

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, October 16, 2012, at 7:30 p.m. in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines (7:45 p.m.)	6 Staff
W. Hart (absent)	25 Public
K. Alexander	2 Press
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:38 p.m.

Item 1 – Consent Agenda

MOTION: Mr. Alexander moved that the Board of Education approve the consent agenda which included the high school Junior State Club field trip, the high school varsity softball team field trip, the child rearing leaves of absence for Cynthia Holbert, teacher at Hawley School, Michelle Hallak, teacher at Newtown Middle School, and Teri Alves, teacher at Sandy Hook School, and the leave of absence for Amanda Friedman, teacher and Newtown High School. Mr. McCubbin seconded. 5 ayes

Item 2 – Public Participation - none

Item 3 – Reports

Correspondence:

Mr. McCubbin stated there were 6 items regarding busing, 5 for closing Head O'Meadow School, 2 regarding the agenda, 1 on the budget, and 1 regarding teachers.

Chair Report:

Mrs. Leidlein, Mrs. Roche, Dr. Robinson, Mr. Bienkowski, and Mrs. Maloney met with All Star regarding transportation and discussed the progress being made and continuing concerns. The Tier 2 drop offs at Reed are still an issue. We will also meet regarding the drop off procedure at Reed.

Mrs. Roche noticed that the amount of parents dropping off students at Reed have created a traffic problem. Chief Kehoe has done a study to observe the traffic pattern. We were also looking at adjusting the traffic light. 48 students were tardy on Monday in the front due to the number of cars.

Mr. Alexander asked for a timeline on the changes in morning pickup times. His pickup changed this morning.

Mrs. Leidlein said a number of buses in Tier 1 had time so they decided to pick up Tier 2 earlier. We don't want to make too many changes at once. They are making adjustments every week or two and are trying to let parents know a few days ahead of time. The time changes will be sent through School Messenger.

**Superintendent's Report:**

Dr. Robinson stated that Newtown Patch reported on our Nighthawk marching band and color guard that won first place in their division at a competition at Giant's Stadium on October 13 and had the 5<sup>th</sup> highest score of all bands.

Today 42 fifteen-year-old students took the Programme for International Student Assessment (PISA) which shows how we compare with other countries.

The Freshman Forum is this Thursday night at 7:00 at the high school regarding the dangers of drinking and driving. She encouraged attendance.

Our Senior Leadership Team is researching standardized tests to comply with the state's new teacher evaluation plan. We had a webinar with North West Evaluation Associates which is one recommended by the state. It tests reading, math, writing and science with multiple measures throughout the year. The requirement is for the evaluation of teachers and how it is linked to the students' achievement.

Mrs. Leidlein requested more information on how it will impact our students.

Dr. Robinson said that 45% of teacher evaluation will be on assessment of students. Every teacher has to have some testing related to their content area. Our students will be tested more.

Ms. Leidlein asked if this aligned with the common core of state standards.

Dr. Robinson said it did and that was what we looked for. It's for grades 2 through 11. The Senior Leadership Team is working on getting more information and will come to a meeting with the costs also which will be about \$78,000.

**Financial Report:**

MOTION: Mr. Alexander moved that the Board of Education approve the financial report for the month ending September 30, 2012. Mr. Vouros seconded.

Mr. Bienkowski presented the financial report for the first quarter of the fiscal year. We spent \$4.8M in September with \$3.6M on salaries and benefits and \$1.2M for all other object codes. Out-of-district special education tuition students total 30 while the budget was based on 25. Additional tuition and medical costs have increased these expenses by \$192,000 before any excess cost offsets. Professional services balance has declined by \$249,000 due to encumbrance additions for speech and nursing services. We expect significant legal expenses going into teacher arbitration and also have another law suit to deal with.

Mrs. Leidlein asked if there is concern that the ECS will cover tuition.

Mr. Bienkowski is concerned about many accounts which Excess Cost impacts. We don't have the flexibility we had in prior year's budgets regarding maintenance projects as there is nothing in the maintenance line.

Mrs. Leidlien asked for the detailed account analysis to be sent to the Board.

Mr. Vouros asked how this year compared to last year regarding special education costs.

Mr. Bienkowski said we weren't in this type of situation this time last year. We have more needs this year.

Mr. Vouros wants everyone to understand the fluidity of the special education program costs.

Mrs. Leidlein suggested giving Ms. Haggard topics to help the Board better understand special education costs.

Vote: 6 ayes

**Special Education Report:**

Julie Haggard, Director of Pupil Services, stated that she has been visiting schools and meeting with staff and parents addressing ongoing concerns. She has also visited several special education schools where we have students to see the services they're receiving. Transition could be a topic for further discussion. She needs to address curriculum and instruction and examine and further develop programs for students with autism. How to gather data will further be explored.

Mr. Vouros has heard positive feedback from the district and thanked Ms. Haggard for the approach she had taken with parents. He asked that she contact the superintendent if she feels the technology portion of the program is not sufficient.

Mrs. Roche wants to understand the Pre-K program which is now separated into 2 schools. How is it working being separate and if it would be better to have it in one school.

Mr. Vouros asked that if a school closed what the impact would be on the special education students. Gifted students needs are not being met so we need to meet those also.

Mrs. Leidlein requested her report be sent to the Board.

**Item 4 – Old Business****NEASC Presentation:**

Mr. Dumais spoke about the NEASC visit which would be in the spring or fall of 2015. The preparation work will be done by hundreds of individuals and coordinated by a steering committee. Jaime Rivera will most directly oversee the work of this committee. Leah Clark and Amy Repay are co-chairs of committee. The purpose of the NEASC visit is to verify how close our self-study matches what people see when they visit. There are some budgetary implications and he will be asking for resources in his budget for the people involved on the committee.

Dr. Robinson said the team will need to put together evidence on all of the standards. Many will have to be interviewed.

Mr. Dumais said he would make the evidence piece available electronically.

Mr. McCubbin asked that as he update the Board on a regular basis.

Mr. Dumais said that having it available electronically allows them to see where they are. The high school doesn't have a mission statement so that will be their first job.

Mr. Vouros stated we have to find a way to make the public aware of what is going on to understand what NEASC is about.

Mr. Dumais said that most of the work is done outside of class time. He is requesting 1 free class for both teachers so they can work together.

Mrs. Leidlein asked for a staffing analysis if he is asking for additional staff. She also asked for the anticipated date of the completion of the self-study.

Mr. Dumais said they won't notify us until 2013 whether the visit is spring or fall 2015. Also, the staffing analysis will be in his budget.

**Newtown High School Math Program Update:**

Karen Sherman, high school math department chair, said to align our core integrated course curriculum with the common core state standards they will be changing the names of the

courses the first three years to Algebra 1, Geometry and Algebra 2. The content of the first three years will not change but the order and implementation will change to meet the needs of the future.

Mr. Alexander asked how much change there needs to be to the content to meet with the common core standards.

Ms. Sherman said the content is being shifted so we need to be careful so there are no gaps. They are piloting Algebra 1 now with the others to follow.

Mrs. Leidlein asked if it would be helpful to have more algebra 1 instruction in 8<sup>th</sup> grade.

Ms. Sherman expects upcoming students to be ready for these courses earlier.

Dr. Gejda said a big challenge for teachers is preparing for the CMTs and implementing the common core.

Strategic Plan Character Development:

Judy Blanchard gave an update on the character development plan. See attached report.

Suzanne Tyler, high school social worker, also attended. Mrs. Blanchard asked that the core attributes be addressed at the start of public meetings and would like them used in how we conduct business in the community. She asked the Board to start their meetings with reading the code of character statement. She spoke to Mrs. Llodra about doing the same. The symbol will also be on town police vehicles.

Ms. Tyler read the statement.

*Code of Character*

- *As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.*

Mr. Vouros asked the effect of this on the athletes in our district.

Mrs. Blanchard said as we all embrace this it becomes a standard for our behavior. She's received requests to have the character tree in classrooms.

Mrs. Leidlein asked to have this presentation sent to the Board electronically.

CIP:

MOTION: Mr. Gaines moved that the Board of Education approve the CIP as presented.

Mr. McCubbin seconded.

Mr. Gaines stated that there was a communication from the Board of Selectman to make some changes to the CIP. See attached report. The biggest items are the shift of the 2<sup>nd</sup> phase of Hawley and the high school auditorium work. No longer on the CIP is the \$100,000 for design fees for the high school auditorium. The Town switched Hawley because it fit better into their bonding issues. The most critical work for Hawley is the boiler replacement. He will present this to the Board of Finance next week.

Mr. Vouros asked if it was safe to assume there can be no conversation about closing one of these schools.

Mr. Gaines said you can't assume that. Parks and Rec need to use the gyms so we have to maintain the buildings. An RFP should be put out for a study to implement next year.

Vote: 6 ayes

Early retirement:

Dr. Robinson met with the NFT and state representative and discussed looking at a health benefit for an incentive. They want the Board to consider other options such as some kind of cash payout or an incentive connected to TRB. She doesn't think it will save the district much money. This plan needs to have the window open for two months.

Mrs. Leidlein asked when there would be a financial analysis for the Board.

Dr. Robinson hopes to have it for the next meeting.

Mr. Vouros asked the number of potential retirees.

Dr. Robinson said there could probably be five who will retire and possibly another 15 that fall within the parameters.

Mrs. Leidlein said that looking at class sizes there is an inequity between the elementary schools which needs to be addressed.

#### Item 5 – New Business

October 2, 2012 Minutes:

MOTION: Mr. Gaines moved to approve the minutes of October 2, 2012. Mr. Alexander second. Vote: 5 ayes, 1 abstained (Mr. Vouros)

October 9, 2012 Minutes:

MOTION: Mr. Gaines moved to approve the minutes of October 9, 2012. Mr. McCubbin seconded. Vote: 4 ayes, 2 abstained (Mr. Alexander, Mr. Vouros)

Budget Goals:

Mrs. Leidlein asked for Board input regarding budget goals. She would like to see having backup detail to support any new programs for the district. She'd also like to see it tied into the Strategic Plan.

Mr. Gaines would like a budget that includes full day kindergarten, money for maintenance of our facilities and money for technology so we don't miss our 7-year cycle.

Mr. Vouros said we need to get our direction from Dr. Robinson and have to ask for what we want and rely on the public to vote.

Mr. Alexander said full day kindergarten should be part of the budget.

Mr. McCubbin feels we should look at previous budgets and compare and explain variances. This would provide a greater understanding where the money is going.

Mr. Vouros had concerns about contacting people to vote.

Mrs. Leidlein said the PTAs do that. She will send a list of the goals to the Board.

Mandates on State Waivers:

Dr. Robinson spoke about the state waivers regarding No Child Left Behind and student assessment. Please see the attached presentation.

Mrs. Leidlein asked to have this report attached to the minutes and sent to the Board.

