

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

Minutes of the Board of Education meeting on Tuesday, November 19, 2013 at 7:30 p.m. in the Council Chambers at 3 Primrose Street.

D. Leidlein, Chair	J. Reed
L. Roche, Vice Chair	L. Gejda
R. Gaines	R. Bienkowski
W. Hart	3 Public
K. Alexander (absent)	4 Press
J. Vouros	
D. Freedman	

Mrs. Leidlein called the meeting to order at 7:32 p.m.

Ms. Hamilton and Mrs. Ku were invited to join the Board.

Item 1 – Consent Agenda

MOTION: Mr. Hart moved to approve the consent agenda which included the minutes of November 6, 2013, the Newtown High School Debate Team field trip, the resignation for retirement of Diane Dutchick, teacher at Newtown High School, the childrearing leave of absence for Whitney Goodman, teacher at Newtown High School, the resignation of Joan Ross, teacher at Head O'Meadow School, and the child rearing leave of absence for Shannon Pierce, teacher at Middle Gate School. Motion passes unanimously.

Item 2 – Public Participation –none

Item 3 – Reports

Leadership Profile Developed for Superintendent Search:

Dr. Jacqueline Jacoby and Dr. Mary Broderick gave a report on the superintendent search. The profile will be used to review applicant information and decide who should be interviewed. Over 20 focus groups were conducted with Board members, faculty, administrators, students, school and central office support staff, parents, PTA leaders, clergy, community groups, and town staff and boards. An online survey was posted from September 10 through October 25 with over 575 who participated.

Strengths of the schools and communities, challenges both current and anticipated, and qualities desired in the new superintendent are identified in the attached report. Communication is very important along with the need to restore a sense of safety in the community. It's also important for the Board of Education to work closely in partnership with the new superintendent.

There are close to 30 applications. The next step is to review the applications and begin interviews.

Dr. Reed felt there was a reasonable chance to find a candidate and they should work effectively to schedule this phase of the process. There will be competition with other districts as we get into January and February.

Correspondence Report:

Mrs. Leidlein said correspondence was received from Keith Alexander regarding Board FOIA requests, Angel Vella Franzen regarding a bus stop concern, Emanuel Pavone regarding his

bus contract, Kevin Fitzgerald regarding FOIA requests, Michelle Faiella regarding her nomination for the EDA Health Teacher of the Year, and Paul Berard regarding security at the middle school and the Reed School.

Chair Report:

Mrs. Leidlein recognized Mr. Gaines and Mr. Hart and thanked them for their countless hours of service Newtown. Mr. Hart was Board chair and served four and one-half years. He was instrumental in supporting Sandy Hook School and managing their websites. Mr. Gaines served for six years and was invaluable in serving on the security committee, CIP committee and facilities committee.

Superintendent's Report:

Dr. Reed explained that an item was not in the mailing.

The recognition from the state regarding an assessment test was still embargoed so we cannot share that information at this time. It will be released closer to Thanksgiving.

Impact of building improvements and technology budget because of security:

These issues were reviewed in previous meetings. In May there were questions about receiving surveillance equipment and building hardening. In June the Board was notified that we needed to move forward and authorized use of any free balance at year's end for security. We also used money allocated for the middle school driveway work and that other projects in the 2013-2014 budget would be used to compensate what we don't receive from the Justice Department Grant. We still don't know what we will be getting. Pat Llodra is working on our behalf and is going to meet with our legislators to see if they can be of help.

Mr. Gaines had asked if whatever we get from the Justice Grant was reimbursable for money spent from our budget. At the July meeting I said we have been told that reimbursement for such expenditures is permitted. We proceeded with installing external and internal security devices and donated equipment. Mrs. Amodeo had shared that \$160,000 was needed for the installation of surveillance equipment. We are working on having a kiosk at the major entrances of the middle school and high school.

Dr. Reed referred to the memo from Mr. Bienkowski. Last fiscal year \$390,700 was spent on security. This year we set up a fund assuming we will get the grant. If we don't get it we will have to go into the buildings and maintenance and technology budgets to replace that money. Security and safety have the highest priority. We hope to complete all projects in our 2013-2014 budget. Our current obligation is \$393,633 for this year. In the technology budget we encumbered \$151,227 for security costs. Mrs. Amodeo has spent \$102,000 for budgeted technology and \$171,150 was reserved for door improvements. There is some work we've done at Hawley with money taken out of the Hawley Fund.

Mr. Vouros thought the Justice Grant was awarded but we didn't get the money yet.

Dr. Reed had not heard yet. Bob Tait has been working on this grant. He spoke to Dr. Brymer today who said there is a general feeling in Washington, D.C. that a lot of dollars came to Newtown for security. She told them that was not the case.

Ms. Hamilton asked if there were other things on our list the security committee recommended. Dr. Reed said right now we are only concentrating on completing what we are currently focused on. We are waiting to get the report on the security analysis of our seven schools. He hopes

that in December or January we will have a draft report from the consultants for the Sandy Hook project with standards for security. He would rather have their recommendations to start that discussion.

It is very early to project an end of the year balance for our operating budget. A town vehicle maintenance worker told us we had to take one of our trucks off the road because the frame is rusted through so that's an unexpected expenditure. The projects that Mr. Faiella is doing focus on security. Hawley needs electrical upgrades to back up their phone system and he is addressing the middle school exterior lighting.

Mrs. Amodeo applied for a grant which could help provide some funding.

Mr. Freedman said that as we develop the budget it is important for us to have a sense of what expenditures there will be and helpful to get the real numbers.

We have taken part in visits to two schools that have armed guards. In Enfield the town took almost total leadership in planning funding for the guards and other security improvements. In North Branford the armed security comes under the Board of Education. Decisions have to be made including who will supervise the guards. Enfield has a director of public safety who oversees them and in North Branford the Superintendent of Schools is ultimately in charge.

Training for the Early Response Team is being scheduled. John Jay gave us a year of service at no charge along with the consultants. One trainer is based in Arizona and it was necessary to reschedule a training session for two weeks. We want to help the people on the team in each building. Newtown Police will also be involved. Four persons from each school will go back and train remaining team members.

Status of Grants: Dr. Reed said representatives from Washington will be coming tomorrow regarding the SERV Grant to provide technical assistance.

Dr. Reed attended the ceremony last week renaming the paraprofessional of the year award to the Anne Marie Paraprofessional of the Year Award. Anne Marie is one of the Sandy Hook paras we lost. It was a special event with her family in attendance and paras from Sandy Hook School. There was special acknowledgement of the importance of paraprofessionals in our schools.

We received an inquiry about the "Any Other Matters" item on the agenda. Dr. Reed will review the use and if it is not appropriate will not use it.

We had two power outages at Head O'Meadow School today.

Ms. Hamilton asked to add "action" to the financial report item

MOTION: Mr. Gaines moved to add "action" to the financial report item. Mrs. Roche seconded. Motion passes unanimously.

Mr. Gaines questioned if the "Any Other Matters" item would affect public participation.

MOTION: Mr. Hart moved that the Board of Education approve the financial report and transfers for the month ending October 31, 2013. Mr. Gaines seconded.

Mr. Bienkowski presented the attached financial report. Current transfers are for various salary accounts. \$55,000 was recommended to the Administrative Salaries account for an administrator on active military leave, \$240,000 due to four positions budgeted but not filled due to reduced enrollment, and \$55,000 to the educational assistant's line.

Dr. Reed said we have carefully monitored enrollment over the summer and there are positions in the budget that were not filled. We also aren't filling a vacant .5 secretarial position at Sandy Hook School.

Mr. Bienkowski stated we've had number of emergency repairs this month including problems with the Reed boilers, replacement of an underground storage tank at the high school, professional cleanup after a water leak in the Chalk Hill School library, and various other repairs. We also finalized the Sandy Hook School claim for December 14. The total property claim was \$1,167,488. All has been paid less our deductible of \$25,000. A truck was taken out of service on Monday. We have eight trucks and five are overdue for replacement. The average age for our fleet is nine years. He requested to replace one vehicle under the emergency repairs provision.

John Vouros thanked Julie Haggard for the special education financial update which he read. It's important for the public to know what we are dealing with.

