

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

Minutes of the Board of Education meeting on August 27, 2019 at 6:45 p.m. in the Municipal Office Building, 3 Primrose Street.

M. Ku, Chair	L. Rodrigue
R. Harriman-Stites, Vice Chair	A. Uberti
D. Cruson, Secretary	R. Bienkowski
D. Leidlein (6:53 p.m.)	2 Staff
J. Vouros (absent)	4 Public
A. Clure	2 Press
D. Delia	

Mrs. Ku called the meeting to order at 6:47 p.m.

MOTION: Mr. Cruson moved that the Board of Education go into executive session regarding a Central Office contractual employee and to interview the candidate for the Director of Facilities position. The Board of Education invites in Dr. Rodrigue, Mr. Bienkowski and Robert Gerbert. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 1 – Executive Session

Executive session ended at 7:35 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Action on Executive Session Items

MOTION: Mrs. Harriman-Stites moved that the Board of Education approved the 2.25% increase for 2019-2020 and contract extension for the Director of Business as recommended by the Superintendent. Mr. Cruson seconded.

Mr. Clure made a motion to split the motion to vote on the extension of the contract separately from the increase. Mr. Delia seconded.

Mr. Clure said he was in favor of the 2.25% increase but had a concern about the perpetual extending of contracts, which is not supported in a number of other districts. He also spoke to CABE about this. He is looking to separate the two to be a reflection of what he supports.

Vote on amendment: 3 ayes, 3 nays (Mrs. Ku, Mrs. Harriman-Stites, Mrs. Leidlein)  
Motion fails.

Mrs. Harriman-Stites believes Mr. Bienkowski has been an exemplary employee for the district and has always been committed to the district, which she appreciates.

Mrs. Leidlein has worked with Mr. Bienkowski for the last 10 years. He has the district and the children's best interest at heart and she greatly appreciates everything he has done. She supports this motion.

Mr. Clure said he was in support of his increase but he does not support the perpetual extension of the contract.

Vote on main motion: 5 ayes, 1 nay (Mr. Clure) Motion passes.

MOTION: Mrs. Harriman-Stites moved that the Board of Education appoint Robert Gerbert Director of Facilities with the start date of August 30, 2019. Mr. Cruson seconded.

Mrs. Leidlein was a member of the interview committee and said Mr. Gerbert showed himself as being a well-informed member of the field and she was excited about the expertise he is bringing to the district.

Motion passes unanimously.

Mr. Gerbert stated that he was grateful and happy to be here and will contribute the best that he can to the school system and community.

#### Item 4 – Consent Agenda

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the consent agenda which includes the donations to Hawley School and Newtown High School, the resignations of Nathan Holme, Leanne Fuccillo and Colleen Dayton, and the correspondence report.

Mr. Cruson seconded.

Mr. Clure referred to the two donations to Hawley School and wanted to be certain they would be used for what was specified. Dr. Rodrigue said that was the case with all donations.

Motion passes unanimously.

#### Item 5 – Public Participation

#### Item 6 – Reports

Chair Report: Mrs. Ku thanked Dr. Rodrigue for putting together an inspiring convocation and congratulated everyone who got their children off to college safely. The CABE/CAPSS Convention is November 15 to 18. She would also like to continue the discussion of Board goals but will wait after November elections.

Superintendent's Report: The first day of school the middle and high school buses arrived on time and without incident and it was the same for the second day. She thanked All-Star for their diligence this summer in working on the bus routes and thanked Dan Cruson for his help with the routes. The drivers worked hard getting out students to school on time and safely. Regarding the special education self-study process, we have five teachers training in Wilson with two more in the process. We also hired an additional speech teacher for the pre-school. Confidentiality training is being held with all employees being required to sign off after attending. The QPR training this summer is a program to help students who show signs of possible suicide. We are using Foundations which is an evidence-based reading program for kindergarten and first grade students. Safe schools training is also being implemented this year for our employees. All custodians piloted it this summer to positive reviews. Some of the mandated training will be completed by all staff. Dr. Rodrigue, along with Mr. Bienkowski and Rick Spreyer, spoke to the Legislative Council regarding to our CIP. There were questions around HVAC and ductless splits and they also discussed the collaborative efforts between Mr. Spreyer, the Town, and Board of Education.

There were no committee reports.

#### Year-end Financial Report and Transfers – June 30, 2019:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the year-end financial report and transfers for the month ending June 30, 2019. Mr. Cruson seconded.

Mr. Bienkowski presented the year-end report. He spoke about the encumbrances which carry over into July and that 94.8% of these obligations have been made. We ended in a positive balance of \$328,772 which is eligible to be deposited into the non-lapsing account.

Mr. Delia asked that regarding the contingency fund, why weren't we drawing from our surplus instead of drawing from the contingency fund to let it grow.

Mr. Bienkowski said we did it this way because there is \$63,000 that gives us the opportunity to set it aside in the non-lapsing account as a dollar amount for special education. We would have gotten push back if we used the other funds exclusively.

Mrs. Harriman-Stites feels that covering a budget shortfall from other access funds for special education is not true to what was voted on.

Mr. Delia said one of our goals was to build this fund. The \$37,000 is the sum total we need in three tuition accounts.

Mr. Bienkowski said we transferred in \$130,000 but we still ended up \$37,000 in the red.

Mr. Delia wondered that with the surplus of \$328,000 if our practices should be modified regarding coming closer to a balanced budget.

Mr. Bienkowski said it is always our goal to come as close to the budget as possible. Looking back at financial reports during the winter we were predicting balances that were lower than expected.

Dr. Rodrigue said we were in the red with special education before we put contingency in. Also, we've had freezes in the past.

Mr. Clure asked if it was possible to have a practice of anything that was above a certain number the rest would go to our debt service to pay for projects which tax the town more.

Mrs. Ku stated that we should look at what the Town does as they roll over more money into the debt services.

Mr. Clure said that looking at renovations we are doing in the schools he would like to see the number we are borrowing is reduced.

Mrs. Leidlein asked if we use the non-lapsing account for projects.

Mr. Bienkowski said we asked to use it last year for capital building projects. The debt service is a line item for the Town budget. We are a department within the Town and cannot designate money approved for education to go for debt service.

Motion passes unanimously.

Financial Report Month Ending July 31, 2019:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the financial report for the month ending July 31, 2019. Mr. Cruson seconded.

Mr. Bienkowski presented his first report of the year. The balance in the tuition account a negative amount at this time. There were three emergency repairs in the month of July which include replacing the Head O'Meadow well pump, replacing the gym recorder at the high school, and work on the oil tank at Reed Intermediate School which started last year.

Motion passes unanimously.

#### Item 7 – Old Business

Social Media Policy 9327.1:

Mrs. Harriman-Stites said there needs to be a discussion to see if the Board wants the policy committee to work on it or just make it be part of best practices. It's not a required policy.

Mr. Delia doesn't think we need this to be a policy because we approved a code of ethics. We should live by that policy.

Mrs. Harriman-Stites said there are some pieces important for the Board members to understand such as FOI and social media postings. This is important information to have possible in the Board orientation package.

Mrs. Ku said it was important for Board members to have access to this information.

Mrs. Leidlein said that everyone uses social media in a different way. Her only frustration with social media is there are Board members giving their opinion in a different arena when it should

be at a Board meeting. That record of public opinion is not part of the public record where decisions are being made.

Mrs. Ku said this might prohibit Board members from giving reasons why they made a decision. Mrs. Harriman-Stites suggested she and Mrs. Ku put together a new member packet with guidelines and bring it to the Board before December.

Mrs. Leidlein said that FOIA regulations should be a huge part of this and thought someone from FOI could come to speak about social media.

Mrs. Harriman-Stites would like to have something in writing.

Mr. Delia felt we should review best practices in our retreat.

#### Item 8 – New Business

Superintendent Goals:

Dr. Rodrigue presented her goals for 2019-2020.

- Articulate a compelling district vision and core values that promote a positive, safe and inclusive culture;
- Develop and communicate an operational plan for fiscal year 2020-21 that balances the educational needs of the district and the community;
- Facilitate and monitor a systemic approach to social-emotional learning that includes the use of a shared language with students, parents, and the community
- Work collaboratively with school staff, leaders, and community partners to design programs that meet students' academic, social, and college to career readiness needs;
- Provide leadership and leverage resources to implement concept-based curriculum and student-centered instruction that promote learning;
- Supervise and support the Assistant Superintendent and Director of Teaching and Learning in their goals to leverage instructional improvements, impact student growth, and communicate progress with community-at-large.

Mr. Clure thanked Dr. Rodrigue for these and asked if there was any way to share these goals with the community.

Dr. Rodrigue said this will and all committee work will be on our website.

Mrs. Ku asked if Dr. Rodrigue wanted to include their work on policies to make sure staff is aware of what the Board is expecting.

Dr. Rodrigue said she could add that to her mid-year reflection but could also include it now.

Mrs. Ku said her goals would be approved at the next meeting.

District Instructional Priorities/Leadership Goals:

Mrs. Uberti spoke about the goals for the administrative team and staff. The development of goals will help the leaders and staff in what they are doing at the different levels and bring everyone into alignment. The goals include to continue to develop and implement social-emotional learning strategies that include the use of a shared language with staff, students, parents and the community; to implement concept based curriculum to promote a culture of rigorous learning in all classrooms; to analyze and utilize common assessment data to drive instructional practices; and to continue to promote a positive school climate through the use of district core values.

Dr. Rodrigue said there are only four goals but the work around them will be significant.

Mrs. Harriman-Stites said this deepens the feeling of being part of a team. She asked if these goals and core values communicated to all staff and not only teachers.

Mrs. Uberti said she spent time with Marlene Bucci, President of the Paraeducators union, to be sure our paras are aware of the goals and have some of the professional development. They had time to work in the schools on early dismissal days.

Mrs. Harriman-Stites felt that when everyone is involved in the core values it helps both articulate our mission and get everyone working toward the same goals.

Mr. Delia asked how the administrators are evaluated.

Mrs. Uberti said they bring these goals into their actual goals.

Mr. Delia asked how you will measure success.

Mrs. Uberti said we are looking at filling the action steps around the goals. The action steps are attainable. The principals felt it was refreshing to talk to staff about the goals and what we need to do to accomplish them.

Mrs. Ku said this feels like we are stretching our Strategic Plan.

Dr. Rodrigue stated that we utilized the Strategic Plan in making the goals. It is still a viable document and continues to influence the work.

#### Facilities Update:

Ron spoke about building and maintenance projects and provided photos of the various projects.

- Emergency project at HOM with new well pump.
- HOM old sinks and cabinets replaced.
- HOM water bottle filling stations installed.
- Hawley major energy and lighting retrofit project with underground tank excavation.
- Hawley hot water tank replacement and sidewalk replaced
- LED lights at high school and Hawley School.
- Sandy Hook School landscape project.
- Reed emergency oil tank replacement and carpet replacement and boiler repair due to the discovery of cracks
- Middle school main entrance stairs and landing replaced and front sidewalk replaced.
- High school front sidewalk replaced.
- Verkada camera replacement in all schools.
- High school carpet replaced in main office and vinyl floor installed in the band room, gym floors refinished and boiler replaced.
- High school landscaping improvements in the front of the school.
- Stair and lot replacement at the loading dock.

Mr. Delia asked if there was any recourse with the tank at Reed School since it was incorrectly installed.

Mr. Bienkowski said most construction projects are not usually liable after a year.

Mr. Clure asked the warranty on the Reed boiler parts.

Mr. Bienkowski said we started having problems the seventh or eighth year and got a break on a couple of sections. It depends on where they are made.

Mr. Clure asked about the high school bleachers.

Mr. Bienkowski said we are waiting for prices on the sand blasting which we can do in the next two weeks and then look at other options.

Mr. Clure would rather save those funds until we decide what to do and asked for an update on how much the sandblasting was and what would be a more permanent fix.

Mr. Bienkowski said the sandblasting is \$20,000. If we sandblast we don't know how it will look. Sometimes areas may deteriorate and need to be patched.

Dr. Rodrigue said that's why we are waiting to have someone look at the possible solutions and if there is any guarantees on paints or another alternative to sandblasting. It's not just the money side of it.

CIP Policy:

The Board of Finance has been working on this policy. The First Selectman questioned if it should be a five or 10 year plan and the process after elections

Mrs. Ku went over the comments on the policy.

Mrs. Harriman-Stites felt we should just focus on what pertains to the Board of Education.

Mr. Delia feels the whole document pertains to the Board of Education.

Mrs. Harriman-Stites asked if we are looking for a document to incorporate all of our suggestions.

Dr. Rodrigue feels they are looking for general feedback. This changes the process.

Mrs. Leidlein said this greatly diminished the Board of Education's voice in the process. They talked about us having to provide funding sources.

Mrs. Harriman-Stites said that page 5 regarding Town regulations shouldn't define our internal processes which is a very important piece.

Mrs. Leidlein said that page 6 didn't list the Board of Education. She was confused by the prioritization list. She thought this should be discussed at a joint board meeting and asked for Mr. Bienkowski's feedback.

Mr. Bienkowski said it was important to know how it impacts us and the steps we go through. He would hate to see this limit that process.

Mrs. Ku said we should have guidelines on how projects are managed. Shouldn't we want to manage projects in the schools?

Mrs. Leidlein said it was unclear what our voices are in overseeing the projects. She would like to have time to look at the comments and add her own.

Mr. Delia noted the \$200,000 was an amount rather than a percent of the Towns budget.

Mr. Bienkowski said responsibility for the project is both the Public Building & Site Commission and the Board of Education. We know what is needed because of the running of the schools. When you maintain control over what impacts us it's better to not get the Public Building and Site Commission involved. In the Charter the First Selectman decides what goes to the Building and Site Commission.

Non-lapsing Account:

MOTION: Mrs. Harriman-Stites moved that the Board of Education request of the Board of Finance that the unexpended funds from the 2018-19 fiscal year budget appropriation in the amount of \$328,772 be deposited into the Non-Lapsing account, established in accordance with Connecticut General Statute Section 10-248a, for educational purposes and that \$63,000 of that amount be designated for Special Education. Further to this action, is that the source of these funds are detailed on the year-end financial report as previously approved by this Board of Education. Mr. Cruson seconded.

Mr. Bienkowski said the total would be \$63,000 for special education and the balance of \$457,629 reserved for the general non-lapsing fund.

Mr. Clure asked if it would be possible to table this motion for now and explore further putting an amount toward the Hawley renovations or the high school bleachers. Could we earmark these funds now?

Mr. Bienkowski said we still need to go to the Board of Finance to spend the money. We are trying to keep things simple. He doesn't think we should tell them the various projects we would ask for and is concerned about asking for too much.

Mr. Clure said we have the plans for Hawley. The goal is that we won't have to borrow so much.

Mrs. Ku said the State set up the ability to prevent Boards of Education from spending down money just to spend it. This encourages Boards of Education to plan and put money aside.

Mr. Bienkowski said this past legislative session they increased the amount from one to two percent that could be put into this account.

Mrs. Harriman-Stites thought we could use the funds for what Mr. Clure mentioned. We could use it for those purposes without saying it right now.

Mr. Clure asked if the amount we have in this account affect the money we get from the State. Mr. Bienkowski said it would have no impact.

Motion passes unanimously

Policies:

Mrs. Harriman-Stites said that some of these are existing and some will be rescinded because they are redundant.

Policy 9000 Role of Board Members is self explanatory.

Policy 9005 Statement of Integrity is fully encompassed in the ethics policy and will be rescinded.

Policy 9011 Accountability will be rescinded because it is strange to have a policy that states what the public is accountable for.

Policy 9012 Legal Responsibilities of the Board of Education.

Policy 9020 Public Statements is regarding who can speak to the press and the Superintendent's role in keeping the public informed about the district.

Policy 9020.3 Recognition for Individual Accomplishments is important to keep.

Policy 9040 Board-related Responsibilities is repetitive and will be rescinded.

Minutes of July 9, 2019:

MOTION: Mrs. Harriman-Stites moved to approve the minutes of July 9, 2019. Mr. Cruson seconded. Vote: 4 ayes, 2 abstained (Mrs. Leidlein, Mr. Delia) Motion passes.

Item 9 – Public Participation

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

Item 10 – Adjournment

The meeting adjourned at 10:38 p.m.

Respectfully submitted:

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Daniel J. Cruson, Jr.  
Secretary

**To:** Dr. Lorrie Rodrigue  
**From:** Christopher Moretti  
**Date:** July 16, 2019  
**Re:** PTA Donation

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The Hawley PTA has voted to donate \$10,000 to Hawley School for the purchase of a new stage curtain, and if there are left over funds, purchase microphones as well (chorded and wireless).

The check has been given to Central Office and I am requesting that the Board of Education accept this generous gift.



**To:** Dr. Lorrie Rodrigue  
**From:** Christopher Moretti  
**Date:** July 30, 2019  
**Re:** Private Donation

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A Hawley parent (wishing to remain anonymous but allowing the Board of Education to have the name if needed) has donated \$10,000 to Hawley School for the purchase of flexible furniture for the four kindergarten classrooms.

There are 2 checks included (the donation and the company match). I am requesting that the Board of Education accept this generous gift on our behalf.

August 12, 2019

TO: Dr. Rodrigue

FROM: Kimberly Longobucco



Please accept the donation from Mr. Edward Mancini of a Zeiss Primo Star Microscope to the NHS science department at an approximate value of \$1,400. This is a very generous donation that will benefit our students at Newtown High School.

Mr. Edward Mancini  
5 Guilford Circle  
Goldens Bridge NY 10526

Attach.

