

To view this meeting, the livestream link is: <https://vimeo.com/event/729428>

To make a public comment, the call in number is (US) 1-443-584-3916  
The PIN is 573 716 746#

Board of Education Meeting  
April 23, 2024

Council Chambers  
3 Primrose Street, Newtown, CT  
7:00 p.m.

*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.*

## AGENDA

- Item 1 PLEDGE OF ALLEGIANCE
- Item 2 CONSENT AGENDA
  - Donation to Newtown High School
  - Correspondence Report
- Item 3 \*\*PUBLIC PARTICIPATION
- Item 4 REPORTS
  - Chair Report
  - Superintendent's Report
  - Committee and Liaison Reports
  - Student Representatives Report
  - Financial Report Month Ending March 31, 2024
- Item 5 OLD BUSINESS
  - Discussion and Possible Action on Policies:
    - 6114 Emergencies and Disaster Preparedness
    - 6114.1 Fire Emergency Drills/Crisis Response Drills/Bus Safety Drills
- Item 6 NEW BUSINESS
  - Discussion and Possible Action on Establishing a Personnel Search Committee for the Upcoming Superintendent Search
  - Action on 2023-2024 Non-renewal List
  - Action on Minutes of April 1, 2024
  - Action on Minutes of April 2, 2024
- Item 7 PUBLIC PARTICIPATION
- Item 8 ADJOURNMENT

*\*\*During the first Public Participation, the Board welcomes commentary regarding items on the agenda. After being recognized, please state your name and address for the record. We request that speakers be respectful and limit comments to not more than three minutes. The Board of Education does not discuss personnel items or student matters in public. During the second Public Participation, commentary may address the agenda or may introduce issues for the Board to consider in the future. The Board does not engage in dialogue during either public comment period. If you desire more information or answers to specific questions, please email the BOE: [NewtownBOE@newtown.k12.ct.us](mailto:NewtownBOE@newtown.k12.ct.us)*

## MEMORANDUM

**TO:** Chris Melillo  
**FROM:** Matt Memoli  
**DATE:** April 4, 2024  
**RE:** Donation

Attached is a letter from Pennoni regarding their \$1,200 donation to the Newtown High School volleyball team for approval at the April 23 Board meeting.

Thank you.



**April 1, 2024**

**Newtown High School**

Attn.: Matthew Memoli

Newtown High School Athletic Director

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

RE: Newtown High School Volleyball  
2024 Donation

Dear Mr. Memoli:

I am writing this letter to inform you that our company, Pennoni, is interested in donating \$1200.00 to the Newtown High School volleyball team for their upcoming season. We hope that this donation will allow the team to purchase apparel and equipment that they may need. We look forward to watching the success of the team this year!

If you have any questions or need additional information, please call me at 203-554-1249. Thank you.

Sincerely,

**PENNONI ASSOCIATES INC.**



James Twitchell

Senior Industrial Hygienist / Office Director

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
MARCH 31, 2024**

**SUMMARY**

The ninth financial report for the year continues to provide year to date expenditures, encumbrances and information for anticipated obligations. Many of the accounts within our major objects have been forecasted as “full budget spend” in order to more accurately project an estimated year-end balance. These balances are monitored closely and adjusted each month in order to capture any changes and fluctuations that occur throughout the year.

During the month of February, the district spent approximately \$5.0M for all operations. About \$4.3M was spent on salaries with the remaining balance of \$700,000 spent on all other objects (this includes a special revenue deposit of \$1.2M from the state for our excess cost grant.)

The change over the last month’s projection has resulted in a slight increase of \$35,638; now showing a year-end projected balance of \$401,759. There were slight changes throughout the majority of the major objects with the most notable being found in other purchased services and supplies.

**Our salary and supply accounts continue to drive the year-end projected balance.**

- We continue to experience a large balance in our Paraeducator accounts for unfilled positions;
- The supply account balance is driven by the virtual net metering program (found in electricity), we have used less natural gas due to warmer winter months; and we received a check in the amount of \$76,883 from the government for the use of alternative fuel.

**SALARY OBJECT**

The overall salary object currently displays a positive position of \$179,531; decreasing over the prior month by -\$34,193.

- **CERTIFIED SALARIES** – the overall balance in this sub-object is showing a positive position of \$71,804, increasing slightly over the prior month projection by \$9,197. All accounts have been adjusted for teachers on leave along with substitutes.
- **NON-CERTIFIED SALARIES** – the overall balance in this sub-object is also showing a positive position of \$107,727, decreasing over the prior month by -\$43,390. The drivers behind this decrease can be found in the custodial accounts as we have filled an opening at our Head O’Meadow School; special education services, as we accounted for additional hours needed in our ESY program; adjustments that we have made in our overtime account, basing the new projection on additional coverage hours needed for employees out on workers comp as outlined in their contract.

**EMPLOYEE BENEFITS** - the overall balance in this object is showing negative balance of -\$34,221, not changing much from the prior month. We are still anticipating additional unemployment costs to come in and have included these estimates in the year-end projection.

**PROFESSIONAL SERVICES** – now showing a negative balance of -\$73,537, having incurred an additional -\$13,683 in costs over the prior month.

- The negative balance here is driven by the SLP services that are in place to cover two teachers out on leave. We are anticipating an additional \$15,000 of costs for services that will continue through the end of the school year.

**PURCHASED PROPERTY SERVICES** – now showing a positive position of \$36,260; increasing by \$15,974 over the prior month.

- We are now anticipating a small balance in our building & grounds contracted service account. This is mostly due to contractual changes that our Director of Facilities put in place when he began last June by consolidating and eliminating some contracts by utilizing our maintenance staff to perform some of these duties.
- Our water accounts continue to show a balance, now at \$24,200. About \$14,000 of this balance is attributed to lower irrigation costs for the Reed and High School. The remaining balance is coming from our sewer accounts which can be attributed to the high school.
- The negative balance of -\$11,955 has emerged in our equipment repair line. This can be attributed to the B&G general repair line. These costs are typically related to specific repair projects at the building level and the overage we see here will be reviewed before year-end and reclassified to the appropriate accounts if needed.

