

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on April 4, 2017 in the council chambers, 3 Primrose Street, at 7:30 p.m.

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

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

Item 1 – Pledge of Allegiance

Mr. Alexander asked for a moment of silence for the family and friends of Ryan Fetchick who we lost over the weekend.

Item 2 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the donation to Sandy Hook School, the child-rearing leave of absence for Ali Boa, the resignation of Lauren Dominick, and the resignation for retirement of Jean Labas. Mr. Cruson seconded. Motion passes unanimously.

Item 3 – Public Participation

Item 4 – Reports

Chair Report: Mr. Alexander spoke about the additional Legislative Council meetings attended where the April referendum and budget language regarding CIP items were discussed. The Council approved a complicated management of the potential change at the state level regarding special education funding and swapping some money into the grant system. The Council wanted to clarify how we were getting our funding.

Mrs. Ku said there are two parts to the resolution which would hinge on them appropriating money if it were to come back from ECS funding. There are Charter changes which has a limit on how much they can appropriate. It may affect the CIP process.

Dr. Erardi said the partnership that the Board of Education has cultivated with town boards and officials has worked positive to date. There is a feeling of trust, honesty and integrity.

Superintendent's Report:

Dr. Erardi referred to the explanatory text given to the Board which was vetted through Attorney Dave Groggins' office. This will show the community our needs for the Hawley roof, middle school boiler replacement and lighting upgrades, and the high school auditorium upgrade. He continues to meet with the community senior partners the fourth Friday of each month. They are questioning if the Board will revisit school closings again. His last item was the CABC Advocacy Journal with multiple photos of Newtown Board of Education members advocating for this community in Hartford. Dr. Erardi reminded the Board that K-12 student art was displayed in the town hall.

Mrs. Harriman-Stites asked if the explanatory text would be printed on the ballot.

Dr. Erardi said this was information we could post and send. The referendum question doesn't include the explanatory text.

Mrs. Harriman-Stites asked how we were planning on getting this out to the public as there is a lack of information

Dr. Erardi said these will be available at the PTA meetings and can be sent out. We will get further direction as to what we can do. He would take them to the Middle Gate PTA meeting this week.

#### Committee Reports:

Mrs. Ku said the Policy Committee looked at the food allergy issue that was reviewed by the aspiring administrators. They are still reviewing the 5000 series but there are some that require updates soon. They also looked at the school wellness policy.

Mr. Vouros referred to the whole food situation and suggested we asked the nurses for the number of episodes where children became sick when exposed in a classroom. To remove celebrations with food was not something he was pleased about.

Mrs. Ku thought we had information which is required to be sent to the state.

Mrs. Harriman-Stites said she was elected new chair of the CIP and Finance Committee. At their meeting today they discussed the 2018-2019 projects and will meet again after the referendum. They also discussed applying for state reimbursement for the Hawley roof.

Mrs. Ku said that the nurses' negotiations were on hold because of changes in the negotiating team.

#### Student Representatives:

Simran Chand: Evita was a big success, spring sports have begun, Mr. Memoli met with all captains who signed contracts regarding their conduct as role models.

Dylan Lew: The high school had presenters speak about drugs and alcohol. The Prevention Council set up tables with pledges for students to sign.

Simran: The Junior Prom was a success last Friday. The Spanish delegation is here this week. Next week several groups will travel abroad to Spain and Japan.

Dylan: This is Autism Awareness Month and they have been selling pins, pens and chocolate.

Tomorrow is testing day and the Link Crew members will spend time with freshman after testing.

Simran: The fourth quarter began and college decisions were in. She shared that Dylan will be attending Carnegie Mellon next year and pole vaulting for them.

#### Item 5 – Old Business

##### High School Auditorium Project:

Bob Mitchell said Sandy Hook School has some tiles that popped off which the contractor will repair. The contractor will check each tile and take care of the repairs. Also some wood trim came off which will also be taken care of. PB&S signed the contract for the high school roof which will be finished this summer.

