

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, September 18, 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 (absent)	R. Bienkowski
R. Gaines	12 Staff
W. Hart (absent)	20 Public
K. Alexander	3 Press
J. Vouros	

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

Item 1 – Consent Agenda

MOTION: Mr. Alexander moved that the Board of Education approve the minutes of July 18, 2012. Mr. Vouros seconded.

Regarding these minutes, Mr. Alexander said he did not remember suggesting a full day kindergarten subcommittee. He feels it should be discussed by the curriculum subcommittee. He had no changes to the minutes as someone else referred to his statement at that meeting. Mr. Vouros referred to page 4 where he spoke about an “extended” day care. He changed it to “enhanced” day care.

Vote: 4 ayes, 1 abstained (Mr. Gaines)

MOTION: Mr. Gaines moved that the Board of Education approve the minutes of September 4, 2012. Mr. Alexander seconded. Mr. Gaines requested that on page 9 “procedure” be added to copier complaint. He stated that he abstained from the goals vote.

Mrs. Leidlein felt everyone voted in the affirmative after she said it passes unanimously. We have to be sure that everyone votes or abstains.

Mr. Gaines did not respond when the Board voted.

Mr. Alexander referred to the middle of page 7 and asked to add “original” before the word motion.

Mrs. Roche asked how much the budget was for the enrichment fund on page 8 which originally was stated as \$20,000.

Mr. Gaines said that Mr. Bienkowski clarified that it was \$25,000.

Vote: 5 ayes

MOTION: Mr. Gaines moved that the Board of Education approve the remaining items in the consent agenda which includes the donation of exercise equipment to Reed Intermediate School, the donation of \$5,000 for tablet technology at Middle Gate School, the donation of \$1,000 from the Weller Foundation to the Newtown High School music program, and the Newtown High School social studies field trip to UConn. Mr. Alexander seconded. Vote: 5 ayes

Item 2 – Public Participation

Carey Shierloh, 6 Shady Rest Boulevard, was concerned about the 77 passenger bus with Hawley students that cannot enter the Children’s Adventure Center parking lot to drop students off after school. Hawley has five 47-passenger buses in the afternoon. The 77-passenger bus only has 22 students. It is not safe walking in the parking and asked to change the bus.

Lisa Berger, 13 Monitor Hill Road, spoke about the arts festival. One workshop tent was for the NICE program. The Board should be proud of the people who devoted their time to the community. It gave people a chance to experience various foreign languages and cultural displays. She's grateful we have these dedicated educators in the district.

Joe Borst, 10 Beechwood Drive, said the Children's Adventure Center issue is a dangerous situation because the bus stops on the street. The excuse is that its private property and the 77-passenger bus cannot go into the lot. It drops off two students and turns around in fire department. The children should be switched to a smaller bus and dropped off in the lot.

### Item 3 – Reports

There was no correspondence report.

Chair Report:

Mrs. Leidlein said she and Mrs. Roche would attend the CABE conference. They have also been communicating with parents regarding transportation issues.

Superintendent's Report:

Dr. Robinson congratulated the 7 high school students who are semi finalists in the National Merit Scholarship competition. Those students are Jay DeStories, Lauren Frazzetta, Caitlin Gibney, Yossi Kohrman-Glaser, Karan Marwah, Anthony Pagett, and Alexander Strzelecki. The direct reports she evaluates are all building principals, Assistant Superintendent Linda Gejda, Director of Business Ron Bienkowski, Director of Pupil Services Julie Haggard and Director of Human Resources Joan Libby. The evaluation consists of a new year meeting where goals are discussed. A mid-year meeting takes place with each building principal. The summative evaluation is during the summer with all direct reports.

Mrs. Leidlein has seen goals for principals and requested those for the central office administrators.

### Item 4 – Old Business

NICE Update:

Jason Hiruo gave an update on the NICE program and stated they were still in need of 2 host families for our guest teachers. He provided the feedback received after the NICE PCO sent information home with students in the high school, middle school, Reed and Sandy Hook.

We are working with Chris Geissler at Middle Gate School and information will also be shared with the other elementary schools.

Mr. Vouros suggested the elementary principals have direct contact with Mr. Hiruo. He asked if a student was selected for a trip but could not afford to go to let Dr. Robinson know.

Mr. Hiruo stated that there was some money to help families in this situation. We are also taking packets of information to corporations for contributions for student scholarships.

He has been invited to be a keynote speaker at the 2012 Asia Society Confucius Classroom Leaders Summit in Shanghai from November 3 to 11. We can lose our funding because we are doing so well. His contribution as a speaker would ensure continued success with that grant.

There is also a National Chinese Language Conference in Boston April 7 to 9.

Teachers are being trained to take over the programs. High school teacher Amanda Friedman is the project manager for China and also manages all Liaocheng relations. Kate Anderheggan, a teacher at Sandy Hook School, will manage the four elementary schools.

Mr. Vouros felt it was important that Mr. Hiruo keep this moving forward but also wants him to have the support to maintain his assistant principal position.

Mr. Hiruo said the focus is to develop the capacity in other individuals to be part of the projects. Every project has a leader which allows him to focus on his job as assistant principal. Mr. Vouros paid tribute to all of those involved including Mr. Dumais and Dr. Robinson as this moves forward.

#### Item 5 – New Business

##### Assessment Report:

Mr. Dumais presented the Newtown High School testing report.

Mrs. Leidlein requested that our rank in the DRG be sent to the Board.

#### Item 3 – Reports (continued)

##### Financial Report:

MOTION: Mr. Gaines moved that the Board of Education approve the financial report for the month ending August 31, 2012. Mr. Alexander seconded.

Mr. Bienkowski presented the financial report which included a statement from the Director of Pupil Services regarding additional staffing needs and IEP requirements.

Mrs. Leidlein asked how transitional services are different from what we budgeted.

Dr. Robinson said transitional services are required under IDEA. This is for students when they leave us. We are required to do a transition plan at age 15. Sometimes things change and when its time for transition they may change the place they were going to go. It's part of their annual review.

Mrs. Leidlein asked why so many have changed since the budget was finalized.

Dr. Robinson didn't know as she is not privy to those IEPs.

Mr. Vouros wants to be sure everyone understands how fluid those numbers are when the special education budget is discussed. The general public doesn't understand how this happens. We have no say in it as it is mandated.

Mrs. Roche asked if Mrs. Haggard should speak to the Board.

Dr. Robinson said she could only give general information.

Mr. Bienkowski said last year was the first year we ever provided transitional services. We had to make a transfer in January to provide services for a student.

Vote: 5 ayes

#### Item 4 – Old Business (continued)

##### Transportation Update:

Dr. Robinson said at the beginning of each year we have had approximately 3 weeks of complaints. Last year we had none because we started late due to the storm. Times were dealt with and now we are dealing with actual bus stops. We've had 4 preventable accidents. Two were backing incidents in the bus lot. One was a bus pulling into Fraser Woods and the tail swing brushed a tree. The last was a bus backing into a turnaround and hitting a tree. There were no passengers on any of these. Two of the accidents were with the same driver who is no longer working for All Star. Driver morale is excellent and experienced drivers and former owner/operators have been very helpful.

Mr. Vouros praised Joan Baumgart for her attention to emails and her resolve to take care of the issues within a day or two.

A discussion began regarding the student arrival times at Reed Intermediate School.

Mr. Vouros stated they should be there at 8:05 but some are not arriving until 8:15.

Dr. Robinson said the buses never arrived this early at Reed. Homeroom is contact time with the teacher and the academic piece starts after 8:25.

Mr. Vouros feels they can't do responsive classroom in 10 minutes and need to arrive by 8:00.

Mrs. Roche said the goal Mr. Dufour stated was to be there by 7:55. She watched the buses and witnessed the last student walking in at 8:15.

Dr. Robinson feels it has greatly improved.

Mrs. Roche said today 21 buses came in after 8:05. She's getting emails from parents about instruction time.

Dr. Robinson said the principal and Mr. Dufour have changed the procedure for buses pulling in and are addressing the problem.

Mrs. Leidlein said it is still an unacceptable time entering school. Last year we didn't have problems with drop off at St. Rose School. Adding 3 buses this Friday will help. We still have 21 buses at Reed arriving after 8:05.

Mr. Gaines stated we had planned on keeping a transportation coordinator but it was eliminated. There is no one working with the company.

Mrs. Leidlein said Dr. Robinson eliminated that position. That person has been giving advice to the company even though no longer employed. We need a better of understanding of why we are adding 3 buses. It would be helpful to have someone from transportation here to answer these questions.

Mr. Bienkowski said on tier 2 the 10 additional buses are either picking up or dropping off students before the 3<sup>rd</sup> tier begins. In the morning they don't have room for more buses to go to St. Rose and Reed because it would expand the drop off time. St. Rose can only unload 3 buses at a time. The same thing will happen at Reed.

Mrs. Leidlein asked the starting time for teachers at Reed to which Dr. Robinson said that time is not in the teachers' contract.

Mrs. Roche asked who managed All Star.

Dr. Robinson said it's an operational function but there is no one who manages buses.

Mr. Bienkowski said there is no one available to manage that operation. The routes are on our website which includes 41 routes for Reed and St. Rose. Also the other private schools are on that tier.

Mrs. Leidlein stated we need to know how many buses can be added to tier 2 to help. She asked when students should arrive at Reed.

Dr. Robinson wants them to arrive at 8:00.

Mrs. Leidlein asked the working schedule for Reed School be communicated to the Board tomorrow.

Mrs. Roche said we had a holiday on Monday but St. Rose was in session and didn't find out until mid afternoon on Friday what the schedule would be. Why did it take until Friday to give them a schedule?

Mr. Bienkowski said the routes are established and it wouldn't be efficient to change them for one day.

Mrs. Roche stated St. Rose received a hand written note.

Dr. Robinson said the communication was between St. Rose and All Star.

Mrs. Leidlein stated Dr. Robinson and Mr. Bienkowski oversee the operation of the bus company and should oversee the communication also but the Board is ultimately responsible.

Mrs. Leidlein asked why we haven't switched from a 77-passenger bus to a 47-passenger bus for the Children's Adventure Center afternoon drop off.

Dr. Robinson said we do not transport to daycare centers outside of the school district boundaries. All Star found this out the day before school started. They expanded outside the Hawley district for these 2 students. Going into parking lots of daycare centers is a liability. They stopped at the driveway.

The Board wants someone from All Star at the next meeting and a resolution for the Children's Adventure center by the end of the month.

Mr. Alexander asked if All Star has given any indication to make adjustments to morning pick up times which are temporary now.

Dr. Robinson said they wanted those times for a couple of weeks.

Mr. Alexander asked to get a specific answer to that and the Children's Adventure Center issue.

Mrs. Roche asked if Dr. Robinson sent out the protocol. Dr. Robinson said Mrs. Leidlein gave her approval of what was being sent but asked to add something after this meeting.

Mrs. Leidlein was concerned about fuel costs if we add 3 buses and if it would put us over budget.

Mr. Bienkowski said fuel was based on last year's consumption. Putting these buses on will reduce fuel costs for the other buses. All Star is trying to stay with the number of buses they have. There has never been a comprehensive review of the routes and how they were run. He won't suggest to them to put more buses on. Even if we offered an additional bus it would mean re-routing.

Mrs. Leidlein wants to know what the tier 1 buses are doing that aren't doing the tier 2 runs and why they can't be incorporated to help. She wants a report within the week. She requested an itemized list of the buses for all 3 tiers.

Mrs. Roche spoke to Mary Maloney about having 15 buses for St. Rose and 15 for Reed.

Dr. Robinson said they started with that but flip flopping those 15 buses didn't work.

Mrs. Leidlein asked Mr. Bienkowski to clarify that with Mr. Dufour.

Reed Intermediate School Update:

Dr. Robinson stated that she spent time at Reed on September 5 for 1.5 hours meeting with the principal, 3 hours on September 13 with Dr. Smith for .5 hours and classroom check-ins with Jenn Sinal for the remainder of the time, and 2.5 hours on September 18 to meet with the principal and visitations to classrooms, the lunch room, P.E. and music.

Mrs. Leidlein asked to have that sent to the Board.

Mr. Vouros said that in light of the News Times article about Reed he and Mrs. Roche wrote some personal notes that do not reflect thoughts of the Board. Their feeling is that previous boards have failed the Reed faculty and this board is working to make sure that never happens again.

Discussion of CIP:

Mr. Gaines spoke about the Hawley project with clarification on the 3 phases as it relates to the CIP. Phase I will replace 2 boilers in the 1948 building and replaces the hot water systems to service the 1948 and 1997 buildings. Phase 2 includes the roof work and ductwork and also

puts in the ventilation system for the 1948 and 1997 buildings. Phase 3 will replace piping and tie into the steam system in the 1948 building.

Mrs. Leidlein asked for the updated costs for phases 2 and 3. Mr. Gaines said we would have to contact Kaestle Boos for those costs.

MOTION: Mr. Alexander moved to approve Policy 4-608 Administration of Medications by School Personnel. Mr. Gaines seconded. He made a change to the bottom of page 6, item 2 to read the cabinet will be "unlocked," not "locked," during school hours.

Vote: 5 ayes

ELL Teacher for Newtown High School:

Dr. Robinson said we have previously had an ELL tutor but the state now requires that position to be held by a certified teacher. We have a .4 ELL teacher who can only service K-8 students. There is a shortage area at the high school so we need a .2 ELL teacher for those students. There are mandated requirements that we service these students. I

Mr. Gaines asked the cost for this position. Dr. Robinson said it is between \$12,000 and \$13,000 and would be in the salary line. It is a mandated program, not special education. Mrs. Leidlein asked for reports on these students after testing. Dr. Robinson stated that's usually done right before the end of the year.

