

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

Minutes of the Board of Education meeting on Tuesday, November 20, 2012, at 7:30 p.m. in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines	3 Staff
W. Hart	15 Public
K. Alexander	2 Press
J. Vouros	

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

Item 1 – Middle School Scarecrow Contest Winners

Arlene Spoonfeather, middle school art teacher, said this contest has been held for 14 years and was offered to eighth grade students. This year over 40 teams raised over \$1,400. The 3 winning teams choose a charity of their choice. The first place winners were Emily Neave, Julia Sughrue and Ali Manfredia who spoke about their project which was an iPhone.

MOTION: Mrs. Roche moved to add the donation of laptops to Newtown High School to the agenda. Mr. McCubbin seconded. Vote: 7 ayes

Item 2 – Consent agenda

MOTION: Mr. Alexander moved that the Board of Education approve the minutes of November 8, 2012. Mr. Vouros seconded. Vote: 6 ayes, 1 abstained (Mr. Gaines)

Item 3 – Public Participation

Desiree Galassi, 151 Huntingtown Road, was unhappy with the bus situation because her sons are losing 20 minutes of sleep to get the bus earlier but still miss some homerooms. Reed is also earlier and her daughter is on the bus for 45 minutes. Regarding the budget we should add buses back. She suggested adding an Italian class because there are 30 to 31 students in each class. AP Italian was eliminated but should be put back into the curriculum. She asked the Board to consider a committee to study the extension of world languages to Reed. She was also disappointed on how the National Honor Society was set up which prevented a number of honors and AP students from qualifying.

Item 4 – Reports

Correspondence: Mr. McCubbin stated one email was received from Robert Kriauciunas regarding the busing situation.

Chair Report: Mrs. Leidlein said a meeting was being set up with the PTA Presidents to discuss communication and asked for a report. She and Mrs. Roche attended various workshops at the CABA convention.

Superintendent's Report: Dr. Robinson stated that in the fall she usually meets with other boards regarding the state of the schools with an update on enrollment and legislation that impacts the school district which this year are common core standards and the new teacher evaluation plan. She is presenting to the Board of Finance on December 10, the Board of

Selectmen on December 17 and the Legislative Council on December 19. She also received new legislation requiring training teachers regarding violence in dating.

There will be a press conference for Zoe Eggleston regarding her invention on November 29 at 2:00 p.m. Nancy Wyman will introduce her.

Julie Haggard will meet with a consulting group, Futures, to discuss a review of our special education services, efficiency and compliance.

The sessions at the CABE/CAPSS Conference were outstanding. She gave out material on the new teacher evaluation plan and policy implications.

Mrs. Roche attended workshops on roles and responsibilities of Board members and the superintendent and on policy and special education.

Mrs. Leidlein referred Connecticut State Statute section 10-220 to answer a question she was asked at the last Board meeting regarding the responsibility for the cost to maintain the schools. According to state statute the Board of Education is required to provide maintenance for school buildings.

Strategic Plan Technology Subcommittee Report: Dr. Gejda said a new objective was added to the plan to ensure that each student has access to technology. She introduced Tim McGuire, teacher at Reed and Frank LaBanca, former Newtown teacher and parent, to lead this action team.

Mr. McGuire said the group formed in the spring with 2 students and teachers at different grade levels. The next step is to have an action plan for the results of our committee work.

Mr. LaBanca said the IT Director is also on the committee. He spoke about universal wireless access, hardware and software choices, and policies and procedures to implement in the classrooms. We want the environment safe for the students. He left Newtown for a department chair position at Oxford High School and is now at Education Connection managing federal grants and working with teachers and students in the State on science and technology programs.

Mr. Gaines asked about our technology to meet the common core standards and felt there would be a major challenge to meet the demands if we don't act now.

Mr. McGuire said we can't wait on some of the things we will need.

Mr. LaBance stated that we first have to identify the need and then develop the action and costs involved.

Financial Report:

MOTION: Mr. Alexander moved to approve the financial report and transfers for the month ending October 31, 2012. Mr. Hart seconded.

Mr. Bienkowski presented the financial report. It was necessary to have transfers because the accelerated budget calendar requires that the projected needs for next year will be based on current anticipated expectations. We are recommending that \$184,638 be transferred for special education and health services.

Mr. Hart said last year we had lower electricity expenses.

Mr. Bienkowski said we instituted energy conservation measures at 6 schools and will be changing over to New Energy from Constellation on December 1.

Mr. Leidlein thanked him for including the detailed report she asked for. We will have to address the new state regulation on accounting practices in 2014 and will have some costs associated with it.

Mr. Bienkowski said it is the standardized chart of accounts. There's a committee working on it with the state and looking at a Rhode Island model but their school districts aren't using it.

Mr. Vouros asked how we have \$100,000 in transportation.

Mr. Bienkowski said the budget was built on what existed in 2011-2012 and the applicable rates were substituted in this year's budget. We took out 4 buses which is also a savings. We then looked at the private schools over the summer and the magnet schools. We have accounts for each of those schools including a general out of district account. We had more money needed in the overall transportation account.

Mr. McCubbin asked about the fuel oil consortium.

Mr. Bienkowski said that within 2 weeks the prices started going up. They are holding tight at this point so there are no bargains right now. The Town goes out in February and we went with that amount the last 2 years.

Mrs. Roche asked for a copy of the September and October bills from All Star.

Mr. Bienkowski said they set up billing on the main contract of 10 equal installments for the main buses. They bill separately for the kindergarten runs and any other miscellaneous things that occur during the month.

Mrs. Roche had asked for this in September along with Appendix D on how they billed us.

Mr. Hart felt we should also see the MTM bills.

Mr. Bienkowski said we aren't requiring them to do Appendix D. It was drafted by the consultant in the 2 prior bids. A lot of information in there is not helpful to us. We are more interested in the actual invoices. Other options offered discounts for semi-annual payments.

Mr. McCubbin said we prepaid for the week there was no school. We should be paid interest on that difference.

Mr. Hart stated that every month we will be above or below because we don't have the same number of days per month.

Mrs. Leidlein asked the status of the possible fuel tank at the All Star facility.

Mr. Bienkowski said they had the public hearings and it's up for the local groups to approve the final plan.