High school auditorium demolition is complete. The ductwork is in worse shape. We approved the purchase of all of the ductwork and are looking at rescheduling some of the work. They also authorized the steel for the rigging. The contingency has \$44,000 now. He feels we should put in as many seats as possible and also look at removable seat for the front areas. There is a leak in the air handler but he expects the HVAC contractor to take care of it. The next work is getting the floor set and then ductwork.

Dr. Erardi commented that he was at the high school early one morning last week and at 7:00 everything was shut down. There is a nice relationship between the administration and the workers.

Mr. Vouros questioned that when the ductwork went out to bid and they assessed everything why they didn't look at the ceiling to see if there were any problems. Everyone knew the ductwork was not suitable. He mentioned the possibility of having the seats be tied together.

Mr. Mitchell said that during the design process the report wasn't passed onto the design team. We have a change order. Ductwork was not picked up as the report wasn't shared. We found a sprinkler main that no one knew about.

Mrs. Harriman-Stites asked that when phase two was passed if there would still be enough time for completion by August 22. If it is not passed, where does that leave the project?

Mr. Mitchell said it would be completed by August 22. If not passed, the stage will be nonfunctional.

#### Item 6 – New Business

High School Graduation and Middle School Moving-up Dates:

MOTION: Mrs. Ku moved that the Board of Education set the 2017 Newtown High School graduation date for June 13 at 4:00 p.m. at the O'Neill Center and the Newtown Middle School Moving-Up Ceremonies which will be held at 4:30 p.m. and 7:15 p.m. in the Newtown High School gymnasium. Mr. Cruson seconded.

Dr. Erardi said the last day of school would be June 15. This year the elementary teachers have to take a state reading survey. It was scheduled over the winter but we had a snow day on that particular date so we need time at the end of the year.

Mrs. Ku asked about the teacher survey.

Mrs. Davila said it was an assessment by the state to ensure that K-3 teachers are up on reading foundations.

Mr. Alexander asked what would happen if we have an additional day when school is cancelled. Dr. Erardi said June 15 would still be the last day because we go 183 days and have some flexibility.

Motion passes unanimously.

Minutes of March 21, 2017:

MOTION: Mrs. Ku moved that the Board of Education approve the minutes of March 21, 2017 with the change from Mr. Alexander on page 2 indicating that the first sentence should begin, "Mr. Alexander said that Mrs. Ku attended the security meeting...."

Mr. Cruson seconded. Motion passes unanimously.

First Read of Policy 3517 Security of Buildings and Grounds:

Mrs. Ku stated that Mark Pompano made these recommendations including the regulations.

Mr. Alexander asked about all exterior school building doors remaining locked at all times with the exception of the right hand door of the high school being unlocked after school hours because of athletic and community events in the school.

With additional questions on this policy from the Board, Dr. Erardi stated that he would invite Mr. Pompano to the next Board meeting for this discussion in executive session.

Second Read and Possible Action on Series 3000 Policies:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the 3000 series policies as recommended. Mr. Vouros seconded.

Mrs. Ku provided the following summary of policy changes.

**P3121**

Paragraph 1 – remove reference to “6-11” in charter

- Remove “ensuing”

Paragraph 3 – remove reference to “Section 6-13 as defined in” and “6-11”

Legal References – remove reference to “2008, 6-11” of the Town Charter

**P3152**

Remove “city” wherever “town/city” appears in the text

**R3152**

Recommendation to administration:

Page (a) - Remove last two paragraphs of “1” which talk about the town meeting and regional school districts, neither of which apply to Newtown (see Policy Subcommittee minutes 2/23/2015 for discussion)

**P3160**

Page (a) – Use the original language in the last sentence of last paragraph: “The Superintendent or designee shall recommend to the Board of Education and the Board shall approve transfers from one major object code to another.”

**P3171.1**

Paragraph 2 – Add language to specify “Prior to any expenditure from the non-lapsing education fund, the Board of Education shall vote to authorize such spending.”

