

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

Minutes of the Board of Education meeting on November 21, 2017 at 7:00 p.m. in the council chambers at 3 Primrose Street.

K. Alexander, Chair	L. Rodrigue
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary (7:25)	R. Bienkowski
J. Vouros	3 Staff
R. Harriman-Stites	10 Public
A. Clure	1 Press
D. Cruson	

Mr. Alexander called the meeting to order at 7:03 p.m.

MOTION: Mrs. Ku moved that the Board of Education go into executive session for a security update and invited Dr. Rodrigue, Mrs. Evans Davila, Mr. Bienkowski and Mr. Pompano.

Mr. Cruson seconded. Motion passes unanimously.

Item 1 – Executive Session

Executive session ended at 7:32 p.m.

Item 2 – Pledge of Allegiance

Item 3 - Celebration

Dr. Rodrigue noted that this was Mr. Alexander's last meeting and spoke about his thoughtful approach to issues and unyielding support of the district. He always helped to shape the district with students in mind. She wished him the best of luck on the Board of Finance.

Mrs. Ku presented a gift of appreciation from the Board.

Mr. Alexander shared his parting words of appreciation and thanked the staff for educating his children.

MOTION: Mr. Cruson moved to add to the agenda the discussion and possible action on the membership of the Superintendent Search Committee. Mr. Vouros seconded. Motion passes unanimously.

Item 4 – Consent Agenda

MOTION: Mr. Cruson moved that the Board of Education approve the consent agenda which includes the minutes of November 7, 2017 and the resignation for retirement of Jeanne Bugay effective February 28, 2018. Mr. Vouros seconded.

Mr. Cruson retracted his motion and the minutes of November 7 were removed from the consent agenda.

MOTION: Mr. Cruson moved to approve the consent agenda which included the resignation for retirement of Jeanne Bugay effective February 28, 2018. Mr. Vouros seconded. Motion passes unanimously.

MOTION: Mr. Cruson moved to approve the minutes of November 7, 2017. Mr. Vouros seconded. Vote: 5 ayes, 2 abstained (Mr. Clure, Mrs. Harriman-Stites)

Item 5 – Public Participation

Item 6 – Reports

Chair Report: Mr. Alexander mentioned that Mrs. Ku, Mrs. Harriman-Stites, Mr. Cruson and Dr. Rodrigue attended the CABA/CAPSS Convention last week which offered informative sessions for Board members and school administrators.

Superintendent's Report: Dr. Rodrigue noted that the Newtown High School band had a fabulous season and were honored as the Division Four National Champions. She plans to work with members of the task force to finalize changes in transportation after holidays. The bus routes that were split are now on time for Reed and are departing earlier due to less wait time. They will be looking at the morning drop off at the high school next year to eliminate traffic and at new pathways for traffic and parent and bus drop off.

Dr. Rodrigue sent the Board information regarding further cuts to ECS due to the Governor holdbacks. We should anticipate more cuts as well. We are holding back some spending and looking at some positions not filled such as the tech position which we will hold for now. There is nothing that will impact classrooms but possibly some training or professional development. We are not in a bad space but we need to be cautious in our spending. Regarding the hacking of our website, we put a plan in place to change passwords for staff and students which will take place once a year.

Mr. Vouros had a concern about the professional development that might be put on hold and asked her to let the Board know where that might happen and when.

Dr. Rodrigue stated that it would just be for attendance at conferences, not training.

Mrs. Ku asked how the ESC funding was viewed at this point in the year and if we have to deal with it.

Mr. Bienkowski said that historically it has been the town issue. They use the ECS formula as an adjusting factor for other grants. There has not been a discussion about this yet but it will be a town wide problem.

Committee Reports:

Mr. Vouros said at the Curriculum & Instruction Committee Mrs. Evans Davila presented information on NGSS and that teachers were being trained.

Mrs. Ku went to an EdAdvance meeting. The tuition rates were presented and will be the same as last year. They spoke about starting a program for expelled students and a number of policies were also discussed. She enjoyed the CABA/CAPSS Convention and provided notes on some of the workshops.

Mrs. Harriman-Stites also enjoyed the convention. The Wallingford superintendent spoke about what they have done to achieve an efficient and cost-effective budget. Another session on opioid abuse was beneficial. They are willing to talk to high schools at no charge so we are trying to find a date for them to come to Newtown.

Mr. Cruson enjoyed attending and spoke about the SMART bus which is equipped with technology. He also attended the session on Maker Space and video game design which offers a wide variety of opportunities for students in this program.

Student Reports:

Talia Hankin said that she and Rory were grateful to Mr. Alexander for welcoming them to the Board and wished him good luck on the Board of Finance. High School activities are running smoothly and conferences were held last week.

Rory Edwards: The PTA National Reflections contest was open with scholarships being offered.

Talia: Last week they enjoyed International Week.

Rory: The high school play was held at Reed last Thursday through Sunday.

Talia: Student government is sponsoring student debates.

Rory: High school clubs such as Newtown Alliance and the Chess Club remain active and the Greenery is selling plants.

Mr. Alexander thanked them and wished them good luck.

Financial Report and Transfers:

MOTION: Mr. Cruson moved that the Board of Education approve the financial report and transfers for the month ending October 31, 2017. Mrs. Ku seconded.

Mr. Bienkowski presented the financial report and transfers. The addendum reflects what happened at the Legislative Council meeting on November 15, where they restored \$1,031,481 to the Board of Education budget due to the finalization of the State of Connecticut budget. This brings our budget to \$74,027,000. The transfer from the Police Department for the School Security Officers is still being discussed with Bob Tait. We will be restored with the money but he was not sure how that will be handled right now.

Motion passes unanimously.

Item 7 – Old Business

Second Read of Policies:

Motion: Mrs. Ku moved that the Board of Education approve policies

- 1250 Community Relations – Visits to Schools
- 4118.14/4218.14 Certified/Non-Certified – Nondiscrimination on the Basis of Disabilities
- 5141.25 Students with Special Health Care Needs – Life-Threatening Allergies and Glycogen Storage Disease Management
- 5145.4 Students – Nondiscrimination – Americans with Disabilities Act
- 6172 Alternative Education Programs

Mr. Cruson seconded.

Mrs. Ku said that, in response to Mr. Alexander's question on policy 1250 regarding visits to schools at the last Board meeting, we will add back the two paragraphs in the regulation. This was reviewed by Deborah Petersen.

There was a discussion regarding registering upon entering the schools.

Mrs. Ku suggested further checking with Mark Pompano.

MOTION: Mrs. Leidlein moved to pull policy 1250 from the list of policies to check with Mark Pompano before we remove the language. Mr. Alexander seconded.

Motion passes unanimously on the amendment.

Motion passes unanimously on the remainder of the policies.

Item 8 – New Business

Assumptions and Priorities:

Mr. Alexander asked the Board for comments. Mrs. Harriman-Stites said there needed to be a statement around ensuring adequate mental health available for students.

MOTION: Mrs. Harriman-Stites moved to approve the Assumptions and Priorities for the 2018-2019 Board of Education Budget. Mrs. Leidlein seconded.

Mrs. Harriman-Stites wanted to add “to ensure adequate funding for mental health resources to meet student needs.”

Mr. Clure asked how we would prepare for future cuts.

Mrs. Leidlein said every year we expect the check to come. Mr. Bienkowski watches everything very closely and thanked him for that.

Mr. Clure felt we needed to be better prepared by possibly having a list of things we want as well as a list of what we need.

Mrs. Leidlein said that everything in the budget is needed to move the students forward. To say publicly that we could take things and quantify wants and needs in our budget looks like not everything in our budget is necessary. Our budget has been reduced over and over again and she was not in favor of deeming things as a want and not a need.

Mr. Clure fully supports this budget but we will have to make hard decisions. He feels there is not equality between the elementary schools and that would be a priority.

Mr. Alexander said the idea behind giving a list of priorities is not to identify all things we think are important. We would need to be more specific about an item. He doesn't know what the district can do to set them up for an unknown State budget.

Dr. Rodrigue said that, in looking at positions we have budgeted and making schools equitable, if we see something is inadequate in a school it would be addressed in the budget

Mr. Vouros mentioned having contingency money.

Mr. Alexander said a problem with a contingency fund that would be the first thing removed as we are limited to what we can do financially. It has to be defined as a need and then the district has to find a way it will pass through the system.

Mr. Vouros said that because we have no control over the special education funding, there is a point of information that has to go forward which is that amount cannot be touched. If extra money is left over in special education at the end of the year, that can that be transferred over. Mr. Alexander stated that money cannot be transferred year to year.

Mrs. Ku requested that in the last priority to add “other districts” after “all town departments.”

Amendment passes unanimously.

Main motion passes unanimously.

Calendars:

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

Dr. Rodrigue said the proposal is to add snow dates to the following week if they interfere with March conferences.

Motion passes unanimously.

Emergency Early Dismissal Times:

MOTION: Mr. Clure moved that the Board of Education approve the emergency early dismissal times as presented. Mr. Cruson seconded.

Dr. Rodrigue said this came up at a Climate & Culture meeting. Moving back the early dismissal time by an hour will give the schools an earlier start when snow is already falling.

Mr. Cruson asked if it would be used if snow won't start until later.

Dr. Rodrigue said it would be best to use that emergency dismissal time when it's related to weather.

Motion passes unanimously.

Membership on the Superintendent Search Committee:

MOTION: Mrs. Harriman-Stites moved that the Board of Education invite Dan Delia to be part of the Superintendent Search Committee immediately. Mr. Vouros seconded.

Motion passes unanimously.

Mr. Alexander said he spoke to counsel about this. He is on the committee until November 30 but if the Board would like him to continue on the committee, he would be happy to do so.

Item 9 – Public Participation

Dan Delia, 10 Brookwood Drive, was looking forward to working with Board and wished all a happy and healthy holiday.

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

Item 10 – Adjournment

The meeting adjourned at 9:34 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

NOV 3 - 2017

November 3, 2017
Jeanne Bugay
PO 642
Litchfield, CT 06759
Cell: (860) 921-6492
jeannebugay@gmail.com

Lorrie Rodrigue, Ph.D.
Interim Superintendent of Schools
Newtown Public Schools
3 Primrose Street
Newtown, Connecticut 06470

Dear Dr. Rodrigue:

Please accept this letter as my official resignation from my position as Library Media Specialist with Newtown Middle School.

I plan on retiring from Newtown Public Schools effective February 28, 2018.
After much contemplation, I have made the decision to retire at this juncture.

I fully intend to complete any committee work with due diligence, and am eager to assist in any way in order to make my departure as seamless as possible.

While serving 26 years in the district I have observed positive changes and growth due to the tremendous dedication of committed Board members, leadership personnel and staff members who work tirelessly on behalf of the students. Newtown is a caring community. I am very appreciative of all I have gained both professionally and personally, and I thank you.

Respectfully,



Jeanne Bugay

C: Tom Einhorn, Principal, Newtown Middle School
Suzanne Deramo, Director of Human Resources

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

SUMMARY

The fourth report of the 2017-18 school year now provides “Anticipated Obligations” in addition to the actual YTD expenditures and active encumbrances.

During the month of October, the Board of Education spent approximately \$7.6M; \$3.8M on salaries; \$2.3M for employee benefits (the second \$2M+ deposited to the self-insurance fund); and \$1.5M on all other objects.

Beyond salaries, benefits, and accounts which are estimated to be in deficit, the remainder are listed as anticipated full budget spend, in order to determine our actual position at this time.

There will likely be continuing shifts in projected positions as we move forward, with more information regarding assumed conditions becoming available.

This report includes transfer recommendations for salary accounts to cover the increased need for paraeducators, the insurance (athletic and liability) overruns, and an un-allowed administrative salary previously eligible under the Sandy Hook Foundation Grant.

The later transfer results from concern expressed by the Sandy Hook Foundation over funding a Special Education Supervisor, who last year was funded partially by SERV and the Sandy Hook Foundation Grant. This occurred because last year’s grant was awarded in order to continue the existing SERV programming for the balance of the year. (SERV funding ran out in February last year). The supervisor is beyond the scope of the initial grant proposal, which will now be replaced by two social workers, one from Reed, and the other from the Middle School.

