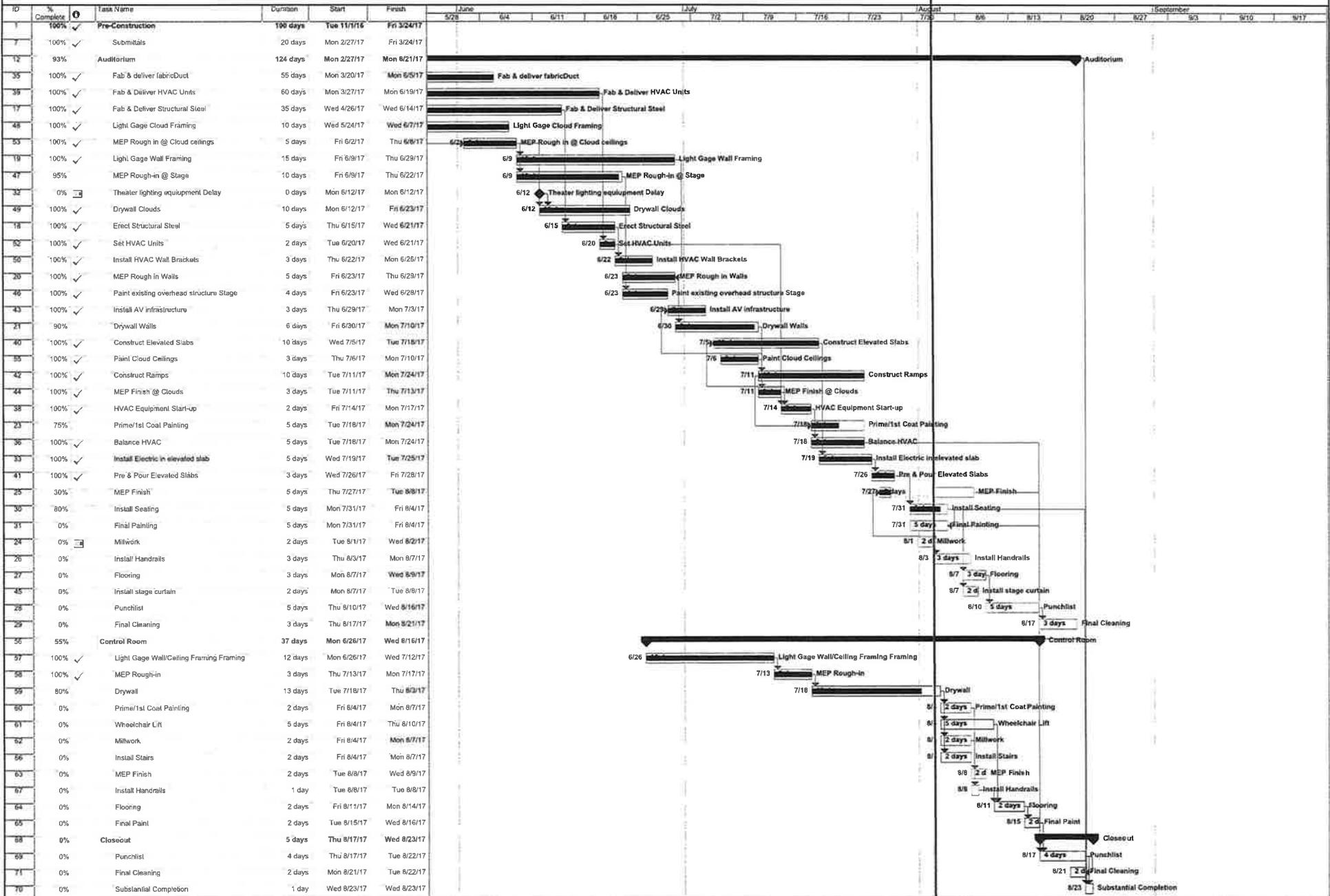
Rigging Galleries Catwalks (8/3/2017)

Town of Newtown, CT
Newtown High School Auditorium Renovation
Project Detail Budget
 August 8, 2017



ITEM DESCRIPTION			ORIGINAL BUDGET	CONFIRMED CONTRACT VALUE	ADDITIONAL COSTS	CURRENT TOTAL BUDGET	Notes
Professional Fees						\$ 565,549	
Consultants			\$ 590,943				
Architects/Engineer	SEMA Agreement 9/1/2015	\$ 315,000		\$ 315,000			
	Reimbursable Expenses Allowance	\$ 20,000		\$ 309			\$4691 budget for reimb exps as of 6/29/2017
	Add Servs #1 - 3rd Party Code Review	\$ 3,850		\$ 3,850			
	Add Services #2 - Scope Changes	\$ 25,300		\$ 25,300			
Owners Project Manager	Phase 1 - Preconstruction: AE Selection	\$ 18,512		\$ 16,217			
	Phase 2 - Services Oct 2015 thru Dec 2016	\$ 96,600		\$ 96,600			
	Reimbursable Expenses Allowance	\$ 4,820		\$ 222			
	Phase 3 - Services Jan thru July 2017	\$ 32,725		\$ 32,725			
	Reimbursable Expenses Allowance	\$ 1,636		\$ -			eliminated from budget 03/31/17
Haz Mat Testing		\$ 5,000		\$ -			eliminated from budget 03/31/17
Clerk of the Works		\$ 18,000		\$ 13,000			
Legal Fees		\$ 2,500		\$ -			eliminated from budget 03/31/17
CM Preconstruction Fee	Newfield Agreement 1/8/2016	\$ 46,000		\$ 46,000			
Piano Move		\$ 1,000		\$ 1,000			
Fees			\$ 14,000				
Special Inspections & Testing	Special Testing Lbas 4/25/2017	\$ 10,000		\$ 4,317	\$ 4,683		
Builders Risk Insurance		\$ 4,000		\$ -			eliminated from budget 04/6/17
Construction						\$ 3,007,380	
Construction GMP	GMP Amendment 2/10/2017		\$ 2,872,824	\$ 3,007,380			
Change Order #1	Replace Ductwork Materials	\$ 26,765					
Change Order #2	Structural Steel Alternate	\$ 54,338					
Change Order #3	Replace Ductwork Installation	\$ 38,652					
Change Order #4	05, PCO6, PCO7, PCO8, PCO9, PCO11, PCO12	\$ 6,687					
Change Order #5	PCO14, PCO15, PCO19	\$ (8,145)					
Change Order #6	022, PCO23, PCO24, PCO28, PCO29, PCO37	\$ 8,114					
Subtotal						\$3,572,929	
Owner's Contingency						\$27,071	
Pending Change Requests:							
August PBSC Meeting						\$13,436	PCO 16 Misc Electrical Revisions
						\$4,462	PCO 31 Relocate FA Wiring at Stairs
						\$897	PCO 35 Additional Code Signage
						\$2,129	PCO 38 RTU Shut-Down on FA
						\$1,636	PCO 39 Fire-Resutant Spray at AV Rm Floor
Potential Contingency Balance						\$4,510.95	
Total Project Budget						\$3,600,000	

Newtown High School Auditorium Renovations State Project #097-CPPP



Project: Progress Schedule 08.03.17 w Date: Thu 8/3/17

Task: Critical Task

Progress: Milestone

Summary: Rolled Up Task

Legend:

- Roller Up Critical Task
- Roller Up Milestone
- Roller Up Progress
- Split
- External Tasks
- Project Summary
- Group By Summary
- Deadline

Page 1

**NEWTOWN BOARD OF EDUCATION
YEAR END FINANCIAL REPORT
JUNE 30, 2017**

SUMMARY

This June 30, 2017 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 2016-17 budget year that represent financial obligations for the fiscal year ending June 30, 2017.

The district spent \$6.3M for operations in the month of June; \$4.9M for salaries, \$155K for benefits, \$61K for Professional Services, \$754K for Other Purchased Services (primarily tuition and transportation), \$351K for supplies consisting of energy, oil, and diesel, and the balance of \$79K for all other expenses necessary for operations. Of the \$4.85M of encumbrances listed, 75% or \$3.6M are for salaries and benefits, primarily the Teacher's salaries paid over the summer and non-certified personnel whose pay periods straddled the June 30th period. (i.e., custodians, secretaries, over-time, etc., with holdbacks that don't clear out until the July payrolls.) The balance of \$1.2M 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 73% of these obligations have been paid.) Any shortages or excess gets' captured at the end of the 2017-18 year. This is the accepted accounting practice that produces the \$947 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 \$97,942 or 0.13%, 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 \$128,840 less than budgeted due to the States reduction of the ECS grant in late December once their budget crisis began to unfold.

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 were a result of actions taken during the 2017-18 budget development process to utilize 2016-17 expenditure surplus funds to reduce funding requirements for 2017-18 due to State revenue uncertainty.

These actions included; completing the Building and Site Maintenance Projects for next year that were excluded by placing them on hold, costing \$248,000; purchasing specific supplies \$42,000; purchasing all textbooks at a cost of \$165,000; paying off the final sewer assessment for

\$95,000; and purchasing equipment for \$65,000. The total of these actions equals \$615,000. Comparing this amount to the final total to the Board of Education budget for 2017-18, there is alignment with the implemented adjustments (see enclosed schedule of budget adjustments).

Note the following items:

C. Final Sewer Assessment	(\$103,273)
D. Building & Site Maintenance Projects	(\$26,727)
G. Delayed Maintenance Projects	(\$272,000)
H. Use of Current Year Expenditure Surplus	<u>(\$265,000)</u>
Total of These Adjustments	<u>(\$667,000)</u>

The majority of funds available to cover the increased expenditures in the year just ended came from the salary accounts \$356,000. This was followed by funds available in Employee Benefits \$43,000; Professional Services \$92,000; and Other Purchased Service \$74,000.

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

100 Salaries	(\$411,000)
200 Employee Benefits	(\$43,000)
300 Professional Services	(\$92,000)
400 Purchased Property Services	\$264,708
500 Other Purchased Services	\$37,142
600 Supplies	\$84,150
700 Property	\$160,000
800 Miscellaneous	<u>\$0</u>
	\$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) Natural Gas	\$831
2) Mural	\$2,000
3) Painting	\$7,500
4) Carpet Replacement	\$13,090
5) Tables & Chairs	\$5,427

For a total expenditure of \$28,848 leaving a balance of \$30,332 in the fund on June 30th this year.

During the month of June we received revenue of \$6,282 for the spring pay to participate for interscholastic athletics which met the amount which was budgeted.

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 within the allotted budget.

School Emergency Response to Violence (Project SERV)

The district concluded its extension phase or final period with the SERV Extended Services Grant. This final phase covered the period of July 1, 2016 – February 28, 2017. Only a few BOE positions were funded through this final grant, social workers, psychologists, and district support.

Extended Services Grant

Remaining Balance	\$295,479
FY 2016/17 Expenses	\$295,479
Balance	\$0

This grant has now been closed out.

State of Connecticut Department of Emergency Services and Public Protection
School Security Grant (SSG)

The district was awarded a grant for State reimbursements on October 31, 2014, for additional security measures throughout the district, primarily hardening and added security surveillance, access, and communication. The State committed to a 36.79% reimbursement, which provided a total of \$264,524 of State assistance. The local match was provided for via several funding sources which include \$150,955 which has been paid for from the 2013-14 budget (before the State announced that expenditures in that year were eligible under this program), along with a balance of \$303,531 from the DOJ funds resulting from the CRISIS Phase of the 2012-13 fiscal year. This grant was closed out January 30, 2017.

Expenditures	Funding Sources	
	DOJ	\$303,531
	2013-14 Budget	\$150,955
	State Reimbursement	\$264,524
Total Spent	\$719,010	Total Funded
		\$719,010

Following the offsetting revenue schedule of the monthly report is a schedule of Building and Site Maintenance Projects completed this year. The district was able to complete everything that was planned along with all the projects put on hold during the budget development process. Finally, there is a schedule on cash donations for the year.

All these items are unaudited and subject to change.

Recommended Motion for Non-Lapsing Account

8/15/17

Move that the Board of Education request of the Board of Finance that the unexpended funds from the 2016-17 fiscal year budget appropriation in the amount of \$97,942 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, 2017

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)

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 2015-16 – 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 2016-2017 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

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JUNE 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
GENERAL FUND BUDGET									
100	SALARIES	\$ 44,955,721	\$ 46,048,050	\$ (55,000)	\$ (356,000)	\$ 45,637,050	\$ 41,925,727	\$ 3,627,182	\$ 84,140
200	EMPLOYEE BENEFITS	\$ 10,643,499	\$ 11,516,836	\$ -	\$ (43,000)	\$ 11,473,836	\$ 11,369,456	\$ 102,201	\$ 2,179
300	PROFESSIONAL SERVICES	\$ 993,988	\$ 861,317	\$ -	\$ (92,000)	\$ 769,317	\$ 656,235	\$ 112,585	\$ 497
400	PURCHASED PROPERTY SERV.	\$ 1,866,180	\$ 2,086,253	\$ (21,292)	\$ 286,000	\$ 2,350,961	\$ 1,931,837	\$ 418,028	\$ 1,097
500	OTHER PURCHASED SERVICES	\$ 8,556,307	\$ 8,620,624	\$ 111,142	\$ (74,000)	\$ 8,657,766	\$ 8,471,940	\$ 184,303	\$ 1,524
600	SUPPLIES	\$ 3,788,596	\$ 3,751,068	\$ (34,850)	\$ 119,000	\$ 3,835,218	\$ 3,510,907	\$ 321,755	\$ 2,556
700	PROPERTY	\$ 720,520	\$ 715,626	\$ -	\$ 160,000	\$ 875,626	\$ 794,192	\$ 80,655	\$ 780
800	MISCELLANEOUS	\$ 60,602	\$ 65,291	\$ -	\$ -	\$ 65,291	\$ 60,122	\$ -	\$ 5,169
TOTAL GENERAL FUND BUDGET		\$ 71,585,413	\$ 73,665,065	\$ -	\$ -	\$ 73,665,065	\$ 68,720,415	\$ 4,846,709	\$ 97,942
900	TRANSFER NON-LAPSING	\$ 2,533							
GRAND TOTAL		\$ 71,587,946	\$ 73,665,065	\$ -	\$ -	\$ 73,665,065	\$ 68,720,415	\$ 4,846,709	\$ 97,942

(Audited)