**OTHER PURCHASED SERVICES** – the overall position of this object is displaying a negative balance of -\$97,753, incurring an additional \$53,995 in costs over the prior month.

- **Contracted Services** – this account is now showing a negative balance of -\$49,295. This is due to an additional \$35,000 in costs for behavioral tech services. This is still an area of concern as we currently have 4-5 positions open. These positions are required by the students IEP; and therefore, the district must comply and provide these services for our students. Year to date we have spent \$120,000 out of our operating budget (we had budgeted \$87,367 for this line item) and an additional \$140,000 from our IDEA grant, estimating a full year expense of \$260,000.
- **Transportation** – continues to show a negative balance due to costs for families that have been temporarily displaced. These costs are currently projected to continue through the end of the school year.
- **Insurance, Property & Liability** – we received the quote for our annual cyber insurance that has come in less than budget. This is really good news as insurance costs will typically

increase. However, our Director of Technology has been working diligently on creating cyber safety protocols which can be attributed to this decrease.

- **Out-of-District Tuition** – this line item continues to show a small positive balance. We did incur an additional \$100,000 in mediated agreements and tuition; however, these additional costs were offset by the reduction of encumbrances for specialized services. These services are provided by the out of district schools and required by the students IEP. Often, the services will change throughout the year and adjustments to encumbrances will be required.
- **Our Excess Cost Grant has once again been adjusted by the State as they have inadequately funded their budget.** We were in line to receive a 70% reimbursement; however, the state has now lowered this to 66.71%, leaving us on the hook for an additional \$77,997 in costs for out of district special education tuition.

**SUPPLIES** – the overall position of this object is showing a positive balance of \$287,949, having increased over the prior month by \$113,471. This increase can be attributed to plant supplies and our fuel account.

- **Plant Supplies** – we are now experiencing a small balance in this area of the budget which can be mostly attributed to new purchasing methods as well as new vendors. Our Director of Facilities was able to locate new vendors with lower costs and better products.
- **Fuel for Vehicles** – we are very pleased to inform the Board that we just received our excise tax credit check from the government in the amount of \$76,883. This check has been deposited and the credit has been applied to our account for the use of alternative fuel in our buses. Last month we were anticipating a small balance in this account and now combined with the credit, we have an anticipated year-end balance of \$90,000.
- **Electric** – this account continues to drive our surplus, still showing an estimated year-end balance of \$120,000. This surplus can be attributed to our virtual net metering program.

#### **ALL OTHER OBJECTS**

Our account-by-account analysis will continue throughout the year and we will keep the board apprised of any issues or concerns as they arise.

#### **REVENUE**

The board of education received \$1369.75 in local tuition.

Tanja Gouveia  
Director of Business  
April 18, 2024

**NEWTOWN BOARD OF EDUCATION  
2023-24 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING MARCH 31, 2024**

OBJECT CODE	EXPENSE CATEGORY	2023- 2024 APPROVED BUDGET	YTD TRANSFERS 2023- 2024	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
<b><u>GENERAL FUND BUDGET</u></b>										
100	SALARIES	\$ 55,194,736	\$ 60,633	\$ 55,255,369	\$ 35,338,995	\$ 19,050,718	\$ 865,656	\$ 686,125	\$ 179,531	99.68%
200	EMPLOYEE BENEFITS	\$ 12,775,678	\$ 21,500	\$ 12,797,178	\$ 12,112,429	\$ 6,830	\$ 677,919	\$ 712,141	\$ (34,221)	100.27%
300	PROFESSIONAL SERVICES	\$ 597,698	\$ 21,725	\$ 619,423	\$ 462,383	\$ 135,199	\$ 21,841	\$ 95,378	\$ (73,537)	111.87%
400	PURCHASED PROPERTY SERV.	\$ 1,807,982	\$ (3,180)	\$ 1,804,802	\$ 1,163,057	\$ 379,243	\$ 262,503	\$ 226,243	\$ 36,260	97.99%
500	OTHER PURCHASED SERVICES	\$ 10,779,567	\$ 77,367	\$ 10,856,934	\$ 7,910,376	\$ 2,623,092	\$ 323,467	\$ 421,220	\$ (97,753)	100.90%
600	SUPPLIES	\$ 3,177,330	\$ 2,060	\$ 3,179,390	\$ 2,093,964	\$ 107,379	\$ 978,047	\$ 690,098	\$ 287,949	90.94%
700	PROPERTY	\$ 560,749	\$ (180,105)	\$ 380,644	\$ 158,786	\$ 8,664	\$ 213,195	\$ 209,664	\$ 3,530	99.07%
800	MISCELLANEOUS	\$ 75,911	\$ -	\$ 75,911	\$ 70,778	\$ 2,852	\$ 2,281	\$ 2,281	\$ -	100.00%
910	SPECIAL ED CONTINGENCY	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	0.00%
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 85,069,651	\$ -	\$ 85,069,651	\$ 59,310,767	\$ 22,313,975	\$ 3,444,908	\$ 3,043,149	\$ 401,759	99.53%
900	TRANSFER NON-LAPSING <i>(unaudited)</i> <i>this amount has been recommended for transfer into the BoE's Non-Lapsing Fund</i>									
<b>GRAND TOTAL</b>		\$ 85,069,651	\$ -	\$ 85,069,651	\$ 59,310,767	\$ 22,313,975	\$ 3,444,908	\$ 3,043,149	\$ 401,759	99.53%