Mr. Freedman asked if there any chance of partnering with the town to allocate funds for the truck in the next budget cycle.

Mr. Bienkowski said the town doesn't have any extra vehicles. They recently purchased a number of vehicles. We've had them in the budget the last 4 years but they were always removed.

Mr. Hart felt we should think about replacing one each year.

Mr. Freedman asked the amount and where the money would come from in the current budget.

Mr. Bienkowski said we also need the truck for snow plowing and it would cost approximately \$30,000 and come out of the equipment line.

MOTION: Mr. Hart moved to amend the motion to include the approval for the purchase a replacement truck for approximately \$30,000.

Mr. Gaines amended his second.

Vote on the amendment to add the truck cost of \$30,000: motion passes unanimously.

Vote on the financial report and transfers: motion passes unanimously.

#### Item 4 – Old Business

##### Budget Goals for 2014-2015:

Mrs. Leidlein spoke about carrying forward goals not accomplished last year and asked for other suggestions from the Board. The items from last year include

- Adequate funding to meet the needs of our students and staff resulting from the events of December 14, 2012
- Our increased graduation requirements
- NEASC accreditation artifact preparation
- An educational infrastructure, including Professional Development, to support:
  - Maintenance of existing and expanding technology requirements (including BYOD)
  - Mandated system requirements of Common Core Standards (especially testing)

- Implementation of recommended security measures that may exceed existing systems
- Provisions for the new teacher evaluation plan

She hoped to adopt them at the next meeting.

Ms. Hamilton was looking for anything new or to just include what was spoken about at the last meeting.

Dr. Reed requested the list from the last meeting. He suggested including having the budget reflect the enrollment changes. He was not sure if there were budgetary implications regarding the teacher evaluation plan, curriculum development and increased costs for graduation requirements.

Mr. Freedman would like to have a time frame when goals are achieved.

Dr. Reed said we haven't brought forth the recommendations from the administration. It is probable that there will be district strategic planning next year and an enrollment study after October 1 of next year.

Item 5 – New Business

2014 schedule of BOE meetings.

MOTION: Mr. Gaines moved that the Board of Education approve the 2014 schedule of Board of Education meetings. Mrs. Roche seconded. Motion passes unanimously.

MOTION: Mr. Gaines moved that the Board of Education approve the authorized signatures change form to indicate that Dr. John R. Reed is the authorized signer of the ED-099 Agreement for Child Nutrition Programs. Mr. Hart seconded. Motion passes unanimously.

Item 6 – Public Participation

MOTION: Mr. Hart moved to adjourn. Mr. Gaines seconded. Motion passes unanimously.

Item 7 - Adjournment

The meeting adjourned at 9:21 p.m.

Respectfully submitted:

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Debbie Leidlein  
Chair

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on Wednesday, November 6, 2013 at 7:00 p.m. in the Reed Intermediate School Library.

D. Leidlein, Chair	J. Reed
L. Roche, Vice Chair	L. Gejda
R. Gaines	R. Bienkowski
W. Hart	2 Staff
K. Alexander	20 Public
J. Vouros	5 Press
D. Freedman	

Mrs. Leidlein called the meeting to order at 7:04 p.m.

MOTION: Mrs. Roche moved that the Board of Education add discussion and possible action regarding the Superintendent Search Committee to the agenda. Mr. Hart seconded.

Vote: 6 ayes

Mr. Alexander joined the meeting after the first motion.

Item 2 – Student Recognition

Mr. Dumais, principal of Newtown High School, spoke about student academic achievements. He introduced two seniors, Don Sun who achieved the perfect score of 2400 on the SAT and Anne Beier who achieved the perfect score of 36 on the ACT which is a preparedness test for college.

Item 1 – Svigals + Partners & Consigli Construction

Mrs. Leidlein invited representatives from Svigals and Consigli to speak about the new Sandy Hook School.

Barry Svigals, managing partner of Svigals + Partners introduced GERALYN HOERAUG who is with Diversified Project Management. Julia McFadden is the associate principal and project manager and Jay Brotman is one of the partners at Svigals. Aaron Krueger and Mike Walker are with Consigli Construction. Ms. McFadden gave an update on the project. The first phase was the abatement and now they are in the next phase which is program validating and they are working with the community to confirm that ed specs are correct for the school. They are also working to develop site diagrams and will review those with the Board of Education.

Mr. Krueger said they mobilized on the site on October 7. The interior abatement work is complete and 2/3 of the building is demolished. We are on schedule and will be completed before the anniversary date. They are also involved with the design team.

Mr. Svigals said they will be finalizing their meetings with the various town groups over the next few weeks. The design is beginning and schematic designs will be completed by the end of January. There will be an interim review at some point with the Board. Ms. McFadden will present revisions to the ed specs to the Board in two weeks. Mid December they expect to bring three different concepts to the Public Building and Site Commission to discuss with the Board. They will be back in January for another review with additional updates March through June.

Mrs. Leidlein was contacted by Bob Mitchell who requested that some meeting will be joint meetings.

Mr. Hart asked the completion date.

Mr. Walker said the target for completion is May 2016. There is a 20-month window for construction. The state has given us times they will review the documents which will allow the process to move quicker.

Mr. Hart asked the probability of coming in under the \$50M.

Mr. Brotman said it was a little early to estimate. We have a new road to deal with, wetlands, and a security system to install. We do have the right amount in the budget for the school. We will have a better picture after the schematic designed is decided in February.

Mrs. McFadden said they would be looking into sustainable systems which could be more expensive.

Mr. Gaines said we have offers from security firms and asked if they would be involved in looking at them.

Mr. Brotman said they were working with the state security group that made recommendations throughout the state. They look at security for the whole district, not just Sandy Hook School. Mr. Vouros understood it would be ready by January 2016. They may not have the summer to work.

Ms. Hoerauf said it would not be possible to complete the school by January 2016. The school system was not going to move students mid-year. This gave us additional time to factor in the entrance. Will be substantially ready by May 1 and hope to be able to use parts of the building. There are numerous things involved such as moving from Chalk Hill, teachers setting up their rooms, etc. They expect it to be ready by the end of August.

Dr. Reed stated that he didn't say we would not move the students in January.

Mr. Vouros said this is now a concern as it is the first time he heard the school wouldn't be ready finished until May. He stressed that the budget be adhered to as we can't go over this amount.

### Item 3 – Consent Agenda

The minutes of October 16, 2013 were removed.

MOTION: Mr. Alexander moved to approve the consent agenda which included the iPad donations to Hawley and Middle Gate Schools, appointment of Dr. David Abbey as Interim Director of Human Resources, the resignation of Kathy Nostrand, Reed School, the Newtown High School winter coaches, the donation of 10 Toshiba laptops to Newtown High School, the Weller Foundation donations to each school library and the Weller Foundation technology grant, industrial arts grant, and music/performing arts/drama grant for Newtown High School.

Mr. Gaines seconded. Motion passes unanimously.

MOTION: Mr. Alexander moved to approve the minutes of October 16, 2013. Mr. Gaines seconded. Vote: 5 ayes, 2 abstained (Mrs. Roche, Mr. Freedman)

Mrs. Leidlein introduced David Freedman who is filling the position left by Cody McCubbin. Kathy Hamilton and Michelle Ku would join the Board in December.

Item 3 – Public Participation

Don Leonard, 38 Liberty at Newtown, said they are trying to keep their costs under control but the recent revaluation has weighed heavily on seniors in Newtown. He asked how the Board saw things moving in next year's budget due to the declining enrollment and ongoing increases in running the school system.

Dr. Reed offered to meet with his group to discuss the Board of Education budget.

Item 4 - Reports

Correspondence: Mrs. Leidlein said there was an email from an owner/operator regarding their contract.

Chair Report: Mrs. Leidlein said she received correspondence from Bob Mitchell who requested that their board have a joint meeting with the Board of Education regarding Sandy Hook School. She and Dr. Reed attended the Board of Finance meeting regarding the CIP and would go back to it discuss further.

Mrs. Roche stated that the superintendent search was extended to November 15 to be able to complete the focus groups.