Mrs. Leidlein said we pay for the fuel and asked why this didn't come before the Board. They would be monitoring our investment. She thought it would be better monitored using the Town tank.

Mr. Bienkowski stated that it was included in the specs that wherever their lot would be they could have a fuel dispensing facility. Regarding the fuel, we will have better control. We will pay the invoices directly when it is delivered. MTM and our vehicles will continue to fuel at the Town tank.

Mr. Hart said that all sorts of vehicles use the pump at the Town garage which has a listing of those who use the fuel.

Mrs. Leidlein asked how that list was compiled.

Mr. Bienkowski said it has a computerized dispensing system. Vehicle operators fuel it themselves. There needs to be an adjustment in the fuel cost because there was an error in the readings so an adjustment will be made.

Mr. McCubbin asked the procedure if there is not enough fuel.

Mr. Bienkowski said they have the responsibility to have an adequate fuel supply there.

Mrs. Roche said a lot of blame on the transportation problems has been on the lost buses. She questioned whether the \$100,000 could be used for a bus.

Vote: 7 ayes

#### Item 5 – Old Business

Strategic Plan Character Education Recommendation:

Mrs. Leidlein spoke about the proposed character education statement to begin reading prior to each Board meeting.

MOTION: Mrs. Roche moved that the Board of Education approve the following Strategic Plan Character Education Code of Character statement to be read at the start of each meeting:

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

Mr. Hart seconded.

Mr. Alexander felt that our meetings do not move along very well and this would be something that will add more time.

Mr. Gaines agreed that we advocate for this with the students but was concerned about this at Board meetings.

Mr. McCubbin would like to see the Pledge of Allegiance stated at the meetings.

Mr. Vouros said it could be shortened to one sentence and would also apply to everyone in this room.

Mr. Gaines said we abide by a code of ethics as elected officials. If the public should also adhere to it is important to understand what it means and the public should act accordingly.

Mr. Hart would like to see us governed by civil behavior, not bullying. It doesn't take that long to read. We should also have a limit to meetings of two and one-half hours. We are telling our students to abide by this statement and should remind ourselves to do the same.

Mrs. Roche agreed. It is an important philosophy we should try to achieve at every meeting and should adopt it.

Mrs. Leidlein agreed with Mr. Hart.

Mr. Gaines also feels we should abide by this. The question is will this be enforced if they don't.

Mrs. Leidlein said we are making this statement as Board members and understand the public will also do so. We would state their behavior is not acceptable.

Vote: 6 ayes, 1 nay (Mr. Alexander)

Transportation Update:

Mrs. Leidlein stated we have looked at shortening some of the longer routes after the last transportation meeting.

Mrs. Roche read an email from All Star with adjustments to the transportation routes to take effect November 16 with other changes on November 30.

Mr. Vouros said the effort from All Star is much appreciated. Traffic is still an issue at Reed and the high school.

Mr. Hart asked if we had a transportation subcommittee.

Mrs. Leidlein said she called the meetings to discuss issues with transportation. Mrs. Roche was monitoring buses from the start of the school year. Mr. Vouros attended the last one.

Mr. Hart asked if these had been noticed.

Mrs. Leidlein said this was not a committee of the Board.

Mr. Hart stated it was multiple meetings to discuss Board business.

Mrs. Leidlein said we had issues with our transportation system and called the meetings to be sure they would be addressed. The administration was present to answer questions.

Mrs. Roche said emails went to Board members so anyone could have attended.

Mr. Hart feels this is not in compliance and should be brought into compliance.

Mr. McCubbin said we are running less buses this year compared to last year. Where is the excess?

Mr. Bienkowski said we took that into consideration. The routes are actually lengthened to pick up more students on a run. If there is money left over in the fuel account it gets applied to the balance in utility accounts.

Mrs. Roche said we approved the contract for 42 buses but we aren't using those buses.

Mr. Hart stated that 42 is a nominal number. Who gave instructions to the vendor to add these extra routes?

Mrs. Roche said we are paying for all the buses.

Mr. Gaines asked who directed the vendor to change his tier 2 schedule.

Mrs. Leidlein said she did.

Mr. Gaines said he was told to cease his questioning. He is concerned we are getting a little lost in our procedures and out of bounds for Board members.

Mrs. Leidlein stated her concern is we have had many emails from the public with issues on our transportation system. Students were arriving to school 10 to 15 minutes late. The administration said it was better than last year and that it was okay. She felt that it was not okay and took steps to make adjustments necessary to not have that happen in the future.

Mr. Gaines asked if it would have been appropriate to have them at a Board of Education meeting and ask the administration to give them direction.

Mr. Hart referred to Board policies 9005 and 9010 which shows we have no authority to do anything out of the board meeting. It is the law. Giving direction to any vendor opens us up to improprieties.

Budget Goals:

Mrs. Leidlein said there were four topics to be included in the budget. Those were full day kindergarten, that the budget provides adequate information, an advocacy system for parents to get out to vote, and a plan to have every student excel.

Mr. Gaines stated that some expenses coming up need to be addressed adequately in the budget. There is a pressing need to meet expenses for the NEASC evaluation. We also have expenses for the common core standards and high school graduation requirements. We need

to have adequate instructional resources and infrastructure in place which should be one of our goals. We need to garner support from the public.

Mrs. Roche feels we need better communication with the public. Even though we have our meetings taped and include attachments to the minutes, there are still people looking for information.

Mr. Hart said the challenge for us is to more broadly reach the community. Create an advocacy system to get people involved in the budget process.

Mr. Gaines feels we need to educate the public on the need to have a quality education system which affects the market value of property in town.

Mr. Alexander said we need to be flexible and agree on things that are critically important.

Mrs. Leidlein said this should go to the Communication subcommittee.

Mr. Gaines was concerned because we need to have the budget by December 18.

Mr. McCubbin said we haven't touch personnel for a savings which is 72% of the budget. Early retirement is also a possibility.

Mr. Hart said personnel has always been that percentage of the budget. The statement to hire new teachers and lose experienced teachers will not ensure a quality district. The options we looked at are not going to save money.

Mr. McCubbin stated not all is for teachers.

Mr. Vouros wants the schedule organized at Reed to begin at 8:05 a.m. Communication is the key when presenting to the Board of Finance and Legislative Council and the public.