**Dr. Kimberly Longobucco, Principal**

**Newtown High School**

**12 Berkshire Road**

**Sandy Hook, CT 06482**

**August 2, 2019**

**Dear Dr. Longobucco:**

**My name is Edward Mancini and the grandfather to Wiley Harris ( a sophomore at Newtown H.S.) and Quinn Harris( entering 7<sup>m</sup> grade at Newtown Middle School). I'm a retired General Manager, Carl Zeiss MicroImaging, LLC. and the reason for my communicating with you is due to the fact that I would like to donate a Zeiss Primo Star microscope ( list price is \$1400)to the high School science department. The Primo Star microscope was a demonstration model and it has been refurbished to like new condition. The microscope has a binocular viewing tube with 4x,10x,40x and 100x oil objectives. The light source has Koehler LED illumination and the Abbe condenser is pre-focus for easy student use. Please let me know the best way to provide the school with this microscope. My contact information is listed below.**

**Sincerely,**

**Edward T. Mancini**

**5 Guilford Circle**

**Goldens Bridge, NY 10526**

**914-414-3020**

**Email; mane@verizon.net**

# Resignation

On Jul 17, 2019, at 4:34 PM, Holme, Nathan <holmen@newtown.k12.ct.us> wrote:

Hi Kathy and Tim,

I hope you are both having a great summer.

I wanted to let you know that I have been offered and accepted a Full time PE and health Position at Second Hill Lane school in Stratford K-6.

What is the process for leaving my position in Newtown?

Kathy and Tim, thank you for everything this year and it has been a pleasure working for you both. I really enjoyed my time at both schools and I am sad that I am not returning but also excited for my first Full time position.

Kelly thank you for your help with everything this year.

Jackie and Steve I can't thank you both enough for all the help this past year and the amount I have learned that will help me do the best I can in Stratford. It was a pleasure working with you both and I know I am a better Teacher all round after this year in Newtown.

--

Nathan Holme  
Physical Education Teacher  
Sandy Hook Elementary/Head O'Meadow Elementary  
holmen@newtown.k12.ct.us



NEWTOWN PUBLIC SCHOOLS

Reilly, Meg &lt;reillym@newtown.k12.ct.us&gt;

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**Fwd: Resignation**

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**Fuccillo, Leanne** <fuccillol@newtown.k12.ct.us>

Tue, Jul 30, 2019 at 11:01 AM

To: Suzanne Deramo &lt;deramos@newtown.k12.ct.us&gt;, "Reilly, Meg" &lt;reillym@newtown.k12.ct.us&gt;

Suzanne and Meg -

I am forwarding to you my letter of resignation that I sent to Tom Einhorn earlier today. I had not cc'd you on this.

Thank you- Leanne Fuccillo

----- Forwarded message -----

From: **Fuccillo, Leanne** <fuccillol@newtown.k12.ct.us>

Date: Tue, Jul 30, 2019 at 10:53 AM

Subject: Resignation

To: Tom Einhorn &lt;einhornt@newtown.k12.ct.us&gt;

Cc: Ross, Jim &lt;rossj@newtown.k12.ct.us&gt;

Good morning Tom-

Please accept this email as notice of my resignation from my position as School Counselor at Newtown Middle School as of 7/30/2019. I was recently offered a new opportunity in a leadership position in a different school district.

My 6 years in the Newtown Public Schools has been incredibly rewarding and I am so appreciative of the opportunity Newtown has given me.

I will work closely with Tina Broccolo to assure a smooth transition.

Sincerely,  
Leanne Fuccillo--  
**Leanne Fuccillo**  
School Counselor  
Newtown Middle School  
203-270-6146

Colleen Dayton  
63 Marlin Road  
Sandy Hook, CT 06482

August 19, 2019

3 Primrose Street  
Newtown, CT 06470

To the Department of Human Resources, Newtown Public Schools:

Please accept this letter as my official resignation for the position of School Psychologist for the 2019-2020 school year.

Thank you for the opportunities for professional and personal development that the district has provided me over the past two years. This was a difficult decision, but one that was in the best interest of my family after careful consideration. During these last days, I will continue to work closely with the Head O'Meadow Elementary Team for a smooth transition.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Colleen Dayton', written in dark ink.

Colleen Dayton

Correspondence Report  
07/09/2019 – 08/26/2019

<b>Date</b>	<b>Name</b>	<b>Subject</b>
07/29/2019	Abby Hill	Who holds staff accountable?
08/13/2019	Eric Milgram	Why is the Newtown Public School District Website Insecure
08/20/2019	Tom Maurath	Newtown Youth Wrestling Association
08/22/2019	Rebecca Carnes	Response re: Link Crew
08/23/2019	Renee Wilson	Homeschooling

**NEWTOWN BOARD OF EDUCATION  
YEAR END FINANCIAL REPORT  
JUNE 30, 2019**

**SUMMARY**

This June 30, 2019 budget summary report reflects the unaudited year-end financial position of Newtown Public Schools. The report includes all expenditure and encumbrance commitments associated with the 2018-19 budget year that represent financial obligations for the fiscal year ending June 30, 2019.

The district spent \$6.6M for operations in the month of June; \$5.0M for salaries, \$171K for benefits, \$85K for Professional Services, \$126K for Purchased Property Services, \$867K for Other Purchased Services (primarily tuition and transportation), \$274K for supplies, including electricity, natural gas, oil, and diesel, \$130K for equipment, and the balance of \$2K for all other expenses necessary for operations. Of the \$5.1M of encumbrances listed, 78% or \$4.0M are for salaries and benefits, primarily the Teacher's salaries paid over the summer and non-certified personnel whose pay periods straddled the June 30<sup>th</sup> period. (i.e., custodians, secretaries, overtime, etc., with holdbacks that don't clear out until the July payrolls.) The balance of \$1.1M in encumbrances represent commitments for tuition, supplies, products, utilities and services that haven't been invoiced, delivered or completed by the end of the year. These encumbrances typically take several months to clear out. (As of this writing 93.6% of these obligations have been paid.) Any shortages or excess will get captured at the end of the 2019-20 year. This is the accepted accounting practice that produces the \$1,088 balance included in this report from last years' encumbrances, which will be returned to the Town.

The district concluded the year with a remaining positive balance in the appropriated budget of \$328,772 or 0.43%, which is classified as a unexpended year-end balance which is eligible to be deposited in the 'Non-Lapsing account' in accordance with Section 10-248a of the Connecticut General Statute. School revenues, State of Connecticut, school generated, and other miscellaneous revenue totaled \$1,454, more than budgeted.

This report includes transfer recommendations to bring all major object codes to a positive balance in accordance with Board Policy. The final excess cost, agency placement, and magnet school transportation grant receipts have all been distributed to the appropriate accounts. In addition, pre-school and transitional tuition and other miscellaneous credits have similarly been captured.

Looking at the sum totals of the current transfers in major object categories, all accounts were impacted, including the Special Education contingency in the amount of \$37,000. (The rationale for this amount is that the Special Education tuition ended the year \$70,507 over budget with excess cost offset, while Magnet tuition was \$18,000 under budget and secondary (VoAg, ACES, CES and Regional) tuition was also under budget by \$15,878. The sum of these balances in the tuition accounts is a negative \$36,629.)



Over the course of the year the current transfers combined with the year to date transfers sum out as follows:

100 Salaries	(\$55,880)
200 Employee Benefits	\$0
300 Professional Services	(\$55,330)
400 Purchased Property Services	\$68,550
500 Other Purchased Services	(\$36,016)
600 Supplies	(\$45,324)
700 Property	\$161,000
800 Miscellaneous	(\$0)
900 Special Education Contingency	<u>(\$37,000)</u>
	\$0

The rationale for prior transfers have been highlighted throughout the year in these monthly financial reports. The final recommended transfers are included in order to bring all major objects to a positive position. The operating guideline is generally to have all sub account object categories to be within \$5,000, plus/minus.

Many other balances of a less sizeable nature are evident and distributed within the attached financial report.

Following the Financial Report is a listing of all the Building & Site Maintenance Projects that have been completed this past year.

Hawley expenses to the Hawley Fund were as follows:

1) Sidewalk & handicapped access	\$10,000
2) Repair/refurbish gym floor	<u>\$14,655</u>
Total Expenditue	\$24,655

This leaves a balance of \$22,693 in the fund on June 30<sup>th</sup>.

All accounts were reviewed and purchases scrutinized on a continuing basis to assure a positive financial position.

Providing current financial information to the Board of Education is an established practice that meets the mission and goals of Newtown Board of Education. The fiscal year ended well within the allotted budget.

All these items are unaudited and subject to change.

**NEWTOWN PUBLIC SCHOOLS**  
**GENERAL FUND EXPENDITURE AND REVENUE BALANCE**

The General Fund account history and school revenue balances over the last several years demonstrates that the Board of Education has managed to provide the required educational opportunities to the students of Newtown while operating within the budget appropriation approved by its citizens.

<u>Year-End</u>	<u>Unexpended Budget Funds</u>	<u>Unliquidated Encumbrances From the Prior Year</u>	<u>School Revenues</u>
6/30/02	\$23,322	\$961	\$42,482
6/30/03	\$32,962	\$0	(\$18,647)
6/30/04	\$26,809	\$4,723	(\$120,145)
6/30/05	\$9,000	\$15,387	\$130,634
6/30/06	\$272,100	\$27,911	\$134,370
6/30/07	\$1,474	\$18,751	\$117,800
6/30/08	\$7,688	\$1,233	\$15,485
6/30/09	\$7,773	\$432	\$51,263
6/30/10	\$155,762	\$12,696	(\$88,921)
6/30/11	\$58,670	\$74,159	\$8,659
6/30/12	\$38,167	\$33,959	\$101,024
6/30/13	\$6,035	\$222	\$51,767
6/30/14	\$47,185	\$12,195	\$6,236
6/30/15	\$12,909	\$16,345	(\$21,056)
6/30/16	\$2,533	\$2,286	\$323,260
6/30/17	\$97,942	\$947	(\$128,840)
6/30/18	\$276,038	\$22,632	(\$389,075)
6/30/19	\$328,772	\$1,088	\$1,454

Ronald J. Bienkowski  
 Director of Business  
 August 16, 2019

## 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 2017-18 – audited 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.
- Current Transfers – identifies the recommended cross object codes for current month action. (None)
- 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.

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 \$52,700 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 parking permits.
- Miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

NEWTOWN BOARD OF EDUCATION  
2018-19 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING - JUNE 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	YTD TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBERED	BALANCE
<b><u>GENERAL FUND BUDGET</u></b>									
100	SALARIES	\$ 46,681,657	\$ 48,352,266	\$ (51,880)	\$ (4,000)	\$ 48,296,386	\$ 44,072,795	\$ 3,970,197	\$ 253,394
200	EMPLOYEE BENEFITS	\$ 11,604,603	\$ 11,165,964	\$ -	\$ -	\$ 11,165,964	\$ 11,054,605	\$ 111,283	\$ 76
300	PROFESSIONAL SERVICES	\$ 860,328	\$ 823,818	\$ 8,670	\$ (64,000)	\$ 768,488	\$ 726,002	\$ 41,552	\$ 934
400	PURCHASED PROPERTY SERV.	\$ 1,876,912	\$ 2,175,147	\$ 5,550	\$ 63,000	\$ 2,243,697	\$ 2,120,533	\$ 122,778	\$ 387
500	OTHER PURCHASED SERVICES	\$ 8,922,509	\$ 8,939,787	\$ 33,984	\$ (70,000)	\$ 8,903,771	\$ 8,628,491	\$ 273,111	\$ 2,169
600	SUPPLIES	\$ 3,501,034	\$ 3,831,795	\$ 3,676	\$ (49,000)	\$ 3,786,471	\$ 3,479,998	\$ 304,440	\$ 2,033
700	PROPERTY	\$ 556,785	\$ 596,247	\$ -	\$ 161,000	\$ 757,247	\$ 463,337	\$ 293,469	\$ 441
800	MISCELLANEOUS	\$ 60,808	\$ 69,207	\$ -	\$ -	\$ 69,207	\$ 62,869	\$ -	\$ 6,338
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ -	\$ (37,000)	\$ 63,000	\$ -	\$ -	\$ 63,000
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 74,064,636	\$ 76,054,231	\$ -	\$ -	\$ 76,054,231	\$ 70,608,629	\$ 5,116,830	\$ 328,772
900	TRANSFER NON-LAPSING	\$ 276,038	\$ -						\$ 328,772
<b>GRAND TOTAL</b>		\$ 74,340,674	\$ 76,054,231	\$ -	\$ -	\$ 76,054,231	\$ 70,608,629	\$ 5,116,830	\$ -

(Audited)

**NEWTOWN BOARD OF EDUCATION**  
**2018-19 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JUNE 30, 2019

<b>OBJECT CODE</b>	<b>EXPENSE CATEGORY</b>	<b>EXPENDED 2017 - 2018</b>	<b>2018-19 APPROVED BUDGET</b>	<b>YTD TRANSFERS 2018 - 2019</b>	<b>CURRENT TRANSFERS</b>	<b>CURRENT BUDGET</b>	<b>YTD EXPENDITURE</b>	<b>ENCUMBERED</b>	<b>BALANCE</b>
<b>100</b>	<b>SALARIES</b>								
	Administrative Salaries	\$ 3,589,381	\$ 3,927,185	\$ -	\$ -	\$ 3,927,185	\$ 3,874,629	\$ 51,824	\$ 732
	Teachers & Specialists Salaries	\$ 30,286,831	\$ 30,663,134	\$ (30,000)	\$ -	\$ 30,633,134	\$ 27,121,717	\$ 3,481,063	\$ 30,354
	Early Retirement	\$ 32,000	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -
	Continuing Ed./Summer School	\$ 88,754	\$ 93,428	\$ -	\$ -	\$ 93,428	\$ 86,437	\$ 2,890	\$ 4,101
	Homebound & Tutors Salaries	\$ 133,352	\$ 218,868	\$ -	\$ -	\$ 218,868	\$ 148,829	\$ 2,066	\$ 67,973
	Certified Substitutes	\$ 585,384	\$ 665,815	\$ (13,963)	\$ (19,000)	\$ 632,852	\$ 629,852	\$ -	\$ 3,000
	Coaching/Activities	\$ 580,835	\$ 618,223	\$ -	\$ 3,000	\$ 621,223	\$ 621,521	\$ -	\$ (298)
	Staff & Program Development	\$ 175,766	\$ 224,173	\$ (10,000)	\$ 12,000	\$ 226,173	\$ 159,086	\$ 67,139	\$ (52)
	<b>CERTIFIED SALARIES</b>	<b>\$ 35,472,303</b>	<b>\$ 36,450,826</b>	<b>\$ (53,963)</b>	<b>\$ (4,000)</b>	<b>\$ 36,392,863</b>	<b>\$ 32,682,071</b>	<b>\$ 3,604,982</b>	<b>\$ 105,810</b>
	Supervisors/Technology Salaries	\$ 737,247	\$ 920,240	\$ -	\$ (37,000)	\$ 883,240	\$ 862,144	\$ 17,754	\$ 3,342
	Clerical & Secretarial salaries	\$ 2,175,395	\$ 2,276,982	\$ -	\$ -	\$ 2,276,982	\$ 2,193,955	\$ 67,625	\$ 15,402
	Educational Assistants	\$ 2,404,167	\$ 2,538,989	\$ 59,053	\$ -	\$ 2,598,042	\$ 2,576,478	\$ 899	\$ 20,665
	Nurses & Medical advisors	\$ 734,835	\$ 740,251	\$ -	\$ -	\$ 740,251	\$ 631,922	\$ 102,611	\$ 5,717
	Custodial & Maint Salaries	\$ 3,034,637	\$ 3,121,867	\$ -	\$ -	\$ 3,121,867	\$ 2,989,399	\$ 126,915	\$ 5,553
	Non Certified Adj & Bus Drivers salaries	\$ 24,888	\$ 68,670	\$ (56,970)	\$ -	\$ 11,700	\$ 12,745	\$ -	\$ (1,045)
	Career/Job salaries	\$ 84,244	\$ 74,790	\$ -	\$ -	\$ 74,790	\$ 48,376	\$ -	\$ 26,414
	Special Education Svcs Salaries	\$ 1,084,834	\$ 1,228,405	\$ -	\$ -	\$ 1,228,405	\$ 1,136,949	\$ 35,476	\$ 55,980
	Attendance & Security Salaries	\$ 570,324	\$ 591,639	\$ -	\$ -	\$ 591,639	\$ 580,193	\$ 340	\$ 11,106
	Extra Work - Non-Cert	\$ 91,741	\$ 107,869	\$ -	\$ -	\$ 107,869	\$ 93,633	\$ 10,851	\$ 3,385
	Custodial & Maint. Overtime	\$ 234,510	\$ 199,738	\$ -	\$ 30,000	\$ 229,738	\$ 226,734	\$ 2,081	\$ 923
	Civic activities/Park & Rec	\$ 32,532	\$ 32,000	\$ -	\$ 7,000	\$ 39,000	\$ 38,196	\$ 662	\$ 142
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 11,209,354</b>	<b>\$ 11,901,440</b>	<b>\$ 2,083</b>	<b>\$ -</b>	<b>\$ 11,903,523</b>	<b>\$ 11,390,724</b>	<b>\$ 365,215</b>	<b>\$ 147,584</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 46,681,657</b>	<b>\$ 48,352,266</b>	<b>\$ (51,880)</b>	<b>\$ (4,000)</b>	<b>\$ 48,296,386</b>	<b>\$ 44,072,795</b>	<b>\$ 3,970,197</b>	<b>\$ 253,394</b>