## Superintendent's Report:

- Dr. Reed said it was important for all school systems to look at mental health support. We are looking at the concept of depression in children. Recent statistics for our state indicate that 24% of students are dealing with depression. It's easier to get involved when this issue is first developing. We are looking at some programs along with our health curriculum regarding depression. Most school systems in the country are addressing this.
- Regarding security, the architects hired a consultant who is looking at the district for standards for security. We need to begin to define what we need for the district. Right now public buildings are safer than schools. Within the next few months he hopes to have defined standards of security. He met with two national/international security firms specializing more in our region. A group from Arizona will be coming to train our security team. We have confidential results from the security analysis that was done. We need to work with the Board of Finance and Legislative Council to acknowledge this and put in placeholders for the cost as these are new expenses for us. We haven't received official news on the Department of Justice Grant but feel it will be a modest fraction of what we requested. Mr. Bienkowski will submit information as to where we are taking money to pay for the security modifications.
- We received a note from the College Board organization on being selected for the 4<sup>th</sup> Annual AP District Honor Roll. A total of 477 school districts across the United States and Canada are included with 18 districts in Connecticut having met the criteria scores of three or higher on AP exams.
- The legislature passed a law stating that beginning with the next school year the local regional education service center, Education Connection for us, will develop a regional calendar for 2014-15 but we have the choice to using that one. However, in 2015-16 all regions must adopt the regional calendar. They are doing it in part so vacations are similar.



Mrs. Leidlein asked that regarding security standards if the state was passing any criteria schools have to meet, if there was a projected date they might do so, and if it would affect our building project.

Dr. Reed said someone from Svigals is on the committee. Some may be requirements for new construction. We visited North Branford where retired police go through a training program and are armed which is more economical than having a policeman at each school. The four police officers at each elementary school are working an overtime shift. Now that we are securing school entrances we have to be concerned about weekend use. A basketball league plays at the high school on Sunday night when there are no security officers. One of those nights the parents went in for the game but their child didn't want to and we had a theft that night. We need controls.

Assistant Superintendent's Report:

NWEA Update:

Dr. Gejda spoke about the professional development that took place the day before. Stepping Stones math program had training for teachers in grades kindergarten through fourth which was held at Sandy Hook School. Middle School and Reed School teachers met with staff members of NWEA regarding the administration of their online assessment program. Reed used laptops and other schools used desktops. We are going to give the assessment three times this year. The middle school will also test in the reading component of language arts. The high school had six or eight offerings for teachers.

#### Item 6 – Old Business

Budget Goals for 2014-2015:

Ms. Hamilton and Mrs. Ku joined the discussion.

Mrs. Leidlein carried forward some of the goals from last year's budget with the most important to continue funding for the recovery process from the event of December 14 and meeting the recovery needs of staff and students both ongoing and those that will be identified. The NEASC accreditation and funding is ongoing and needs to be done by the committee. She also referred to the education infrastructure, mandated programs supporting our students in assessments needed for teacher evaluation, the common core state standards, and technology requirements. She wants to make sure our budget is reflective of our declining enrollment and passing forward a budget that is fiscally responsible looking for a low budget increase but not reducing programs unless they are deemed unneeded.

Mr. Alexander wanted last year's goals also. It is not a great time to add new initiatives. He wants to make sure we keep the full day kindergarten program and need to keep that in mind during the budget process.

Mrs. Leidlein said class sizes for kindergarten are reflective of what our guidelines are. In many cases our class sizes were not reflective of our guidelines and we need to meet those.

Mr. Alexander spoke about special education students in classes because there have been comments that we are required by the state to distribute our special education students in classrooms. We have to make sure we don't lose that. Rapid change at this point might not be a great idea with reasonable change only if necessary.

Mr. Hart feels we need to keep class sizes as a goal. Regarding elementary school reductions there would be only three or four to take out. That will not make a major impact on a \$70M budget. Where are there opportunities to make reductions without impacting programs? There is the possibility of outsourcing our maintenance.

Ms. Hamilton agreed that our class sizes should reflect our guidelines unless there are special circumstances. She is concerned about the security piece and was surprised that we have spent that much on security. Technology and maintenance have been an issue. We have to look at the declining enrollment in lowering the budget. We can add programs if class sizes are closer to the guidelines. In-service training for teachers is important but we should have teachers trained to be trainers or have online training. She feels it's better to have the preschool program in one location. Continue to move forward to see if we can combine town and school services such as maintenance. She asked to see more detail in the special education costs in the budget document and suggested a contingency line item in the financial report. She always wanted to see a foreign language offered at the Reed School and suggested students have a choice between music, language and possibly a different computer class. We should also up the level of what we teach in technology.

Mr. Freedman agreed with the language and music offerings but was not in support of technology for kindergarten and first grade students. They are getting away from core skills. Consolidation of services should be looked at.

Mr. Hart appreciated the discussion on depression. We shouldn't underestimate what NEASC will require as there is an immense amount of work involved.

Dr. Reed said Newtown is already a very cost effective district with low per pupil expenditures. We've been through declining enrollment before. If the public perceives we are not going to do a fair job addressing enrollment he feels we will lose more with failing budgets. Salary ranges are not that different across the state. The budget he presents will have teacher reductions but will maintain our class size guidelines. We won't be looking at curricular changes. One goal statement would be the Board of Education will consider making difficult budget decisions. We have to break the cycle of multiple referendums.

#### Item 7 – New Business

Superintendent's Search Committee:

MOTION: Mrs. Roche moved that the Board of Education invite Kathy Hamilton and Michelle Ku to be on the Superintendent Search Committee. Mr. Vouros seconded. Motion passes unanimously.

Mr. Leidlein stated that Mr. Freedman was automatically on the committee.

Mrs. Roche said the search will close November 15. CUBE will come to the November 19 Board meeting and give the results to the Board.

#### Item 8 – Public Participation

Caryn Holden, Berkshire Road, said that several preschool parents attended Dr. Reed's budget meeting. There is a gap in the security coverage at the high school. The police leave at 2:00 p.m. but the preschool is in session until 3:00 p.m. The parents went to the Police Commission meeting and they voted to add the time needed to have the SRO at the high school until they are released.

Kathy Merritt, 5 Hyvue Drive read a letter regarding voiced opinions on social media sites and stated her support for the Newtown schools, Board of Education and elected officials. Strive to do what is best for Newtown.

MOTION: Mr. Hart moved to adjourn the meeting. Mr. Gaines seconded. Motion passes unanimously.

Item 9 – Adjournment

The Meeting adjourned at 9:12 p.m.

Respectfully submitted:

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Debbie Leidlein  
Chair

Consent Agenda  
November 19, 2013

- Minutes of November 6, 2013
- Newtown High School Debate Team Field Trip
- Resignation for retirement for Diane Dutchick, teacher at Newtown High School
- Child rearing leave of absence for Whitney Goodman, teacher at Newtown High School
- Resignation of Joan Ross, teacher at Head O'Meadow School



# FIELD TRIP BUS REQUEST FORM

Teacher Making Request: SACADIN / THOMAS Date: Nov. 5

Other Staff Involved: \_\_\_\_\_

Date of Proposed Field Trip: Dec. 6 - Dec. 8

Class/Group Involved: Debate

Number of Students Scheduled to Make Trip: 16

Other Adults (non-teachers) Chaperoning the Trip (list names): \_\_\_\_\_

Destination: Princeton Debate Tournament, Princeton Univ.

Place and Time of Departure: NHS 10 AM Dec. 6

Estimated Time of Return: NHS 4 PM Dec. 8.

Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) Staying overnight @ Homewood S.c.

Estimated Cost of Transportation: \_\_\_\_\_

Estimated Cost per Student: \$250

Other Information: \_\_\_\_\_

PRINCIPAL APPROVAL BY SIGNATURE: *C. Adams* DATE: 11/13/13

OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

### Billing Information

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

Pricing: \_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_

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

Minimum Charge: \_\_\_\_\_

Total Charge per Bus: \_\_\_\_\_

### Confirmation

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

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



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

NEWTOWN SUCCESS-ORIENTED SCHOOL MODEL

All  
Children  
Can and  
Will  
Learn  
Well



**November 8, 2013**

**Dr. John Reed**  
**Superintendent of Schools**  
**Newtown Board of Education**  
**3 Primrose Street**  
**Newtown, CT 06470**

Dear Dr. Reed,

I am writing this letter to inform you of my decision to retire in June 2014 from my teaching position at Newtown High School. I have enjoyed working with both students and staff over the past twenty years.