#### 2013 Schedule of Meetings:

Mrs. Leidlein feels our meetings are not as efficient as they could be. Discussions could take place at committee meetings which need to meet more regularly. She suggested that at one of the Tuesday meetings each month the committees would meet and the other Tuesday the entire board would meet. We have 7 different committees. She suggested narrowing them down by having 4 committees with one for communication, policies, resource which would include finance and CIP, and student achievement. The same members would be on two committees. It could shorten our meeting time and begin in February.

Mr. Alexander was concerned about only having public participation once a month. He asked for more information on other district board meetings.

Mr. Hart advocates shortening the meetings. One concern is that the schedule has been posted with the Town. We could have a short meeting and then a working session.

Mrs. Roche said trying to have an hour meeting there is concern being able to keep it to that time especially with public participation. She is also concerned about only one regular meeting. She suggested having more board members to help share the various committees. We should evaluate why our committee work is not getting done.

Mrs. Leidlein would research this for the next meeting.

#### Superintendent Search Cost:

Mr. Bienkowski said his first estimate was the cost of a double search at that time. We don't have the records from that year. The company used was contacted for a more current cost

which is between \$25,000 and \$30,000. That amount is a placeholder. Advertising back then was all in print but now there is a lot done online which is substantially less expensive. Mr. Vouros wants to be sure the staff is at the budget meetings when their schools are addressed.

Dr. Robinson said the school administrators do not normally present to the Board of Finance but they could be a consultant for the Board members.

#### Early Retirement Package:

Mr. Hart said the subcommittee spoke with Bill Sudol, former member of the Teachers' Retirement Board, to discuss the Ohio Plan and other options. The Ohio Plan is potentially very expensive and risky. We could end up losing money. We had 11 people retire 5 years ago with the health insurance incentive plan. If someone retires and we replace that position with a new teacher we would save \$30,000. There are a number of teachers who qualify for their pension. We could offer a workshop for teachers on a possible retirement plan. We should also run a survey of teachers and also put together some population numbers for the health care plan or Ohio Plan.

Dr. Robinson received an email from Bill Sudol. He said there are 83 who could retire at the end of this year based on current age/service (25 years of service, age 55 with 20 years and age 60 with 10 years of service). When you offer that, it has to go to all certified teachers including administrators.

Mr. Alexander said the advantage to a cash offer is we would know the amount.

Mr. Hart said we could conduct a workshop, send out a survey, get potential data on the population, and look at the numbers.

Mr. McCubbin said they can get 75% of their pension. There are costs associate with working.

Mr. Alexander felt the Ohio Plan was too unknown to have too much of a savings.

Mr. Hart said we have to put together alternative proposals and the number who might retire.

The average state retirement rates show possibly 11 people.

Mrs. Roche asked the deadline. Dr. Robinson said it was January for budget purposes.

Mr. Hart will put together a couple of alternatives.

Mr. McCubbin asked when Dr. Robinson would know who was going to retire.

Dr. Robinson said she is aware of a couple but normally they don't let us know until the spring. They have to let TRB know 2 months before July 1.

#### Item 6 – New Business (to be discussed at the next meeting)

MOTION: Mr. Gaines moved to approve the donation of laptops to Newtown High School.

Mr. Hart seconded. Vote: 75 ayes

#### Item 7 – Public Participation

Michele Assante, 16 Wendover Road, commented on the financial report with \$250K on the plus side of things for now but we are also spending \$200,000 more than what is in our budget. Regarding the Character Education statement recommendation, she finds it degrading as a daily affirmation. It should be your default mode of operation. With a change in the schedule of Board meetings it would be harder for the public to attend. She was confused about the goals. The superintendent and administration decide on the goals for quality education and they bring those things to the Board. To get people out to vote you need to create a full, rich budget. Give us what we are willing to fight for.

Mrs. Leidlein said they agree that boards of education look at cost savings. The public is expecting increases that are minimal.

Michelle Ku, 28 Platts Hill Road, said that regarding the goals, there are experts in education but as a parent she wants to hear from the experts as far as their goals for education.

Joanna Rosen, 60 Sugar Lane, commented on the length of the meeting and to try to consolidate them. They shouldn't take 4 hours.

Phil Carroll, Fieldstone Road, spoke about fuel usage and asked someone to email him part of contract regarding having a fuel tank. Every school bus had a key and we had to list our mileage. There are 4 keys for all the buses now. Mr. Dufour stated drivers will keep track of their fuel. Comments on inaccurate billing by the other company is insulting with no substantiation. They were transportation costs central office wasn't aware of.

Michele Assante asked for clarification on the discussion about the separate meetings on transportation. She said that Mrs. Leidlein's comment was that when she told the administration about the problem at Reed the administration said it was okay. Mrs. Leidlein stated that she said it was improving and it was okay.

MOTION: Mr. Alexander moved to adjourn. Mr. Vouros seconded. Vote: 7 ayes

Item 8 – Adjournment

The meeting adjourned at 11:35 p.m.

Respectfully submitted:

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Cody McCubbin  
Secretary



Board of Education  
Newtown, Connecticut

Minutes of the Board of Education meeting on Tuesday, November 8, 2012, at 7:30 p.m. in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	2 Staff
R. Gaines (absent)	12 Public
W. Hart	4 Press
K. Alexander	
J. Vouros	

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

Item 1 - Consent Agenda

MOTION: Mr. Alexander moved to approve the consent agenda which included a donation to the middle school, the high school debate team field trips, the resignation of Tisha McCoy, teacher at Middle Gate School, and the high school winter sports coaches. Mr. Hart seconded.  
Vote: 6 ayes

Dr. Robinson introduced Zoe Eggleston, a senior at Newtown High School, who received a patent for an invention she developed as part of her participation in the Connecticut Invention Convention when she was in eighth grade. Zoe spoke about her invention and experience in school.

Item 2 – Public Participation

Kathy Mayer, Zoe's mother, praised the high school and her daughter's teachers.

Item 3 – Reports

Correspondence: Mr. McCubbin stated that the Board received correspondence from Rori Sughrue, Kinga Walsh, Cal Creeden and Mary Rose Maloney, all regarding busing.