Item 6 – Public Participation

Michelle Assante, 16 Wendover Road, feels there needs to be more discussion on class size and not replacing one for one if there was lower enrollment. She wanted to see a budget preview. The special education number was low. She suggested looking at questions from the March 14 Board of Finance meeting which may be asked again. The Board needs to keep programs that move the district forward. Full day kindergarten needs to be in the budget. The Board of Finance and Legislative Council need to believe the Board is committed to it. She wants to know what will be cut due to special education costs.

Michelle Ku, 28 Platts Hill Road, was encouraged to hear talk about strengthening the budget. The GATES program is underfunded. There should be funding for a group or just one student. If we aren't addressing the needs of our advanced students it will show up in our indicators.

MOTION: Mr. Alexander moved to adjourn. Mrs. Roche seconded. Vote: 6 ayes.

Item 7 - Adjournment

The meeting adjourned at 11:11 p.m.

Respectfully submitted:

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Cody McCubbin  
Secretary



Charter Reservation/Price Quote Form

TRIP INFORMATION

Date of Call: 10/1/12

Customer: NHS - Randi Kiely Person Calling: \_\_\_\_\_

Group/Team: The Junior State Club # of Buses: NONE\*

Date of Trip: Nov 17-18 2012 <sup>Departure</sup> Pick up Time: 6:15 Am Sat

Destination: Fall State Convention, Double Tree, Danvers, MASS

Pick up Point: NHS Return Time: 7:00 Pm Sun

OTHER INFORMATION

\* Teacher driver unless we have more than seven kids

PRICING

\_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_

\_\_\_\_\_ Miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Minimum Charge = \_\_\_\_\_

Total Charge Per Bus = \_\_\_\_\_

BILLING INFORMATION

Will group pay day of trip? \_\_\_\_\_ Receipt needed: \_\_\_\_\_

Bill to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONFIRMATION

Information taken by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Recorded in Book: \_\_\_\_\_

*Adams 10/03/12*

**The Junior State of America** is a nonpartisan, nonprofit organization that promotes political awareness and participation amongst high school students grades 9-12. Newtown High School has a local chapter that runs as an NHS club.

Junior State Club members travel on 3 overnight conventions annually.

Fall State Convention Danvers MA is Sat. Nov. 17- Sun. Nov 18, 2012

Winter DC Congress is Friday Feb. 8 - Sun Feb. 10, 2013

Spring State in Stamford, CT is Sat. April 20- Sun. April 21, 2013

At Junior State conventions students debate current issues. All conventions also include guest speakers from national and foreign government, politics, and/or the media. The DC trip also includes a visit to the Capitol and a moonlight monument tour.

Randi Kiely  
Club Advisor and  
NHS Social Studies Dept. Member



Cynthia G. Holberg  
44 Newgate Road  
Oxford, CT 06478

Joan Libby  
Human Resources Director  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

Dear Joan,

August 6<sup>th</sup>, 2012

My name is Cynthia Holberg, and I have been the K-4 choral and general music teacher at Hawley School for the past 3 years. I am writing to share the exciting news that my husband and I are expecting our first child in February 2013. My intension is to take twelve weeks of medical leave, after I give birth, which will continue through April 2013. Per the teacher's contract, I would also like to be considered for a general leave through January of the 2013-2014 school year. I am aware that if I am granted this leave I will need to make a final decision about returning to the Newtown Public Schools by August 2013.

At your earliest convenience, I would like to meet with you to discuss the details of my approved maternity leave. Thank you for your consideration.

Sincerely,



Cynthia G. Holberg

Hawley School Music Teacher

[holbergc@newtown.k12.ct.us](mailto:holbergc@newtown.k12.ct.us)

Michelle Hallak  
925 Oronoke Rd #38C  
Waterbury, CT 06708

Superintendent Robinson  
Office of the Superintendent  
3 Primrose Street  
Newtown, CT 06470

Dear Dr. Robinson:

September 18, 2012

My name is Michelle Hallak. I am in my sixth year of teaching seventh grade math at Newtown Middle School. I feel honored to be part of this esteemed school district and a member of the warm and supportive community of the middle school.

I am currently pregnant with my second child, with an approximate due date of December 29, 2012. I am writing to formally request for my last day of school for the 2012-2013 school year to be December 21, 2012. I intend to return on the first scheduled day of the 2013-2014 school year. I am also requesting payment for any remaining personal days at the time of my maternity leave. Thank you for your consideration and support.

Sincerely,

A handwritten signature in black ink that reads "Michelle Hallak". The signature is written in a cursive style with a large initial "M".

Michelle Hallak

TERI ALVES  
3<sup>rd</sup> Grade Teacher, Sandy Hook School  
97 Cranston Ave  
Shelton, CT 06484  
(203)521-6200

Dr. Janet Robinson, Superintendent of Schools  
and Board of Education Members  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

Dear Dr. Janet Robinson,

September 26, 2012

I am writing to inform you of a maternity leave I will be taking during the 2012-2013 school year. My second daughter is due to arrive on or around January 28, 2013. My husband and I and big sister, Avery, anxiously await her arrival.

I am writing to request some additional leave time this spring. There are two scenarios for my leave, depending on the baby's birth date. In the first scenario, if the baby is a bit early (as with my first), I am requesting a return date of April 30, 2013. This would mean a leave of approximately 13 or 14 weeks. I need to ensure that my family retains our insurance coverage, therefore I have been advised that I would need to return to work during the month in which my 12 weeks of leave expires.

In the second scenario, should the baby be a week or two late, I would request a return date of May 31, 2013. This would mean a leave of approximately 16 weeks.

I am also requesting all 5 of my personal days be applied to the paid portion of my maternity leave. That will entitle me to 7 weeks of paid leave. I understand the remaining portion of my leave will be unpaid.

I appreciate the help of Suzanne D'Eramo, Denise Hornyak, and Flo Teixeira thus far in coordinating my leave, and know they are resources should I have any further questions.

I plan on ensuring a smooth transition for my students as they work with a substitute in my absence. I welcome the opportunity to reunite with them in the spring to wrap up their third grade year together.

Sincerely,

Teri Alves

September 27, 2012  
55 Sharon Road  
Waterbury, CT 06705

Dear Dr. Robinson,

I am requesting a leave of absence from Newtown High School for the remainder of the year. Barring any unforeseen circumstance, I plan for my last day as October 26<sup>st</sup> 2012.

If permissible, I plan to assist as you see fit with the transition out of my responsibilities in the classroom and with NICE.

I appreciate your time and consideration.

Very sincerely,

A handwritten signature in black ink that reads "Amanda Friedman". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Amanda K. Friedman

## **Special Education Update October 2012**

Over the last ten weeks, I have been actively learning about the Newtown schools and community. Some of the highlights of my work are listed below.

- I have traveled through buildings to meet district staff and gain an understanding of educational opportunities offered within each grade-level and how these opportunities relate to individualized education programs.
- I have observed examples of classroom instruction including regular classroom instruction, small group and special education classroom support.
- I have collaborated with my fellow administrators to gain an understanding of concerns and or needs from the Pupil Services Department moving forward. These meetings and numerous conversations will continue throughout the year.
- I have addressed several parental concerns, meeting individually with many parents to learn more about individual perspectives and to hear how they believe we can best collaborate in the educational process.
- I have made visits to various special education schools currently attended by Newtown students to assess appropriateness as well as conduct program monitoring.
- I am engaged in on-going examination of district special education procedures related to FERPA, restraint and seclusion, data input and state reporting. Additional work done in these areas will support increased compliance and shared accountability in procedural matters.
- I am conducting further examination of IEP compliance issues with state department and continue to work with their support in ensuring procedural compliance of all IEPs and data uploads.
- I am providing oversight and troubleshooting of our special education data collections and state reports through SEDAC and PSIS (Public School Information System).
- I have participated in five mediations and preparing for additional three scheduled in the near future
- I have worked collaboratively with parents to avoid additional litigation in three cases

- I am engaged in continual work with pupil services staff to provide updates regarding new state mandates.
- I have attended two Newtown Schools Advisory Board meetings to support the work of the board. As a result of our collaboration, I will be attending various PTO meetings to help inform and support the work within each school community. I will also use my attendance in these forums as a way to be accessible and visible to parents within the school community.
- I am involved in ongoing examination and appropriate re-allocation of district resources.
- I have completed the Title I & II grant application as well as become proficient in budget builder software.
- The Pupil Services Department is working with the business office and the Director of Maintenance to ready our district vehicle for use within the transition program.

Three areas I have identified in which I will move to focus and support:

1. **Curriculum and Instruction:** Increased support from pupil services in regard to literacy across the PK-12 continuum. My work will include looking closely at formative assessments to help guide teachers in the use of leveled texts, alignment of practices in addressing the literacy needs for special education students, adolescent literacy and supporting the needs of all students in the areas of text complexity within the Common Core State Standards.
2. **Specialized Programming:** Further developing individualized programming to meet the needs of students with autism spectrum disorder. A needs assessment is the first step in gathering information and perspectives.
3. **Procedural and Substantive:** Continued support of procedures regarding IEPs, procedural elements to support compliance with IDEA, as well as a further examination and exploration regarding educational benefit of goals and objectives within IEPs. Methodology of data collection and systems used to gather this data will be further explored.

## NEWTOWN HIGH SCHOOL MATH PROGRAM UPDATE

Newtown Public Schools

**What will the program be called? Give a brief description of the program:**

The Math department is aligning our core Integrated course curriculum with the CCSS that has been adopted by the SDE. The content of the first three years at NHS will not change, but the order and implementation will change to meet the needs of the future.

**We will be changing the names of the first three years to Algebra1, Geometry, and Algebra2.**

### PLANNING

Please answer the following questions:

1. What is the documented need for the program?

Alignment with the CCSS curriculum adopted by the state of Connecticut and 46 additional states.

2. What research is available about the effectiveness of this program or others like it?

The work done on the Mathematical Systems Improvement Framework by math educational leaders and approved by the National Council of Teachers of Mathematics.

3. How does the program align with the core beliefs of the Newtown Public Schools?

The program aligns with our Core Beliefs in the mathematical Practices that drive instruction have high expectations for students expecting continuous improvement.

4. Who have you communicated with about the program and what are the responses?

NCSM and the NCTM as well as math leaders in Connecticut and the district. Because this will also help transfer student placement, the suggestion has been well received.

5. Was the program critiqued by a curriculum committee? What were their comments?

Changing the alignment has been in conjunction with the changes k12 in keeping the CCSS and has been agreed upon by the k12 curriculum committee.

6. Which staff and students will participate in the first year of the program? How will they be selected?

The Algebra 1 is being piloted by HS and middle school this year. Veteran teachers to this content worked at aligning based on the State curriculum and working with Reed and Middle School.

7. What are the staffing implications?

Though there are no staffing demands to begin implementation, the CCSS suggested a diverse individualized discovery approach, releasing the responsibility for learning to the student over time which does suggest additional staff to keep class size small.