MOTION: Mr. Gaines moved that the Board of Education add a .2 ELL teacher for Newtown High School. Mrs. Roche seconded.

Mr. Alexander said it was disappointing that we didn't vote the same at the last meeting. He was happy to be able to provide for these students but did not for the other student.

Mrs. Leidlein agreed but spoke to the principal to come up with ideas to help this student. We have to do this but other students can benefit from the money also. She wants to continue to look for a way to help that student.

Dr. Robinson stated the child is a math prodigy. We have to have a certified person in the right position for that student.

Vote: 5 ayes

Copier Complaint Procedure:

Mrs. Leidlein wanted guidelines for staff to follow regarding copier problems.

Mr. Bienkowski stated that staff has been trained. To report complaints after attempts to solve the problem have failed is to report it to the school secretary and she will take a look at it and then report to Oce. They will be out in 24 hours. A machine will be replaced if necessary.

Budget Calendar:

MOTION: Mr. Gaines moved that the Board of Education approve the 2013-2014 budget development calendar. Mr. Vouros seconded.

Mr. Bienkowski pointed out that the Board of Finance and Legislative meeting dates are close to last year and will be adjusted when they are in place. He also listed 8 budget workshops.

Mr. Gaines said the goal is to use the same format as the town.

Mrs. Leidlein wanted more input in developing the budget and asked when they would hear the board budget goals. It should be done prior to the principals presenting their budget.

Dr. Robinson feels it would be helpful to have the goals earlier.

Mrs. Leidlein said they would be discussed at the next meeting. They also need the discussion of cost saving measures regarding offering teacher packages at an October meeting.

Vote: 5 ayes

Item 6 – Public Participation

Marz Abdulrahman, 38 Brookwood Drive, said he heard enrollment was down in the elementary schools and the possibility of closing an elementary school. He questioned why we would put money into Hawley if it could be closed.

Mr. Gaines said we did an extensive study and if we closed a school it would be Reed, not an elementary school.

Mrs. Leidlein stated the elementary school enrollment has been going down. To save money a temporary closing of a school might help. Head O'Meadow is the smallest school and could be reopened without modification to it. The schools are town buildings so work would have to be done to be used for another purpose.

Mr. Abdulrahman said the late bus arrivals at Reed are not acceptable but he heard that these were the best times for Reed. Is this ongoing and never resolved in the past?

Mrs. Roche stated that she brought it up last year and was told it was an owner/operator issue and would be fixed by All Star.

Christie Hatcher, 14 Chimney Swift, addressed the September 4 agenda regarding increasing the .8 math teacher to full time to spend time at Sandy Hook School. She spoke about students being challenged. They had researched other options before presenting to the Board. Online courses are not structured to mirror State of Connecticut math skills. A teacher is needed. She asked the Board to reconsider the increase for that teacher.

Michelle Ku, 28 Boggs Hill Road, referred to the September 4 meeting regarding the math student. She referred to the strategic plan which states each individual is unique, a quality education is vital, and we need to have an action plan to inspire students to excel. She looks forward to other discussions regarding gifted students.

MOTION: Mr. Alexander moved to adjourn. Mrs. Roche seconded. Vote: 5 ayes

Item 7 – Adjournment

The meeting adjourned at 11:32 p.m.

Respectfully submitted:

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Debbie Leidlein  
Chair

To: Janet Robinson

From: Jay Smith

Re: Donation to Reed Intermediate School

Date: September 14, 2012

Please accept the attached donation to Reed Intermediate School.



8 Willow Brook Lane  
Newtown, CT 06470  
September 12, 2012

To whom it may concern:

Michelle and Steven Tenenbaum propose to contribute used exercise equipment, as outlined below, to the Reed Intermediate School in Newtown, CT.

- Precor 9.1 Precision Electronic Treadmill – used, in excellent operating condition, including Owner's Manual  
Current value: \$900
- Reebok 1000 ZX Elliptical Trainer, used, in excellent operating condition, including Owner's Manual  
Current value: \$600

It is understood that both units will be picked up and delivered to Reed elementary by a representative of the school.

No warranty, implied or actual, is to be assumed for either piece of equipment.

A handwritten signature in black ink, appearing to be 'S. Tenenbaum', with a long horizontal line extending to the right.

Steven Tenenbaum

Jennifer Avari  
14 Silver Brook Lane  
Newtown, CT 06880

September 10, 2012

Ron Bienkowski  
Business Director

Mr. Bienkowski,

We have a daughter in Middle Gate School and have been very impressed with the school system. We are seeing real growth in our daughter's education and would like to support the school in a meaningful way.

I would like to make a tax free contribution of \$5,000.00 (five thousand) to be used by Middle Gate for it's "tablet technology" program. I would have a strong preference for this to be used to support the second grade in particular.

Please let me know if you have any questions or concerns. I can be reached at 203-364-0223.

Regards,



Jennifer Avari

# THE WELLER FOUNDATION, INCORPORATED

Box 1145, Woodbury, Connecticut 06798 / Telephone (203) 263-0229

September 7, 2012

Mr. Charles Dumais  
Principal  
Newtown High School  
12 Berkshire Road  
Sandy Hook, CT 06482-1398

Subject: \$1,000 Music Program Grant

Dear Mr. Dumais:

In light of our current financial situation, it is with great pleasure that the Board of Trustees at its July 25, 2012 Board Meeting approved a grant in the amount of \$1,000 to each of the five (Joel Barlow, Masuk, Newtown, Shelton, and Trumbull) High School's Music Programs. As you may recall due to budget restraints, the Foundation had suspended its \$4,000 Weller Instrumental Music Scholarship back in 2010. That scholarship program, which began in 1993, over the years assisted sixteen (16) students to pursue degrees in music. On behalf of the Board, enclosed is our Check #3859 in the amount of \$1,000 to be utilized to enhance your school's Music Program.

Please supply us with an update as to how this grant will be utilized in your school's Music Program.

Cordially,



Michael J. Smith  
Chairman

JED

Enclosure - Check #3859



# Charter Reservation/Price Quote Form



## TRIP INFORMATION

Date of Call: 9/13/12

Customer: Lisa Meyer

Person Calling: \_\_\_\_\_

Group/Team: Model UN

# of Buses: \_\_\_\_\_

Date of Trip: 11/8/12 - 11/10/12

Departure: \_\_\_\_\_  
Pick up Time: 1:00 on 11/8/12

Destination: UConn, Storrs CT.

8 STUDENTS

Pick up Point: \_\_\_\_\_

Return Time: 6:00pm on 11/10

## OTHER INFORMATION

*Parents are driving*

No Bus Needed. - 8 students and 1 chaperone will attend. (Lisa Meyer)  
This trip is a 3 day Model UN Conference. Students will be staying at the Best Western outside of campus. UConn will provide shuttle service

## PRICING

~~\_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_  
\_\_\_\_\_ Miles @ \_\_\_\_\_ per mile = \_\_\_\_\_  
Minimum Charge = \_\_\_\_\_  
Total Charge Per Bus = \_\_\_\_\_~~

## BILLING INFORMATION

Will group pay day of trip? \_\_\_\_\_ Receipt needed: \_\_\_\_\_

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

## CONFIRMATION

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

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

*Admads 09/18/12*

## **Direct Reports Evaluated by the Superintendent**

All Building principals  
Assistant Superintendent Linda Gejda  
Business Manager Ron Bienkowski  
Director of Pupil Services Julie Haggard  
HR Director Joan Libby

Evaluation consists of a new year meeting where goals are discussed. Usually these have been defined at the previous end of the year conference. For building principals, we use the rubric for school improvement to discuss how they will be moving their school forward. The other administrators provide goals that they intend to accomplish in the upcoming year.

A mid-year meeting takes place with each of the building principals where we review their progress referring once again to the school rubric. At this time, we review any concerns and status of non-tenured teachers. There is ongoing conversation with the central office administrators that adequately informs me of current practices.

The summative evaluation takes place during the summer with all direct reports. They prepare a reflection review before the meeting and we spend time discussing their progress and what the next level of work is for them. Their written evaluation is a narrative reflecting the accomplishments for the year and recommended areas for future concentration.

Submitted by: Janet Robinson, Ph.D.  
September 18, 2012

**DEVELOPMENTAL RUBRIC FOR SCHOOL IMPROVEMENT - DRAFT COPY**

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DOMAIN/LEVEL	BEGINNING	EMERGENT	FUNCTIONAL	EXEMPLARY
<b>INSTRUCTIONAL LEADERSHIP</b>	<ul style="list-style-type: none"> <li>▶ Leadership Lacks Clear Instructional Focus</li> <li>▶ Teachers Perceive Leaders Lack Instructional Knowledge</li> <li>▶ Leadership Lacks Clear Practice for Routinely Observing and Monitoring Instruction</li> </ul>	<ul style="list-style-type: none"> <li>▶ Developing Instructional Focus, but Lack of Shared Understanding Among Teachers</li> <li>▶ Administrators Demonstrate Limited Modeling of Instructional Knowledge</li> <li>▶ Observation Practice Limited</li> </ul>	<ul style="list-style-type: none"> <li>▶ Instructional Focus Clearly Communicated to Teachers, Students</li> <li>▶ Administrators Routinely Model Their Own Knowledge of Instructional Practice With Teachers</li> <li>▶ Routine, Visible Administrators' Observational Practice</li> </ul>	<ul style="list-style-type: none"> <li>▶ Instructional Focus Present in Language and Practice</li> <li>▶ Administrators Routinely Model Their Own Knowledge, and Teachers Provide Feedback to Administrators on their Practice</li> <li>▶ Routine, Visible Involvement of Administrators and Teachers in Observation Practice</li> </ul>
<b>ORGANIZATIONAL STRUCTURE AND PROCESS</b>	<ul style="list-style-type: none"> <li>▶ Absence of Clear Structures, Processes for Instructional Decisions</li> <li>▶ Instructional Practice Absent or Episodic in Interactions Between Administrators and Teachers</li> </ul>	<ul style="list-style-type: none"> <li>▶ Clear Team Structure for Instructional Decisions</li> <li>▶ Variable Capacity of Teams in Processes for Effective Collaboration</li> <li>▶ Variable Capacity of Teams to Make Instructional Decisions</li> <li>▶ Variable Engagement of Teams in Decisions about Instruction and Conduct</li> </ul>	<ul style="list-style-type: none"> <li>▶ Clear Team Structure with Clear Direction for Team Work</li> <li>▶ Administrators Monitor Team Collaborative Process</li> <li>▶ Consistent Capacity of Teams to Make Instructional Decisions</li> <li>▶ Clear Ground-rules and Consistent Understanding of Teams' Role in Decisions</li> </ul>	<ul style="list-style-type: none"> <li>▶ Clear Structure, Direction for Team Work, with Strong Coordination Across Teams</li> <li>▶ Rotating Team Leadership</li> <li>▶ Routine Teacher Leadership of School-Wide Activities</li> </ul>
<b>LEADERSHIP FOR LEARNING</b>	<ul style="list-style-type: none"> <li>▶ Faculty Perceive Emphasis on Hierarchy, Power Differential</li> <li>▶ Faculty Fear Consequences for Experimentation, Admitting Mistakes or Questioning Current Practice</li> <li>▶ Weak or Non-Existent Supports for Teachers Struggling with Instructional Practice</li> </ul>	<ul style="list-style-type: none"> <li>▶ Leaders Developing Ability to Facilitate and Solicit Input From Faculty, Whole-School and Team Contexts</li> <li>▶ Limited Faculty Engagement in Candid Discussion of Individual or Collective Performance</li> <li>▶ Developing System of Supports for Areas of Instructional Weakness</li> </ul>	<ul style="list-style-type: none"> <li>▶ Administrators Routinely Model Their Own Learning Process With Teachers</li> <li>▶ Routine Faculty Engagement in Evaluative Discussion of Individual and Collective Performance</li> <li>▶ Established Professional Learning Program Linked to Individual Needs and School Goals</li> </ul>	<ul style="list-style-type: none"> <li>▶ Administrators and Teachers Routinely Engage in Shared Professional Learning Around Next Level of Work for the School</li> <li>▶ Administrators and Teachers Routinely Adapt Professional Development Offerings to Needs of the Faculty, as they Emerge</li> </ul>
<b>COLLECTIVE UNDERSTANDING OF EFFECTIVE PRACTICE</b>	<ul style="list-style-type: none"> <li>▶ Individual Teachers Monitor Effects of Instructional Practice</li> <li>▶ Existing Information Sources are Underutilized, or Not Used at All</li> <li>▶ Weak or Non-Existent Use by Administrators of Information on School Improvement Strategies or Student Learning</li> </ul>	<ul style="list-style-type: none"> <li>▶ Individual Teachers Determine How and Whether to Engage in Peer Observation</li> <li>▶ Administrators and Teachers Use Published Information on Student Learning for Decisions About Instruction and Improvement Strategy</li> <li>▶ Administrators Provide Feed-back to Teachers and Teams based on Published Sources</li> </ul>	<ul style="list-style-type: none"> <li>▶ Established System for Teacher Peer Observation</li> <li>▶ Administrators, Teachers Develop and Use Multiple Sources of Information on Student Learning, Keyed to Instructional Focus</li> <li>▶ Administrators Routinely Observe, Provide Feedback, and Model Use of Multiple Sources for Teachers and Teams</li> </ul>	<ul style="list-style-type: none"> <li>▶ Administrators, Teachers Routinely Adapt the Information They Gather on Student Learning to the Instructional Focus of the School</li> <li>▶ Teachers and Administrators Routinely Provide Feedback to Each Other on Strengths and Weaknesses of Instructional Focus</li> </ul>
<b>EFFICACY AND ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>▶ Administrators Monitor and Supervise Individual Teachers</li> </ul>	<ul style="list-style-type: none"> <li>▶ Administrators Supervise and Monitor Team Instructional Decisions</li> <li>▶ Administrators Monitor Impact of Team Decisions on Instructional Practice</li> </ul>	<ul style="list-style-type: none"> <li>▶ Teams Make Collective Instructional Decisions within Instructional Focus</li> <li>▶ Teams Monitor Commitments to Specific Instructional Changes Through Strategies Including Peer Observation</li> </ul>	<ul style="list-style-type: none"> <li>▶ Teams and Administrators Routinely Participate in (Re)Setting Instructional Focus Based on Observations and Other Data</li> <li>▶ Administrators and Teams Make Binding Commitments to Specific Actions for Instructional Practice and Support</li> </ul>