**NEWTOWN BOARD OF EDUCATION  
2023-24 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING MARCH 31, 2024**

OBJECT CODE	EXPENSE CATEGORY	2023- 2024 APPROVED BUDGET	YTD TRANSFERS 2023- 2024	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
<b>100</b>	<b>SALARIES</b>									
	Administrative Salaries	\$ 4,253,224	\$ 84,655	\$ 4,337,879	\$ 3,088,532	\$ 1,249,821	\$ (474)	\$ 9,591	\$ (10,065)	100.23%
	Teachers & Specialists Salaries	\$ 35,332,530	\$ (201,126)	\$ 35,131,404	\$ 21,641,007	\$ 13,385,664	\$ 104,734	\$ 60,923	\$ 43,811	99.88%
	Early Retirement	\$ 13,000	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	100.00%
	Continuing Ed./Summer School	\$ 112,606	\$ 1,583	\$ 114,189	\$ 97,689	\$ 14,632	\$ 1,868	\$ 1,868	\$ -	100.00%
	Homebound & Tutors Salaries	\$ 198,460	\$ -	\$ 198,460	\$ 107,345	\$ 34,139	\$ 56,976	\$ 28,452	\$ 28,524	85.63%
	Certified Substitutes	\$ 760,023	\$ -	\$ 760,023	\$ 533,848	\$ 132,475	\$ 93,700	\$ 85,701	\$ 8,000	98.95%
	Coaching/Activities	\$ 688,567	\$ -	\$ 688,567	\$ 390,854	\$ 4,034	\$ 293,679	\$ 291,356	\$ 2,322	99.66%
	Staff & Program Development	\$ 130,250	\$ -	\$ 130,250	\$ 44,309	\$ 73,934	\$ 12,008	\$ 12,795	\$ (788)	100.60%
	<b>CERTIFIED SALARIES</b>	\$ 41,488,660	\$ (114,888)	\$ 41,373,772	\$ 25,916,583	\$ 14,894,700	\$ 562,489	\$ 490,686	\$ 71,804	99.83%
	Supervisors & Technology Salaries	\$ 1,020,284	\$ 27,057	\$ 1,047,341	\$ 709,092	\$ 278,881	\$ 59,367	\$ 57,390	\$ 1,978	99.81%
	Clerical & Secretarial Salaries	\$ 2,420,059	\$ 53,116	\$ 2,473,175	\$ 1,750,754	\$ 731,096	\$ (8,675)	\$ -	\$ (8,675)	100.35%
	Paraeducators	\$ 3,023,349	\$ -	\$ 3,023,349	\$ 1,887,471	\$ 940,560	\$ 195,318	\$ 42,626	\$ <b>152,692</b>	94.95%
	Nurses & Medical Advisors	\$ 957,221	\$ -	\$ 957,221	\$ 592,089	\$ 356,918	\$ 8,214	\$ 7,275	\$ 939	99.90%
	Custodial & Maint. Salaries	\$ 3,391,717	\$ 72,039	\$ 3,463,756	\$ 2,418,246	\$ 1,042,400	\$ 3,111	\$ 24,743	\$ (21,632)	100.62%
	Non-Certied Adj	\$ 191,783	\$ (191,783)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Career/Job Salaries	\$ 180,335	\$ 1,714	\$ 182,049	\$ 112,997	\$ 76,095	\$ (7,043)	\$ (15,000)	\$ 7,957	95.63%
	Special Education Svcs Salaries	\$ 1,437,033	\$ 203,378	\$ 1,640,411	\$ 1,128,995	\$ 503,429	\$ 7,987	\$ 1,627	\$ 6,359	99.61%
	Security Salaries & Attendance	\$ 700,574	\$ -	\$ 700,574	\$ 499,247	\$ 216,872	\$ (15,545)	\$ 3,111	\$ (18,656)	102.66%
	Extra Work - Non-Cert.	\$ 115,721	\$ 10,000	\$ 125,721	\$ 84,761	\$ 9,767	\$ 31,194	\$ 26,145	\$ 5,048	95.98%
	Custodial & Maint. Overtime	\$ 236,000	\$ -	\$ 236,000	\$ 204,836	\$ -	\$ 31,164	\$ 51,448	\$ (20,285)	108.60%
	Civic Activities/Park & Rec.	\$ 32,000	\$ -	\$ 32,000	\$ 33,926	\$ -	\$ (1,926)	\$ (3,926)	\$ 2,000	93.75%
	<b>NON-CERTIFIED SALARIES</b>	\$ 13,706,076	\$ 175,521	\$ 13,881,597	\$ 9,422,413	\$ 4,156,018	\$ 303,167	\$ 195,439	\$ 107,727	99.22%
	<b>SUBTOTAL SALARIES</b>	\$ 55,194,736	\$ 60,633	\$ 55,255,369	\$ 35,338,995	\$ 19,050,718	\$ 865,656	\$ 686,125	\$ 179,531	99.68%