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JUNE 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
100	SALARIES								
	Administrative Salaries	\$ 3,151,698	\$ 3,279,499	\$ 134,620	\$ 20,000	\$ 3,434,119	\$ 3,397,015	\$ 36,521	\$ 584
	Teachers & Specialists Salaries	\$ 30,052,327	\$ 30,360,859	\$ (404,419)	\$ (120,000)	\$ 29,836,440	\$ 26,568,356	\$ 3,191,214	\$ 76,870
	Early Retirement	\$ 92,500	\$ 92,500	\$ (8,000)		\$ 84,500	\$ 84,500	\$ -	\$ -
	Continuing Ed./Summer School	\$ 86,725	\$ 93,673	\$ (9,595)		\$ 84,078	\$ 79,109	\$ 2,652	\$ 2,318
	Homebound & Tutors Salaries	\$ 270,422	\$ 313,957	\$ 1,766	\$ (123,000)	\$ 192,723	\$ 188,747	\$ 3,814	\$ 161
	Certified Substitutes	\$ 541,936	\$ 612,194	\$ 35,000	\$ (21,000)	\$ 626,194	\$ 624,969	\$ 924	\$ 300
	Coaching/Activities	\$ 533,857	\$ 552,240	\$ -		\$ 552,240	\$ 552,865	\$ -	\$ (625)
	Staff & Program Development	\$ 147,350	\$ 118,642	\$ 28,000	\$ (20,000)	\$ 126,642	\$ 96,230	\$ 29,609	\$ 802
	CERTIFIED SALARIES	\$ 34,876,815	\$ 35,423,564	\$ (222,628)	\$ (264,000)	\$ 34,936,936	\$ 31,591,791	\$ 3,264,734	\$ 80,410
	Supervisors/Technology Salaries	\$ 762,380	\$ 774,426	\$ 10,238	\$ (7,000)	\$ 777,664	\$ 760,441	\$ 16,914	\$ 309
	Clerical & Secretarial salaries	\$ 2,077,293	\$ 2,113,795	\$ 21,213	\$ (7,000)	\$ 2,128,008	\$ 2,059,611	\$ 67,731	\$ 666
	Educational Assistants	\$ 2,081,240	\$ 2,195,075	\$ 85,200	\$ (56,000)	\$ 2,224,275	\$ 2,218,659	\$ 5,182	\$ 434
	Nurses & Medical advisors	\$ 689,039	\$ 740,966	\$ (9,990)	\$ (5,000)	\$ 725,976	\$ 626,374	\$ 99,251	\$ 351
	Custodial & Maintenance Salaries	\$ 2,856,536	\$ 2,937,449	\$ 5,057	\$ (28,000)	\$ 2,914,506	\$ 2,797,223	\$ 116,795	\$ 487
	Non-Certified Salary Adjustment	\$ -	\$ 37,240	\$ (37,240)		\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 195,433	\$ 177,557	\$ 3,814	\$ (21,000)	\$ 160,371	\$ 148,268	\$ 11,576	\$ 526
	Special Education Services Salaries	\$ 905,457	\$ 1,038,077	\$ 69,913	\$ (34,000)	\$ 1,073,990	\$ 1,040,743	\$ 32,628	\$ 619
	Attendance & Security Salaries	\$ 245,476	\$ 299,909	\$ 11,423	\$ 9,000	\$ 320,332	\$ 319,819	\$ 739	\$ (226)
	Extra Work - Non-Cert	\$ 73,181	\$ 74,902	\$ 8,000	\$ 40,000	\$ 122,902	\$ 112,447	\$ 10,312	\$ 143
	Custodial & Maintenance. Overtime	\$ 160,542	\$ 199,090	\$ -	\$ 27,000	\$ 226,090	\$ 224,503	\$ 1,319	\$ 268
	Civic activities/Park & Rec	\$ 32,329	\$ 36,000	\$ -	\$ (10,000)	\$ 26,000	\$ 25,847	\$ -	\$ 153
	NON-CERTIFIED SALARIES	\$ 10,078,907	\$ 10,624,486	\$ 167,628	\$ (92,000)	\$ 10,700,114	\$ 10,333,936	\$ 362,448	\$ 3,730
	SUBTOTAL SALARIES	\$ 44,955,721	\$ 46,048,050	\$ (55,000)	\$ (356,000)	\$ 45,637,050	\$ 41,925,727	\$ 3,627,182	\$ 84,140

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JUNE 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
200	EMPLOYEE BENEFITS								
	Medical & Dental Expenses	\$ 8,184,758	\$ 8,835,765	\$ -	\$ (6,000)	\$ 8,829,765	\$ 8,829,669	\$ -	\$ 96
	Life Insurance	\$ 84,732	\$ 86,329	\$ -	\$ -	\$ 86,329	\$ 83,841	\$ -	\$ 2,488
	FICA & Medicare	\$ 1,344,106	\$ 1,400,448	\$ -	\$ (9,000)	\$ 1,391,448	\$ 1,312,289	\$ 79,522	\$ (363)
	Pensions	\$ 501,410	\$ 572,848	\$ 25,000	\$ 13,000	\$ 610,848	\$ 609,249	\$ 2,370	\$ (771)
	Unemployment & Employee Assist.	\$ 25,567	\$ 92,000	\$ (5,000)	\$ (35,000)	\$ 52,000	\$ 31,523	\$ 20,309	\$ 168
	Workers Compensation	\$ 502,926	\$ 529,446	\$ (20,000)	\$ (6,000)	\$ 503,446	\$ 502,885	\$ -	\$ 561
	SUBTOTAL EMPLOYEE BENEFITS	\$ 10,643,499	\$ 11,516,836	\$ -	\$ (43,000)	\$ 11,473,836	\$ 11,369,456	\$ 102,201	\$ 2,179
300	PROFESSIONAL SERVICES								
	Professional Services	\$ 870,115	\$ 647,822	\$ -	\$ (72,000)	\$ 575,822	\$ 469,926	\$ 105,936	\$ (40)
	Professional Educational Ser.	\$ 123,873	\$ 213,495	\$ -	\$ (20,000)	\$ 193,495	\$ 186,308	\$ 6,649	\$ 538
	SUBTOTAL PROFESSIONAL SVCS	\$ 993,988	\$ 861,317	\$ -	\$ (92,000)	\$ 769,317	\$ 656,235	\$ 112,585	\$ 497
400	PURCHASED PROPERTY SVCS								
	Buildings & Grounds Services	\$ 612,204	\$ 714,500	\$ -	\$ (8,000)	\$ 706,500	\$ 658,143	\$ 48,156	\$ 201
	Utility Services - Water & Sewer	\$ 131,078	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ 114,240	\$ 10,677	\$ 83
	Building, Site & Emergency Repairs	\$ 406,991	\$ 460,850	\$ -	\$ 57,000	\$ 517,850	\$ 449,095	\$ 68,891	\$ (136)
	Equipment Repairs	\$ 220,021	\$ 291,511	\$ -	\$ 6,000	\$ 297,511	\$ 242,501	\$ 54,601	\$ 409
	Rentals - Building & Equipment	\$ 297,461	\$ 302,392	\$ (21,292)	\$ (17,000)	\$ 264,100	\$ 263,484	\$ 135	\$ 481
	Building & Site Improvements	\$ 198,425	\$ 192,000	\$ -	\$ 248,000	\$ 440,000	\$ 204,373	\$ 235,569	\$ 58
	SUBTOTAL PUR PROPERTY SVCS	\$ 1,866,180	\$ 2,086,253	\$ (21,292)	\$ 286,000	\$ 2,350,961	\$ 1,931,837	\$ 418,028	\$ 1,097

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JUNE 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
500	OTHER PURCHASED SERVICES								
	Contracted Services	\$ 463,370	\$ 463,861	\$ 56,142	\$ (51,000)	\$ 469,003	\$ 434,170	\$ 34,673	\$ 161
	Transportation Services	\$ 4,005,405	\$ 4,193,260	\$ 29,000	\$ (26,000)	\$ 4,196,260	\$ 4,122,382	\$ 73,882	\$ (4)
	Insurance - Property & Liability	\$ 351,478	\$ 368,060	\$ 14,000		\$ 382,060	\$ 381,160	\$ -	\$ 900
	Communications	\$ 125,067	\$ 140,705	\$ 16,000	\$ (13,000)	\$ 143,705	\$ 143,282	\$ -	\$ 423
	Printing Services	\$ 31,424	\$ 36,627	\$ -	\$ (3,000)	\$ 33,627	\$ 25,932	\$ 7,019	\$ 676
	Tuition - Out of District	\$ 3,340,004	\$ 3,191,564	\$ -	\$ 10,000	\$ 3,201,564	\$ 3,134,171	\$ 68,210	\$ (818)
	Student Travel & Staff Mileage	\$ 239,559	\$ 226,547	\$ (4,000)	\$ 9,000	\$ 231,547	\$ 230,842	\$ 519	\$ 186
	SUBTOTAL OTHER PUR SERVICES	\$ 8,556,307	\$ 8,620,624	\$ 111,142	\$ (74,000)	\$ 8,657,766	\$ 8,471,940	\$ 184,303	\$ 1,524
600	SUPPLIES								
	Instructional & Library Supplies	\$ 699,031	\$ 860,268	\$ (34,100)	\$ 8,000	\$ 834,168	\$ 775,712	\$ 58,463	\$ (6)
	Software, Medical & Office Sup.	\$ 147,019	\$ 189,520	\$ (750)	\$ 34,000	\$ 222,770	\$ 183,118	\$ 38,930	\$ 722
	Plant Supplies	\$ 288,981	\$ 411,000	\$ -	\$ (17,000)	\$ 394,000	\$ 347,312	\$ 46,540	\$ 148
	Electric	\$ 1,513,972	\$ 1,348,936	\$ -	\$ (66,000)	\$ 1,282,936	\$ 1,244,544	\$ 37,954	\$ 438
	Propane & Natural Gas	\$ 250,512	\$ 343,667	\$ -	\$ 14,000	\$ 357,667	\$ 345,095	\$ 12,016	\$ 556
	Fuel Oil	\$ 475,015	\$ 210,944	\$ -	\$ (8,000)	\$ 202,944	\$ 200,425	\$ 2,417	\$ 101
	Fuel For Vehicles & Equip.	\$ 290,269	\$ 209,268	\$ -	\$ (11,000)	\$ 198,268	\$ 198,134	\$ -	\$ 134
	Textbooks	\$ 123,796	\$ 177,465	\$ -	\$ 165,000	\$ 342,465	\$ 216,566	\$ 125,435	\$ 463
	SUBTOTAL SUPPLIES	\$ 3,788,596	\$ 3,751,068	\$ (34,850)	\$ 119,000	\$ 3,835,218	\$ 3,510,907	\$ 321,755	\$ 2,556

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JUNE 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
700	PROPERTY								
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 95,000	\$ 219,177	\$ 218,541	\$ -	\$ 636
	Technology Equipment	\$ 549,253	\$ 525,000	\$ -	\$ 3,000	\$ 528,000	\$ 490,620	\$ 37,740	\$ (360)
	Other Equipment	\$ 47,090	\$ 66,449	\$ -	\$ 62,000	\$ 128,449	\$ 85,030	\$ 42,915	\$ 504
	SUBTOTAL PROPERTY	\$ 720,520	\$ 715,626	\$ -	\$ 160,000	\$ 875,626	\$ 794,192	\$ 80,655	\$ 780
800	MISCELLANEOUS								
	Memberships	\$ 60,602	\$ 65,291	\$ -	\$ -	\$ 65,291	\$ 60,122	\$ -	\$ 5,169
	SUBTOTAL MISCELLANEOUS	\$ 60,602	\$ 65,291	\$ -	\$ -	\$ 65,291	\$ 60,122	\$ -	\$ 5,169
	TOTAL LOCAL BUDGET	\$ 71,585,413	\$ 73,665,065	\$ -	\$ -	\$ 73,665,065	\$ 68,720,415	\$ 4,846,709	\$ 97,942

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JUNE 30, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2015 - 2016	APPROVED BUDGET	YTD TRANSFERS 2016 - 2017	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
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<u>BOARD OF EDUCATION FEES & CHARGES - SERVICES</u>		2016-17 APPROVED BUDGET	RECEIVED	BALANCE	% RECEIVED
LOCAL TUITION		\$30,800	\$32,916	(\$2,116)	106.87%
<u>HIGH SCHOOL FEES</u>					
PAY FOR PARTICIPATION IN SPORTS		\$77,450	\$77,450	\$0	100.00%
PARKING PERMITS		\$20,000	\$20,000	\$0	100.00%
CHILD DEVELOPMENT		\$8,000	\$8,000	\$0	100.00%
		\$105,450	\$105,450	\$0	100.00%
MISCELLANEOUS FEES		\$2,750	\$4,452	(\$1,702)	161.90%
TOTAL SCHOOL GENERATED FEES		\$139,000	\$142,818	(\$3,818)	102.75%

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JUNE 30, 2017

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	2ndANTICIPATED	Less Than Budget	FINAL	FEB RECEIVED	MAY RECEIVED
100	SALARIES	\$ (91,331)	\$ (37,583)	\$ (53,748)	\$ (36,787)	\$ (28,002)	\$ (8,785)
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ (71,540)	\$ (66,688)	\$ (4,852)	\$ (65,278)	\$ (49,688)	\$ (15,590)
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (1,470,522)	\$ (1,431,102)	\$ (39,420)	\$ (1,400,868)	\$ (1,066,273)	\$ (334,595)
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND BUDGET		\$ (1,633,393)	\$ (1,535,373)	\$ (98,020)	\$ (1,502,933)	\$ (1,143,963)	\$ (358,970)
100	SALARIES						
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Teachers & Specialists Salaries	\$ (14,509)	\$ -	\$ (14,509)	\$ -	\$ -	\$ -
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CERTIFIED SALARIES	\$ (14,509)	\$ -	\$ (14,509)	\$ -	\$ -	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Educational Assistants	\$ (17,599)	\$ (15,346)	\$ (2,253)	\$ (15,022)	\$ (11,434)	\$ (3,588)
	Nurses & Medical advisors	\$ (1,807)	\$ -	\$ (1,807)	\$ -	\$ -	\$ -
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Education Svcs Salaries	\$ (57,416)	\$ (22,237)	\$ (35,179)	\$ (21,765)	\$ (16,568)	\$ (5,197)
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NON-CERTIFIED SALARIES	\$ (76,822)	\$ (37,583)	\$ (39,239)	\$ (36,787)	\$ (28,002)	\$ (8,785)
	SUBTOTAL SALARIES	\$ (91,331)	\$ (37,583)	\$ (53,748)	\$ (36,787)	\$ (28,002)	\$ (8,785)
200	EMPLOYEE BENEFITS						
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FOR THE MONTH ENDING - JUNE 30, 2017

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	2nd ANTICIPATED	Less Than Budget	FINAL	FEB RECEIVED	MAY RECEIVED
300	PROFESSIONAL SERVICES						
	Professional Services	\$ (71,540)	\$ (66,688)	\$ (4,852)	\$ (65,278)	\$ (49,688)	\$ (15,590)
	Professional Educational Ser.	\$ -	\$ -		\$ -	\$ -	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ (71,540)	\$ (66,688)	\$ (4,852)	\$ (65,278)	\$ (49,688)	\$ (15,590)
400	PURCHASED PROPERTY SVCS						
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -		\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES						
	Contracted Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Transportation Services	\$ (333,870)	\$ (329,490)	\$ (4,380)	\$ (322,531)	\$ (245,493)	\$ (77,038)
	Insurance - Property & Liability	\$ -	\$ -		\$ -	\$ -	\$ -
	Communications	\$ -	\$ -		\$ -	\$ -	\$ -
	Printing Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Tuition - Out of District	\$ (1,136,652)	\$ (1,101,612)	\$ (35,040)	\$ (1,078,337)	\$ (820,780)	\$ (257,557)
	Student Travel & Staff Mileage	\$ -	\$ -		\$ -	\$ -	\$ -
	SUBTOTAL OTHER PURCHASED SER.	\$ (1,470,522)	\$ (1,431,102)	\$ (39,420)	\$ (1,400,868)	\$ (1,066,273)	\$ (334,595)
600	SUPPLIES						
	SUBTOTAL SUPPLIES	\$ -	\$ -		\$ -	\$ -	\$ -
700	PROPERTY						
	SUBTOTAL PROPERTY	\$ -	\$ -		\$ -	\$ -	\$ -
800	MISCELLANEOUS						
	Memberships	\$ -	\$ -		\$ -	\$ -	\$ -
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -		\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (1,633,393)	\$ (1,535,373)	\$ (98,020)	\$ (1,502,933)	\$ (1,143,963)	\$ (358,970)

Differences \$ (98,020) \$ (32,440)

Total difference \$ (130,460)

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

The 1st Anticipated was at 77% on eligible expenditures for this year.