**P3231**

Policy not currently recommended due to pending legislation

**P3280**

Note for administration: the policy indicates that the Superintendent will set up guidelines for processing of grant proposal ideas.

Page (a), replace the sentence “All grant proposals are to be approved by the Board before being submitted to the funding agency” with “All grant proposals are to be approved by the Superintendent or his/her designee before being submitted to the funding agency”

Page (b) Replace #4 with “The BOE shall approve all gifts to schools or the district as soon as reasonably possible.”

**P3280.1**

Policy not recommended

**P3290**

Policy not recommended

**P3324**

In the second bulleted item, replace the “Purchasing Officer” with “Accounts Payable Department”

**R3324.1**

Recommend to administration that this regulation not be used

**P3432/3433**

Policy not recommended

**P3435**

Note to administration, this policy indicates in the second paragraph that the Superintendent or designee will develop "internal controls," possibly as a regulation.

**P3451**

Policy not recommended

**P3513.2**

Appendix B – match the list to that on page (a) of the policy

**R3515.1**

Recommend to administration to add this regulation to the regulation for P3515.

**P3516.3**

Policy not recommended

**P3516.4**

Policy not recommended

**P3517.1**

Policy not recommended

**P3520**

Paragraph 2. Remove the word "taking"

**P3541.6**

In the last paragraph, remove the last sentence: "Whenever practical, substitute bus drivers will also be required to participate in first aid training."

**P3542**

Page (a), 4<sup>th</sup> paragraph, remove the last sentence: "The Food Service Director shall be hired under specific job specifications and approved by the Board of Education."

Page (a), "Aims" (1), remove the words "new" and "and in other schools wherever practicable." It should read: "To provide cafeteria facilities in all schools"

**R3542.1**

Suggest to administration, adding to page (d), under "General USDA NSLP/SBP/SMP Requirements" that the district will make an effort to provide variety in choices, especially for a student accessing NSLP/SBP on a daily basis. For example, a salad as a main course every day may not be appropriate.

**P3542.41**

Add to the end of paragraph 3: "The food service vendor will provide training to all staff that includes an overview of food allergies, Food Allergen Labeling and Consumer Protection Act, avoidance of cross contamination, effective cleaning and sanitation practices, and practices for the accommodation and safety of students with life-threatening food allergy in accordance with USDA regulations."

**3542.43**

Send the policy back to subcommittee for further review before approval.

Dr. Erardi asked the Board to amend the motion to state that these policies will go into effect for the next school year beginning July 1, 2017.

Mr. Vouros asked about the policy for children that don't have money for lunch.

Dr. Erardi stated there is a practice in place in each school that no child will go without lunch.

Mrs. Harriman-Stites amended the motion to add "as recommended and discussed to be put into effect for the next school year beginning July 1, 2017." Mr. Cruson seconded. Motion passes unanimously.

Dr. Erardi noted the hours of work on these policies by Mrs. Ku and Mrs. Harriman-Stites.

Mr. Alexander also recognized Meg Reilly for her work on these policies.

Vote on the main motion: Motion passes unanimously.

Item 7 – Public Participation

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

Item 8 - Adjournment

The meeting adjourned at 9:43 p.m.

Respectfully submitted:

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Debbie Leidlein  
Secretary

March 27, 2017

Newtown Board Of Education  
3 Primrose Street  
Newtown, CT 06470  
Attention: Dr. Erardi

Dear Dr. Erardi,

Pursuant to your conversation last week with Tara Kortze, I am enclosing a donation in the amount of \$1300.00. The funds were raised and donated by the members of "The Mean Green Science Machines", finalists in the 2014 Lexus Eco Challenge.

The children's goal was to make a contribution to the new Sandy Hook School. We are all grateful that the funds will be used in a meaningful way. We understand that you were interested in purchasing benches to be used for reflection at the site.

We appreciate your help in bringing this to fruition.