**NEWTOWN BOARD OF EDUCATION  
2023-24 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING MARCH 31, 2024**

OBJECT CODE	EXPENSE CATEGORY	2023- 2024 APPROVED BUDGET	YTD TRANSFERS 2023- 2024	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	Medical & Dental Expenses	\$ 9,556,747	\$ -	\$ 9,556,747	\$ 9,542,943	\$ 705	\$ 13,099	\$ 9,739	\$ 3,360	99.96%
	Life Insurance	\$ 88,000	\$ -	\$ 88,000	\$ 66,087	\$ -	\$ 21,913	\$ 21,913	\$ -	100.00%
	FICA & Medicare	\$ 1,702,277	\$ -	\$ 1,702,277	\$ 1,149,614	\$ -	\$ 552,663	\$ 552,663	\$ -	100.00%
	Pensions	\$ 931,687	\$ 21,500	\$ 953,187	\$ 869,697	\$ 6,125	\$ 77,365	\$ 81,000	\$ (3,635)	100.38%
	Unemployment & Employee Assist.	\$ 81,600	\$ -	\$ 81,600	\$ 68,739	\$ -	\$ 12,861	\$ 46,826	\$ (33,965)	141.62%
	Workers Compensation	\$ 415,367	\$ -	\$ 415,367	\$ 415,349	\$ -	\$ 18	\$ -	\$ 18	100.00%
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 12,775,678</b>	<b>\$ 21,500</b>	<b>\$ 12,797,178</b>	<b>\$ 12,112,429</b>	<b>\$ 6,830</b>	<b>\$ 677,919</b>	<b>\$ 712,141</b>	<b>\$ (34,221)</b>	<b>100.27%</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ 436,643	\$ 22,000	\$ 458,643	\$ 357,965	\$ 120,483	\$ (19,805)	\$ 53,732	\$ (73,537)	116.03%
	Professional Educational Serv.	\$ 161,055	\$ (275)	\$ 160,780	\$ 104,418	\$ 14,716	\$ 41,646	\$ 41,646	\$ -	100.00%
	<b>SUBTOTAL PROFESSIONAL SERV.</b>	<b>\$ 597,698</b>	<b>\$ 21,725</b>	<b>\$ 619,423</b>	<b>\$ 462,383</b>	<b>\$ 135,199</b>	<b>\$ 21,841</b>	<b>\$ 95,378</b>	<b>\$ (73,537)</b>	<b>111.87%</b>
<b>400</b>	<b>PURCHASED PROPERTY SERV.</b>									
	Buildings & Grounds Contracted Svc.	\$ 691,550	\$ -	\$ 691,550	\$ 495,171	\$ 114,934	\$ 81,445	\$ 61,445	\$ 20,000	97.11%
	Utility Services - Water & Sewer	\$ 135,620	\$ -	\$ 135,620	\$ 63,164	\$ -	\$ 72,456	\$ 48,256	\$ 24,200	82.16%
	Building, Site & Emergency Repairs	\$ 475,000	\$ -	\$ 475,000	\$ 297,778	\$ 176,866	\$ 356	\$ (3,406)	\$ 3,762	99.21%
	Equipment Repairs	\$ 249,170	\$ (3,180)	\$ 245,990	\$ 141,657	\$ 40,477	\$ 63,856	\$ 75,811	\$ (11,955)	104.86%
	Rentals - Building & Equipment	\$ 256,642	\$ -	\$ 256,642	\$ 165,287	\$ 46,965	\$ 44,390	\$ 44,137	\$ 253	99.90%
	Building & Site Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	<b>SUBTOTAL PUR. PROPERTY SERV.</b>	<b>\$ 1,807,982</b>	<b>\$ (3,180)</b>	<b>\$ 1,804,802</b>	<b>\$ 1,163,057</b>	<b>\$ 379,243</b>	<b>\$ 262,503</b>	<b>\$ 226,243</b>	<b>\$ 36,260</b>	<b>97.99%</b>
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ 904,744	\$ 77,367	\$ 982,111	\$ 819,578	\$ 80,180	\$ 82,353	\$ 131,648	\$ (49,295)	105.02%
	Transportation Services	\$ 4,907,573	\$ -	\$ 4,907,573	\$ 3,368,176	\$ 1,075,838	\$ 463,559	\$ 548,559	\$ (85,000)	101.73%
	Insurance - Property & Liability	\$ 446,219	\$ -	\$ 446,219	\$ 435,965	\$ -	\$ 10,254	\$ -	\$ 10,254	97.70%
	Communications	\$ 174,170	\$ -	\$ 174,170	\$ 151,214	\$ 36,352	\$ (13,396)	\$ 4,453	\$ (17,849)	110.25%
	Printing Services	\$ 22,966	\$ -	\$ 22,966	\$ 9,642	\$ 1,965	\$ 11,359	\$ 12,415	\$ (1,057)	104.60%
	Tuition - Out of District	\$ 4,072,363	\$ -	\$ 4,072,363	\$ 2,974,068	\$ 1,419,595	\$ (321,300)	\$ (366,494)	\$ 45,194	98.89%
	Student Travel & Staff Mileage	\$ 251,532	\$ -	\$ 251,532	\$ 151,732	\$ 9,161	\$ 90,639	\$ 90,639	\$ -	100.00%
	<b>SUBTOTAL OTHER PURCHASED SERV.</b>	<b>\$ 10,779,567</b>	<b>\$ 77,367</b>	<b>\$ 10,856,934</b>	<b>\$ 7,910,376</b>	<b>\$ 2,623,092</b>	<b>\$ 323,467</b>	<b>\$ 421,220</b>	<b>\$ (97,753)</b>	<b>100.90%</b>