## CT Center for School Change Characteristics of High-performing Districts

Domains	Indicators
<b>Systems Thinking</b>	
	District leaders articulate and implement a Theory of Action that impacts the instructional core and promotes student achievement
	All district staff understand and align efforts in support of the Theory of Action
	District develops and implements a coherent plan for large-scale instructional improvement
	District adopts a coherent organizational structure that supports the Theory of Action and the plan for large-scale instructional improvement.
	District leaders understand and lead change processes
	Budget and human resources are aligned to district goals for large-scale instructional improvement
	District distributes resources equitably.
<b>Instructional Improvement</b>	
	District sets high standards for teaching and learning
	District designs and implements curriculum that supports high standards for teaching and learning
	District provides interventions for students at all levels of achievement
	District recruits, hires and supports high quality teachers
	District develops a shared understanding of high quality instruction
	Administrators and teachers use assessment data and collaboratively review student work to improve teaching and learning
	District provides professional development for teachers and administrators that is job-embedded and focused on student achievement and school improvement goals
<b>Organizational Learning</b>	
	District uses data for organizational decisions
	District practices continuous improvement to increase effectiveness and efficiency
	District monitors implementation of improvement efforts
<b>Accountability</b>	
	District designs and implements internal and external accountability structures that measure improvement in student achievement and organizational effectiveness.
	District designs and implements supervisory and evaluation processes that are focused on instructional goals and improved student achievement
	District leaders practice reciprocal accountability by holding staff accountable for high performance and continually building their capacity.
<b>Leadership Development</b>	
	District recruits, hires, and supports high quality administrators and teacher leaders
	District distributes leadership to support the improvement of teaching and learning
	District develops and implements ongoing leadership professional development
<b>Stakeholder Engagement</b>	
	Superintendent engages board of education in instructional improvement efforts
	District communicates with and involves multiple stakeholders (i.e. parents, businesses, community agencies, local government)
	District partners with community agencies
	District builds inside and outside constituencies for school improvement
<b>Sustainability</b>	
	District adopts/embeds policies and practices that secure systemic improvements
	District maintains a culture of continuous improvement and shared, reflective practice focused on student achievement.
	District plans and implements successful leadership transitions
	Systemic changes outlast district leadership transitions
	District student achievement continues to improve

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

**SUMMARY**

Information available for the second financial report in fiscal year 2012-13 continues to be limited at this time. This is generally the case as anticipated obligations are not indicated and would end up being the budgeted numbers until the account-by-account analysis progresses. Any event that would negatively impact our budget as the school year begins will be addressed and brought forward immediately. Routine account analyses begin as time allows throughout the year. The main object accounts are all in a positive position. The sub-categories of Nurses and Special Education Service Salaries identified in July continue to project needs. Sub-accounts joining the red are Property and Liability Insurance because the property insurance came in higher than estimated and adjustments are still necessary for Transportation credits. The next red member is the Out-of-District Tuition which is approximately \$800,000 in need, expected to be offset by approximately \$700,000 in Excess Cost funding due to five additional special education placements since budget approval. This account will be monitored very closely as additional student needs are evaluated.

There will be a number of additional Special Education accounts that will put pressure on our operations as detailed on the notation following narrative. These fall into many categories including Nursing Services; Therapy Services: Occupational, Physical and Behavioral; Transitional Services; and Speech Services. Some of these services will be eligible for excess cost, but the detailed calculations have yet to be done. Other budget expense accounts appear to be in line at this juncture.

The budget is extremely lean and will be monitored closely with important issues identified as quickly as we become aware of them. The significant items that will impact our financial condition right now are related to these special needs..

Forecasting anticipated obligations on the financial plan will modify the fund balances required to end the fiscal year within the allotted budget.

Ron Bienkowski  
Director of Business  
September 14, 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 meet 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 AUGUST 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>GENERAL FUND BUDGET</b>						
100	SALARIES	\$ 44,136,246	\$ 44,136,246	\$ 2,486,579	\$ 39,349,819	\$ 2,299,848
200	EMPLOYEE BENEFITS	\$ 10,425,010	\$ 10,425,010	\$ 2,875,474	\$ 6,038,435	\$ 1,511,101
300	PROFESSIONAL SERVICES	\$ 732,105	\$ 732,105	\$ 47,994	\$ 168,152	\$ 515,960
400	PURCHASED PROPERTY SERV.	\$ 1,787,285	\$ 1,787,285	\$ 243,758	\$ 469,294	\$ 1,074,234
500	OTHER PURCHASED SERVICES	\$ 6,299,500	\$ 6,299,500	\$ 666,193	\$ 4,698,778	\$ 934,529
600	SUPPLIES	\$ 4,701,512	\$ 4,701,512	\$ 292,854	\$ 313,815	\$ 4,094,843
700	PROPERTY	\$ 209,375	\$ 209,375	\$ 39,779	\$ -	\$ 169,596
800	MISCELLANEOUS	\$ 64,761	\$ 64,761	\$ 46,462	\$ 1,545	\$ 16,754
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 68,355,794	\$ 68,355,794	\$ 6,699,093	\$ 51,039,838	\$ 10,616,863
<b>GRAND TOTAL</b>		\$ 68,355,794	\$ 68,355,794	\$ 6,699,093	\$ 51,039,838	\$ 10,616,863
				\$ 1,674,298		
Excess Cost Grant Reimbursement Offset					75%	\$ 1,252,159
Net Projected Balance						\$ 11,869,022

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING AUGUST 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>100</b>	<b>SALARIES</b>					
	Administrative Salaries	\$ 2,837,501	\$ 2,837,501	\$ 387,998	\$ 2,330,200	\$ 119,303
	Teachers & Specialists Salaries	\$ 30,496,134	\$ 30,496,134	\$ 1,218,474	\$ 28,776,713	\$ 500,948
	Early Retirement	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ 16,000
	Continuing Ed./Summer School	\$ 81,787	\$ 81,787	\$ 35,272	\$ 35,472	\$ 11,043
	Homebound & Tutors Salaries	\$ 170,998	\$ 170,998	\$ 6,130	\$ 103,918	\$ 60,950
	Certified Substitutes	\$ 586,650	\$ 586,650	\$ -	\$ -	\$ 586,650
	Coaching/Activities	\$ 541,749	\$ 541,749	\$ -	\$ -	\$ 541,749
	Staff & Program Development	\$ 195,857	\$ 195,857	\$ 19,323	\$ 49,194	\$ 127,340
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,926,676</b>	<b>\$ 34,926,676</b>	<b>\$ 1,667,197</b>	<b>\$ 31,295,497</b>	<b>\$ 1,963,982</b>
	Supervisors/Technology Salaries	\$ 609,577	\$ 609,577	\$ 82,557	\$ 496,705	\$ 30,315
	Clerical & Secretarial salaries	\$ 1,942,502	\$ 1,942,502	\$ 187,135	\$ 1,749,804	\$ 5,563
	Educational Assistants	\$ 1,824,359	\$ 1,824,359	\$ 17,600	\$ 1,699,283	\$ 107,476
	Nurses & Medical advisors	\$ 680,221	\$ 680,221	\$ 46,549	\$ 650,960	\$ (17,288)
	Custodial & Maint Salaries	\$ 2,822,289	\$ 2,822,289	\$ 380,005	\$ 2,411,484	\$ 30,800
	Bus Drivers salaries	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 101,256	\$ 101,256	\$ 10,782	\$ 88,301	\$ 2,173
	Special Education Svcs Salaries	\$ 760,852	\$ 760,852	\$ 51,453	\$ 825,778	\$ (116,380)
	Attendance & Security Salaries	\$ 146,750	\$ 146,750	\$ 11,637	\$ 132,006	\$ 3,107
	Extra Work - Non-Cert	\$ 68,401	\$ 68,401	\$ 22,669	\$ -	\$ 45,732
	Custodial & Maint. Overtime	\$ 210,363	\$ 210,363	\$ 8,930	\$ -	\$ 201,433
	Civic activities/Park & Rec	\$ 43,000	\$ 43,000	\$ 65	\$ -	\$ 42,935
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 9,209,570</b>	<b>\$ 9,209,570</b>	<b>\$ 819,382</b>	<b>\$ 8,054,322</b>	<b>\$ 335,866</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 44,136,246</b>	<b>\$ 44,136,246</b>	<b>\$ 2,486,579</b>	<b>\$ 39,349,819</b>	<b>\$ 2,299,848</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING AUGUST 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>					
	Medical & Dental Expenses	\$ 7,933,343	\$ 7,933,343	\$ 2,153,497	\$ 5,684,421	\$ 95,425
	Life Insurance	\$ 84,270	\$ 84,270	\$ 13,560	\$ -	\$ 70,710
	FICA & Medicare	\$ 1,357,597	\$ 1,357,597	\$ 140,757	\$ -	\$ 1,216,840
	Pensions	\$ 475,318	\$ 475,318	\$ 440,246	\$ 34,466	\$ 606
	Unemployment & Employee Assist.	\$ 128,120	\$ 128,120	\$ 600	\$ -	\$ 127,520
	Workers Compensation	\$ 446,362	\$ 446,362	\$ 126,816	\$ 319,548	\$ (1)
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 10,425,010</b>	<b>\$ 10,425,010</b>	<b>\$ 2,875,474</b>	<b>\$ 6,038,435</b>	<b>\$ 1,511,101</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>					
	Professional Services	\$ 490,240	\$ 490,240	\$ 39,583	\$ 163,490	\$ 287,167
	Professional Educational Ser.	\$ 241,865	\$ 241,865	\$ 8,410	\$ 4,662	\$ 228,793
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 732,105</b>	<b>\$ 732,105</b>	<b>\$ 47,994</b>	<b>\$ 168,152</b>	<b>\$ 515,960</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>					
	Buildings & Grounds Services	\$ 671,800	\$ 671,800	\$ 115,691	\$ 263,050	\$ 293,058
	Utility Services - Water & Sewer	\$ 116,600	\$ 116,600	\$ 9,137	\$ -	\$ 107,463
	Building, Site & Emergency Repairs	\$ 460,850	\$ 460,850	\$ 54,782	\$ 20,437	\$ 385,632
	Equipment Repairs	\$ 252,403	\$ 252,403	\$ 11,913	\$ 27,560	\$ 212,931
	Rentals - Building & Equipment	\$ 285,632	\$ 285,632	\$ 51,651	\$ 158,247	\$ 75,734
	Building & Site Maintenance	\$ -	\$ -	\$ 585	\$ -	\$ (585)
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 1,787,285</b>	<b>\$ 1,787,285</b>	<b>\$ 243,758</b>	<b>\$ 469,294</b>	<b>\$ 1,074,234</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING AUGUST 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>					
	Contracted Services	\$ 408,667	\$ 408,667	\$ 122,773	\$ 84,443	\$ 201,451
	Transportation Services	\$ 3,819,431	\$ 3,819,431	\$ 101,617	\$ 2,461,167	\$ 1,256,647
	Insurance - Property & Liability	\$ 291,066	\$ 291,066	\$ 108,836	\$ 203,880	\$ (21,650)
	Communications	\$ 127,369	\$ 127,369	\$ 11,678	\$ 91,399	\$ 24,291
	Printing Services	\$ 50,697	\$ 50,697	\$ 832	\$ 4,362	\$ 45,503
	Tuition - Out of District	\$ 1,392,548	\$ 1,392,548	\$ 312,865	\$ 1,843,827	\$ (764,145)
	Student Travel & Staff Mileage	\$ 209,722	\$ 209,722	\$ 7,591	\$ 9,700	\$ 192,431
	<b>SUBTOTAL OTHER PURCHASED S</b>	<b>\$ 6,299,500</b>	<b>\$ 6,299,500</b>	<b>\$ 666,193</b>	<b>\$ 4,698,778</b>	<b>\$ 934,529</b>
<b>600</b>	<b>SUPPLIES</b>					
	Instructional & Library Supplies	\$ 1,002,246	\$ 1,002,246	\$ 169,366	\$ 153,260	\$ 679,620
	Software, Medical & Office Sup.	\$ 165,988	\$ 165,988	\$ 8,227	\$ 63,092	\$ 94,669
	Plant Supplies	\$ 361,100	\$ 361,100	\$ 81,290	\$ 55,523	\$ 224,287
	Electric	\$ 1,442,763	\$ 1,442,763	\$ (181)	\$ -	\$ 1,442,944
	Propane & Natural Gas	\$ 358,287	\$ 358,287	\$ 12,091	\$ -	\$ 346,196
	Fuel Oil	\$ 617,123	\$ 617,123	\$ -	\$ -	\$ 617,123
	Fuel For Vehicles & Equip.	\$ 565,019	\$ 565,019	\$ -	\$ -	\$ 565,019
	Textbooks	\$ 188,986	\$ 188,986	\$ 22,061	\$ 41,941	\$ 124,984
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 4,701,512</b>	<b>\$ 4,701,512</b>	<b>\$ 292,854</b>	<b>\$ 313,815</b>	<b>\$ 4,094,843</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING AUGUST 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
<b>700</b>	<b>PROPERTY</b>					
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ -	124,177
	Technology Equipment	\$ 51,602	\$ 51,602	\$ 37,791	\$ -	13,811
	Other Equipment	\$ 33,596	\$ 33,596	\$ 1,988	\$ -	31,608
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 209,375</b>	<b>\$ 209,375</b>	<b>\$ 39,779</b>	<b>\$ -</b>	<b>169,596</b>
<b>800</b>	<b>MISCELLANEOUS</b>					
	Memberships	\$ 64,761	\$ 64,761	\$ 46,462	\$ 1,545	16,754
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 64,761</b>	<b>\$ 64,761</b>	<b>\$ 46,462</b>	<b>\$ 1,545</b>	<b>16,754</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 68,355,794</b>	<b>\$ 68,355,794</b>	<b>\$ 6,699,093</b>	<b>\$ 51,039,838</b>	<b>10,616,863</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING AUGUST 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE
			<b>2012-13 APPROVED BUDGET</b>	<b>RECEIVED</b>	<b>BALANCE</b>	<b>% RECEIVED</b>
	<b><u>SCHOOL GENERATED FEES</u></b>					
	<u>HIGH SCHOOL FEES</u>					
	NURTURY PROGRAM	\$8,000	\$8,000.00	\$0.00	100.00%	
	PARKING PERMITS	\$20,000	\$20,000.00	\$0.00	100.00%	
	PAY FOR PARTICIPATION IN SPORTS	\$84,800	\$84,800.00	\$0.00	100.00%	
		\$112,800	\$112,800.00	\$0.00	100.00%	
	<u>BUILDING RELATED FEES</u>					
	ENERGY - ELECTRICITY	\$313	\$626.00	(\$313.00)	200.00%	
	HIGH SCHOOL POOL - OUTSIDE USAGE	\$8,000	\$400.00	\$7,600.00	5.00%	
		\$8,313	\$1,026.00	\$7,287.00	12.34%	
	MISCELLANEOUS FEES	\$200	\$77.00	\$123.00	38.50%	
	<b>TOTAL SCHOOL GENERATED FEES</b>	\$121,313	\$113,903.00	\$7,410.00	93.89%	