NEWTOWN BOARD OF EDUCATION  
2018-19 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING - JUNE 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	YTD TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBERED	BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>								
	Medical & Dental Expenses	\$ 8,829,256	\$ 8,183,967	\$ -	\$ (4,000)	\$ 8,179,967	\$ 8,179,572	\$ 250	\$ 145
	Life Insurance	\$ 85,000	\$ 87,134	\$ -	\$ -	\$ 87,134	\$ 84,680	\$ -	\$ 2,454
	FICA & Medicare	\$ 1,454,800	\$ 1,514,790	\$ -	\$ (14,000)	\$ 1,500,790	\$ 1,414,242	\$ 85,673	\$ 875
	Pensions	\$ 683,223	\$ 775,643	\$ -	\$ 34,000	\$ 809,643	\$ 805,732	\$ 3,960	\$ (49)
	Unemployment & Employee Assist.	\$ 53,823	\$ 87,000	\$ -	\$ (27,000)	\$ 60,000	\$ 38,458	\$ 21,400	\$ 142
	Workers Compensation	\$ 498,501	\$ 517,430	\$ -	\$ 11,000	\$ 528,430	\$ 531,920	\$ -	\$ (3,490)
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 11,604,603</b>	<b>\$ 11,165,964</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,165,964</b>	<b>\$ 11,054,605</b>	<b>\$ 111,283</b>	<b>\$ 76</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>								
	Professional Services	\$ 665,344	\$ 615,047	\$ -	\$ (40,000)	\$ 575,047	\$ 536,374	\$ 38,379	\$ 294
	Professional Educational Ser.	\$ 194,984	\$ 208,771	\$ 8,670	\$ (24,000)	\$ 193,441	\$ 189,627	\$ 3,173	\$ 641
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 860,328</b>	<b>\$ 823,818</b>	<b>\$ 8,670</b>	<b>\$ (64,000)</b>	<b>\$ 768,488</b>	<b>\$ 726,002</b>	<b>\$ 41,552</b>	<b>\$ 934</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>								
	Buildings & Grounds Services	\$ 707,757	\$ 697,600	\$ -	\$ (3,000)	\$ 694,600	\$ 683,754	\$ 10,755	\$ 91
	Utility Services - Water & Sewer	\$ 140,819	\$ 137,650	\$ -	\$ (5,000)	\$ 132,650	\$ 124,562	\$ 8,108	\$ (19)
	Building, Site & Emergency Repairs	\$ 490,220	\$ 460,850	\$ -	\$ 89,000	\$ 549,850	\$ 496,899	\$ 53,890	\$ (940)
	Equipment Repairs	\$ 248,481	\$ 313,324	\$ -	\$ (12,000)	\$ 301,324	\$ 268,955	\$ 32,003	\$ 366
	Rentals - Building & Equipment	\$ 265,862	\$ 272,923	\$ 5,550	\$ (6,000)	\$ 272,473	\$ 271,749	\$ -	\$ 724
	Building & Site Improvements	\$ 23,773	\$ 292,800	\$ -	\$ -	\$ 292,800	\$ 274,613	\$ 18,022	\$ 165
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 1,876,912</b>	<b>\$ 2,175,147</b>	<b>\$ 5,550</b>	<b>\$ 63,000</b>	<b>\$ 2,243,697</b>	<b>\$ 2,120,533</b>	<b>\$ 122,778</b>	<b>\$ 387</b>

**NEWTOWN BOARD OF EDUCATION**  
**2018-19 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JUNE 30, 2019

<b>OBJECT CODE</b>	<b>EXPENSE CATEGORY</b>	<b>EXPENDED 2017 - 2018</b>	<b>2018-19 APPROVED BUDGET</b>	<b>YTD TRANSFERS 2018 - 2019</b>	<b>CURRENT TRANSFERS</b>	<b>CURRENT BUDGET</b>	<b>YTD EXPENDITURE</b>	<b>ENCUMBERED</b>	<b>BALANCE</b>
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>								
	Contracted Services	\$ 570,837	\$ 621,207	\$ 9,534	\$ (11,000)	\$ 619,741	\$ 587,463	\$ 31,843	\$ 435
	Transportation Services	\$ 4,091,115	\$ 4,341,927	\$ (100,000)	\$ (61,000)	\$ 4,180,927	\$ 4,113,520	\$ 67,372	\$ 35
	Insurance - Property & Liability	\$ 410,691	\$ 409,907	\$ (5,550)	\$ (4,000)	\$ 400,357	\$ 400,457	\$ -	\$ (100)
	Communications	\$ 159,176	\$ 156,649	\$ -	\$ (16,000)	\$ 140,649	\$ 137,731	\$ 2,506	\$ 412
	Printing Services	\$ 27,387	\$ 33,020	\$ -	\$ -	\$ 33,020	\$ 23,418	\$ 8,696	\$ 906
	Tuition - Out of District	\$ 3,454,767	\$ 3,164,101	\$ 130,000	\$ 37,000	\$ 3,331,101	\$ 3,171,229	\$ 159,501	\$ 371
	Student Travel & Staff Mileage	\$ 208,537	\$ 212,976	\$ -	\$ (15,000)	\$ 197,976	\$ 194,672	\$ 3,194	\$ 110
	<b>SUBTOTAL OTHER PURCHASED S</b>	<b>\$ 8,922,509</b>	<b>\$ 8,939,787</b>	<b>\$ 33,984</b>	<b>\$ (70,000)</b>	<b>\$ 8,903,771</b>	<b>\$ 8,628,491</b>	<b>\$ 273,111</b>	<b>\$ 2,169</b>
<b>600</b>	<b>SUPPLIES</b>								
	Instructional & Library Supplies	\$ 767,673	\$ 835,997	\$ 4,486	\$ 44,000	\$ 884,483	\$ 809,895	\$ 75,471	\$ (883)
	Software, Medical & Office Sup.	\$ 140,088	\$ 188,341	\$ -	\$ -	\$ 188,341	\$ 159,264	\$ 30,091	\$ (1,015)
	Plant Supplies	\$ 404,991	\$ 375,000	\$ -	\$ (8,000)	\$ 367,000	\$ 312,932	\$ 53,719	\$ 349
	Electric	\$ 1,305,141	\$ 1,498,260	\$ -	\$ (65,000)	\$ 1,433,260	\$ 1,329,165	\$ 104,297	\$ (202)
	Propane & Natural Gas	\$ 304,459	\$ 430,300	\$ -	\$ -	\$ 430,300	\$ 409,558	\$ 17,001	\$ 3,741
	Fuel Oil	\$ 321,179	\$ 108,860	\$ -	\$ (11,000)	\$ 97,860	\$ 85,122	\$ 12,676	\$ 62
	Fuel For Vehicles & Equip.	\$ 231,624	\$ 254,618	\$ -	\$ (9,000)	\$ 245,618	\$ 239,586	\$ 6,526	\$ (495)
	Textbooks	\$ 25,880	\$ 140,419	\$ (810)	\$ -	\$ 139,609	\$ 134,476	\$ 4,657	\$ 476
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 3,501,034</b>	<b>\$ 3,831,795</b>	<b>\$ 3,676</b>	<b>\$ (49,000)</b>	<b>\$ 3,786,471</b>	<b>\$ 3,479,998</b>	<b>\$ 304,440</b>	<b>\$ 2,033</b>



**NEWTOWN BOARD OF EDUCATION**  
**2018-19 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JUNE 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	YTD TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBERED	BALANCE
<b>700</b>	<b>PROPERTY</b>								
	Capital Improvements (Sewers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 547,585	\$ 550,000	\$ -	\$ 26,000	\$ 576,000	\$ 330,923	\$ 245,259	\$ (182)
	Other Equipment	\$ 9,200	\$ 46,247	\$ -	\$ 135,000	\$ 181,247	\$ 132,413	\$ 48,210	\$ 623
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 556,785</b>	<b>\$ 596,247</b>	<b>\$ -</b>	<b>\$ 161,000</b>	<b>\$ 757,247</b>	<b>\$ 463,337</b>	<b>\$ 293,469</b>	<b>\$ 441</b>
<b>800</b>	<b>MISCELLANEOUS</b>								
	Memberships	\$ 60,808	\$ 69,207	\$ -	\$ -	\$ 69,207	\$ 62,869	\$ -	\$ 6,338
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 60,808</b>	<b>\$ 69,207</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,207</b>	<b>\$ 62,869</b>	<b>\$ -</b>	<b>\$ 6,338</b>
<b>910</b>	<b>SPECIAL ED CONTINGENCY</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ (37,000)</b>	<b>\$ 63,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,000</b>
<b>TOTAL LOCAL BUDGET</b>		<b>\$ 74,064,636</b>	<b>\$ 76,054,231</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,054,231</b>	<b>\$ 70,608,629</b>	<b>\$ 5,116,830</b>	<b>\$ 328,772</b>

(Audited)

NEWTOWN BOARD OF EDUCATION  
 2018-19 BUDGET SUMMARY REPORT  
 FOR THE MONTH ENDING - JUNE 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	YTD TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBERED	BALANCE
<b><u>BOARD OF EDUCATION FEES &amp; CHARGES - SERVICES</u></b>							<b><u>2018-19 APPROVED BUDGET</u></b>	<b><u>RECEIVED</u></b>	<b><u>BALANCE</u></b>
	LOCAL TUITION						\$31,675	\$38,096	(\$6,421)
	HIGH SCHOOL FEES FOR PARKING PERMITS						\$20,000	\$20,000	\$0
	MISCELLANEOUS FEES						\$5,000	\$6,571	(\$1,571)
<b>TOTAL SCHOOL GENERATED FEES</b>							<b>\$56,675</b>	<b>\$64,667</b>	<b>(\$7,992)</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

"FOR THE MONTH ENDING - June 30, 2019"

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	REVISED BUDGET	1st ESTIMATE	STATE ESTIMATE - 15-Apr	Feb RECEIVED	May ESTIMATED	Total Est per State
100	<b>SALARIES</b>	\$ (49,618)	\$ -	\$ (49,618)	\$ (65,366)	\$ (62,484)	\$ (46,857)	\$ (15,627)	\$ (62,484)
200	<b>EMPLOYEE BENEFITS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	<b>PROFESSIONAL SERVICES</b>	\$ (56,105)	\$ -	\$ (56,105)	\$ (13,141)	\$ (7,590)	\$ (5,692)	\$ (1,898)	\$ (7,590)
400	<b>PURCHASED PROPERTY SERV.</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	<b>OTHER PURCHASED SERVICES</b>	\$ (1,407,585)	\$ -	\$ (1,407,585)	\$ (1,399,682)	\$ (1,564,730)	\$ (1,173,361)	\$ (391,369)	\$ (1,564,730)
600	<b>SUPPLIES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	<b>PROPERTY</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	<b>MISCELLANEOUS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL FUND BUDGET</b>		\$ (1,513,308)	\$ -	\$ (1,513,308)	\$ (1,478,189)	\$ (1,634,804)	\$ (1,225,910)	\$ (408,894)	\$ (1,634,804)
<b>100</b>	<b>SALARIES</b>								
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Teachers & Specialists Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>CERTIFIED SALARIES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Educational Assistants	\$ (5,326)	\$ -	\$ (5,326)	\$ (8,814)	\$ (9,381)	\$ (7,035)	\$ (2,346)	\$ (9,381)
	Nurses & Medical advisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Education Svcs Salaries	\$ (44,292)	\$ -	\$ (44,292)	\$ (56,552)	\$ (53,103)	\$ (39,822)	\$ (13,281)	\$ (53,103)
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>NON-CERTIFIED SALARIES</b>	\$ (49,618)	\$ -	\$ (49,618)	\$ (65,366)	\$ (62,484)	\$ (46,857)	\$ (15,627)	\$ (62,484)
	<b>SUBTOTAL SALARIES</b>	\$ (49,618)	\$ -	\$ (49,618)	\$ (65,366)	\$ (62,484)	\$ (46,857)	\$ (15,627)	\$ (62,484)
<b>200</b>	<b>EMPLOYEE BENEFITS</b>								
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

"FOR THE MONTH ENDING - June 30, 2019"

**OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS**

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	REVISED BUDGET	1st ESTIMATE	STATE ESTIMATE - 15-Apr	Feb RECEIVED	May ESTIMATED	Total Est per State
<b>300</b>	<b>PROFESSIONAL SERVICES</b>								
	Professional Services	\$ (56,105)		\$ (56,105)	\$ (13,141)	\$ (7,590)	\$ (5,692)	\$ (1,898)	\$ (7,590)
	Professional Educational Ser.	\$ -		\$ -		\$ -			\$ -
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ (56,105)</b>	<b>\$ -</b>	<b>\$ (56,105)</b>	<b>\$ (13,141)</b>	<b>\$ (7,590)</b>	<b>\$ (5,692)</b>	<b>\$ (1,898)</b>	<b>\$ (7,590)</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>								
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>								
	Contracted Services	\$ -		\$ -		\$ -			\$ -
	Transportation Services	\$ (348,975)		\$ (348,975)	\$ (305,446)	\$ (314,367)	\$ (235,737)	\$ (78,630)	\$ (314,367)
	Insurance - Property & Liability	\$ -		\$ -		\$ -			\$ -
	Communications	\$ -		\$ -		\$ -			\$ -
	Printing Services	\$ -		\$ -		\$ -			\$ -
	Tuition - Out of District	\$ (1,058,610)		\$ (1,058,610)	\$ (1,094,236)	\$ (1,250,363)	\$ (937,624)	\$ (312,739)	\$ (1,250,363)
	Student Travel & Staff Mileage	\$ -		\$ -		\$ -			\$ -
	<b>SUBTOTAL OTHER PURCHASED SI</b>	<b>\$ (1,407,585)</b>	<b>\$ -</b>	<b>\$ (1,407,585)</b>	<b>\$ (1,399,682)</b>	<b>\$ (1,564,730)</b>	<b>\$ (1,173,361)</b>	<b>\$ (391,369)</b>	<b>\$ (1,564,730)</b>
<b>600</b>	<b>SUPPLIES</b>								
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>700</b>	<b>PROPERTY</b>								
	<b>SUBTOTAL PROPERTY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>800</b>	<b>MISCELLANEOUS</b>								
	Memberships								
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ (1,513,308)</b>	<b>\$ -</b>	<b>\$ (1,513,308)</b>	<b>\$ (1,478,189)</b>	<b>\$ (1,634,804)</b>	<b>\$ (1,225,910)</b>	<b>\$ (408,894)</b>	<b>\$ (1,634,804)</b>

75% 25% 100%

Excess Cost and Agency placement Grants are budgeted at 75%. \$ (1,513,308)

The May State grant is at 73.62% on eligible expenditures for this year. \$ (1,634,804) \$ (1,634,804)

Additional beyond budget \$ 121,496

**2018 - 2019**  
**NEWTOWN BOARD OF EDUCATION**  
**FINAL TRANSFERS RECOMMENDED**  
**FOR JUNE 30, 2019**

8/16/2019

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
<b>ADMINISTRATIVE</b>					
\$3,000	100	CERTIFIED SUBSTITUTES	100	COACHING/ACTIVITIES	TO COVER COACHING & ACTIVITIES SALARIES FOR REED, MIDDLE SCHOOL AND HIGH SCHOOL
\$12,000	100	CERTIFIED SUBSTITUTES	100	STAFF & PROGRAM DEVELOPMENT	TO COVER CERTIFIED EXTRA WORK FOR SPECIAL EDUCATION AND STAFF DEVELOPMENT
\$30,000	100	SUPERVISORS/TECHNOLOGY SALARIES	100	CUSTODIAL & MAINTENANCE OVERTIME	TO COVER COST OF CUSTODIAL OVERTIME FOR THE YEAR AT SANDY HOOK, REED AND THE HIGH SCHOOL
\$7,000	100	SUPERVISORS/TECHNOLOGY SALARIES	100	CIVIC ACTIVITIES/PARK & REC.	TO COVER CUSTODIAL SERVICES FOR PARK AND REC.
\$4,000	200	MEDICAL & DENTAL EXPENSES	200	PENSIONS	TO COVER PENSION COST FOR THE YEAR
\$14,000	200	FICA & MEDICARE			
\$16,000	200	UNEMPLOYMENT & EMPLOYEE ASSIST.			
\$11,000	200	UNEMPLOYMENT & EMPLOYEE ASSIST.	200	WORKERS COMPENSATION	FOR AUDIT ADJUSTMENT TO WORKERS COMPENSATION INSURANCE
\$40,000	300	PROFESSIONAL SERVICES	400	BUILDING, SITE & EMERGENCY REPAIRS	TO COVER COST OF EMERGENCY REPAIRS THROUGHOUT THE DISTRICT
\$23,000	300	PROFESSIONAL EDUCATIONAL SERVICES			
\$3,000	400	BUILDINGS & GROUNDS SERVICES			
\$5,000	400	UTILITY SERVICES - WATER & SEWER			
\$12,000	400	EQUIPMENT REPAIRS			
\$6,000	400	RENTALS - BUILDINGS & EQUIPMENT			
\$37,000	910	SPECIAL ED CONTINGENCY	500	TUITION - OUT OF DISTRICT	TO COVER ADDITIONAL OUT OF DISTRICT TUITION COSTS
\$44,000	600	ELECTRIC	600	INSTRUCTIONAL & LIBRARY SUPPLIES	TO PURCHASE FOUNDATIONS CLASSROOM SETS FOR CURRICULUM DEVELOPMENT
\$26,000	500	TRANSPORTATION SERVICES	700	TECHNOLOGY EQUIPMENT	TO PURCHASE CHROMEBOOKS AND CARTS
\$4,000	100	CERTIFIED SUBSTITUTES	700	OTHER EQUIPMENT	TO PROVIDE FUNDS FOR SECURITY EQUIPMENT, MAINTENANCE VEHICLE, SPECIAL ED. CHROMEBOOKS AND CLASSROOM FURNITURE
\$1,000	300	PROFESSIONAL EDUCATIONAL SERVICES			
\$11,000	500	CONTRACTED SERVICES			
\$35,000	500	TRANSPORTATION SERVICES			
\$4,000	500	INSURANCE - PROPERTY & LIABILITY			
\$16,000	500	COMMUNICATIONS			
\$15,000	500	STUDENT TRAVEL & STAFF MILEAGE			
\$8,000	600	PLANT SUPPLIES			
\$21,000	600	ELECTRIC			
\$11,000	600	FUEL OIL			
\$9,000	600	FUEL FOR VEHICLES & EQUIP.			