Chair Report:

Mrs. Leidlein said there was another transportation meeting with All Star and the administration. They are moving forward to make adjustments to improve the timing of our routes.

Superintendent's Report:

The Connecticut Association of Athletic Directors named Gregg Simon, our Athletic Director, as this year's recipient of the NIAAA State Award of Merit for Connecticut which is based on service, leadership and contributions at the local and state level.

On Tuesday, the entire staff worked on developing performance based assessments that include tasks that require multiple steps which demonstrate that students know how to apply new skills and learning to a variety of problem-solving situations. These assessments include elements that require Depth of Knowledge which is in preparation for moving to the Common Core State Standards.

Chartwells is planning to present a typical school lunch for the Board prior to the December 4 meeting. It is planned to be served at Reed at 6:30 p.m. They will also be conducting focus groups of Reed, middle and high school students and some parents after the first of the year to get feedback for possible improvements.

A draft of an RFQ for a facilities study was sent to the Board. The timeline can be added after the Board has a conversation with Pat Llodra who wants to discuss the possibility of combining our study with one for the municipal buildings.

Mr. Hart asked the cost of the study.

Dr. Robinson stated it is estimated at \$18,000.

#### Item 4 – Old Business

##### Transportation Update:

Dr. Robinson stated it was possible to use additional buses on tier 2.

Mrs. Leidlein asked for information on the email sent regarding All Star wanted to have a fuel tank on Pecks Lane and why they wouldn't continue to use the town tank.

Dr. Robinson said that is the vendor's decision. The cost for us would be the same. Their drivers will be able to fill up at the same time which is not possible using the town tank. There is no cost to us for them to have the tank installed.

Mr. Hart feels it would be easier to audit usage without using the town tank. All Star would be responsible for monitoring the usage.

Dr. Robinson agreed and that it would be tighter control.

Mr. Alexander asked if All Star came up with a plan for future changes or were we staying with existing schedules.

Dr. Robinson said the schedule is fairly set at this point. They are trying to get some relief by putting more buses on tier 2.

Mrs. Leidlein said we are trying to shorten tier 2 routes to have them arrive on time. The effect would be not having the tier 1 routes as early as they are now. We don't have a time frame.

Mrs. Roche stated that there are 6 buses not being used but they will be put into 10 routes to make them more efficient. Tiers 1 and 3 aren't set yet.

Mr. Alexander asked how this information would be conveyed to parents.

Mrs. Leidlein said that schools have the routes on their web sites and the private schools will have to be notified. All Star lets them know if there are route changes. They are going to change four routes and then change two additional routes. With shortened routes we hope fewer parents will drive their children to Reed.

Dr. Robinson stated that this morning there was concern about clearing the roads. A 2-hour delay fits better with Danbury who always does a 2 hour delay. Conversations with road crews and Mr. Faiella indicated that 90 minutes was not enough time. It's better to have a 2 hour delay as the standard procedure.

##### Early Retirement Package:

Dr. Robinson shared information with the Board on the Ohio Plan as an early retirement incentive. Bill Sudol put together a sample of what it would look like. This plan is a TRB endorsed buyout. It is extended to all certified staff including administrators. They have to have 20 years of service and be at least 50 years old. The teachers have requested this plan. The third option would be a 5-year buyout with a decided amount for the next 5 years.

Mrs. Roche stated that with the new teacher evaluation plan you don't have to lay off the last hired teacher.

Mrs. Leidlein suggested the finance subcommittee has a conversation regarding this plan. She asked why there were three options.

Dr. Robinson said the teachers wanted to pursue the straight payout or Ohio plan. They weren't as interested in the health insurance option.

Mr. Hart asked for more analysis with the different scenarios and the savings.

Mr. Vouros asked to know how many were eligible.

Dr. Robinson suggested a meeting with Bill Sudol.

Mrs. Leidlein would arrange a meeting before the next Board meeting.

Minutes of October 16, 2012:

MOTION: Mr. Alexander moved that the Board of Education approve the minutes of October 16, 2012. Mr. Vouros seconded. Vote: 5 ayes, 1 abstained (Mr. Hart)

Minutes of October 23, 2012:

Mr. Vouros moved to approve the minutes of October 23, 2012. Mr. Hart seconded.

Vote: 4 ayes, 2 abstained (Mrs. Roche, Mr. McCubbin)

#### Item 5 – New Business

2013 Schedule of Meetings:

MOTION: Mr. Hart moved to approve the 2013 schedule of meetings as discussed.

Mr. Alexander seconded.

There was a discussion on which areas would be discussed at each of the budget meetings.

It was decided to make any changes in December.

Vote: 6 ayes

Superintendent's Search:

Mrs. Leidlein said there was confusion on the cost for the search. The one initially presented was higher compared to costs from other districts.

Mr. Vouros spoke to CAFE. Costs can range from \$10,000 to \$25,000. He also spoke to former superintendents who felt that \$25,000 was the highest cost.

Mr. McCubbin requested he email the Board the material from CAFE.

#### Item 6 – Public Participation

Dawn Briggs, 31 Pleasant Hill Road, asked what the town covered for maintenance of the school buildings since they are owned by the town.

Mrs. Leidlein would give her information on building responsibilities.

Mr. Hart said the school district pays for maintenance and the town pays the capital costs of the buildings.

Michelle Assante, 16 Wendover Road, asked the Board to justify the expenses we have. She spoke about the lack of knowledge of Board of Education budget by the other town groups. She was concerned about the early retirement. Regarding the Hawley work she feels it would be beneficial to have more Board members attend meetings regarding such issues.

MOTION: Mr. Vouros moved to go into executive session and invited Dr. Robinson and Attorney Jeff Mogan. Mr. Alexander seconded. Vote: 6 ayes

Item 7 – Executive Session

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

Item 8 – Adjournment

The meeting adjourned at 10:30 p.m.

Respectfully submitted:

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Cody McCubbin  
Secretary

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
OCTOBER 31, 2012**

**SUMMARY**

This fourth report for the fiscal year 2012-13 has taken on four additional columns with more detailed information.

The first column added is the detail of what was actually spent for the prior year 2011-12. This will help provide a reference point relating our current approved budget to that which was ultimately spent last year.