August 17, 2012

Dear Mr. Hiruo,

We hope you have had a wonderful and restful summer and are looking forward to a productive and exciting new school year. We would like to invite you as a keynote speaker to the *2012 Asia Society Confucius Classrooms Leaders Summit* taking place in Shanghai, China from November 3 – 11. **Please review the attached document and submit your response as soon as possible but no later than September 7.**

In order to make the experience as personal and meaningful as possible, we are limiting the number of participants to forty. As a keynote speaker, you are one of the pre-selected forty. As a recognized leader in this field, your expertise will contribute to a national initiative. This conference will require your active participation as an expert resource to 80 US and Chinese administrators throughout the dates highlighted. We are committed to offering an opportunity to attend the summit at least once to every one of the 101 Confucius Classrooms in the Network. Since our first cohort of 20 Confucius Classrooms participated in this program in 2010, they will only be eligible for this year's Summit if there are spaces available that have not been occupied by second or third cohort schools.

Since this is the second time we will offer this program, priority this year will be given to schools in the second cohort (admitted fall 2010) and then to third cohort schools (admitted fall 2011). Third cohort schools will have priority for the next *Leaders Summit*, which will be run either in 2013 or 2014, depending on funding and capacity of our partners in China.

In addition to the *Leaders Summit*, we would like to let you know that the *2013 National Chinese Language Conference* will be held in Boston, April 7-9. The dates and location are not yet public and you will receive an official announcement of the conference in the next few weeks. **We are looking to highlight the NICE program this coming year at NCLC and would like to further discuss this with you.**

We are planning two other events in 2013 primarily for teachers, and will send the details and eligibility information in the coming weeks. Going forward, we are looking to go well beyond the basics of Chinese language teaching and professional networking, and to focus our events on cutting-edge teaching methodologies and strategies, including effective and innovative language assessment, building toward advanced levels of language proficiency, technology and gaming, incorporating international exchanges, and teaching about Chinese culture and society in deep and meaningful ways. Accordingly, our events and opportunities will increasingly include prerequisites and specific requirements for follow-up and continued engagement/participation. Now that we have the full Network of Confucius Classrooms, we are looking to further identify teachers with the vision, creativity, and commitment to become national leaders for the field.

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The first event for teachers in 2013 will be the annual *Teachers Institute*, which will be held (tentatively) in Los Angeles, CA in early February. Our plan this year is to focus the *Teachers Institute* on “Technology, Game Design, and Online Resources for Chinese Language Teaching.” The second event is our first ever *China Studies Seminar for Teachers of Chinese*, which we will run in cooperation with East China Normal University in Shanghai in the summer of 2013. The first half of this two-week *Seminar* will focus on contemporary Chinese society and culture, and offer opportunities for teachers to interact with leading academics, artists, businesspeople, journalists, educators and cultural figures in Shanghai. The second half of the *Seminar* will include teachers working collaboratively and with prominent world language educators to design language learning activities for students that incorporate content on contemporary Chinese culture and society.

We are extremely excited this year to have the opportunity to run two programs in Shanghai, one for leaders in November and one for teachers in the summer, as well as one program on the East Coast (the *NCLC* in Boston) and one on the West Coast (the *Teachers Institute* in LA). We will be sending further details about the *Teachers Institute*, *National Chinese Language Conference*, and the *China Studies Seminar for Teachers of Chinese* in the coming weeks. For now, please review the attached information about the *2012 Leaders Summit*.

Welcome back to school, and we look forward to working with you once again this year! Your contributions of expertise are highly valued and appreciated as we continue our support and collaboration for the future.

Best regards,

Chris, Jeff, Yi, and Eleise

Christopher Livaccari  
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THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the Special Meeting of the Public Building and Site Commission held on Monday, September 10, 2012. Chairman Robert Mitchell called the meeting to order at 9:00 am.

**Present:** Robert Mitchell, Anthony D'Angelo, Joseph Borst, James Juliano, **Absent** Robert Edwards, Pete Samoskevich, Robert Edwards, Roger Letso, Rick Matschke, Thomas Catalina.

**Public Participation.** None noted.

Hawley School HVAC Project

The meeting was scheduled to review the re-phasing of the project, moving items previously scheduled to be part of Phase 1 (2013) into Phase 2 (2014). The total scope of the project has not changed.

The attached Phase One – Working Draft dated 8.23.2012 was reviewed.

The attached Revised Phase Cost Allocation spread sheet dated 9.5.2012 was reviewed.

Mr. Mitchell made the following motion for acceptance of the re-phasing.

I move that the Hawley Elementary School HVAC Infrastructure Upgrading project be approved and our recommendation be sent to the Board of Finance, Legislative Council, Board of Selectman and Board of Education, as follows;

1. The project will be re-phased per the recommendation of Kaestle Boos so that Phase 1 encompasses the replacement of the two boilers located in the 1948 building and the replacement of the hot water radiation systems in the 1948 and 1997 buildings, with all related work and services as defined in the Kaestle Boos Phase Zero study.
2. Work originally defined as part of the Phase 1 portion of the original project, and not included in the re-phased project, would be accommodated within Phase 2. This includes the roof top equipment, ductwork and re-roofing, etc.
3. The sum of \$2,370,000 shall be allocated by the Town to cover the renovations, contingencies and the architectural/engineering fees for the re-phased Phase 1 portion of the total project.
4. The work is projected to proceed during the 2013 school summer recess.

Mr. Borst seconded the motion. All were in favor.

Mr. Mitchell made a motion for adjournment at 9:12 am, seconded by Mr. D'Angelo. All were in favor.

Robert Mitchell  
Chair

**NEWTOWN BOARD OF EDUCATION  
SUMMARY - CAPITAL IMPROVEMENT PLAN  
2012/13 TO 2017/18**

**For Discussion  
for the BOE on 9/18/12**

CIP Item #	Location	Description of Project	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	TOTALS
1	Hawley Elem.	HVAC Phase I Boiler/Electrical replacement and upgrade		\$2,370,000					
2	Hawley Elem.	HVAC Phase II Ventilation system installed			\$3,500,000				
3	Hawley Elem.	HVAC Phase III Split/Systems Limited Air Conditioning					\$2,560,000		\$8,430,000
4	Sandy Hook Eler	Window Replacement Projects				\$600,000			\$600,000
5	Middle Gate Eler	Window Replacement Projects						\$400,000	\$400,000
6	Middle School	Design Fees - All Phases climate control renovate and comply with code			\$100,000				
7	Middle School	Phase I Three new boilers & re-piping						\$2,100,000	\$2,200,000
8	High School	Engineering Fees - Renovate auditoriur	\$100,000						
9	High School	Life Safety		\$25,000					
10	High School	Auditorium ADA code, replace duct work, lighting, seating and fire sprinkler system				\$2,200,000			\$2,325,000
<b>TOTAL COSTS OF ALL PROJECTS</b>			<b>\$100,000</b>	<b>\$2,395,000</b>	<b>\$3,600,000</b>	<b>\$2,800,000</b>	<b>\$2,560,000</b>	<b>\$2,500,000</b>	<b>\$13,955,000</b>
<b>TOTAL TO BE BONDED</b>			<b>\$100,000</b>	<b>\$2,395,000</b>	<b>\$3,600,000</b>	<b>\$2,800,000</b>	<b>\$2,560,000</b>	<b>\$2,500,000</b>	<b>\$13,955,000</b>

## ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

The Board of Education recognizes that the administration of prescription and non-prescription medications by school personnel is a program adjustment to meet the health needs of a student only pursuant to the written order of a physician licensed to practice medicine, licensed dentist, licensed optometrist, licensed podiatrist, physician's assistant (with M.D.'s stamp) or licensed advanced practice registered nurse and must be administered during school hours and school sponsored field trips **and before and after school programs (as defined in the CGS 12-212a-1).**

The attached procedures outline the process for administering prescription and non-prescription medications. **A school nurse or any other nurse licensed in the State of Connecticut may administer medications to students in school.** In the absence of a nurse, the building principals or designated teachers, a licensed physical or occupational therapist employed by the district and coaches of intramural and interscholastic athletics of the school district, pursuant to the regulations of the State Board of Education **Connecticut Regulations Section 10-212a** who are trained through involvement of a physician, nurse supervisor, or qualified school nurse may administer medicinal preparations to students, as set forth in the attached administrative procedures. Medicinal preparations must be accompanied by the authorization of the student's parents/guardians and the written order from a licensed physician, a licensed dentist, an optometrist licensed to practice optometry in this state under Chapter 380, a licensed podiatrist under Chapter 375 pursuant to the regulations of the State Board of Education, or a physician assistant licensed to prescribe in accordance with C.G.S. Section 20-12d, or an advanced practice registered nurse licensed to prescribe in accordance with C.G.S. 20-94a.

### ***Italicized text moved to Item 5 in procedures***

*A specific paraprofessional, through a plan approved by the Nurse Supervisor and School Medical Advisor, may be designated to administer medication with a cartridge injector, to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. For the purposes of this policy, "cartridge injector" means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions. The nurse Supervisor and School Medical Advisor along with the school nurse may jointly approve a plan and provide general supervision and training to an identified school paraprofessional to administer the cartridge injector. The plan may only be approved with the written authorization of the student's parents/guardians and pursuant to a written order from the student's licensed physician, and APRN or a PA authorized by law to prescribe medication. Also, no such person shall be liable to such student, parent, or guardian of such student for civil damages for any personal injuries which result from acts or omissions of such person administering a medical preparation which may constitute ordinary negligence. This immunity shall not apply in acts or omissions constituting gross, willful, or wanton negligence.* **In accordance with Connecticut General Statutes, Section 10-212a, no school nurse or other nurse, principal, teacher, licensed physical or occupational therapist employed by a school district, coach, trainer, or school paraprofessional administering medication pursuant to subsection (d) of the statute shall be liable to a student or a parent or guardian of such student, for civil damages for any**

**personal injuries which result from acts or omissions of a school nurse or other nurse, principal, teacher, licensed physical or occupational therapist employed by a school district, coach, trainer or school paraprofessional administering medication pursuant to subsection (d) of the statute in administering such preparations which may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence.**

**Legal References:**

**Connecticut General Statutes 10-212a, 20-94a, 21a-240, 254-262**

**Connecticut Regulations, Section 10-212a 1 through 10, inclusive**

**Connecticut Regulations, Section 21a-262-1, 2, 3, 8 and 9**

Adopted 3/13/79

Revised 7/10/79, 12/9/86, 4/14/87, 5/8/90, 5/24/94, 10/10/95, 6/9/98, 3/21/00, 1/20/04, 8/28/06, 12/16/08