Sincerely,

*Laura Sock*

Laura Sock

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES

**Savings Bank of Danbury** OFFICIAL CHECK 2211  
517223

197128

Date 03-24-2017

Pay to the Order of Newtown Public Schools\*\*\*\*\* Amount \$ \*\*\*\*\*1,300.00

One Thousand Three Hundred and 00/100\*\*\*\*\* DOLLARS

Memorandum \_\_\_\_\_

HEAT SENSITIVE  
BUS AREA TO VERIFY

Authorized Signature \_\_\_\_\_

THIS CHECK CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

⑈ 1 9 7 1 2 8 ⑈ ⑆ 2 2 1 1 7 2 2 3 8 ⑆

90000 10⑈



## **NEWTOWN HIGH SCHOOL**

**12 BERKSHIRE ROAD  
SANDY HOOK, CT 06482  
(203) 426-7646  
FAX (203) 426-6573**

March 17, 2017

Dr. Joseph Erardi  
Superintendent of Schools  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

Dear Dr. Erardi,

I am happy to share the news that my husband and I are expecting our first child this August 25<sup>th</sup>. I am thus writing to inform you of my need for maternity leave. I plan to finish the 2016-2017 school year, but I also plan on taking off the 2017-2018 school year for a child rearing leave of absence. I plan to return to my position in the English Department at Newtown High School on August 22, 2018 (anticipated first formal day of the 2018-2019 school year). Based on the exact date of birth of our child, I will anticipate using sick days to be paid for only the days at the beginning of the 2017-2018 school year that fall within six weeks of the child's birth.

I truly enjoy the work I do every single day here at Newtown High School – I am so grateful that I found a home here three years ago. I feel blessed to have such devoted colleagues, engaged students, and supportive staff, and I know that being away for a year will be both sad and rewarding (in a completely new way). I am looking forward to the excitement and challenges our first baby will bring, and I will look forward to coming back to my work family here at Newtown High School.

Sincerely,

Ali Boa  
English Teacher  
Newtown High School  
12 Berkshire Road  
Sandy Hook, CT 06482  
203-426-7646  
boaal@newtown.k12.ct.us



MAR 20 2017

Lauren Dominick  
240 Oakwood Drive  
Fairfield, CT 06824  
908-256-3914  
[LMDominick712@gmail.com](mailto:LMDominick712@gmail.com)

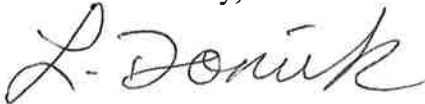
March 20, 2017

Dr. Joseph Erardi  
3 Primrose Street  
Newtown, CT 06470  
Newtown Public Schools  
203-426-7600

Dear Dr. Erardi,

I am writing to formally notify you that I am resigning from my teaching/department chair position for the 2017-2018 school year effective June 15, 2017 due to my husband's employment relocation. It has been a wonderful year at Newtown High School, and I have only fond thoughts of the Newtown School district.

Yours Sincerely,

A handwritten signature in cursive script that reads "L. Dominick".

Lauren Dominick

March 21, 2017

Dear Dr. Erardi,

I have worked in Newtown for close to 37 years and have worked with many administrators. I just wanted to thank you for being so kind to the staff these past few years. You have made the aftermath of the tragedy easier on us all. You have been kind and sensitive during a time in which kindness and sensitivity was greatly needed.

I also wanted to let you know formally, that I am planning to retire this June. I know you will be planning for next year in regards to your staff needs. I wanted to let you know so that you have this information to use in your planning.

Thank you,

A handwritten signature in cursive script that reads "Jean Labas".

Jean Labas AKA (Pannone)

Special Education Teacher

Reed Intermediate School

# Administrative Report

Tuesday, April 4<sup>th</sup>

1. Explanatory Text – CIP

April Referendum

(ATTACH #1)

2. Senior Partners

BOE Inquiry

3. CAFE Advocacy

4. NPS Art Display

Handwritten signature and date in blue ink. The signature is a stylized 'D' with a flourish above it. To the right of the signature is the date '4/4/12' written vertically. Below the date is another flourish.