To accommodate this program modification you will see a \$94,103 transfer from Teacher and Specialist Salaries (where the social workers are) to Administrative Salaries (where the supervisor is).

The next group of transfers in the Non-Certified Salaries object come from a continuing vacancy for a Technology position, and a clerical vacancy which we will not be filling. These funds will be moved to the Educational Assistants category, which will still be short of what will ultimately be needed.

The final transfer is out of Worker’s Compensation, which came in lower than budget and will go to support the athletic and liability insurance shortage.

The Summary page “General Fund Budget” includes a new note “Additions Due to Current Budget” to capture the latest considerations resulting from adoption of the State budget. The most significant notation reflects the presumed restoration of the \$1,031,481 Legislative Council

budget reduction, based on the belief that the School District would receive this much in a new special education grant proposed in the Governor's budget. This did not happen, and the April 5, 2017 Council meeting minutes promised restoration if this did not materilize. These funds will be applied to the "Other Purchased Services" object, and more specifically to the "Tuition-Out of District" sub object where this amount was reduced from the budget.

The second notation identifies the amount of money needed to cover the Boards assumption of the SSO program included in its' budget in accordance with a subsequent agreement with the Newtown Police Department. The funding will be forthcoming while different details of the methodology of such are being discussed. The majority of these funds will cover the shortage indicated in the Salaries line more specifically the 'Attendance & Security Salaries' sub object. A portion of the funds will also go to the required FICA and Medicare accounts.

Without these funds being applied, the district will be in a \$1.8M shortage position. With these funds, the shortage will be in the neighborhood of a half a million dollars. This estimated position is consistent with the September prediction, noting the problem areas related to unanticipated and unbudgeted special services requirements. Since September, out of district tuition has risen by another \$185,000.

The noted addition on the Summary page also affect the 'Offsetting Revenue Included in Anticipated Obligations' schedule. In that report it is a noted reduction to the budget amount by \$1,031,481 which then flows to the financial report reducing the same amount from anticipated offset, clearly indicating the result of this budget cut.

The budget is clearly unbalanced at this time. It is critical that the restoration of special education funding occur. It is also incumbent on us to maintain the 25% expenditure hold along with controlling costs in other areas as much as possible.

While the Board of Finance and Legislative Council are aware of our condition, it may be probable that we consider asking for assistance later in the year, once we are through the winter months.

On the Revenue side, we have received some additional tuition along with all the High School fees that were due (Parking and Pay to Participate).

The budget will continue to be closely monitored with any further issues being brought forward, as soon as possible.

Ron Bienkowski
Director of Business
November 13, 2017

TERMS AND DEFINITIONS

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

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2016-17 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date. (None at this time)
- Current Transfers – identifies the recommended cross object codes for current month action. (None proposed at this time)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.

- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

The monthly budget summary report also provides financial information on the State of Connecticut grant reimbursement programs (Excess Cost and Agency Placement Grants and Magnet Grant Transportation). These reimbursement grants/programs are used to supplement local school district budget programs as follows:

Excess Cost Grant – (Current Formula) this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs exceed local prior year per pupil expenditure by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the prior year's per pupil expenditure. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation and all other town submittals.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$62,400 for this year.

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

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for three identified programs 1) high school sports participation fees, 2) parking permit fees and 3) child development fees.
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

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

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
GENERAL FUND BUDGET											
100	SALARIES	\$ 45,552,910	\$ 46,819,455	\$ (10,000)	\$ -	\$ 46,809,455	\$ 10,323,859	\$ 35,251,388	\$ 1,234,208	\$ 1,471,169	\$ (236,961)
200	EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ -	\$ (13,000)	\$ 11,617,322	\$ 5,731,501	\$ 4,588,066	\$ 1,297,755	\$ 1,321,716	\$ (23,961)
300	PROFESSIONAL SERVICES	\$ 768,820	\$ 863,121	\$ -	\$ -	\$ 863,121	\$ 210,951	\$ 213,462	\$ 438,708	\$ 432,657	\$ 6,051
400	PURCHASED PROPERTY SERV.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ -	\$ 1,877,822	\$ 739,329	\$ 563,663	\$ 574,830	\$ 561,500	\$ 13,330
500	OTHER PURCHASED SERVICES	\$ 8,656,242	\$ 7,606,000	\$ 10,000	\$ 13,000	\$ 7,629,000	\$ 3,276,050	\$ 5,929,819	\$ (1,576,869)	\$ 20,000	\$ (1,596,869)
600	SUPPLIES	\$ 3,832,662	\$ 3,573,732	\$ -	\$ -	\$ 3,573,732	\$ 983,415	\$ 165,992	\$ 2,424,325	\$ 2,430,949	\$ (6,624)
700	PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ -	\$ 556,850	\$ 319,884	\$ 42,966	\$ 194,000	\$ 191,354	\$ 2,646
800	MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ -	\$ 68,655	\$ 48,699	\$ 1,476	\$ 18,481	\$ 17,000	\$ 1,481
TOTAL GENERAL FUND BUDGET		\$ 73,567,123	\$ 72,995,957	\$ -	\$ -	\$ 72,995,957	\$ 21,633,687	\$ 46,756,833	\$ 4,605,438	\$ 6,446,345	\$ (1,840,908)
TRANSFER NON-LAPSING		\$ 97,942									
GRAND TOTAL		\$ 73,665,065	\$ 72,995,957	\$ -	\$ -	\$ 72,995,957	\$ 21,633,687	\$ 46,756,833	\$ 4,605,438	\$ 6,446,345	\$ (1,840,908)

(Unaudited)

Additions "DUE" to Current Budget:											
Special Education Grant Restoration - (State did not implement)			\$ 1,031,481								\$ 1,031,481
School Security Officer Program			\$ 313,236								\$ 313,236
Revised Total General Fund Budget - Proposed			\$ 74,340,674	\$ -	\$ -	\$ 72,995,957	\$ 21,633,687	\$ 46,756,833	\$ 4,605,438	\$ 6,446,345	\$ (496,191)
										Balance After Adjustment	\$ (496,191)

NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
100	SALARIES										
	Administrative Salaries	\$ 3,433,535	\$ 3,506,802	\$ (37,240)	\$ 94,103	\$ 3,563,665	\$ 1,117,929	\$ 2,348,061	\$ 97,675	\$ 97,674	\$ 1
	Teachers & Specialists Salaries	\$ 29,759,570	\$ 30,400,715	\$ 18,537	\$ (94,103)	\$ 30,325,149	\$ 5,923,814	\$ 24,466,643	\$ (65,308)	\$ (66,414)	\$ 1,106
	Early Retirement	\$ 84,500	\$ 32,000	\$ -		\$ 32,000	\$ 32,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 81,761	\$ 94,578	\$ (4,746)		\$ 89,832	\$ 55,463	\$ 30,868	\$ 3,501	\$ 3,500	\$ 1
	Homebound & Tutors Salaries	\$ 192,562	\$ 256,604	\$ -		\$ 256,604	\$ 18,255	\$ 71,350	\$ 166,999	\$ 162,000	\$ 4,999
	Certified Substitutes	\$ 625,894	\$ 669,520	\$ (20,000)		\$ 649,520	\$ 126,043	\$ 213,265	\$ 310,213	\$ 305,000	\$ 5,213
	Coaching/Activities	\$ 552,865	\$ 579,338	\$ -		\$ 579,338	\$ -	\$ 113,462	\$ 465,876	\$ 465,876	\$ -
	Staff & Program Development	\$ 125,840	\$ 178,469	\$ -		\$ 178,469	\$ 86,520	\$ 32,771	\$ 59,179	\$ 54,000	\$ 5,179
	CERTIFIED SALARIES	\$ 34,856,526	\$ 35,718,026	\$ (43,449)	\$ -	\$ 35,674,577	\$ 7,360,024	\$ 27,276,419	\$ 1,038,134	\$ 1,021,636	\$ 16,498
	Supervisors/Technology Salaries	\$ 777,355	\$ 791,595	\$ 6,671	\$ (20,000)	\$ 778,266	\$ 236,280	\$ 473,408	\$ 68,579	\$ 67,451	\$ 1,128
	Clerical & Secretarial salaries	\$ 2,127,342	\$ 2,193,704	\$ (2,618)	\$ (12,000)	\$ 2,179,086	\$ 616,262	\$ 1,551,730	\$ 11,095	\$ 9,304	\$ 1,791
	Educational Assistants	\$ 2,223,841	\$ 2,327,687	\$ 68,990	\$ 36,000	\$ 2,432,677	\$ 530,596	\$ 1,892,701	\$ 9,380	\$ 20,573	\$ (11,193)
	Nurses & Medical advisors	\$ 725,625	\$ 737,830	\$ 2,767		\$ 740,597	\$ 146,268	\$ 570,218	\$ 24,111	\$ 23,400	\$ 711
	Custodial & Maint Salaries	\$ 2,914,019	\$ 3,029,989	\$ 964		\$ 3,030,953	\$ 942,244	\$ 2,044,015	\$ 44,694	\$ 43,838	\$ 856
	Non Certified Adj & Bus Drivers salaries	\$ -	\$ 71,792	\$ (60,092)		\$ 11,700	\$ 5,747	\$ -	\$ 5,953	\$ 12,153	\$ (6,200)
	Career/Job salaries	\$ 159,845	\$ 204,168	\$ (28,079)		\$ 176,089	\$ (33,821)	\$ 191,421	\$ 18,489	\$ 16,800	\$ 1,689
	Special Education Svcs Salaries	\$ 1,073,371	\$ 1,119,853	\$ 44,581		\$ 1,164,434	\$ 275,114	\$ 821,711	\$ 67,609	\$ 48,738	\$ 18,871
	Attendance & Security Salaries	\$ 320,558	\$ 317,169	\$ (14,672)		\$ 302,497	\$ 136,437	\$ 426,887	\$ (260,827)	\$ 5,200	\$ (266,027)
	Extra Work - Non-Cert	\$ 122,759	\$ 80,352	\$ 14,937		\$ 95,289	\$ 45,635	\$ 2,878	\$ 46,776	\$ 44,000	\$ 2,776
	Custodial & Maint. Overtime	\$ 225,822	\$ 191,290	\$ -		\$ 191,290	\$ 59,151	\$ -	\$ 132,139	\$ 130,000	\$ 2,139
	Civic activities/Park & Rec	\$ 25,847	\$ 36,000	\$ -	\$ (4,000)	\$ 32,000	\$ 3,924	\$ -	\$ 28,076	\$ 28,076	\$ 0
	NON-CERTIFIED SALARIES	\$ 10,696,384	\$ 11,101,429	\$ 33,449	\$ -	\$ 11,134,878	\$ 2,963,835	\$ 7,974,968	\$ 196,074	\$ 449,533	\$ (253,459)
	SUBTOTAL SALARIES	\$ 45,552,910	\$ 46,819,455	\$ (10,000)	\$ -	\$ 46,809,455	\$ 10,323,859	\$ 35,251,388	\$ 1,234,208	\$ 1,471,169	\$ (236,961)

NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS					
200	EMPLOYEE BENEFITS									
	Medical & Dental Expenses	\$ 8,829,669	\$ 8,835,482	\$ -	\$ 8,835,482	\$ 4,461,237	\$ 4,343,204	\$ 31,041	\$ 30,932	\$ 109
	Life Insurance	\$ 83,841	\$ 86,329	\$ -	\$ 86,329	\$ 35,191	\$ -	\$ 51,138	\$ 50,845	\$ 293
	FICA & Medicare	\$ 1,391,811	\$ 1,441,193	\$ -	\$ 1,441,193	\$ 351,304	\$ -	\$ 1,089,889	\$ 1,104,889	\$ (15,000)
	Pensions	\$ 611,619	\$ 662,888	\$ -	\$ 662,888	\$ 612,428	\$ 4,461	\$ 45,999	\$ 57,500	\$ (11,501)
	Unemployment & Employee Assist.	\$ 51,832	\$ 87,000	\$ -	\$ 87,000	\$ 8,740	\$ -	\$ 78,260	\$ 77,550	\$ 710
	Workers Compensation	\$ 502,885	\$ 517,430	\$ -	\$ (13,000)	\$ 504,430	\$ 262,600	\$ 240,401	\$ 1,428	\$ -
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ -	\$ (13,000)	\$ 11,617,322	\$ 5,731,501	\$ 4,588,066	\$ 1,297,755	\$ 1,321,716
300	PROFESSIONAL SERVICES									
	Professional Services	\$ 575,862	\$ 614,472	\$ -	\$ 614,472	\$ 128,549	\$ 196,331	\$ 289,591	\$ 287,657	\$ 1,934
	Professional Educational Ser.	\$ 192,957	\$ 248,649	\$ -	\$ 248,649	\$ 82,401	\$ 17,131	\$ 149,117	\$ 145,000	\$ 4,117
	SUBTOTAL PROFESSIONAL SVCS	\$ 768,820	\$ 863,121	\$ -	\$ -	\$ 863,121	\$ 210,951	\$ 213,462	\$ 438,708	\$ 432,657
400	PURCHASED PROPERTY SVCS									
	Buildings & Grounds Services	\$ 706,299	\$ 713,100	\$ -	\$ 713,100	\$ 331,577	\$ 302,534	\$ 78,988	\$ 75,000	\$ 3,988
	Utility Services - Water & Sewer	\$ 124,917	\$ 127,464	\$ -	\$ 127,464	\$ 30,150	\$ -	\$ 97,314	\$ 94,000	\$ 3,314
	Building, Site & Emergency Repairs	\$ 517,986	\$ 460,850	\$ -	\$ 460,850	\$ 140,525	\$ 118,436	\$ 201,889	\$ 200,000	\$ 1,889
	Equipment Repairs	\$ 297,102	\$ 279,712	\$ -	\$ 279,712	\$ 94,881	\$ 36,346	\$ 148,486	\$ 145,000	\$ 3,486
	Rentals - Building & Equipment	\$ 263,619	\$ 272,923	\$ -	\$ 272,923	\$ 118,423	\$ 106,347	\$ 48,153	\$ 47,500	\$ 653
	Building & Site Improvements	\$ 439,942	\$ 23,773	\$ -	\$ 23,773	\$ 23,773	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL PUR. PROPERTY SER.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ -	\$ 1,877,822	\$ 739,329	\$ 563,663	\$ 574,830	\$ 561,500

NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 468,842	\$ 575,152	\$ 10,000	\$ 585,152	\$ 320,672	\$ 67,228	\$ 197,252	\$ 194,500	\$ 2,752	
	Transportation Services	\$ 4,196,264	\$ 4,212,681	\$ -	\$ 4,212,681	\$ 882,362	\$ 2,568,954	\$ 761,365	\$ 799,365	\$ (38,000)	
	Insurance - Property & Liability	\$ 381,160	\$ 399,012	\$ -	\$ 13,000	\$ 412,012	\$ 175,156	\$ 3,355	\$ 2,500	\$ 855	
	Communications	\$ 143,318	\$ 155,694	\$ -	\$ 155,694	\$ 56,853	\$ 87,962	\$ 10,879	\$ 10,000	\$ 879	
	Printing Services	\$ 32,951	\$ 35,293	\$ -	\$ 35,293	\$ 5,032	\$ 6,977	\$ 23,285	\$ 22,700	\$ 585	
	Tuition - Out of District	\$ 3,202,382	\$ 2,014,771	\$ -	\$ 2,014,771	\$ 1,737,230	\$ 2,902,317	\$ (2,624,776)	\$ (1,060,565)	\$ (1,564,211)	
	Student Travel & Staff Mileage	\$ 231,325	\$ 213,397	\$ -	\$ 213,397	\$ 40,401	\$ 121,225	\$ 51,771	\$ 51,500	\$ 271	
	SUBTOTAL OTHER PURCHASED S	\$ 8,656,242	\$ 7,606,000	\$ 10,000	\$ 13,000	\$ 7,629,000	\$ 3,276,050	\$ 5,929,819	\$ (1,576,869)	\$ 20,000	\$ (1,596,869)
600	SUPPLIES										
	Instructional & Library Supplies	\$ 834,174	\$ 777,524	\$ -	\$ 777,524	\$ 383,528	\$ 70,110	\$ 323,886	\$ 320,000	\$ 3,886	
	Software, Medical & Office Sup.	\$ 222,049	\$ 156,753	\$ -	\$ 156,753	\$ 35,499	\$ 29,988	\$ 91,267	\$ 89,000	\$ 2,267	
	Plant Supplies	\$ 393,852	\$ 411,000	\$ -	\$ 411,000	\$ 102,662	\$ 64,016	\$ 244,322	\$ 241,000	\$ 3,322	
	Electric	\$ 1,282,498	\$ 1,318,911	\$ -	\$ 1,318,911	\$ 334,684	\$ -	\$ 984,227	\$ 999,227	\$ (15,000)	
	Propane & Natural Gas	\$ 357,111	\$ 390,800	\$ -	\$ 390,800	\$ 44,910	\$ -	\$ 345,890	\$ 335,854	\$ 10,036	
	Fuel Oil	\$ 202,843	\$ 278,980	\$ -	\$ 278,980	\$ 38,250	\$ -	\$ 240,730	\$ 240,730	\$ -	
	Fuel For Vehicles & Equip.	\$ 198,134	\$ 213,742	\$ -	\$ 213,742	\$ 37,084	\$ -	\$ 176,658	\$ 187,793	\$ (11,135)	
	Textbooks	\$ 342,002	\$ 26,022	\$ -	\$ 26,022	\$ 6,798	\$ 1,879	\$ 17,345	\$ 17,345	\$ -	
	SUBTOTAL SUPPLIES	\$ 3,832,662	\$ 3,573,732	\$ -	\$ -	\$ 3,573,732	\$ 983,415	\$ 165,992	\$ 2,424,325	\$ 2,430,949	\$ (6,624)

NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
700	PROPERTY										
	Capital Improvements (Sewers)	\$ 218,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 528,360	\$ 547,650	\$ -	\$ 547,650	\$ 317,280	\$ 39,724	\$ 190,646	\$ 188,000	\$ 2,646	
	Other Equipment	\$ 127,945	\$ 9,200	\$ -	\$ 9,200	\$ 2,604	\$ 3,242	\$ 3,354	\$ 3,354	\$ 0	
	SUBTOTAL PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ -	\$ 556,850	\$ 319,884	\$ 42,966	\$ 194,000	\$ 191,354	\$ 2,646
800	MISCELLANEOUS										
	Memberships	\$ 60,122	\$ 68,655	\$ -	\$ 68,655	\$ 48,699	\$ 1,476	\$ 18,481	\$ 17,000	\$ 1,481	
	SUBTOTAL MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ -	\$ 68,655	\$ 48,699	\$ 1,476	\$ 18,481	\$ 17,000	\$ 1,481
	TOTAL LOCAL BUDGET	\$ 73,567,123	\$ 72,995,957	\$ -	\$ -	\$ 72,995,957	\$ 21,633,687	\$ 46,756,833	\$ 4,605,438	\$ 6,446,345	\$ (1,840,908)

(Unaudited)

Addition "DUE" to Current:	\$ 1,344,717
Balance After Adjustment	\$ (496,191)

NEWTOWN BOARD OF EDUCATION

2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2017

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS					
<u>BOARD OF EDUCATION FEES & CHARGES - SERVICES</u>						<u>2017-18 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>	
	LOCAL TUITION					\$30,800	\$9,959	\$20,841	32.33%	
	<u>HIGH SCHOOL FEES</u>									
	PAY FOR PARTICIPATION IN SPORTS					\$7,370	\$7,370	\$0	100.00%	
	PARKING PERMITS					\$20,000	\$20,000	\$0	100.00%	
	CHILD DEVELOPMENT					\$8,000	\$8,000	\$0	100.00%	
						\$35,370	\$35,370	\$0	100.00%	
	MISCELLANEOUS FEES					\$4,000	\$656	\$3,344	16.41%	
	TOTAL SCHOOL GENERATED FEES					\$70,170	\$45,985	\$24,185	65.53%	

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2017

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	Change due to State Budget	ANTICIPATED	FEB RECEIVED	MAY RECEIVED
100	SALARIES	\$ (29,301)	\$ -	\$ (29,301)	\$ -	\$ -
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ (10,490)	\$ -	\$ (10,490)	\$ -	\$ -
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (2,365,717)	\$ 1,031,481	\$ (1,334,236)	\$ -	\$ -
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND BUDGET		\$ (2,405,508)	\$ 1,031,481	\$ (1,374,027)	\$ -	\$ -
100	SALARIES					
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Teachers & Specialists Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -
	CERTIFIED SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Educational Assistants	\$ (12,715)	\$ -	\$ (12,715)	\$ -	\$ -
	Nurses & Medical advisors	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Education Svcs Salaries	\$ (16,586)	\$ -	\$ (16,586)	\$ -	\$ -
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -
	NON-CERTIFIED SALARIES	\$ (29,301)	\$ -	\$ (29,301)	\$ -	\$ -
	SUBTOTAL SALARIES	\$ (29,301)	\$ -	\$ (29,301)	\$ -	\$ -
200	EMPLOYEE BENEFITS					
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -

FOR THE MONTH ENDING - OCTOBER 31, 2017

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	Change due to State Budget	ANTICIPATED	0	FEB RECEIVED	MAY RECEIVED
300	PROFESSIONAL SERVICES						
	Professional Services	\$ (10,490)	\$ -	\$ (10,490)	\$ -	\$ -	\$ -
	Professional Educational Ser.	\$ -	\$ -		\$ -	\$ -	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ (10,490)	\$ -	\$ (10,490)	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SVCS						
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES						
	Contracted Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Transportation Services	\$ (311,657)	\$ -	\$ (311,657)	\$ -	\$ -	\$ -
	Insurance - Property & Liability	\$ -	\$ -		\$ -	\$ -	\$ -
	Communications	\$ -	\$ -		\$ -	\$ -	\$ -
	Printing Services	\$ -	\$ -		\$ -	\$ -	\$ -
	Tuition - Out of District	\$ (2,054,060)	\$ 1,031,481	\$ (1,022,579)	\$ -	\$ -	\$ -
	Student Travel & Staff Mileage	\$ -	\$ -		\$ -	\$ -	\$ -
	SUBTOTAL OTHER PURCHASED SER.	\$ (2,365,717)	\$ 1,031,481	\$ (1,334,236)	\$ -	\$ -	\$ -
600	SUPPLIES						
	SUBTOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY						
	SUBTOTAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS						
	Memberships				\$ -	\$ -	\$ -
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (2,405,508)	\$ 1,031,481	\$ (1,374,027)	\$ -	\$ -	\$ -

Differences \$ 1,031,481
Total difference \$ (2,405,508)

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

2017 - 2018

11/13/2017

**NEWTOWN BOARD OF EDUCATION
TRANSFERS RECOMMENDED
NOVEMBER 21, 2017**

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	

ADMINISTRATIVE

\$94,103	100	TEACHERS & SPECIALISTS SALARIES	100	ADMINISTRATIVE SALARIES	TRANSFER DUE TO CHANGE IN STAFFING BEING FUNDED BY THE SANDY HOOK FOUNDATION GRANT
\$20,000	100	SUPERVISORS/TECHNOLOGY SALARIES	100	EDUCATIONAL ASSISTANTS	TRANSFER TO COVER ADDITIONAL EDUCATIONAL ASSISTANTS
\$12,000	100	CLERICAL & SECRETARIAL SALARIES			
\$4,000	100	CIVIC ACTIVITIES/PARK & REC.			
\$54,715	100	NURSES & MEDICAL ADVISOR SALARIES	100	NURSES & MEDICAL ADVISOR SALARIES	NURSING POSITION MOVED FROM HEAD O'MEADOW TO REED
\$13,000	260	WORKERS COMPENSATION	520	INSURANCE - PROPERTY & ATHLETIC	TRANSFER TO COVER INCREASED COST FOR INSURANCE

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

ADDENDUM

The following is presented to highlight the November 15, 2017 Legislative Council action whereby the \$1,031,481 of revenue was restored to the Board of Education Budget due to favorable finalization of the State of Connecticut Budget.

The highlighted areas (yellow) represent the object accounts which will change as a result of this favorable action.

This increase will be integrated into the next financial, and also reflected in the upcoming budget.