## ADMINISTRATIVE PROCEDURES FOR ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

### Administration of Medications

1. Licensed physician, physician's assistant (with M.D.'s stamp), advanced practice registered nurse, dentist, licensed optometrist, or licensed podiatrist orders for medicinal preparations to be administered shall specify in writing the name of the drug, reason for administering, dosage, side effects, and duration, and shall be renewed each school year.
2. Since prescriptions for controlled substances have time limitations and because individual patients vary in their response to medications, the school nurse will seek to maintain regular contact when necessary with the prescribing physician, physician's assistant, advanced practice registered nurse, dentist, licensed optometrist or licensed podiatrist for confirmation or change of the order.
3. Upon admission to school each year, an inquiry should be made by the school nurse or building principal as to medications and allergies and the required procedures to be observed for those students requiring medicinal preparations as prescribed by a licensed physician, physician's assistant (with M.D.'s stamp), advanced practice registered nurse, dentist, licensed optometrist, or licensed podiatrist. In support of such required procedures there shall be on file:
  - a. The written order with a plan of care from the physician for the student
  - b. The written authorization of the student's parent or guardian, which shall be included in the student's cumulative health record and kept for a minimum of three years, and
  - c. Written permission of the parent for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.
4. In absence of a licensed nurse only principals, designated teachers, licensed physical or occupational therapists employed by the district, coaches **or licensed trainers** of intramural and interscholastic athletics of the school who have been properly trained as determined by the school supervising nurse and are under the general supervision of a school nurse may administer ~~oral, topical, or inhaled~~ **specific** medications to students. Injectable medications may be administered by a principal, teacher, coach, **licensed athletic trainer** or paraprofessional only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
5. **A specific paraprofessional, through a plan approved by the Nurse Supervisor and School Medical Advisor, may be designated to administer medication with a cartridge injector, to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. For the purposes of this policy, "cartridge injector" means an automatic prefilled cartridge injector or similar automatic injectable**

- equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions. The nurse Supervisor and School Medical Advisor along with the school nurse may jointly approve a plan and provide general supervision and training to an identified school paraprofessional to administer the cartridge injector. The plan may only be approved with the written authorization of the student's parents/guardians and pursuant to a written order from the student's licensed physician, and APRN or a PA authorized by law to prescribe medication. Investigational drugs may not be administered by principals, teachers, occupational or physical therapists, coaches, licensed athletic trainers or paraprofessionals (CGS 10-212a, 8 to 10 – 212a – 10 inclusive).**
6. In some instances the self-administration of medication by a student may be authorized in a written statement by both a licensed physician, physician's assistant (with M.D.'s stamp), advanced practice registered nurse, dentist, licensed optometrist, or licensed podiatrist and the parent or guardian. The school nurse shall evaluate the situation to determine if it is safe and appropriate and develop a plan for general supervision of the self-medication. The statement to be kept in the student's cumulative health record should include information on diagnosis, drug, dosage, and frequency to be taken. The school nurse and teacher, when appropriate, should counsel the student on the importance of taking medications as prescribed. The medication, when appropriate, should be kept in the school nurse's office or with the teacher.
  7. A student with diabetes may test his/her blood glucose level per written order of a physician or an advanced practice registered nurse stating the need for and that the student is able to self-test. CGS 10-220j
  8. Acetaminophen/Tylenol, **Ibuprofen, Tums (according to age)** may be administered by the school nurse or designated school personnel with the written permission of the parent/guardian under the orders of the school medical advisor.
  9. Students shall not be denied access to transportation solely due to such student's need to carry a cartridge injector. CGS 10-220i
  10. **During intramural and interscholastic events, a coach or licensed athletic trainer may administer specific medications for select students. The coach and licensed athletic trainer must follow all of the administration of medications regulations, record keeping and documentation. The medications shall be kept separate from the medications stored in the nurse's office.**

#### **Medication Administration in Before-and-After-School Programs**

1. **Administration of medication in school readiness programs and before-and-after-school programs shall be in keeping with Connecticut Regulations section Sec. 10-212a-10. On an annual basis, the Health Services Supervisor, in collaboration with the Superintendent or the Superintendent's designee(s), will review the policy and procedures as**



**pertinent to medication administration in before-and-after-school programs and will determine what programs, if any, meet the definition of before-and-after-school programs as defined in Connecticut Regulations section Sec. 10-212a-10 for that specific year. For those programs that meet the definition, the Health Services Supervisor or his/her designee shall determine:**

- a. If administration of medications is medically necessary for any participant(s) to access the program and maintain their health status while attending the program;**
- b. the level of nursing services needed to ensure the safe administration of medication within each program, e.g., medication and emergency care plan development, pre-program training of delegates, and periodic supervision; availability of telecommunications with school nurse during the program; or on-site availability of a nurse;**
- c. who may administer medication in the given program;**
- d. whether students with self-administration plans in place during the school day require any adaptation of those plans for use in before and after-school programs;**
- e. whether students with emergency and individualized health care plans in place during the school day require adaptation of those plans for use in before and after school programs;**
- f. the procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and**
- g. the person responsible for decision making in the absence of the nurse.**

**In addition:**

- a. Local poison control center information shall be readily available in each program.**
- b. No medication shall be administered in these programs without:
  - (1) then written order of an authorized prescriber, and**
  - (2) the written authorization of a parent or guardian or an eligible student****
- c. In the absence of a licensed nurse, only directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse hired by**

the district to provide services to the before-and-after-school or school readiness programs.

- d. **Training for directors or directors' designees, lead teachers or school administrators in the administration of medications will be provided according to subsections (a) to (c), inclusive, of Section 10-212a-3 of the Regulations of Connecticut State Agencies and #12 of this procedure.**
- e. **Directors or director's designee, lead teachers and school administrators may administer oral, topical intranasal or inhalant medications, and may administer cartridge injector medications only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.**
- f. **Investigational drugs or research or study medications may not be administered by director's designee, lead teachers, or school administrators; and**
- g. **Controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Sections 21a-243-8 to 21a-243-11, inclusive, of the Regulations of Connecticut State Agencies may be administered in school readiness programs and before-and-after-school programs if necessary in order for the student to attend the program and determined appropriate by the Health Services Supervisor or designee.**
- h. **Self medication, when determined appropriate by the Health Services Supervisor or designee, shall follow the procedures in Section 10-212a-4 of the Regulations of Connecticut State Agencies and #7 of these procedures.**
- i. **All medications in before-and-after-school and school readiness programs shall be handled, stored and disposed of in accordance with the provisions of subsection (a) to (k), inclusive, of the Regulations of Connecticut State Agencies and #20 in these procedures.**
- j. **A separate supply of medication shall be stored at the site of the before-or-after-school program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be developed to ensure the timely transfer of the medication from the school to the program and back on a daily basis.**
- k. **Documentation shall be completed and maintained on form provided by the school nurse supervisor or designee, as follows:**

- (1) a separate administration of medication record for each student shall be maintained in the program;**
- (2) the administration of medication record shall be submitted to the school nurse at the end of each school year and filed in or summarized on the student's cumulative health record according to local or regional board of education policy.**

- I. Communication with the school nurse:**
  - (1) administration of a medication with a cartridge injector shall be reported to the school nurse at the earliest possible time but not later than the next school day.**
  - (2) In all other instances of the administration of medication shall be reported to the school nurse according to the student's individual plan or at least on a monthly basis.**
  
- m. Supervision of the administration of medication in before-and-after school programs shall be the responsibility of the Health Services Supervisor or designee who has been assigned responsibility for delegating to, training and supervising appropriate personnel in the administration of medication for before-and-after-school programs and will be conducted in accordance with the provisions of subdivision (1) to (6), inclusive, of Section 10-212a-7 of the regulations of Connecticut State Agencies.**

#### Administration of Herbal Medications/Preparations

Licensed physician's orders for herbal medications/preparations to be administered shall adhere to all of the school's medication standards/regulations and shall specify in writing:

1. Name of medication/preparations
2. Name and quantity of ingredients
3. Dosage
4. Expected results
5. Side effects
6. Contraindication
7. Name and dosage of any drugs taken concurrently
8. Potential interactions with drugs taken concurrently
9. Reason why drug requires administration during school hours
10. Reference with source of drug safety

#### Medication Emergencies

The school nurse will administer appropriate emergency care, record first aid treatment administered, notify the parents or guardian and if necessary contact the EMS.

When the nurse is not readily available or when emergencies occur after school hours, appropriate emergency care may be administered by a building principal or designated teacher. Parents and administrators shall be notified immediately.

Each school shall ensure the following information is readily available.

1. The local poison information center telephone number
2. The physician, clinic or emergency room to be contacted in the event of medication emergencies
3. The name of the person responsible for decision-making in the absence of the school nurse.

#### Training of School Personnel

Only principals, designated teachers, occupational or physical therapists, coaches, **licensed athletic trainers** or paraprofessionals who have received appropriate training from the school nurse or school physician shall be allowed to administer medications to students. If a school chooses to train administrators and teachers for this purpose, it is recommended that the number of trained people be in the range of 2-4 per building.

This training shall include but not be limited to:

1. The procedural aspects of **safe** medication administration, the safe handling and storage of medications, and recording.
2. The medication needs of specified students, medication idiosyncracies, and desired effects, potential side effect or untoward reactions. **(CGS Section 10-212a-3)**

The training program and procedures shall be written and specific, describing the training and the frequency with which it is done.

Annually each principal shall provide in writing to the office of the Assistant Superintendent documentation that such training has been provided and names of staff members in the building who have received such training. Annually the Nurse Supervisor shall provide an informational update to principals and teachers trained in the administration of medications.

#### Handling, Storage and Disposal of Medications

1. All medications, except those approved for transporting by students for self-medication, shall be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school. The nurse must examine on site any new medication, medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel.
2. All medications, except those approved for student self-medication, shall be kept by the nurse in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet. **In case of emergency medications, they shall be stored in an unlocked cabinet during school hours and will be locked beyond the regular school day. At least two sets**

**of keys for the medication cabinets shall be maintained for each building. One set of keys shall be maintained under the direct control of the school nurse and the additional set shall be under the direct control of the principal.**

3. Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications.
4. All medications, prescription and nonprescription, shall be stored in their original containers and in such a manner as to render them safe and effective.
5. Medications requiring refrigeration shall be stored in a refrigerator at no less than 36 degrees fahrenheit and no more than 46 degrees fahrenheit.
6. All unused, discontinued or obsolete medications shall be removed from storage areas and returned to the parent or guardian ~~or with the permission of the parent or guardian, destroyed.~~ **If the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:**
  - a. Noncontrolled drugs shall be destroyed in the presence of at least one (1) witness;
  - b. Controlled drugs shall be destroyed ~~in accordance with part 1307.21 of the code of federal regulations or by surrender to the Commission of the Department of Consumer Protection~~ **pursuant to Section 21a-262-3 of the Regulations of the Connecticut State Agencies.**
7. No more than a ~~forty-five~~ **3-month** school day supply of a medication for a student shall be stored at the school.
8. No medication for a student shall be stored at a school without a current written order from a ~~physician, physician's assistant, advanced practice registered nurse, or dentist~~ **an authorized prescriber.**

#### Recordkeeping/**Documentation**

Each school **or before-school and after-school program and school readiness programs where medications are administered** shall maintain a medication administration record for each student who receives medication during school hours. Such record shall include:

1. The name of the student
2. The name of the medication
3. The dosage of medication
4. The route of administration
5. The frequency of the administration

6. The name of the prescribing physician, physician's assistant (with M.D.'s stamp), advanced practice registered nurse, or dentist and the name of the parent or guardian requesting that the medication be given
7. The date the medication was ordered
8. The quantity received
9. The date the medication is to be reordered
10. Any student allergies to food or medicine
11. The date and time of administration or omission including the reason for the omission
12. The dose or amount of drug administered
13. The full legal signature, **written or electronic**, of the nurse, principal, teacher or paraprofessional administering the medication
14. **For controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.**

The completed medication administration record for non-controlled medications, at the discretion of the school district, may be destroyed in accordance with Section M8 of the Connecticut Municipality Record retention Schedule so long as it is superseded by a summary on the student record.

The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication record needs to be maintained in the school for three years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

Transactions shall be recorded in ink and shall not be altered. The written order of the physician, physician's assistant (with M.D.'s stamp), advanced practice registered nurse, dentist, licensed optometrist, or licensed podiatrist, the written authorization of the parent or guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record. A physician's verbal order, including a telephone order, for a change in any medication can be received only by a school nurse. Any such verbal order must be followed by a written order within three school days. If errors occur in the administration of medication to students, it shall be reported immediately to the school nurse, the prescribing physician and the parent or guardian. The school nurse shall determine if additional medical treatment is required as a result of the error.

A report shall be completed using an accident/incident report describing the error. Any error in the administration of medication shall be documented in the student's cumulative health record.

#### Supervision

The school nurse is responsible for general supervision of the administration of medications in the schools to which that nurse is assigned. This shall include, but not be limited to:

1. Availability on a regularly scheduled basis to:

- a. Review the orders or changes in orders and communicate those to personnel designated to give medication for appropriate follow-up.
  - b. Set up a plan and schedule to ensure medications are given.
  - c. Provide training to principals, teachers, other licensed nursing personnel, occupational or physical therapists, coaches, **licensed athletic trainers** and paraprofessionals in the administration of medications.
  - d. Support and assist other licensed nursing personnel, principals, teachers, occupational or physical therapists, coaches, **licensed athletic trainers** and paraprofessionals to prepare for and implement their responsibilities related to the administration of specific medications during school hours.
  - e. Provide consultation by telephone or other means of telecommunication. In the absence of the school nurse, a licensed physician or nurse may provide this consultation.
2. Implementation of policies and procedures regarding receipt, storage and administration of medications.
  3. Monthly review of all documentation pertaining to the administration of medications for students.
  4. Work-site observation of medication administration by teachers, principals, occupational or physical therapists, coaches and paraprofessionals who have been newly trained.
  5. Periodic review, as needed, with licensed nursing personnel, principals, teachers, occupational or physical therapists, coaches, **licensed athletic trainers** and paraprofessionals regarding the needs of any student receiving medication.