2017-2018 Board of Education CIP Requests

Explanatory Text

The Board of Education will have these projects on the Town Referendum occurring on April 25, 2017

**HAWLEY SCHOOL**

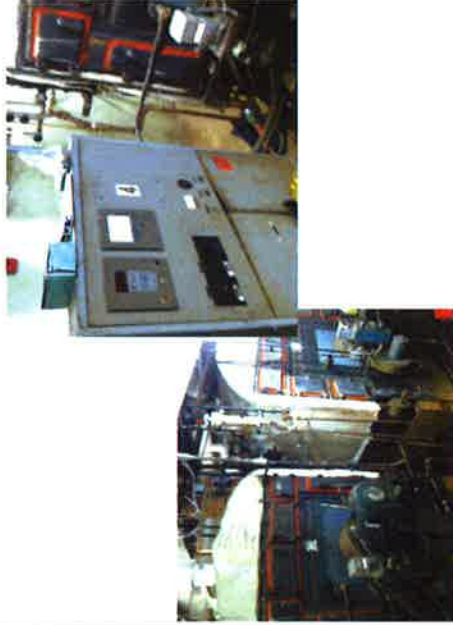
**Project:** Roof Replacement (Flat Sections)  
**Estimated Cost:** \$850,000



**Description:** This project will allow a complete replacement of the 1948 and 1997 flat roof sections of the facility. The roof will be in its 20th year of service. Life span/warranty is 20 years. Replacement will prevent problems related with water leaks which develop with age. The State Department of Administrative Services will provide approximately 36% reimbursement on eligible costs or \$309,656.

**NEWTOWN MIDDLE SCHOOL**

**Project:** Boiler replacement and Lighting Upgrades  
**Estimated Cost:** \$1,800,000



**Description:** This project consists of replacement of original boiler to a higher efficiency forced hot water system and upgrading all lighting fixtures to LED, similar to what was done at Middle Gate School this year. The boiler is currently 60-years- old, and two of the four boilers have been de-commissioned due to failure. The building is also being heated through a hybrid system of steam and forced hot water. A high efficiency boiler, along with re-piping part of the facility to forced hot water, will provide continued operation and financial and energy savings to our town/district. This also will involve a conversion from oil to natural gas.

**NEWTOWN HIGH SCHOOL**

**Project:** Auditorium Upgrade Phase II  
**Estimated Costs:** \$750,000



**Description:** This project consists of replacement of all stage lighting, lighting controls, AV equipment, rigging components, stage draperies, electrical components, and catwalk enhancements for safety. Phase I of this project includes all of the hard construction but does not address any of the necessary equipment listed in the above description. The main auditorium renovation was approved as a \$3.6M project eligible for 36% State reimbursement. The request for Phase II is to cover necessary expenses that were not able to be covered in the original project authorization.

**Newtown High School Auditorium Renovation Project**  
**Project Status Update – Interim Report**  
April 4, 2017



**Newtown High School Auditorium Renovation**

**Status of current work**

- All trade permits have been issued by the Newtown Building Department; sprinkler permit has been given a verbal approval while paperwork is in process
- Demolition of seats, floor coverings, and auditorium ceiling are complete
- Demolition of mechanical systems and equipment above the stage is complete; demolition of ductwork above auditorium (Change Order #1) is scheduled for completion by Friday April 7
- Demolition of the mezzanine structure above stage left is ongoing
- Submittal review and approval is proceeding
- Disruptive work, including electrical shut-down and roof penetrations for new equipment have been scheduled for spring break, April 10-14