The Final Received is at 75.43% which equals (\$32,440) **less** in anticipated grant revenue than was previously estimated.

2016 - 2017

8/7/2017

**NEWTOWN BOARD OF EDUCATION
FINAL TRANSFERS RECOMMENDED
FOR JUNE 30, 2017**

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
ADMINISTRATIVE					
\$20,000	100	STAFF & PROGRAM DEVELOPMENT	100	ADMINISTRATIVE SALARIES	TO COVER VACATION PAYOUT FOR RETIRING ADMINISTRATOR
\$9,000	100	SPECIAL EDUCATION SERVICES SALARIES	100	ATTENDANCE & SECURITY SALARIES	TO COVER HIGH SCHOOL DISCIPLINE AND SECURITY SALARIES FOR THE YEAR
\$40,000	100	EDUCATIONAL ASSISTANTS	100	EXTRA WORK - NON-CERT,	TO COVER EXTRA WORK FOR THE DISTRICT AND CENTRAL OFFICE
\$27,000	100	CUSTODIAL & MAINTENANCE SALARIES	100	CUSTODIAL & MAINTENANCE OVERTIME	TO COVER CUSTODIAL OVERTIME
\$13,000	200	UNEMPLOYMENT & EMPLOYEE ASSIST.	200	PENSIONS	TO COVER PENSION COST FOR THE YEAR
\$6,000	100	CERTIFIED SUBSTITUTES	400	BUILDING, SITE & EMERGENCY REPAIRS	FOR DISTRICT EMERGENCY REPAIRS
\$12,000	300	PROFESSIONAL SERVICES			
\$20,000	300	PROFESSIONAL EDUCATIONAL SERVICES			
\$2,000	400	BUILDINGS & GROUNDS SERVICES			
\$17,000	400	RENTALS - BUILDINGS & EQUIPMENT			
\$6,000	400	BUILDINGS & GROUNDS SERVICES	400	EQUIPMENT REPAIRS	FOR REPLACEMENT OF ATHLETIC LOCKERS AT THE HIGH SCHOOL
\$110,000	100	TEACHERS & SPECIALISTS SALARIES	400	BUILDING & SITE IMPROVEMENTS	TO COMPLETE PROJECTS REMOVED FROM 2017-18 BUDGET
\$123,000	100	HOMEBOUND & TUTORS SALARIES			
\$15,000	100	CERTIFIED SUBSTITUTES			
\$10,000	100	TEACHERS & SPECIALISTS SALARIES	500	TUITION - OUT OF DISTRICT	TO COVER JUNE COST OF OUT OF DISTRICT TUITION FOR SUMMER SCHOOL
\$9,000	500	TRANSPORTATION SERVICES	500	STUDENT TRAVEL & STAFF MILEAGE	FOR ADDITIONAL HIGH SCHOOL SPORTS TRAVEL
\$8,000	600	PLANT SUPPLIES	600	INSTRUCTIONAL & LIBRARY SUPPLIES	TO PRE-PURCHASE INSTR. SUPPLIES FOR 2017-18
\$34,000	600	ELECTRIC	600	SOFTWARE, MEDICAL & OFFICE SUPPLIES	TO PRE-PURCHASE SOFTWARE REMOVED FROM 2017-18 BUDGET
\$14,000	600	ELECTRIC	600	PROPANE & NATURAL GAS	FOR NATURAL GAS AT SANDY HOOK SCHOOL

2016 - 2017

8/7/2017

**NEWTOWN BOARD OF EDUCATION
FINAL TRANSFERS RECOMMENDED
FOR JUNE 30, 2017**

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
\$7,000	100	SUPERVISORS/TECHNOLOGY SALARIES	600	TEXTBOOKS	TO PRE-PURCHASE TEXTBOOKS REMOVED FROM 2017-18 BUDGET
\$7,000	100	CLERICAL & SECRETARIAL SALARIES			
\$16,000	100	EDUCATIONAL ASSISTANTS			
\$5,000	100	NURSES & MEDICAL ADVISORS			
\$1,000	100	CUSTODIAL & MAINTENANCE SALARIES			
\$21,000	100	CAREER/JOB SALARIES			
\$25,000	100	SPECIAL EDUCATION SERVICES SALARIES			
\$10,000	100	CIVIC ACTIVITIES/PARK & REC.			
\$6,000	200	MEDICAL & DENTAL EXPENSES			
\$9,000	200	FICA & MEDICARE			
\$12,000	200	UNEMPLOYMENT & EMPLOYEE ASSIST.			
\$9,000	600	PLANT SUPPLIES			
\$18,000	600	ELECTRIC			
\$8,000	600	FUEL OIL			
\$11,000	600	FUEL FOR VEHICLES & EQUIP.			
\$11,000	300	PROFESSIONAL SERVICES	700	CAPITAL IMPROVEMENTS (SEWERS)	TO PAY FINAL SEWER ASSESSMENTS REMOVED FROM 2017-18 BUDGET
\$51,000	500	CONTRACTED SERVICES			
\$17,000	500	TRANSPORTATION SERVICES			
\$13,000	500	COMMUNICATIONS			
\$3,000	500	PRINTING SERVICES			
\$3,000	300	PROFESSIONAL SERVICES	700	TECHNOLOGY EQUIPMENT	TO PRE-PURCHASE EQUIPMENT REMOVED FROM 2017-18 BUDGET
\$10,000	200	UNEMPLOYMENT & EMPLOYEE ASSIST.	700	OTHER EQUIPMENT	TO PRE-PURCHASE EQUIPMENT REMOVED FROM 2017-18 BUDGET
\$6,000	200	WORKERS COMPENSATION			
\$46,000	300	PROFESSIONAL SERVICES			

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

FY 2017 BUILDING & SITE MAINTENANCE PROJECTS -	Budgeted		Actual	Balance
<i>Acct # 1-001-90-094-3501-0000</i>				
<u>HAWLEY SCHOOL</u>				
REPLACE CARPETING IN LIBRARY AND MAIN OFFICE	\$ 18,000		\$ 21,881	\$ (3,881)
PAVE DRIVE REAR 48 WING TO ESCAPE PATH	\$ 25,000		\$ 24,500	\$ 500
	\$ 43,000	\$ -	\$ 46,381	\$ (3,381)
<i>Acct # 1-001-90-094-3502-0000</i>				
<u>SANDY HOOK SCHOOL</u>				
NONE	\$ -		\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<i>Acct # 1-001-90-094-3503-0000</i>				
<u>MIDDLE GATE SCHOOL</u>				
REPLACE STAGE LIGHTING	\$ 6,000		\$ 6,000	\$ -
REPAINT OVERHANGS AT ENTRANCES	\$ 15,000		\$ 12,000	\$ 3,000
DUCTLESS SPLITS - LIBRARY	\$ -		\$ 23,500	\$ (23,500)
	\$ 21,000	\$ -	\$ 41,500	\$ (20,500)
<i>Acct # 1-001-90-094-3504-0000</i>				
<u>HEAD O'MEADOW SCHOOL</u>				
REPAIR PAVING AND INSTALL CURBING NEXT TO CATCH BASIN	\$ 15,000		\$ 18,243	\$ (3,243)
DECOMMISSION PRESSURIZED WATER VESSEL / INSTALL VFD MOTORS	\$ -		\$ 44,000	\$ (44,000)
	\$ 15,000	\$ -	\$ 62,243	\$ (47,243)
<i>Acct # 1-001-90-094-3505-0000</i>				
<u>REED INTERMEDIATE SCHOOL</u>				
REPLACE CAFÉ' SOUND SYSTEM	\$ 22,000		\$ 21,324	\$ 676
SCRAPE AND PAINT EXTERIOR LINTELS - WINDOWS AND DOORS	\$ -	\$ -	\$ 30,000	\$ (30,000)
REFINISH HARDWOOD STAGE AND STAIRS	\$ -	\$ -	\$ 18,000	\$ (18,000)
	\$ 22,000	\$ -	\$ 69,324	\$ (47,324)

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

FY 2017 BUILDING & SITE MAINTENANCE PROJECTS -	Budgeted		Actual	Balance
<i>Acct # 1-001-90-094-3506-0000</i>				
MIDDLE SCHOOL				
INSTALL TWO CARD ACCESS READERS	\$ 6,000		\$ 7,513	\$ (1,513)
UPGRADE C-WING BATHROOMS - MAIN FLOOR	\$ 18,000		\$ 16,613	\$ 1,387
REPLACE STAIR TREADS AT A-WING FRONT STAIR	\$ 10,000		\$ 7,300	\$ 2,700
REMOVE 2000 GALLON OIL TANK	\$ 10,000		\$ 10,000	\$ -
REPLAGE A GYM SOUND SYSTEM	\$ -	\$ -	\$ 8,188	\$ (8,188)
REPLACE CAFÉ' SOUND SYSTEM	\$ -	\$ -	\$ 10,482	\$ (10,482)
INSTALL CURBING AND PAVING AT C WING - DETERIORATED	\$ -	\$ -	\$ 49,000	\$ (49,000)
	\$ 44,000	\$ -	\$ 109,096	\$ (65,096)
<i>Acct # 1-01-90-094-3507-0000</i>				
HIGH SCHOOL				
REPAINT LOCKERS - MULTI YEAR PROJECT	\$ 15,000		\$ 15,000	\$ -
REPLACE STAIR TREADS / LANDING C-WING STAIRWELL	\$ 10,000		\$ 9,278	\$ 722
REPLACE AUTO CHLORINATOR - SWIMMING POOL	\$ 12,000		\$ 11,420	\$ 580
REPLACE BRADLEY SINKS - BOYS LOCKER ROOM IMPROVEMENTS	\$ 10,000		\$ 10,700	\$ (700)
REPLACE STAIR TREADS / LANDING B-WING FRONT	\$ -		\$ 10,000	\$ (10,000)
REPAINT LOCKERS - MULTI YEAR PROJECT	\$ -		\$ 15,000	\$ (15,000)
REPLACE LOBBY FLOORING	\$ -		\$ 40,000	\$ (40,000)
	\$ 47,000	\$ -	\$ 111,398	\$ (64,398)
<i>Acct # 1-001-90-094-3508-0000</i>				
SYSTEM WIDE				
NONE	\$ -			\$ -
	\$ -	\$ -	\$ -	\$ -
TOTAL BUILDING & SITE MAINTENANCE PROJECTS	\$ 192,000	\$ -	\$ 439,942	\$ (247,942)

2017-18 Projects \$ 248,169

2016-17 GIFT FUNDS ACTIVITY AND BALANCE

6/30/2017

<u>Acnt Desc</u>	<u>Starting Balance</u>	<u>Receipts</u>	<u>Exp. & Enc.</u>	<u>Transfers</u>	<u>Ending Balance</u>
DISTRICT					
GENERAL DONATIONS	\$15,811.63	\$0.01	\$11,097.61		\$4,714.03
MUSIC	\$9,500.00	\$0.00	\$3,840.00		\$5,660.00
SCHOOL LIBRARIES	\$450.60	\$0.00	\$250.00		\$200.60
BOOKS	\$1,500.00	\$0.00	\$0.00		\$1,500.00
MENTAL HEALTH SUPPORT	\$0.00	\$10,000.00	\$10,000.00		\$0.00
CHARTWELLS SCHOLARSHIP	\$2,000.00	\$0.00	\$2,000.00		\$0.00
CHARTWELLS NUTRITION GRANT	\$4,757.41	\$0.00	\$1,000.00		\$3,757.41
CULTURAL EVENT	\$1,052.00	\$0.00	\$0.00		\$1,052.00
CHILDREN	\$2,995.00	\$0.00	\$0.00		\$2,995.00
BUTTERFLY BUSHES/FLOWERS	\$50.00	\$10.00	\$0.00		\$60.00
RECOVERY FOR NEWTOWN STUDENTS	\$6,523.93	\$0.00	\$0.00		\$6,523.93
	<u>\$44,640.57</u>	<u>\$10,010.01</u>	<u>\$28,187.61</u>	<u>\$0.00</u>	<u>\$26,462.97</u>
SANDY HOOK SCHOOL					
S.H. GENERAL	\$32,364.18	\$915.00	\$32,361.14	(\$1.67)	\$916.37
S.H. TEACHERS	\$900.00	\$0.00	\$900.00		\$0.00
S.H. MUSIC	\$60.92	\$0.00	\$62.59	\$1.67	\$0.00
S.H. PHYSICAL ED.	\$8,954.64	\$0.00	\$8,948.07		\$6.57
S.H. LIBRARY MEDIA	\$820.80	\$0.00	\$820.80		\$0.00
S.H. CLASSROOM	\$1,919.71	\$0.00	\$1,084.02		\$835.69
S.H. COUNSELING	\$854.26	\$0.00	\$410.76		\$443.50
S.H. PTA	\$137.15	\$0.00	\$0.00	(\$137.15)	\$0.00
S.H. CELEBRATION OF LIFE	\$500.00	\$0.00	\$500.00		\$0.00
	<u>\$46,511.66</u>	<u>\$915.00</u>	<u>\$45,087.38</u>	<u>(\$137.15)</u>	<u>\$2,202.13</u>
SECURITY					
SECURITY	\$14,821.85	\$0.00	\$1,521.20		\$13,300.65
	<u>\$14,821.85</u>	<u>\$0.00</u>	<u>\$1,521.20</u>	<u>\$0.00</u>	<u>\$13,300.65</u>
BUILDINGS & GROUNDS					
B&G - S.H. PROJECT	\$131,066.04	\$1,300.00	\$67,584.26	(\$64,781.78)	\$0.00
B&G - S.H. REPAIRS	\$1,000.00	\$0.00	\$1,000.00		\$0.00
B&G - S.H. PLAYGROUND	\$650.00	\$0.00	\$650.00		\$0.00
	<u>\$132,716.04</u>	<u>\$1,300.00</u>	<u>\$69,234.26</u>	<u>(\$64,781.78)</u>	<u>\$0.00</u>
TOTAL					
	<u>\$238,690.12</u>	<u>\$12,225.01</u>	<u>\$144,030.45</u>	<u>(\$64,918.93)</u>	<u>\$41,965.75</u>