I would like to thank you and the Newtown Board of Education for giving me the opportunity to pursue my love of teaching art with the students of Newtown. It has been a very rewarding and fulfilling experience.

Sincerely yours,

**Diane Dutchick**  
**Art Instructor**  
**Fine Arts Department**

cc: **Mr. Charles S. Dumais**  
**Ms. Michelle Hiscavich**

November 10, 2013

NOV 13 2013

Dr. John Reed  
31 Pecks Lane  
Newtown, CT 06470

Dear Dr. Reed,

I am expecting my first child on or around February 2<sup>nd</sup> 2014. Upon successful delivery of this baby I would like to take a leave of absence to care for my newborn. I plan to use the first six weeks maternity leave and the next 8 weeks FMLA. I would like to then take an extended leave for the remainder of the school year. Thank you for your attention to this matter.

Sincerely,



Whitney Goodman  
Newtown High School  
Math Department  
[goodmanw@newtown.12.ct.us](mailto:goodmanw@newtown.12.ct.us)

cc: Charles Dumais  
Karen Sherman  
Suzanne D'Eramo

Joan F. Ross  
98 Grey Rocks Road  
Wilton, CT 06897

Dr. John Reed  
Interim Superintendent  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

November 14, 2013

Dear Dr. Reed,

This is my letter of resignation from Newtown Public Schools effective December 20, 2013 due to personal reasons. Thank you for the opportunities that have been provided to me during my time with Newtown Public Schools. If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Joan F. Ross".

Joan F. Ross

cc:

Julie Haggard  
Sandy Rodriguez  
Barbara Gasparine



Additional Consent Agenda Item  
November 19, 2013

Personnel:

- Child rearing leave of absence for Shannon Pierce, teacher at Middle Gate School

**NOV 19 2013**

Dr. John Reed, Superintendent  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470

November 18, 2013

Dear Dr. Reed,

My second daughter was born on November 8<sup>th</sup>, 2013. I am requesting a child rearing leave of absence through February 18<sup>th</sup>, 2014. I will return to my classroom teaching position on February 19<sup>th</sup>, 2014. Thank you for your support.

Sincerely,

Shannon Pierce  
1<sup>st</sup> Grade  
Middle Gate School

# Anne Marie Murphy was a paraprofessional at Sandy Hook School since the 2001-2002 school year.



## CONNECTICUT STATE DEPARTMENT OF EDUCATION

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Stefan Pryor  
Commissioner

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- Students
- Adult Education
- School & District

### Anne Marie Murphy Paraprofessional of the Year Award 2014

The Connecticut State Department of Education (CSDE) and the School Paraprofessional Advisory Council have renamed the Connecticut Paraprofessional of the Year Award to the Anne Marie Murphy Paraprofessional of the Year Award in honor of Anne Marie Murphy, a special education paraprofessional who was killed in Newtown. Anne Marie was born July 25, 1960 in Mount Kisco, NY, the daughter of Dr. Hugh and Alice McGowan of Katonah, and graduated from St. Mary's School in Katonah, John F. Kennedy H.S. in Somers, NY and Southern CT State University with an MS degree in Education. Anne leaves behind 4 courageous young adults, Kelly, a teacher at Newtown High School, Colleen, recently graduated from The University of New Haven, Thomas, a second year nursing student at WCSU and Paige a senior at Newtown High School who will be attending UCONN.



Anne Marie, wrapped 6-year old Dylan Hockley in her arms as they both fell in a hail of bullets at Sandy Hook Elementary School. She worked one-to-one with Dylan, who had special education needs.

After the tragedy, the family of Dylan Hockley released a statement saying that their 6-year old baby boy died in the loving arms of Mrs. Murphy:

"We take great comfort in knowing that Dylan was not alone when he died, but was wrapped in the arms of his amazing aide, Anne Marie Murphy." "Dylan loved Mrs. Murphy so much and pointed at her picture on our refrigerator every day." "Though our hearts break for Dylan, they are also filled with love for these and other beautiful women who all selflessly died trying to save our children," the family said.

The Connecticut Paraprofessional of the Year Program recognizes outstanding paraprofessional contributions to schools and communities. The program honors one paraprofessional who has demonstrated exceptional skill and dedication in the performance of his/her job, thereby earning them the respect and admiration of students, teachers, administrators, coworkers, and parents.

2013 Connecticut Paraprofessional of the Year Tenisha Baker




**NEWTOWN PUBLIC SCHOOLS  
BUSINESS OFFICE**

**MEMORANDUM**

**DATE:** November 14, 2013

**TO:** Dr. John R. Reed, Interim Superintendent

**FROM:** Ron Bienkowski, Director of Business 

**SUBJECT:** Expenditures For Security

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The needs for building security for the protection of students, staff, and the public were thrust upon us in a most unpredictable and violent manner.

The district has been doing its best to address the many concerns and recommendations being brought forth, with no specific budget appropriations within last year or this year's budget.

The critical need for moving on building hardening projects is and has been, addressed in a variety of ways within our budgetary limitations. We have cobbled together funding from the sources depicted on the attached schedule.

The 2012-13 expenditures related exclusively to door hardening came from the balance resulting from the budget freeze and the Capital & Non-Recurring Fund by delaying the planned Middle School paving project. The door vendor extended the District the benefit of a two-year interest free loan to pay the balance for this project. The first year of this loan is represented in the 2013-14 General Fund budget and will come from Building and Site projects that have been delayed. The balance of measures which included switching management and radios to make the non-operational donations functional is included in the Technology equipment line. Again educational needs were delayed to make this happen. Donations from a parent, the Sandy Hook School Fund, and Hawley funds were also used in this regard.

It has always been our hope that the DOJ grant would be available to reimburse some of our current expenditures but no official word has been forthcoming. We are exploring some alternate funding sources that may allow us to cover more of these expenses.

**Security Measures Expenditures to Date**

<u>Funding Source</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>Totals</u>
<i>General Fund*</i>	294,100		294,100
<i>Cap &amp; NR</i>	96,600		96,600
<i>Short Term**</i>		170,150	170,150
<i>Technology Budget General Fund</i>		151,227	151,227
<i>Donations</i>		28,965	28,965
<i>SHS Fund</i>		34,217	34,217
<i>HAW Fund</i>		9,074	9,074
<b><u>Totals</u></b>	<b><u>390,700</u></b>	<b><u>393,633</u></b>	<b><u>784,333</u></b>
			0

\* The majority of these funds became available as a result of the budget freeze.

\*\* This represents an accommodation by the vendor to accept installment payments over a two year period.  
Absent DOJ or alternate funding, this is an obligation against the BOE General Fund.

# Newtown School District

## Superintendent Leadership Profile Report

*Prepared by*



November, 2013



November, 2013

## **Introduction**

This Leadership Report presents the findings from over 20 focus groups and interviews conducted on September 20, 23, 26, 30, October 3, 9, 16 and November 7, 2013 in nine different locations including each of the Newtown Schools, the Board of Education conference rooms, Town Council Chambers and the Senior Citizens Center. Groups were conducted by the Connecticut Association of Boards of Education (CABE) Team of Dr. Jacqueline Jacoby, team leader, Dr. George Goens and Dr. Mary Broderick, for the Newtown Board of Education. In addition, information was solicited through an on-line survey available on the district website at [www.newtown.k12.ct.us](http://www.newtown.k12.ct.us). The Newtown Board of Education requested that CABE Search Services meet with as many constituents as possible to solicit comments that would be used to assist the Board in identifying the key characteristics and qualities desired in the new Superintendent.

In conducting the focus groups and developing the survey, CABE used an unbiased, structured approach involving a series of consistent questions seeking input with respect to skills, qualities and characteristics that are most desirable in the next leader for Newtown. In addition, district strengths, issues and concerns that could bear upon future leadership requirements and influence the selection criteria for the superintendent were discussed. At the focus groups, the consultants noted that the Newtown Board of Education was seeking input from a broad range of individuals to include the view of all stakeholders. It was agreed that the consultants would report the findings to the Newtown Board without revealing the identity of any individual contributor.