The second column added are recommended “current transfers” to and from various accounts where needs are evident and balances appear to be available at this time. It is very early in the year and such estimates are not usually put forward at this time, but the accelerated budget development calendar requires us to do it now so the projected needs for next year will be based on current anticipated expectations.

Previously, when the budget was presented by the end of January, there would be six months of data and experience available. This new deadline will reduce the actuals to four months with more variability for the 2013-14 year.

The third column added is the “anticipated obligations” which in some cases will be the budgeted numbers and in others where analysis has been done actual estimates that may be above or below the remaining balances available.

The fourth column indicates a “projected balance” taking all the previous information into account.

We have spent \$7M for operations in the month of October. \$2M went into our self-insurance fund for the second quarter payment. \$3.4M for salaries with the balance of \$1.6M for all other expenses necessary for operations.

All the main object accounts remain in a positive balance position for this month and would be so even taking the transfers out of the equation.

All of the sub-account balances are in positive positions except for three: Nurses, Special Education Service Salaries, and Tuition which are expected to be offset by anticipated excess cost grant receipts.

This report paints a more positive picture at this time based on the internal reviews and analysis that remove a great deal of the uncertainty we had about difficulties going into this year. The new concern we will worry about will be how the State’s current deficit position may impact our anticipated excess cost grant revenue, but we will have to see how this develops.

## EXPENSE CATEGORY CONDITIONS

### 100 SALARIES

The total salary budget balance is expected to be adequate to continue planned services for the balance of the year. Because of turnover, position reallocation, changes in assignments, and salary charges to grants, the teacher's salary account will allow for a fund transfer out to cover other district needs. Most of the other positive transfers recommended are to provide funds for the salary adjustments granted to non-represented employees.

### 200 EMPLOYEE BENEFITS

Current estimates continue to be on track with no change.

### 300 PROFESSIONAL SERVICES

It was noted previously that this account needed to be monitored closely. At this time, we are recommending that \$184,638 be transferred in as detailed below:

Special Education Legal	\$20,000
Occupational Physical Therapy	\$ 1,730
Transitional Services	\$14,500
Speech & Hearing Services	\$68,908
Health Services –Elementary/RIS	\$79,500

### 400 PURCHASED PROPERTY SERVICES

Current estimates continue to be on track with no change.

### 500 OTHER PURCHASED SERVICES

Contracted Services includes a transfer out for \$8,440 for memberships that were incorrectly budgeted within. Transportation will be able to provide \$100,000 for other needs due to the greater efficiency in routing than originally budgeted. This amount plus another \$90,000 will be transferred into the out-of-district tuition account for the needs previously elaborated on.

### 600 SUPPLIES

All these sub-accounts are currently anticipated at budget except for electricity which will be providing \$25,000 for other needs. Reed and the Middle School seem to be providing savings compared to last year for the limited period included. We are optimistic that additional funds may become available due to the savings measures we have recently implemented. As this develops this will be presented and also incorporated in the 2013-14 budget estimate.

**700 PROPERTY**

Current estimates continue to be on track with no change.

**800 MISCELLANEOUS**

A transfer of \$9,213 into this account for memberships that were coded in the budget to incorrect accounts.

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

Ron Bienkowski  
Director of Business  
November 16, 2012

## TERMS AND DEFINITIONS

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

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight (of the nine) categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes via transfers.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumber – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or anticipated deficits.

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

Excess Cost Grant – this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs meet or exceed local education tuition rates by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the initial local education tuition rates. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation. Current year detail changes will be forthcoming in future report narratives

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



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

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

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

Providing current financial information to the Board of Education is essential in order to remain within the allotted budget while maintaining a financial spending plan that meets the mission and goals of Newtown Board of Education.

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31, 2012

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b><u>GENERAL FUND BUDGET</u></b>										
100	SALARIES	\$ 42,849,552	\$ 44,136,246	\$ (250,411)	\$ 43,885,835	\$ 9,228,543	\$ 33,389,616	\$ 1,267,676	\$ 1,368,582	\$ (100,906)
200	EMPLOYEE BENEFITS	\$ 10,386,515	\$ 10,425,010	\$ -	\$ 10,425,010	\$ 5,231,346	\$ 3,872,539	\$ 1,321,125	\$ 1,319,607	\$ 1,518
300	PROFESSIONAL SERVICES	\$ 839,913	\$ 732,105	\$ 184,638	\$ 916,743	\$ 177,145	\$ 437,414	\$ 302,184	\$ 384,316	\$ (82,132)
400	PURCHASED PROPERTY SERV.	\$ 1,920,448	\$ 1,787,285	\$ -	\$ 1,787,285	\$ 600,680	\$ 359,177	\$ 827,428	\$ 827,427	\$ 1
500	OTHER PURCHASED SERVICES	\$ 6,908,882	\$ 6,299,500	\$ 81,560	\$ 6,381,060	\$ 2,003,180	\$ 3,798,303	\$ 579,577	\$ 1,396,185	\$ (816,608)
600	SUPPLIES	\$ 4,540,810	\$ 4,701,512	\$ (25,000)	\$ 4,676,512	\$ 1,080,674	\$ 798,958	\$ 2,796,880	\$ 2,794,710	\$ 2,170
700	PROPERTY	\$ 435,685	\$ 209,375	\$ -	\$ 209,375	\$ 174,326	\$ 1,564	\$ 33,486	\$ 33,421	\$ 65
800	MISCELLANEOUS	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 58,127	\$ 741	\$ 15,106	\$ 15,106	\$ (0)
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 18,554,022	\$ 42,658,310	\$ 7,143,462	\$ 8,139,354	\$ (995,892)
<b>GRAND TOTAL</b>		\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 18,554,022	\$ 42,658,310	\$ 7,143,462	\$ 8,139,354	\$ (995,892)
Excess Cost Grant Reimbursement Offset									75%	\$ 1,252,159
Net Projected Balance										\$ 256,267