Proposed Operational Plan for 2017-18

		Cumulative	Percent		Percent	Final \$
	73,665,065	Adjustment	of Decrease	Balance	Change	Increase
			or Increase			
2016-17 Approved Budget						
2017-18 Board of Education's Request	75,120,605	1,455,540			1.98%	
<u>Adjustments to Board of Education's Plan</u>						
				75,120,605	1.98%	
<i><u>BOF Adjustments 3/2/2017</u></i>						
A Dalio Foundation Grant	(145,000)	(145,000)	-0.20%	74,975,605	1.78%	1,310,540
B Diesel & Fuel Oil Lock In	(18,167)	(163,167)	-0.22%	74,957,438	1.75%	1,292,373
C Final Sewer Assessment Payment from Current Balance	(103,273)	(266,440)	-0.36%	74,854,165	1.61%	1,189,100
D Building & Site Maintenance projects	(26,727)	(293,167)	-0.40%	74,827,438	1.58%	1,162,373
<i><u>Legislative Council sub-committee Adjustments 3/23/2017</u></i>						
E Medical	(173,000)	(466,167)	-0.63%	74,654,438	1.34%	989,373
F Pension	(55,000)	(521,167)	-0.71%	74,599,438	1.27%	934,373
G Delayed Maintenance Repair	(272,000)	(793,167)	-1.08%	74,327,438	0.90%	662,373
H Use of Current Year Expenditure Surplus	(265,000)	(1,058,167)	-1.44%	74,062,438	0.54%	397,373
I Pay to Participation Fee Delayed a Year	(35,000)	(1,093,167)	-1.48%	74,027,438	0.49%	362,373
J <i><u>Legislative Council Final Adjustments 4/5/2017</u></i>	(1,031,481)	(2,124,648)	-2.88%	72,995,957	-0.91%	(669,108)
BOARD OF EDUCATION'S CURRENT PROPOSED BUDGET		(2,124,648)	-2.88%	72,995,957	-0.91%	(669,108)
Total Adjustments		(2,124,648)				
Percent Reduction			-2.88%			
Proposed BOE Current Budget				72,995,957		
Proposed Budget % Decrease					-0.91%	
Proposed Budget \$ Decrease						(669,108)

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
JULY 31, 2017**

SUMMARY

Information available for the first financial report in fiscal year 2017-18 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 25, 2017 by referendum. The Boards adjustments to the budget occurred on June 21, 2017 and are captured herein.

During the month of July the district spent \$4.6M for operations. The biggest area of expenditures occurred in the Employee Benefits; including, our initial self-insurance deposit of \$2.274M and the pension, workers' compensation, FICA, Medicare and other benefits of \$777K. The next largest expense was \$570K for the districts summer payroll, all other operational requirements accounted for the balance of approximately \$937K in expenditures.

While the 2016-2017 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 1% less than last year primarily due to the assumption that a new special education grant of approximately \$1M will be received by the District to offset expenses. Four of the eight major object categories are lower than last year with four – Salaries, Employee Benefits, Professional Services, and miscellaneous representing the areas of increase in this budget over actual expended levels. 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, as a State budget has not been finalized as of this writing). These estimates are also included in the Anticipated Obligation column of the financial as an offset to expenditures, (they are represented by the negative entries).

The budget is lean and 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 8, 2017

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 – 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 \$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 - JULY 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
GENERAL FUND BUDGET										
100	SALARIES	\$ 45,552,910	\$ 46,819,455	\$ -	\$ 46,819,455	\$ 570,002	\$ 8,844,879	\$ 37,404,575	\$ (29,301)	\$ 37,433,876
200	EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ -	\$ 11,630,322	\$ 3,051,583	\$ 6,885,119	\$ 1,693,620	\$ -	\$ 1,693,620
300	PROFESSIONAL SERVICES	\$ 768,820	\$ 863,121	\$ -	\$ 863,121	\$ 13,712	\$ 102,265	\$ 747,143	\$ (10,490)	\$ 757,633
400	PURCHASED PROPERTY SERV.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ 1,877,822	\$ 118,541	\$ 769,134	\$ 990,147	\$ -	\$ 990,147
500	OTHER PURCHASED SERVICES	\$ 8,656,242	\$ 7,606,000	\$ -	\$ 7,606,000	\$ 716,643	\$ 1,909,729	\$ 4,979,628	\$ (2,365,717)	\$ 7,345,345
600	SUPPLIES	\$ 3,832,663	\$ 3,573,732	\$ -	\$ 3,573,732	\$ 55,630	\$ 268,805	\$ 3,249,297	\$ -	\$ 3,249,297
700	PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ 556,850	\$ 889	\$ 245,173	\$ 310,788	\$ -	\$ 310,788
800	MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ 68,655	\$ 31,687	\$ 2,210	\$ 34,759	\$ -	\$ 34,759
TOTAL GENERAL FUND BUDGET		\$ 73,567,124	\$ 72,995,957	\$ -	\$ 72,995,957	\$ 4,558,687	\$ 19,027,313	\$ 49,409,957	\$ (2,405,508)	\$ 51,815,465
TRANSFER NON-LAPSING		\$ 97,941								
GRAND TOTAL		\$ 73,665,065	\$ 72,995,957	\$ -	\$ 72,995,957	\$ 4,558,687	\$ 19,027,313	\$ 49,409,957	\$ (2,405,508)	\$ 51,815,465

(Unaudited)

NEWTOWN BOARD OF EDUCATION
2017-18 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - JULY 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
100	SALARIES									
	Administrative Salaries	\$ 3,433,535	\$ 3,506,802		\$ 3,506,802	\$ 217,208	\$ 2,534,657	\$ 754,937	\$ -	\$ 754,937
	Teachers & Specialists Salaries	\$ 29,759,570	\$ 30,400,715		\$ 30,400,715	\$ 19,763	\$ 263,721	\$ 30,117,231	\$ -	\$ 30,117,231
	Early Retirement	\$ 84,500	\$ 32,000		\$ 32,000	\$ -	\$ -	\$ 32,000	\$ -	\$ 32,000
	Continuing Ed./Summer School	\$ 81,761	\$ 94,578		\$ 94,578	\$ 23,224	\$ 43,578	\$ 27,776	\$ -	\$ 27,776
	Homebound & Tutors Salaries	\$ 192,562	\$ 256,604		\$ 256,604	\$ 2,803	\$ -	\$ 253,801	\$ -	\$ 253,801
	Certified Substitutes	\$ 625,894	\$ 669,520		\$ 669,520	\$ -	\$ -	\$ 669,520	\$ -	\$ 669,520
	Coaching/Activities	\$ 552,865	\$ 579,338		\$ 579,338	\$ -	\$ -	\$ 579,338	\$ -	\$ 579,338
	Staff & Program Development	\$ 125,840	\$ 178,469		\$ 178,469	\$ 15,313	\$ -	\$ 163,156	\$ -	\$ 163,156
	CERTIFIED SALARIES	\$ 34,856,526	\$ 35,718,026	\$ -	\$ 35,718,026	\$ 278,311	\$ 2,841,956	\$ 32,597,759	\$ -	\$ 32,597,759
	Supervisors/Technology Salaries	\$ 777,355	\$ 791,595		\$ 791,595	\$ 44,945	\$ 662,356	\$ 84,293	\$ -	\$ 84,293
	Clerical & Secretarial salaries	\$ 2,127,342	\$ 2,193,704		\$ 2,193,704	\$ 56,575	\$ 2,094,462	\$ 42,668	\$ -	\$ 42,668
	Educational Assistants	\$ 2,223,841	\$ 2,327,687		\$ 2,327,687	\$ 15,447	\$ 18,128	\$ 2,294,112	\$ (12,715)	\$ 2,306,827
	Nurses & Medical advisors	\$ 725,625	\$ 737,830		\$ 737,830	\$ -	\$ 52,695	\$ 685,135	\$ -	\$ 685,135
	Custodial & Maint Salaries	\$ 2,914,019	\$ 3,029,989		\$ 3,029,989	\$ 130,451	\$ 2,900,892	\$ (1,355)	\$ -	\$ (1,355)
	Non Certified Adj & Bus Drivers salaries	\$ -	\$ 71,792		\$ 71,792	\$ -	\$ -	\$ 71,792	\$ -	\$ 71,792
	Career/Job salaries	\$ 159,845	\$ 204,168		\$ 204,168	\$ 9,839	\$ 110,352	\$ 83,977	\$ -	\$ 83,977
	Special Education Svcs Salaries	\$ 1,073,371	\$ 1,119,853		\$ 1,119,853	\$ 17,086	\$ -	\$ 1,102,768	\$ (16,586)	\$ 1,119,354
	Attendance & Security Salaries	\$ 320,558	\$ 317,169		\$ 317,169	\$ 8,998	\$ 164,036	\$ 144,134	\$ -	\$ 144,134
	Extra Work - Non-Cert	\$ 122,759	\$ 80,352		\$ 80,352	\$ 5,972	\$ -	\$ 74,380	\$ -	\$ 74,380
	Custodial & Maint. Overtime	\$ 225,822	\$ 191,290		\$ 191,290	\$ 1,163	\$ -	\$ 190,127	\$ -	\$ 190,127
	Civic activities/Park & Rec	\$ 25,847	\$ 36,000		\$ 36,000	\$ 1,215	\$ -	\$ 34,785	\$ -	\$ 34,785
	NON-CERTIFIED SALARIES	\$ 10,696,384	\$ 11,101,429	\$ -	\$ 11,101,429	\$ 291,691	\$ 6,002,922	\$ 4,806,816	\$ (29,301)	\$ 4,836,117
	SUBTOTAL SALARIES	\$ 45,552,910	\$ 46,819,455	\$ -	\$ 46,819,455	\$ 570,002	\$ 8,844,879	\$ 37,404,575	\$ (29,301)	\$ 37,433,876

NEWTOWN BOARD OF EDUCATION
2017-18 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - JULY 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
200	EMPLOYEE BENEFITS									
	Medical & Dental Expenses	\$ 8,829,669	\$ 8,835,482		\$ 8,835,482	\$ 2,274,188	\$ 6,514,806	\$ 46,488	\$ -	\$ 46,488
	Life Insurance	\$ 83,841	\$ 86,329		\$ 86,329	\$ 6,900	\$ -	\$ 79,429	\$ -	\$ 79,429
	FICA & Medicare	\$ 1,391,811	\$ 1,441,193		\$ 1,441,193	\$ 31,651	\$ -	\$ 1,409,542	\$ -	\$ 1,409,542
	Pensions	\$ 611,619	\$ 662,888		\$ 662,888	\$ 595,843	\$ 9,711	\$ 57,334	\$ -	\$ 57,334
	Unemployment & Employee Assist.	\$ 51,832	\$ 87,000		\$ 87,000	\$ 600	\$ -	\$ 86,400	\$ -	\$ 86,400
	Workers Compensation	\$ 502,885	\$ 517,430		\$ 517,430	\$ 142,401	\$ 360,602	\$ 14,427	\$ -	\$ 14,427
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ -	\$ 11,630,322	\$ 3,051,583	\$ 6,885,119	\$ 1,693,620	\$ -	\$ 1,693,620
300	PROFESSIONAL SERVICES									
	Professional Services	\$ 575,862	\$ 614,472		\$ 614,472	\$ 5,622	\$ 86,426	\$ 522,423	\$ (10,490)	\$ 532,913
	Professional Educational Ser.	\$ 192,957	\$ 248,649		\$ 248,649	\$ 8,090	\$ 15,839	\$ 224,720	\$ -	\$ 224,720
	SUBTOTAL PROFESSIONAL SVCS	\$ 768,820	\$ 863,121	\$ -	\$ 863,121	\$ 13,712	\$ 102,265	\$ 747,143	\$ (10,490)	\$ 757,633
400	PURCHASED PROPERTY SVCS									
	Buildings & Grounds Services	\$ 706,299	\$ 713,100		\$ 713,100	\$ 64,000	\$ 462,696	\$ 186,404	\$ -	\$ 186,404
	Utility Services - Water & Sewer	\$ 124,917	\$ 127,464		\$ 127,464	\$ -	\$ -	\$ 127,464	\$ -	\$ 127,464
	Building, Site & Emergency Repairs	\$ 517,986	\$ 460,850		\$ 460,850	\$ -	\$ 111,450	\$ 349,400	\$ -	\$ 349,400
	Equipment Repairs	\$ 297,102	\$ 279,712		\$ 279,712	\$ 1,095	\$ 43,963	\$ 234,654	\$ -	\$ 234,654
	Rentals - Building & Equipment	\$ 263,619	\$ 272,923		\$ 272,923	\$ 53,446	\$ 151,025	\$ 68,452	\$ -	\$ 68,452
	Building & Site Improvements	\$ 439,942	\$ 23,773		\$ 23,773	\$ -	\$ -	\$ 23,773	\$ -	\$ 23,773
	SUBTOTAL PUR. PROPERTY SER.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ 1,877,822	\$ 118,541	\$ 769,134	\$ 990,147	\$ -	\$ 990,147

NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JULY 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
500	OTHER PURCHASED SERVICES									
	Contracted Services	\$ 468,842	\$ 575,152		\$ 575,152	\$ 137,367	\$ 148,569	\$ 289,216	\$ -	\$ 289,216
	Transportation Services	\$ 4,196,264	\$ 4,212,681		\$ 4,212,681	\$ 27,066	\$ -	\$ 4,185,615	\$ (311,657)	\$ 4,497,272
	Insurance - Property & Liability	\$ 381,160	\$ 399,012		\$ 399,012	\$ 100,378	\$ 262,848	\$ 35,786	\$ -	\$ 35,786
	Communications	\$ 143,282	\$ 155,694		\$ 155,694	\$ 11,808	\$ 109,959	\$ 33,927	\$ -	\$ 33,927
	Printing Services	\$ 32,951	\$ 35,293		\$ 35,293	\$ -	\$ -	\$ 35,293	\$ -	\$ 35,293
	Tuition - Out of District	\$ 3,202,382	\$ 2,014,771		\$ 2,014,771	\$ 438,408	\$ 1,341,519	\$ 234,844	\$ (2,054,060)	\$ 2,288,904
	Student Travel & Staff Mileage	\$ 231,361	\$ 213,397		\$ 213,397	\$ 1,615	\$ 46,835	\$ 164,947	\$ -	\$ 164,947
	SUBTOTAL OTHER PURCHASED SEI	\$ 8,656,242	\$ 7,606,000	\$ -	\$ 7,606,000	\$ 716,643	\$ 1,909,729	\$ 4,979,628	\$ (2,365,717)	\$ 7,345,345
600	SUPPLIES									
	Instructional & Library Supplies	\$ 834,174	\$ 777,524		\$ 777,524	\$ 35,397	\$ 140,535	\$ 601,591	\$ -	\$ 601,591
	Software, Medical & Office Sup.	\$ 222,049	\$ 156,753		\$ 156,753	\$ 1,683	\$ 39,390	\$ 115,680	\$ -	\$ 115,680
	Plant Supplies	\$ 393,852	\$ 411,000		\$ 411,000	\$ 149	\$ 88,879	\$ 321,971	\$ -	\$ 321,971
	Electric	\$ 1,282,498	\$ 1,318,911		\$ 1,318,911	\$ 15,728	\$ -	\$ 1,303,183	\$ -	\$ 1,303,183
	Propane & Natural Gas	\$ 357,111	\$ 390,800		\$ 390,800	\$ 2,672	\$ -	\$ 388,128	\$ -	\$ 388,128
	Fuel Oil	\$ 202,843	\$ 278,980		\$ 278,980	\$ -	\$ -	\$ 278,980	\$ -	\$ 278,980
	Fuel For Vehicles & Equip.	\$ 198,134	\$ 213,742		\$ 213,742	\$ -	\$ -	\$ 213,742	\$ -	\$ 213,742
	Textbooks	\$ 342,002	\$ 26,022		\$ 26,022	\$ -	\$ -	\$ 26,022	\$ -	\$ 26,022
	SUBTOTAL SUPPLIES	\$ 3,832,663	\$ 3,573,732	\$ -	\$ 3,573,732	\$ 55,630	\$ 268,805	\$ 3,249,297	\$ -	\$ 3,249,297

NEWTOWN BOARD OF EDUCATION
2017-18 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - JULY 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
700	PROPERTY									
	Capital Improvements (Sewers)	\$ 218,541	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 528,360	\$ 547,650		\$ 547,650	\$ -	\$ 243,848	\$ 303,802	\$ -	\$ 303,802
	Other Equipment	\$ 127,945	\$ 9,200		\$ 9,200	\$ 889	\$ 1,325	\$ 6,986	\$ -	\$ 6,986
	SUBTOTAL PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ 556,850	\$ 889	\$ 245,173	\$ 310,788	\$ -	\$ 310,788
800	MISCELLANEOUS									
	Memberships	\$ 60,122	\$ 68,655		\$ 68,655	\$ 31,687	\$ 2,210	\$ 34,759	\$ -	\$ 34,759
	SUBTOTAL MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ 68,655	\$ 31,687	\$ 2,210	\$ 34,759	\$ -	\$ 34,759
TOTAL LOCAL BUDGET		\$ 73,567,124	\$ 72,995,957	\$ -	\$ 72,995,957	\$ 4,558,687	\$ 19,027,313	\$ 49,409,957	\$ (2,405,508)	\$ 51,815,465

(Unaudited)

NEWTOWN BOARD OF EDUCATION
 2017-18 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - JULY 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>BOARD OF EDUCATION FEES & CHARGES - SERVICES</u>	<u>2017-18 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION	\$30,800	\$0	\$30,800	0.00%
<u>HIGH SCHOOL FEES</u>				
PAY FOR PARTICIPATION IN SPORTS	\$42,370	\$0	\$42,370	0.00%
PARKING PERMITS	\$20,000	\$0	\$20,000	0.00%
CHILD DEVELOPMENT	\$8,000	\$0	\$8,000	0.00%
	\$70,370	\$0	\$70,370	0.00%
 MISCELLANEOUS FEES	 \$4,000	 \$0	 \$4,000	 0.00%
TOTAL SCHOOL GENERATED FEES	\$105,170	\$0	\$105,170	0.00%

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JULY 31, 2017

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED		ANTICIPATED	FINAL	FEB RECEIVED	MAY RECEIVED
100	SALARIES	\$ (29,301)	\$	- \$ (29,301)	\$	- \$	- \$
200	EMPLOYEE BENEFITS	\$ -	\$	- \$	\$	- \$	- \$
300	PROFESSIONAL SERVICES	\$ (10,490)	\$	- \$ (10,490)	\$	- \$	- \$
400	PURCHASED PROPERTY SERV.	\$ -	\$	- \$	\$	- \$	- \$
500	OTHER PURCHASED SERVICES	\$ (2,365,717)	\$	- \$ (2,365,717)	\$	- \$	- \$
600	SUPPLIES	\$ -	\$	- \$	\$	- \$	- \$
700	PROPERTY	\$ -	\$	- \$	\$	- \$	- \$
800	MISCELLANEOUS	\$ -	\$	- \$	\$	- \$	- \$
TOTAL GENERAL FUND BUDGET		\$ (2,405,508)	\$ -	- \$ (2,405,508)	\$ -	- \$	- \$
100	SALARIES						
	Administrative Salaries	\$ -	\$	-	\$	-	-
	Teachers & Specialists Salaries	\$ -	\$	- \$	\$	- \$	- \$
	Early Retirement	\$ -	\$	-	\$	-	-
	Continuing Ed./Summer School	\$ -	\$	-	\$	-	-
	Homebound & Tutors Salaries	\$ -	\$	-	\$	-	-
	Certified Substitutes	\$ -	\$	-	\$	-	-
	Coaching/Activities	\$ -	\$	-	\$	-	-
	Staff & Program Development	\$ -	\$	-	\$	-	-
	CERTIFIED SALARIES	\$ -	\$ -	- \$	\$ -	- \$	- \$
	Supervisors/Technology Salaries	\$ -	\$	-	\$	-	-
	Clerical & Secretarial salaries	\$ -	\$	-	\$	-	-
	Educational Assistants	\$ (12,715)	\$	- \$ (12,715)	\$	- \$	- \$
	Nurses & Medical advisors	\$ -	\$	- \$	\$	- \$	- \$
	Custodial & Maint Salaries	\$ -	\$	-	\$	-	-
	Non Certified Salary Adjustment	\$ -	\$	-	\$	-	-
	Career/Job salaries	\$ -	\$	-	\$	-	-
	Special Education Svcs Salaries	\$ (16,586)	\$	- \$ (16,586)	\$	- \$	- \$
	Attendance & Security Salaries	\$ -	\$	-	\$	-	\$
	Extra Work - Non-Cert	\$ -	\$	-	\$	-	-
	Custodial & Maint. Overtime	\$ -	\$	-	\$	-	-
	Civic activities/Park & Rec	\$ -	\$	-	\$	-	-
	NON-CERTIFIED SALARIES	\$ (29,301)	\$ -	- \$ (29,301)	\$ -	- \$	- \$
	SUBTOTAL SALARIES	\$ (29,301)	\$ -	- \$ (29,301)	\$ -	- \$	- \$
200	EMPLOYEE BENEFITS						
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	- \$	\$ -	- \$	- \$

FOR THE MONTH ENDING - JULY 31, 2017

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	0	ANTICIPATED	FINAL	FEB RECEIVED	MAY RECEIVED
300	PROFESSIONAL SERVICES						
	Professional Services	\$ (10,490)	\$ -	\$ (10,490)	\$ -	\$ -	\$ -
	Professional Educational Ser.	\$ -	\$ -		\$ -	\$ -	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ (10,490)	\$ -	\$ (10,490)	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SVCS						
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES						
	Contracted Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Transportation Services	\$ (311,657)	\$ -	\$ (311,657)	\$ -	\$ -	\$ -
	Insurance - Property & Liability	\$ -	\$ -		\$ -	\$ -	\$ -
	Communications	\$ -	\$ -		\$ -	\$ -	\$ -
	Printing Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Tuition - Out of District	\$ (2,054,060)	\$ -	\$ (2,054,060)	\$ -	\$ -	\$ -
	Student Travel & Staff Mileage	\$ -	\$ -		\$ -	\$ -	\$ -
	SUBTOTAL OTHER PURCHASED SER.	\$ (2,365,717)	\$ -	\$ (2,365,717)	\$ -	\$ -	\$ -
600	SUPPLIES						
	SUBTOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY						
	SUBTOTAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS						
	Memberships				\$ -	\$ -	\$ -
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (2,405,508)	\$ -	\$ (2,405,508)	\$ -	\$ -	\$ -

2017-2018 and 2018-2019 calendar changes:

- Reed School eliminated second open house date
- Conference date dismissal times have been adjusted
- Moved March early dismissals days for staff development:
 - March 13, 2018 moved to March 14 - day before the 2 conference dates
 - March 12, 2019 moved to March 13 - day before the 2 conference dates

NEWTOWN PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR

AUGUST 4(7)

M	T	W	TH	F
		23	24	25
28	29	30	31	

23-All Teachers Report

23, 24 & 25 -Staff Development Days

28 Students Report

SEPTEMBER 19(19)

M	T	W	TH	F
				1
	5	6	7	8
11	12	13	14	15
18	19	20	--	22
25	26	27	28	29

4-Labor Day, Schools Closed

21-Rosh Hashanah-Schools Closed

OCTOBER 22(22)

M	T	W	TH	F
2	3	4	5	*6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

6 - 2-hr. delay - Staff Dev.

NOVEMBER 19(20)

M	T	W	TH	F
		1	2	3
6	--	8	9	10
13	14	15	16	17
20	21	*22	--	--
27	28	29	30	

7-Election Day-Schools Closed For Students, Staff Development Day
22-Early Dismissal for Thanksgiving
23-24-Thanksgiving Recess

DECEMBER 16(16)

M	T	W	TH	F
				1
4	5	*6	7	8
11	12	13	14	15
18	19	20	21	*22
--	--	--	--	--

***6-Early Dismissal-Staff Dev.**

***22-Early Dismissal for holiday**

25-29-Holiday Recess

JANUARY 21(21)

M	T	W	TH	F
--	2	3	4	5
8	9	10	11	*12
--	16	17	18	19
22	23	24	25	26
29	30	31		

1-New Year's Day

***12-Early Dismissal-Staff Dev.**

15-Martin Luther King Day, Schools Closed

FEBRUARY 18(18)

M	T	W	TH	F
			1	*2
5	6	7	8	9
12	13	14	15	16
--	--	21	22	23
26	27	28		

***2 - 2-hr. delay-Staff Dev.**

19-20-Schools Closed

MARCH 21(21)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	*14	15	16
19	20	21	22	23
26	27	28	29	--

***14-Early Dismissal-Staff Dev.**

30-Good Friday, Schools Closed

Student Days - 183

Teacher Days - 187

APRIL 16(16)

M	T	W	TH	F
2	3	*4	5	6
9	10	11	12	13
--	--	--	--	--
23	24	25	26	27
30				

***4-2-hr. delay - Staff Dev.**

16-20- Schools Closed

MAY 22(22)

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

***18-2-hr. delay - Staff Dev.**

28-Memorial Day- Schools Closed

JUNE 5(5)

M	T	W	TH	F
				1
4	5	6	☀	8
11	12	13	■14	15
18	19	20	21	22
25	26	27	28	29

☀-Projected last day of school without emergency closing days

■-Projected last day of school if the 5 built-in days are used

The calendar builds-in five emergency closings, with the last day of school projected as June 14th. Unused closings will be deducted from this date. Extra closings will be added on June 15, 18, 19 and 20 with additional days taken from the April break starting with 4/20, 4/19, etc.

Open House Dates:

Elementary - Sept. 5 & 6
 Reed Intermediate - Sept. 7
 Middle School - Aug. 30 gr. 7 / Aug. 31 gr. 8
 High School - Sept. 14

Conference Dates/Early Dismissal Times:

Elementary & Reed - Oct. 24, 25, 26 & 27 - 1:37 p.m. dismissal.....Mar. 15 & 16 - 1:37 p.m. dismissal
 Middle School - Oct. 24, 25, 26 & 27 - 12:32 a.m. dismissal.....Mar. 15 & 16 - 12:32 p.m. dismissal
 High School - Nov. 14, 15, 16 & 17 - 12:32 p.m. dismissal.....Mar. 15 & 16 - 12:32 p.m. dismissal

Adopted: February 7, 2017 / Revised: August 15, 2017

NEWTOWN PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR

AUGUST 5(8)

M	T	W	TH	F
		22	23	24
27	28	29	30	31

22-All Teachers Report
22, 23 & 24 -Staff Development

Days

27 Students Report

SEPTEMBER 17(17)

M	T	W	TH	F
--	4	5	6	7
--	11	12	13	14
17	18	--	20	21
24	25	26	27	28

3-Labor Day, Schools Closed
10-Rosh Hashanah-Schools Closed
19-Yom Kippur-Schools Closed

OCTOBER 23(23)

M	T	W	TH	F
1	2	3	4	*5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5 - 2-hr. delay - Staff Dev.