#### Liability

Nurses and trained personnel are protected from liability claims by the Connecticut General Statute 10-235 and the Board of Education liability insurance coverage.

The Medication Administration Policy must be in accordance with Connecticut State Law CGS Section 10-212a as well as Regulations of the Connecticut State Agencies Section 10-212a-1 to 10-212a-7, inclusive and must be approved by the Board of Education and School Medical Advisor or other qualified license physician every two years.

Reference 10-235, 10-212a, 10-212a-1, 10-212a to 10-212d

Revised 11/13/01, 1/20/04, 8/28/06, 12/16/08

NEWTOWN PUBLIC SCHOOLS  
BUSINESS OFFICE  
3 PRIMROSE STREET  
NEWTOWN, CT 06470

MEMORANDUM

DATE: August 29, 2012  
TO: The Board of Education *Ron Bienkowski*  
FROM: Ron Bienkowski, Director of Business  
SUBJECT: Canon Copiers

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Our Océ Rep, Larry Lewis, and his team have been a tremendous help transitioning us to our new digital copiers. After classes ended in June, Larry arranged with each school for delivery of the 41 machines we contracted to lease. They were all in place by July 1. The appropriate copier model was assigned to each location according to past usage history. There are five machines at the Central Office, two at Hawley, three at Sandy Hook, two at Head O'Meadow, two at Middle Gate, five at Reed, six at the Middle School, and sixteen at the High School.

Océ provided training to our clerical staff immediately and then to administration, teachers, and all other interested employees, at five sessions held on August 23 & 27 at Reed and the High School. Training was announced as mandatory because proper use is important for best results. All sessions were well attended. Feedback indicated that employees were pleased with the new machines and impressed with their capabilities.

The Tech Department connected computers to copiers in all buildings. They are now working and staff has been given instructions on how to access the option. Secure printing, a UniFlow feature, will be addressed sometime in October. ID cards that are required to operate secure printing have been ordered for all permanent employees.

Schools have been notified that copier counts will now be recorded electronically. Larry Lewis will provide Barbara with a monthly report of the district counts. He will also send a monthly record of service required at each school for each machine that will show the school where service was provided, the contact person, the copier model serviced, the problem reported, the determination/resolution, the response time and the amount of time it took to correct the issue. See July report attached. To date, a machine at Head O'Meadow had to be replaced because a part was defective from the factory. This was the only significant issue since installation.

The procedure each school uses when a copier jams or there is need for service is the same. If a machine jams, the user is expected to go through the steps to clear the jam as they were trained to do. If the user is not successful, the school secretary or someone in the school office is notified. That person checks the problem and corrects it if possible. If staff cannot resolve the problem, Océ is contacted immediately for a service call. According to contract,



August 31, 2012  
The Board of Education  
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the serviceman is supposed to arrive the same day or within 24 hours of the call and there is never a complaint about that. Should a problem take an extraordinary time to resolve, each school secretary knows that they must advise Barbara so that she can address the issue with our Océ Rep.

Invoicing will be done quarterly as of July 1. Our first bill has been received; it is accurate and the dollar amount is as contracted.

RB:bb  
Attachment

Copy: Janet Robinson, Superintendent of Schools

Incident Address	Contact Name	Contact Phone	Task Creation Date	Labor End Date	Copier Or Fax	Serial Number	Incident Problem Description	Resolution Code	Response Time	Site Time
REED HIGH SCHOOL	JOAN SCHUMITZ	203-270 4880	07/30/12	07/31/12	COPIER	HTK15042	JAMMING FROM DRAWERS	DEFECTIVE PART	3:15	1:45
HEAD O'MEADOW HIGH SCHOOL	DEBORAH MODZELEWSKI	203-4267647	07/25/12	07/25/12	COPIER	HTT23633	MACHINE KEEPS JAMMING	CUSTOMER ERROR	4:25	00:45
HEAD O'MEADOW HIGH SCHOOL	TONI BARANOWSKI	203-4267670	07/11/12	07/12/12	COPIER	HTT24523*	NO DISPLY/HAVE POWER	CUSTOMER ERROR	3:45	1:40
HEAD O'MEADOW HIGH SCHOOL	TONI BARANOWSKI	203-4267670	07/18/12	07/18/12	COPIER	HTT24523*	TOUCH SCREEN IS BLANK, MACHINE IS DOWN	DEFECTIVE PART	2:6	1:55
HEAD O'MEADOW HIGH SCHOOL	DEBORAH MODZELEWSKI	203-4267647	07/25/12	07/25/12	COPIER	8060831	JAMMING, NO DETAILS	DEFECTIVE PART	4:32	00:30

\*HEAD O'MEADOW MODEL IR ADVANCED 6055, SERIAL NUMBER HTT24523 WAS REPLACED WITH SAME MODEL, SERIAL NUMBER HTT24168 DUE TO DEFECT FROM FACTORY.

**NEWTOWN PUBLIC SCHOOLS  
NEWTOWN, CONNECTICUT**

**2013-2014 SCHOOL BUDGET DEVELOPMENT CALENDAR**

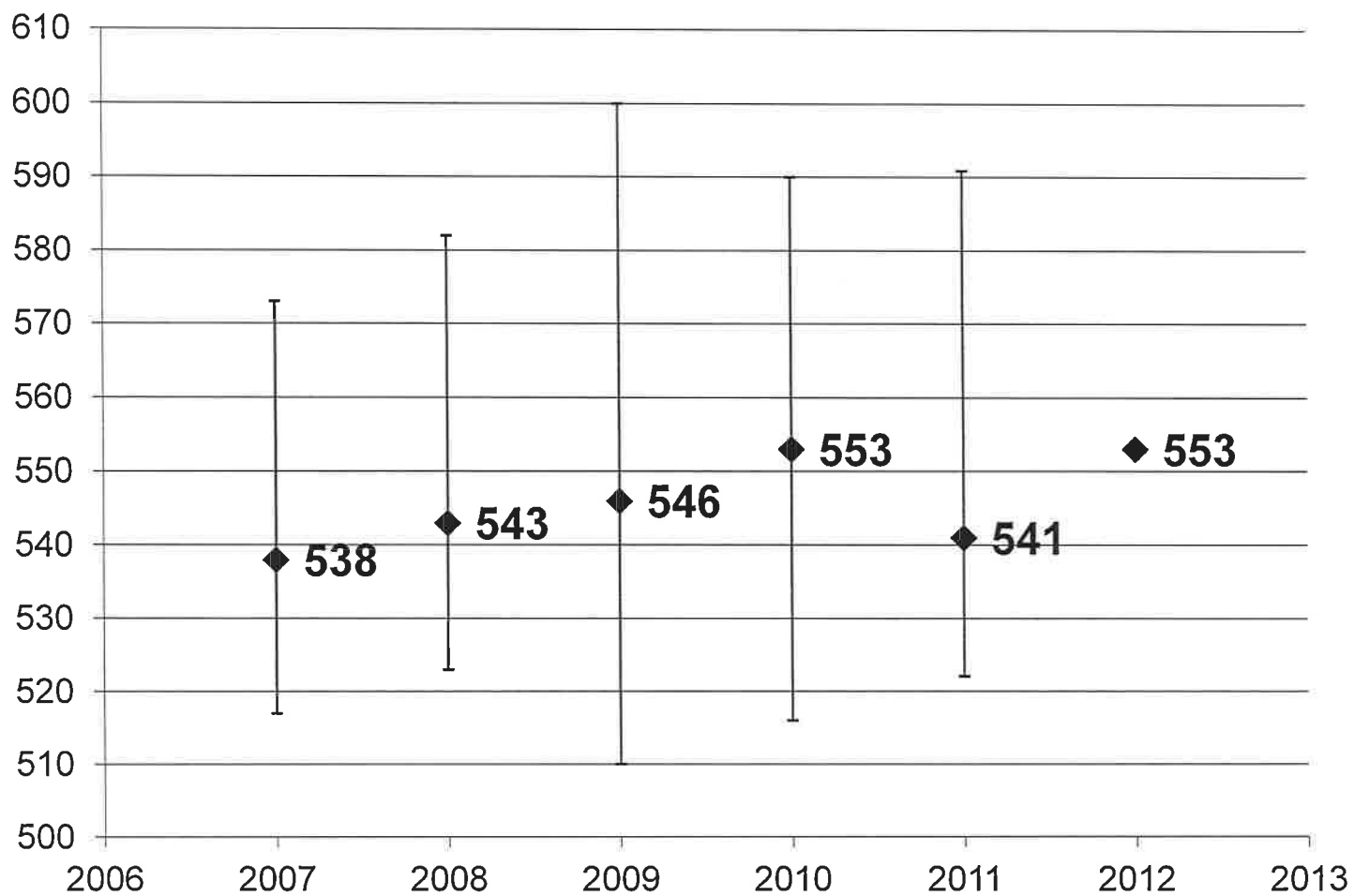
<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>	
1. Commencement of Budget Process	Director of Business	09/21/12	Fri	Team Meeting	ADMINISTRATION
2. Board Budget Goals	Board of Ed	10/02/12	Tue	Regular BOE Mtg	
3. Submission of Technology & Bldg & Grounds Requests	Principals / Dir of Tech	10/11/12	Thur	CO Internal	
4. Submission of <b>All</b> Budget Requests	Principals / Directors	10/11/12	Thur	CO Internal	
5. Superintendent's Review w/Cost Center Administrators (Director of Business schedules meetings)	Principals / Directors CO Admin	10/15/12- 10/23/12	Mon- Tue	CO Internal CO Internal	
6. Submission of Salaries	Accountant & Personnel	10/12/12	Mon	CO Internal	
7. Administrative Review and Strategy Session	Superintendent	11/30/12	Fri	Adm Team Meeting	
8. <b>Draft Budget</b> Proposal to BOE	Superintendent	12/18/12	Tue	Regular BOE Mtg	BOARD OF EDUCATION
9. <b>Superintendent's Budget</b> Presentation to BOE	Superintendent	01/08/13	Tue	Regular BOE Mtg	
10. Budget Workshop # 2 - <i>Elementary &amp; 5/6 Schools</i>	Board of Ed	01/10/13	Thurs	Workshop Mtg	
11. Budget Workshop # 3 - <i>Middle &amp; High Schools</i>	Board of Ed	01/15/13	Tue	Workshop Mtg	
12. Budget Workshop # 4 - <i>Special Ed, Pupil Pers &amp; Curriculum</i>	Board of Ed	01/17/13	Thurs	Workshop Mtg	
13. Budget Workshop # 5 - <i>Technology, Plant &amp; Transportation</i>	Board of Ed	01/22/13	Tue	Regular BOE Mtg	
14. Budget Workshop # 6 - <i>General Svs, Benefits &amp; other</i>	Board of Ed	01/24/13	Thurs	Workshop Mtg	
15. Budget Workshop # 7 - <i>Public Hearing &amp; Discussion</i>	Board of Ed	01/29/12	Tue	Public Hearing	
16. Budget Workshop # 8 - <b>Adoption of Budget</b>	Board of Ed	01/31/13	Tue	Regular BOE Mtg	
17. BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/08/13	Fri	Finance Internal <i>(Delivery)</i>	
<b>Schools Closed - Winter Recess</b>		<b>2/18/13 thru 2/19/13</b>	<b>Mon - Tue</b>		BOARD OF FINANCE
18. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/15/13	Fri	(Newspaper)	
19. Board of Finance Public Budget Hearing for the Town <i>(Not later than the first Wednesday in March, per Town Charter)</i>	Board of Finance	02/20/13	Thur	Public Hearing	
20. Board of Finance - Budget Review with Board of Ed	Board of Finance	02/27/13	Wed	Finance Board	
21. Board of Finance - Budget Review with Board of Ed	Board of Finance	03/06/13	Mon	Finance Board	
21. Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter)</i>	Board of Finance	03/13/13	Wed	Finance Board	
22. Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/15/13	Fri	(Newspaper)	
23. L.C. Education Sub-committee deliberations	Legislative Council	03/20/13	Wed	L.C. Sub-committee	LEGISLATIVE COUNCIL
24. Legislative Council Public Budget Hearing for the Town <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/27/13	Wed	Public Hearing	
25. Legislative Council Budget Meeting	Legislative Council	TBD		Legislative Council	
26. Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/03/13	Wed	Legislative Council	
<b>Schools Closed - Spring Recess</b>		<b>4/15/13 thru 4/19/13</b>	<b>Mon - Fri</b>		
27. LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/12/13	Fri	(Newspaper)	
28. Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/23/13	Tue	Referendum Vote	
<b>Board of Finance dates not established</b>	<b>Town dates not established</b>	<b>BOE APPROVED 9/18/12</b>			