Over 575 individuals participated in the superintendent search process. One hundred sixty-five (165) took part in focus sessions. Meetings and interviews were held with the Board of Education, faculty, students, administrators, school support staff, parents, PTO leadership, clergy, community members including senior citizens, Board of Education support staff, town staff and town officials including the Legislative Council, Board of Finance and Board of Selectman. The Newtown Superintendent Search Survey (Appendix A) was completed by 410 respondents. The survey was available on-line from September 10, 2013 through October 25, 2013. The majority of surveys (69%) were completed by parents and community members, (28%) completed by school staff including faculty, administrators and support staff and the remainder completed by town officials town staff and students.

The responses from both the focus groups and surveys were compiled by the consultants, and the Newtown Leadership Profile highlights broad themes that were consistently shared by many of the individuals or groups.

It should be noted that the data collected does not represent a scientific sampling, as the approximately 575 participants were self-selected from the school and community; they may not be fully representative and cannot capture the complexity and nuance of everything about the district. However, the information gathered yields some useful insights for the search process.



Items are included if, in the consultant's judgment, they were repeated by a sufficient number of respondents to warrant the Board's attention.

We commend the Newtown Board of Education for its efforts to include representatives from many diverse and varied groups within the school and greater community. We wish to express our appreciation and thanks to the respondents whose concern for the district and commitment to Newtown were evident as they provided us with their perspectives.

**Strengths:** The respondents collectively and repeatedly agreed that a significant strength of the Newtown Public Schools is found in its people- beginning with talented, devoted, caring, courageous, resilient teachers who are accessible and responsive, going above and beyond curriculum to engage and encourage the talented and motivated students of Newtown. In addition there are committed administrators, accommodating support staff, involved and caring families, strong PTOs, an engaged Board of Education and finally community support.

The comprehensiveness and quality of the educational program, as evidenced by progressive rigorous, engaging curriculum along with a broad array of offerings including advanced placement courses and senior internships, was seen as strength, particularly when combined with a strong commitment to excellence. Newtown takes pride in the successful international outreach, music and art programs, the array of athletics and the many opportunities for students to explore their interests.

**Challenges:** There were three significant concerns that were shared by the majority of participants. The first, repeated in different ways, was the concern about the financial challenges, both current and in the future for Newtown. According to the respondents, Newtown Schools must find ways to balance the economics of running the district with the need to not only maintain quality education but move forward with academic excellence. Others reiterated the concern about the disconnect and what appears to be distrust about the education budget, demonstrated in recent years by the need for multiple referenda to pass the budget. Participants suggested that district leadership and the Board of Education need to work earlier and openly to share not only the needs of the system and also cost efficiencies to keep the budget at a reasonable level.

As the respondents spoke about the future of Newtown Schools, there was the desire for more frequent communication both within and among the schools, parents and community. Respondents asked for more strategic planning including a new vision recognizing the changing metrics of the community, and the importance of frequent, clear, responsible communication which "speaks" to the audience. The plan should have frequent opportunities for input from many constituent groups, particularly around decision making. The goal of the communication plan should be to create an environment where the Board, educators, parents and the community are aligned to strengthen collaboration throughout the community.





A third concern expressed frequently included the need to continue efforts to restore a sense of safety and security in both the schools and community with recognition that recovery efforts will require a long term commitment.

Other challenges heard included the need to rebuild teacher trust, morale and to capitalize on the expertise of this stakeholder group by making them a part of decision making. Technology appeared as both a strength and challenge with participants wanting more current technologies and integration of technology to enhance instruction. Finally, the community wanted to see the Board of Education work closely and in partnership with the new superintendent, much like what is occurring in recent months with the interim superintendent.

**Qualities:** Newtown Public Schools desires a strong, dynamic yet sensitive, knowledgeable, motivated and experienced educator with proven leadership coupled with an overwhelming desire to lead the Newtown Schools. This individual must acknowledge the unique needs of the town at this time, yet be able to build on the student achievement momentum of Newtown while strategically leading to higher levels.

The new superintendent must communicate well, often and consistently regardless of the audience, speaking with honesty, be courageous and on occasion gracefully assertive. Visibility, accessibility and outreach in the schools/community and the ability to relate to all constituents is essential. The individual must be an excellent listener, be “eyes open” about challenges, build teams and create a climate of high expectations with accountability, while celebrating and supporting teachers and staff, being mindful that to be a stakeholder, one must be part of the process.

Business acumen is vitally important and the leader must be a prudent and resourceful fiscal manager who will search for and build unique partnerships to enhance the educational program. This individual must also have the ability to be a unifying force who can provide guidance for the Board, understand community dynamics, learn about and become a part of the community and develop a vision and a strategic plan to move the district forward.

The new educational leader should have a strong curriculum background, with the ability to balance and relate initiatives, including the integration of technology to increase efficiency and enhance instruction.

One participant said it best, “Newtown needs an exceptional individual who is an exceptional superintendent.”

# NEWTOWN PUBLIC SCHOOLS SUPERINTENDENT SEARCH SURVEY

Your response to the following questions will help the Board of Education develop a leadership profile for the next Superintendent. Please submit the form by October 25, 2013. Thank you.

**1. IMPORTANT – CHECK THE GROUP YOU REPRESENT**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Administrator            | <input type="checkbox"/> Faculty   |
| <input type="checkbox"/> Support Staff            | <input type="checkbox"/> Parent    |
| <input type="checkbox"/> Board of Education       | <input type="checkbox"/> Student   |
| <input type="checkbox"/> Town Officials and Staff | <input type="checkbox"/> Community |

**2. What areas of expertise and dimensions of district leadership/management are most important in the next superintendent?**

*Please number these in order of importance with 1 being the most important.*

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Distinguished record of improving student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective communication and community engagement/collaboration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget and finance expertise and resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational leadership that emphasizes strategic planning, curriculum/instruction design, and infusion of technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emphasizes staff development, team building and opportunities for staff growth to insure sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

**3. What are the most important personal qualities for our next superintendent?**

*Please number these in order of importance with 1 being the most important.*

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Visionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessible, approachable and visible in the schools and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity and courageous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspirational team builder with commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisive, confident and objective problem solver with good judgment and resiliency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. What do you consider to be the two most significant strengths of the Newtown Public Schools?**

**5. What do you consider to be the two most important issues or challenges facing the Newtown Public Schools?**

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
OCTOBER 31, 2013**

**SUMMARY**

The fourth financial report of the 2013-14 fiscal year to date is attached. In the month of October, the Board of Education spent approximately \$9M; \$5.2M on salaries, \$2.2M on benefits, and \$1.6M for all other objects. This report captures three payrolls, hence the increase in salary over the prior period. It also reflects another \$2 million in quarterly payments to the self-insurance fund for school district employees.

Three additional columns appear on this report. The first addition is the “YTD (Year To Date) Transfers” which capture the transfers approved last month and will cumulate with each subsequent transfer. The next is the “Anticipated Obligations” which reflects the best current estimate for expenditures beyond active encumbrances. In many cases this will reflect the remaining budget balance, as expenditures are planned at this level. As further analysis and information becomes available these obligations will reflect such. The third new column includes the “Projected Balance” which is the result of the balance adjusted by the Anticipated Obligation. These now represent all of the active columns for all continuing Monthly Financial Reports.

All the main object accounts remain in a positive balance position for this month and would be so even taking the transfers out of the equation. The few 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 is pushing the budget, along with their required transportation before any excess cost offsets.

The current transfer’s recommended this month represent specific cost savings and needs and are detailed further under the Expense Category conditions which follows. There is one transfer that crosses major object codes for tuition.

This budget is extremely lean and needs to be carefully monitored. Forecasting anticipated obligations will be ongoing from now on and will modify the balances required to end the fiscal year within the allotted budget.

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A Special Education update, prepared by the Director of Pupil Services, highlighting certain issues is attached to this report along with a Summary of the December 14<sup>th</sup> insurance claim. The latter has been closed out and all anticipated claim reimbursements have been received during October.