**NEWTOWN PUBLIC SCHOOLS  
NEWTOWN, CONNECTICUT**

<u>FISCAL YEAR 2018- 2019 BUILDING &amp; SITE MAINTENANCE PROJECTS COMPLETED</u>	<u>Actual</u>
<b><u>HAWLEY SCHOOL</u></b>	
REPLACE SIDEWALK SECTIONS AT ENTRANCE <i>(from HAWLEY Fund)</i>	\$ 10,000
RUBBER GYM FLOOR REPAIRS <i>(from HAWLEY Fund)</i>	\$ 14,655
	\$ 24,655
<b><u>MIDDLE GATE SCHOOL</u></b>	
INSTALL HVAC IN CAFETERIA	\$ 35,000
	\$ 35,000
<b><u>HEAD O'MEADOW SCHOOL</u></b>	
CARPET FLOORING REPLACEMENT PROGRAM	\$ 13,525
INSTALL VCT AT CUSTODIAL/DOCK AREA	\$ 2,200
REPLACE INOPERABLE WORN OUT CURTAINS/SHADES (PARTIAL)	\$ 6,500
REMOVE SINKS/RETILE FLOOR/INSTALL SINGLE SINK SET	\$ 14,588
	\$ 36,813
<b><u>REED INTERMEDIATE SCHOOL</u></b>	
REPAINT CLASSROOMS AND HALLS PHASED PROJECT	\$ 25,000
CARPET/FLOORING REPLACEMENT PROGRAM (lower level)	\$ 30,450
INSTALL MULLIONS & EXIT DEVICES AT EXTERIOR DOORS	\$ 20,000
	\$ 75,450
<b><u>MIDDLE SCHOOL</u></b>	
INSTALL SOUND SYSTEM IN AUDITORIUM	\$ 17,390
INSTALL ROOF OVER STAIRS TO NEW BOILER ROOM	\$ 3,800
INSTALL NEW VCT FLOORING- FACS ROOM (Family and Consumer Science)	\$ 3,965
INSTALL VCT FLOORING TO REPLACE CARPETING AT A WING ANNEX	\$ 1,650
SIDEWALK/ CURB REPAIRS	\$ 25,000
	\$ 51,805
<b><u>HIGH SCHOOL</u></b>	
REPAINT LOCKERS	\$ 15,000
AUTO SHOP FENCE REPLACE FABRIC WITH BLINDED & REPAIRS	\$ 3,250
REPLACE STAIR THREADS, RISERS, & LANDINGS - REAR B STAIRWELL	\$ 11,450
INSTALL CARD ACCESS READERS AT STORAGE GARAGE AND PATIO	\$ 6,017
INSTALL STADIUM RAILINGS AT STAIRS & LOWER KNEE WALL AT FIELD	\$ 27,000
INSTALL 5' HIGH FENCING AT STADIUM WALLS ADJACENT TO BLEACHERS	\$ 5,850
	\$ 68,567
<b><u>SYSTEM WIDE</u></b>	
REPLACE FLAT ROOF AT SHOP	\$ 25,000
	\$ 25,000
<b>TOTAL BUILDING &amp; SITE MAINTENANCE PROJECTS COMPLETED IN 2018-19</b>	<b>\$ 317,290</b>

(TOTAL FROM GENERAL FUND \$292,635, TOTAL FROM HAWLEY FUND \$24,655.)

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
JULY 31, 2019**

**SUMMARY**

Information available for the first financial report in fiscal year 2019-20 is limited at this time. This is generally the case as anticipated obligations are not indicated and would be projected as the budgeted numbers until the account-by-account analysis progresses. Any event that would negatively impact our budget as the school year begins will be addressed and brought forward as soon as possible. Routine account analyses ramp up throughout the year. The first major priority is to properly encumber all regular employee salaries.

This July report correlates with the budget as approved on April 23, 2019 by referendum and includes the Boards adjustments to the budget which occurred on June 18, 2019.

During the month of July the district spent \$4.4M for operations. The biggest area of expenditures occurred in the Employee Benefits; including, our initial self-insurance deposit of \$2.1M and the pension, workers' compensation, FICA, Medicare and other benefits for \$800K. District summer payroll required \$550K while all other operational requirements accounted for the balance of approximately \$900K in expenditures.

While the 2018-2019 expended is included for reference, it should be noted that these figures are currently unaudited and subject to change. The audit process continues for a number of months into the current fiscal year. (You will be advised when the numbers become final.) Having these numbers present helps one observe the expenses of the current budget to the year just completed. The overall budget for this year is 2.7% more than last year.

Following the monthly report is the "Offsetting Revenue Included in Anticipated Obligations" report. These figures are based on what was included in the budget and subject to change based on actuals to be submitted. These estimates are also included in the Anticipated Obligation column of the financial as an offset to expenditures, (they are represented by the negative highlighted entries).

The emergency repairs required during this month included 1) replacing the HOM well pump at a depth of 580 ft, \$10,738; 2) replacing the gym controller at the High School for \$10,930, (This electronic device controls the basketball baskets and gym divider); and 3) at the Reed school work on the oil tank which was started last year and completed this year for \$7,050. (This emergency repair was required as a result of a pressure leak on the top of the tank which required correction to assure regulatory compliance by relocating a vent pipe.)

The budget will be monitored closely with important and or significant issues identified as quickly as we become aware of them.

Ron Bienkowski  
Director of Business  
August 16, 2019

## 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 2018-19 – 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.
- 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 \$37,700 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 parking permits..
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

NEWTOWN BOARD OF EDUCATION  
2019-20 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING - JULY 31, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b><u>GENERAL FUND BUDGET</u></b>									
100	SALARIES	\$ 48,042,992	\$ 50,205,315	\$ 50,205,315	\$ 549,607	\$ 9,983,439	\$ 39,672,270	\$ (54,463)	\$ 39,726,733
200	EMPLOYEE BENEFITS	\$ 11,165,888	\$ 11,093,340	\$ 11,093,340	\$ 2,945,623	\$ 6,272,869	\$ 1,874,848	\$ -	\$ 1,874,848
300	PROFESSIONAL SERVICES	\$ 767,554	\$ 797,835	\$ 797,835	\$ 14,092	\$ 11,270	\$ 772,473	\$ -	\$ 772,473
400	PURCHASED PROPERTY SERV.	\$ 2,243,310	\$ 2,292,742	\$ 2,292,742	\$ 114,181	\$ 722,650	\$ 1,455,911	\$ -	\$ 1,455,911
500	OTHER PURCHASED SERVICES	\$ 8,901,602	\$ 9,111,879	\$ 9,111,879	\$ 608,387	\$ 3,841,781	\$ 4,661,712	\$ (1,467,089)	\$ 6,128,801
600	SUPPLIES	\$ 3,784,439	\$ 3,671,332	\$ 3,671,332	\$ 62,193	\$ 278,961	\$ 3,330,178	\$ -	\$ 3,330,178
700	PROPERTY	\$ 756,806	\$ 757,572	\$ 757,572	\$ 61,905	\$ 140,900	\$ 554,767	\$ -	\$ 554,767
800	MISCELLANEOUS	\$ 62,869	\$ 74,395	\$ 74,395	\$ 44,064	\$ 1,759	\$ 28,572	\$ -	\$ 28,572
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
<b>TOTAL GENERAL FUND BUDGET</b>		<b>\$ 75,725,459</b>	<b>\$ 78,104,410</b>	<b>\$ 78,104,410</b>	<b>\$ 4,400,051</b>	<b>\$ 21,253,629</b>	<b>\$ 52,450,730</b>	<b>\$ (1,521,552)</b>	<b>\$ 53,972,282</b>
900	TRANSFER NON-LAPSING	\$ 328,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>		<b>\$ 76,054,231</b>	<b>\$ 78,104,410</b>	<b>\$ 78,104,410</b>	<b>\$ 4,400,051</b>	<b>\$ 21,253,629</b>	<b>\$ 52,450,730</b>	<b>\$ (1,521,552)</b>	<b>\$ 53,972,282</b>

(Unaudited)

**NEWTOWN BOARD OF EDUCATION**  
**2019-20 BUDGET SUMMARY REPORT**  
 FOR THE MONTH ENDING - JULY 31, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20		YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	CURRENT BUDGET					
<b>100</b>	<b>SALARIES</b>								
	Administrative Salaries	\$ 3,926,453	\$ 4,156,163	\$ 4,156,163	\$ 204,564	\$ 2,443,584	\$ 1,508,015	\$ -	\$ 1,508,015
	Teachers & Specialists Salaries	\$ 30,602,780	\$ 31,770,823	\$ 31,770,823	\$ 26,169	\$ -	\$ 31,744,654	\$ -	\$ 31,744,654
	Early Retirement	\$ 40,000	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ 32,000	\$ -	\$ 32,000
	Continuing Ed./Summer School	\$ 89,327	\$ 94,514	\$ 94,514	\$ 13,402	\$ 45,561	\$ 35,551	\$ -	\$ 35,551
	Homebound & Tutors Salaries	\$ 150,895	\$ 162,236	\$ 162,236	\$ -	\$ 60,318	\$ 101,918	\$ -	\$ 101,918
	Certified Substitutes	\$ 629,852	\$ 652,430	\$ 652,430	\$ -	\$ -	\$ 652,430	\$ -	\$ 652,430
	Coaching/Activities	\$ 621,521	\$ 652,752	\$ 652,752	\$ -	\$ -	\$ 652,752	\$ -	\$ 652,752
	Staff & Program Development	\$ 226,225	\$ 213,494	\$ 213,494	\$ -	\$ 28,000	\$ 185,494	\$ -	\$ 185,494
	<b>CERTIFIED SALARIES</b>	<b>\$ 36,287,053</b>	<b>\$ 37,734,412</b>	<b>\$ 37,734,412</b>	<b>\$ 244,136</b>	<b>\$ 2,577,463</b>	<b>\$ 34,912,813</b>	<b>\$ -</b>	<b>\$ 34,912,813</b>
	Supervisors/Technology Salaries	\$ 879,898	\$ 934,371	\$ 934,371	\$ 50,513	\$ 678,059	\$ 205,799	\$ -	\$ 205,799
	Clerical & Secretarial salaries	\$ 2,261,580	\$ 2,339,317	\$ 2,339,317	\$ 60,921	\$ 2,208,077	\$ 70,319	\$ -	\$ 70,319
	Educational Assistants	\$ 2,577,377	\$ 2,783,832	\$ 2,783,832	\$ 11,246	\$ 16,435	\$ 2,756,151	\$ (5,386)	\$ 2,761,537
	Nurses & Medical advisors	\$ 734,534	\$ 779,871	\$ 779,871	\$ -	\$ 29,210	\$ 750,661	\$ -	\$ 750,661
	Custodial & Maint Salaries	\$ 3,116,314	\$ 3,212,091	\$ 3,212,091	\$ 137,357	\$ 3,051,712	\$ 23,022	\$ -	\$ 23,022
	Non Certified Adj & Bus Drivers salaries	\$ 12,745	\$ 25,022	\$ 25,022	\$ -	\$ -	\$ 25,022	\$ -	\$ 25,022
	Career/Job salaries	\$ 48,376	\$ 141,195	\$ 141,195	\$ 5,531	\$ 223,016	\$ (87,352)	\$ -	\$ (87,352)
	Special Education Svcs Salaries	\$ 1,172,425	\$ 1,271,345	\$ 1,271,345	\$ 19,643	\$ 1,117,879	\$ 133,824	\$ (49,077)	\$ 182,901
	Attendance & Security Salaries	\$ 580,533	\$ 605,759	\$ 605,759	\$ 6,462	\$ 77,540	\$ 521,757	\$ -	\$ 521,757
	Extra Work - Non-Cert	\$ 104,484	\$ 110,362	\$ 110,362	\$ 12,558	\$ 4,048	\$ 93,756	\$ -	\$ 93,756
	Custodial & Maint. Overtime	\$ 228,815	\$ 235,738	\$ 235,738	\$ 1,128	\$ -	\$ 234,610	\$ -	\$ 234,610
	Civic activities/Park & Rec	\$ 38,858	\$ 32,000	\$ 32,000	\$ 113	\$ -	\$ 31,887	\$ -	\$ 31,887
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 11,755,939</b>	<b>\$ 12,470,903</b>	<b>\$ 12,470,903</b>	<b>\$ 305,471</b>	<b>\$ 7,405,976</b>	<b>\$ 4,759,456</b>	<b>\$ (54,463)</b>	<b>\$ 4,813,919</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 48,042,992</b>	<b>\$ 50,205,315</b>	<b>\$ 50,205,315</b>	<b>\$ 549,607</b>	<b>\$ 9,983,439</b>	<b>\$ 39,672,270</b>	<b>\$ (54,463)</b>	<b>\$ 39,726,733</b>

NEWTOWN BOARD OF EDUCATION  
2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JULY 31, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	CURRENT BUDGET						
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	Medical & Dental Expenses	\$ 8,179,822	\$ 8,058,967	\$ 8,058,967	\$ 2,081,071	\$ 5,932,163	\$ 45,734	\$ -	\$ 45,734	
	Life Insurance	\$ 84,680	\$ 87,134	\$ 87,134	\$ 7,010	\$ -	\$ 80,124	\$ -	\$ 80,124	
	FICA & Medicare	\$ 1,499,915	\$ 1,534,045	\$ 1,534,045	\$ 30,808	\$ -	\$ 1,503,237	\$ -	\$ 1,503,237	
	Pensions	\$ 809,691	\$ 864,842	\$ 864,842	\$ 694,642	\$ 12,711	\$ 157,489	\$ -	\$ 157,489	
	Unemployment & Employee Assist.	\$ 59,858	\$ 87,000	\$ 87,000	\$ 560	\$ -	\$ 86,440	\$ -	\$ 86,440	
	Workers Compensation	\$ 531,920	\$ 461,352	\$ 461,352	\$ 131,532	\$ 327,995	\$ 1,825	\$ -	\$ 1,825	
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 11,165,888</b>	<b>\$ 11,093,340</b>	<b>\$ 11,093,340</b>	<b>\$ 2,945,623</b>	<b>\$ 6,272,869</b>	<b>\$ 1,874,848</b>	<b>\$ -</b>	<b>\$ 1,874,848</b>	
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ 574,753	\$ 590,802	\$ 590,802	\$ 6,601	\$ 8,190	\$ 576,011	\$ -	\$ 576,011	
	Professional Educational Ser.	\$ 192,800	\$ 207,033	\$ 207,033	\$ 7,491	\$ 3,080	\$ 196,462	\$ -	\$ 196,462	
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 767,554</b>	<b>\$ 797,835</b>	<b>\$ 797,835</b>	<b>\$ 14,092</b>	<b>\$ 11,270</b>	<b>\$ 772,473</b>	<b>\$ -</b>	<b>\$ 772,473</b>	
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>									
	Buildings & Grounds Services	\$ 694,509	\$ 708,805	\$ 708,805	\$ 47,970	\$ 356,565	\$ 304,271	\$ -	\$ 304,271	
	Utility Services - Water & Sewer	\$ 132,669	\$ 147,645	\$ 147,645	\$ -	\$ -	\$ 147,645	\$ -	\$ 147,645	
	Building, Site & Emergency Repairs	\$ 550,790	\$ 460,850	\$ 460,850	\$ 7,767	\$ 24,992	\$ 428,091	\$ -	\$ 428,091	
	Equipment Repairs	\$ 300,958	\$ 338,819	\$ 338,819	\$ 5,231	\$ 34,930	\$ 298,658	\$ -	\$ 298,658	
	Rentals - Building & Equipment	\$ 271,749	\$ 272,923	\$ 272,923	\$ 53,213	\$ 149,657	\$ 70,053	\$ -	\$ 70,053	
	Building & Site Improvements	\$ 292,635	\$ 363,700	\$ 363,700	\$ -	\$ 156,507	\$ 207,193	\$ -	\$ 207,193	
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 2,243,310</b>	<b>\$ 2,292,742</b>	<b>\$ 2,292,742</b>	<b>\$ 114,181</b>	<b>\$ 722,650</b>	<b>\$ 1,455,911</b>	<b>\$ -</b>	<b>\$ 1,455,911</b>	