8. Do you anticipate that this will become a mandated program?

The CCSS will assess students under this program in 2014, that is why we have piloted the program this year.

9. When and how will the initial, start-up curriculum be written prior to initiation of the program?

The start-up curriculum is the CCSS adopted by the SDE.

10. What is the plan for pre-implementation training and follow-up training?

Regular meeting of the Algebra 1 teachers are on-going and include the middle school and Reed.

11. What other costs are involved?

The series of texts should be replaced with CCSS texts or etexts. Lessons, activities and assessments must be researched and/or created.

**MEASURING EFFECTS**



12. How will you measure the program effectiveness?

Continued increase in student scores on standardized assessments

13. Who will use the information to decide if the program will be continued?

The k12 curriculum committee

14. When and how will the results be communicated to the Board?

Scores on standardized tests will be assessed and results presented to the BOE

CONTACT PERSON \_\_\_\_\_ Karen I. Sherman \_\_\_\_\_ DATE \_\_\_\_ 10/2/12 \_\_\_\_\_

Since the CCSS is a national undertaking this is the best time to rearrange content to align with the Connecticut state standards and change our first three year sequence to an **Algebra 1, Geometry, and Algebra 2** adopted by the state.

<b>Current Course Title</b>	<b>Change to</b>	<b>New Title</b>
CPA Integrated Math 1		CP Algebra 1
CPB Integrated Math 1		Foundations of Algebra 1 (SRBI)
Honors Integrated Math 2		Honors Geometry
CPA Integrated Math 2		CP Geometry
CPB Integrated Math 2		Foundations of Geometry
Honors Integrated Math 3		Honors Algebra 2
CPA Integrated Math 3		CP Algebra 2
CPB Integrated Math 3		
CPA Integrated Math 4		CP Intermediate Algebra

The units of study adopted by the State of Connecticut Department of Education :

<b>Algebra 1</b>	<b>Geometry</b>	<b>Algebra 2</b>
Patterns	Transformations & Coordinate Plan	Functions and Inverse Functions
Linear Equations	Congruence, Proof & Construction	Polynomial Functions
Functions (linear)	Polygons	Rational Expressions and Functions
Scatter Plots/Trend Lines	Similarity & Trigonometry	Trigonometric Functions
Systems of Equations	Conic Sections	Exponential & Logarithmic Functions
Exponential Functions	Extension to 3-D	Experimental Statistics
Quadratic Functions	Applications & Probabilities	

Topics from our existing content have been arranged to align with the CCSSM CT.



**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
SEPTEMBER 30, 2012**

**SUMMARY**

The third financial report, or first quarter of the 2012-13 fiscal year expenditures to date, are attached. In the month of September, the Board of Education spent \$4.8M, \$3.6M on salaries and benefits and \$1.2M for all other objects. Information regarding projections is limited at this time as we focused on getting all school operations up to speed in September.

All the main object accounts remain in a positive position for this quarter. Most of the negative balance in sub-accounts are those that will be expected to receive an excess cost grant revenue offset. Out-of-District Special Education tuition students are now at 30 while the budget was built based on 25. Additional tuition and mediations have increased these expenses by \$192,000 before any excess cost offsets.

The Professional Services balance has declined by \$249,000 due to primarily encumbrance additions for speech services of \$60,000, nursing services of \$161,000 (*these expected overages were identified last month in the Special Education update attached to the August financial*) and Business Services for our share of the audit expenses and updates for Office 2010 and the Budget at \$18,000. The balance, an additional increase, was distributed among Legal, Engineering, and Evaluation Services.

With the upcoming teacher arbitration and another law suit, the remaining balance will be insufficient to support these needs. This account (*similar to last year*) will require very close and continuing monitoring.

This budget is extremely lean and needs to be carefully monitored. Forecasting anticipated obligations based on this financial appropriation will begin in October and will modify the balances required to end the fiscal year within the allotted budget.

Ron Bienkowski  
Director of Business  
October 12, 2012

## 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 (of the nine) 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
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes via transfers.
- 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.
- Encumber – 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 anticipated deficits.

The monthly budget summary report also provides financial information on the following:

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 meet or exceed local education tuition rates by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the initial local education tuition rates. 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. Current year detail changes will be forthcoming in future report narratives

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved magnet school programs.

These reimbursement grants/programs are used to supplement local school district budget programs.

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

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

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.

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING SEPTEMBER 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b><u>GENERAL FUND BUDGET</u></b>						
100	SALARIES	\$ 44,136,246	\$ 44,136,246	\$ 5,815,948	\$ 36,730,038	\$ 1,590,260
200	EMPLOYEE BENEFITS	\$ 10,425,010	\$ 10,425,010	\$ 3,085,991	\$ 5,888,708	\$ 1,450,311
300	PROFESSIONAL SERVICES	\$ 732,105	\$ 732,105	\$ 90,238	\$ 413,820	\$ 228,047
400	PURCHASED PROPERTY SERV.	\$ 1,787,285	\$ 1,787,285	\$ 470,792	\$ 373,868	\$ 942,625
500	OTHER PURCHASED SERVICES	\$ 6,299,500	\$ 6,299,500	\$ 1,188,520	\$ 4,422,837	\$ 688,143
600	SUPPLIES	\$ 4,701,512	\$ 4,701,512	\$ 629,094	\$ 245,331	\$ 3,827,087
700	PROPERTY	\$ 209,375	\$ 209,375	\$ 172,985	\$ 883	\$ 35,507
800	MISCELLANEOUS	\$ 64,761	\$ 64,761	\$ 48,865	\$ 717	\$ 15,179
<b>TOTAL GENERAL FUND BUDGET</b>		<b>\$ 68,355,794</b>	<b>\$ 68,355,794</b>	<b>\$ 11,502,433</b>	<b>\$ 48,076,203</b>	<b>\$ 8,777,158</b>
<hr/>						
<b>GRAND TOTAL</b>		<b>\$ 68,355,794</b>	<b>\$ 68,355,794</b>	<b>\$ 11,502,433</b>	<b>\$ 48,076,203</b>	<b>\$ 8,777,158</b>
<hr/>						
Excess Cost Grant Reimbursement Offset					75%	\$ 1,252,159
<hr/>						
Net Projected Balance						\$ 10,029,317
<hr/>						

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING SEPTEMBER 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>100</b>	<b>SALARIES</b>					
	Administrative Salaries	\$ 2,837,501	\$ 2,837,501	\$ 612,264	\$ 2,237,048	\$ (11,811)
	Teachers & Specialists Salaries	\$ 30,496,134	\$ 30,496,134	\$ 3,549,043	\$ 26,730,986	\$ 216,105
	Early Retirement	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	\$ -
	Continuing Ed./Summer School	\$ 81,787	\$ 81,787	\$ 38,690	\$ 32,893	\$ 10,205
	Homebound & Tutors Salaries	\$ 170,998	\$ 170,998	\$ 17,207	\$ 94,595	\$ 59,196
	Certified Substitutes	\$ 586,650	\$ 586,650	\$ 14,535	\$ 152,460	\$ 419,655
	Coaching/Activities	\$ 541,749	\$ 541,749	\$ 560	\$ -	\$ 541,189
	Staff & Program Development	\$ 195,857	\$ 195,857	\$ 26,803	\$ 68,417	\$ 100,637
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,926,676</b>	<b>\$ 34,926,676</b>	<b>\$ 4,275,102</b>	<b>\$ 29,316,399</b>	<b>\$ 1,335,175</b>
	Supervisors/Technology Salaries	\$ 609,577	\$ 609,577	\$ 128,350	\$ 456,729	\$ 24,498
	Clerical & Secretarial salaries	\$ 1,942,502	\$ 1,942,502	\$ 352,435	\$ 1,592,723	\$ (2,656)
	Educational Assistants	\$ 1,824,359	\$ 1,824,359	\$ 147,944	\$ 1,620,438	\$ 55,977
	Nurses & Medical advisors	\$ 680,221	\$ 680,221	\$ 108,950	\$ 591,147	\$ (19,877)
	Custodial & Maint Salaries	\$ 2,822,289	\$ 2,822,289	\$ 591,675	\$ 2,200,050	\$ 30,564
	Bus Drivers salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 101,256	\$ 101,256	\$ 19,546	\$ 80,978	\$ 732
	Special Education Svcs Salaries	\$ 760,852	\$ 760,852	\$ 116,728	\$ 749,300	\$ (105,177)
	Attendance & Security Salaries	\$ 146,750	\$ 146,750	\$ 22,754	\$ 122,273	\$ 1,722
	Extra Work - Non-Cert	\$ 68,401	\$ 68,401	\$ 31,793	\$ -	\$ 36,608
	Custodial & Maint. Overtime	\$ 210,363	\$ 210,363	\$ 20,405	\$ -	\$ 189,958
	Civic activities/Park & Rec	\$ 43,000	\$ 43,000	\$ 265	\$ -	\$ 42,735
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 9,209,570</b>	<b>\$ 9,209,570</b>	<b>\$ 1,540,846</b>	<b>\$ 7,413,639</b>	<b>\$ 255,085</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 44,136,246</b>	<b>\$ 44,136,246</b>	<b>\$ 5,815,948</b>	<b>\$ 36,730,038</b>	<b>\$ 1,590,260</b>



## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING SEPTEMBER 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>					
	Medical & Dental Expenses	\$ 7,933,343	\$ 7,933,343	\$ 2,192,227	\$ 5,648,132	\$ 92,984
	Life Insurance	\$ 84,270	\$ 84,270	\$ 20,571	\$ -	\$ 63,699
	FICA & Medicare	\$ 1,357,597	\$ 1,357,597	\$ 187,604	\$ -	\$ 1,169,993
	Pensions	\$ 475,318	\$ 475,318	\$ 447,322	\$ 27,543	\$ 453
	Unemployment & Employee Assist.	\$ 128,120	\$ 128,120	\$ 5,557	\$ -	\$ 122,563
	Workers Compensation	\$ 446,362	\$ 446,362	\$ 232,711	\$ 213,033	\$ 619
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 10,425,010</b>	<b>\$ 10,425,010</b>	<b>\$ 3,085,991</b>	<b>\$ 5,888,708</b>	<b>\$ 1,450,311</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>					
	Professional Services	\$ 490,240	\$ 490,240	\$ 70,553	\$ 381,762	\$ 37,925
	Professional Educational Ser.	\$ 241,865	\$ 241,865	\$ 19,685	\$ 32,059	\$ 190,122
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 732,105</b>	<b>\$ 732,105</b>	<b>\$ 90,238</b>	<b>\$ 413,820</b>	<b>\$ 228,047</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>					
	Buildings & Grounds Services	\$ 671,800	\$ 671,800	\$ 192,650	\$ 221,162	\$ 257,989
	Utility Services - Water & Sewer	\$ 116,600	\$ 116,600	\$ 16,185	\$ -	\$ 100,415
	Building, Site & Emergency Repairs	\$ 460,850	\$ 460,850	\$ 125,556	\$ -	\$ 335,294
	Equipment Repairs	\$ 252,403	\$ 252,403	\$ 32,927	\$ 43,342	\$ 176,133
	Rentals - Building & Equipment	\$ 285,632	\$ 285,632	\$ 103,473	\$ 109,364	\$ 72,794
	Building & Site Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 1,787,285</b>	<b>\$ 1,787,285</b>	<b>\$ 470,792</b>	<b>\$ 373,868</b>	<b>\$ 942,625</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING SEPTEMBER 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>					
	Contracted Services	\$ 408,667	\$ 408,667	\$ 152,683	\$ 64,580	\$ 191,403
	Transportation Services	\$ 3,819,431	\$ 3,819,431	\$ 363,606	\$ 2,228,278	\$ 1,227,547
	Insurance - Property & Liability	\$ 291,066	\$ 291,066	\$ 162,707	\$ 150,009	\$ (21,650)
	Communications	\$ 127,369	\$ 127,369	\$ 22,770	\$ 81,618	\$ 22,981
	Printing Services	\$ 50,697	\$ 50,697	\$ 2,764	\$ 3,968	\$ 43,965
	Tuition - Out of District	\$ 1,392,548	\$ 1,392,548	\$ 475,294	\$ 1,873,318	\$ (956,064)
	Student Travel & Staff Mileage	\$ 209,722	\$ 209,722	\$ 8,696	\$ 21,066	\$ 179,961
	<b>SUBTOTAL OTHER PURCHASED SI</b>	<b>\$ 6,299,500</b>	<b>\$ 6,299,500</b>	<b>\$ 1,188,520</b>	<b>\$ 4,422,837</b>	<b>\$ 688,143</b>
<b>600</b>	<b>SUPPLIES</b>					
	Instructional & Library Supplies	\$ 1,002,246	\$ 1,002,246	\$ 321,830	\$ 113,866	\$ 566,550
	Software, Medical & Office Sup.	\$ 165,988	\$ 165,988	\$ 14,052	\$ 66,755	\$ 85,181
	Plant Supplies	\$ 361,100	\$ 361,100	\$ 116,990	\$ 38,616	\$ 205,494
	Electric	\$ 1,442,763	\$ 1,442,763	\$ 114,618	\$ -	\$ 1,328,145
	Propane & Natural Gas	\$ 358,287	\$ 358,287	\$ 12,420	\$ -	\$ 345,867
	Fuel Oil	\$ 617,123	\$ 617,123	\$ -	\$ -	\$ 617,123
	Fuel For Vehicles & Equip.	\$ 565,019	\$ 565,019	\$ -	\$ -	\$ 565,019
	Textbooks	\$ 188,986	\$ 188,986	\$ 49,185	\$ 26,094	\$ 113,707
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 4,701,512</b>	<b>\$ 4,701,512</b>	<b>\$ 629,094</b>	<b>\$ 245,331</b>	<b>\$ 3,827,087</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING SEPTEMBER 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>700</b>	<b>PROPERTY</b>					
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ 124,177	\$ -	\$ 0
	Technology Equipment	\$ 51,602	\$ 51,602	\$ 44,181	\$ -	\$ 7,421
	Other Equipment	\$ 33,596	\$ 33,596	\$ 4,627	\$ 883	\$ 28,085
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 209,375</b>	<b>\$ 209,375</b>	<b>\$ 172,985</b>	<b>\$ 883</b>	<b>\$ 35,507</b>
<b>800</b>	<b>MISCELLANEOUS</b>					
	Memberships	\$ 64,761	\$ 64,761	\$ 48,865	\$ 717	\$ 15,179
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 64,761</b>	<b>\$ 64,761</b>	<b>\$ 48,865</b>	<b>\$ 717</b>	<b>\$ 15,179</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 68,355,794</b>	<b>\$ 68,355,794</b>	<b>\$ 11,502,433</b>	<b>\$ 48,076,203</b>	<b>\$ 8,777,158</b>

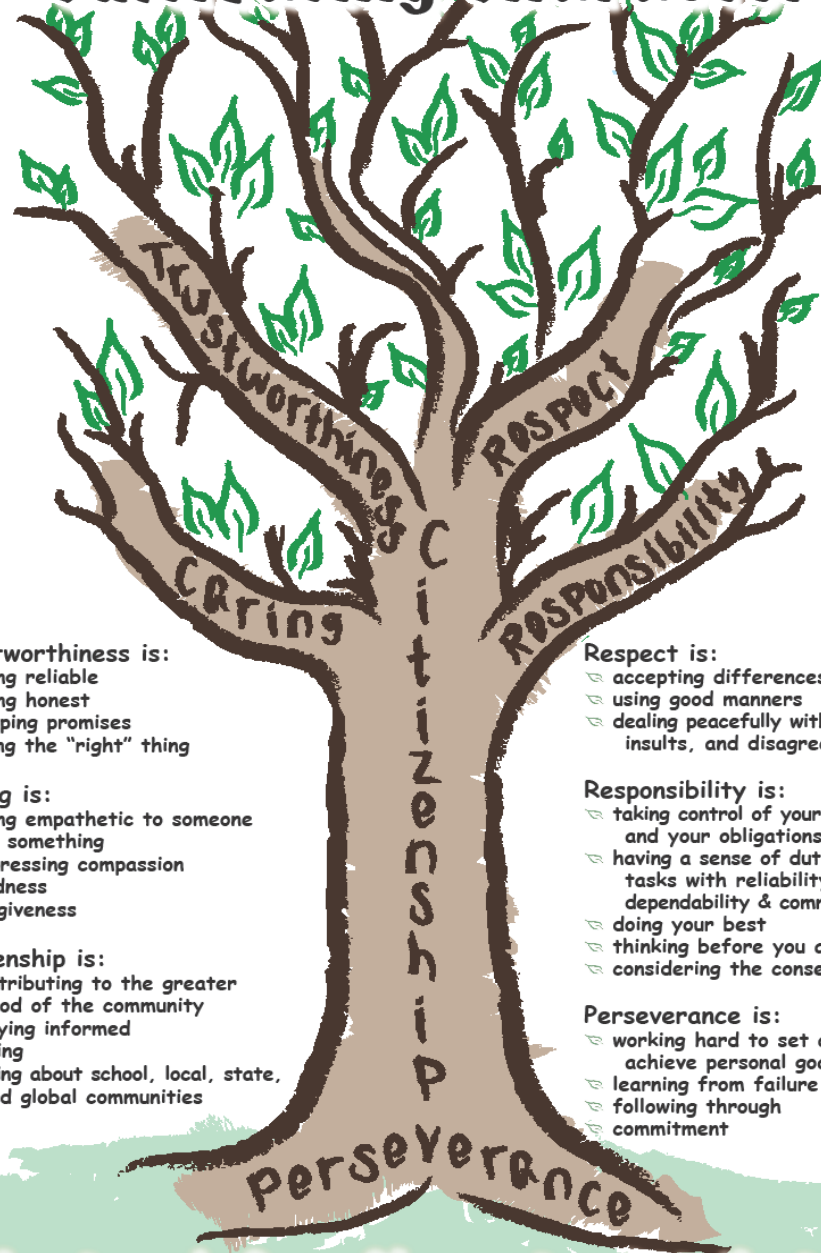
NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING SEPTEMBER 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	
			<b>2012-13 APPROVED BUDGET</b>	<b><u>RECEIVED</u></b>		<b><u>BALANCE</u></b>	<b>% <u>RECEIVED</u></b>
	<b><u>SCHOOL GENERATED FEES</u></b>						
	<b><u>HIGH SCHOOL FEES</u></b>						
	NURTURY PROGRAM		\$8,000	\$0.00		\$8,000.00	0.00%
	PARKING PERMITS		\$20,000	\$0.00		\$20,000.00	0.00%
	PAY FOR PARTICIPATION IN SPORTS		\$84,800	\$0.00		\$84,800.00	0.00%
			\$112,800	\$0.00		\$112,800.00	0.00%
	<b><u>BUILDING RELATED FEES</u></b>						
	ENERGY - ELECTRICITY		\$313	\$0.00		\$313.00	0.00%
	HIGH SCHOOL POOL - OUTSIDE USAGE		\$8,000	\$0.00		\$8,000.00	0.00%
			\$8,313	\$0.00		\$8,313.00	0.00%
	MISCELLANEOUS FEES		\$200	\$0.00		\$200.00	0.00%
	<b>TOTAL SCHOOL GENERATED FEES</b>		\$121,313	\$0.00		\$121,313.00	0.00%

# Cultivating Character



## Trustworthiness is:

- being reliable
- being honest
- keeping promises
- doing the "right" thing

## Caring is:

- being empathetic to someone or something
- expressing compassion
- kindness
- forgiveness

## Citizenship is:

- contributing to the greater good of the community
- staying informed
- voting
- caring about school, local, state, and global communities

## Respect is:

- accepting differences
- using good manners
- dealing peacefully with anger, insults, and disagreements

## Responsibility is:

- taking control of your actions and your obligations
- having a sense of duty to fulfill tasks with reliability, dependability & commitment
- doing your best
- thinking before you act
- considering the consequences

## Perseverance is:

- working hard to set and achieve personal goals
- learning from failure
- following through
- commitment