Ron Bienkowski
Director of Business
November 16, 2017

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

RESTORATION REVISION DISPLAY - 11/16/17

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS						
GENERAL FUND BUDGET											
100	SALARIES	\$ 45,552,910	\$ 46,819,455	\$ (10,000)	\$ -	\$ 46,809,455	\$ 10,323,859	\$ 35,251,388	\$ 1,234,208	\$ 1,471,169	\$ (236,961)
200	EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ -	\$ (13,000)	\$ 11,617,322	\$ 5,731,501	\$ 4,588,066	\$ 1,297,755	\$ 1,321,716	\$ (23,961)
300	PROFESSIONAL SERVICES	\$ 768,820	\$ 863,121	\$ -	\$ -	\$ 863,121	\$ 210,951	\$ 213,462	\$ 438,708	\$ 432,657	\$ 6,051
400	PURCHASED PROPERTY SERV.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ -	\$ 1,877,822	\$ 739,329	\$ 563,663	\$ 574,830	\$ 561,500	\$ 13,330
500	OTHER PURCHASED SERVICES	\$ 8,656,242	\$ 7,606,000	\$ 10,000	\$ 1,044,481	\$ 8,660,481	\$ 3,276,050	\$ 5,929,819	\$ (545,388)	\$ 20,000	\$ (565,388)
600	SUPPLIES	\$ 3,832,662	\$ 3,573,732	\$ -	\$ -	\$ 3,573,732	\$ 983,415	\$ 165,992	\$ 2,424,325	\$ 2,430,949	\$ (6,624)
700	PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ -	\$ 556,850	\$ 319,884	\$ 42,966	\$ 194,000	\$ 191,354	\$ 2,646
800	MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ -	\$ 68,655	\$ 48,699	\$ 1,476	\$ 18,481	\$ 17,000	\$ 1,481
TOTAL GENERAL FUND BUDGET		\$ 73,567,123	\$ 72,995,957	\$ -	\$ 1,031,481	\$ 74,027,438	\$ 21,633,687	\$ 46,756,833	\$ 5,636,919	\$ 6,446,345	\$ (809,427)
TRANSFER NON-LAPSING		\$ 97,942									
GRAND TOTAL		\$ 73,665,065	\$ 72,995,957	\$ -	\$ 1,031,481	\$ 74,027,438	\$ 21,633,687	\$ 46,756,833	\$ 5,636,919	\$ 6,446,345	\$ (809,427)
(Unaudited)											
<u>Additions "DUE" to Current Budget:</u>											
Special Education Grant Restoration - (State did not implement)			\$ 1,031,481								
School Security Officer Program			\$ 313,236								\$ 313,236
Revised Total General Fund Budget - Proposed			\$ 74,340,674	\$ -	\$ -	\$ 74,027,438	\$ 21,633,687	\$ 46,756,833	\$ 5,636,919	\$ 6,446,345	\$ (496,191)
										Balance After Adjustment	\$ (496,191)

NEWTOWN BOARD OF EDUCATION
2017-18 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2017

RESTORATION REVISION DISPLAY - 11/16/17

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD			ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET	EXPENDITURE	ENCUMBER			BALANCE
100	SALARIES										
	Administrative Salaries	\$ 3,433,535	\$ 3,506,802	\$ (37,240)	\$ 94,103	\$ 3,563,665	\$ 1,117,929	\$ 2,348,061	\$ 97,675	\$ 97,674	\$ 1
	Teachers & Specialists Salaries	\$ 29,759,570	\$ 30,400,715	\$ 18,537	\$ (94,103)	\$ 30,325,149	\$ 5,923,814	\$ 24,466,643	\$ (65,308)	\$ (66,414)	\$ 1,106
	Early Retirement	\$ 84,500	\$ 32,000	\$ -		\$ 32,000	\$ 32,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 81,761	\$ 94,578	\$ (4,746)		\$ 89,832	\$ 55,463	\$ 30,868	\$ 3,501	\$ 3,500	\$ 1
	Homebound & Tutors Salaries	\$ 192,562	\$ 256,604	\$ -		\$ 256,604	\$ 18,255	\$ 71,350	\$ 166,999	\$ 162,000	\$ 4,999
	Certified Substitutes	\$ 625,894	\$ 669,520	\$ (20,000)		\$ 649,520	\$ 126,043	\$ 213,265	\$ 310,213	\$ 305,000	\$ 5,213
	Coaching/Activities	\$ 552,865	\$ 579,338	\$ -		\$ 579,338	\$ -	\$ 113,462	\$ 465,876	\$ 465,876	\$ -
	Staff & Program Development	\$ 125,840	\$ 178,469	\$ -		\$ 178,469	\$ 86,520	\$ 32,771	\$ 59,179	\$ 54,000	\$ 5,179
	CERTIFIED SALARIES	\$ 34,856,526	\$ 35,718,026	\$ (43,449)	\$ -	\$ 35,674,577	\$ 7,360,024	\$ 27,276,419	\$ 1,038,134	\$ 1,021,636	\$ 16,498
	Supervisors/Technology Salaries	\$ 777,355	\$ 791,595	\$ 6,671	\$ (20,000)	\$ 778,266	\$ 236,280	\$ 473,408	\$ 68,579	\$ 67,451	\$ 1,128
	Clerical & Secretarial salaries	\$ 2,127,342	\$ 2,193,704	\$ (2,618)	\$ (12,000)	\$ 2,179,086	\$ 616,262	\$ 1,551,730	\$ 11,095	\$ 9,304	\$ 1,791
	Educational Assistants	\$ 2,223,841	\$ 2,327,687	\$ 68,990	\$ 36,000	\$ 2,432,677	\$ 530,596	\$ 1,892,701	\$ 9,380	\$ 20,573	\$ (11,193)
	Nurses & Medical advisors	\$ 725,625	\$ 737,830	\$ 2,767		\$ 740,597	\$ 146,268	\$ 570,218	\$ 24,111	\$ 23,400	\$ 711
	Custodial & Maint Salaries	\$ 2,914,019	\$ 3,029,989	\$ 964		\$ 3,030,953	\$ 942,244	\$ 2,044,015	\$ 44,694	\$ 43,838	\$ 856
	Non Certified Adj & Bus Drivers salaries	\$ -	\$ 71,792	\$ (60,092)		\$ 11,700	\$ 5,747	\$ -	\$ 5,953	\$ 12,153	\$ (6,200)
	Career/Job salaries	\$ 159,845	\$ 204,168	\$ (28,079)		\$ 176,089	\$ (33,821)	\$ 191,421	\$ 18,489	\$ 16,800	\$ 1,689
	Special Education Svcs Salaries	\$ 1,073,371	\$ 1,119,853	\$ 44,581		\$ 1,164,434	\$ 275,114	\$ 821,711	\$ 67,609	\$ 48,738	\$ 18,871
	Attendance & Security Salaries	\$ 320,558	\$ 317,169	\$ (14,672)		\$ 302,497	\$ 136,437	\$ 426,887	\$ (260,827)	\$ 5,200	\$ (266,027)
	Extra Work - Non-Cert	\$ 122,759	\$ 80,352	\$ 14,937		\$ 95,289	\$ 45,635	\$ 2,878	\$ 46,776	\$ 44,000	\$ 2,776
	Custodial & Maint. Overtime	\$ 225,822	\$ 191,290	\$ -		\$ 191,290	\$ 59,151	\$ -	\$ 132,139	\$ 130,000	\$ 2,139
	Civic activities/Park & Rec	\$ 25,847	\$ 36,000	\$ -	\$ (4,000)	\$ 32,000	\$ 3,924	\$ -	\$ 28,076	\$ 28,076	\$ 0
	NON-CERTIFIED SALARIES	\$ 10,696,384	\$ 11,101,429	\$ 33,449	\$ -	\$ 11,134,878	\$ 2,963,835	\$ 7,974,968	\$ 196,074	\$ 449,533	\$ (253,459)
	SUBTOTAL SALARIES	\$ 45,552,910	\$ 46,819,455	\$ (10,000)	\$ -	\$ 46,809,455	\$ 10,323,859	\$ 35,251,388	\$ 1,234,208	\$ 1,471,169	\$ (236,961)

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

RESTORATION REVISION DISPLAY - 11/16/17

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD			ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET	EXPENDITURE	ENCUMBER		
200	EMPLOYEE BENEFITS									
	Medical & Dental Expenses	\$ 8,829,669	\$ 8,835,482	\$ -	\$ 8,835,482	\$ 4,461,237	\$ 4,343,204	\$ 31,041	\$ 30,932	\$ 109
	Life Insurance	\$ 83,841	\$ 86,329	\$ -	\$ 86,329	\$ 35,191	\$ -	\$ 51,138	\$ 50,845	\$ 293
	FICA & Medicare	\$ 1,391,811	\$ 1,441,193	\$ -	\$ 1,441,193	\$ 351,304	\$ -	\$ 1,089,889	\$ 1,104,889	\$ (15,000)
	Pensions	\$ 611,619	\$ 662,888	\$ -	\$ 662,888	\$ 612,428	\$ 4,461	\$ 45,999	\$ 57,500	\$ (11,501)
	Unemployment & Employee Assist.	\$ 51,832	\$ 87,000	\$ -	\$ 87,000	\$ 8,740	\$ -	\$ 78,260	\$ 77,550	\$ 710
	Workers Compensation	\$ 502,885	\$ 517,430	\$ -	\$ (13,000)	\$ 504,430	\$ 240,401	\$ 1,428	\$ -	\$ 1,428
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,471,657	\$ 11,630,322	\$ -	\$ (13,000)	\$ 11,617,322	\$ 5,731,501	\$ 4,588,066	\$ 1,297,755	\$ 1,321,716
300	PROFESSIONAL SERVICES									
	Professional Services	\$ 575,862	\$ 614,472	\$ -	\$ 614,472	\$ 128,549	\$ 196,331	\$ 289,591	\$ 287,657	\$ 1,934
	Professional Educational Ser.	\$ 192,957	\$ 248,649	\$ -	\$ 248,649	\$ 82,401	\$ 17,131	\$ 149,117	\$ 145,000	\$ 4,117
	SUBTOTAL PROFESSIONAL SVCS	\$ 768,820	\$ 863,121	\$ -	\$ -	\$ 863,121	\$ 210,951	\$ 213,462	\$ 438,708	\$ 432,657
400	PURCHASED PROPERTY SVCS									
	Buildings & Grounds Services	\$ 706,299	\$ 713,100	\$ -	\$ 713,100	\$ 331,577	\$ 302,534	\$ 78,988	\$ 75,000	\$ 3,988
	Utility Services - Water & Sewer	\$ 124,917	\$ 127,464	\$ -	\$ 127,464	\$ 30,150	\$ -	\$ 97,314	\$ 94,000	\$ 3,314
	Building, Site & Emergency Repairs	\$ 517,986	\$ 460,850	\$ -	\$ 460,850	\$ 140,525	\$ 118,436	\$ 201,889	\$ 200,000	\$ 1,889
	Equipment Repairs	\$ 297,102	\$ 279,712	\$ -	\$ 279,712	\$ 94,881	\$ 36,346	\$ 148,486	\$ 145,000	\$ 3,486
	Rentals - Building & Equipment	\$ 263,619	\$ 272,923	\$ -	\$ 272,923	\$ 118,423	\$ 106,347	\$ 48,153	\$ 47,500	\$ 653
	Building & Site Improvements	\$ 439,942	\$ 23,773	\$ -	\$ 23,773	\$ 23,773	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL PUR. PROPERTY SER.	\$ 2,349,864	\$ 1,877,822	\$ -	\$ -	\$ 1,877,822	\$ 739,329	\$ 563,663	\$ 574,830	\$ 13,330