**NEWTOWN BOARD OF EDUCATION**  
**2019-20 BUDGET SUMMARY REPORT**

FOR THE MONTH ENDING - JULY 31, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20		YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	CURRENT BUDGET					
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>								
	Contracted Services	\$ 619,306	\$ 631,536	\$ 631,536	\$ 144,599	\$ 185,233	\$ 301,704	\$ -	\$ 301,704
	Transportation Services	\$ 4,180,892	\$ 4,323,600	\$ 4,323,600	\$ -	\$ -	\$ 4,323,600	\$ (329,230)	\$ 4,652,830
	Insurance - Property & Liability	\$ 400,457	\$ 407,947	\$ 407,947	\$ 137,768	\$ 239,905	\$ 30,274	\$ -	\$ 30,274
	Communications	\$ 140,237	\$ 160,926	\$ 160,926	\$ 13,103	\$ 94,590	\$ 53,234	\$ -	\$ 53,234
	Printing Services	\$ 32,114	\$ 33,057	\$ 33,057	\$ 2,762	\$ 101	\$ 30,193	\$ -	\$ 30,193
	Tuition - Out of District	\$ 3,330,729	\$ 3,328,479	\$ 3,328,479	\$ 308,268	\$ 3,199,358	\$ (179,147)	\$ (1,137,859)	\$ 958,712
	Student Travel & Staff Mileage	\$ 197,866	\$ 226,334	\$ 226,334	\$ 1,886	\$ 122,594	\$ 101,855	\$ -	\$ 101,855
	<b>SUBTOTAL OTHER PURCHASED SEI</b>	<b>\$ 8,901,602</b>	<b>\$ 9,111,879</b>	<b>\$ 9,111,879</b>	<b>\$ 608,387</b>	<b>\$ 3,841,781</b>	<b>\$ 4,661,712</b>	<b>\$ (1,467,089)</b>	<b>\$ 6,128,801</b>
<b>600</b>	<b>SUPPLIES</b>								
	Instructional & Library Supplies	\$ 885,366	\$ 819,252	\$ 819,252	\$ 38,449	\$ 137,426	\$ 643,377	\$ -	\$ 643,377
	Software, Medical & Office Sup.	\$ 189,356	\$ 216,843	\$ 216,843	\$ 15,865	\$ 47,921	\$ 153,057	\$ -	\$ 153,057
	Plant Supplies	\$ 366,651	\$ 375,000	\$ 375,000	\$ 4,260	\$ 49,725	\$ 321,015	\$ -	\$ 321,015
	Electric	\$ 1,433,464	\$ 1,384,117	\$ 1,384,117	\$ -	\$ -	\$ 1,384,117	\$ -	\$ 1,384,117
	Propane & Natural Gas	\$ 426,559	\$ 434,914	\$ 434,914	\$ -	\$ -	\$ 434,914	\$ -	\$ 434,914
	Fuel Oil	\$ 97,798	\$ 81,000	\$ 81,000	\$ -	\$ -	\$ 81,000	\$ -	\$ 81,000
	Fuel For Vehicles & Equip.	\$ 246,113	\$ 203,992	\$ 203,992	\$ -	\$ -	\$ 203,992	\$ -	\$ 203,992
	Textbooks	\$ 139,133	\$ 156,214	\$ 156,214	\$ 3,620	\$ 43,889	\$ 108,705	\$ -	\$ 108,705
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 3,784,439</b>	<b>\$ 3,671,332</b>	<b>\$ 3,671,332</b>	<b>\$ 62,193</b>	<b>\$ 278,961</b>	<b>\$ 3,330,178</b>	<b>\$ -</b>	<b>\$ 3,330,178</b>

NEWTOWN BOARD OF EDUCATION  
2019-20 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING - JULY 31, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>700</b>	<b>PROPERTY</b>								
	Capital Improvements (Sewers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 576,182	\$ 550,000	\$ 550,000	\$ 61,891	\$ 26,578	\$ 461,531	\$ -	\$ 461,531
	Other Equipment	\$ 180,624	\$ 207,572	\$ 207,572	\$ 14	\$ 114,322	\$ 93,236	\$ -	\$ 93,236
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 756,806</b>	<b>\$ 757,572</b>	<b>\$ 757,572</b>	<b>\$ 61,905</b>	<b>\$ 140,900</b>	<b>\$ 554,767</b>	<b>\$ -</b>	<b>\$ 554,767</b>
<b>800</b>	<b>MISCELLANEOUS</b>								
	Memberships	\$ 62,869	\$ 74,395	\$ 74,395	\$ 44,064	\$ 1,759	\$ 28,572	\$ -	\$ 28,572
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 62,869</b>	<b>\$ 74,395</b>	<b>\$ 74,395</b>	<b>\$ 44,064</b>	<b>\$ 1,759</b>	<b>\$ 28,572</b>	<b>\$ -</b>	<b>\$ 28,572</b>
<b>910</b>	<b>SPECIAL ED CONTINGENCY</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 75,725,459</b>	<b>\$ 78,104,410</b>	<b>\$ 78,104,410</b>	<b>\$ 4,400,051</b>	<b>\$ 21,253,629</b>	<b>\$ 52,450,730</b>	<b>\$ (1,521,552)</b>	<b>\$ 53,972,282</b>

(Unaudited)

NEWTOWN BOARD OF EDUCATION  
2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - JULY 31, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20 APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>BOARD OF EDUCATION FEES &amp; CHARGES - SERVICES</u>	<u>2019-20 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION	\$38,950	\$0	\$38,950	0.00%
HIGH SCHOOL FEES FOR PARKING PERMITS	\$20,000	\$0	\$20,000	0.00%
MISCELLANEOUS FEES	\$5,000	\$0	\$5,000	0.00%
<b>TOTAL SCHOOL GENERATED FEES</b>	<b>\$63,950</b>	<b>\$0</b>	<b>\$63,950</b>	<b>0.00%</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

"FOR THE MONTH ENDING - July 31, 2019"

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	CURRENT BUDGET	1st ESTIMATE	STATE ESTIMATE -	Feb RECEIVED	May ESTIMATED
100	SALARIES	\$ (54,463)	\$ -	\$ (54,463)	\$ -	\$ -	\$ -
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (1,467,089)	\$ -	\$ (1,467,089)	\$ -	\$ -	\$ -
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL FUND BUDGET</b>		<b>\$ (1,521,552)</b>	<b>\$ -</b>	<b>\$ (1,521,552)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>100</b>	<b>SALARIES</b>						
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -		
	Teachers & Specialists Salaries	\$ -	\$ -	\$ -	\$ -		
	Early Retirement	\$ -	\$ -	\$ -	\$ -		
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -		
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -		
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -		
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -		
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -		
	<b>CERTIFIED SALARIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -		
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -		
	Educational Assistants	\$ (5,386)	\$ -	\$ (5,386)	\$ -	\$ -	\$ -
	Nurses & Medical advisors	\$ -	\$ -	\$ -	\$ -		
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -		
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -		
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -		
	Special Education Svcs Salaries	\$ (49,077)	\$ -	\$ (49,077)	\$ -	\$ -	\$ -
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -		
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -		
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -		
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -		
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ (54,463)</b>	<b>\$ -</b>	<b>\$ (54,463)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ (54,463)</b>	<b>\$ -</b>	<b>\$ (54,463)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>200</b>	<b>EMPLOYEE BENEFITS</b>						
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



"FOR THE MONTH ENDING - July 31, 2019"

**OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS**

<b>OBJECT</b>	<b>EXPENSE CATEGORY</b>	<b>BUDGETED</b>	<b>CURRENT BUDGET</b>	<b>1st ESTIMATE</b>	<b>STATE ESTIMATE -</b>	<b>Feb RECEIVED</b>	<b>May ESTIMATED</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>						
	Professional Services	\$ -	\$ -				\$ -
	Professional Educational Ser.	\$ -	\$ -		\$ -		
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	\$ - \$ -	\$ - \$ -	\$ -	\$ -	\$ -	\$ -
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>						
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	\$ - \$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>						
	Contracted Services	\$ -	\$ -		\$ -		
	Transportation Services	\$ (329,230)	\$ (329,230)				\$ -
	Insurance - Property & Liability	\$ -	\$ -		\$ -		
	Communications	\$ -	\$ -		\$ -		
	Printing Services	\$ -	\$ -		\$ -		
	Tuition - Out of District	\$ (1,137,859)	\$ (1,137,859)				\$ -
	Student Travel & Staff Mileage	\$ -	\$ -		\$ -		
	<b>SUBTOTAL OTHER PURCHASED SI</b>	\$ (1,467,089) \$ -	\$ (1,467,089) \$ -	\$ -	\$ -	\$ -	\$ -
<b>600</b>	<b>SUPPLIES</b>						
	<b>SUBTOTAL SUPPLIES</b>	\$ - \$ -	\$ - \$ -	\$ -	\$ -	\$ -	\$ -
<b>700</b>	<b>PROPERTY</b>						
	<b>SUBTOTAL PROPERTY</b>	\$ - \$ -	\$ - \$ -	\$ -	\$ -	\$ -	\$ -
<b>800</b>	<b>MISCELLANEOUS</b>						
	Memberships						
	<b>SUBTOTAL MISCELLANEOUS</b>	\$ - \$ -	\$ - \$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL LOCAL BUDGET</b>	\$ (1,521,552) \$ -	\$ (1,521,552) \$ -	\$ -	\$ -	\$ -	\$ -

#DIV/0! #DIV/0!

Excess Cost and Agency placement Grants are budgeted at 75%. \$ (1,521,552)

\$ -

**BOARD MEMBER USE OF SOCIAL MEDIA**  
***(Background Information for Policy Review Committee)***

Social media refers to the means of interactions among people in which they create, share and exchange information and ideas in virtual communities and networks. Social media depends on mobile and web-based technologies to create highly interactive platforms through which individuals and communities share, co-create, discuss and modify user-generated content. The benefits of using social media include the fact that it is free, quicker than traditional methods of communication, and reaches more people with less effort. Some commonly used social media platforms include, but are not limited to, Twitter, Facebook, Pinterest, Flickr, LinkedIn, Tumblr, and YouTube.

Many school board members are active users of social media, using the platforms listed previously, as well as other media such as blogs and personal websites. Social media can be a positive tool for fostering community engagement with the school district. Board members, however, need to operate within appropriate guidelines when they are communicating online about school district business.

In using social media to communicate about school district business, board members should be aware of and consider the guidelines listed below.

In using social media to communicate about school district activities, a Board member shall:

1. Clarify that the communication is as an individual member of the Board and not in the role of an official District spokesperson.
2. Avoid deliberating school district business with a quorum of the Board.
3. Direct complaints or concerns presented online from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.
5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posting on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.
8. Conduct himself/herself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business.
9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members account, when required to do so by the District's retention policy.

**BOARD MEMBER USE OF SOCIAL MEDIA  
(CONTINUED)**

11. Report immediately to the District any potential security breaches if the Board member loses control or possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's acceptable use policy when using District-issued devices or technology resources, including District Internet access on a personal device.

While social networking sites and use of them can be an effective and efficient means of communication, in addition to the above guidelines, school board members need to be aware of the obligations and requirements that arise when using this form of communication. As a school official board members must comply with state laws pertaining to public records and open meetings, especially the Freedom of Information Act.

Law pertaining to public records basically indicates that the public is entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them. This applies to communications that school board members and school district employees send or receive relating to the affairs of the school district and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" so long as the recorded information is created or kept in connection with official business. It is the substance of the information, not the format, which controls whether it is a public record or not.

The Freedom of Information Act (FOIA) applies to every meeting of a governmental body, with some limited exceptions. Importantly, members of a board need not gather in the same place to satisfy the definition of a "meeting." Under the FOIA, the basic rule is that there is a "meeting" of the board of education any time a quorum of the board convenes to discuss or act upon a matter over which the board has responsibility. Therefore, a series of telephone communications, e-mails, or social media contacts to a quorum of the board may constitute a "meeting" in violation of the FOIA. Properly posted, however, a meeting can be conducted by electronic means. The law is still unfolding regarding when electronic communications may be a "meeting."

Social networking sites have increased the ease with which discussions can take place between board members without the need to gather in a single physical location. Board members using social networking sites may inadvertently violate the open meetings law if they are not vigilant about the content and subject matter posted on these sites and aware of the users of the site.

Online postings by board members can result in a meeting of the board if the postings discuss school district business and a sufficient number of school board members are involved on the site to determine the course of action that will be taken by the board. Due to the unique characteristics of social networking sites, with the ability to engage in real-time and near real-time communication, courts will likely find that a meeting has taken place if a sufficient number of board members use the site to communicate with one another on issues that are within the board's authority.

**BOARD MEMBER USE OF SOCIAL MEDIA  
(CONTINUED)**

**Policy Implications**

A new bylaw, #9327.1, "Board Member Use of Social Networks," has been developed and follows for your consideration. This is currently considered an optional bylaw for inclusion in a district's policy manual. However, with the increased use of such sites by board members, it may become a recommended bylaw for placement in the manual.

A previously developed bylaw, #9327, "Electronic Communications Among Board Members," should also be consulted in relation to this topic. It is available upon request.

Also related to this topic is policy #1114, "District-Sponsored Social Media." It should also be consulted in relation to this topic to gain a fuller perspective on this issue. It is also available upon request.

**November 2017**

*Suggested bylaw to consider.*

## **Bylaws of the Board**

### **Board Member Use of Internet Social Networks**

The Board of Education (Board) recognizes that reliance on social media as a means of communication is rapidly becoming the norm for school districts. Many school board members are active users of social media, including, but not limited to, such online platforms as Facebook and Twitter, as well as other media such as blogs and personal websites. The Board understands that social media can be a positive tool for fostering community engagement with the school district. However, Board members need to operate with appropriate guidelines when they are communicating online about school district business.

While social networking sites can be an effective and efficient means of communication, Board members need to be aware of the obligations and requirements that arise when using this form of communication. Board members' personal use of social networking sites may be limited or prohibited because of the need to comply with Connecticut statutes pertaining to public records and open meetings as described in the Freedom of Information Act.

### **Compliance with Public Records Law**

Any recorded data or information relating to the conduct of public's business prepared, owned, received, or retained by the Board or the school district, whether handwritten, typed, tape-recorded, printed, photo-stated, photographed or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. This includes communication that school board members and district employees send or receive relating to the affairs of the school district and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" within the meaning of the public records law provided such recorded information is created or kept in connection with school business. The substance of the information, not the format, controls whether it is a public record. As an elected official, a school board member's information contained on a social networking site or a blog, that is created or kept by the Board member regarding the affairs of the district is likely to be considered a public record.

### **Compliance with the Freedom of Information Act**

Board members must be mindful of the Connecticut Freedom of Information Act (FOIA) when using social networking sites. The FOIA defines a "meeting" as any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power (C.G.S. 1-200(2)).

## **Bylaws of the Board**

### **Board Member Use of Internet Social Networks**

#### **Compliance with the Freedom of Information Act (continued)**

Board member use of a social networking site may be susceptible to violations of the FOIA due to the ease with which Board members can discuss school business in a manner that may determine the Board's course of action. An online discussion by Board members can result in agreement, tacitly or explicitly to act in a certain manner in number sufficient to reach a quorum.

#### **OR**

Board members using social networking sites may inadvertently violate the FOIA if they are not vigilant about the content and subject matter posted on the site and aware of the users of the site. Online posting by Board members can result in a meeting of the Board if the postings discuss school district business and a sufficient number of school board members are involved on the site to determine the course of action that will be taken by the Board.

Board members will not have online conversations that violate or to seek to circumvent the FOIA. Board members may not use online websites to communicate with one another about official Board business.

### **Social Networking Websites**

Board members need to periodically review the importance of maintaining proper decorum in the online digital world as well as in person. This review is to give special emphasis to Board member use of Facebook, Twitter and other social media.

### **Code of Ethics**

Use of social media sites by Board members shall be consistent with the Board's Code of Ethics (Bylaw #9270).

Board members will refrain from inappropriate conduct in making public statements on Facebook and other social networking sites, and will refrain from any disparagement of fellow Board members or others on a personal, social, racial, or religious basis. Board members shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity.

Board members will recognize that authority rests with the Board of Education and will make no personal promises on social media sites nor take any private action which may compromise the Board.

## **Bylaws of the Board**

### **Board Member Use of Internet Social Networks (continued)**

#### **Maintaining Confidentiality**

Board members will exercise care not to divulge confidential information about students, school employees, or Board business on social media sites. Board members who have access to student information, like District employees, are prohibited from disclosing that information without the consent of the adult student or parent/guardian of a minor. In general, all records related to the individual student maintained by a school constitute confidential student records.

Board members are not to expect that their online conversations will remain private. Discussion of investigations into school issues will not be conducted online. Extreme care must be taken not to disclose confidential information related to students or employees while interacting online.

#### **Social Media Guidelines for Board Members**

The following guidelines are for Board members to consider when using social media in their role as public officials. In using social media to communicate about school district activities, a Board member shall:

1. Clarify that the communication is as an individual member of the Board and not in the role of an official District spokesperson.
2. Avoid deliberating school district business with a quorum of the Board.
3. Direct complaints or concerns presented online from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.
5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posting on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.
8. Conduct himself/herself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business.
9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members account, when required to do so by the District's retention policy.

## Bylaws of the Board

### Board Member Use of Internet Social Networks

#### Social Media Guidelines for Board Members (continued)

11. Report immediately to the District any potential security breaches if the Board member loses control or possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's acceptable use policy when using District-issued devices or technology resources, including District Internet access on a personal device.

(cf. 1100 – Communications with the Public)  
(cf. 1114 – District-Sponsored Social Media)  
(cf. 3543.31 – Electronic Communication Use and Retention)  
(cf. 4118.5/4218.5 – Staff Acceptable Computer Use)  
(cf. 4118.51/4218.51 – Social Networking)  
(cf. 5125 – Student Records)  
(cf. 6141.321 – Acceptable Computer Use)  
(cf. 6141.324 – Posting of Student Work/Photographs)  
(cf. 6141.326 – Online Social Networking)  
(cf. 9271 – Board Code of Ethics)  
(cf. 9327 – Electronic Mail Communications)  
(cf. 9330 – Board/School District Records)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

10-209 Records not to be public.

1-210 Access to public records. Exempt records.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.

seq.

Federal Family Educational Rights and Privacy Act of 1974

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Bylaw adopted by the Board:

cps 3/17



## Social Media Etiquette

As use of blogs, micro blogs, Twitter, Facebook, and cell phone message texting has become more commonplace, it is important for Board members, as elected officials, to make sure there is a clear definition between the school district's and board member's own accounts.