**Newtown's Core Character Attributes**

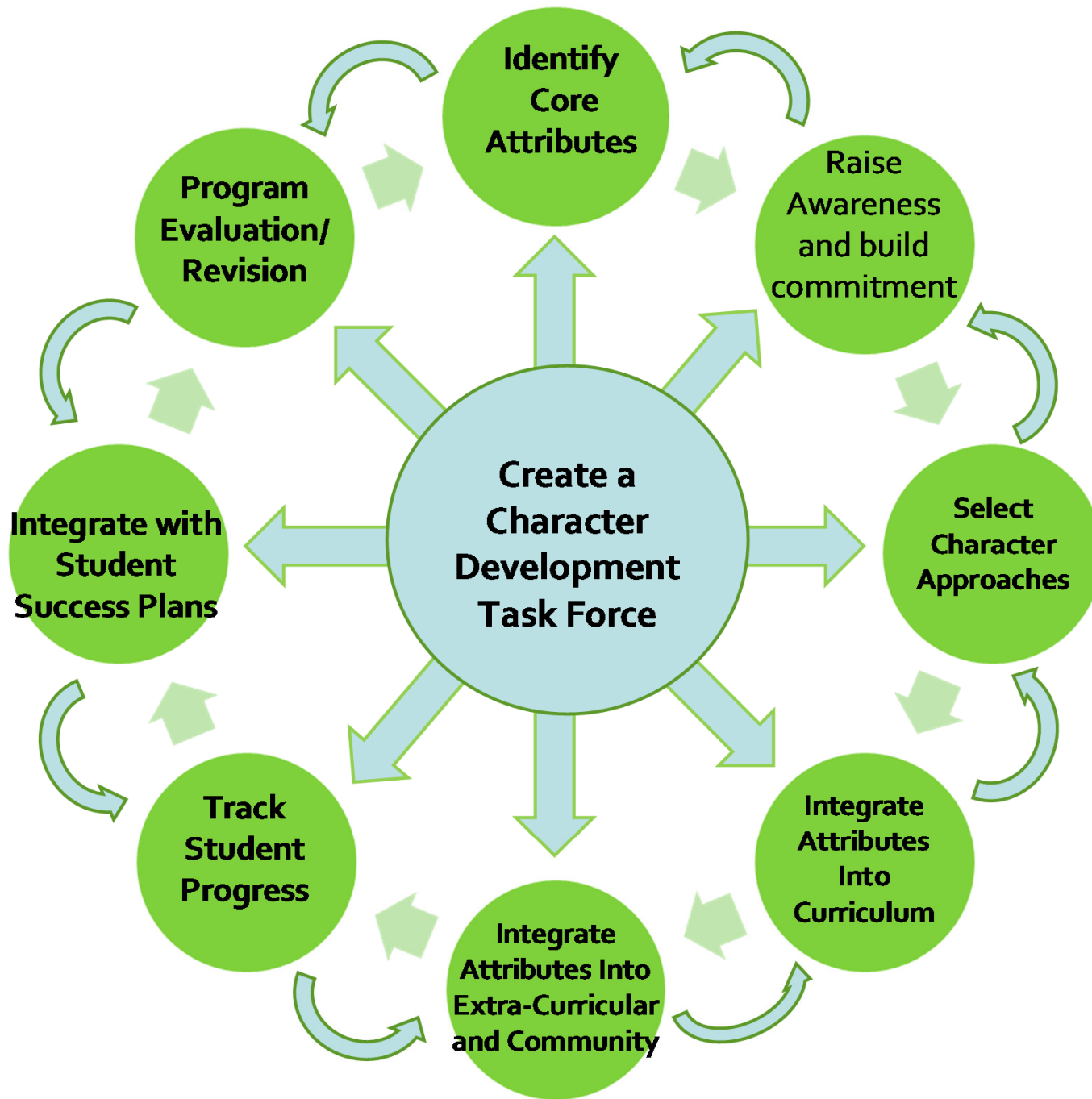
# Character Development Plan

## 2009 Strategic Plan

**With families and community, we will identify and model the character attributes, embed them throughout the program, as well as develop means of assessing progress.**

## 2011 Objective

**All students will develop and consistently demonstrate the character attributes necessary for personal well-being and to be a contributing member of the community.**

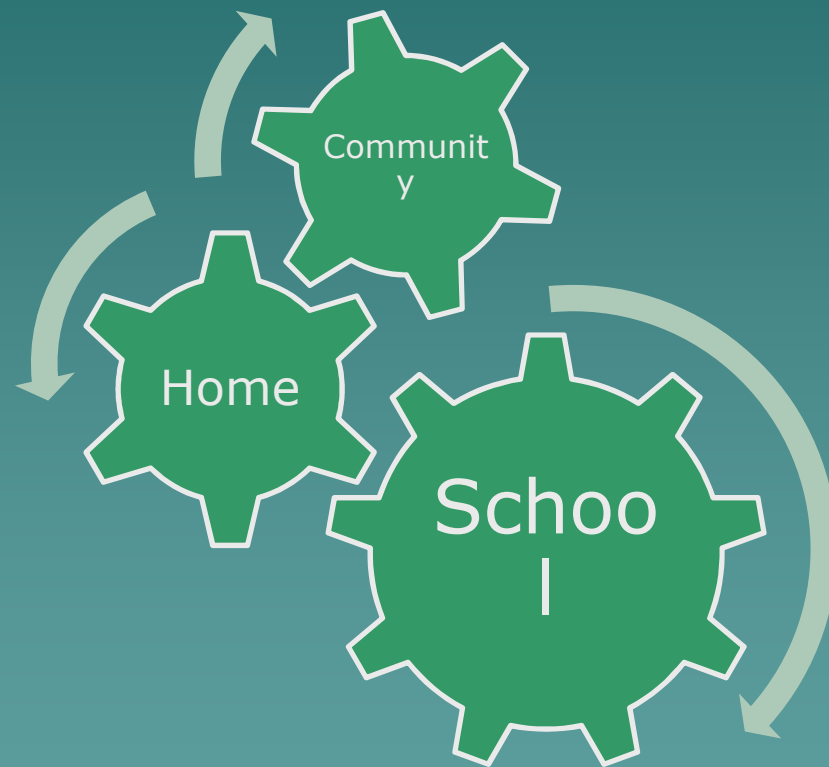


# Create a Character Development Task Force

- ◆ **Judy Blanchard, Chair**
- ◆ **Chris Breyan (Hawley)**
- ◆ **Donna Culbert (Municipal)**
- ◆ **Jennifer Hoag (NHS)**
- ◆ **Bill Millard (parent)**
- ◆ **Mary Joe Rossi (student)**
- ◆ **Robert Ryder (business)**
- ◆ **Tony Salvatore (MS)**
- ◆ **Jim Solomon (religious)**
- ◆ **Suzanne Tyler (NHS)**
- ◆ **Karla Vasquez (HOM)**



# Core Components



Newtown Public Schools

# Mission Statement

The mission of the Newtown Public Schools, a partnership of students, families, educators and community, is to **INSPIRE EACH STUDENT TO EXCEL** in attaining and applying the knowledge, skills and **attributes** that lead to personal success while becoming a **contributing member of a dynamic global community.**

We accomplish this by creating an unparalleled learning environment characterized by:

**High expectations**  
**Quality instruction**  
**Continuous improvement**  
**Civic responsibility**

# Beliefs

## We believe that:

- ◆ Each individual is unique and has value.
- ◆ Everyone can and will learn well.
- ◆ It takes effort and **persistence** to achieve one's full potential.
- ◆ High expectations inspire higher levels of performance.
- ◆ **Honesty, integrity, respect**, and open communication build trust.
- ◆ Quality education expands the opportunities for individuals and is vital to the success of the entire community.
- ◆ Educating children is a **shared responsibility** of the entire community.
- ◆ **Family is a critical** influence in each individual's development.
- ◆ Understanding all forms of **diversity is essential in a global society**.
- ◆ All individuals are **responsible** for their behavior and choices.
- ◆ Educated and **involved citizens** are essential for sustaining a democratic society.
- ◆ Everyone has the **responsibility to contribute to the greater good of the community**.
- ◆ Continuous improvement requires the **courage** to change.

# Raise Awareness and Build Commitment

- ◆ **Community Conversation 2011**
- ◆ **Opening Convocation 2010**
- ◆ **Tree banner in every school**
- ◆ **Brochure to parents at Open Houses**
- ◆ **Posters in every classroom**
- ◆ **Reference to Core Character Attributes prior to meetings**

# Select Character Approaches

- ◆ **Collaborated and integrated with PBIS initiatives:**
  - High School **HAWKS**
  - Middle School **PAWS**
  - Reed **HAND**
- ◆ **Student Community Conversation 2012**
- ◆ **Integrated into Safe Schools Plan**

# Integrate Attributes into Curriculum

- ◆ **Elementary Responsible Classroom**
- ◆ **Second Step**
- ◆ **Expanding RC into upper levels**
- ◆ **Middle School Rotations**

# Integrate Attributes into Community

- ◆ **Community Conversation**
- ◆ **Adopted by Newtown Prevention Council as an environmental approach**
- ◆ **Banners distributed and displayed at member establishments**

# Track Student Progress

- ◆ **RTI**
- ◆ **PBIS**
- ◆ **Safe School Climate Surveys**
- ◆ **Drug and Alcohol Surveys**



# Integrate with Student Success Plans

- ◆ **Adding Core Character Attributes to Naviance student plans**
- ◆ **Use Core Character Attributes in developing student mission statements**

# Evaluate and Revise

- ◆ **Ongoing**
- ◆ **Character Task Force continues to meet monthly**

# Moving Forward

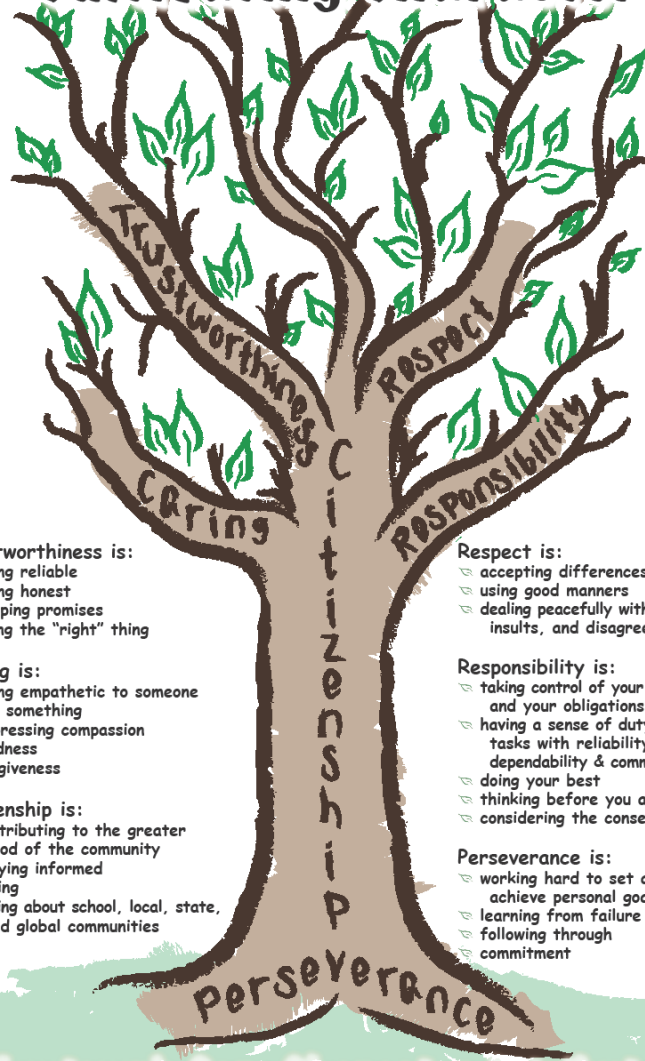
- ◆ **Engage BoE, School Administrators, and eventually Community Leaders to reference CCA as standard for meetings**
- ◆ **Create Rubric for each CCA**

# Code of Character

- ◆ **As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.**

# Thank you!

## Cultivating Character



### Trustworthiness is:

- being reliable
- being honest
- keeping promises
- doing the "right" thing

### Caring is:

- being empathetic to someone or something
- expressing compassion
- kindness
- forgiveness