## **EXPENSE CATEGORY CONDITIONS**

### **100 SALARIES**

The total salary budget is expected to be adequate to continue all the planned services for the balance of the year. Transfers to various salary accounts are as follows:

- \$55,000 is recommended to the Administrative Salaries account to help offset our obligation to provide for an active military leave.
- (\$240,000) is recommended to be transferred out due to four positions which were budgeted for this year and not filled due to reduced enrollment. One classroom teacher less at Sandy Hook, Middle Gate, Head O'Meadow, and one in Special Education. A total of four less teachers.
- \$55,000 is a recommended transfer to the Educational Assistance line. \$21,000 of this is for regular classroom EA time which was an overestimate of what our Kindergarten saving would be and our larger class sizes. \$7,300 was for staff development of all EA's which was our responsibility to train but unbudgeted and \$26,700 is needed for Special Education resulting from the PPT process, about \$4,300 of this was necessary to meet the new high school schedule.

All toll; this represents a net transfer out of salaries amounting to (\$130,000).

### **200 EMPLOYEE BENEFITS**

Current estimates continue to be on track with no change.

### **300 PROFESSIONAL SERVICES**

Current estimates continue to be on track with no change.

### **400 PURCHASED PROPERTY SERVICES**

This category includes the \$574,000 of Building and Site Improvement projects that are still on hold in order for us to address continuing security concerns. Some portion of \$170,000 for installments on the door hardening will need to be encumbered against this.

Emergency repairs which occurred this month included; Repair of an underground oil storage tank at the High School \$3,598. Professional cleanup of the Library at Chalk Hill School due to water leak \$8,048. Replace 2 boiler sections at Reed \$8,918, re-ropeing of small boiler (hot water) at Reed \$8,180, re-piping of the boiler oil lines at Head O'Meadow \$9,900, repair boiler mud drum nipples at Middle School \$8,533, replacement of the Hawley front door, transom and

painting \$4,900, and replacement of glass at Middle Gate in a Special Education classroom with Lexan plexi for \$2,283.

### **500 OTHER PURCHASED SERVICES**

The transfer in is recommended to be placed in the Special Education Tuition account \$130,000. The balance of the remaining shortage is expected to be covered by the excess cost and Agency Placement grants. The initial calculation for this will occur in December.

### **600 SUPPLIES**

Current estimates continue to be on track with no change. This group of accounts includes the electricity, gas, and fuel accounts which will be more thoroughly reviewed and estimated as we enter the heating season.

### **700 PROPERTY**

Current estimates continue to be on track with no change.

### **800 MISCELLANEOUS**

Current estimates continue to be on track with no change.

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

Ron Bienkowski  
Director of Business  
November 14, 2013

## **TERMS AND DEFINITIONS**

The Newtown Board of Education's Monthly Financial Report provides summary financial information in the following areas:

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2012-13 – actual (unaudited) expenditures of the prior fiscal year (for comparison purposes)
- Approved Budget – indicates the town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers - identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date.
- Current Transfers – identifies the recommended cross object codes for current month action. (No current transfers indicated)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) from transfers to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances, subtracting expenditures and encumbrances from the current budget amount, indicating unobligated balances or shortages.

- Anticipated Obligation – is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level.
  
- Projected Balance – calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.



NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD			CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT TRANSFERS						
<b>GENERAL FUND BUDGET</b>											
100	SALARIES	\$ 43,732,472	\$ 45,076,226	\$ -	\$ (130,000)	\$ 44,946,226	\$ 11,382,344	\$ 32,324,191	\$ 1,239,691	\$ 1,250,034	\$ (10,343)
200	EMPLOYEE BENEFITS	\$ 10,341,864	\$ 10,675,831	\$ -	\$ -	\$ 10,675,831	\$ 5,209,908	\$ 4,289,457	\$ 1,176,466	\$ 1,163,800	\$ 12,666
300	PROFESSIONAL SERVICES	\$ 885,059	\$ 920,517	\$ -	\$ -	\$ 920,517	\$ 185,962	\$ 267,711	\$ 466,844	\$ 466,000	\$ 844
400	PURCHASED PROPERTY SERV.	\$ 2,156,695	\$ 2,393,290	\$ -	\$ -	\$ 2,393,290	\$ 615,859	\$ 462,046	\$ 1,315,385	\$ 1,316,600	\$ (1,215)
500	OTHER PURCHASED SERVICES	\$ 6,526,747	\$ 6,851,622	\$ -	\$ 130,000	\$ 6,981,622	\$ 2,445,129	\$ 4,277,605	\$ 258,888	\$ 1,117,601	\$ (858,713)
600	SUPPLIES	\$ 4,428,579	\$ 4,554,880	\$ -	\$ -	\$ 4,554,880	\$ 1,139,534	\$ 262,049	\$ 3,153,297	\$ 3,147,466	\$ 5,831
700	PROPERTY	\$ 206,463	\$ 497,748	\$ -	\$ -	\$ 497,748	\$ 233,230	\$ 69,688	\$ 194,830	\$ 194,000	\$ 830
800	MISCELLANEOUS	\$ 71,081	\$ 75,190	\$ -	\$ -	\$ 75,190	\$ 56,208	\$ 567	\$ 18,415	\$ 18,400	\$ 15
<b>TOTAL GENERAL FUND</b>		\$ 68,348,959	\$ 71,045,304	\$ -	\$ -	\$ 71,045,304	\$ 21,268,175	\$ 41,953,314	\$ 7,823,815	\$ 8,673,901	\$ (850,086)
<b>GRAND TOTAL</b>		\$ 68,348,959	\$ 71,045,304	\$ -	\$ -	\$ 71,045,304	\$ 21,268,175	\$ 41,953,314	\$ 7,823,815	\$ 8,673,901	\$ (850,086)
<i>(Unaudited)</i>											
Excess Cost Grant Reimbursement Offset			75.00%			\$ 1,452,304		T.B.D.	\$ 1,452,304		\$ 1,452,304
Net Projected Balance											\$ 602,218