Board members need to keep both communication etiquette and legal restraints in mind when writing in their personal accounts. Remember:

1. The printed word, even if it is written and distributed via the Internet, is 'discoverable', meaning it can be retrieved and used as evidence in lawsuits.
2. Don't assume that you can post any opinion you want citing 'freedom of speech'. More and more headlines are reporting defamation suits filed as the result of those postings.
3. Lawsuits are also being filed against social media users who have not obtained copyright permission prior to posting copyrighted materials (articles and photos). Make sure you have written permission for reproducing information and that you follow a publication's reprint/use guidelines, even if you are using only a small portion of a lengthy article about school improvement or other education-related topic from a publication.
4. Follow district guidelines and state and national privacy laws concerning the release of student information (including use of photos) if you post anything about school district events on a social media outlet. Obtain written permission from parents or guardians prior to posting photos or other identifying information on your personal accounts even if the school district has permission forms on file. Parents may not feel that a Board member's personal account is a place to display their children's information.
5. Don't solicit discussion among fellow Board members on any school district business using social media. While discussion of certain topics may be permitted, err on the side of caution so that you don't find yourself violating legal requirements for open meetings.
6. Even if you are posting to your personal websites, such as Facebook and Twitter accounts, remember that nothing is really personal on the Internet. People have a way of accessing the information, forwarding, copying and pasting and possibly distorting what you have written. Even though you use a personal page 2 account, as long as you are on the school board you are a 'public face' of the district and your comments could be misconstrued as reflecting views of the district.
  - a. Include a statement or disclaimer on your account that the opinions you post are yours as an individual.
  - b. Avoid posting your opinions about school district business or Board actions.
  - c. At a Board meeting, discuss with the district's legal counsel the legalities regarding use of a personal social media account while serving as an elected official.
7. If you have a reason to post information about the district, double check to make sure the information is correct. It is easy to transpose numbers, get a date or time incorrect even on the most well-intentioned post, blog entry, or tweet.

- a. Once an error is discovered, make the correction and then note the date/time of the correction at the top of the post or blog. If you've sent an incorrect Tweet, send a new one with 'Correction' at the lead.
  - b. To avoid putting incorrect information on your personal blogs, use links to the school district's home page or blog directing readers/followers to get information from the 'official' source.
8. Commenting on school district business while using one's own computer can put you in a precarious position if a public records request is made of all communications concerning a particular topic. Your personal computer and hard drive, and other data memory equipment could be subpoenaed as part of a lawsuit discovery process.
  9. Remember that once a thought, idea, claim, or suggestion has been distributed via social media, it takes on a life of its own. Think twice when writing anything. Ask yourself if you would want your comments to appear on the front page of the morning paper or as a lead item on the television news.
  10. Don't continue school board discussions or debates using your social media as a vehicle for voicing your dissent or approval of an issue. The Boardroom is the place for discussion and decision, not the Internet.
  11. If you want public comment on a particular issue with which the school board is dealing, don't ask readers/followers to comment on your own message boards or comment sections. Instead, tell readers/followers how to contact the district through e-mail or phone calls that will allow comments to be forwarded to all board members. Be sure to include information on deadlines for submitting comments.
  12. Refrain from using your personal social media account to inflame or incite a public outcry on a topic that is being discussed by the board.
  13. Never post any information gleaned during an executive session, such as that related to personnel, business negotiations, and employee contract negotiations.
  14. If you post to other sites and social media outlets — not under your control — make sure those site's topics and photos are considered to be politically correct as well as socially acceptable for readers of all ages.

## Rodrigue, L. Superintendent Goals

2019-20

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- Articulate a compelling district vision and core values that promote a positive, safe, and inclusive culture

(District Core Values and Administrative Goals, Strategic Plan, Obj. 1)

- Beginning with Summer Administrative Retreat, reflect on important values and beliefs to shape a clear vision: *Relationships, Diversity, Safety, Continuous Improvement, Creativity, Kindness*
- During Convocation, articulate District vision and core values as foundational plan for system-wide improvement
- Use PEAC as a platform, solicit community and staff support in articulating District vision and core values to promote a Culture of Care
- Monitor the implementation of SPED Self Study Action Steps to improve system-wide practices for students with educational needs and their families
- Working with the Director of Security and District Security Committee, continue to oversee drills and “mock” emergency scenarios at the building level and through administrative team meetings as training tools for safety and security.
- Oversee Director of Security in the development of informational tools for parents and staff using new District website

- Develop and communicate an operational plan for fiscal year 2020-21 that balances the educational needs of the District and the community.

- Work with Central Office leaders and school administrators to review resources necessary to meet the academic and social needs of our students.
- Developed a reasonable and fiscally responsible budget for the 2019-20 school year, including resources that sustains and enhances teaching and learning.
- Maintain smaller Kindergarten class sizes and leverage fiscal support as needed

- Monitor and make budgetary decisions based on enrollment, State budget, and other factors that continue to impact the district.
- Communicate the district's operational plan to all stakeholders (e.g., video, open forum, PTA) to increase public engagement and support.

➤ Facilitate and monitor a systemic approach to social-emotional learning that includes the use of a shared language with students, parents, and the community

(District Core Values and Administrative Goals, Strategic Plan, Obj. 2)

- Explore new in-house and inter-district programming to support the social/emotional/behavioral needs of students, including the repurposing of space to accommodate such programs.
- Work with Director of Special Education and Director of Counseling, as well as school leaders and staff, to identify social/emotional needs that warrant specialized programming.
- Continue to support the work of the District Safe School Climate Committee in order to integrate SEL goals and the newly strengthened SRBI (Scientific Research-based Interventions) process for struggling learners and at-risk students.

➤ Work collaboratively with school staff, leaders, and community partners to design programs that meet students' academic, social, and college to career readiness needs

(District Core Values and Administrative Goals, Strategic Plan, Obj. 1, 2)

- Work with Director of Pupil Services to monitor transitional program partnership with Newtown Community Center (Café)
- Invite neighboring districts to identify students who may benefit from SAIL or The Afterschool Program (TAP) on a tuition basis
- Support leadership team and staff at NHS in the development and implementation of the Senior Experience 21 (CAPSTONE)
- Provide appropriate resources and staffing for SAIL program
- Leverage resources to support high level STEM programming K-12

- Work with the District Grant Writer to develop grants for future academic programs to support college and career readiness programs
- Working with Director of Pupil Services, Pupil Services, area Superintendents as well as EdAdvance and CES partnership, continue to explore potential programs and space for the development of a future regionalized program to support students with behavioral needs.

➤ Provide leadership and leverage resources to implement concept-based curriculum and student-centered instruction that promote learning

(Strategic Plan, Obj. 3)

- Support leaders in their efforts to provide students K-12 with a broad and comprehensive range of academic, STEM, visual and performing arts pathways
- Work closely with the Assistant Superintendent to ensure teachers are provided professional development opportunities to implement evidence-based practices with a high level of integrity.
- Ensure district practices in teaching and learning continue to shift from a teacher-driven to student-centered learning environment.
- Guide Director of Counseling to continue to implement Student Success Plans for students (Gr. 5-12)
- Work with leaders to ensure students are given opportunities to be active participants in their own learning

➤ Supervise and support the Assistant Superintendent and Director of Teaching and Learning in their goals to leverage instructional improvements, impact student growth, and communicate progress with community-at-large

- Through administrative team meetings, review current State standardized testing data to identify successes and areas of improvement
- Support leadership efforts to monitor teachers' use of data to inform decision making through professional learning communities (PLCs)
- Work closely with the Assistant Superintendent and Director of Teaching and Learning to develop plan of action for the implementation of SBAC interim assessments in order to support students' progress and growth

- Working with Assistant Superintendent and Director of Teaching and Learning, monitor Alpine for data collection and the development of Scientific Research-Based Interventions (SRBI) plans to support student progress
- Monitor the systemic and consistent use of conceptual frameworks and inquiry-based learning practices to engage learners and deepen their understandings of content
- Review data with school leaders, staff, community and BOE regarding SBAC, SAT, AP, and other information related to student performance
- Oversee Central Office leaders' use of District Website, Teaching and Learning site, and Math Pathways as a means of sharing information related to curriculum, instruction, and student performance with staff and community

## **District Core Value and Administrative Goals**

As a District, our mission is outlined in the 2016-21 Strategic Plan, which calls for a "partnership of students, families, educators, and community" and inspires all students to achieve their goals by "...applying the knowledge, skills and attributes that lead to personal success..." Within that fundamental mission lies a set of beliefs that define the environment, practices, and leverage points that support teaching, learning, and student performance. These include setting challenging expectations for all members of the District, ensuring quality instruction, encouraging responsibility as members of a community, and refining our practices for continuous improvement.

However, the Strategic Plan must be more than the words on a page. A viable plan and the action steps inherent within must be understood in relation to our core values and applied consistently across the community-at-large. As school leaders, our values and beliefs provide a compass for our work, driving our goals and yearly priorities.

As a leadership team, we believe and value the following:

### **Relationships**

- Establish and sustain meaningful connections with stakeholders in order to build trust.
- Enhance collaboration and promote open and consistent communication.
- Raise awareness for social emotional wellness including a structure to identify and support students.
- Utilize school-wide resources and staff to promote positive behaviors at every level.

### **Diversity**

- Value individual differences in others' beliefs, intellectual ideas, and backgrounds.
- Recognize and celebrate the academic, social, and civic contributions of individuals within the school community.
- Promote an appreciation of diverse cultures, people, and perspectives.

### **Safety**

- Establish an environment where students and staff feel physically and emotionally safe.
- Communicate safety protocols and procedures with staff, students, and families throughout the year.

### **Continuous Improvement**

- Strive to create an environment that encourages challenging and engaging learning opportunities.
- Foster risk taking, inquiry, and self direction in adult and student learners.
- Provide opportunities for teacher collaboration in which assessment data and the review of student work informs instruction.
- Ensure vertical alignment within K-12 concept-based curriculum and consistency of instructional practices.

- Strengthen and expand district science, technology, engineering, arts, humanities, and mathematics pathways.

**Creativity**

- Develop academic and artistic outlets that encourage students' self expression, choice, and voice.
- Recognize individual talents, passions and aspirations.
- Foster opportunities for interdisciplinary connections.
- Provide a broad and comprehensive range of academic, technical, visual and performing arts opportunities to encourage, excite, and ignite student achievement.

**Kindness**

- Demonstrate caring and support by modeling behaviors that emulate respect, support, and empathy.
- Practice intentional concern for others, expressing compassion and forgiveness.

**District Administrative Goals**

The following goals are the areas of focus for the administrative team and their staff for the 2019-2020 school year:

<b>Goal</b>	<b>Core Values</b>
Continue to develop and implement social-emotional learning strategies that include the use of a shared language with staff, students, parents and the community.	Relationships, Kindness, Diversity
Implement concept based curriculum to promote a culture of rigorous learning in all classrooms.	Continuous Improvement, Creativity, Relationships
Analyze and utilize common assessment data to drive instructional practices.	Continuous Improvement, Creativity
Continue to promote a positive school climate through the use of district core values.	Safety, Kindness, Continuous Improvement, Diversity, Creativity, Relationships



# NEWTOWN CAPITAL IMPROVEMENT PLAN (CIP) - POLICY

## 310-1. Purpose

This policy is designed to assure that Newtown's needs are fully considered in the capital planning process. It helps to assure the sustainability of Newtown's infrastructure by establishing a process for addressing major maintenance, construction, replacement and capital asset acquisition. It strengthens Newtown's borrowing position by demonstrating sound fiscal management and showing the Town's commitment to maximizing benefit to the public within its resource constraints. It establishes a framework in which stakeholders understand their roles, responsibilities, and expectations for the process and end result. It also promotes sound, long-term operational and capital financing strategies.

## 310-2. Goal

- A. The goal in adopting this regulation is to:
- (1) Prioritize, on a Town-wide basis, proposed major capital asset projects;
  - (2) Establish a consistent level of spending for such capital asset projects;
  - (3) Integrate financial planning, budgeting and debt issuance for the Town;
  - (4) Encourage careful project design.
- B. This Capital Improvement Plan (CIP) regulation hereby:
- (1) Creates a process by which the Board of Finance adopts a proactive position regarding capital expenditures of the Town of Newtown;
  - (2) Creates a process by which the Board of Finance evaluates, modifies, postpones or eliminates, prioritizes, and monitors proposed capital asset projects;
  - (3) Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting the above Sections B(1) and (2).

## 310-3 Overview

- A. The Capital Improvement Plan (CIP) is Newtown's five-year program of major capital asset/project acquisitions of a nonrecurring nature. The CIP is based on assigned priorities that consider Town: plans, needs, desires and mandates in the

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context of current and anticipated financial capability to finance such improvements.

- B. The CIP shall be reviewed at least annually. The need or idea for capital asset ~~purchases or~~ projects may originate from department heads, boards ~~and~~ or commissions. These capital asset/project items are compiled by the Board of Selectmen and Board of Education. After review and endorsement by the respective boards, ~~each Board presents their proposed CIP to the Board of Finance. Following the presentations,~~ a combined CIP ~~is presented to the Board of Finance~~ along with analysis by the Director of Finance ~~is presented to the Board of Finance~~. The Board of Finance shall review and may amend the CIP which is then presented to the Legislative Council for review, amendment and approval.
- C. A "major capital asset/project" is defined in Section 310-6.
- D. Once the Legislative Council has approved the CIP, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent years' budgets. Certain items may be subject to approval by Referendum and/or require ~~B~~bonding authorizations.
- E. Adopting a CIP does not end with the first year. Changing needs, priorities, emergencies, cost changes, funding shortfall, mandates, technology or other circumstances may require changes, deletions or additions to the CIP annually.
- F. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:
- Minimizes borrowing costs by supporting a high bond rating; ~~and~~
  - ~~reducing~~ ~~Reduces~~ the need for "crash programs" to finance ~~of~~ Town capital asset projects;
  - Focuses attention on community goals, needs and capabilities;
  - Achieves optimum use of taxpayer dollars;
  - Guides future community growth and development;
  - ~~Advance planning~~ ~~e~~Ensures that projects are well ~~planned~~ ~~thought-out~~ in advance of construction;
  - Provides for the orderly replacement of capital assets;
  - Encourages a more efficient governmental administration as well as maintains a sound and stable financial program;
  - Promotes transparency regarding planned major capital projects and their costs.

### 310-4 Implementation and Amendments

Notwithstanding that capital asset project ideas or needs may originate as indicated in Section 310-3, the Board of Finance is responsible for implementing the

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Purpose and Goals expressed above in Sections 310-1 and 310-2 and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance but do not have voting privileges. The final ~~implementation of approval and funding appropriation~~ for the CIP is vested in the Legislative Council, unless expressed otherwise in this CIP ~~policy regulation~~.

310-5 Presentation of Proposed Capital Asset Projects to Board of Finance

Proposed capital asset projects may be brought to the Board of Finance at any time, ~~h~~However, except for exigent circumstances, as determined by the Board of Finance, requests for changes to the approved CIP shall not be considered by the Board of Finance until the next September through November period.

The following CIP Timing/Schedule shall be followed. Small adjustments to the schedule may made be upon approval by the Director of Finance and majority vote of each applicable Board or Council involved in the extension of time.

CAPITAL IMPROVEMENT PLAN TIMING/SCHEDULE:

July/August/September	<p>Board of Selectmen departments prepare their CIP requests</p> <p>First Selectman presents the proposed First Selectman CIP to the Board of Selectmen</p> <p><del>Superintendent presents the proposed Superintendent CIP to the Board of Education</del></p> <p><del>Board of Education departments prepare their CIP requests</del></p>
Board of Finance 2nd meeting in Sept.	Board of Education presents <del>the its</del> proposed CIP to the Board of Finance

Board of Finance 1st meeting in October	Board of Selectmen presents <del>their</del> its proposed CIP to the Board of Finance
	Finance Director presents the combined Town of Newtown CIP along with analysis including a Debt Forecast Schedule
By November 30	Board of Finance presents its recommended CIP to the Legislative Council
By January 31st	Legislative Council adopts its approved CIP
	Legislative Council determines which first year CIP projects go to referendum in April
February/March	Bond resolutions go through the approval process for CIP projects that have been approved for referendum

310-6 Eligible Capital Asset or Projects

To be eligible for inclusion in the CIP, a proposed capital asset/project expenditure shall have an estimated cost that is at least \$200,000. Listed below are some of the guidelines criteria which would make a request eligible for inclusion in the CIP, assuming the proposed project exceeds the financial requirement set forth above:

- A. Requiring Incurred debt obligations;
- B. Acquisition or lease of land, buildings, facilities and / or development rights;
- C. Purchase of major equipment including vehicles with life expectancies of 5 years or more;
- D. New construction improvements, renovations, and demolition of facilities and sites, including engineering, design, permitting, and other pre and post construction costs;
- E. Major studies requiring the employment of outside professional consultants;
- F. Infrastructure improvements (streets, sewers, bridges, sidewalks, technology);
- G. Feasibility analysis/design/cost estimates and other professional services relative to anticipated major projects;
- H. Bundling of fiscal-year annual maintenance or dissimilar items ~~with capital assets in order~~ to reach the \$200,000 threshold ~~above art is~~ to be avoided cautioned against.

310-7 Process

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All requests for inclusion in the CIP should adhere to the following process and be submitted on a form as prescribed by the Town Financial Director with input from the Board of Finance. While only the first five years of the plan are to be approved, ten years of desired capital asset projects should be submitted.