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31, 2012

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>100</b>	<b>SALARIES</b>									
	Administrative Salaries	\$ 2,841,719	\$ 2,837,501	\$ 11,811	\$ 2,849,312	\$ 831,605	\$ 2,017,707	\$ (0)	\$ -	\$ (0)
	Teachers & Specialists Salaries	\$ 29,587,529	\$ 30,496,134	\$ (280,039)	\$ 30,216,095	\$ 5,838,193	\$ 24,289,580	\$ 88,322	\$ 53,322	\$ 35,000
	Early Retirement	\$ 16,000	\$ 16,000		\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 72,611	\$ 81,787	\$ (6,200)	\$ 75,587	\$ 41,979	\$ 29,603	\$ 4,005	\$ 4,004	\$ 0
	Homebound & Tutors Salaries	\$ 249,480	\$ 170,998	\$ 4,954	\$ 175,952	\$ 36,247	\$ 79,887	\$ 59,818	\$ 79,764	\$ (19,946)
	Certified Substitutes	\$ 599,171	\$ 586,650		\$ 586,650	\$ 116,483	\$ 151,118	\$ 319,050	\$ 333,049	\$ (14,000)
	Coaching/Activities	\$ 539,589	\$ 541,749		\$ 541,749	\$ 560	\$ 94,611	\$ 446,578	\$ 446,578	\$ -
	Staff & Program Development	\$ 139,517	\$ 195,857		\$ 195,857	\$ 32,634	\$ 66,243	\$ 96,979	\$ 96,979	\$ 0
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,045,617</b>	<b>\$ 34,926,676</b>	<b>\$ (269,474)</b>	<b>\$ 34,657,202</b>	<b>\$ 6,913,702</b>	<b>\$ 26,728,749</b>	<b>\$ 1,014,751</b>	<b>\$ 1,013,696</b>	<b>\$ 1,055</b>
	Supervisors/Technology Salaries	\$ 600,021	\$ 609,577	\$ 1,782	\$ 611,359	\$ 173,249	\$ 411,830	\$ 26,280	\$ 26,280	\$ (0)
	Clerical & Secretarial salaries	\$ 1,954,405	\$ 1,942,502	\$ 4,168	\$ 1,946,670	\$ 508,584	\$ 1,430,329	\$ 7,757	\$ 7,757	\$ 0
	Educational Assistants	\$ 1,733,935	\$ 1,824,359		\$ 1,824,359	\$ 325,433	\$ 1,474,932	\$ 23,994	\$ 23,994	\$ 0
	Nurses & Medical advisors	\$ 580,246	\$ 680,221		\$ 680,221	\$ 152,580	\$ 533,619	\$ (5,978)	\$ -	\$ (5,978)
	Custodial & Maint Salaries	\$ 2,686,968	\$ 2,822,289		\$ 2,822,289	\$ 797,981	\$ 1,959,480	\$ 64,828	\$ 64,000	\$ 828
	Bus Drivers salaries	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 101,389	\$ 101,256	\$ 7,090	\$ 108,346	\$ 29,899	\$ 72,689	\$ 5,759	\$ 5,700	\$ 59
	Special Education Svcs Salaries	\$ 682,289	\$ 760,852	\$ 3,934	\$ 764,786	\$ 196,912	\$ 665,715	\$ (97,841)	\$ -	\$ (97,841)
	Attendance & Security Salaries	\$ 140,940	\$ 146,750	\$ 2,089	\$ 148,839	\$ 35,834	\$ 109,650	\$ 3,355	\$ 3,355	\$ 0
	Extra Work - Non-Cert	\$ 71,886	\$ 68,401		\$ 68,401	\$ 35,290	\$ 2,624	\$ 30,487	\$ 30,000	\$ 487
	Custodial & Maint. Overtime	\$ 210,183	\$ 210,363		\$ 210,363	\$ 55,491	\$ -	\$ 154,872	\$ 154,800	\$ 72
	Civic activities/Park & Rec	\$ 41,673	\$ 43,000		\$ 43,000	\$ 3,588	\$ -	\$ 39,412	\$ 39,000	\$ 412
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 8,803,935</b>	<b>\$ 9,209,570</b>	<b>\$ 19,063</b>	<b>\$ 9,228,633</b>	<b>\$ 2,314,842</b>	<b>\$ 6,660,867</b>	<b>\$ 252,925</b>	<b>\$ 354,886</b>	<b>\$ (101,961)</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 42,849,552</b>	<b>\$ 44,136,246</b>	<b>\$ (250,411)</b>	<b>\$ 43,885,835</b>	<b>\$ 9,228,543</b>	<b>\$ 33,389,616</b>	<b>\$ 1,267,676</b>	<b>\$ 1,368,582</b>	<b>\$ (100,906)</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31, 2012

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	Medical & Dental Expenses	\$ 8,039,444	\$ 7,933,343		\$ 7,933,343	\$ 4,226,717	\$ 3,631,963	\$ 74,663	\$ 74,527	\$ 136
	Life Insurance	\$ 82,766	\$ 84,270		\$ 84,270	\$ 27,711	\$ -	\$ 56,559	\$ 56,310	\$ 249
	FICA & Medicare	\$ 1,257,494	\$ 1,357,597		\$ 1,357,597	\$ 284,995	\$ -	\$ 1,072,602	\$ 1,072,000	\$ 602
	Pensions	\$ 439,834	\$ 475,318		\$ 475,318	\$ 448,347	\$ 27,543	\$ (572)	\$ 250	\$ (822)
	Unemployment & Employee Assist.	\$ 120,616	\$ 128,120		\$ 128,120	\$ 10,865	\$ -	\$ 117,255	\$ 116,520	\$ 735
	Workers Compensation	\$ 446,361	\$ 446,362		\$ 446,362	\$ 232,711	\$ 213,033	\$ 619	\$ -	\$ 619
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 10,386,515</b>	<b>\$ 10,425,010</b>	<b>\$ -</b>	<b>\$ 10,425,010</b>	<b>\$ 5,231,346</b>	<b>\$ 3,872,539</b>	<b>\$ 1,321,125</b>	<b>\$ 1,319,607</b>	<b>\$ 1,518</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ 634,759	\$ 490,240	\$ 184,638	\$ 674,878	\$ 149,464	\$ 395,513	\$ 129,901	\$ 212,033	\$ (82,132)
	Professional Educational Ser.	\$ 205,154	\$ 241,865		\$ 241,865	\$ 27,682	\$ 41,900	\$ 172,283	\$ 172,283	\$ (0)
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 839,913</b>	<b>\$ 732,105</b>	<b>\$ 184,638</b>	<b>\$ 916,743</b>	<b>\$ 177,145</b>	<b>\$ 437,414</b>	<b>\$ 302,184</b>	<b>\$ 384,316</b>	<b>\$ (82,132)</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>									
	Buildings & Grounds Services	\$ 651,996	\$ 671,800		\$ 671,800	\$ 243,592	\$ 190,295	\$ 237,912	\$ 237,912	\$ 0
	Utility Services - Water & Sewer	\$ 106,310	\$ 116,600		\$ 116,600	\$ 35,653	\$ -	\$ 80,947	\$ 80,947	\$ 0
	Building, Site & Emergency Repairs	\$ 463,765	\$ 460,850		\$ 460,850	\$ 152,660	\$ 8,173	\$ 300,017	\$ 300,017	\$ (0)
	Equipment Repairs	\$ 213,556	\$ 252,403		\$ 252,403	\$ 49,748	\$ 45,474	\$ 157,181	\$ 157,181	\$ 0
	Rentals - Building & Equipment	\$ 274,884	\$ 285,632		\$ 285,632	\$ 119,027	\$ 115,234	\$ 51,370	\$ 51,370	\$ 0
	Building & Site Maintenance	\$ 209,937	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 1,920,448</b>	<b>\$ 1,787,285</b>	<b>\$ -</b>	<b>\$ 1,787,285</b>	<b>\$ 600,680</b>	<b>\$ 359,177</b>	<b>\$ 827,428</b>	<b>\$ 827,427</b>	<b>\$ 1</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31, 2012