# Newtown High School

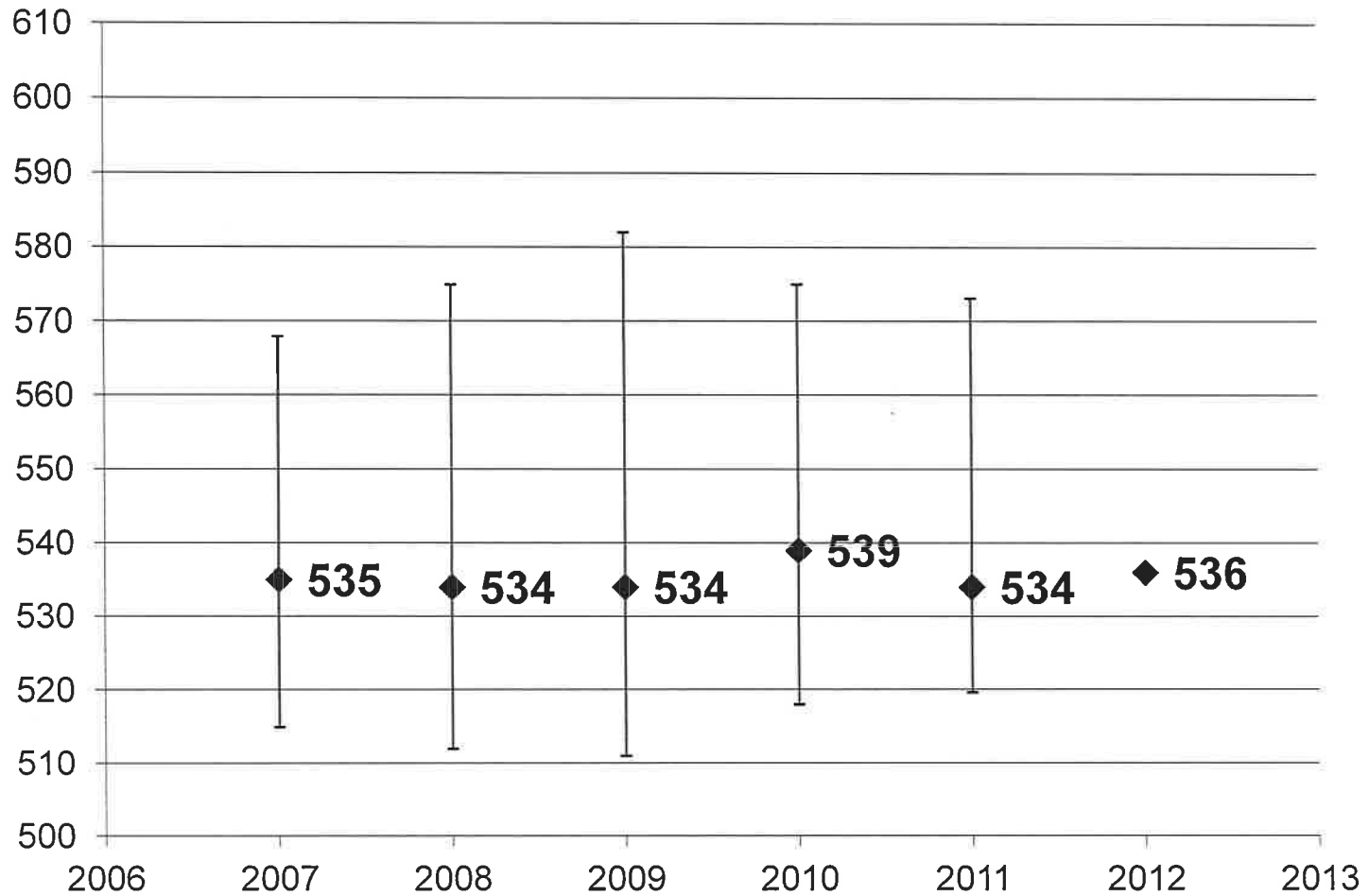
## Testing Report

September 2012

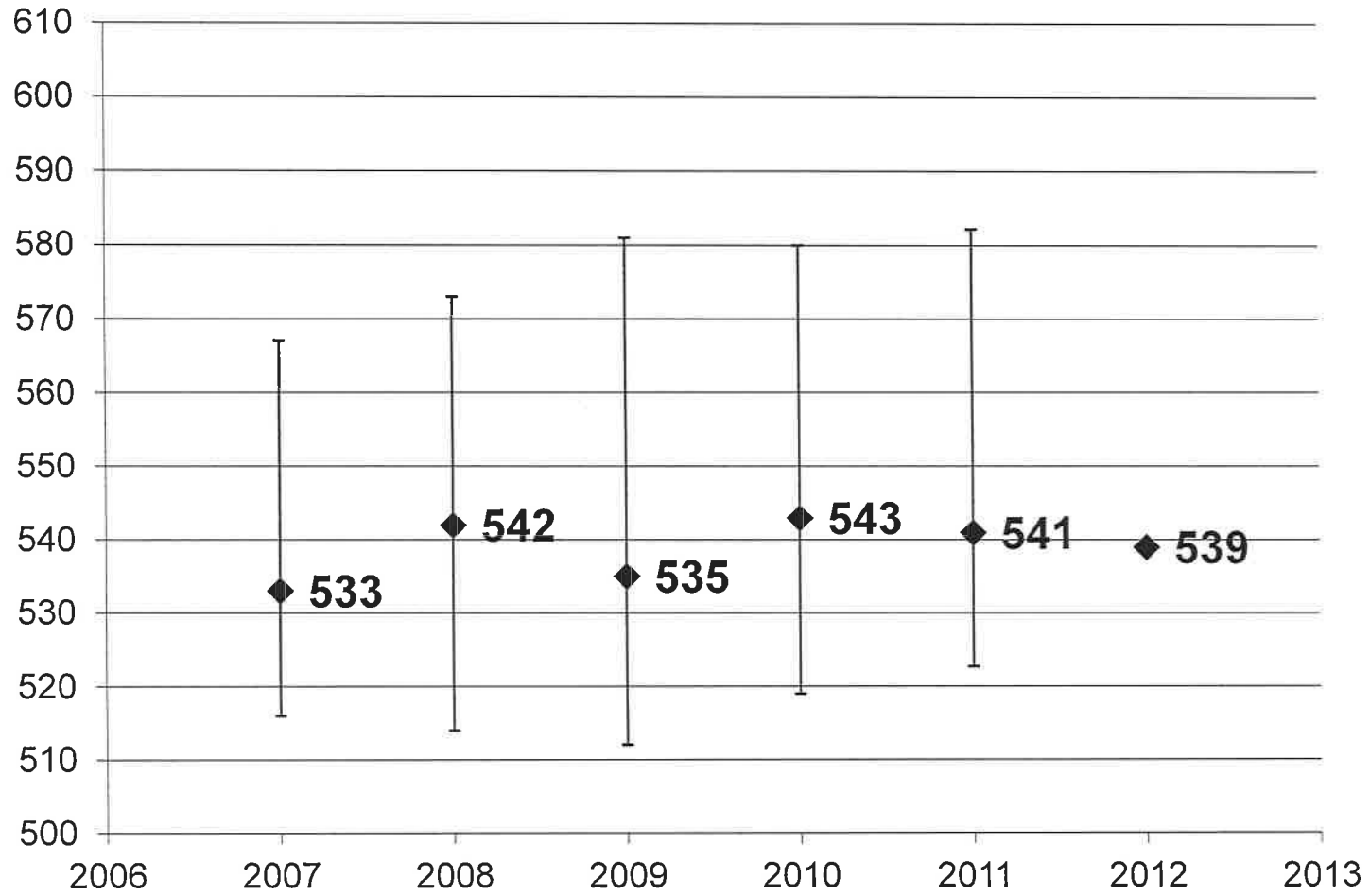
# SAT - Mathematics



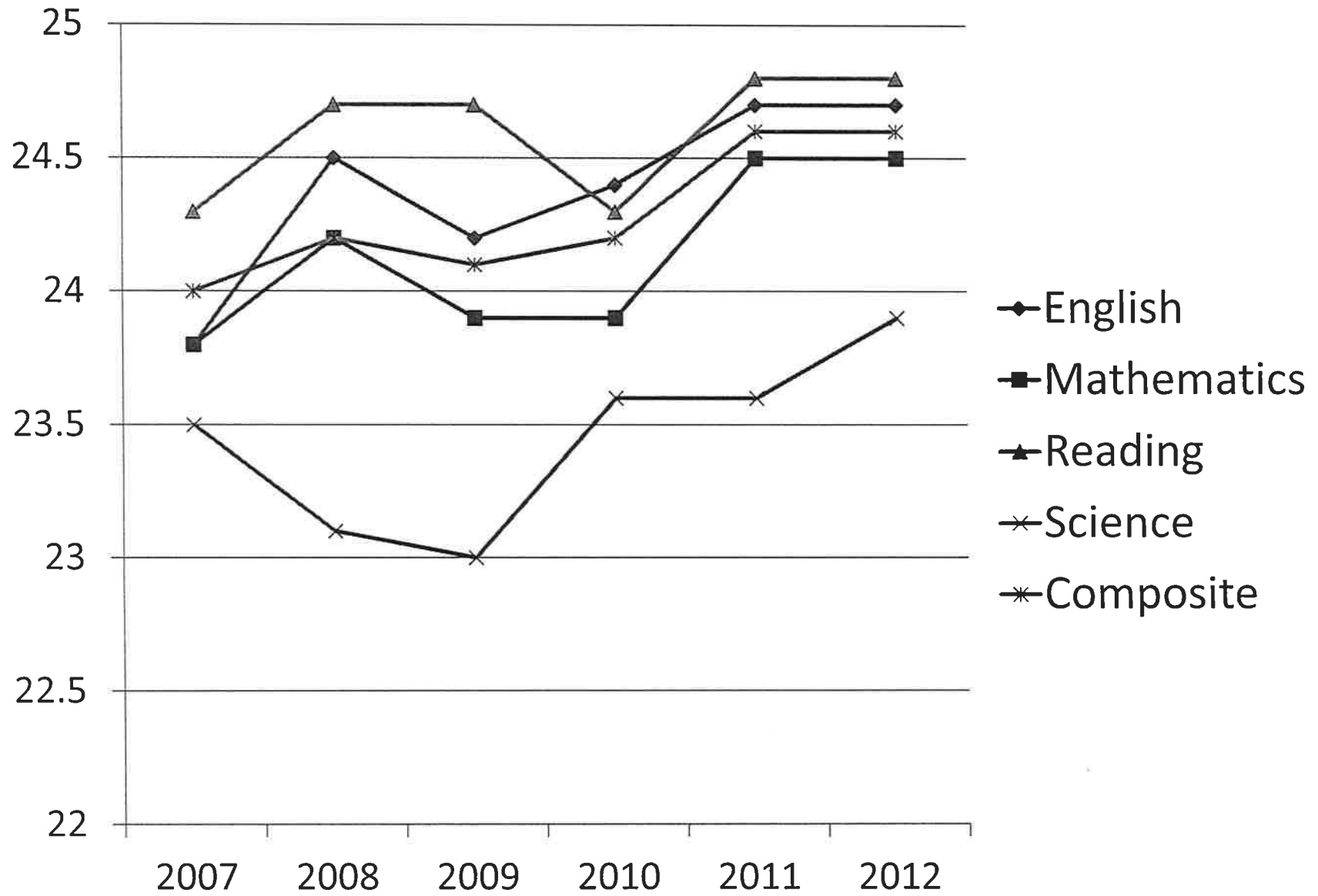
# SAT - Critical Reading



# SAT - Writing

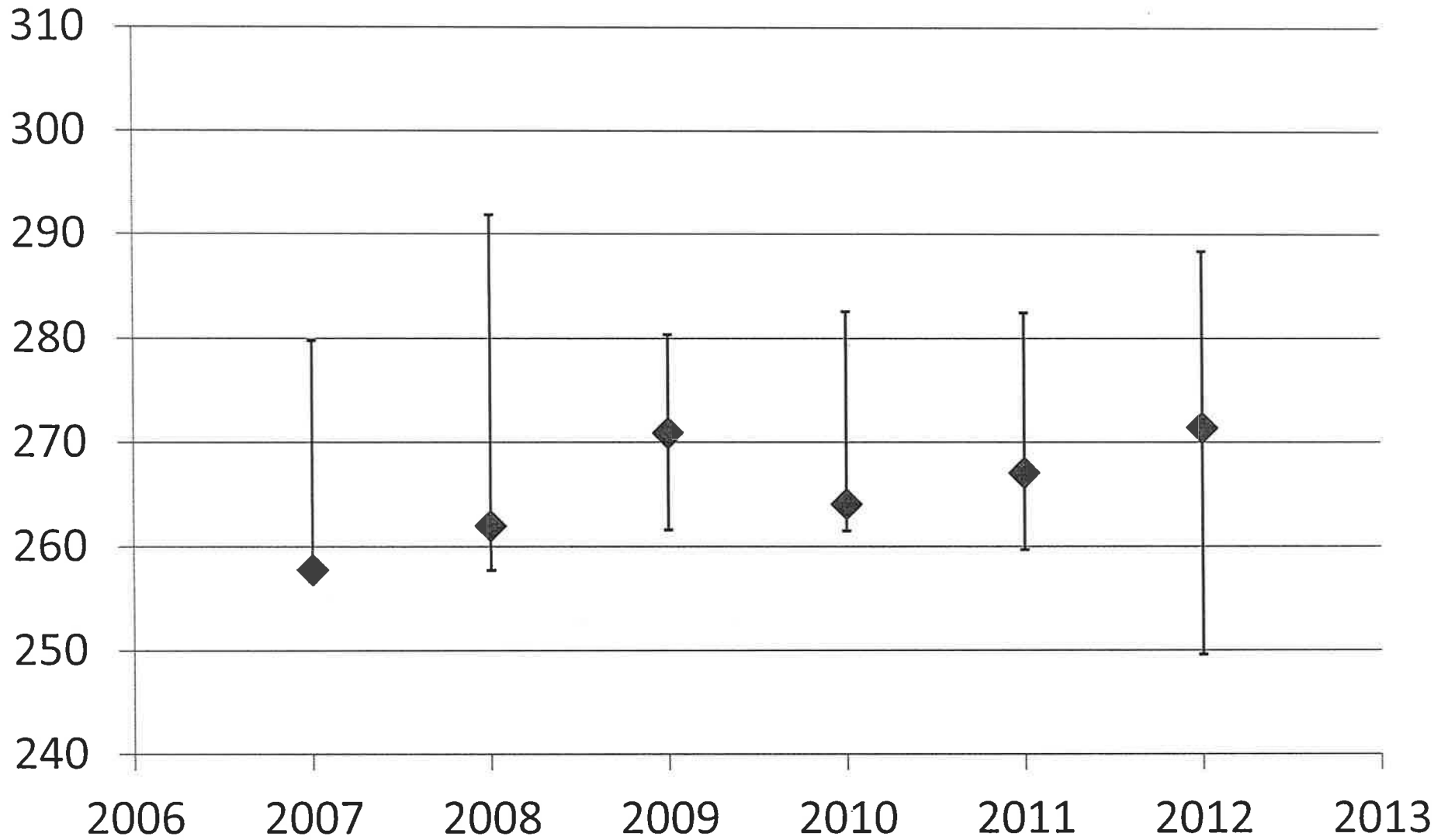


# ACT

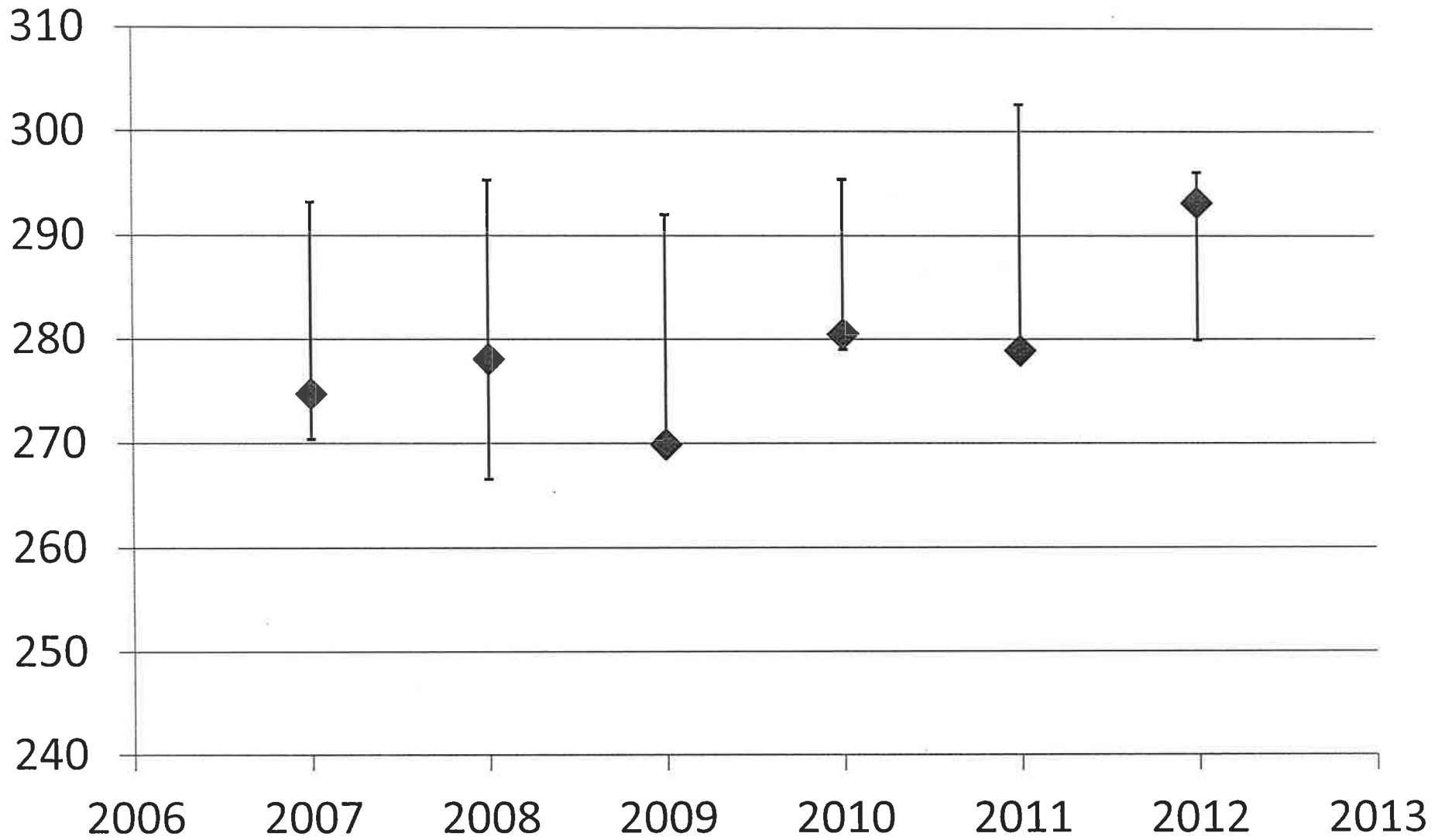




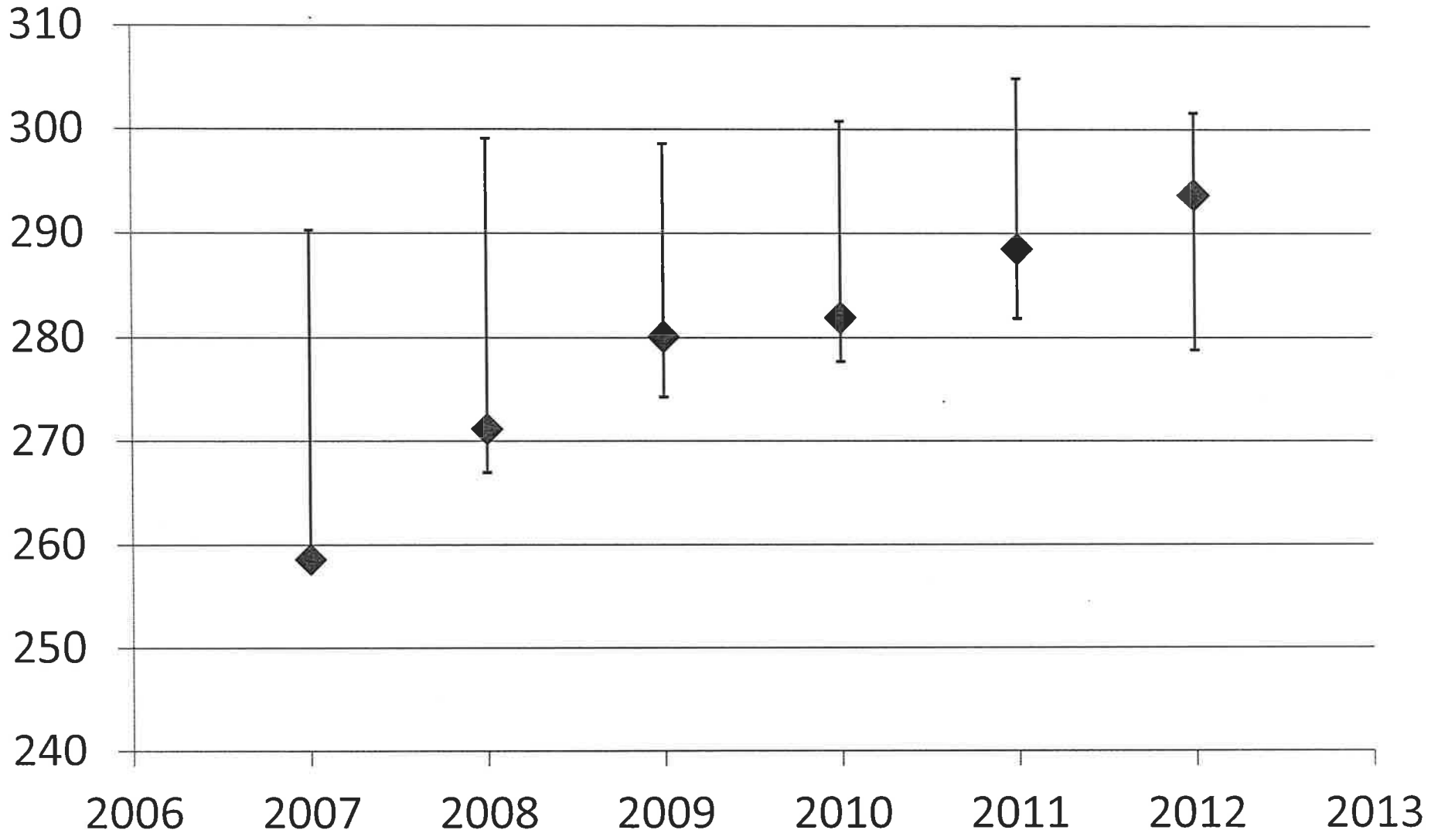