### Citizenship is:

- contributing to the greater good of the community
- staying informed
- voting
- caring about school, local, state, and global communities

### Respect is:

- accepting differences
- using good manners
- dealing peacefully with anger, insults, and disagreements

### Responsibility is:

- taking control of your actions and your obligations
- having a sense of duty to fulfill tasks with reliability, dependability & commitment
- doing your best
- thinking before you act
- considering the consequences

### Perseverance is:

- working hard to set and achieve personal goals
- learning from failure
- following through commitment

**Newtown's Core Character Attributes**

**NEWTOWN BOARD OF EDUCATION  
SUMMARY - CAPITAL IMPROVEMENT PLAN  
2012/13 TO 2017/18**

Modified For Discussion  
for the BOE on 10/16/12

CIP Item #	Location	Description of Project	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	TOTALS
1	Hawley Elem.	HVAC Phase I Boiler Replacement 1948 & 1997 upgrade two boilers ( <i>build in redundancy</i> )		\$2,370,000					
2	Hawley Elem.	HVAC Phase II Ventilation Improvements 1948 and 1997 sections			\$3,500,000				
3	Hawley Elem.	HVAC Phase III Remove Steam Radiators & boiler & tie into ventilation 1921 section					\$2,560,000		\$8,430,000
4	Sandy Hook Elem	Window Replacement Projects						\$600,000	\$600,000
<i>Repositioned to balance total requirements more evenly</i>									
5	Middle Gate Elem	Window Replacement Projects				\$400,000			\$400,000
6	Middle School	Design Fees - All Phases climate control renovate and comply with code			\$100,000				
7	Middle School	Phase I Three new boilers & re-piping						\$2,100,000	\$2,200,000
8	High School	Engineering Fees - Renovate auditorium	<del>\$100,000</del>						
9	High School	Life Safety - stop gap items		<del>\$25,000</del>					
10	High School	Auditorium ADA code, replace duct work, lighting, seating and fire sprinkler system				\$2,200,000			\$2,325,000
<b>TOTAL COSTS OF ALL PROJECTS</b>			\$100,000	\$2,395,000	\$3,600,000	\$2,600,000	\$2,560,000	\$2,700,000	\$13,955,000
<b>TOTAL TO BE BONDED</b>			\$100,000	\$2,395,000	\$3,600,000	\$2,600,000	\$2,560,000	\$2,700,000	\$13,955,000

**NEWTOWN BOARD OF EDUCATION  
SUMMARY - CAPITAL IMPROVEMENT PLAN  
2013/14 TO 2017/18**

Modified to Match BOS suggestion  
for the BOE

CIP Item #	Location	Description of Project	2013/14	2014/15	2015/16	2016/17	2017/18	TOTALS
1	Hawley Elem.	HVAC Phase I Professional Services	\$144,000					
2	Hawley Elem.	HVAC Phase I Boiler Replacement 1948 & 1997 upgrade two boilers ( <i>build in redundancy</i> )	\$2,370,000					
4	Hawley Elem.	HVAC Phase II Ventilation Improvements 1948 and 1997 sections			\$3,500,000			
5	Hawley Elem.	HVAC Phase III Remove Steam Radiators & boiler & tie into ventilation 1921 section				\$2,500,000		\$8,514,000
6	Sandy Hook Elem	Window Replacement Projects				\$600,000		\$600,000
8	Middle Gate Elem	Window Replacement Projects					\$400,000	\$400,000
7	Middle School	Climate control - New boilers and re-piping					\$2,200,000	\$2,200,000
3	High School	Auditorium ADA code, replace duct work, lighting, seating and fire sprinkler system		\$2,200,000				\$2,200,000
<b>TOTAL COSTS OF ALL PROJECTS</b>			<b>\$2,514,000</b>	<b>\$2,200,000</b>	<b>\$3,500,000</b>	<b>\$3,100,000</b>	<b>\$2,600,000</b>	<b>\$13,914,000</b>
<b>TOTAL TO BE BONDED</b>			<b>\$2,514,000</b>	<b>\$2,200,000</b>	<b>\$3,500,000</b>	<b>\$3,100,000</b>	<b>\$2,600,000</b>	<b>\$13,914,000</b>

**Town of Newtown**  
**Department CIP Summary Worksheet**  
**For the Five Fiscal Years 2013/2014 to 2017/2018**

**DEPARTMENT: Board of Education**

<u>Item #</u>	<u>Capital Item</u>	<u>PROJECT COST - TOTAL / BONDED</u>				
		<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
Item # 1	HAWLEY SCHOOL BOILER/HVAC PHASE I PROF SVS	144,000 <b>144,000</b>	-	-	-	-
Item # 2	HAWLEY SCHOOL BOILER/HVAC PHASE I	2,370,000 <b>2,370,000 ✓</b>	-	-	-	-
Item # 3	HIGH SCHOOL AUDITORIUM RENOVATIONS	-	2,200,000 <b>2,200,000</b>	-	-	-
Item # 4	HAWLEY SCHOOL BOILER/HVAC PHASE II	-	-	3,500,000 <b>3,500,000</b>	-	-
Item # 5	HAWLEY SCHOOL BOILER/HVAC PHASE III	-	-	-	2,500,000 <b>2,500,000</b>	-
Item # 6	SANDY HOOK WINDOW REPLACEMENT	-	-	-	600,000 <b>600,000</b>	-
Item # 7	MIDDLE SCHOOL RENOVATON PHASE I	-	-	-	-	2,200,000 <b>2,200,000</b>
Item # 8	MIDDLE GATE WINDOW REPLACEMENT	-	-	-	-	400,000 <b>400,000</b>
Item # 9	0	-	-	-	-	-
Item # 10	0	-	-	-	-	-
Item # 11	0	-	-	-	-	-
Item # 12	0	-	-	-	-	-
Item # 13	0	-	-	-	-	-
Item # 14	0	-	-	-	-	-
Item # 15	0	-	-	-	-	-
Item # 16	0	-	-	-	-	-
Item # 17	0	-	-	-	-	-
Item # 18	0	-	-	-	-	-
<b>TOTAL COST OF ALL PROJECTS</b>		<b>2,514,000 ✓</b>	<b>2,200,000 ✓</b>	<b>3,500,000</b>	<b>3,100,000</b>	<b>2,600,000</b>
<b>TOTAL TO BE BONDED</b>		<b>2,514,000</b>	<b>2,200,000</b>	<b>3,500,000</b>	<b>3,100,000</b>	<b>2,600,000</b>

13,914,000



"A"



# NEWTOWN HAWLEY SCHOOL Boiler Replacement & Infrastructure Upgrading

## BID DOCUMENT PRODUCTION / BIDDING SCHEDULE

**Design Development Documents Submitted to B&SC for Review and Approval..... October 23rd**  
*(Includes Outline Specifications and Equipment Cuts)*

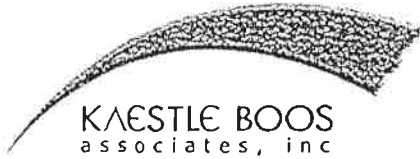
**Local Approvals..... Week of November 5th**

**Construction Documents Submitted to B&SC for Review and Approval..... November 27th**  
*(Includes Specifications, Bid Documents and Proposed Construction Schedule)*

**Bidding Schedule to be Determined By Building and Site Commission.**  
*(Advertising Date and Bid Date. Consider impact of the Christmas/New Year's Holidays)*

**Bid Vetting..... Allow Two Weeks**

**Proposed Contract Approval, on or before..... February 5, 2013**



# NEWTOWN HAWLEY SCHOOL

## Boiler Replacement & Infrastructure Upgrading

### PHASE ONE - WORKING DRAFT

### **BOILER REPLACEMENT and RELATED RENOVATION IN THE 1948 SECTION**

#### **MECHANICAL TASKS:**

- Existing steam radiation system to be removed and replaced with a new hot water system
- Install two new hot water boilers and associated breaching
- Install new gas service as a fuel source for the boilers
- Install new energy management system

#### **ELECTRICAL TASKS:**

- Modify existing addressable fire alarm panel as required in areas renovated
- Modify existing emergency lights, exit lights and smoke/heat detectors to the satisfaction of the Fire Marshall

#### **RELATED RENOVATION TASKS:**

- Remove existing radiation, associated casework and possible hazmat materials
- Insulate exterior walls
- Install new casework associated with new hot water radiation
- Repair existing rated wall systems to required rating standard
- Repair distressed masonry at window heads
- Repaint areas affected by renovation process
- Repair site where disturbed by new utility installation

Phone Memo  
August 21, 2012  
**HAWLEY SCHOOL HVAC UPGRADING**

**Bob Mitchell and Ron Bathrick**

CES prepared a preliminary report on the Hawley School HVAC systems. It was submitted to the BoE through Gino on 12/21/2009.

The budget costs were noted between \$5.8m and \$8.5m. This was an MEP estimate only and did not include roofing, GC renovations, FFE, finishes, ceilings, life safety, etc. No extensive documentation was performed.

The scope of work was to replace the existing boilers, converting to a complete HW system. The 1921 and 1948 buildings would be fully air conditioned. The 1997 AC would not be touched or upgraded.

CES discussed a number of alternative systems in their 12/09 report. VRS, Variable Refrigerant System, was discussed as an alternative to a ducted system. After careful analysis in Phase Zero (Spring of 2012), CES concluded that the VRS System was not cost effective. Furthermore, the primary purpose of the ducted system is to deliver a code compliant amount of tempered fresh air to the classrooms. The packaged roof top units necessary to provide the ventilation air are the same with or without the addition of air conditioning coils. The option to provide a cooling component is available at any time.

We discussed the comments on the split system from the meeting.

1. The split system that was discussed with Gino was a VRS. This required multiple wall units with shared outdoor condensers, etc. They could provide both heat and cooling, similar to a heat pump.
2. They have a lower MEP first cost. They require pipe penetrations, extended piping runs and work above the ceilings. GC costs could mitigate this advantage.
3. They have a much higher cost for maintenance and controls. Access for standard maintenance would be through the ceilings.
4. There is a lot of piping above the ceilings which could be prone to leaks and require re-charging.
5. Any renovations that take place will incur higher costs since new units need to be installed and not a "simple" revision or extension of ducts.

Based on the much more complete investigation and analysis from the Phase Zero work, the scope as defined in that submission to PB&S is the most appropriate and cost effective.

August 23, 2012

#### HAWLEY SCHOOL HVAC UPGRADING

I talked with Chuck Boos to see if there is a method of getting the project back on a schedule for construction during the summer of 2013. We need to reorganize the structure of the phases. Basically, we feel that if we only do a portion of what had been assigned to Phase 1, the A/E can produce the design and construction/bidding documents to meet the schedule.