**NEWTOWN BOARD OF EDUCATION  
2023-24 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING MARCH 31, 2024**

OBJECT CODE	EXPENSE CATEGORY	2023- 2024 APPROVED BUDGET	YTD TRANSFERS 2023- 2024	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
<b>600</b>	<b>SUPPLIES</b>									
	Instructional & Library Supplies	\$ 792,074	\$ 2,060	\$ 794,134	\$ 570,521	\$ 60,839	\$ 162,774	\$ 162,774	\$ -	100.00%
	Software, Medical & Office Supplies	\$ 198,452	\$ -	\$ 198,452	\$ 159,991	\$ 16,454	\$ 22,007	\$ 22,007	\$ -	100.00%
	Plant Supplies	\$ 365,600	\$ -	\$ 365,600	\$ 236,249	\$ 27,059	\$ 102,293	\$ 73,270	\$ 29,023	92.06%
	Electric	\$ 950,982	\$ -	\$ 950,982	\$ 704,630	\$ -	\$ 246,352	\$ 126,352	\$ 120,000	87.38%
	Propane & Natural Gas	\$ 469,981	\$ -	\$ 469,981	\$ 244,964	\$ -	\$ 225,017	\$ 178,017	\$ <b>47,000</b>	90.00%
	Heating Oil	\$ 94,098	\$ -	\$ 94,098	\$ 64,666	\$ -	\$ 29,432	\$ 27,505	\$ <b>1,926</b>	97.95%
	Fuel for Vehicles & Equip.	\$ 238,356	\$ -	\$ 238,356	\$ 74,374	\$ -	\$ 163,982	\$ 73,982	\$ <b>90,000</b>	62.24%
	Textbooks	\$ 67,787	\$ -	\$ 67,787	\$ 38,569	\$ 3,027	\$ 26,191	\$ 26,191	\$ -	100.00%
	<b>SUBTOTAL SUPPLIES</b>	\$ 3,177,330	\$ 2,060	\$ 3,179,390	\$ 2,093,964	\$ 107,379	\$ 978,047	\$ 690,098	\$ 287,949	90.94%
<b>700</b>	<b>PROPERTY</b>									
	Technology Equipment	\$ 422,996	\$ (181,500)	\$ 241,496	\$ 127,267	\$ 4,100	\$ 110,129	\$ 110,129	\$ -	100.00%
	Other Equipment	\$ 137,753	\$ 1,395	\$ 139,148	\$ 31,519	\$ 4,564	\$ 103,066	\$ 99,535	\$ 3,530	97.46%
	<b>SUBTOTAL PROPERTY</b>	\$ 560,749	\$ (180,105)	\$ 380,644	\$ 158,786	\$ 8,664	\$ 213,195	\$ 209,664	\$ 3,530	99.07%
<b>800</b>	<b>MISCELLANEOUS</b>									
	<b>Memberships</b>	\$ 75,911	\$ -	\$ 75,911	\$ 70,778	\$ 2,852	\$ 2,281	\$ 2,281	\$ -	100.00%
	<b>SUBTOTAL MISCELLANEOUS</b>	\$ 75,911	\$ -	\$ 75,911	\$ 70,778	\$ 2,852	\$ 2,281	\$ 2,281	\$ -	100.00%
<b>910</b>	<b>SPECIAL ED CONTINGENCY</b>	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	0.00%
	<b>TOTAL LOCAL BUDGET</b>	\$ 85,069,651	\$ -	\$ 85,069,651	\$ 59,310,767	\$ 22,313,975	\$ 3,444,908	\$ 3,043,149	\$ 401,759	99.53%
<b>900</b>	Transfer to Non-Lapsing									
	<b>GRAND TOTAL</b>	\$ 85,069,651	\$ -	\$ 85,069,651	\$ 59,310,767	\$ 22,313,975	\$ 3,444,908	\$ 3,043,149	\$ 401,759	99.53%

**NEWTOWN BOARD OF EDUCATION  
2023-24 BUDGET SUMMARY REPORT  
FOR THE MONTH ENDING MARCH 31, 2024**

OBJECT CODE	EXPENSE CATEGORY	2023- 2024 APPROVED BUDGET	YTD TRANSFERS 2023- 2024	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
<b><u>SPECIAL REVENUES</u></b>										
<b>EXCESS COST GRANT REVENUE</b>		<b>APPROVED BUDGET</b>	<b>SUBMITTED 3/1/24 @ 68%</b>	<b>STATE ESTIAMTE 3/1/2024 @ 66.71%</b>	<b>ESTIMATED Total</b>	<b>VARIANCE to Budget</b>	<b>FEB DEPOSIT</b>	<b>ANTICIPATED MAY DEPOSIT</b>	<b>% TO BUDGET</b>	
51266	<i>Special Education Svcs Salaries ECG</i>	\$ -	\$ (49,319)	\$ (48,339)	\$ (48,339)	\$ 48,339	\$ 33,747	\$ 14,592	#DIV/0!	
54116	<i>Transportation Services - ECG</i>	\$ (408,408)	\$ (394,619)	\$ (386,778)	\$ (386,778)	\$ (21,630)	\$ 270,026	\$ 116,752	94.70%	
54160	<i>Tuition - Out of District ECG</i>	\$ (1,423,941)	\$ (1,338,441)	\$ (1,311,846)	\$ (1,311,846)	\$ (112,095)	\$ 915,852	\$ 395,994	92.13%	
	<i>Total</i>	\$ (1,832,349)	\$ (1,782,379)	\$ (1,746,963)	\$ (1,746,963)	\$ (85,386)	\$ 1,219,625	\$ 527,338	95.34%	
							<b>Total*</b>	<b>\$ 1,746,963</b>		
							*75% of Jan Proj			
	<b>SDE MAGNET TRANSPORTATION GRANT</b>	\$ (15,600)				\$ (15,600)	\$ -			100.00%
<b><u>OTHER REVENUES</u></b>										
<b><u>BOARD OF EDUCATION FEES &amp; CHARGES - SERVICES</u></b>										
		<b>APPROVED BUDGET</b>	<b>ANTICIPATED</b>	<b>RECEIVED</b>	<b>BALANCE</b>	<b>% RECEIVED</b>				
	LOCAL TUITION	\$37,620	\$37,620	\$34,089	\$3,531	90.62%				
	HIGH SCHOOL FEES FOR PARKING PERMITS	\$30,000	\$30,000	\$30,000	\$30,000	0.00%				
	MISCELLANEOUS FEES	\$6,000	\$6,000	\$5,167	\$833	86.12%				
	<b>TOTAL SCHOOL GENERATED FEES</b>	<b>\$73,620</b>		<b>\$39,256</b>	<b>\$34,364</b>	<b>53.32%</b>				
	<b><u>OTHER GRANTS</u></b>	<b>TOTAL BUDGET</b>	<b>21-22 EXPENSED</b>	<b>22-23 EXPENSED</b>	<b>ENCUMBER</b>	<b>BALANCE</b>	<b>% EXPENSED</b>			
214	ESSER II - 9/30/2023	\$625,532	\$573,735	\$51,797		\$0	100.00%			
218	ESSER III (estimated \$809k for 21-22 use) 9/30/2024	\$1,253,726	\$709,840	\$535,658		\$8,229	99.34%			