- A. Each Town department **and the Board of Education** shall prepare a prioritized list of proposed capital assets/projects along with proposed funding source, summary description, and benefit commentary.
  - (1) For departments so indicated by Charter, their respective Boards, Councils or Committees shall review and comment on the list
  - (2) Reviewed lists **created by town departments** shall be submitted to the First Selectmen
- B. The First Selectman will evaluate the **town** department request and produce a “First Selectman CIP” to be submitted to the Board of Selectmen for review, adjustment and approval;
- C. Board of Education **departments shall prepare and submit to the Board of Finance**~~to the Superintendent~~ a prioritized lists of proposed capital assets/projects along with their proposed funding source. ~~The Superintendent will evaluate the department requests using the criteria stated above and producer a “Superintendent Proposed CIP” to be submitted to the Board of Education for review, adjustment and approval;~~
- D. After presentation of the First Selectman CIP, the Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education. ~~After presentation of the Superintendent's Proposed CIP, the Board of Education will likewise identify, prioritize and approve purchases it proposes to be considered for placement on the CIP;~~
- E. The requesting department or agency will plan for and be responsible for funding any professional estimating for a project in the operational budget. If applicable, alternative sources of funding can and should be identified, such as the Capital Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate;
- F. The Board of Selectmen and the Board of Education shall also include in the request(s) for each capital asset project, with increasing detail for nearest years:
  - (1) The identification of planned funding: Bonding, General Funds, Special Revenue Funds, and any grants, revenues or reimbursements anticipated and
  - (2) Project description and project justification
- G. The Town Financial Director will:

- (1) Review and compile the Board of Selectmen Proposed CIP and Board of Education Proposed CIP lists into a “Combined CIP” for presentation to the Board of Finance;
  - (2) Prepare a financial impact statement, including a Bond Forecast Schedule which shows the effect of the Combined CIP on future annual debt payments for at least five (5) years, to ensure adherence to the Town Debt Service Policy.
- H. The Board of Selectmen and Board of Education will then present their prioritized capital asset project requests in the Combined CIP to the Board of Finance. The Director of Finance will present the Bond Forecast Schedule and other analysis.
- I. The Board of Finance will review the Combined CIP.
- (1) It may reduce a capital asset/project cost and scope; it may transfer capital asset/project between CIP years, and it may add or eliminate a capital asset/project. Moving or adding a capital asset project to Year One, should be strictly scrutinized.
  - (2) The Board of Finance will then prioritize, within each CIP year, the recommended capital assets/project and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase, expenditure or project.
  - (3) Rejected capital asset projects can be resubmitted to the appropriate Board at the first stop of the process next fiscal year. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level the following fiscal year.
- J. In odd years if the election of a First Selectman **results in the election of a person** other than the First Selectman who presented the CIP to the Board of Finance in October of that year, that new First Selectman may request changes to the first year of the CIP under review by the Board of Finance and Legislative Council.
- K. The Board of Finance will present their **R**recommended CIP to the **L**egislative Council by November 30th. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule (updated for any Board of Finance actions).
- L. The Legislative Council will review the Board of Finance **R**recommended CIP. It may accept it in its entirety. It may reduce, transfer between CIP years, eliminate or add capital asset/project(s). Moving or adding a capital asset project to **Y**ear **O**ne will be strictly scrutinized. The Legislative Council will then prioritize, within each CIP year, the capital asset/projects.
- M. Upon any change of the Board of Finance's **R**recommended CIP by the Legislative Council, the Legislative Council shall return its **P**roposed CIP with changes to the Board of Finance for review and recommendation before final approval by the Legislative Council.
- (1) The failure of the Board of Finance to make any recommendations within ten days **of** the Legislative Council's proposed CIP shall be final.

- (2) No matter the number of CIP changes by the Legislative Council, the Board of Finance shall have only one post November 30th review and recommendation ~~meeting~~.
- N. The Legislative Council will adopt a Townwide-Wide CIP and, by January 31<sup>st</sup>, will determine which capital assets / projects from year one of the CIP should ~~in the first CIP year~~ go to referendum ~~in April by January 31st~~. IF the Legislative Council has not passed the final CIP plan by January 31<sup>st</sup>, the Board of Finance ~~R~~recommended CIP presented to the Legislative Council shall be the final adopted Townwide-Wide CIP.
- O. The following should be considered when determining which capital asset / projects go to referendum:
- (1) ~~Multiple projects crossing CIP years that are expected to exceed Legislative Council fiscal authority;~~ Projects that require multiple years of funding or that exceed Legislative Council fiscal authority.;
  - (2) ~~Capital assets/projects with significant costs that do not exceed Legislative fiscal authority;~~ Capital assets or projects which, because of their significant cost, may limit the Legislative Council's fiscal authority;
  - (3) Time sensitive projects;
  - (4) Safety and security importance

### 310-8 Prioritization

The Board of Selectmen, Board of Education, Board of Finance and Legislative Council should consider the following guidelines when recommending the prioritization of individual capital items: (In no particular order)

- A. Projects implementing approved Town plans such the Plan Of Conservation and Development and the Fairfield Hills Master Plan.
- B. Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum;
- C. Significant consideration shall be given to the most costly of the remaining capital items ~~and which~~ should go to referendum;
- D. Items that are time-sensitive should receive priority consideration for referendum;
- E. The cost of the purchase;
- F. The impact of the purchase versus the benefit to the Town;
- G. The year it will be implemented;
- H. The source of financing;
- I. Public Safety;
- J. Existing infrastructure;
- K. Economic Development
- L. Quality of life;



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- M. Regulatory Compliance;
- N. Impact on operational budgets
- O. The benefit or risk to the Town should the purchase not be made.

310-9 Town Budget

All purchases that are proposed for the ensuing fiscal year and included in the final Townwide CIP by the Legislative Council shall be included as a proposed expenditure in the budget presented to the Board of Finance. Except for exigent circumstances, any capital improvement expenditure that falls within Section 310-6 of this plan regulation and is not contained in the CIP shall not be considered for implementation.

310-10 Capital Asset Project Process

- A. The processes used to authorize bonding and appropriations for a capital **asset purchase or** project are controlled by a series of checks and balances exercised by the executive, finance, and legislative arms of the Town government. These processes are established to ensure that each project **or purchase** with significant costs is evaluated and examined by persons elected to represent the best interests of the community. Every project accepted into the Capital Improvement Plan, as approved by the Board of Selectmen, Board of Education, Board of Finance and Legislative Council is subject to the same rigorous review. Except for emergency situations, a consistent and documented process should be used to advance every capital project **or asset purchase** from inception to execution by its requesting agent.
- B. Projects **or purchases** approved for inclusion in the CIP typically progress from the introductory phase in year ~~five to~~ ten to the execution phase in year one. **However, priorities may change between each annual review.** Projects in year one on the CIP are intended for implementation during that fiscal year. Capital Projects to be implemented must go through the bonding and special appropriations processes, as determined by the Charter.
- C. Steps in this process for projects readying for implementation include
  - (1) Bonding funds for requested capital projects **or asset purchases**:
    - a) The Director of Finance causes a bonding resolution to be prepared. The resolution will identify the funds being requested and the purpose of those funds. The department **or**



- board** with ownership of the proposed project initiates this process through contact with the Director of Finance;
- b) The bonding resolution to fund the proposed project is submitted to Board of Finance for discussion/action;
  - c) If approved by the Board of Finance, the bonding resolution is then submitted to Board of Selectmen for discussion/action;
  - d) If approved by the Legislative Council, the resolution is then submitted by Board of Selectmen for discussion/action
- (2) Appropriating funds for projects for which bonding has been approved follows these steps: (Greater detail about the process for appropriating funds for capital projects is described in the Charter)
- a) A special appropriation request for a capital project is prepared by the Director of Finance in concert with the requesting department;
  - b) The appropriation request is submitted to the Board of Finance for discussion and action;
  - c) If approved, the appropriation request then moves to the Legislative Council;
  - d) The appropriations request may also be acted on by the Board of Selectmen or referendum, depending upon the magnitude of funds requested as per the Charter.
- (3) Management/oversight of capital/projects: The Public Building and Site Commission shall have control of supervision and construction of capital projects. Should the Public Building and Site Commission determine that it is unable to take on this responsibility, then other building committee or owner's representative may be appointed by the Board of Selectmen or Board of Education.
- a) The **Public Building & Site** Commission or "other" authorized building committee **will** establishes appropriate advisory committees; **will** prepares and issues appropriate **Request For Quotations** and **Request For Proposals**; and **will** selects professionals and develops contracts with attorney and purchasing agent's input.
  - b) Contracts in conjunction with all such capital projects shall be authorized by the First Selectman, with approval of the Board of Selectmen, or **shall be authorized and approved by the Board of Education.**
- (4) Project planning and bidding: Once the special appropriation process is complete and approved by the appropriate levels of government, assignment of the project to the Public Building and Site

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BOF July 8, 2019

Commission or "other" building committee may take place, followed by project planning, including the issuance of public bids.

Other considerations:

What happens if a project is rejected by a referendum? Can it return to the CIP?

What happens with property acquisition? Is the process any different than for a project?

**BOE Non-Lapsing Fund Balance and Activity**

<u>Year</u>	<u>Deposit</u>	<u>Expense</u>	<u>Balance</u>	<u>Use</u>
2013-14 Deposit 6/30/14	\$47,185	(\$4,800)	\$42,385	Security Bollards
2014-15 Deposit 6/30/15	\$12,909	(\$4,950)	\$7,959	IR Scan - HS Roof Project
2015-16 Deposit 6/30/16	\$2,533	\$0	\$2,533	none
2016-17 Deposit 6/30/17	\$97,942	\$0	\$97,942	none
2017-18 Deposit 6/30/18	\$276,038	(\$235,000)	\$41,038	HAW, MS A/C, SHS Lightening
2018-19 Deposit 6/30/19	\$328,772	\$0	\$328,772	
6 Year Total Since Inception	\$765,379	(\$244,750)	<b>\$520,629</b>	
Amount to be reserved for Special Education			\$63,000	
Amount reserved for General Non-Lapsing			\$457,629	
<b>Total Balance Non-Lapsing Fund</b>			<b>\$520,629</b>	

## **Bylaws of the Board**

### **Role of Board Members (Powers, Purposes, Duties)**

The Board of Education is a legal body created by the statutes of the State of Connecticut. As an agency of the state with powers delegated to it by the legislature and the State Board of Education, the Newtown Board of Education is responsible to carry out mandatory laws, and to consider and accept or reject the provisions of all permissive laws. In those cases where the state laws do not provide or prohibit, the Board shall consider itself the agent in establishing and appraising the educational activities of the district.

The Newtown Board of Education views its required functions in these broad areas:

1. Legislative and policymaking. The Board is responsible for the development of policy as guides for administrative action and for employing a superintendent to implement its policies.
2. Appraisal. The Board is responsible for evaluating the effectiveness of its policies and their implementation. It shall evaluate how policies have been executed by the school staff, and weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of policies.
3. Provision of financial resources. The Board is responsible for adoption of a budget which will enable the school system to carry out the Board's policies.
4. Public relations. The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The Board is responsible for establishing educational goals which will guide both the board and the staff in working together toward the continuing improvement of the educational program. It is responsible for the approval of student standards which relate directly to the goals which identify specific expectations for students in terms of skills, knowledge and competence. It is responsible for providing for the ongoing evaluation of the school program against the curriculum goals and standards set forth by the Board and by the State Board of Education.
6. Superintendent. The Board is responsible for the hiring, supervision, evaluation and/or termination of the superintendent.
7. Personnel. The Board delegates to the superintendent the responsibility for the hiring of all non-certified staff and all certified staff with the exception of administrators. The superintendent is responsible for accepting staff resignations and initiating termination proceedings, if necessary. The Board is responsible for approving resignations and for acting on terminations.

**Role of Board Members (Powers, Purposes, Duties) (continued)**

8. School Facilities/Transportation. The Board is responsible for working with the Superintendent to properly maintain good public elementary and secondary facilities. It is responsible for providing for the transportation of children to schools within Newtown and to those schools outside of Newtown required by law.
9. Pupil Identification. The Board is responsible for determining the number, age and qualification of the pupils to be admitted into each school and to designate the schools which are to be attended by the various children within the district. It is responsible for requiring each child five to eighteen years of age, living in the school district, to attend school unless parents/guardians of five to six-year-old students choose not to send their children to school or parents/guardians of sixteen and seventeen-year-old students consent to withdraw their children from school.
10. Cooperative Arrangements. The Board is responsible for establishing cooperative relationships with other educational agencies and institutions, including the sharing or exchange of services or the instruction of students.
11. Board-Superintendent Relations

Delegation of executive powers by the Board provides freedom for the Superintendent to manage the schools within the Board's established policies. The Superintendent shall be responsible to the Board for the outcomes of these delegated responsibilities.  
(cf. 5111 – Admission/Placement)

Legal Reference:            Connecticut General Statutes  
                                      1-200 Definitions  
                                      10-186 Duties of local and regional boards of education  
                                      10-220 Duties of boards of education  
                                      10-221 Boards of education to prescribe rules  
                                      10-240 Control of schools  
                                      10-241 Powers of school districts

Bylaw revised:

## Bylaws of the Board

### Statement of Integrity

The long term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular. As Board of Education members, our goal is to improve the education of our children and to advocate for them and their best interests. Board members must be working effectively together and with others in the community to successfully reach this goal. A Board of Education that operates with integrity will be a more effective Board. Integrity is first, discerning what is right and what is wrong, second, acting upon what you have discerned even at personal cost; and third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents, and others in the community be considered in every decision. A Board of Education with a sense of integrity will consider what is right, and what is wrong. This takes discipline and an awareness of one's environment.

To this end, as a Board of Education with integrity, we will:

- Understand that our first and greatest concern is the educational welfare of the students, and that all decisions must be based on this understanding;
- Render all decisions based solely on our judgment of the available facts and not surrender that judgment to individuals, special interests, or our own personal agendas;
- Attend all Board meetings insofar as possible, and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
- Be responsible for becoming informed on any and all issues coming before the Board;
- Seeks to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
- Conduct our meetings and foster an environment where all elements of the community can express their ideas;
- Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
- Refrain from using our position on the Board for personal or partisan gain;
- Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;

- Fairly assess all non-instructional aspects of the school operation;
- Support all decisions by the Board to the community once a decision has been reached; **AND**
- Attend all Board meetings insofar as possible and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
- Understand that we have no authority beyond that which is exercised at the Board meeting, and that we shall not lend the impression that we are speaking on the Board's behalf unless that authority has been so delegated.

The Newtown Board of Education is committed to the highest legal and ethical standards essential in governing its school system. It endeavors to encourage growth and support established and innovative educational objectives.

(cf. 9000 - Role of Board and its Members)  
(cf. 9271 - Code of Ethics)

Adopted: 4/10/12

## **Bylaws of the Board**

### **Accountability**

The public is accountable for:

- Maintaining a vigorous interest in, concern for, and constructive criticism of the schools;
- Electing the most able men and women available to represent them on the Board of Education;
- Providing the resources necessary for the Board and staff to accomplish publicly endorsed goals and objectives of the school district.

The Board is accountable for:

- Being responsive to the community's desires and concerns regarding the quality and performance of the school system;
- Carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives;
- Advocating for the resources necessary for the achievement of the goals and objectives through the budget process;
- Evaluating the degree to which the goals and objectives are accomplished;
- Selecting and evaluating the Superintendent of Schools.

The Superintendent is accountable for:

- Providing professional leadership counsel and management in all aspects of the school district programs;
- Being responsive to the Board of Education's desires and concerns regarding the quality and performance of the school district;
- Effecting the policies, goals and objectives established by the Board of Education;
- Providing fiscal leadership in the implementation of the budget process;
- Selecting and evaluating all professional staff.



The administration, the teachers and other employees are accountable for:

- Achieving the goals and objectives related to their stated job responsibilities;
- Being responsive to the Superintendent of School's desires and concerns regarding the quality and performance of their job responsibilities;
- Maintaining communications with students, parents and the community regarding their stated job responsibilities;
- Conforming to the policies established by the Board of Education.

The parents are accountable for:

- Providing an atmosphere that supports the education of their child;
- Maintaining close communication with the school.

The students are accountable for:

- Diligently pursuing their own learning;
- Following the rules of the school district.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Adopted: 4/10/12

## **Bylaws of the Board**

### **Legal Responsibilities of Board of Education**

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and Town Charter including but not limited to the following:

1. To annually establish, with the Superintendent of Schools, educational priorities for the school district.
2. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
3. To employ a Superintendent of Schools in accordance with state statutes.
4. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
5. To determine the number, classification, duties and remuneration of employees.
6. To establish policy for employment, promotion and dismissal of personnel in accordance with state statutes.
7. To provide for the appraisal of the performance of personnel.
8. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.
9. To consider any specific recommendations made by the Superintendent of Schools.
10. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
11. To consider, revise and adopt any changes in the curriculum.
12. To take any other actions required or permitted by law.
13. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
  - (a) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;

- (b) the school district shall finance at a reasonable level an educational program designed to achieve this end;
- (c) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
- (d) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

14. To maintain a safe school setting and shall in accordance with the statues maintain records of allegations, investigations, and reports that child has been abused or neglected by a school employee, as defined in C.G.S. (53a-65).

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Adopted: 4/10/12

Revised:

## **Bylaws of the Board**

### **Public Statements**

The Newtown Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs. Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools.

The Board shall utilize methods to provide releases to the press and brief summaries of Board meeting actions to interested members of the public. These methods will include, but not limited to, the Newtown Public Schools website and an electronic distribution system that the public may opt into to receive such information directly. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the board.

The Superintendent shall maintain a communication program to keep the public informed of the school district's progress in accomplishing its goals and priorities, including programs established to achieve them, which shall include but not be limited to, public meetings, publications in local newspapers, school newsletters, PTA meeting and other digital methods.

(cf. 1112.2 – School News Releases)

(cf. 1120 – Board of Education Meetings)

## **Bylaws of the Board**

### **Public Statements**

#### **Recognition of Accomplishments by Citizens, Students, Staff Members or Members of the Board**

##### **Recognition for Individual Accomplishment**

The Board is committed to recognizing and reinforcing the positive efforts and performance of individuals involved in the school system. The Superintendent shall develop procedures to honor the distinguished or exceptional achievements of citizens, students, and staff. This should also include retiring staff who have contributed to the school system over an extended period of time. This may be done by recognition at Board meetings, letters of recognition, or other appropriate methods.