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

RESTORATION REVISION DISPLAY - 11/16/17

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS	CURRENT BUDGET					
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 468,842	\$ 575,152	\$ 10,000	\$ 585,152	\$ 320,672	\$ 67,228	\$ 197,252	\$ 194,500	\$ 2,752	
	Transportation Services	\$ 4,196,264	\$ 4,212,681	\$ -	\$ 4,212,681	\$ 882,362	\$ 2,568,954	\$ 761,365	\$ 799,365	\$ (38,000)	
	Insurance - Property & Liability	\$ 381,160	\$ 399,012	\$ -	\$ 13,000	\$ 412,012	\$ 175,156	\$ 3,355	\$ 2,500	\$ 855	
	Communications	\$ 143,318	\$ 155,694	\$ -	\$ 155,694	\$ 56,853	\$ 87,962	\$ 10,879	\$ 10,000	\$ 879	
	Printing Services	\$ 32,951	\$ 35,293	\$ -	\$ 35,293	\$ 5,032	\$ 6,977	\$ 23,285	\$ 22,700	\$ 585	
	Tuition - Out of District	\$ 3,202,382	\$ 2,014,771	\$ -	\$ 1,031,481	\$ 3,046,252	\$ 1,737,230	\$ 2,902,317	\$ (1,593,295)	\$ (1,060,565)	\$ (532,730)
	Student Travel & Staff Mileage	\$ 231,325	\$ 213,397	\$ -	\$ 213,397	\$ 40,401	\$ 121,225	\$ 51,771	\$ 51,500	\$ 271	
	SUBTOTAL OTHER PURCHASED SE	\$ 8,656,242	\$ 7,606,000	\$ 10,000	\$ 1,044,481	\$ 8,660,481	\$ 3,276,050	\$ 5,929,819	\$ (545,388)	\$ 20,000	\$ (565,388)
600	SUPPLIES										
	Instructional & Library Supplies	\$ 834,174	\$ 777,524	\$ -	\$ 777,524	\$ 383,528	\$ 70,110	\$ 323,886	\$ 320,000	\$ 3,886	
	Software, Medical & Office Sup.	\$ 222,049	\$ 156,753	\$ -	\$ 156,753	\$ 35,499	\$ 29,988	\$ 91,267	\$ 89,000	\$ 2,267	
	Plant Supplies	\$ 393,852	\$ 411,000	\$ -	\$ 411,000	\$ 102,662	\$ 64,016	\$ 244,322	\$ 241,000	\$ 3,322	
	Electric	\$ 1,282,498	\$ 1,318,911	\$ -	\$ 1,318,911	\$ 334,684	\$ -	\$ 984,227	\$ 999,227	\$ (15,000)	
	Propane & Natural Gas	\$ 357,111	\$ 390,800	\$ -	\$ 390,800	\$ 44,910	\$ -	\$ 345,890	\$ 335,854	\$ 10,036	
	Fuel Oil	\$ 202,843	\$ 278,980	\$ -	\$ 278,980	\$ 38,250	\$ -	\$ 240,730	\$ 240,730	\$ -	
	Fuel For Vehicles & Equip.	\$ 198,134	\$ 213,742	\$ -	\$ 213,742	\$ 37,084	\$ -	\$ 176,658	\$ 187,793	\$ (11,135)	
	Textbooks	\$ 342,002	\$ 26,022	\$ -	\$ 26,022	\$ 6,798	\$ 1,879	\$ 17,345	\$ 17,345	\$ -	
	SUBTOTAL SUPPLIES	\$ 3,832,662	\$ 3,573,732	\$ -	\$ -	\$ 3,573,732	\$ 983,415	\$ 165,992	\$ 2,424,325	\$ 2,430,949	\$ (6,624)

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

RESTORATION REVISION DISPLAY - 11/16/17

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS					
700	PROPERTY									
	Capital Improvements (Sewers)	\$ 218,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 528,360	\$ 547,650	\$ -	\$ 547,650	\$ 317,280	\$ 39,724	\$ 190,646	\$ 188,000	\$ 2,646
	Other Equipment	\$ 127,945	\$ 9,200	\$ -	\$ 9,200	\$ 2,604	\$ 3,242	\$ 3,354	\$ 3,354	\$ 0
	SUBTOTAL PROPERTY	\$ 874,846	\$ 556,850	\$ -	\$ -	\$ 556,850	\$ 319,884	\$ 42,966	\$ 194,000	\$ 191,354
800	MISCELLANEOUS									
	Memberships	\$ 60,122	\$ 68,655	\$ -	\$ 68,655	\$ 48,699	\$ 1,476	\$ 18,481	\$ 17,000	\$ 1,481
	SUBTOTAL MISCELLANEOUS	\$ 60,122	\$ 68,655	\$ -	\$ -	\$ 68,655	\$ 48,699	\$ 1,476	\$ 17,000	\$ 1,481
	TOTAL LOCAL BUDGET	\$ 73,567,123	\$ 72,995,957	\$ -	\$ 1,031,481	\$ 74,027,438	\$ 21,633,687	\$ 46,756,833	\$ 5,636,919	\$ 6,446,345
										\$ (809,427)

(Unaudited)

Addition 'DUE' to Current:	\$ 313,236
Balance After Adjustment	\$ (496,191)

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

RESTORATION REVISION DISPLAY - 11/16/17

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2016 - 2017	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2017 - 2018	CURRENT TRANSFERS					

<u>BOARD OF EDUCATION FEES & CHARGES - SERVICES</u>						
			<u>2017-18 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION			\$30,800	\$9,959	\$20,841	32.33%
<u>HIGH SCHOOL FEES</u>						
PAY FOR PARTICIPATION IN SPORTS			\$7,370	\$7,370	\$0	100.00%
PARKING PERMITS			\$20,000	\$20,000	\$0	100.00%
CHILD DEVELOPMENT			\$8,000	\$8,000	\$0	100.00%
			\$35,370	\$35,370	\$0	100.00%
MISCELLANEOUS FEES			\$4,000	\$656	\$3,344	16.41%
TOTAL SCHOOL GENERATED FEES			\$70,170	\$45,985	\$24,185	65.53%

Community Relations

Visits to the Schools

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

The Superintendent shall establish regulations which:

1. Encourage school visitations.
2. Provide for appropriate hospitality for visitors.
3. Ensure that public visits will not hinder the educational program.
4. Require all visitors to register in the principal's office upon arrival at the school.
5. Ensure student safety.
6. To preserve the security of the schools, all visitors must check in at the security kiosk and/or main office where they shall be given whatever information or assistance required. All visitors are required to follow current district security protocol.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's and teacher's prior (no drop-ins) approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

Although Board of Education members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.

The Superintendent, working with building administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address (1) parental rights; (2) escort by District personnel; (3) access to common areas of the campus; (4) access to classrooms; (5) drop off and release of students; (6) eligibility to serve as volunteers; and (7) any other relevant issues.

The Principal or his/her designee shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purposes of committing an illegal act. Such instances shall be reported to the Superintendent.

Community Relations

Visits to the Schools (continued)

Classroom Observations:

For purposes of this policy, the term “observer” means either a parent or guardian, or a third party, such as an evaluator, who has been asked to observe a specific student at a parent or guardian’s request. A parent or guardian’s right to observe extends only to his/her child.

All observations must be scheduled in advance, in order to limit disruption to the educational process. The parent shall inform the school principal who the observer will be, and the school principal or his/her designee will work with the observer to schedule a mutually convenient time for the observation. All observations shall be limited to one half hour (30 minutes). If the observer has a legitimate reason for needing additional observation time, such request shall be made in advance, and the building principal shall have the discretion to grant such request.

In order to avoid disruption of the classroom environment, the number of people observing a student at any one time shall be limited to two persons. In addition, a school staff person will accompany the observer(s) at all times during the course of the observation. The observer(s) shall report to the main office and sign in upon arrival, and wait in the main office for the staff person who will accompany the observer. The observer(s) must wear a visitor’s badge at all times while inside the school building.

The Board expects that observers will be respectful of the instruction that is occurring in the classroom. Observers must turn off all cellphones, sit quietly, and not engage the students in conversation. If at any point, the observation becomes disruptive to the educational process, the school staff may end the evaluation. Once the observation has concluded, the observer(s) shall sign out in the main office and leave school grounds, unless she/he has other legitimate business at the school.

An observer should not expect to conference with teachers before, during or after the observation, as the teacher has responsibilities for a classroom full of students. Instead, the parent or guardian may make a separate appointment to meet with the teacher at another time.

Any reports generated concerning observations of children in school may not contain any personally identifiable information concerning other students present in the classroom at the time of the observation. Observation reports concerning children do not constitute teacher or staff evaluations.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds: Class C misdemeanor

Policy adopted: May 5, 2015
EFFECTIVE: July 1, 2015

NEWTOWN PUBLIC SCHOOLS
 Newtown, Connecticut

Community Relations

Visits to the Schools

Visitor Protocols

Definition

For the purposes of this administrative regulation a visitor shall be defined as any person entering a school facility during normal school hours other than:

- A student who attends that facility
- A member of that school's staff and faculty
- Central Office Employees with assigned duties at the school facility
- Multi-site Employees with assigned duties at the school facility
- Maintenance Department Employees
- Uniformed Police or Fire Department personnel in performance of their assigned duties

All visitors shall:

1. Arrive at the school building main entrance, press A-phone, and advise staff as to the purpose of their visit
2. Enter the building through the main entrance door after being granted access by staff
3. Immediately report to the security welcome desk
4. Present photo identification to staff, which will be scanned into the Raptor Visitor Management System
5. Be issued a printed Visitor ID Badge, which includes their photograph, date of visit, and location of visit within the school building
6. Affix the Visitor ID Badge to their outer-most garment where it shall remain visible throughout the duration of their visit
7. Report back to the security welcome desk upon the conclusion of their visit
8. Return Visitor ID Badge to staff, who will remove their name from the Raptor Visitor Management System
9. Promptly exit the school building through the main egress doors

The Principal or designee may refuse to register an outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students or employees; would result in damage to property; or would result in the distribution of a controlled substance. The Principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

Community Relations

Visits to the Schools

Visitor Protocols (continued)

Visitors entering the building at locations other than the designated visitors' entrance shall be:

1. Stopped by staff, who will immediately summon security personnel
2. Delay at the area of contact until arrival of security personnel
3. Escorted by the security personnel to the welcome desk, or outside the building if warranted
4. Requested to provide photo identification and reason for visit
5. Processed as a visitor according to number 4 through 9 above

Visitors who refuse to identify themselves shall be considered trespassers. Staff shall:

1. Immediately summon a school administrator (or designee) and the SRO or SRO (if applicable)
2. The administrator (or designee) upon evaluation of the situation may:
 - a. Contact the Police Department
 - b. Direct the individual(s) to leave the building immediately with an escort from security personnel or staff
 - c. Consider implementing District emergency response procedures as necessary

Special Exceptions to the above:

Special Events (Plays, Concerts, Award Ceremonies, etc.)

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, APR, gym, media center etc.). Appropriate staff shall be assigned to direct visitor(s) to the event location.

Deliveries

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

Community Relations

Visits to the Schools

Visitor Protocols (continued)

Operations

Maintenance Department Employees shall notify the school administration of their presence within the school facility.

Other Board of Education employees without assigned duties at the school facility shall:

1. Enter building at a location identified and approved by the school administration
2. Ensure the district-issued photo ID badge is clearly displayed on their person
3. Report to the security welcome desk located in the building main lobby
4. Provide their district-issued photo ID badge and name to security personnel or staff
5. Check out of the building at the security welcome desk at the conclusion of their visit

Special Exceptions to the above:

Board of Education members shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitor's Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

Classroom Observations:

~~When determining whether to approve a request to visit and/or observe student programs the Principal or his/her designee shall consider such factors as (1) the frequency of visits; (2) the duration of the visit; (3) the number of visitors involved; (4) the effect of the visit on a particular class or activity; (5) the age of the students; (6) the nature of the class or programs; (7) the potential for disclosure of confidential personally identifiable student information; (8) whether the visitor has a legitimate educational interest in visiting the school; and (9) any safety risk to students and school staff. The following guidelines shall be followed:~~

- ~~1. If the visitor wishes to observe a classroom, the time will be arranged in advance after the Principal has conferred with the teacher. The Principal has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.~~
- ~~2. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before and after the observation to enhance understanding of the activities.~~

Community Relations

Visits to the Schools

Visitor Protocols (continued)

3. ~~The Principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the Principal may withdraw approval. In either case, the Principal will give reasons for the action; and~~
4. ~~If a dispute arises regarding limitations upon or withholding of approval for visits:
 - a. ~~The visitor will first discuss the matter with the Principal;~~
 - b. ~~If it is not satisfactorily resolved, the visitor may request a meeting with the Superintendent or designee.~~
 - c. ~~The Superintendent or designee will promptly meet with the visitor, investigate the dispute and render a written decision. The written decision will indicate that the visitor may appeal to the Board of Education to review the limitations imposed.~~~~

Regulation approved: May 5, 2015, Effective: July 1, 2015
Regulation revised: July 21, 2016

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

A recommended “good practice” policy to consider. A sample regulation follows.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities (~~Option 1~~)

The Board of Education prohibits discrimination against any individual with a disability with regard to recruitment, advertisement and job application procedures; hiring, upgrading, promotion, awarding of tenure, demotion, transfer, layoff, termination, right of return from layoff, employee compensation, job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists, leaves of absence, sick leave or other leaves, fringe benefits or job training.