NOVEMBER 19(20)

M	T	W	TH	F
			1	2
5	--	7	8	9
12	13	14	15	16
19	20	*21	--	--
26	27	28	29	30

6-Election Day-Schools Closed For Students, Staff Development Day
***21-Early Dismissal - Thanksgiving**
22-23-Thanksgiving Recess

DECEMBER 15(15)

M	T	W	TH	F
3	4	*5	6	7
10	11	12	13	14
17	18	19	20	*21
--	--	--	--	--

***5-Early Dismissal-Staff Dev.**
***21-Early Dismissal for holiday**
24-31-Holiday Recess

JANUARY 21(21)

M	T	W	TH	F
--	--	2	3	4
7	8	9	10	*11
14	15	16	17	18
--	22	23	24	25
28	29	30	31	

1-New Year's Day
***11-Early Dismissal-Staff Dev.**
21-Martin Luther King Day, Schools Closed

FEBRUARY 18(18)

M	T	W	TH	F
				*1
4	5	6	7	8
11	12	13	14	15
--	--	20	21	22
25	26	27	28	

***1 - 2-hr. delay-Staff Dev.**
18-19-Schools Closed

MARCH 21(21)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	*13	14	15
18	19	20	21	22
25	26	27	28	29

***13-Early Dismissal-Staff Dev.**

APRIL 17(17)

M	T	W	TH	F
1	2	*3	4	5
8	9	10	11	12
--	--	--	--	--
22	23	24	25	26
29	30			

***3-2-hr. delay - Staff Dev.**
15-19- Schools Closed

MAY 22(22)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	*17
20	21	22	23	24
--	28	29	30	31

***17-2-hr. delay - Staff Dev.**
27-Memorial Day- Schools Closed

JUNE 5(5)

M	T	W	TH	F
3	4	5	6	☀7
10	11	12	13	■14
17	18	19	20	21
24	25	26	27	28

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

Student Days - 183
Teacher Days - 187

The calendar builds-in five emergency closings, with the last day of school projected as June 14th. Unused closings will be deducted from this date. Extra closings will be added on June 17, 18, 19 and 20 with additional days taken from the April break starting with 4/19, 4/18, etc.

Open House Dates:
 Elementary - Sept. 4 & 5
 Reed Intermediate - Sept. 6
 Middle School - Aug. 29 gr. 7 / Aug. 30 gr. 8
 High School - Sept. 13

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 Middle School - Oct. 23, 24, 25 & 26 - 12:32 a.m. dismissal.....Mar. 14 & 15 - 12:32 p.m. dismissal
 High School - November 13, 14, 15 & 16 - 12:32 p.m. dismissal.....Mar. 14 & 15 - 12:32 p.m. dismissal

Adopted: February 7, 2017 / Revised: August 15, 2017

A mandated policy to consider.

Students

Truancy

Introduction and Definitions

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused" and "unexcused" absences.

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort ~~by telephone and by mail~~ to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence.—*(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*

The required mailed notice shall include a warning that two unexcused absences ~~from form~~ school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

Students

Truancy (continued)

5. Identify a student as “truant” when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion or retention.
 - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
7. File a written complaint with the Superior Court, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (item #6) or upon the failure to cooperate with the school attempting to solve the truancy problem, alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a “family with service needs”, if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
 8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
 9. Provide coordination of services and refer “truants” to community agencies which provide child and family services.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)
10-198a Policies and procedures concerning truants (as amended by PA 00-157 and P.A. 11-136)
10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)
10-202e-f Policy on dropout prevention and grant program.
10-221(b) Board of education to prescribe rules. *Campbell v New Milford*, 193 Conn 93 (1984).
Action taken by the State Board of Education on January 2, 2008, to define “attendance.”
Action taken by the State Board of Education on June 27, 2012, to define “excused and “unexcused” absences.

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Suggested regulation to accompany policy (Version A)

Students

Truancy

Unexcused Absences/Truancy

In accordance with Board policy regarding truancy (unexcused absences), the following regulations pertain:

- 1. ~~Twenty~~ Absence Limit.** No student may receive course credit for a ~~semester course after having been absent from the course for more than ten (10) class periods and in a full-year course after having been absent from that course more than twenty (20) class periods during the school year. These absences will be pro-rated for other than full-year courses and for courses meeting other than five (5) periods per week.~~ All absences in a class will be counted except those incurred while a student participates in school-sponsored activities and/or essential administrative business.
- 2. ~~Waiver of Policy.~~** A student who has accumulated more absences than allowed by the policy, but who feels that the situation warrants special consideration, may appeal to the ~~administration~~ **Appeals Committee** for a ~~waiver increasing the number of allowable absences~~ **restoration of credit** for that particular ~~course student.~~ At the discretion of the **Appeals Committee** ~~administration~~, the parent/~~student~~ may be ~~requested to appear at the hearing to verify the legitimacy of the appeal.~~

Waivers are to be applied in a systemic manner. The **Appeals Committee** ~~administrator~~ will consider all approved absences and any extenuating circumstances and render an impartial judgment. ~~The parent or student who is dissatisfied with the outcome has the right to appeal the decision of the Appeals Committee and request a meeting with the Principal. The Principal shall have the final decision regarding restoration of credit.~~

- ~~**3. ~~Grade Reduction for Unapproved Absences.~~** Students will be warned by teachers upon the first unexcused absence from a class. For each subsequent unexcused absence from that class, the student's grade for the marking period will be reduced by five (5) points. However, in applying this policy, a student's grade may not be reduced more than 50 points in any marking period.~~

~~At the beginning of each marking period, automatic grade reductions will begin anew, although the accumulation toward the twenty maximum for the full year course is cumulative for the year.~~

~~Upon recommendation of the teacher, the Principal may adjust a grade when a student's outstanding performance for the latter portion of a marking period may not otherwise be recognized appropriately because of policy grading restrictions.~~

4.3. Student Responsibilities. Students are responsible for regular attendance in all classes to benefit from continuity of instruction, sequential presentation of material, class interaction, and the attendant self-discipline and responsibility.

It is a student's responsibility to have absences approved and to notify his/her teachers by presenting approval verification at the next class meeting.

Students

Truancy (continued)

5. ~~Teacher Responsibilities:~~

~~A. At the first confirmed unexcused absence from a class, as determined by the administration, the teacher will:~~

- ~~(1) Notify the student that for each unexcused absence after this warning the student's grade will be reduced by five (5) points.~~
- ~~(2) Notify the office on the designated form of the unexcused absence as soon as confirmed. The teacher or the office will in turn notify the parent of the absence and the consequences.~~

~~B. For every subsequent unapproved absence, the teacher will:~~

- ~~(1) Inform the student that his/her grade for the marking period will be reduced by five (5) points.~~
- ~~(2) Notify the administrator and guidance counselor involved on the designated form of the action taken.~~
- ~~(3) When a student has accumulated either four unexcused absences in one month or ten unexcused absences in a school year, the teacher will send the designated form to the office notifying the administrator, guidance counselor and parent of the student's attendance problem. Within ten (10) days of the last unexcused absence, the guidance counselor will contact the parent and initiate arrangements for a conference between the parent and school personnel.~~
- ~~(4) When a student has accumulated half the maximum allowable number of excused and unexcused) in a course, the teacher will send the designated form to the office notifying the administrator, guidance counselor, and parent. The guidance counselor will contact the parent and initiate arrangements for a conference between the parent and school personnel.~~

~~All absences are to be recorded in the teacher's record book even though they may be school approved. Teachers will maintain class attendance records and submit them to the administration on the final day of school.~~

~~C. Teachers should, when practical, obtain at least one grade or mark per week for each student. Marks or grades can come from a variety of sources, e.g., homework, class participation, projects, quizzes, etc., and the sources of grades and their weights are at the teacher's discretion.~~

Students

Truancy (continued)

~~6. Counselor Responsibilities. The guidance counselor will:~~

- ~~A. At the first unexcused absence, arrange a conference with the student to provide counseling and make any required program adjustments.~~
- ~~B. When notified that the student's grade has been reduced for the second time because of unexcused absences, arrange a conference between the student and guidance counselor.~~
- ~~C. Arrange a meeting within ten (10) days of the fourth unexcused absence in a month or the tenth unexcused absence during the school year.~~

- 7. 4. Administrative Responsibilities.** Whenever a child enrolled in school, ages five (5) to eighteen (18) inclusive, unless such child has either graduated from high school or withdrawn with written parental/guardian permission at ages sixteen or seventeen, fails to report to school on a regularly-scheduled school day **with no communication from** ~~and no indication has been received by school personnel that~~ the child's parent **or guardian confirming**, ~~(or other person having control of the child), is aware of the student's absence, a reasonable effort to notify, by telephone, the parent or guardian such other person shall be made by school personnel or volunteers under the direction of the school Principal.~~

The school administration will make early concentrated efforts to prevent and remedy truancy in its beginning stages. These efforts will include:

- ~~A. For the student's first unexcused absence from a course which results in grade reduction, the administrator will:~~
 - ~~(1) Confer with the student.~~
 - ~~(2) Inform the parent by phone and by mail.~~
 - ~~(3) Arrange for the student to meet with his/her guidance counselor if the situation warrants.~~
 - ~~(4) The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. (effective 8/15/17)~~

Students

Truancy (continued)

~~B. For the second and third unexcused absence and for the third unapproved absence thereafter, the administrator will:~~

~~(1) Notify the parent by phone and by mail.~~

~~(2) Confer with the student.~~

~~(3) Enforce disciplinary measures or arrange for referral services as appropriate. This may include referral to the student assistance team (SAT) or other student assistance programs.~~

~~(4) The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. *(effective 8/15/17)*~~

~~C. The school will have the appropriate staff member(s) arrange a meeting with the parent (or other person having control) of the child who is **with multiple truant** within ten (10) school days after the child's fourth unexcused absences in one month or tenth **ten (10)** unexcused absences in one school year. At this meeting a designated staff shall coordinate services with and referrals of children to community agencies providing child and family services. Documentation of the meeting will be necessary to make adequate any referral to the Superior Court, Juvenile Matters Division.~~

~~The Superintendent of Schools shall bring the child's case to Superior Court under the Families with Service Needs law if the parent (or other person having control) fails to:~~

~~(1) attend the required meeting to evaluate why the child is truant, or~~

~~(2) cooperate with the school in trying to solve the truancy problem.~~

~~Such filing shall take place not later than 15 calendar days after such failure to attend such meeting or such failure to cooperate with the school attempting to solve the truancy problem. *(effective 8/15/17)*~~

~~D. Prior to the filing of a petition with the Superior Court, an educational evaluation of the student shall be performed if no such evaluation has been performed within the preceding year. Such an evaluation would assess, as appropriate, the areas of health, vision, hearing, social and emotional states, general intelligence, academic performance, communicative status and motor abilities and shall be administered by appropriate school personnel. The PPT process may be utilized to fulfill this responsibility. *(effective 8/15/17)*~~

Students

Truancy (continued)

~~E. — When a student’s outstanding performance for the latter portion of a marking period may not fully be acknowledged because of the grading restrictions of this policy and upon teacher recommendation, the Principal may review the circumstances and adjust the student’s grade.~~

~~F. — At the beginning of each new school year, any student who has had ten or more unexcused absences will be identified as an “at risk student” and monitored by appropriate staff. A letter will be sent to parents, and the attendance officer and school social worker will meet with the student to discuss the importance of regular attendance.~~

~~8. — Method of Reporting. Four basic forms will be utilized to implement this policy:~~

~~A. — Excused Absence Form — for students to verify an excused absence upon confirmation.~~

~~B. — Unexcused Absence Notice — for teachers to inform the office of each unexcused absence.~~

~~C. — Midpoint Warning Notice — for teachers, this four-part form notifies the office when students reach half the maximum specified number of absences.~~

~~D. — Final Notice — completed by teacher when student reaches 20 absences in a full-year course or 10 absences in a semester course.~~

9. 5. Truancy Intervention Model

The District, on or before 8/15/18, will implement a truancy intervention model, identified by the State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as determined by the Commissioner of Education. (Parents shall be notified of such intervention model.)

Chronic Absenteeism

~~An attendance review team shall be established when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:~~

~~1. — A District team must be established when the district chronic absenteeism rate is 10 percent or higher.~~

~~2. — A school team must be established when the school’s chronic absenteeism rate is 15 percent or higher.~~

~~3. — A team for either the district or each school must be established when (a) more than one District school has a school chronic absenteeism rate of 15 percent or higher or (b) the District’s chronic absenteeism rate is 10 percent or higher and one or more District schools have a school chronic absenteeism rate of 15 percent or higher.~~

Students

Truancy

~~Chronic Absenteeism (continued)~~

~~The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.~~

~~Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.~~

~~The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. (SDE to develop by 1/1/16.)~~

~~The District will include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.~~

~~For Alliance Districts:~~

~~The Principal or his/her designee of any elementary or middle school district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)~~

~~Tardiness to School or Class~~

~~Continued tardiness by a student is a serious problem. Students are expected to be in their places, ready for work, at the bell.~~

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants. (Revised by PA 95-304 and PA 00-157, PA 11-136 and PA 16-147)

10-199 through 10-202 Attendance, truancy in general.

Students

Truancy

Legal Reference: Connecticut General Statutes (continued)

10-202e-f Policy on dropout prevention and grant program.

10-220(c) Duties of boards of education (as amended by PA 15-225)

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)

46b-149 Family with Service Needs.

PA 15-225 An Act Concerning Chronic Absenteeism

Campbell v New Milford, 193 Conn 93 (1984)

Action taken by the State Board of Education on January 2, 2008, to define "attendance."

Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.

Regulation approved:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Students

Suspension and Expulsion/Due Process

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

A. Definitions

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **“In-School Suspension”** shall be defined as an exclusion from regular classroom activity for no more than ten consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in the school attended by the student. (or: Such suspensions may be served in any school building under the jurisdiction of the Board of Education. The Board has determined that in-school suspensions shall be served in the following schools. District schools: **all Newtown Schools.**
4. **“Suspension”** shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. All suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

Students

Suspension and Expulsion/Due Process

A. Definitions (continued)

A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

5. **"Expulsion"** shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.
6. **"Emergency"** shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. **"Days"** is defined as days when school is in session.
8. **"School-sponsored activity"** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. **"Possess"** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **"Deadly weapon"** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, ~~or metal knuckles.~~ **metal or brass knuckles, any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches or over in length, any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument.**
11. **"Firearm"** means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or

firearm silencer; or 4) any destructive device. ~~Firearm does not include any antique firearm.~~ For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.

Students

Suspension and Expulsion/Due Process

A. Definitions (continued)

12. **“Vehicle”** means a **“motor vehicle”** as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or Chinese star.
14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes ~~§219-240~~ **§21a-240**.
15. **“Dangerous Instrument”** is any instrument, article or substance that, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury.
- ~~15.~~16. **“Alternate education”** means a school or program maintained and operated by the Board of Education that is offered to students in a nontraditional setting and addresses their social, emotional, behavioral and academic needs. Such program must conform to SBE guidelines and conform to C.G.S 10-15 & 16 (180 days/900 hours)

B. Removal from Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
2. Such teacher shall send the student to **the office** ~~a designated area~~ and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.
- ~~3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).~~

C. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to,

athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

Students

Suspension and Expulsion/Due Process (continued)

D. Suspension and Expulsion

1. A student may be suspended (in-school) or suspended (out-of-school) or expelled (grade three to twelve, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
 - c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
 - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
 - f. Deliberate refusal to obey the directions or orders of a member of the school staff;
 - g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;
 - h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
 - j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
 - k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
 - l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols;
 - m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;

Students

Suspension and Expulsion/Due Process

D. Suspension and Expulsion (continued)

- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Unauthorized smoking.