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD			CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT TRANSFERS						
<b>100</b>	<b>SALARIES</b>										
	Administrative Salaries	\$ 2,905,110	\$ 2,826,231	\$ -	\$ 55,000	\$ 2,881,231	\$ 915,060	\$ 1,928,071	\$ 38,101	\$ 49,500	\$ (11,399)
	Teachers & Specialists Salaries	\$ 30,174,314	\$ 30,919,957	\$ (10,351)	\$ (240,000)	\$ 30,669,606	\$ 7,052,866	\$ 23,434,809	\$ 181,931	\$ 120,000	\$ 61,931
	Early Retirement	\$ 16,000	\$ 16,000	\$ -		\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 74,383	\$ 84,903	\$ 855		\$ 85,758	\$ 57,067	\$ 28,518	\$ 174	\$ -	\$ 174
	Homebound & Tutors Salaries	\$ 249,524	\$ 211,664	\$ 2,245		\$ 213,909	\$ 73,400	\$ 81,827	\$ 58,682	\$ 55,000	\$ 3,682
	Certified Substitutes	\$ 589,183	\$ 645,725	\$ -		\$ 645,725	\$ 150,242	\$ 197,760	\$ 297,723	\$ 297,000	\$ 723
	Coaching/Activities	\$ 534,475	\$ 532,749	\$ -		\$ 532,749	\$ 135,062	\$ 11,755	\$ 385,932	\$ 385,000	\$ 932
	Staff & Program Development	\$ 116,368	\$ 167,891	\$ -		\$ 167,891	\$ 106,311	\$ 49,267	\$ 12,313	\$ 12,000	\$ 313
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,659,356</b>	<b>\$ 35,405,120</b>	<b>\$ (7,251)</b>	<b>\$ (185,000)</b>	<b>\$ 35,212,869</b>	<b>\$ 8,506,007</b>	<b>\$ 25,732,006</b>	<b>\$ 974,856</b>	<b>\$ 918,500</b>	<b>\$ 56,356</b>
	Supervisors/Technology Salaries	\$ 612,272	\$ 622,327	\$ 6,347		\$ 628,674	\$ 209,810	\$ 418,863	\$ 1	\$ -	\$ 1
	Clerical & Secretarial salaries	\$ 1,913,153	\$ 1,985,904	\$ -		\$ 1,985,904	\$ 595,875	\$ 1,338,206	\$ 51,823	\$ 42,000	\$ 9,823
	Educational Assistants	\$ 1,783,332	\$ 1,843,658	\$ -	\$ 55,000	\$ 1,898,658	\$ 487,152	\$ 1,477,492	\$ (65,986)	\$ -	\$ (65,986)
	Nurses & Medical advisors	\$ 665,534	\$ 683,022	\$ -		\$ 683,022	\$ 184,539	\$ 515,747	\$ (17,264)	\$ -	\$ (17,264)
	Custodial & Maint Salaries	\$ 2,759,414	\$ 2,898,325	\$ (10,571)		\$ 2,887,754	\$ 933,372	\$ 1,931,401	\$ 22,981	\$ 14,000	\$ 8,981
	Bus Drivers salaries	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 109,211	\$ 108,501	\$ 1,897		\$ 110,398	\$ 34,994	\$ 69,839	\$ 5,566	\$ 5,534	\$ 32
	Special Education Svcs Salaries	\$ 659,495	\$ 824,820	\$ 9,578		\$ 834,398	\$ 207,890	\$ 604,548	\$ 21,961	\$ 25,000	\$ (3,039)
	Attendance & Security Salaries	\$ 207,942	\$ 380,071	\$ -		\$ 380,071	\$ 95,999	\$ 233,482	\$ 50,590	\$ 51,000	\$ (410)
	Extra Work - Non-Cert	\$ 76,256	\$ 71,115	\$ -		\$ 71,115	\$ 39,078	\$ 2,608	\$ 29,429	\$ 29,000	\$ 429
	Custodial & Maint. Overtime	\$ 242,452	\$ 210,363	\$ -		\$ 210,363	\$ 77,354	\$ -	\$ 133,009	\$ 133,000	\$ 9
	Civic activities/Park & Rec	\$ 44,055	\$ 43,000	\$ -		\$ 43,000	\$ 10,275	\$ -	\$ 32,725	\$ 32,000	\$ 725
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 9,073,115</b>	<b>\$ 9,671,106</b>	<b>\$ 7,251</b>	<b>\$ 55,000</b>	<b>\$ 9,733,357</b>	<b>\$ 2,876,337</b>	<b>\$ 6,592,185</b>	<b>\$ 264,835</b>	<b>\$ 331,534</b>	<b>\$ (66,699)</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 43,732,472</b>	<b>\$ 45,076,226</b>	<b>\$ -</b>	<b>\$ (130,000)</b>	<b>\$ 44,946,226</b>	<b>\$ 11,382,344</b>	<b>\$ 32,324,191</b>	<b>\$ 1,239,691</b>	<b>\$ 1,250,034</b>	<b>\$ (10,343)</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD			YTD			ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT TRANSFERS	CURRENT BUDGET	EXPENDITURE	ENCUMBER			BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>										
	Medical & Dental Expenses	\$ 7,918,730	\$ 8,213,013	\$ -	\$ -	\$ 8,213,013	\$ 4,145,155	\$ 4,005,947	\$ 61,911	\$ 62,000	\$ (89)
	Life Insurance	\$ 83,605	\$ 86,226	\$ -	\$ -	\$ 86,226	\$ 28,151	\$ -	\$ 58,075	\$ 60,000	\$ (1,925)
	FICA & Medicare	\$ 1,305,853	\$ 1,359,593	\$ -	\$ -	\$ 1,359,593	\$ 378,999	\$ -	\$ 980,594	\$ 980,000	\$ 594
	Pensions	\$ 487,540	\$ 462,466	\$ -	\$ -	\$ 462,466	\$ 408,093	\$ 52,569	\$ 1,804	\$ 1,800	\$ 4
	Unemployment & Employee Assist.	\$ 76,081	\$ 98,120	\$ -	\$ -	\$ 98,120	\$ 14,753	\$ 17,760	\$ 65,607	\$ 60,000	\$ 5,607
	Workers Compensation	\$ 470,055	\$ 456,413	\$ -	\$ -	\$ 456,413	\$ 234,757	\$ 213,181	\$ 8,475	\$ -	\$ 8,475
	<b>SUBTOTAL EMPLOYEE BENEFIT</b>	<b>\$ 10,341,864</b>	<b>\$ 10,675,831</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,675,831</b>	<b>\$ 5,209,908</b>	<b>\$ 4,289,457</b>	<b>\$ 1,176,466</b>	<b>\$ 1,163,800</b>	<b>\$ 12,666</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>										
	Professional Services	\$ 722,630	\$ 675,542	\$ -	\$ -	\$ 675,542	\$ 133,897	\$ 196,644	\$ 345,001	\$ 345,000	\$ 1
	Professional Educational Ser.	\$ 162,429	\$ 244,975	\$ -	\$ -	\$ 244,975	\$ 52,065	\$ 71,067	\$ 121,843	\$ 121,000	\$ 843
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 885,059</b>	<b>\$ 920,517</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 920,517</b>	<b>\$ 185,962</b>	<b>\$ 267,711</b>	<b>\$ 466,844</b>	<b>\$ 466,000</b>	<b>\$ 844</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>										
	Buildings & Grounds Services	\$ 665,862	\$ 670,300	\$ -	\$ -	\$ 670,300	\$ 225,154	\$ 271,007	\$ 174,139	\$ 173,000	\$ 1,139
	Utility Services - Water & Sewer	\$ 107,302	\$ 117,000	\$ -	\$ -	\$ 117,000	\$ 31,243	\$ -	\$ 85,757	\$ 85,700	\$ 57
	Building, Site & Emergency Repairs	\$ 533,970	\$ 460,850	\$ -	\$ -	\$ 460,850	\$ 172,919	\$ 26,522	\$ 261,410	\$ 261,000	\$ 410
	Equipment Repairs	\$ 252,231	\$ 270,975	\$ -	\$ -	\$ 270,975	\$ 53,659	\$ 43,148	\$ 174,168	\$ 174,000	\$ 168
	Rentals - Building & Equipment	\$ 303,229	\$ 300,165	\$ -	\$ -	\$ 300,165	\$ 132,884	\$ 121,368	\$ 45,912	\$ 48,900	\$ (2,988)
	Building & Site Improvements	\$ 294,100	\$ 574,000	\$ -	\$ -	\$ 574,000	\$ -	\$ -	\$ 574,000	\$ 574,000	\$ -
	<b>SUBTOTAL PUR. PROPERTY SER</b>	<b>\$ 2,156,695</b>	<b>\$ 2,393,290</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,393,290</b>	<b>\$ 615,859</b>	<b>\$ 462,046</b>	<b>\$ 1,315,385</b>	<b>\$ 1,316,600</b>	<b>\$ (1,215)</b>