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ 374,023	\$ 408,667	\$ (8,440)	\$ 400,227	\$ 158,951	\$ 67,635	\$ 173,641	\$ 173,641	\$ (0)
	Transportation Services	\$ 4,443,994	\$ 3,819,431	\$ (100,000)	\$ 3,719,431	\$ 954,853	\$ 1,754,174	\$ 1,010,403	\$ 938,805	\$ 71,598
	Insurance - Property & Liability	\$ 336,943	\$ 291,066		\$ 291,066	\$ 162,707	\$ 126,515	\$ 1,844	\$ -	\$ 1,844
	Communications	\$ 112,883	\$ 127,369		\$ 127,369	\$ 27,768	\$ 74,547	\$ 25,054	\$ 25,054	\$ 0
	Printing Services	\$ 51,981	\$ 50,697		\$ 50,697	\$ 4,064	\$ 7,528	\$ 39,105	\$ 39,000	\$ 105
	Tuition - Out of District	\$ 1,364,044	\$ 1,392,548	\$ 190,000	\$ 1,582,548	\$ 642,383	\$ 1,757,818	\$ (817,653)	\$ 73,479	\$ (891,132)
	Student Travel & Staff Mileage	\$ 225,014	\$ 209,722		\$ 209,722	\$ 52,454	\$ 10,085	\$ 147,183	\$ 146,206	\$ 977
	<b>SUBTOTAL OTHER PURCHASED SERVICES</b>	<b>\$ 6,908,882</b>	<b>\$ 6,299,500</b>	<b>\$ 81,560</b>	<b>\$ 6,381,060</b>	<b>\$ 2,003,180</b>	<b>\$ 3,798,303</b>	<b>\$ 579,577</b>	<b>\$ 1,396,185</b>	<b>\$ (816,608)</b>
<b>600</b>	<b>SUPPLIES</b>									
	Instructional & Library Supplies	\$ 991,852	\$ 1,002,246		\$ 1,002,246	\$ 411,087	\$ 74,467	\$ 516,692	\$ 516,000	\$ 692
	Software, Medical & Office Sup.	\$ 231,715	\$ 165,988		\$ 165,988	\$ 23,481	\$ 61,213	\$ 81,294	\$ 81,000	\$ 294
	Plant Supplies	\$ 361,207	\$ 361,100		\$ 361,100	\$ 146,355	\$ 36,291	\$ 178,454	\$ 178,424	\$ 30
	Electric	\$ 1,371,748	\$ 1,442,763	\$ (25,000)	\$ 1,417,763	\$ 372,644	\$ -	\$ 1,045,119	\$ 1,045,119	\$ (0)
	Propane & Natural Gas	\$ 311,240	\$ 358,287		\$ 358,287	\$ 39,317	\$ -	\$ 318,970	\$ 318,000	\$ 970
	Fuel Oil	\$ 557,923	\$ 617,123		\$ 617,123	\$ -	\$ 617,123	\$ -	\$ -	\$ -
	Fuel For Vehicles & Equip.	\$ 480,240	\$ 565,019		\$ 565,019	\$ 15,352	\$ -	\$ 549,667	\$ 549,667	\$ (0)
	Textbooks	\$ 234,884	\$ 188,986		\$ 188,986	\$ 72,438	\$ 9,864	\$ 106,684	\$ 106,500	\$ 184
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 4,540,810</b>	<b>\$ 4,701,512</b>	<b>\$ (25,000)</b>	<b>\$ 4,676,512</b>	<b>\$ 1,080,674</b>	<b>\$ 798,958</b>	<b>\$ 2,796,880</b>	<b>\$ 2,794,710</b>	<b>\$ 2,170</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING OCTOBER 31, 2012

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>700</b>	<b>PROPERTY</b>									
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177		\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0
	Technology Equipment	\$ 264,535	\$ 51,602		\$ 51,602	\$ 44,181	\$ -	\$ 7,421	\$ 7,421	\$ (0)
	Other Equipment	\$ 46,973	\$ 33,596		\$ 33,596	\$ 5,968	\$ 1,564	\$ 26,065	\$ 26,000	\$ 65
	<b>SUBTOTAL PROPERTY</b>	\$ 435,685	\$ 209,375	\$ -	\$ 209,375	\$ 174,326	\$ 1,564	\$ 33,486	\$ 33,421	\$ 65
<b>800</b>	<b>MISCELLANEOUS</b>									
	Memberships	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 58,127	\$ 741	\$ 15,106	\$ 15,106	\$ (0)
	<b>SUBTOTAL MISCELLANEOUS</b>	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 58,127	\$ 741	\$ 15,106	\$ 15,106	\$ (0)
	<b>TOTAL LOCAL BUDGET</b>	\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 18,554,022	\$ 42,658,310	\$ 7,143,462	\$ 8,139,354	\$ (995,892)




*Superintendent's Update*  
*November 20, 2012*

1. State of the School District visits to town boards.  
Enrollment update  
New initiatives: CCSS and Teacher Evaluation Plans  
NEASC
2. There is a press conference scheduled for Zoe Eggleston's patent at the Hartford Science Center November 29 at 2:00.
3. Julie Haggard is meeting in December with the consulting group, Futures, to discuss a review of our special education services, efficiency, and compliance. We are seeking any input on recommendations to improve our delivery of services.
4. Reflections on the CABA/CAPSS conference.