Students

Suspension and Expulsion/Due Process (continued)

E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
 - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.

*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.

Students

Suspension and Expulsion/Due Process

F. Mandatory Expulsion (continued)

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.
5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or interdistrict magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension. The administration may also consider a student's previous disciplinary problems when deciding whether an out-of-school suspension is warranted, as long as the school previously attempted to address the problems by means other than an out-of-school suspension or an expulsion.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

Students

Suspension and Expulsion/Due Process

G. Suspension Procedure (continued)

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G (3) shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.
3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.
- ~~4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration required conditions. Such program shall be at no expense to the student or his/her parents/guardians.~~
- ~~5.~~ 4. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.
- ~~6.~~ 5. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

Students

Suspension and Expulsion/Due Process (continued)

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.
2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice, at least five (5) business days before such hearing, to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning the student's and his/her parent's/guardian's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.
3. ~~Three members~~ A quorum of the Board of Education will be present shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.
4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.
5. The procedure for any hearing conducted under this paragraph shall at least include the right to:

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

- a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing and a statement of the legal jurisdiction under which the hearing is to be held and a statement that students under sixteen years old who are expelled and students between sixteen and eighteen who have been expelled for the first time and who comply with conditions set by the Board of Education, must be offered an alternative educational opportunity; ~~and a statement that the board is not required to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled, or who is found to have engaged in conduct endangering persons which involved (1) possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school property or school transportation or at a school sponsored activity or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(a) of the Connecticut General Statutes.~~ *(changes effective 8/15/17)*
 - b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
 - c. The opportunity to be heard in the student's own defense;
 - d. The opportunity to present witnesses and evidence in the student's defense;
 - e. The opportunity to cross-examine adverse witnesses;
 - f. The opportunity to be represented by counsel at the parents'/student's own expense; and
 - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
 - h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
 - i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.
6. The record of the hearing held in any expulsion case shall include the following:
 - a. All evidence received and considered by the Board of Education;
 - b. Questions and offers of proof, objections and ruling on such objections;
 - c. The decision of the Board of Education rendered after such hearing; and

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

- d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.
7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
- a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;
 - b. The Board of Education shall give effect to the rules of privilege by law;
 - c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 - d. Documentary evidence may be received in the form of copies or excerpts;
 - e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 - f. The Board of Education may take notice of judicially **relevant** ~~recognizable~~ facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;
 - g. A stenographic record or ~~tape~~-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
 - h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

Students

Suspension and Expulsion/Due Process

H. Expulsion Procedures (continued)

8. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

I. Notification

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing shall be given at least five (5) business days before such hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning the parent's/guardian's and the student's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services. The notification shall include a statement that an attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student shall be notified of the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible. (*changes effective 8/15/17*)

J. Students with Disabilities

A special education student's IEP and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

Students

Suspension and Expulsion/Due Process

J. Students with Disabilities (continued)

If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.
2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.

Students

Suspension and Expulsion/Due Process

J. Students with Disabilities (continued)

3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.
4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.
5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.

Students

Suspension and Expulsion/Due Process

J. Students with Disabilities (continued)

6. In order for the district to unilaterally obtain a 45-day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

K. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity which shall be equivalent to alternative education, as defined, with an individualized learning plan, during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wishes to continue his or her education shall be offered such an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is ~~sixteen~~ seventeen (17) years of age or older) to an adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is ~~not~~ also required to offer such alternative educational opportunity, as defined, to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons, and involved the following, on school grounds or at a school-sponsored event:

1. Possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or
2. Offering an illegal drug for sale or distribution.

Students

Suspension and Expulsion/Due Process

K. Alternative Educational Opportunity (continued)

~~if it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property a firearm, deadly weapon or dangerous instrument as defined in C.G.S. 53a-3 or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in subdivision (8) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm, or deadly weapon, dangerous instruments (those that can be used to cause death or serious injury) or martial arts weapons the Board shall report the violation to the local police department.~~
(changes effective 8/16/17)

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

~~Whenever the Board notifies a student between the ages of sixteen and eighteen or the parents/guardians of such student, that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found to have engaged in conduct including possession of a martial arts weapon, firearms, deadly weapons or dangerous instruments on school property or at a school function.~~ *(deletion effective 8/15/17)*

L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades nine through twelve, inclusive, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.

Students

Suspension and Expulsion/Due Process

L. Other Considerations (continued)

2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
3. If a student in grades kindergarten to eight, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.
4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.
5. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.
6. A student expelled for possession of a firearm, deadly weapon, **dangerous instrument or martial arts** weapon shall have the violation reported to the local police department.
7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.
8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education **or their designee** ~~/Superintendent of Schools (choose which)~~. Readmission decisions shall not be subject to appeal to Superior Court. The Board or **their designee** ~~Superintendent~~, ~~as appropriate~~, may condition such readmission on specified criteria.

Students

Suspension and Expulsion/Due Process

L. Other Considerations (continued)

9. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the local Board of Education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

Readmission of Student from a Residential Placement

A District student who has committed an expellable offense who seeks to return to a District school, after participating in a diversionary program or having been detained ~~having been~~ in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s).

Students and parents shall be notified of this policy annually.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15-96 and PA 16-147.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

PA 15-96 An Act Prohibiting Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Students

Suspension and Expulsion/Due Process

Legal Reference: Connecticut General Statutes (continued)

Title III - Amendments to the Individuals with Disabilities Education Act.
Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free
Schools Act of 1994

P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

20 U.S.C. Section 7114, No Child Left Behind Act

P.L. 108-446 The Individuals with Disabilities Education Improvement
Act of 2004

Policy adopted:

rev 7/10
rev 7/11
rev 6/14
rev 7/15
rev 11/16

A new sample policy to consider.

Students

Conduct Code for Participation in Extracurricular Activities

Extracurricular activities, for purposes of this policy, includes all extracurricular activities and all other school sponsored activities other than regular classroom and laboratory classes. The goal of such activities is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required for each participant, which involves compliance with rules and regulations concerning personal behavior.

Participation in extracurricular activities and athletics is not a right but a privilege that may be regulated. Students participating in extracurricular activities and athletic programs at District schools are therefore expected to adhere to high standards of behavior. The student and/or the school are judged by the student's conduct. The attitude of a student has an impact on the attitude and conduct of others. Students participating in extracurricular activities are expected to abide by all rules outlined in District policies pertaining to conduct, in the Code of Conduct, as well as all other standard school rules and policies.

The Superintendent of Schools or his/her designee with input from coaches and sponsors/directors of extracurricular activities, shall develop a code of conduct for all participants in extracurricular activities consistent with Board policy and the rules, policies and regulations adopted by the Connecticut Interscholastic Athletic Association (CIAC) in which the District maintains a membership. The conduct code shall:

1. require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session and whether on or off school property, as good citizens and exemplars of their school,
2. notify participants that failure to abide by it could result in removal from the activity, and
3. be reviewed by the Building Principal periodically at his/her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. ~~In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 6 through 12 participating in these programs.~~

Optional/Additional language to consider for inclusion in policy:

The Principal or his/her designee/~~Director of Extracurricular Activities/Athletic Director/~~coach/activity faculty advisor ~~(choose those applicable to district)~~ may declare a student ineligible whose conduct is contrary to and in violation of the rules and regulations established and made known to students or whose conduct is contrary or in violation of Board of Education policy.

Students

Conduct Code for Participation in Extracurricular Activities

Optional/Additional language to consider for inclusion in policy: (continued)

To retain eligibility for participation in extracurricular activities, students must conduct themselves as good citizens both in and out of school. Any student who is found to have violated the District's/school's Code of Conduct will be deemed ineligible for a period of time as outlined in disciplinary policies and the Code of Conduct.

Students who engage in recurring incidents of negative behavior are subject to escalating penalties and possible removal from an athletic team or extracurricular activity.

In addition to facing sanctions at the team level, student-athletes who violate Board policies will also be subject to disciplinary consequences, up to and including suspension and expulsion from school, in accordance with the Board's student discipline policy.

All students are expected to adhere to Board policies regarding the use, possession, or distribution of tobacco, alcohol, drugs or other illegal substances. Any student-athlete or participant in extracurricular activities found to be using, possessing, or distributing tobacco, alcohol, illegal substances or steroids, or misusing prescription drugs, **on or off campus** will be suspended from his/her team or activity for a period of time in conformity with the Code of Conduct. In addition, the student may be referred to outside counseling, at parental expense, and/or law enforcement authorities, in accordance with Board policies. The sale, distribution or transmission of a controlled substance as defined in subdivision (9) of 21a-240 of the Connecticut General Statutes on or off school grounds shall be subject to mandatory expulsion, exclusion from all school privileges, as required by state laws and Board policy 5114.

Head coaches/advisors may establish additional rules and regulations which apply only to their teams or activity. The additional rules may not violate or supersede any rules or procedures of this policy. Extracurricular codes of conduct may take into consideration conduct that occurs outside of the schools' usual jurisdiction. No provision of an extracurricular code of conduct shall have the effect of discrimination on the basis of sex, sexual orientation, race, disability, religion or ethnicity. Additional rules and regulations must be approved by the Building Principal/Athletic Director and distributed in writing to all participants prior to the beginning of the season or activity. Students and their parents (**when presented**) shall sign and return to the ~~sponsor or coach~~ a statement that they have read the ~~extracurricular~~ **athletic** code of conduct and consent to it as a condition of participation in the activity.

(cf. 5114 – Suspension/Expulsion; Student Due Process)

(cf. 5114.2 – Suspension from Interscholastic Athletics)

(cf. 5131 – Conduct)

(cf. 5131.6 – Alcohol Use, Drugs, and Tobacco (including Performance Substances))

(cf. 5131.62 – Steroid Use)

Students

Conduct Code for Participation in Extracurricular Activities (continued)

(cf. 5131.8 – Off School Grounds Misconduct)
(cf. 5135 – Academic Eligibility)
(cf. 5144 – Discipline/Punishment)
(cf. 5145.125 – Drug Testing–Extracurricular Activities)
(cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference: Connecticut General Statutes

- 1-21b Smoking prohibited in certain places.
- 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
- 10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
- 10-220b Policy statement on drugs.
- 10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
- 21a-240 Definitions dependency producing drugs.
- 21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs.
- 21a-240(9) Definitions “controlled substance.”
- 21a-243 Regulation re schedules of controlled substances.
- 53-198 Smoking in motor buses, railroad cars and school buses.
- Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
- 20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
- New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
- Veronia School District 47J v. Acton*, 515 U.S. 646 (1995) *Board of Education of Independent School District No 92 of Pottawatomie County v. Earls* 01-332 U.S. (2002).

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Athletic Department Twitter Account: @nhsathletics

Get the most up to date scores and information about our N.H.S. teams.

General Information

Newton High School
12 Berkshire Road
Sandy Hook, CT 06482
Main Office: 426-7646

Mark Menzoli, Athletic Director
Office Phone: 426-7655
Fax Number: 270-4826

Athletic Department Web Site: www.nighthawksports.com

Our web site has schedules, directions to school, links to individual team websites, and many other interesting features.

Athletic Department Mission Statement

The N.H.S. Athletic Department will develop teams that are determined, poised, respectful, and passionate. Our student-athletes and coaches will develop a winning attitude by being dedicated, focused and unselfishly supporting each other. We will build a proud tradition by communicating honestly and relentlessly in a challenging atmosphere of success and enjoyment.

Newtown High School Sports

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football J/HF	Basketball (Boys) J/HF	Baseball J/HF
Cheerleading	Basketball (Girls) J/HF	Golf (Boys)
Cross Country (Boys)	Cheerleading	Soft (Girls)
Cross Country (Girls)	Dance	Lacrosse (Boys) J/HF
Dance	Gymnastics	Lacrosse (Girls) JV
Field Hockey J/HF	Indoor Track (Boys)	Soccer J/HF
Soccer (Boys) J/HF	Indoor Track (Girls)	Tennis (Boys)
Soccer (Girls) J/HF	Swimming (Boys)	Tennis (Girls)
Swimming (Girls)	Wrestling JV	Track (Boys)
Volleyball J/HF	Ice Hockey JV	Track (Girls)
		Volleyball (Boys)

J/HF means that a team has a junior varsity squad

F means that a team has a freshman squad

Levels of Play

FRESHMEN - Freshmen sports act as an introduction for many athletes to interscholastic practice and play. At this level, coaches focus on the development of basic skills, rules, strategies, team play, and sportsmanship. Coaches make every attempt to keep as many freshmen as possible and to share playing time among the members of the team.

JUNIOR VARSITY - The junior varsity level is intended for those students who display the potential to develop into varsity athletes. At this level, coaches strive to refine fundamental skills and strategies of team play. An attempt will be made to play all participants, but it is recognized that all athletes may not play equally, both in individual games and over the course of the entire season. Coaches will make every attempt to find meaningful playing time for all eligible players based on the degree of effort and skill improvement.

VARSIITY - The varsity level of competition is the culmination of the high school athletic program. Varsity teams are comprised of the best players in that sport regardless of class. Team play, sportsmanship, individual physical ability, endurance, and mental attitude are very important aspects of competition at the varsity level. Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play a contest. While contest participation over the course of the season is desirable, a specified amount of playing time is never guaranteed.

Chain of Command: The Newtown High School Athletic Department strongly encourages our student-athletes to advocate for themselves when dealing with the coaching staff. This chain of command allows a coach to work first with a student-athlete to resolve a playing time issues or other differences of opinion.

- > Student-athlete discusses situation with coach.
- > Parent discusses situation with coach.
- > Student-athlete/parent discuss situation with Athletic Director.
- > Student-athlete/parent discuss situation with building administrator.

