

Newtown Board of Education Virtual Meeting  
CIP/Facilities/Finance Sub-Committee Minutes  
August 18, 2020, 7:00 p.m.

**Call to Order:** The BOE CIP Sub Committee meeting was called to order at 7:00 by Mr. Delia.

**Participants:** Dan Delia, Chair, Sub-Committee, Ron Bienkowski, Director of Business, Dr. Michelle Ku, Chair, Board of Education, Robert Gerbert, Director of Operations, Deb Zukowski, Sub-Committee Member, Dr. Lorrie Rodrigue, Superintendent

**Pledge of Allegiance**

**Item 1** Review of Anticipated Expenses Related To COVID

Mr. Bienkowski stated that the list (attached) are the items we have discussed over the last couple of months which are necessary to open school in September and there are things still happening that we don't know about that could be added to this list. Additional hand sanitizer has not been included in the total at this point. He indicated this list will not stop and there will be additional needs.

Dr. Rodrigue stated the staffing area could be an issue with adding hours for paraeducators that we have not anticipated. If we add a Kindergarten section we would need an additional paraeducator. Overall, we think everything is good right now and the list is very fluid. She indicated that we keep examining our PPE (Personal Protective Equipment) and making sure we have enough to get us through a good portion of the beginning of the year and we are making sure every base is covered but, things will pop up and it is the nature of the game right now.

Ms. Zukowski stated she had heard talk of the bus monitors, instead of being on for two weeks was going to be for only two days. Dr. Rodrigue stated we have posted looking for volunteers and it was originally for two weeks in the plan. She said we want to make sure we are covered at least the first two days, and we have asked for two weeks. We have 55 buses. We cannot use staff because they would be late for school, or Paraeducators that are one to one as they would also be late for school. Dr. Rodrigue stated she is reaching out and getting requests from the community wanting to help. Other districts are having the same issue of finding people and we are doing the best we can. Ms. Zukowski asked if the goal is still 10 days for monitors.

Dr. Rodrigue said that was the intent when we were going to have full buses. Right now buses are half and could be less than half because a lot of parents are choosing to drive their children. We want students riding buses to know that they have to wear masks and stay seated. We might need more than 55 people if some don't want to do morning and afternoon runs due to schedules. Dr. Rodrigue will be sending another plea out to community to fill the need for volunteers.

Mr. Delia asked if we need to put anything on the list with potential expenses for more security or, anything else since we will have more traffic as parents will be dropping off their children?

Dr. Rodrigue said she has our Director of Security on alert and all of Newtown Police. Principals have figured out and adjusted their schedules and created a time lag for pickup and dropping off. This could be another thing we will have to adjust along the way.

Mr. Delia asked Mr. Gerbert if there was anything else to add to this list besides the hand sanitizer?

Mr. Gerbert stated he thought the list was pretty comprehensive. There will still be incidentals such as hand sanitizer and wipes which are popular at this time. We have plenty of soap, cleaning supplies and disinfectant. We don't know about hand sanitizer and wipes until we see what we are consuming.

Mr. Delia asked if we should increase the number.

Mr. Gerbert stated he does not have anything in regards to extra expenses for PPE, hand sanitizer etc. Presently, we may be in the neighborhood of \$50-60k more which we are committed to for purchasing materials depending on how fast we use them up, that cost could also get up to \$100K easily.

Dr. Rodrigue stated the expenses are close to or match what was submitted to the state. She also said some of the things we were able to capture early were sight licenses for some apps that we had and worked into this year's budget, along with technology, devices, and hotspots. The amount of \$1.5M was given to the State at the time when they asked for potential expenses.

Mr. Delia said he would put a bigger number up for the hand sanitizer as we will go through this very fast. Ms. Zukowski agreed.

Dr. Rodrigue said when we assessed, we wanted to be very careful and not to underestimate these costs.

Mr. Delia was comfortable with adding another 50% to the cost of the hand sanitizer.

Mr. Bienkowski stated he would increase the hand sanitizer expense to the list.

Dr. Rodrigue said when we meet these tweaks and go to Board of Finance closer to the \$1.5M we will utilize these figures. We are looking at the \$1.5M as being a realistic number.

## **Item 2 Discussion and Acceptance of the Non-Lapsing Account Regulation**

Mr. Bienkowski stated we had Matt Ritter, our attorney, answer a lot of questions that the sub-committee had regarding a draft of the Non-Lapsing Fund regulation and he took what we were

looking at and put into a regulation that would address everything he heard at the CIP Sub-Committee's previous meeting. This draft is a result of his work. This draft cuts to the chase and lists the salient points of our discussion and he suggested the committee adopt this as the appropriate regulation of the non-lapsing fund because we are going to be asking for funds to be deposit into that account at the Board of Finance meeting and it would be good to have this draft in-place as an approved regulation.