**NEWTOWN PUBLIC SCHOOLS  
BUSINESS OFFICE**

**MEMORANDUM**

**DATE:** November 16, 2012  
**TO:** The Board of Education   
**FROM:** Ron Bienkowski, Director of Business  
**SUBJECT:** Superintendent Search Cost

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The original estimate for superintendent search was included for consideration for the 2013-14 budget and was done as an "order of magnitude for discussion only" item listed as \$80,000-\$100,000. This range was from memory of the last search that was done without remembering that the search at that time was done twice and resulted in a double expense.

Research to determine the actual cost we had incurred could not be accomplished from our records because those 2007 files were properly disposed of in accordance with State Library Records Retention guidelines.

I reviewed the estimate with the superintendent and asked whether this should be included at this time for consideration because going forward it would impact the 2013-14 budget. The amounts actually used in the draft budget "as a placeholder" was \$15,000 for advertising, \$75,000 for contracted services and \$5,000 for travel.

When Barbara called Hazard, Young & Attea, the consultants we used for our previous searches, she was told a more current cost estimate was \$30,000.

The initial presentation was an estimate for discussion only and, as with all budget numbers, we now have a more accurate estimated figure.

Apologies for any confusion or misunderstanding this may have caused.

RB:bb

Copy: Janet Robinson, Superintendent of Schools



November 12, 2012

Dr. Robinson,

I have identified 6 routes with morning ride times of 50 to 55 minutes. They are Bus 7 – 50 mins, Bus 11 – 50 mins, Bus 12 – 55 mins, Bus 13 – 55 mins, Bus 14 – 55 mins, and Bus 17 – 50 mins. I am devolving new routes to shorten the ride time to 45 minutes or less. The first route I have developed will take off parts of Bus 11 and Bus 12 shortening those 2 routes by 10 minutes. I have also identified 2 routes (Bus 3 & Bus 4) that continue to get to Reed late. The second route I have developed will take off the St Rose's students from Bus 3 & 4 allowing them to go directly to Reed in the morning. I will meet with Reed and St Rose on Tuesday morning to go over changes and give them a list of who needs to be notified. The changes will take effect Friday, November 16<sup>th</sup>. I am working additional route modifications for implementation on November 29<sup>th</sup> as next week is shorten due to Thanksgiving Holiday.

**Route 32 Reed & St Rose AM Only (Parts of 11 & 12)**

7:25 88 Taunton Lake Road  
7:28 Fox Run Lane & Great Hill Rd  
7:32 Castle Hill Rd & Head of Meadow Rd  
7:33 Castle Hill Rd & Old Castle Hill Rd  
7:34 Castle Hill Rd & Possum Ridge Rd  
7:35 Castle Hill Rd & Pumpkin Lane  
7:36 43 Castle Hill Rd  
7:37 Castle Hill Rd & Cornfield Ridge  
7:38 14 Castle Hill Rd  
7:42 St Rose  
7:50 Reed

**Route 31 St Rose AM Only (St Rose from 3 & 4)**

7:20 5 Bennetts Bridge  
7:22 Bennetts Bridge & Becket Village  
7:25 Bresson Farm & Yoganda  
7:27 Charter Ridge & Canterbury  
7:30 Charter Ridge & Clapboard Ridge  
7:32 Orange Pippin & Gelding Hill  
7:36 Cobbler's Mill & Far Horizon  
7:39 Jeremiah & Brandywine  
7:50 St Rose School

Rich Dufour  
All-Star Transportation  
31-9 Pecks Lane  
Newtown, Ct 06470  
203-304-9779

November 20, 2012

TO: Janet Robinson

FROM: Charles S. Dumais 

Please accept the donation of 10 Toshiba laptops from Ingersoll Auto of Danbury to students who do not have access to technology at home. This is a very generous gift to the Newtown High School community. Specific details are attached. Thank you.

*Encl.*

November 15, 2012

Ms. DeBrantes,

Ingersoll Automotive would like to donate 10 laptops to Newtown High School for student use. Our intended use is that a student who does not have access to technology at home may be given this as a gift or that it may be signed out on an annual basis through your media center for such students.

We feel it is important that every student has access to technology to do their assignments in the comfort of their home in a family environment. Our hope is to help eliminate the pressure of feeling rushed to complete projects during afterhours that a library or school media center is open and alleviate the transportation issues some students may have when they cannot take their normal scheduled bus home.

We have purchased Toshiba laptops, the specifics which are included in the attachment, and would like to donate them to you. This is a donation from Ingersoll Automotive and is not intended to be given for any monetary compensation. We would like to donate these computers to you in mid-December at a date mutually acceptable to both yours and our schedule.

Please contact us by November 30, 2012 to let us know if you can accept this donation and we can coordinate the details.

Sincerely,

Jen Gilbertie  
Ingersoll Auto of Danbury

*Attachment*

10 Toshiba Laptop Computers, each with the following specifications:

Satellite C850 customized  
Microsoft Office trial  
Norton Internet Security 2013 30 day trial only  
6 Cell lithium ion battery (48Wh)  
Integrated 1MP (720P) webcam and microphone  
Trax textured finish in Satin Black  
Realtek wireless b/g/n  
Intel Celeron B830 dual core processor  
Integrated Graphics  
320 GB 5400RPM SATA hard drive  
Matte black keyboard  
10/100 MB/s Ethernet LAN  
15.6" 1366x768 Trubrite LCD display  
4GB (4GBX1) 1333MHz DDR3 memory  
Windows 8 64 bit  
Motherboard type 5  
DVD Supermulti drive  
1 year standard warranty