**Change Order #1 – Replace all Distribution Ductwork Above Auditorium**

- When the auditorium ceiling was removed, it was discovered that the existing ductwork over the seating areas, which was intended to remain:
  - Is fiberglass and not sheet metal, so unable to connect to the new ductwork
  - Is damaged, with many broken connections
  - In some locations was unsupported so that lengths of ductwork came down with the ceiling
- CES, the consulting engineer, has determined that all existing supply ductwork should be replaced with duct sock or sheet metal supply lines
- All mechanical coordination drawings and shop drawings are on hold until revised mechanical drawings are provided by the engineers
- The PBSC approved a Change Order for materials only so that long lead items could be ordered: Ductwork Materials Change Order = \$26,765
- Ductwork Installation Change Order expected to be approximately \$46,690
- The project team is currently exploring a resequencing of construction activities in order to mitigate the potential impact to project schedule and substantial completion date

**Change Order #2 – Steel Infrastructure Alternate**

- To keep the project scope within budget, structural steel for the Phase 2 Rigging System was bid as an alternate during Phase 1
- The PBSC has approved the acceptance of Alternate #1, in the amount of \$54,337.50
- As steel is a long lead item, the change order required approval by April 3 so as not to impact substantial completion date

**Requisitions**

- Requisition for the period ending March 31<sup>st</sup> is under review and will be presented at the April PBSC meeting

**Newtown High School Auditorium Renovation Project**  
**Project Status Update – Interim Report**  
April 4, 2017



**End-user Requests**

- Facilities, Fine Arts Department and theater staff are re-examining the preference for two rows of demountable seating directly in front of the stage
  - There is a question as to where they might store the seats when not being used
  - Seat count currently totals 915 (866 fixed seats, 41 demountable seats, 8 loose seats in the boxes) with an additional 10 spaces for wheelchairs
  - The demountable seats can be replaced with existing loose chairs in the event that events require periodic additional seating

**Attachments**

- Project Budget
- Progress Photos



ITEM DESCRIPTION		ORIGINAL BUDGET	CONFIRMED CONTRACT VALUE	ADDITIONAL COSTS	CURRENT TOTAL BUDGET	Notes
<b>Professional Fees</b>					\$ 555,222	
<b>Consultants</b>						
Architects/Engineer	SEMA Agreement 9/1/2015	\$ 315,000	\$ 315,000			est. \$1000 budget for reimb exps as of 4/3/2017
	Reimbursable Expenses Allowance	\$ 20,000	\$ 309			
	Add Services #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	\$ -			
	Haz Mat Testing	\$ 5,000	\$ -			
	Clerk of the Works	\$ 18,000	\$ 18,000			
	Legal Fees	\$ 2,500	\$ -			
CM Preconstruction Fee	Newfield Agreement 1/8/2016	\$ 46,000	\$ 46,000			est. \$500 budget for reimb exps as of 4/3/2017 eliminated from budget 03/31/17
	Piano Move	\$ 1,000	\$ 1,000			eliminated from budget 03/31/17
	<b>Fees</b>	\$ 14,000	\$ -			
Special Inspections & Testing		\$ 10,000	\$ -			eliminated from budget 03/31/17
Builder's Risk Insurance		\$ 4,000	\$ -			eliminated from budget 03/31/17
<b>Construction</b>					\$ 2,953,926	
<b>Construction GMP</b>	GMP Amendment 2/10/2017		\$ 2,872,824	\$ 2,953,926		Auditorium Ductwork Replacement - Materials Alternate #1 - Structural Steel
Change Order #1	Approved PBSC Mtg 3/28/2017	\$ 26,765				
Change Order #2	Approved PBSC Mtg 3/28/2017	\$ 54,338				
<b>Subtotal</b>					\$3,509,149	
<b>Owner's Contingency</b>					\$90,851	3% of total Project Budget
<b>Pending Change Requests</b>					\$46,688	Auditorium Ductwork Replacement - Install Remove/Repair Wall Surfaces - Auditorium
<b>Potential Contingency Balance</b>					\$44,163	
<b>Total Project Budget</b>					\$3,600,000	

**Notes:**  
 Eliminate 41 demountable theater seats at ~\$240 ea  
 Potential credit of \$9800  
 Pending RFIs may generate additional change order requests as noted above