Phase 1 would be modified to include only the boiler replacement and associated heating work in the 1948 building. Both boilers would be replaced and the mechanical room upgraded. This needs to be done at one time. The perimeter radiation would be replaced along with the associated piping casework, etc. in the 1948 building. No sprinkler work would be done. The roof top units and associated ductwork would not be done until the summer of 2104.

Phase 2 would be the roof top units, ductwork, ceilings, etc. The remainder of the work in the 1948 and 1993 building would be completed. All other work, not in the 1921 building, would be done. Some of the work would require removal and rebuilding of work already done in Phase 1.

The Phase 1 project would go out to bid on January 2, 2013. Bids would be received on February 1, 2013 and the award made on March 1, 2013. This allows enough time for the contractor to produce the shop submissions, purchase equipment and have it on site when school ends for the summer.

There would be added cost to the total project since the classrooms would be partially renovated over two summers instead of one, with some duplicated work being performed.

Kaestle Boos will require authorization to proceed no later than September 15, 2012. I will request a new proposal, including any required overtime to meet the new schedule.

## CAPITAL IMPROVEMENT PROJECT REQUESTS

### **Sandy Hook Elementary School**

Window Replacement

Total estimated project cost: \$600,000

- **Description:**  
Replacement of the original 1956 window units: This project consists of replacement of the original single pane window units installed in 1956. There are approximately 180 complete window sections to be replaced.
- **Justification:**  
The windows installed in the original construction of the facility are 55 years old, single pane glass and in very poor condition. A few sections have been repaired over the years, from rotted caulking, worn hardware and broken locking mechanisms. The existing windows are also very drafty creating a very uncomfortable learning environment. The benefits of new windows are increased energy efficiency as well as a substantially improved learning/working environment. Another enhancement we will realize will be upgrading the appropriate window sections to meet NFP regulations with respect to egress.

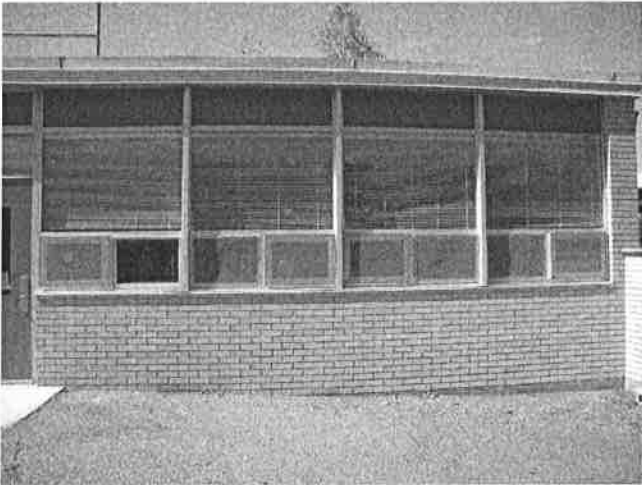
### **Middle Gate Elementary School**

Window Replacement

Total estimated project cost: \$400,000

- **Description:**  
Replacement of the original 1964 window units: This project consists of replacement of the original single pane window units installed in 1964. There are approximately 125 complete window sections to be replaced.
- **Justification:**  
The windows installed in the original construction of the facility are 47 years old, single pane glass and in very poor condition. A few sections have been repaired over the years, from rotted caulking, worn hardware and broken locking mechanisms. The existing windows are also very drafty creating a very uncomfortable learning environment. The benefits of new windows are increased energy efficiency as well as a substantially improved learning/working environment. Another enhancement we will realize will be upgrading the appropriate window sections to meet NFP regulations with respect to egress.

**MIDDLE GATE ELEMENTARY SCHOOL**



### **Newtown Middle School**

Climate Control renovation and code compliance

Total estimated project cost: \$2,200,000

- Description:  
This project consists of replacement of original boiler plant to a higher efficiency forced water system as well as upgrades to existing packaged HVAC roof top units.

Justification:

The boiler plant 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 plant along with re-piping the facility to forced hot water will ensure continued operation and a tremendous financial and energy savings to our town/district.

### **Newtown High School**

Auditorium Upgrade

Total estimated project cost: \$2,325,000

- Description:  
This project consists of replacement of the original 1970 auditorium seating, replacement of the carpeting, replacement of house lighting, HVAC repairs, installation of LED isle lighting and repair of concrete floor.
- Justification:  
The seating in the auditorium is in very poor condition and presents a safety hazard to the school and the community as well. Multiple seats have been removed over the years to limit injury to students, staff and the general public who all use the facility extensively. The carpeting is worn and has been repaired multiple times to ensure safety as well. The isle lighting is an ADA and safety requirement.

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, October 2, 2012, at 7:30 p.m. in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines	3 Staff
W. Hart (absent)	50 Public
K. Alexander	2 Press
J. Vouros (absent)	

Mrs. Leidlein called the meeting to order at 7:38 p.m.

MOTION: Mr. Gaines moved to add a possible vote on the executive session item. Mrs. Roche seconded. Vote: 5 ayes

MOTION: Mr. Gaines moved to add the approval of the CIP Subcommittee meeting minutes from September 5, 2012 to Old Business. Mr. McCubbin seconded. Vote: 5 ayes

Item 1 – Consent Agenda

Mr. Alexander asked to move the personnel items to the next meeting under executive session to be discussed.

MOTION: Mr. Alexander moved that the Board of Education approve the donation to Newtown Middle School. Mr. Gaines seconded. Vote: 5 ayes

Mrs. Leidlein said this was an anonymous donation of \$10,000 to help fund the 8<sup>th</sup> grade trip to Washington, D.C.

Mrs. Leidlein stated that at a recent meeting she asked for information regarding elementary schools to see if we are using our facilities for the greatest benefit of our district. This was just a request for information and they are in the early stages of investigation. Since 2006 we saw a decline in the K-4 population. We have a responsibility to investigate this. This has caused some uncertainty in the district but there has been no decision. The only decision is whether we will hire a consultant to look at how we are using our facilities. A lot more information and public input is needed. She wants the parents to feel they have a voice.

Item 2 – Public Participation

Joe Borst, 10 Beechwood Drive, thanked the Board and administration for their quick resolve regarding the students going to the Children's Adventure Center. He noticed there were two buses dropping the students off. One was from Hawley and the other was an MTM van. He spoke about taking the bus with 21 students and using a smaller bus for them.

Karen Visca, 30 Mile Hill South Road, spoke about closing Head O'Meadow and questioned having enough room in the other schools.

Mrs. Leidlein responded that we would get answers as part of our investigation.

Kurt Hazard, 10 Arthur's Court asked why Head O'Meadow was chosen. If there has been a steady decline in enrollment we should look into the reasons for the decline.

Mrs. Leidlein said Head O'Meadow School is the smallest and has the fewest number of classrooms. It could easily be reopened if necessary because it is ADA compliant. The town



would decide what to do with the building. Pat Llodra asked the Board of Selectman to come to one of our future meetings to have a more district-wide discussion on this.

Lynn Marino, 26 Bentagrass Lane, said there have been several consultants in the past. Schools were explored in the enrollment reports.

Mrs. Leidlein said the ad hoc facilities committee said to close Reed. She brought up the elementary schools because of the reduced enrollment.

Michele Hankin, 16 Greenleaf Farms Road, wants the Board to protect the educational quality and environment in Newtown. There is no proof it is necessary to close a school. Besides the loss of flexibility of space and large class sizes we would lose talented staff. The report should include the quality of the inside of the Head O'Meadow and Reed which have good air quality, new HVAC systems and a good learning environment. All schools should be ADA compliant. Parents should be involved in the decision.

Carla Varzetti, Beaver Dam Road, said the real problem could be salaries or reposturing for the budget. Poll the staff to see how the school could be run better to save time, money and resources. Class size is a concern.

Kathy Osterman, 6 Jangling Plain, asked if we close a school where will those funds be used. She was concerned where the money would go.

Dawn Graves, 31 Pleasant Hill, commended them on hiring a consultant. Parents need to understand the criteria for closing a school and moving grade levels to other schools. Will the process be made public?

Mrs. Leidlein said it would and that Dr. Robinson would share information.

Sally Martinelli, 11 Ridge Road, asked about redistricting. If full day kindergarten is reinstated would we have to close?

Mrs. Leidlein said we would get that information through this process.

Laura Terry, 64 Robin Hill Road, wants to better understand the timing of the study. Could it possibly be closed in September?

Mrs. Leidlein didn't know how long the process would take.

Julia Conlin, Old Castle Drive, asked if there were consultants in mind.

Mrs. Leidlein stated Dr. Robinson was researching that.

Amber Mason, 29 Taunton Ridge, was frustrated in not having a timeline. We have to plan for fundraising for the school.

Joanna Rosen, 60 Sugar Lane, said information is being disseminated poorly through social networking. Regarding a consultant we need to look at all information involving closing a school. A town meeting would be better suited for this issue.

Robert Kriauciunas, 5 Daniels Hill Road, said his daughter started kindergarten at Hawley School. Her day care is out of district and she is privately bused. He asked why there was an exception to the rule for the Children's Adventure Center.

Michelle Assante, 16 Wendover Road, heard about this at the August meeting. A committee was suggested at that time. She's pleased to have a consultant. Doesn't think the savings will be leveraged by the Board of Education. We had a \$1.3M surplus and none came to education.

### Item 3 – Reports

Chair Report: Mrs. Leidlein reported that Mrs. Llodra sent her a letter stating that the Board of Selectman want to have a joint discussion regarding the town facilities in November or December. She received a communication from Jeff Capeci. They endorsed a joint meeting with the Board of Selectman, Legislative Council, Board of Finance and Board of Education regarding the budget season. October 17 and November 7 are possible dates. The Board agreed.

Mrs. Leidlein organized a meeting with All Star, Dr. Robinson, Mr. Bienkowski, Mrs. Maloney, Mae Schmidle and Joe Borst and discussed several topics on communications received from the community. They discussed communication, arrival times at Reed and St. Rose on tier 2, the transportation to the Children's Adventure Center and protocol for parents if children were not home when expected. All Star is working to improve communication. They will give parents a weeks notice before making routing changes. They are working to add more buses to Tier 2 and students can leave the buses earlier at Reed. All Star donated a van for the Children's Adventure Center at no cost to the district.

Mrs. Roche asked how we've been transporting to that location from Hawley for so many years. Dr. Robinson had not been aware of this arrangement.

Mrs. Leidlein said we need to look into this and follow correct procedures.

Mrs. Roche feels it has to be fair for everyone.

### Item 4 – Old Business

Reed School Schedule:

Assistant Principal Jenn Sinal presented a report on the Reed schedule which was developed by a committee consisting of teachers, Laura Roche, John Vouros, Dr. Smith and herself. Part of developing the schedule was to get feedback from our PLC groups and teachers. See attached report.

Mrs. Roche asked how the media specialist position is different from last year.