League Affiliation: Newtown High School's athletic teams are governed by the rules and regulations of the Connecticut Interscholastic Athletic Conference (CIAC). Newtown High School is a member of the SWC which was formed in 1995 and has fourteen member schools. The SWC has two divisions - Colonial and Patriot. League members include:

Bethel	Immaculate	Mssak	Newtown	Storford
Rockville	West Barrow	New Fairfield	Notre Dame	Weston
Frank Scott Summit	Acute Cathedral	New Milford	Pomperaug	

Captain's Practices: The CIAC Board of Control has issued the following statement concerning captain's practices:

The CIAC does not in any way sanction, encourage, or condone "Captain's Practice" in any sport. "Captain's Practice" depending upon the member school's involvement, may be a clear violation of eligibility rule 6-D (season limiters) or certainly a violation of the spirit of rule 11-D. The Newtown High School Athletic Department clearly warns all coaches that they are in no way to condone, encourage, or sanction Captain's practices.

Consent to Treat Form: Each parent/guardian is required to complete a consent to treat form indicating pertinent medical information, emergency phone numbers and a contact person in case of accident or injury. These consent to treat forms are kept in the first aid kit and accompany teams to all practices and games. It is the parent's responsibility to contact the coach and revise this information if it changes during the course of the season/year.

Newtown High School Sports Participation Form

It is the policy of the N.H.S. Athletic Department that all athletes must submit a Newtown High School Sports Participation Form before they are allowed to try out for a team.

All members of N.H.S. teams must submit a Newtown High School Sports Participation Form before they can try out for a team. This form can be found on nighthawksports.com, the Nurse's Office and the Main Office.

All members of N.H.S. teams must have a complete physical examination before they can try out for a sport. The physical must be documented on the blue health form and is good for thirteen months from the date on the form. These forms can be found in the nurse's office, athletic director's office, main office or on nighthawksports.com. It is a good idea to have the physical examination during the summer so that the form is valid for all three sport seasons.

All members of N.H.S. teams must submit a NON-REFUNDABLE pay to participate fee each sports season once the final teams are selected. Checks should be made out to Newtown High School. This fee is used to help offset the cost of the sport and in no way guarantees a set amount of playing time. *There is a \$450 family cap per year.* The scale for the fees is located below.

FALL SPORTS

CHEERLEADING	\$150	VOLLEYBALL	\$200
DANCE	\$100	SOCCER	\$200
X-COUNTRY	\$150	SWIMMING	\$200
FIELD HOCKEY	\$200	FOOTBALL	\$200

WINTER SPORTS

INDOOR TRACK	\$200	SPRING SPORTS	
BASKETBALL	\$200	LACROSSE	\$200
CHEERLEADING	\$150	TENNIS	\$150
WRESTLING	\$200	BASEBALL	\$200
SWIMMING	\$200	SOFTBALL	\$200
DANCE	\$100	TRACK	\$150
		GOLF	\$150

Newtown High School Eligibility Policy: The Connecticut Interscholastic Athletic Conference provides academic standards and eligibility guidelines for all member schools. Newtown High School maintains high expectations for all student-athletes and, therefore, has adopted a more stringent policy for academic eligibility. Students entering the high school from the middle school or any other eighth grade class are automatically eligible to participate in fall sports regardless of their previous academic record. However, in order for students to remain academically eligible, students may not fail more than one credit-bearing course per quarter. AHD must maintain at least a 7.0 grade point average each quarter. Any student who does not meet these minimum eligibility standards will be immediately declared ineligible. *Students who are declared academically ineligible may not practice with or try out for a team. A student-athlete who is declared academically ineligible during a sport season may only try out if no student-athletes were cut at the same level during the original tryouts.*

- First quarter grades determine eligibility for continuance of a fall sport and eligibility for a winter sport.
- Second quarter grades determine eligibility for continuance of a winter sport and eligibility for a spring sport.
- Third quarter grades determine eligibility for continuance of a spring sport.
- Year-end grades determine fall eligibility. To be eligible for fall sports, a student must have also received eight credits toward graduation for which he/she has not previously received credit. Semester courses completed earlier in the school year may be counted toward the eight credits used in determining eligibility for the fall season. Successful completion of summer school work counts toward academic eligibility.

According to CIAC rules, students who receive an incomplete in a class must complete the work and receive a grade within ten (10) school days of receiving the report card. It is the athlete's responsibility to request the teacher to submit his/her grade within this timeline.

The CIAC determines athletic eligibility requirements for students transferring into Newtown High School. Transfer students should consult the Athletic Director concerning applicable rules in effect at the time of their enrollment.

Hazing Policy

PURPOSE: The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Any student who engages in hazing is subject to discipline up to and including expulsion and/or referral to law enforcement officials. Any board employee who permits hazing is subject to discipline, up to and including termination of employment and/or referral to law enforcement officials.

General Statement of Policy

- A. No student, administrator, volunteer, contractor or other employee or agent of the school district (here and after collectively referred to as "staff") shall plan, direct, encourage, aid or engage in hazing.
- B. No staff member of the school district shall permit, condone, or tolerate hazing.
- C. Implied or expressed consent by a person being hazed does not lessen the prohibitions contained in this policy, and will not be considered as a defense or mitigation of any alleged violation of this policy.
- D. A person who engages in an act that violates school policy of law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- E. The school district will investigate complaints of hazing and take appropriate action including but not limited to discipline against any student or staff member of the district who is found to have violated this policy.
- F. Hazing activities are seriously disruptive of the education process. This policy applies to behavior that occurs on or off school property and during, before or after school hours.

DEFINITIONS:

- A. "Hazing" means committing an act that creates a substantial risk of harm to a person or property for the purpose of initiation or admission into, affiliation with or continued membership or affiliation with a student organization, or for any other purpose. The term "hazing" includes, but is not limited to:
 1. Any type of physical brutality including but not limited to whipping, beating, striking, branding, electronic shocking, or requiring an ingestion or placing a harmful substance in or on the body.
 2. Any type of physical activity including but not limited to sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates, bullies, or threatens the student with ostracism, that subjects the student to unreasonable stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies, rules or regulations.
- B. "Student organization" means any group having students as its primary members or participants. It includes, but is not limited to, grade levels, classes, teams, clubs, activities, or particular school events. A student organization need not be recognized as an official school organization to come within the terms of this definition.

Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the building principal.
- B. Staff members of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing.
- C. Submission of a good faith complaint or report of hazing will not be used by the school district to affect the complainant's or reporter's future employment, grades, or work assignments.

School Action: The school district will investigate reports of hazing and will take action deemed appropriate to rectify the situation and protect the individuals involved. Such action may include discipline of students up to and including expulsion and/or discipline of staff up to and including termination and the reporting of such staff or students to law enforcement officials.

Reprisal: The school district will discipline or take appropriate action against any student or staff member of the school district who retaliates against any person who makes a good faith report of alleged hazing against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing related to such alleged hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Safe School Climate Policy: The Newtown Board of Education promotes a secure and positive school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student or adult is prohibited. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student or a physical act or gesture directed at another student in the same school district that:

1. causes physical or emotional harm to the student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of the school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived distinguishing characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Cyberbullying includes the following misuses of technology: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photonic or photo-optical system to harass, tease, intimidate, threaten or terrorize another person.

Students who engage in any act of bullying while at school, at any school function in connection to or with any district sponsored activity or event, or outside of the school setting at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by the Newtown Board of Education are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to police.

TEACHER/STAFF: Any school employee or individual working within the school setting with knowledge or belief of conduct that may constitute bullying, whether by witnessing such conduct or by receiving student reports of bullying, must take an action and shall orally report the alleged acts immediately and not later than one school day to the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable and to file a written report on the "Suspected Bullying Intake Report Form" included in this document not later than two school days after making an oral report. Immediate presentation and intervention strategies to deal with bullying as determined by the district's safe school climate plan, implement positive behavioral interventions and support process or evidence-based model approach as determined by the district.

STUDENT: May anonymously report acts of bullying to any school employee including teachers, counselors, adult staff members and school administrators.

Will be notified annually how to make such anonymous reports in each school building.
Will find language concerning bullying included in codes of conduct.

PARENT/GUARDIAN: May file written reports of suspected bullying to his/her child's safe school climate specialist. Will be notified by the school through personal communication (ex., phone call, letter) not later than forty-eight hours after the completion of the investigation and invited to meet with school staff if his/her child commits a verified act of bullying in order to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying. Will be notified by the school through personal communication (ex., phone call, letter) not later than forty-eight hours after the completion of the investigation and invited to meet with school staff if a verified act of bullying was directed against his/her child in order to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying.

THE COMPLETE POLICY IS LOCATED ON THE DISTRICT WEBSITE

NHS Student Substance Abuse Code of Conduct

The Newtown Board of Education recognizes the serious societal problem of substance abuse and the implications this has for our students in the Newtown Public School System. In partnership with families and other local institutions, our schools play a significant role in the early detection of substance abuse, the protection of children from the use, promotion and sale of alcohol and controlled substances and the improper use and sale of prescription drugs.

All student athletes are subject to Newtown Board of Education policies, Newtown High School administrative policies, disciplinary actions and suspension or removal from co-curricular activities for the possession, use, dispensing, sale or distribution, aid in the procurement or under the influence of any of the following:

- Alcohol
- illicit Drugs
- Mood Altering or Controlled Substances
- Stimulants
- Any substance purported to be a restricted substance
- Anabolic Steroids
- Hormones or Analogues
- Diuretics
- Performance Enhancements

• Vaping
• Tobacco products

A student that is under the influence of or in possession of drugs and/or alcohol during school, on school grounds or during school activities, will be excluded from all school related co-curricular activities for a period of (60) sixty calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

If such student engages in any prohibited activity listed above off school grounds, at any time, seven days a week, regardless of whether or not prohibited conduct occurs during the student's actual participation in the activity or whether other school-related disciplinary action has occurred, the student will be excluded from all school related co-curricular activities for a period of (60) sixty calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

A student whose conduct off school grounds is in violation of the substance abuse policy and is seriously disruptive of the educational process shall be subject to severe disciplinary action, up to and including expulsion from school. In accord with Newtown High School policies and expectations, this is applicable to all co-curricular activities sponsored by the school.

Participation in high school activities is a privilege, not a right. The Newtown Board of Education, Newtown Administrators and NHS Athletic Department are committed to achieving an environment free of substance abuse in our schools. While this goal cannot be achieved by the school district alone, regardless of funding, staff ability or program development, the Newtown High School Administration will provide students with preventive and intervention support and education. The family, church, community health services, mental health and treatment facilities and concerned citizens must play a role if our goal is to be accomplished. We support sharing approaches and programs with other districts and institutions and recognize that these problems neither begin at the school door nor end at the district's boundaries. The solutions to the difficult problems of substance abuse need to be approached by society as a whole.

THE COMPLETE POLICY IS LOCATED ON THE DISTRICT WEBSITE

Student Absences: A student must be in school for a minimum of four hours in order to participate in any practice or game that day. It is the responsibility of the student/athlete to tell his/her coach if he/she was absent from school that day. Appropriate consequences will be applied for any violation of this rule up to and including suspension from the team.

In-Season Rule: A student-athlete who is a member of a school team after the first scheduled contest in any season shall not practice or compete with an outside team, or participate as an individual in non-CAA tournaments, meets, tryouts, skills assessment or games in the same sport.

School Closure/Early Dismissal: If school is on an early dismissal schedule or if school is cancelled, all practices, scrimmages, games, etc. are cancelled. Information about a cancellation or postponement will be promptly posted on the white board outside the main gym and on Nighthawksports.com

Senior Nights: Although Senior Nights are some of the most important events of each sport's season, the Newtown High School Athletic Department does not choose the dates for these nights or plan the activities that will place on these special evenings. Senior nights are usually planned by the underclassman as a way of honoring our senior student-athletes. Decorations for these nights should be limited to the site of the event (pool, stadium, gym, etc.), as well as the front doors. **No balloons are allowed in the Main Gym.** No other parts of the building should be decorated. The student-athletes who decorate for senior nights are also responsible for completely cleaning up at the conclusion of the event.

Running Off Campus: Running off campus is strictly prohibited for NHS student-athletes.

Transportation of Students: Transportation will be provided to student-athletes for out of town contests and in-town games and practices that must occur at sites other than at the athlete's school. In-town trips will be on a drop off basis only and parents or guardians are asked to pick up their sons/daughters at the designated site. All student-athletes must travel to out of town contests by the transportation provided by the school. Student-athletes will not be allowed to participate in any contest if they do not travel with the team unless approved by the Athletic Director. Student-athletes who do not travel back to school on the provided transportation must provide a note from their parent/ guardian stating their intentions. This note must be given to the coach at least 24 hours in advance.

Injuries/Insurance Coverage: If a student-athlete should become injured during the course of participating in a school sponsored sporting or athletic event, the injury must be reported to the coach immediately. Failure to provide notification to the coach within 24 hours may violate the terms and conditions of the insurance coverage carried by the town. The primary insurance that will provide coverage for any medical expenses incurred will be the medical/health insurance that applies to the student-athlete which in most cases is the coverage that applies to the family of the student-athlete. Any insurance carried by the town will apply only on an excess basis over all other collectible insurance. Note that the insurance coverage carried by the town only applies to injuries that arise out of a specific and identifiable occurrence that happened at a specific and identifiable place and time. No coverage would apply for any sort of chronic condition that did not arise out of a specific and identifiable occurrence.

Concussions: Newtown High School is committed to the prevention and appropriate treatment of concussions in all of our students and athletes. All information about our procedures and protocols is posted on our athletic website Nighthawksports.com.

A few pieces of information to remember....

- No student-athlete will be permitted to participate on an NHS athletic team unless the Concussion Education Plan and Consent Form has been signed by the student-athlete and his/her parent/guardian
- The Newtown High School Athletic Department employs the ImPact test. ImPact stands for Immediate Post-Concussion Assessment and Cognitive Testing and is used to assist our Athletic Department in concussion management. ImPact measures students overall short-term memory abilities, reaction times, and processing abilities. It is important to note that an athlete can neither fail nor pass this assessment. All athletes at NHS will take a baseline test using the ImPact test. If they receive a concussion they will be administered a post-concussion test using ImPact 24-72 hours after the concussion. They will again be tested 5-10 days after injury. Once a student is tested using ImPact they only need to be re-baselined every two years. Student athletes out of season who have a head injury will not be tested by the athletic staff although the ImPact baseline will be supplied upon request.
- Any student-athlete who is thought to have suffered a concussion during interscholastic competition, will be referred for MD assessment and will require MD clearance before returning to play.
- No student-athlete will be returned to play until he/she is substantially caught up with all academic obligations.

Team Rooms: Many teams use team rooms that are located off the main locker room to store equipment and uniforms during the season. All lockers in team rooms must be cleaned out within one week of the conclusion of the season. The custodial staff will discard any materials found in these lockers once the student-athletes have that opportunity to clear their lockers.

PRODUCED BY ATHLETIC PROGRAMS INC. 800-845-4531