## Instruction

### Emergencies and Disaster Preparedness

The Board of Education, using a district security and safe committee (“DSSC”) composed of the Superintendent, the Director of Security and other designated district personnel as the Superintendent may determine, shall develop and maintain the District’s emergency operations plans (“EOP”) including district-level and individual school-level security and safety plans. recognizes its obligation to students, staff and the community to be prepared to deal with various emergencies as they arise, ensuring to the greatest extent possible the safety of District students, staff and visitors. Such security and safety plans shall utilize an all-hazards approach and utilize the School Security and Safety Plan template made available by the Department of Emergency Services and Public Division of Emergency Management and Homeland Security (DESPP/DEMHS). The district-level and individual school-level security and safety plans shall be in compliance with the National Incident Management System (NIMS), and incorporate the National Incident Command System, and be based upon the School Security and Safety Plan Standards issued by the Department of Emergency Services and Public Protection.

The Superintendent shall be responsible for the EOP in partnership with the Director of Security and the DSSC. The DSSC shall meet on a regular basis and will rely on community involvement, including but not limited to the chief executive officer of the municipality, law enforcement, fire, public health, and emergency management to develop and maintain the EOP, including district-level and individual school-level security and safety plans. At least one Board of Education member shall serve as a Board liaison to the DSSC, and the Superintendent shall report to the full Board of Education on matters of security and safety promptly following each meeting of the DSSC.

The administration shall require the Building Principal to maintain procedures for fire, civil-defense, and other emergencies, in accordance with the District’s plan and to ensure the maintenance of the fire alarm system and regular and emergency exits of all buildings. Each school shall establish a school security and safety committee (“SSSC”) or a school climate committee (“SCC”), to meet at least annually, that will assist in the development and administering implementation of the school’s security and safety plan. The Director of Security shall work closely with school Principals and their respective SSSC or SCC to develop district-wide and individual school security and safety plans. Each individual school security and safety plan and any subsequent changes shall be approved in writing by the superintendent.

The Board of Education shall direct the Superintendent and/ or their designee to conduct a security vulnerability assessment of each school every two years; the results of which shall be incorporated into the EOP, including district-level and individual school security and safety plans, and reported to the DEMHS Regional Coordinator.

## Instruction

### Emergencies and Disaster Preparedness

A crisis management plan will be developed and maintained as part of the EOP and shall ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. The crisis management plan shall be developed and maintained within the context of the four recognized plans for crisis management (1) Preparedness, (2) Response, (3) Recovery, and (4) Mitigation. In accordance with Policy 6114.1, district-level and school-level emergency response drill activities related to fire safety and other emergencies will be conducted by the District to ensure adherence to EOP and individual school security and safety plan processes and procedures, incident command, internal and external communication, and the orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited, to the following:

- Severe weather
- Fire
- Flood
- Terrorism
- Missing student(s)
- Suicide
- Threatening person(s)
- Weapons/ explosives found on school site
- Any other situation the Safe Schools Committee deems appropriate

The Superintendent, or his/her designee, is responsible for maintaining communication with other community agencies to share information on preparedness and planned emergency response procedures set forth in the EOP. It shall also be the responsibility of the Superintendent to ensure that each school in the district works in cooperation with these other community agencies during such emergencies.

Emergency preparedness and response procedures should be periodically discussed with teachers, parents/guardians and students as deemed appropriate by the district and/or individual school-level administrators. Each classroom shall have ready access to emergency response procedures, including, but not limited to fire, safe school mode, shelter in place, and evacuation (“Classroom Emergency Materials”) and such Classroom Emergency Materials as are appropriate for public dissemination shall be made readily accessible to parents/guardians at the start of each school year and thereafter at any time upon request. All District personnel shall make themselves familiar with these procedures.

Crisis management must be viewed as a continuous process in which all phases of the EOP are being reviewed and revised. The EOP must be continuously updated based upon experience, research and changing vulnerabilities.

~~In addition to the District Emergency Preparedness Plan, all building safety and security plans must be compliant with the National Incident Management System (NIMS), incorporate the National Incident Command System and be based upon the standards issued by the Department of Emergency Services and Public Protection. Governmental agencies and bodies vested with the responsibility for directing and coordinating emergency services on local and state levels shall be included in the preparation and implementation of the plan.~~

~~The District will cooperate with local law enforcement, fire department and civil defense authorities and other civic agencies in the event of a declared emergency situation.—~~

### **First Aid**

~~At least one person at each school site should hold current first aid and/or CPR certification.~~

(cf. 5141.6 – Crisis Prevention/Response)  
(cf. 5142 – Student Safety)  
(cf. 6114.1 – Fire Emergency/Crisis Response Drills)  
(cf. 6114.3 – Bomb Threats)  
(cf. 6114.6 – Emergency Closings)  
(cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes  
10-221 Boards of education to prescribe rules  
10-231 Fire drills  
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.  
P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Section 86, 87, 88)

~~10-222m – School security and safety plans. School security and safety committees~~

~~10-222n – School security and safety plan standards~~

Policy adopted: New, 6/3/2014

**Instruction****Fire Emergency (Drills)/Crisis Response Drills/Bus Safety Drills**

A fire drill shall be held at least once a month in each school building. The initial fire drill must be held not later than ~~thirty ten~~ days after the first day of ~~school~~ each ~~school~~ year. In addition to the initial fire drill, each school shall conduct a safe school mode drill, shelter in place drill, fire/ campus evacuation drill and a lockdown drill no later than thirty days after the first day of school. Afterwards, Aa crisis response drill shall be substituted for one of the required monthly school fire drills every three months. All emergency response drills shall be scheduled and the results documented in the district's emergency exercise software.-

Each Building Principal shall prepare a ~~definite~~ comprehensive fire emergency plan, ~~and furnish to all teachers and students information~~ as to route and manner of exit ~~and furnish it to all staff and students~~. Fire drills shall be planned ~~in such a way as and~~ conducted to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the ~~appropriate local law enforcement agency~~ District Security and Safety Committee (DSSC). Further, a representative of the ~~local~~ law enforcement agency, ~~fire department, and/or town emergency management team shall~~ supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of ~~fire evacuation, safe school mode lock in open lockdown, lock in closed~~ lockdown, ~~campus~~ evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the ~~se~~ crisis response drills.