Federal law defines a person with a disability as one who (1) has a mental or physical impairment which substantially limits one or more major life activities such as, but not limited to, caring for one’s self; performing manual tasks walking, seeing, hearing, eating, sleeping, standing, sitting, reaching, lifting, bending, reading, writing, concentrating, thinking, communicating, interacting with others, speaking, breathing, learning or working; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The Board will afford qualified disabled individuals reasonable accommodations. The Supreme Court of the United States has recognized that individuals with a communicable disease may be considered disabled.

The Board of Education recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school-sponsored programs. No discrimination against any person with a disability will be knowingly permitted in any of the programs and practices in the school system.

With regard to its employees, the Board specifically prohibits discrimination against any individual with a qualified disability with regard to recruitment, hiring, promotion or advancement, compensation, evaluation, training, or any other aspect of employment within the school system. The Board will afford qualified disabled individuals reasonable accommodations in accordance with state and federal law.

Disabled employees who can no longer perform essential job functions are encouraged to advise their supervisors or administrators of the nature of their disability and which functions cannot be performed. The Board will consider any reasonable suggestions of accommodation that would enable performance of those functions so long as the accommodation will not impose an undue hardship on the operation of the school system. The term “disability” shall be broadly construed. The determination of whether an individual has a disability should not demand extensive analysis.

A person is not qualified to perform his/her duties if his/her medical condition or disability poses a threat to health or safety of individuals in the workplace.

Persons, including employees of the district, that feel they may have been discriminated against on the basis of a disability should contact the Director of ~~Pupil Personnel Services~~ **Human Resources**.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities (~~Option 1~~) (continued)

~~*Note: The district needs to name a person who will coordinate the system's efforts to comply with the Americans with Disabilities Act. It can be the same person named to coordinate the district's efforts to comply with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.*~~

Employees seeking accommodations for a disability in order to perform essential job functions are encouraged to contact their supervisors or administrators and/or the Director of Pupil Personnel Services **Human Resources**.

~~***Optional language for Fragrance and Chemical Sensitivities:*** It is also the District's goal to be sensitive to employees with perfume and chemical sensitivities. Employees who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. In order to accommodate employees who are medically sensitive to the chemicals in scented products, the District requests that individuals refrain from wearing chemical based scented products. These products include perfume, cologne, aftershave, body spray, scented lotion, fragranced hair spray or similar products. In addition, the District requests that spray or solid air fresheners, room deodorizers, plug in wall air fresheners, cleaning compounds or similar products not be used.~~

(cf. 0521 - Nondiscrimination)

(cf. 4112.4/4212.4 - Health Examinations)

Legal Reference: Connecticut General Statutes
10-209 Records not to be public.
19-581 AIDS testing and medical information.
46a-60 Discriminatory employment practices prohibited.
Federal Law
Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).
American Disability Act of 1989, 42 U.S.C. 12101 et. seq., as amended by the ADA Amendments Act of 2008
29 CFR, Part 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as amended, published in the Federal Register, Vo. 76, No. 58, 3/25/11
Chalk v. The United States District Court of Central California.
Amendments of Americans with Disabilities Act, Title II and Title III, Regulation to Implement ADA Amendments Act of 2008. Federal Register, Vol. 81, No. 155 (28 CFR Parts 35 & 36)

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

**SECTION 504/ADA
EMPLOYEE REQUEST FOR ACCOMMODATION**

1. Name of Employee: _____ Title/Position: _____

2. Eligibility Determination

Individuals considered eligible for protection from discrimination under Section 504/ADA are those who have a physical or mental impairment which substantially limits a major life activity; has a record of such impairment; or is regarded as having such an impairment.

A. Please describe your mental or physical disability:

B. Please describe the major life activity substantially limited by your disability:

C. Please describe how your disability affects your ability to perform essential job functions:

D. Please describe the specific accommodation(s) being requested:

E. Have you attached medical documentation to support your request? Yes No

F. If "no", please provide the name and contact information for your treating physician:

Name: _____

Address: _____

Telephone #: _____

3. **Authorization to Communicate with Medical Provider**

I hereby authorize my employer, the _____ District to obtain, and for the medical provider listed above, to release confidential protected health information to the Director of ~~Pupil Personnel Services~~ **Human Resources** for the limited purpose of determining any work related restrictions and/or accommodations which may be necessary in order to fulfill the essential function of my employment responsibilities. Any information received by my employer pursuant to this authorization shall be subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information.

Employee Signature

Date

**ONCE COMPLETED, THIS FORM, ALONG WITH SUPPORTING DOCUMENTATION
SHOULD BE FORWARDED TO THE DIRECTOR OF PUPIL PERSONNEL SERVICES
HUMAN RESOURCES.**

Sample regulation.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, as amended, the Board of Education (Board) does not discriminate against qualified individuals with disabilities in the District's services, programs or activities.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Board does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act.

Definitions

Person with a Disability: An individual who (1) has a mental or physical impairment which substantially limits one or more major life activities; ~~such as, but not limited to, caring for one's self; performing manual tasks walking, seeing, hearing, eating, sleeping, standing, sitting, reaching, lifting, bending, reading, concentrating, thinking, communicating, interacting with others, speaking, breathing, learning or working;~~ (2) has a record of such an impairment; or (3) is regarded as having such an impairment. An impairment that is episodic or in remission is considered a disability if it would substantially limit a major life activity when active.

Mental or Physical Impairments: Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. They also cover any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or physical illness, and specific learning disabilities. This includes, but is not limited to, contagious and non-contagious diseases and conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia, and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection, tuberculosis, drug addiction and alcoholism. It does not include homosexuality or bisexuality.

Major Life Activities: Major life activities include, but are not limited to, (1) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, writing, concentrating, thinking, communication, interacting with others, and working; ~~(whether an activity is a "major life activity" is not determined by reference to whether it is of "central importance to daily life.")~~ and (ii) the operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Definitions (continued)

Substantially Limits: This term shall be construed broadly in favor of expansive coverage to the maximum extent permitted by the ADA. It is not meant to be a demanding standard. Consistent with the Amendments to the ADA (ADAAA), “rules of construction” are to be used when determining if an individual is substantially limited in performing a major life activity.

Has a Record of Such an Impairment: In general, this term means if an individual has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities. This shall be construed broadly and not demand extensive analysis. An individual with a record of a substantially limiting impairment may be entitled, absent undue hardship to the district, to a reasonable accommodation if needed and related to the past disability.

Determination of Disability Requiring Accommodation

“Rules of construction” are to be used when determining if an individual is substantially limited in performing a major life activity. These rules include the following:

1. The impairment substantially limits the ability of an individual to perform a major life activity, as compared to most people in the general population. It need not prevent or severely or significantly limit a major life activity. Not every impairment will constitute a disability.
2. The term “substantially limits” should be construed broadly in favor of expansive coverage to the maximum extent permitted by the terms of the ADA. “Substantially limits” is not meant to be a demanding standard.
3. The determination of whether an impairment substantially limits a major life activity requires an individual assessment, but should not demand/require extensive analysis.
4. Although determination of whether an impairment substantially limits a major life activity as compared to most people will not usually require scientific, medical or statistical evidence, such evidence may be used if appropriate.
5. An individual need not be substantially limited or have a record of a substantial limitation, in one major life activity to be covered under the first or second prong of the definition of “disability.”
6. An impairment that is episodic or in remission meets the definition of “disability” if it would substantially limit a major life activity when active. (Impairments that may be episodic include epilepsy, hypertension, asthma, diabetes, major depression disorder, bipolar disorder, and schizophrenia. Cancer that is in remission but that may possibly return in a substantially limiting form is also considered a disability.)

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Determination of Disability Requiring Accommodation (continued)

7. Mitigating measures, including but not limited to, medications, medical equipment and devices, prosthetic limbs, low vision devices, hearing aids, mobility devices, oxygen therapy equipment, use of assistive technology, reasonable accommodations, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, and physical therapy, shall not be used in the determination of whether an impairment substantially limits a major life activity. (Eyeglasses and contact lenses shall, however, be considered.) The determination of disability must focus on whether the individual would be substantially limited in performing a major life activity without the mitigating standard.
8. An impairment that substantially limits one major life activity need not substantially limit other major life activities to be considered a substantially limiting impairment.
9. Impairments that last fewer than six months do not apply to the definition of “disability.” The effects of an impairment lasting or expected to last fewer than six months can be substantially limiting.

Medical Examinations

The school Board may make pre-employment inquiries into the ability of an applicant to perform job-related functions. Medical examinations may be required after an offer of employment has been extended to an applicant and before commencement of employment duties. Any information obtained from such medical examinations will be collected and maintained on separate forms and in separate medical files and will be treated with confidentiality.

An employee, who is not qualified to perform their duties or whose medical condition or disability poses a direct threat to the health or safety of individuals in the workplace, once properly established by medical evidence and after proper due process procedures, may be relieved of their duties or reassigned.

The Board of Education may lawfully refuse to assign a person having a communicable disease, which is transmittable through the handling of food, to such duty or position as specified in the Federal Register Food and Drug Administration Regulations of May, 1991.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Privacy

The confidentiality of medical records of applicants or employees shall be strictly observed in accordance with the state and federal laws. Medical records shall be maintained separately from an applicant or employee personnel file. Such information may be released in limited circumstances:

- A. Upon signed release by the individual;
- B. To inform supervisor or administrator about any restriction or accommodation to accomplish work or duties of the employee;
- C. Emergency medical treatment;
- D. In compliance with state or federal law.

Connecticut General Statutes Section 19a-581 through 585, “Aids Testing and Medical Information,” provides that no person shall request HIV-related testing or disclose HIV-related information without written or oral informed consent of such individual.

Alternative Accommodations

The Supreme Court has recognized that individuals with contagious diseases will be considered as having a disability. Disabled employees who can no longer perform essential job functions are encouraged to advise their administrators of the nature of their disability, indicating which functions cannot be performed and suggest accommodations that would enable them to perform those functions. Accommodations will be considered if such accommodation does impose an undue hardship on the operation of the school system.

An employee is not qualified to perform his/her duties, whose medical condition or disability poses a direct threat to health or safety of individuals in the workplace, if it has been properly established by medical evidence and the employee has been afforded proper procedural due process safeguards.

Grievance Procedure

- A. In the event an employee believes that there has been discrimination on the basis of his/her disability, he or she shall mail or deliver to the ~~ADA Coordinator~~/Superintendent of Schools a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved and the dates, times, and locations involved.
- B. If the individual who files the written statement so requests, the ~~ADA Coordinator~~/Superintendent of Schools shall provide that person with an opportunity to discuss the matter personally.

Personnel – Certified/Non-Certified

Nondiscrimination on the Basis of Disabilities

Grievance Procedure (continued)

- C. The ~~ADA Coordinator~~/Superintendent shall investigate the complaint and render a decision in writing within thirty (30) days.
- D. If the complainant is not satisfied with the decision of the ~~ADA Coordinator~~/Superintendent of Schools, the complainant may appeal to the Board of Education within ten (10) days of receipt of the decision of the Superintendent.
- E. Such an appeal shall be filed in writing with the Superintendent of Schools in his capacity as the executive agent of the Board of Education.
- F. The Board of Education shall cause the complaint to be investigated and, if it deems necessary, conduct a hearing to gather additional information.
- G. The Board of Education shall render a decision on any such appeal, in writing, within twenty (20) days of its being filed, or if a hearing should be held, within twenty (20) days of the conclusion of such hearing.