Ms. Zukowski asked Mr. Bienkowski if he was satisfied with everything.

Mr. Bienkowski stated he thought it is a good summary that we can work with.

Dr. Ku stated the regulation will not be approved by the Board of Education because it has to go through Administration. The sub-committee can bring this forward to the Board of Education for informational purposes.

The Sub-Committee agreed to bring this to the Board of Education to support this regulation.

**Public Comment:** No public comments

**Adjournment:**

Mr. Delia moved to adjourn the meeting. Ms. Zukowski seconds the motion. All in favor. Motion passes and meeting was adjourned at 7:26pm.

Respectfully Submitted,  
Joanne Morris

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE  
CIP/FACILITIES/FINANCE SUB COMMITTEE

## DRAFT

### Personnel Expenses

Nurses - increase 7 hour day to 8 hours		\$	97,500
.8 Nurse addition		\$	49,800
Additional Building Substitutes		\$	117,000
Behavior Interventionalist HOM		\$	20,000
Additional Para hours - Kdg, reading & math		\$	17,124
Bus monitors, 3 hrs per day for 10 days		\$	25,300
Custodians, additional bathroom cleaning		\$	225,634
Certified Staff 1.0 HOM, 0.2 HS Sped	1.20	\$	74,353

**Sub Total Personnel Costs** **\$ 626,711**

### Facilities Expenses

Tables	300	\$ 116.25	\$ 34,875
Desk shields			\$ 137,318
Tents for HS additional eating space	5	\$ 8,770	\$ 43,850
Storage containers			\$ 14,940
HVAC Higher rated filters			\$ 16,051
Ventilation Purge Programming (all schools)			\$ 25,840
Air Purifiers			\$ 46,446

**Sub Total Facilities Costs** **\$ 319,320**

### Other Items

Distance Learning Technology items			\$ 382,698
Disposable Face masks			\$ 8,200
Face shields	745	\$ 2.79	\$ 2,079
Thermometers	10	\$ 134	\$ 1,340
Office Dividers			\$ 41,932

**Sub Total Other Costs** **\$ 436,249**

**Total Potential Estimated Additional Costs** **\$ 1,382,280**

**Section 1.** The Board of Finance of the Town of Newtown established a Non-Lapsing Fund (the "Non-Lapsing Fund") in accordance with Connecticut General Statutes 10-248a<sup>1</sup> on May 12, 2014.

**Section 2.** The Board of Education may, subject to the approval of the Board of Finance, deposit into the Non-Lapsing Fund all or a portion of any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the Town, provided that the amount deposited into the Non-Lapsing Fund shall not exceed the amount set forth in Section 10-248a of the Connecticut General Statutes.

The Board of Finance may authorize deposits into the Non-Lapsing Fund in each fiscal year such that the total amount in the Non-Lapsing Fund may accumulate without limitation over time if not expended.

**Section 3.**

A. The Board of Education may, subject to the approval of the Board of Finance, authorize expenditures from the Non-Lapsing Fund for any of the following educational purposes:

- i. Any Capital expenditures which have been previously approved in the five year Capital Improvement Plan;
- ii. Emergency conditions or replacements to capital items not previously included in the five year Capital Improvement Plan;
- iii. Special Education expenses in accordance with the March 20, 2018 Board of Education resolution establishing a Special Education Contingency line item; and
- iv. Any expenses that the Board of Education determines are necessary to support students or that are in the best interests of the Newtown Public Schools.

B. The Board of Education shall authorize each expenditure from the Non-Lapsing Fund.

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<sup>1</sup> Sec. 10-248a. Unexpended education funds account. For the fiscal year ending June 30, 2020, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided (1) such deposited amount does not exceed two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made only for educational purposes, and (3) each such expenditure shall be authorized by the local board of education for such town.

C. The Board of Education shall submit a summary of the Non-Lapsing Fund's balance and expenditures for the prior fiscal year to the Board of Finance on an annual basis.

**Section 4.** The Non-Lapsing Fund balance comes from an appropriation that was approved by the voters of the Town for educational purposes and the Board of Education shall use the Non-Lapsing Fund for educational purposes. The Board of Education shall not consider the Non-Lapsing Fund as a source of funding which may be used to reduce the annual appropriation for education by the Town.