~~Bus safety drills shall be conducted at least two (2) times during each school year to instruct students in safe riding practices and emergency evacuation. The school principals and the designated school transportation authority will develop schedules and plans to implement the required safety drills.~~

The school bus transportation company (contractor) shall conduct a minimum of two (2) bus safety drills each school year. The purpose of these drills is to educate students in safe riding practices, and how to safely and expeditiously evacuate a school bus during an emergency incident. At least one of these drills shall require students to actually physically perform the evacuation procedures. The transportation company shall coordinate the dates and times of bus safety drills in advance with each school principal to ensure that local first responders have the opportunity to evaluate, score, and provide feedback.

Principals shall ~~keep maintain~~ a record of all fire, ~~and~~ crisis response and bus safety drills held in their schools ~~in the district's emergency exercise software~~, stating the date ~~and time~~ the drill was held, ~~and the time required for the response protocols utilized into complete the drill utilizing the appropriate response procedures, actions taken prior to the drill to notify parents/ students of the drill (if needed), as well as actions taken following the drill to address opportunities for improvement.~~ They shall furnish such ~~reports to the Superintendent or his designate as may from time to time be required.~~

Local law enforcement and other local public safety official shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes 10-231. "Public Safety Officials" include the local emergency management director, fire marshal, building inspector and emergency medical services representative. Each of the

named officials should evaluate and provide feedback on a representative sampling of fire/crisis response drills each year.  
The Board of Education shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

(cf. 5141.6 – Crisis Management Plan)  
(cf. 5142 – Student Safety)  
(cf. 6114 – Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-231 Fire drills. (as amended by PA 00-220 and PA 09-131)

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

10-222m – School security and safety plans. School security and safety committees

10-222n – School security and safety plan standards

Policy adopted: 6/3/2014 (This policy replaces 2-500)



**NON-RENEWAL LIST  
2023-24**

**Non-Renewals for Budgetary Reasons**

none

**Non-renewal for Performance Reasons**

none

**Non-Renewals as a Matter of Protocol  
One Year Contracted Positions/Long-term Substitutes**

Hawley Elementary School      Gabrielle Sheppard – 1 year contract

Reed Intermediate                      Yvette Babson – 1 year contract  
Kaitlin Miller – LT Sub

Middle School                              Lindsay Jones – LT Sub  
Allison Montague – 1 year contract

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education special meeting on April 1, 2024 at 6:00 p.m. in Board of Education Conference Room, 3 Primrose Street.

A. Plante, Chair  
J. Vouros, Vice Chair  
D. Ramsey, Secretary  
S. Tomai (absent)  
C. Gilson  
D. Linnetz  
B. Leonardi

Item 1 – Call to Order

Mrs. Plante call the meeting to order at 6:05 p.m.

MOTION: Mr. Vouros moved that the Board of Education go into executive session to discuss the Superintendent’s mid-year evaluation. Mr. Gilson seconded. Motion passes unanimously.

Item 2 – Executive Session

The Board discussed the Superintendent’s mid-year evaluation and exited executive session at 7:36 p.m.

MOTION: Mr. Vouros moved to adjourn. Mr. Gilson seconded. Motion passes unanimously.

Item 3 – Adjournment

The meeting adjourned at 7:36 p.m.

Respectfully Submitted:

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Donald Ramsey  
Secretary

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

Minutes of the Board of Education meeting held on April 2, 2024 at 7:00 p.m. in the Council Chambers, Municipal Office, Building, 3 Primrose Street.

A. Plante, Chair	C. Melillo
J. Vouros, Vice Chair	A. Uberti
D. Ramsey, Secretary	T. Vadas
S. Tomai	3 Staff
C. Gilson	6 Public
D. Linnetz	1 Press
G. Peteronjes	
I. Khazadian	

MOTION: Mrs. Tomai moved that the Board of Education go into executive session to discuss two personnel leave of absence requests and invite Mr. Melillo. Mr. Ramsey seconded. Motion passes unanimously.

Item 1 – Executive Session

Executive session began at 6:50 p.m. and ended at 6:55 p.m.  
Mrs. Plante called the meeting to order at 7:00 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Vote on Executive Session Items

MOTION: Mrs. Tomai moved that the Board of Education approve the one-year leave of absence for Katie Mauro. Mr. Gilson seconded. Motion passes unanimously.

MOTION: Mrs. Tomai moved that the Board of Education approve the one-year leave of absence for Abbey Clements. Mr. Gilson seconded. Motion passes unanimously.

Item 4 – Consent Agenda

MOTION: Mrs. Tomai moved that the Board of Education approve the consent agenda which includes the donations to Sandy Hook School and the correspondence report. Mrs. Linnetz seconded. Motion passes unanimously.

Item 5 – Public Participation

Item 6 – Reports

Chair Report: Mrs. Plante gave a budget update. The Legislative Council put forth the Board of Finance recommendation for the Board of Education budget. The referendum is April 23 and she urged everyone to vote. She also thanked those who attended the budget meetings.

Superintendent's Report: Mr. Melillo spoke about preparation for the April 8 partial solar eclipse. We will emphasize safety and provide certified eclipse glasses for students and all athletic activities will not be held outdoors until after 4:00. Middle School walkers must have a form from their parents saying they can do so. He contacted other districts, our weather person, and Dr. Machado who feel it is important to embrace this educational opportunity for students. Principals also have plans in place during dismissal times.