**Newtown High School Auditorium Renovation Project  
Project Status Update – Interim Report  
April 4, 2017**



**Progress Photos – 3/30/2017**



**Auditorium, House Right**



**Auditorium, Rear**



**Newtown High School Auditorium Renovation Project  
Project Status Update – Interim Report  
April 4, 2017**



**Auditorium, House Left**



**Auditorium Stage, from Rear**

**Newtown High School Auditorium Renovation Project  
Project Status Update – Interim Report  
April 4, 2017**



**Demolition Progress, Stage Left**



**Demolition Progress, Stage Right**

**Newtown High School Auditorium Renovation Project  
Project Status Update – Interim Report  
April 4, 2017**



**Auditorium Ceiling and Catwalk**



**Existing Supply Ductwork Remains; Air Handling Unit Removed**

*A new policy to consider.*

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

Buildings constitute one of the greatest investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

Security includes:

1. Developing at each school, in compliance with the requirements of **Connecticut General Statute Section 10-222k (formally known as P.A. 13-3)**, a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP).
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills. A drill schedule will be created prior to the start of the school year and forwarded to the ~~Director~~ **Director** of Security prior to the scheduling of a make-up drill.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every **year** ~~two years~~.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by **CGS 10-222k P.A. 13-3**)
7. Minimizing fire hazards.
8. Reducing the probability of faulty equipment.
9. Guarding against the chance of electrical shock.
10. Keeping records and funds in a safe place.
11. Protecting against vandalism and burglary.
12. **Maintaining a cadre of trained security personnel solely dedicated to providing security services at each campus during regularly scheduled school hours.**

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

**To ensure the safety and security of all Newtown Board of Education facilities, all exterior school building doors shall remain locked and secured at all times. The only exception to this policy is the far right main entrance door at Newtown High School (NHS), which may be manually unlocked only after regular school hours, based on the number of athletic and community events occurring**

inside the building. However, this door shall be promptly locked and secured upon the conclusion of said athletic and community events.

Only persons and/or organization with prior approval (signed building use form) may hold or sponsor activities and events on school campuses. It is expected that such persons and/or organizations will abide by the district's "locked door" policy as stated above.

Only persons having legitimate school business and approval of building administration shall be allowed access to school facilities during regularly scheduled school hours.

All persons with legitimate reason to participate in, or attend events held at Board of Education owned facilities (i.e. athletic events, theatre, musical performances, meetings, park and recreation activities, civic events, etc.) will be allowed access to campus and/or school buildings during non-regularly scheduled school hours.

Any incidents of robbery, burglary, trespass, theft of school or personal property, assault, injury, criminal mischief, vandalism, or damage to school property from other causes will be reported to the Office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

(cf. 3516 – Safe and Secure School Facilities; Equipment and Grounds)  
(cf. 4148.1/4248.1 – School Security and Safety Committee)

Legal Reference: Connecticut General Statutes  
29-389 Stairways and fire escapes on certain buildings.  
**Connecticut General Statute Section 10-222k**  
~~P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety~~

Policy adopted: NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new regulation to consider.*

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

~~Only persons having legitimate school business and prior approval of building administration are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.~~

### **Keys**

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each Principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each Principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district business office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

### **Employee Photo ID Access Badges**

All employees of the Newtown Public Schools, including interns and certain maintenance contractors, will be issued a photo ID access badge, which they are required to display in plain view while at work. The access badge also serves as an exterior building door key, which enables employee entrance into district-owned building(s) during specific hours and specific days of the week.

All photo ID access badges shall be issued through the Office of the Director of Security. The individual employee issued an access badge shall be responsible for its safekeeping, and shall pay for a duplicate access card if lost, stolen, or willfully damaged. Individual employees shall be responsible to promptly notify the Director of Security of the loss or theft of their access badge, so that the badge can be deactivated.

Photo ID access badges shall only be used by the respective authorized employee, and shall never

be loaned to another employee, student, or any other person.

Regulation approved:

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

(Reviewed and approved by Policy Review Committee)