(cf. 0521 – Nondiscrimination)

(cf. 4112.4/4212.4 – Health Examinations)

Legal Reference: Connecticut General Statutes
19-581 through 585 AIDS testing and medical information.
10-209 Records not to be public.
46a-60 Discriminatory employment practices prohibited.
Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706 (7)(b).
American Disability Act of 1989, as amended by the ADA Amendments Act of 2008.
29 CFR, Part 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as amended, published in the Federal Register, Vo. 76, No. 58, 3/25/11.
Chalk v. The United States District Court of Central California, 840F.2d701 (9th Cir. 1988).
Amendments of Americans with Disabilities Act, Title II and Title III, Regulation to Implement ADA Amendments Act of 2008. Federal Register, Vol. 81, No. 155 (28 CFR Parts 35 & 36)

Regulation approved:

Specific Impairments Considered to be Disabilities

As indicated in the implementing regulations to the ADA, the following impairments should be easily concluded to be disabilities:

Autism
Bipolar Disorder
Blindness
Cancer
Cerebral Palsy
Deafness
Diabetes
Epilepsy
HIV Infection
Intellectual Disability
Major Depression Disorder
Bipolar Disorder
Multiple Sclerosis
Mobility impairment requiring use of a wheelchair
Muscular Dystrophy
Obsessive-Compulsive Disorder
Partially or completely missing limbs
Traumatic Brain Injury
Post-traumatic Stress Disorder
Schizophrenia

Students

Students with Special Health Care Needs

Life-Threatening Allergies and Glycogen Storage Disease Management

The Newtown Public Schools recognize that allergies may be life threatening. For this reason, the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life-threatening allergens, to assist in the management of glycogen storage disease, and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her life threatening allergy(ies), or glycogen storage disease as developmentally appropriate. There is currently no cure for life-threatening allergies; there is only medication available for emergency response. The only way to prevent the symptoms of an allergic response is to prevent exposure to allergens, which will require understanding and effort on the part of the entire school community.

Best practice asks us to reduce students' exposure to known allergens in the learning environment, reinforcing a safe and inclusive environment for all students. When a student with life-threatening allergies is present in a school environment, cooperation and compliance is necessary at all levels: District, School, Transportation, Classroom, and Home. Each level has its role and responsibilities:

District:

- Shall clearly communicate district policy to all school leaders and parents and provide for training on food allergy awareness and the administration of medication to all applicable personnel.
- Shall monitor and evaluate all schools for compliance with district policy and follow up with all individuals for instances of policy violations.

School:

- Each school shall clearly communicate the needs of students with life-threatening food allergies to their school community through letters to classroom communities and their families and of district and school expectations of compliance.
- Schools leaders shall inform PTA leaders of the need for safety and inclusion in all school sponsored events.

Transportation:

- The District will provide information to personnel in direct contact with identified students.

Students

Students with Special Health Care Needs

Life-Threatening Allergies and Glycogen Storage Disease Management (continued)

Classroom:

- Peers shall be educated as to the individualized safety and inclusion needs of fellow students.
- Expectations of compliance shall be clearly communicated to staff, students and their families.

Home:

- Families should be educated on food allergy awareness and how to comply with safety requests for students with life-threatening allergies.
- Families should make every effort possible to ensure the safety of students with life-threatening food allergies when sending a snack into the learning environment.
- Students with life-threatening food allergies should know to never accept food from others and how to communicate their needs to staff and peers.
- Parents of students with life-threatening allergies shall help their student access developmentally appropriate self-advocacy skills. Parents may choose to collaborate with schools on these skills.

To this end, the Newtown Public Schools adopt the following protocols related to the management of life threatening allergies for students enrolled in district schools.

I. Identifying Students with Life-Threatening Allergies and Glycogen Storage Disease Management

- A. Early identification of students with life-threatening allergies is vital to the effective implementation of this policy. The district, therefore, requests parents/guardians of children with life-threatening allergy(ies) to promptly notify the school in writing of the allergy(ies).
- B. Upon receipt of parent written notification that their child has been diagnosed with food allergy(ies) and/or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 1. Written authorization to obtain detailed written medical information when indicated on the child's condition from the physician;

Students

Students with Special Health Care Needs

Identifying Students with Life-Threatening Allergies and Glycogen Storage Disease Management (continued)

2. Written consent to administer or self-administer medications during the school day, as applicable in accordance with the District's Administration of Medication Policy;
 3. An **Authorization for the Administration of Medication** ~~Emergency Care Plan and Treatment Authorization ("Emergency Care Plan")~~ completed and signed by their child's licensed health care provider and signed by the parent;
 4. Any medications necessary to treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
 5. A description of the student's past allergic reactions, including triggers and warning signs;
 6. Current emergency contact information and prompt notice of any updates;
 7. A description of the student's emotional response, as appropriate, to the condition and the need for intervention; and
 8. Recommendations on age-appropriate ways to include the student in planning or care.
- C. **Suspected Allergies:** In the event the School Nurse suspects that a student has a food allergy or other life threatening allergy(ies), the school shall provide the parent/guardian written notification and request for the student to be evaluated by a physician.
- D. **Non-Cooperation:** If the parent/guardian of a student with known or suspected food allergy(ies) or other life threatening allergy(ies) fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), the allergy management shall default to the emergency management of serious allergic reactions as outlined in the district's Standing Orders for nurses and in District Policy 4-607 and Regulation 4-607.1.

II. Individualized Health Care Plans and Emergency Care Plans

- A. If the District is notified pursuant to Section I of this policy that a child has life-threatening allergy(ies), the district shall develop an Individualized Health Care Plan (IHCP) for the child.

Students

Students with Special Health Care Needs

Individualized Health Care Plans and Emergency Care Plans (continued)

- B. The IHCP shall be developed by the parents/guardians, student, if appropriate, school nurse, and appropriate school personnel. Such personnel may include, but are not limited to, school or food service administrator(s) and classroom teacher(s). The school may also consult with the town medical advisor, as needed.

- C. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the student's risk for exposure, such as considerations regarding:
 - 1. Classroom environment, including allergy free considerations;
 - 2. Cafeteria safety;
 - 3. Participation in school nutrition programs;
 - 4. Snacks;
 - 5. Alternatives to food rewards or incentives;
 - 6. Hand-washing;
 - 7. Location of emergency medication;
 - 8. Risk management during lunch and recess times;
 - 9. Special events;
 - 10. Field trips;
 - 11. Extracurricular activities;
 - 12. School transportation;
 - 13. Staff notification;
 - 14. Transitions to new classrooms, grades and/or buildings: and
 - 15. Curriculum

- D. As part of the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life-threatening food allergy. The ECP describes the specific directions about what to do in a medical emergency. The ECP should include the following information, as appropriate:
 - 1. The child's name and other identifying information, such as date of birth, grade and photo;
 - 2. The child's specific allergy(ies);

Students

Students with Special Health Care Needs

Individualized Health Care Plans and Emergency Care Plans (continued)

3. The child's signs and symptoms of an allergic reaction;
 4. The medication, if any, or other treatment to be administered in the event of exposure;
 5. The location and storage of the medication;
 6. Who will administer the medication (including self-administration options, as appropriate);
 7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 8. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 9. Emergency contact information for the parents/family and medical provider.
- E. The IHCP shall be reviewed annually, or upon receipt of new medical information, and/or in the event of an anaphylactic reaction in school.
- F. An Individualized Health Care Plan and Glycogen Storage Disease Action Plan shall also be developed for any student with glycogen storage disease. Such plan shall include, but is not limited to, the provision of food or dietary supplements by the school nurse or by an employee approved by the school nurse to a student with glycogen storage disease. Such plan may not prohibit a parent/guardian, or a person they so designate, from providing food or dietary supplements to the affected student on school grounds during the school day.
- G. ~~The IHCP and ECP shall be disseminated to all school staff who supervise the student during the school day and at school sponsored activities or are responsible for the provision of food to the student. Plan distribution may include, but is not limited to, the students' teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, school case managers, custodial staff, student aides and the parents/guardians of the student.~~
As part of the IHCP, an ECP shall be developed and disseminated to all appropriate school staff.
- H. Certified school staff, who are supervising students in a school sponsored activity outside of school hours, will consult with the school nurse regarding any student medical alerts.

Students

Students with Special Health Care Needs

Referral to Section 504 and IDEA

III. Referral to Section 504 and IDEA

In addition to having an IHCP, a student with a life-threatening allergy or glycogen storage disease (GSD) may also be eligible under Section 504 of the Rehabilitation Act if the student has a disability that substantially limits a major life activity or under the Individuals with Disabilities Education Act (IDEA) if the student has a qualifying disability that adversely impacts the student's education and causes the student to need specialized instruction. The team responsible for the IHCP shall refer the student under Section 504 or the IDEA as appropriate. Eligibility under either Section 504 or IDEA must be considered on a case-by-case basis given each student's unique situation.

IV. Training/Education

- A. School personnel will be educated on how to recognize symptoms of allergic reactions, preventative strategies to minimize a child's risk of exposure to life-threatening allergies, and what to do in the event of an emergency. Staff education will be coordinated by the Principal and school nurse. Any such training regarding the administration of medication shall be done in accordance with District Policy and State Law.
- B. The District shall offer training consistent with District Policy 5141.21, Protocol for Administration of Emergency Medications by Non-Nursing Personnel.
- C. The District shall provide each school with consistent and age-appropriate information for students about food allergies, how to recognize symptoms of an allergic reaction and the importance of adhering to the school's policies regarding food and snacks, as well as the development of empathy, understanding, and tolerance for individuals with life-threatening allergies and glycogen storage disease. The Principal shall coordinate the delivery of this educational information with building staff.
- D. The District will provide alternative recommendations when appropriate.

V. Prevention

- A. The District's Leadership Team will develop a Pre-K-12 Plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-Threatening Food Allergies and Glycogen Storage Disease. The District-wide team shall factor into the plan the developmental and psychological needs of all students.

Students

Students with Special Health Care Needs

Prevention (continued)

- B. The District-wide, K-12 Leadership Team will annually review the Management Plan, Procedures, and Guidelines.
- C. Food in Schools
 - 1. Peanut and tree nuts cause the most allergic reactions in schools. In classrooms and clusters designated by schools as “peanut/nut free”, parents/guardians sending snacks from home for consumption in the classroom must be mindful of this heightened risk and those snacks must not contain peanuts and/or tree nuts. The District, in partnership with school staff, shall counsel all parents against providing children with food items containing tree nuts and peanuts to consume as classroom snacks in peanut/nut free classrooms; all stakeholders share in the responsibility of keeping children safe in the classroom by complying with this policy.
 - 2. Building Principals will provide the following information to parents:
 - a. ~~A suggested snack list on identifying nut free snacks for their children.~~ A link to a F.A.R.E. approved website for information on nut-free and allergy friendly snacks for children: <https://snacksafely.com/safe-snack-guide>
 - b. An intervention plan for students who bring nut-containing snacks to the classroom.
 - 3. All in-school birthday celebrations shall be food free.
 - 4. ~~All schools will designate food free zones.~~
 - 4. All classrooms will provide hand wipes for students to use after snack if hand washing is not available. Students will be required to remain at their desks while eating snacks to contain the spread of allergens.
 - 5. All cafeteria tables will be cleaned with soap and water or other approved cleaning agents.
 - 6. Community/PTA and any school sponsored events use of school facilities:
 - a. No food is allowed in any classroom **for Community/PTA or school sponsored events**;
 - b. Any event in which food will be served or consumed must be held in an appropriate place designated by Administration or outdoors;
 - c. Outside organizations are encouraged to serve only nut-free food items;
 - d. All outside organizations shall receive notice of the prevention section of this policy when reserving school facilities.