Committee Reports: Mrs. Linnetz attended a Bandorama at the high school with 450 students playing in the gym. She also attended an event at the middle school on Thursday when an author spoke to 7<sup>th</sup> and 8<sup>th</sup> grade students about how his primary school experiences helped him learn about creating stories.

Mr. Ramsey reported on the Curriculum and Instruction meeting on March 26 with Mrs. Uberti updating them on new state guidelines on the teacher evaluation program. The 2024-25 school year will remain status quo and we will work on implementing the program for the following year. The kindergarten enrollment is at 17 students in the K readiness program. Mrs. Uberti and Mrs. DiBartolo will be creating a webinar on the K-5 reading program.

Mr. Gilson reported that CABA will be sending out information on the legislative session. He's going to Ridgefield because they received an award for their district website. Danbury also won this award. He would like to look at ways to improve our website.

Mr. Melillo suggested a meeting with Dennis Colclough who is working on updating our website. We recognize the need to modernize the design.

#### Student Reports:

Mr. Peteronjes reported that last Wednesday underclassmen took the SATS. Last Thursday Families United in Newtown hosted the Barbi and Ken Dream Night Prom. Yesterday the girls' softball team had their season opener.

Ms. Khazadian noted that it was Autism Awareness Day so many students wore blue in support of autism science and advocacy. Some of our students left for Spain today and will meet with the students who came to Newtown in the fall. On Wednesday, student government is hosting a debate on gun violence between students from Junior Newtown Action Alliance and the Debate Club. Friday is the junior prom at the Aqua Turf.

#### Item 7 – Old Business

##### Facilities Study:

MOTION: Mrs. Tomai moved that the Board of Education approve Bureau Veritas to conduct the facilities study. Mrs. Linnetz seconded. Motion passes unanimously.

John Barlow, Director of Facilities, spoke about the process for choosing Bureau Veritas.

Mr. Ramsey asked when it would begin.

Mr. Barlow said students will be in the building during some of this work, it will involve two or four people touring the facilities, and begin two weeks after the contract is signed. He received the contract today to start reviewing so it could start by the end of April. They will also look at the enrollment projections over 10 years and our space needs.

Mr. Gilson asked if he had any experience with their cost estimates and how much the cost will actually be.

Mr. Barlow said they could be between 5 and 15 percent on the estimates.

Mrs. Tomai recalled it was between 15 and 20 percent but they won't always know what the real costs were but this works for budgetary purposes.

Mr. Leonardi asked if they have experience working in a similar district like Newtown where enrollment has declined.

Mr. Barlow said they have done studies across the country so it is possible they have.

Mr. Leonardi asked to explain the scope of a space needs analysis.

Mr. Barlow said the State doesn't have a standard for existing space requirements. We have to see if our space meets the current educational standards.

Mr. Leonardi asked if that could include a recommendation to consolidate buildings. Mr. Barlow said there would be no recommendations. They will just bring back data on the buildings.

Mr. Leonardi asked if this group would reach out to departments like technology before the assessment begins and who manages the output of it to share with the stakeholders. Mr. Barlow said we would reconvene as a committee and share the draft copy with the stakeholders to make adjustments to the report.

Mr. Ramsey said there has been a lot of discussion about the air conditioning issue in the upper wing of the middle school and putting in an electrical infrastructure to enable portable air conditioners to help with the heat.

Mr. Barlow refused to spend \$450,000 through the CIP for air conditioners without knowing more about the facility. They will look into the electrical system and putting air conditioning in the building. There's been talk about putting things in on a temporary level. He wants to see where the study lands before we start upgrading the electrical system.

Mrs. Linnetz spoke about the high school roof issues which is ongoing. We know we have to replace the roof because there are pretty regular disruptions. She asked how he prioritized the roof solution.

Mr. Barlow said a replacement roof would not be able to be done over the summer because it's a complete removal of the roof first. We are actively making repairs and doing inspections. The goal would be to apply for a non-priority grant through the State of Connecticut and make adjustments in the CIP for next summer. We could make a temporary repair to C-wing for \$93,000 but we also have leaks in A and B wings and the auditorium. The roof has gotten brittle over the years and cracks with the temperature changes.

Mrs. Linnetz confirmed replacing the roof for next summer.  
Mrs. Plante asked if the Municipal Center and Central Office is in the scope.

Mr. Barlow said it was not but Jeff Capeci was involved, is impressed with the pricing that came through for the study and is thinking about checking all of the town buildings.

Mrs. Plante asked if they would be looking at the middle school first.  
Mr. Barlow said they will be putting data in for each school and will go school by school with follow-up meetings where we get draft copies. It will take 12 weeks for the report. The CIP is in July and August. Upon the approval tonight, Jeff Capeci was authorized to sign the final contract.

Motion passes unanimously.

#### Item 8 – New Business

##### First Read of Policies:

Mrs. Linnetz referred to Policy 6114 Emergencies and Disaster Preparedness. We received a CAFE model policy and also included feedback from Mark Pompano, Chris Melillo, Anne Uberti, and the District Safety and Security Committee as well as from principals. It is very detailed on how we handle emergencies in the district.

Mrs. Linnetz said they took the same approach on Policy 6114.1 Fire Emergency (Drills) Crisis Response Drills/Bus Safety Drills and reviewed the CAFE model and contacted the same stakeholders. She also thanked Todd Higgins for his many hours working on these policies.

Approval of Minutes:

MOTION: Mrs. Tomai moved that the Board of Education approve the minutes of March 19, 2024. Mr. Ramsey seconded. Motion passes unanimously.

Item 9 – Public Participation

John Barlow shared cards he received from students from the greenhouse because his crew did an amazing job putting automation into the greenhouse through a grant.

MOTION: Mr. Ramsey moved to adjourned. Mrs. Linnetz seconded. Motion passes unanimously.

Item 10 – Adjournment

The meeting adjourned at 8:01 p.m.

Respectfully submitted:

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Donald Ramsey  
Secretary