**NEWTOWN BOARD OF EDUCATION**  
**BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING OCTOBER 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD			CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT TRANSFERS						
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>										
	Contracted Services	\$ 401,159	\$ 360,504	\$ -	\$ 360,504	\$ 171,222	\$ 39,051	\$ 150,230	\$ 150,000	\$ 230	
	Transportation Services	\$ 3,607,120	\$ 3,640,547	\$ -	\$ 3,640,547	\$ 795,302	\$ 2,177,005	\$ 668,241	\$ 668,241	\$ (0)	
	Insurance - Property & Liability	\$ 291,106	\$ 299,135	\$ -	\$ 299,135	\$ 170,380	\$ 129,498	\$ (743)	\$ -	\$ (743)	
	Communications	\$ 121,183	\$ 129,209	\$ -	\$ 129,209	\$ 40,222	\$ 50,692	\$ 38,295	\$ 38,000	\$ 295	
	Printing Services	\$ 32,447	\$ 42,382	\$ -	\$ 42,382	\$ 7,903	\$ 224	\$ 34,255	\$ 34,000	\$ 255	
	Tuition - Out of District	\$ 1,896,112	\$ 2,152,926	\$ -	\$ 130,000	\$ 2,282,926	\$ 1,205,734	\$ 1,864,646	\$ (787,453)	\$ (858,813)	
	Student Travel & Staff Mileage	\$ 177,622	\$ 226,919	\$ -	\$ 226,919	\$ 54,366	\$ 16,490	\$ 156,063	\$ 156,000	\$ 63	
	<b>SUBTOTAL OTHER PURCHASED</b>	<b>\$ 6,526,747</b>	<b>\$ 6,851,622</b>	<b>\$ -</b>	<b>\$ 130,000</b>	<b>\$ 6,981,622</b>	<b>\$ 2,445,129</b>	<b>\$ 4,277,605</b>	<b>\$ 258,888</b>	<b>\$ 1,117,601</b>	<b>\$ (858,713)</b>
<b>600</b>	<b>SUPPLIES</b>										
	Instructional & Library Supplies	\$ 934,107	\$ 939,666	\$ -	\$ 939,666	\$ 428,483	\$ 91,922	\$ 419,261	\$ 419,000	\$ 261	
	Software, Medical & Office Sup.	\$ 144,536	\$ 184,465	\$ -	\$ 184,465	\$ 31,539	\$ 53,858	\$ 99,069	\$ 99,000	\$ 69	
	Plant Supplies	\$ 337,919	\$ 376,100	\$ -	\$ 376,100	\$ 137,949	\$ 44,259	\$ 193,893	\$ 193,000	\$ 893	
	Electric	\$ 1,357,321	\$ 1,401,255	\$ -	\$ 1,401,255	\$ 347,343	\$ -	\$ 1,053,912	\$ 1,050,000	\$ 3,912	
	Propane & Natural Gas	\$ 291,923	\$ 326,370	\$ -	\$ 326,370	\$ 27,848	\$ -	\$ 298,522	\$ 298,000	\$ 522	
	Fuel Oil	\$ 619,965	\$ 575,466	\$ -	\$ 575,466	\$ -	\$ -	\$ 575,466	\$ 575,466	\$ -	
	Fuel For Vehicles & Equip.	\$ 554,631	\$ 486,739	\$ -	\$ 486,739	\$ 81,797	\$ -	\$ 404,942	\$ 405,000	\$ (58)	
	Textbooks	\$ 188,178	\$ 264,819	\$ -	\$ 264,819	\$ 84,575	\$ 72,011	\$ 108,234	\$ 108,000	\$ 234	
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 4,428,579</b>	<b>\$ 4,554,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,554,880</b>	<b>\$ 1,139,534</b>	<b>\$ 262,049</b>	<b>\$ 3,153,297</b>	<b>\$ 3,147,466</b>	<b>\$ 5,831</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD			YTD			ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT TRANSFERS	CURRENT BUDGET	EXPENDITURE	ENCUMBER			BALANCE
<b>700</b>	<b>PROPERTY</b>										
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0	
	Technology Equipment	\$ 51,953	\$ 325,559	\$ -	\$ 325,559	\$ 97,438	\$ 69,688	\$ 158,434	\$ 158,000	\$ 434	
	Other Equipment	\$ 30,333	\$ 48,012	\$ -	\$ 48,012	\$ 11,616	\$ -	\$ 36,396	\$ 36,000	\$ 396	
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 206,463</b>	<b>\$ 497,748</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 497,748</b>	<b>\$ 233,230</b>	<b>\$ 69,688</b>	<b>\$ 194,830</b>	<b>\$ 194,000</b>	<b>\$ 830</b>
<b>800</b>	<b>MISCELLANEOUS</b>										
	Memberships	\$ 71,081	\$ 75,190	\$ -	\$ 75,190	\$ 56,208	\$ 567	\$ 18,415	\$ 18,400	\$ 15	
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 71,081</b>	<b>\$ 75,190</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,190</b>	<b>\$ 56,208</b>	<b>\$ 567</b>	<b>\$ 18,415</b>	<b>\$ 18,400</b>	<b>\$ 15</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 68,348,959</b>	<b>\$ 71,045,304</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,045,304</b>	<b>\$ 21,268,175</b>	<b>\$ 41,953,314</b>	<b>\$ 7,823,815</b>	<b>\$ 8,673,901</b>	<b>\$ (850,086)</b>

NEWTOWN BOARD OF EDUCATION  
 BUDGET SUMMARY REPORT  
 FOR THE MONTH ENDING OCTOBER 31,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	APPROVED BUDGET	YTD TRANSFERS 2013 - 2014	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>SCHOOL GENERATED FEES</u>	2012-13 APPROVED BUDGET	RECEIVED	BALANCE	%
				RECEIVED
<u>HIGH SCHOOL FEES</u>				
NURTURY PROGRAM	\$8,000	\$8,000.00	\$0.00	100.00%
PARKING PERMITS	\$20,000	\$20,000.00	\$0.00	100.00%
PAY FOR PARTICIPATION IN SPORTS	\$84,800	\$38,711.00	\$46,089.00	45.65%
	\$112,800	\$66,711.00	\$46,089.00	59.14%
<u>BUILDING RELATED FEES</u>				
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	\$174.00	\$26.00	87.00%
<b>TOTAL SCHOOL GENERATED FEES</b>	\$121,313	\$66,885.00	\$54,428.00	55.13%

**Special Education Financial Update October 2013**

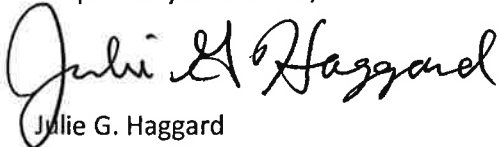
As of October 15, 2012, there have been some changes to the budgeted lines of tuition and transportation as a result of IEP requirements.

A description of the following pupil services costs are outlined below:

- Certain tuition lines have been increased due to three additional placements over the summer, in addition to significant increases in private school tuition for four students.
- Although we have budgeted for more placements than the current reported number, the cost of these placements has negated any cost saving reflected when looking solely at the number of placements budgeted for the 2013-14 school year.
- Excess cost reimbursement will apply to all of the placements with two of the most significant increases reimbursed at the rate of 1x per pupil expenditure.
- These figures will change over the next month as we currently have students transitioning between placements. I project a short term reduction.
- Transportation lines have been increased due to individual needs of students and their IEP requirements.

The Special Education Department continues to work on meeting the needs of identified students and will continue to notify the Board of unanticipated budgeted additional services or contracts.

Respectfully Submitted,



Julie G. Haggard

Director of Pupil Services

CC: Dr. John Reed, Superintendent of Schools

Ron Bienkowski, Director of Business

**SHS Property Claim Re-cap 12/14/12**

	<u>Payments</u>
1) BOE District Payments	\$577,202.16
Town of Monroe Charges	\$79,711.68
2) SHS Security - Town of Newtown	\$77,820.34
<hr/>	
Total Opening Costs	\$734,734.18
3) Building Reconstruction	\$407,754.70
Deductible added back	\$25,000.00
4) <b><i>Total Property Claim</i></b>	<b><i>\$1,167,488.88</i></b>
<hr/>	
5) <b><i>Total Receipts</i></b>	<b><i>\$1,142,488.88</i></b>
<hr/>	
6) <b><i>Difference = Deductible</i></b>	<b><i>-\$25,000.00</i></b>



**NEWTOWN BOARD OF EDUCATION  
2014 SCHEDULE OF MEETINGS**

Meetings will be held in the Council Chambers in the Newtown Municipal Center, 3 Primrose Street, at 7:30 p.m. with the exception of the meetings on February 18, September 2, and November 5 which will be held in the Reed Intermediate School Library.

January 7  
January 21 (budget overview)  
January 23 (budget)  
January 28 (budget)  
January 30 (budget)  
February 4 (public hearing & discussion)  
February 6 (budget adoption)  
February 18 – *Reed Intermediate School*  
March 4  
March 18  
April 1  
April 8  
May 6  
May 20  
June 3  
June 17  
July 15  
August 19  
September 2 – *Reed Intermediate School*  
September 16  
October 7  
October 21  
November 5 – *Wednesday – Reed Intermediate School*  
November 18  
December 2  
December 16

January 6, 2015  
January 20, 2015

Approved November 19, 2013