Ms. Sinal said that person now has a fixed teaching schedule so we are looking for additional staff to support her.

Dr. Smith stated we have an EA in the media center who is not full time. There's a gap of about 6.5 hours per week and we are looking to possibly increase her time to help.

Mr. Gaines asked what challenge she would like to address the coming year.

Ms. Sinal said that would be ensuring that our faculty has the support they need, the professional development they need and to help them best structure the time they've been given. There is also the complexity of the locked part of our schedule.

Dr. Smith said that based on his work before coming here, the complexity of the teacher evaluation program is profound. There will be a great deal of learning that will come up over the course of this year regarding the Newtown professional growth plan. We need to help our colleagues to understand the program.

Mrs. Leidlein mentioned that this year's homeroom is much longer and asked what the difference was from last year to this year.

Dr. Smith said this new schedule has built homeroom time into the day with their cluster teachers. This has the potential for much greater learning and to build and amplify the connections between the teachers and students. The students also build connections with each other.

Is it imperative that the students be in their seats at 8:05 a.m.?

Dr. Smith said we'd like them there at 8:05 because they need a few minutes to settle in. We want to have them in homeroom as soon as they come in instead of holding them.

Mrs. Roche asked if teachers have been trained in the new reader's workshop program.

Ms. Sinal said we were working with the elementary teachers this year to share with our 5<sup>th</sup> grade teams. Some were trained over the summer.

Mrs. Roche asked if there were enough reading materials to support this program.

Ms. Sinal responded that we need to balance our fiction and non-fiction but needed more non-fiction texts.

#### School Facilities Study:

Dr. Robinson went back to the ad hoc facilities committee's process and options considered.

Our elementary enrollment currently is 1,657 students. She took Head O'Meadow School out of the classroom count which leaves 65 classes with the 3 remaining schools. That is 25.9 students per classroom without considering grade levels. Mr. Faiella met with each principal and updated the old school diagrams.

Mrs. Leidlein asked for copies for the Board.

Dr. Robinson said we have to look at the grade levels and where students live. She spoke to colleagues around the state. The average length of time for a study is 2 years. She also called NESDEC out of Massachusetts who sent a sample proposal. They recommended we put out an RFP. She asked the Board to consider doing that to get the best value for the price. There is a community value of neighborhood schools that has to be considered.

Mr. Alexander asked what our projected enrollment was for next year. In April the Board voted to accept the recommendation of the ad hoc facilities committee that recommended Reed to be closed. Mr. Alexander read the motion:

- *The committee recommends that the Board of Education commission an enrollment study in **2013**. The committee further recommends that when the budgeted\* student enrollment is projected to be **1,500 or less** for the pre-kindergarten to fourth grade (**PK-4**) group, the Board of Education begin the process of closing a school; and*
- *It is further recommended that, subject to the outcome of a feasibility study at the time the school closing process is undertaken, Reed Intermediate School be closed.*

\*enrollment used for District budget preparation (not actual enrollment)

He said the vote was unanimous. The numbers aren't 1,500 or less and he is not sure we need to redo the work that we just finished.

Mr. Gaines said we need fresh enrollment projections to make a better decision. The Chung data will be old by the time we do this study.

Mrs. Leidlein state that in reading these RFPs one of the services they provide is updating enrollment projections. It behooves us to start this process now so we will be ready in 2 years.

Mr. Alexander said we decided to start the process next year in April.

Mrs. Leidlein said she wasn't expecting our enrollment to decline as it has. It made sense that we are using our resources to the best utilization we can. She feels strongly that we owe it to the community to look at this.

Mr. Gaines said it took a great deal of time and energy to come up with the recommendation six months ago. The recommendation is it would take 18 to 20 months. We are jumping on this while we are struggling to find money for a student. Where will we find money for a study?

Dr. Robinson said there is no cost to put out an RFP.

Mrs. Leidlein asked the cost to update our projections by Dr. Chung.

Dr. Robinson said his cost would be \$10,000 to \$15,000 for only projections. She would like to have the Board consider someone less expensive.

Mrs. Leidlein felt it would help us move forward to have someone look at the whole picture.

Dr. Robinson said the consultant would set the timeline.

Mr. Gaines felt this discussion was out of sequence. We should set what the scope of the study would be.

Mrs. Roche asked if we could consider redistricting instead of closing a school.

Mr. Bienkowski said redistricting is a major task and would increase transportation costs.

Mrs. Leidlein read information from one of the sample RFPs which indicated the study would include projections, demographics, technology infrastructure, options for educational grouping, and focus groups with staff, parents and community members. They would prepare a plan with 3 options which would include the impact on children and families.

Mr. Gaines said for Newtown we want to have an enrollment study, facilities use, and a redistricting conversation. We need to spell out what we want as a Board.

Dr. Robinson stated we also need a transportation piece.

Mr. Alexander said the best process is to put this into our budget for next year. He would rather use the \$18,000 to help a single student at Sandy Hook School rather than use money that did not get budgeted.

Mr. Gaines said it would be good to put out an RFP to get an amount to put in the budget for next year.

Dr. Robinson said the year for the study would have to be stated in the budget. The RFP process is what you select for the time period. We would also need Board members on the committee.

Mr. Bienkowski said a simple RFP could be done in a month. The process could probably be done in 2 to 3 months. We could put a placeholder in the budget. There is not time to draft an RFP as we are in the middle of budget preparation.

Dr. Robinson feels we definitely want focus groups with parent and staff input and would request an enrollment study. She'd also want to run it by a legal expert. She could try to do a draft in a month, with the Board's forgiveness if she can't make that deadline.

Mrs. Leidlein asked her to share the other samples with the Board.

### Item 3 – Reports (continued)

#### Superintendent's Report:

For the past 6 years the Newtown Rotary Club has provided 4<sup>th</sup> grade students with their own dictionary as part of their campaign to support young people and literacy around the world.

Last year 3<sup>rd</sup> grade students were given dictionaries through the Rotary also. That gave the district a savings of approximately \$3,257.

Parent group meetings are being scheduled to inform parents about the changes in the waiver approved for the state of Connecticut and what it means for their children. We hope that by the time the new assessment replacing the CMT/CAPT are in place that teachers and parents will be familiar with this change.

All of the bus drivers wore tee shirts on Monday saying "Be Nice on My Bus" to support the anti-bullying campaign.

A session on texting and driving entitled "Hang up and Drive" presented by Jacy Good will be held for parents and students October 4 at 7:00 p.m. and during the day for 10<sup>th</sup> and 11<sup>th</sup> grade students.

#### Current Budget Report:

Mr. Bienkowski reported on the current budget. See attached report. The 2012-2013 budget increase by major object code was \$384,367. We covered these increase with significant reductions in other areas of the budget. These decreases came as a result of our planning on how to handle certain aspects of the budget. There was a total of \$862,656 in budget decreases.

#### Item 4 – Old Business (continued)

Transportation Update was covered in Mrs. Leidlein's report. They will meet again in November and should see things steadily improving.

Mr. Alexander asked how long the early morning pickups would stay at those times.

Mrs. Leidlein said that is still being analyzed and will stay for the time being.

Mrs. Roche is waiting for them to give us a report with the actual times. Looking at the 3<sup>rd</sup> tier they are clearing 15 minutes later than last year.

Mr. Alexander asked if they are given timelines for answers.

Mrs. Leidlein said they are. The town hired a crossing guard for the high school and they are working on ways to move the buses into Reed faster.

Mrs. Roche said there was talk about opening up the access road by the fields at the high school.

Mrs. Leidlein spoke to Mrs. Llodra but she was not hopeful it would pass. Another option is a left turn signal at Trades Lane to allow more buses to get in sooner.

#### September 18, 2012 Minutes:

MOTION: Mr. Gaines moved to approve the minutes of September 18, 2012. Mr. Alexander seconded. Vote: 4 ayes, 1 abstained (Mr. McCubbin)

MOTION: Mr. Gaines moved to approve the CIP Subcommittee minutes of September 5, 2012. Mr. McCubbin seconded. Vote: 2 ayes

#### Item 5 – New Business

Dr. Robinson postponed discussing the budget goals and State waiver.

#### Early Retirement Package:

Mr. Bienkowski presented a theoretical model with a number of factors that come into play for early retirement for teachers. See attached information.

Mr. Alexander asked how soon we would have to determine this and when would we know who would take it.

Dr. Robinson said we should know by the end of January for budget purposes. She would be need to start the conversations with the union so we could make a decision by November.

Mr. Alexander wants to discuss this at the next meeting.

Item 6 – Public Participation

Michelle Assante, 16 Wendover Road, asked about the special education increase of \$300,000 and transportation savings of \$387,000 offset by expenses.

Mr. Bienkowski said out-of-district tuition costs were deducted from the \$800,000 transportation savings.

Mrs. Assante is concerned about closing a school and what's going to happen to Hawley.

Phil Carroll, Fieldstone Drive, said All Star buses only hold 6 more students than the old buses. The issue of getting to Reed and St. Rose late can be taken care of by having half go to each school and then switch rather than sit in line.

MOTION: Mr. Alexander moved to go into executive session regarding possible litigation and invited Dr. Robinson and Attorney Michelle Laubin. Mr. Gaines seconded. Vote: 5 ayes

Item 7 – Executive Session

MOTION: Mr. Gaines moved to adjourn. Mrs. Roche seconded. Vote: 5 ayes

Item 8 – Adjournment

The meeting adjourned at 12:21 a.m.

Respectfully submitted:

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Cody McCubbin  
Secretary

**Board of Education  
Newtown, Connecticut**

Minutes of the special Board of Education meeting to conduct a transportation hearing on Tuesday, October 9, 2012 at 7:00 p.m. in the board conference room at 3 Primrose Street.

Present: D. Leidlein, Chair  
L. Roche, Vice Chair  
C. McCubbin, Secretary  
R. Gaines  
J. Robinson

Mrs. Leidlein called the meeting to order at 7:40 p.m.

Also in attendance were Attorney Michelle Laubin, Deborah Petersen, Heather Pendergast and her daughter, Ronald Bienkowski, Director of Business, and Richard Dufour, All Star Transportation.

The Board received information and heard testimony regarding the transportation request. After deliberating on the issue, the Board recessed the hearing to gather more information and also conduct a site visit. Additional information was requested for the next meeting.

MOTION: Mr. Gaines moved to adjourn. Mrs. Roche seconded. Vote: 4 ayes

The meeting adjourned at 9:40 p.m.

Respectfully submitted:

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Cody McCubbin  
Secretary

Click the following link to view the Mandates on State Waiver Presentation

<http://www.newtown.k12.ct.us/Portals/Newtown/District/docs/BOARD%20OFF%20EDUCATION/BOE%20Presentations/2012-2013%20presentations/Mandates%20on%20State%20Waiver%20-%20Oct.%2016,%202012.pdf>