Adopted: 4/10/12

## **Bylaws of the Board**

### **Board-Related Responsibilities**

In order to assure that its operations support the schools in providing all students with a high quality education, the Board of Education hereby establishes as its goals:

1. to work closely with the community to ensure that Board actions and performance reflect the concerns and aspirations of the community;
2. to identify the educational needs and aspirations of the community, and to transform such needs and aspirations into policies aimed at stimulating the students and the learning process;
3. to provide leadership in order that the goals and objectives of the school system, as set forth by the Board, can be effectively carried out;
4. to employ a Superintendent capable of ensuring that the district maintains a position to an outstanding school system and that school personnel carry out the policies of the Board with energy and dedication;
5. to formulate Board policies which best serve the educational interests of students and provide the Superintendent with sufficient and adequate guidelines for implementation;
6. to develop and provide data useful to the planning evaluation, organization and execution of Board management functions;
7. to perform all Board functions and operations in conformity with state, federal and local laws, rules, and regulations and in a fiscally responsible manner;
8. to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation.

Adopted: 4/10/12

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# Newtown Public Schools

Summer Building & Site Maintenance  
& Improvement Projects

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# Area for new propane bus filling station - (New Contract)





# Bus Propane Filling Tank Installation - (Town Assistance)



# HOM - Tree limbed by Town for well installation rig





# HOM - New Well Pump - (Emergency Repair)



# HOM - Old sinks and cabinets





# HOM - Replacement sinks and cabinets

Twelve classrooms were done.



**HOM - Water bottle filling station.  
Also installed at SHS &  
Reed. (PTA Support)**



# HAW - Underground oil tank excavation & removal





## Hawley - Hot Water Tank (Energy Project)

Old burners will be abandoned in place.





# Hawley School - Sidewalk replaced - oil tank area



4 New parking spaces by removing island





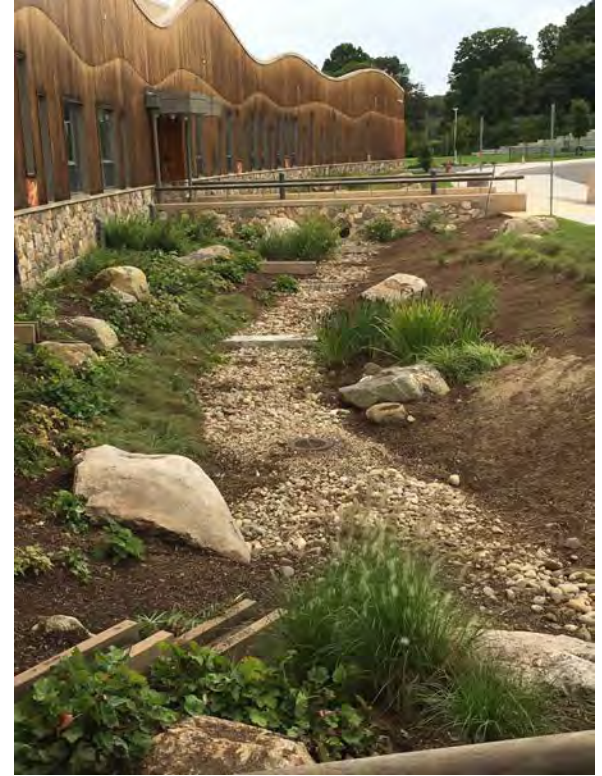


# SHS Landscape overgrowth cleanup





# SHS after cleanup



# Reed School - 1st third oil tank excavation - (Emergency)





# Reed - 2nd third oil tank exposed & repaired





# Reed - Cross threaded fitting - cause of emergency repair



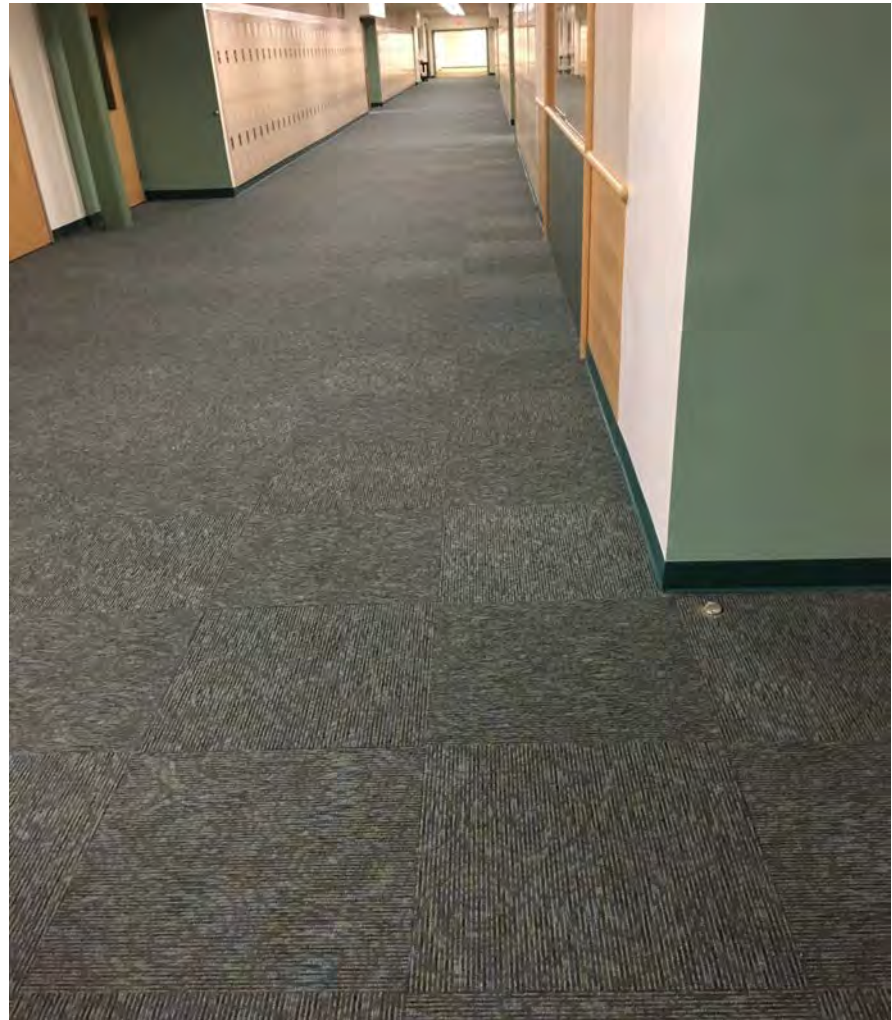
# Reed School - 2nd third oil tank exposed



New tank  
Pressure  
vent



## Reed carpet replacement - Lower level

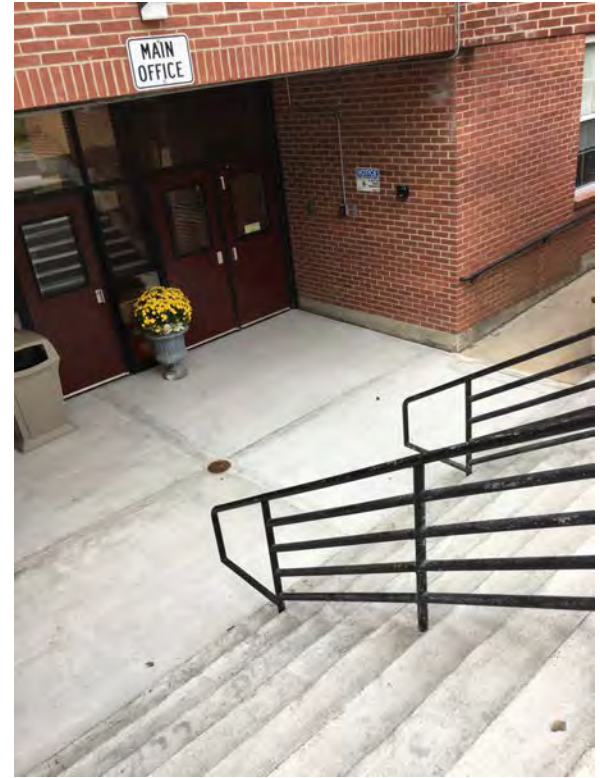


# Reed - Boiler crack - (emergency repair)





# Middle School - Main entrance stair replacement

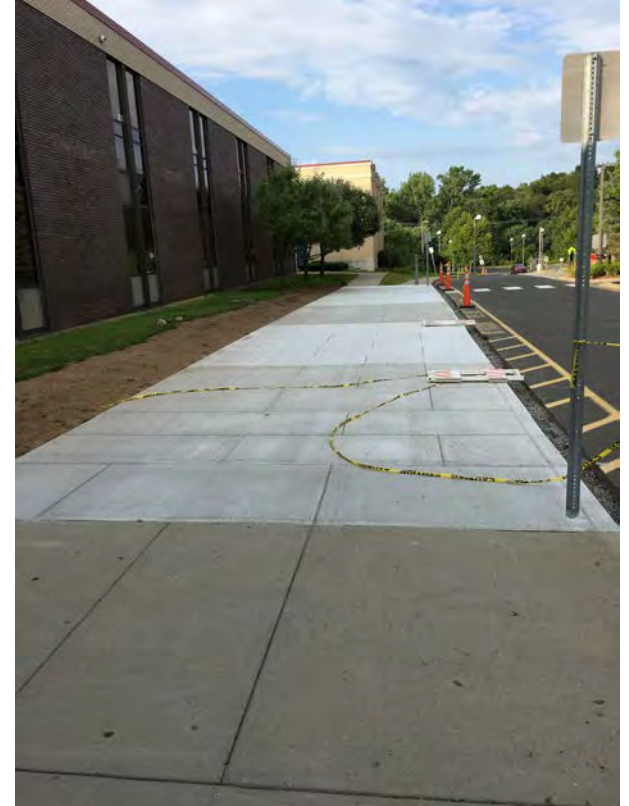


# Middle School - Sidewalk replacement





# High School - Front Sidewalk Replacement



# High School - Sidewalk repair to main entrance





# Verkada exterior camera installation - (Town assist)



# Security Cameras NMS and SHS





# Newtown High School Carpet Replacement



Old Carpet - Main Office

New Carpet - Main Office

# Band Room Carpet Replacement at High School



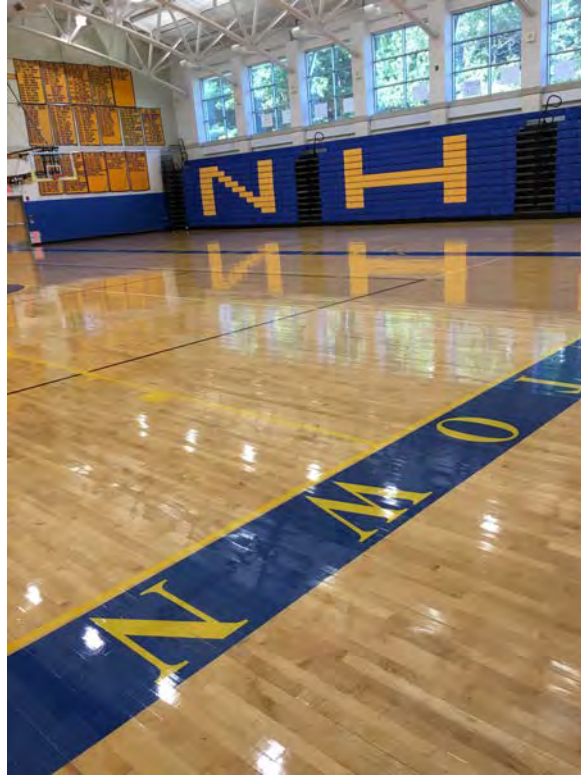
# High School - Choral room floor replacement





# Refinished HS Gym Floor

(All school gyms refinished)

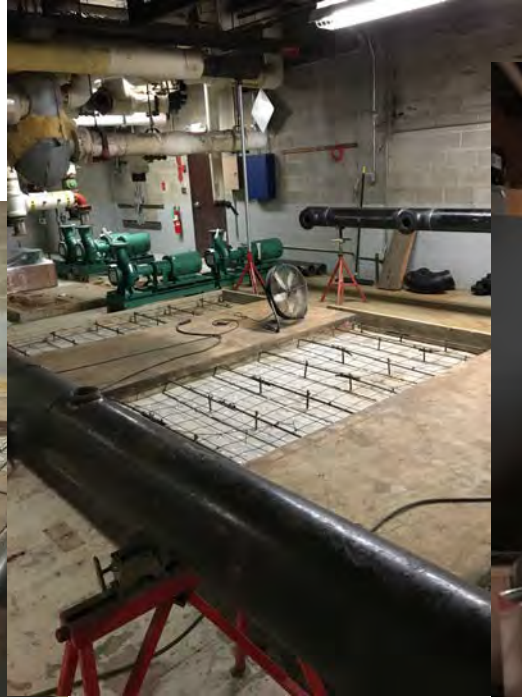


# High School - Old Boilers and their remains

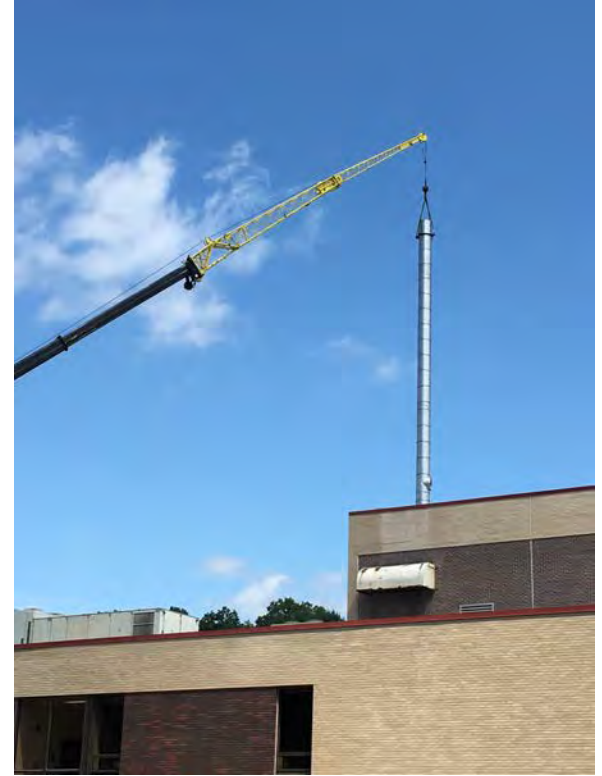




# High School Boiler Replacement - Pad & New Units



# New stack for gas burners - HS energy project



# New Stack Base point & Circulation Pumps





# High School - Landscaping improvements

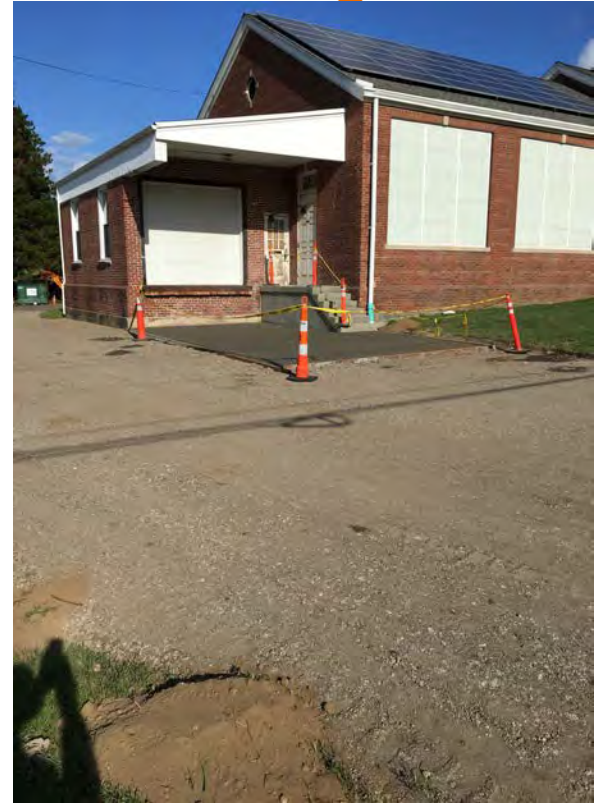


# High School - Front landscaping





# Stair & lot replacement at warehouse loading dock



# Rigs needed for HS Lighting and Boiler CIP Project





**New Maintenance  
Vehicle!**

**...Just Kidding**



# New Maintenance Truck





# Blue & Gold Stadium - Further investigation for a solution



## Facilities Update Summer 2019

8/27/19

### Building and Site Maintenance Projects

#### All Schools

- Security Cameras Replace – Completed
- Gym Floors Refinished – Completed
- Playgrounds Inspected For Safety - Completed
- Gym Equipment and Bleachers Inspected - Completed

#### Hawley

- LED Lighting Conversion - Completed
- Playground Spiral Slide Install – Completed
- Oil Tank Removed - Completed
- Boiler Replace – Completion Expected End of September

#### Sandy Hook

- Landscaping Cleanup - Completed
- Water Bottle Filling Station Install – Still Pending (Enclosure in process of being completed)

#### Middle Gate

- Playground Slide Replace - Completed

#### Head O'Meadow

- Old Sinks / Cabinets Replaced - Completed
- Water Bottle Filling Station Install – Completed
- Well Pump Replaced - Completed

#### Reed Intermediate

- Water Bottle Filling Station Install – Completed
- Boiler Sections Replace – Completed
- Carpet Replace lower level between blue/green house – Completion Expected by September 30<sup>th</sup>

8/27/19

Building and Site Maintenance Projects

Newtown Middle School

- Exterior Main Stairway Replaced - Completed
- Sidewalk / Curb Repairs – Completed
- Replace Carpet with Tile in Nurses Office – Completed

Newtown High School

- LED Lighting Install throughout building - Completed
- Sidewalk / Curb Repairs – Completed
- Main Office Carpeting – Completed
- Landscaping Improvements - Completed
- F Wing Cafetorium Stage Rigging System - Completed
- Access Card Reader Install From Lobby to Back Patio – Completion Expected by September 1<sup>st</sup>
- Boiler Replace – Completion Expected by End Of Summer
- Sand Blasting of Stadium Bleachers – Pending
- Smart Controller Install in Main Gym – Awaiting Delivery

Maintenance Warehouse

- Repave Lot, Drive and Stairs – Will be Completed by September 1<sup>st</sup>