# CAPT Reading



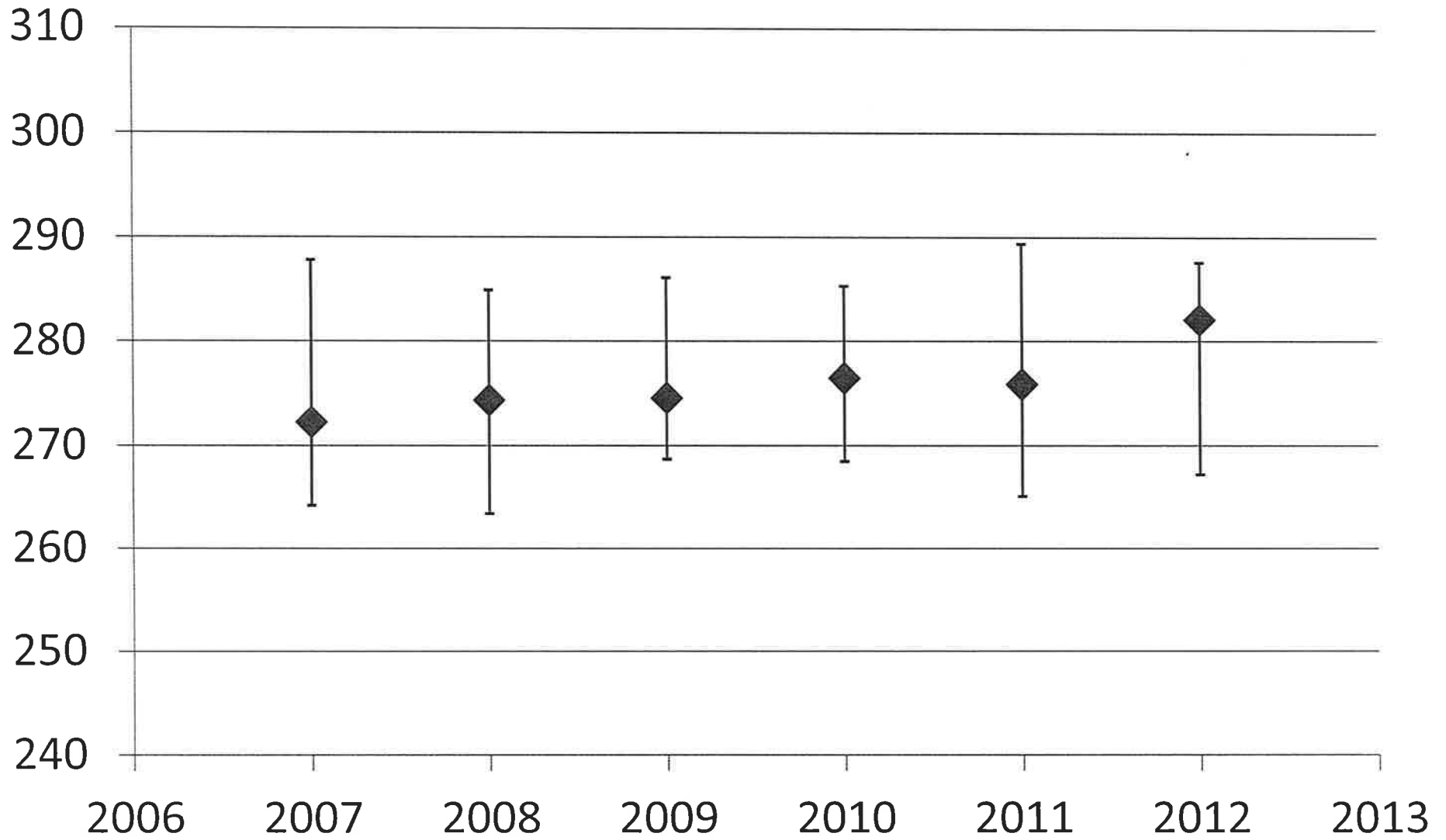
# CAPT Science



# CAPT Writing



# CAPT Mathematics



# Advanced Placement

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<i>Ave</i>	<b>3.35</b>	<b>3.55</b>	<b>3.52</b>	<b>3.64</b>	<b>3.60</b>
$\geq 3$	<b>77%</b>	<b>80%</b>	<b>81%</b>	<b>85%</b>	<b>83%</b>
<i>%</i>	<b>17</b>	<b>17</b>	<b>19</b>	<b>20</b>	<b>23</b>