Students

Students with Special Health Care Needs Prevention (continued)

- D. Food in Schools – ~~Generally~~ **Curricular Instruction Use**
1. Peanuts and tree nuts and substances containing peanuts and tree nuts must not be present in or used in any **K-8** classroom for any **instructional** purpose, including but not limited to curricular activities, school nutrition, class projects, arts, crafts, science experiments, food for laboratory or other classroom work.
 2. **In view of the developmental age and maturity of high school students, in grades 9 – 12, staff will communicate directly with students in courses where peanuts/tree nuts may be used in the curriculum (e.g. Culinary classes). Such activities will be held in appropriate areas as designated by administration.**
 3. If a clearly non-compliant food is present in a classroom or restricted area, the non-compliant food will be removed from the **K-8** classroom or restricted area.

VI. Communication

- A. The school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life-threatening allergic condition. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.
- B. The school administrative staff and school nurse shall communicate annually to all school personnel the availability of training regarding Policy 5141.25, Protocol for the Administration of Emergency Medications by Non-Nursing Personnel.
- C. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
- D. The District shall develop standardized notification to be sent home to parents introducing, explaining and enforcing the District's food allergy policy and protocols.
- E. Beginning with the school year 2017-2018, the District shall annually, not later than October 1, provide notice to parents of the Plan for the Management of Severe and Life-Threatening Allergies, including Food Allergies, and
 1. Make the plan available on the District's Website and/or the websites of each school under the District's jurisdiction;

Students

Students with Special Health Care Needs

Communication (continued)

2. Provide notice of such plan in conjunction with the annual written statement provided to parents and guardians as required by subsection (b) of section 10-231c of the Connecticut General Statutes.
- F. The District shall annually update its resources for voluntary, suggested snack alternatives for families.
- G. All communication, written or verbal, shall be compliant with the Family Education Rights and Privacy Act.

VII. Monitoring the District's Plan, Procedures, and Guidelines

The District shall conduct periodic assessments of its Food Allergy Management Plan, Procedures, and Guidelines. Such assessments shall occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

(cf. 4-607/4-607.1 – Safety, First-Aid, and Emergency Care Procedures)

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records.

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-212a Administrations of medications in schools

10-212a(d) Administration of medications in schools by a paraprofessional
10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198)

10-220i Transportation of students carrying cartridge injectors

10-231c Pesticide application at schools

19a-900 Use of cartridge injectors by staff members of before or after school programs, day camp or daycare facility.

52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection

The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.

Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)

Students

Students with Special Health Care Needs

Legal Reference: Connecticut General Statutes (continued)

Federal Legislation

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)

Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29 C.F.R. §1630 et seq.)

The Family Education Rights and Privacy Act of 1974 (FERPA)

Land v. Baptist Medical Center, 164F3d423 (8th Cir. 1999)

The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.

FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.

P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.

Another version of this policy to consider.

Students

Nondiscrimination

Americans with Disabilities Act/Section 504 (Rights of Students with Disabilities Under Section 504)

The Board of Education shall ensure that no student is discriminated against in programs or activities receiving federal financial assistance. Individuals protected by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA), as amended, are those individuals who: have a physical or mental impairment which substantially limits one or more major life activities (e.g. caring for one's self, performing manual tasks, walking, standing, lifting, bending, seeing, hearing, speaking, writing, breathing, learning, reading, concentrating, thinking, communicating and working); have a record of such impairment; or are regarded as having such an impairment. Students who qualify for protection under Section 504 are: of an age during which non-disabled children are provided preschool, elementary or secondary education services; of an age during which it is mandatory under state law to provide such educational services to disabled children; or to whom a state is required to provide a free appropriate public education (e.g. under IDEA), or eligible for accommodations under the ADA.

The Board directs the administration to identify, evaluate, refer, place, provide adaptations for and review all eligible students with disabilities. A student whose disability is episodic or in remission is still eligible to be qualified under the Act. In addition, the determination that a student has an impairment that substantially limits a major life activity will be made without regard to whether mitigating measures (such as medication, devices, prosthetics, hearing aids, etc.) ameliorate the effects of the disability.

Students with disabilities pursuant to Section 504 and/or ADA shall be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplementing verbal instructions with visual instructions; using behavioral management techniques; adjusting class schedules; modifying test delivery; using tape recorders, computer-aided instruction, and/or other audiovisual equipment; selecting modified textbooks or workbooks and tailoring homework assignments or modification of nonacademic times such as lunchroom, recess and physical education.

~~Note: Examples of program adaption that may be provided to students in response to Section 504 include, but is not limited to, the list offered above. Under the ADAAA of 2008 more students may be qualified to receive a 504 plan but might not necessarily be entitled to a full panoply of services if their needs are effectively met by medication or a device. The focus of the plan may, for example, in certain instances be monitoring appropriate and consistent use of their medication/device. This is an area for further examination. Thus, under the ADAAA of 2008, districts may be obligated to develop and provide a 504 plan to an array of students who previously were not entitled to such protection. All such new procedures and processes should be designed in consultation with the district's school attorney.~~

Students

Nondiscrimination

Americans with Disabilities Act/Section 504 (continued) (Rights of Students with Disabilities Under Section 504)

The Board directs the Superintendent to provide the staff appropriate training in this area of the law so as to ensure that the District is able to comply with the law in not discriminating against students with disabilities.

The Board shall adopt a grievance procedure to resolve Section 504 complaints and designate an individual to coordinate compliance with Section 504 and the ADA. The Board shall ensure that students with disabilities and their parents are notified annually of the Board's responsibilities under Section 504 and the ADA.

(cf. 0521 – Nondiscrimination)
(cf. 4118.11/4218.11 – Nondiscrimination)
(cf. 4118.12/4218.12 – Disabilities)
(cf. 5141 – Student Health Services)

Legal Reference: Connecticut General Statutes
19-581 through 585 AIDS testing and medical information.
10-209 Records not to be public.
46a-60 Discriminatory employment practices prohibited.
Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).
American Disability Act of 1989 (42 U.S.C. Ch 126 §12112), as amended by ADA Amendments Act of 2008 (Americans with Disabilities Act Amendment Act of 2008, 42 USC §§12101 et seq)
Individuals with Disabilities Education Act, 20 USC §§1400 et seq. (IDEA)
Chalk v. The United States District Court of Central California.
Amendments of Americans with Disabilities Act, Title II and Title III, Regulation to Implement ADA Amendments Act of 2008. Federal Register, Vol. 81, No. 155 (28 CFR Parts 35 & 36)

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

ASSUMPTIONS
2018-2019 BOARD OF EDUCATION BUDGET

- The Newtown Board of Education’s mission to inspire every student to excel will be the foundation of all decision making.
- Open and honest communication and cooperation will be maintained with other municipal boards and the community throughout the budget process.
- State and Federal financial support of education will not keep pace with increased programming mandates and will be further reduced by legislation and reductions of grants and other supports to local communities. There will be a need for continued services and staffing for the 2018-2019 school year.
- Safety, security and health standards will be supported through continued training of staff; e.t., District Security Committee, Anti-bullying, Blood Borne Pathogens, Sexual harassment/Title IX, Mandated reporting, OSHA (Office of Safety and Health Administration).
- Salaries and benefits will be based on commitments incurred through collective bargaining and other employment agreements.
- Existing programs and services will be reviewed, evaluated, maintained or adjusted as the educational needs of students change.
- Overall certified and classified staffing levels will be adjusted based on enrollment, programming, safety factors and facility considerations.

PRIORITIES
2018-2019 BOARD OF EDUCATION BUDGET

- Support funding for appropriate class sizes at all levels of instruction.
- Create a contingency item in the budget for Special Education enrollment changes.
- Continue a level funding plan for expansion and sustainability of technology with access and equity for all students.
- Create a level funding plan for maintenance of facilities and vehicles.
- Continue to pursue opportunities to share services, where appropriate, between the Board of Education, all town departments and other districts and participate in regional services when they are beneficial to the district.
- Ensure adequate funding for mental health resources to meet student needs.

NEWTOWN PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR

AUGUST 4(7)

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

23-All Teachers Report
23, 24 & 25 -Staff Development Days
28 Students Report

SEPTEMBER 19(19)

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

4-Labor Day, Schools Closed
21-Rosh Hashanah-Schools Closed

OCTOBER 22(22)

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

6 - 2-hr. delay - Staff Dev.

NOVEMBER 19(20)

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

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

DECEMBER 16(16)

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

***6-Early Dismissal-Staff Dev.**
***22-Early Dismissal for holiday**
25-29-Holiday Recess

JANUARY 21(21)

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

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

FEBRUARY 18(18)

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

***2 - 2-hr. delay-Staff Dev.**
19-20-Schools Closed

MARCH 21(21)

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

***14-Early Dismissal-Staff Dev.**
30-Good Friday, Schools Closed

APRIL 16(16)

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

***4-2-hr. delay - Staff Dev.**
16-20- Schools Closed

MAY 22(22)

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

***18-2-hr. delay - Staff Dev.**
28-Memorial Day- Schools Closed

JUNE 5(5)

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

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

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

Open House Dates:

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

Conference Dates/Early Dismissal Times:

Elementary & Reed - Oct. 24, 25 26 & 27 - 1:37 p.m. dismissal....Mar.15&16-1:32p.m. dismissal (make-up dates Mar.22&23)
 Middle School - Oct. 24, 25, 26 & 27 - 12:32 p.m. dismissal....Mar.15&16-12:32p.m. dismissal(make-up dates Mar.22& 23)
 High School - Nov. 14, 15, 16 & 17 - 12:32 p.m. dismissal....Mar.15&16-12:32p.m. dismissal (make-up dates Mar.22 & 23)
Adopted: February 7, 2017 / Revised: August 15, 2017, November 21, 2017

NEWTOWN PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR

AUGUST 5(8)

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

22-All Teachers Report
22, 23 & 24 -Staff Development Days
27 Students Report

SEPTEMBER 17(17)

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

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

OCTOBER 23(23)

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

5 - 2-hr. delay - Staff Dev.

NOVEMBER 19(20)

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

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

DECEMBER 15(15)

M	T	W	TH	F
3	4	*5	6	7
10	11	12	13	14
17	18	19	20	*21
--	--	--	--	--
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***5-Early Dismissal-Staff Dev.**
***21-Early Dismissal for holiday**
24-31-Holiday Recess

JANUARY 21(21)

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

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

FEBRUARY 18(18)

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

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

MARCH 21(21)

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

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

APRIL 17(17)

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

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

MAY 22(22)

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

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

JUNE 5(5)

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

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

Student Days - 183
Teacher Days - 187

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

Open House Dates:

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

Conference Dates/Early Dismissal Times:

Elementary & Reed - Oct. 23, 24, 25 & 26 - 1:37 p.m. dismissal...Mar. 14&15-1:37p.m.dismissal (make-up dates Mar.21&22)
 Middle School - Oct. 23, 24, 25 & 26 - 12:32 p.m. dismissal...Mar. 14&15-12:32 p.m. dismissal (make-up dates Mar.21&22)
 High School - Nov. 13, 14, 15 & 16 - 12:32 p.m. dismissal...Mar. 14 & 15-12:32p.m. dismissal (make-up dates Mar.21&22)
Adopted: February 7, 2017 / Revised: August 15, 2017 / November 21, 2017

NEWTOWN PUBLIC SCHOOLS
SCHOOL HOURS 2017-2018

CURRENT SCHEDULE

Newtown High School Newtown Middle School	8:00 – 2:32	St. Rose	7:50 – 2:50
Reed intermediate School	9:05 – 3:32	Fraser Woods Housatonic Valley	8:15 – 3:00
Hawley, Head O'Meadow Middle Gate, Sandy Hook	9:05 – 3:37		

PLANNED EARLY DISMISSAL

Newtown High School Newtown Middle School	12:32	St. Rose	12:50
Reed Intermediate School	1:32	Fraser Woods Housatonic Valley	1:00
Hawley, Head O'Meadow Middle Gate, Sandy Hook	1:37		

EMERGENCY EARLY DISMISSAL

(snow or other emergencies)

Newtown High School Newtown Middle School	11:32	St. Rose	11:50
Reed Intermediate School	12:32	Fraser Woods Housatonic Valley	12:00
Hawley, Head O'Meadow Middle Gate, Sandy Hook	12:37		

2 HOUR DELAYED OPENING START TIMES

Newtown High School Newtown Middle School	10:00	St. Rose	9:50
Reed Intermediate School Hawley, Head O'Meadow Middle Gate, Sandy Hook	11:05	Fraser Woods Housatonic Valley	10:15