

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on December 4, 2018 at 7:30 p.m. in the Council Chambers at 3 Primrose Street.

M. Ku, Chair	L. Rodrigue
R. Harriman-Stites, Vice Chair (7:34 p.m.)	J. Evans Davila
D. Cruson, Secretary	R. Bienkowski
D. Leidlein (8:15 p.m.)	5 Staff
J. Vouros	3 Public
A. Clure	1 Press
D. Delia	
C. Dubois	
R. Morrill	

Mrs. Ku called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Mrs. Ku asked to move the Region 12 overview and the high school non-athletic activities self-study under Item 6 to after the completion of Item 4 to which the Board agreed.

Item 2 – Consent Agenda

MOTION: Mr. Cruson moved that the Board of Education approve the consent agenda which includes the minutes of November 20, 2018, the donations to Sandy Hook School, Newtown Middle School and Newtown High School, and the correspondence report. Mr. Delia seconded. Motion passes unanimously.

Item 3 – Public Participation – none

Item 4 – Reports

Chair Report: Mrs. Ku mentioned the Board had a self-evaluation last month with a productive conversation and also set goals. She read the core attribute and will try to link agenda items to our strategic plan. Also, the Board had opportunity to offer feedback at the end of the meeting. We have a joint Board of Finance, Board of Selectman and Legislative Council meeting on December 19 to discuss the budget. We will discuss the CIP at the December 5 Legislative Council meeting. The Board of Finance is considering a change in the CIP process to include the 10-year projection and new requirements for the Board of Finance and Legislative Council to add to our CIP. Our bargaining unit negotiations have been moved to January.

Superintendent's Report: Dr. Rodrigue sent a letter to parents and staff regarding the moment of silence to honor former President Bush. A presentation on the budget process was sent to parents and is on our website. Monday she met with the Housatonic Residential Recovery Authority on what we can do to look at additional recycling. The goal was to discuss a pilot in our schools. Wednesday she will join other superintendents to recognize our teachers of the year and she will be there with Bonnie Hart. Letters will be sent to parents and staff regarding our plans for December 14 and we will conduct the day in the schools as we have done in the past. The district administrators will also send letters to their parents. There will be a 7 AM service at Trinity Church.

Committee Reports: Mrs. Harriman-Stites spoke about the Policy Committee which is going through the 5000 series as well as taking some policies out of order when revision is needed sooner. They are also looking at the Board Code of Ethics as it relates to the town Board of Ethics.

Mr. Vouros spoke about the Curriculum and Instruction Committee. They received an update on Words their Way and summer curriculum work.

Mr. Delia asked if we have the technology to support the Words their Way digital program, to which Mrs. Evans Davila said we do.

Mr. Delia asked how the NGSS professional development was going.

Mrs. Evans Davila said we work with CREC units in the lower grades and follow up with professional development from their facilitators; in addition, we continue to train our NGSS team through the Connecticut Science Center. The middle school continues to review their curricula unit by unit. The elementary schools are introducing new units and using Mystery Math. The high school has recently updated the biology and chemistry curriculum.

Mrs. Ku attended the middle school PTA meeting where they discussed sponsoring Scott Driscoll again to speak to parents about internet safety January 17 at the high school.

Student Reports:

Robert Morrill reported that fall sports ended with the football team closing their season defeating Darien in the state quarterfinals. Winter sports have begun. Unified soccer closed out the year with several student leaders traveling to the CIAC Unified Sports Youth Leadership Summit in Rocky Hill. The fall production of The Crucible was held November 15, 16 and 17 and was a huge success.

Clare Dubois reported various club events. Last Thursday the 200 plus members of Best Buddies wore purple and their apparel for a breakfast. The Link Crew hosted a workshop on wellness for parents and freshman and last week the high school hosted "Lunch Love" which supports students by donating money to pay for lunches. Families United in Newtown held their Christmas event at the Congregational Church on Saturday.

Financial Report:

MOTION: Mr. Cruson moved that the Board of Education approve the financial report and transfers for the month ending October 31, 2018. Mrs. Harriman-Stites seconded.

Mr. Bienkowski presented his report including transfers.

Mr. Delia referred to the \$238,000 transfer and asked if he could be provided with the entries that are made and moved.

Mr. Bienkowski would provide additional information but mentioned that we continually have pluses and minuses.

Mr. Delia referred to page 7 and the non-certified salary adjustment under bus drivers.

Mr. Bienkowski said when we built the budget we were under negotiations with paraprofessionals which didn't settle until late June. We put an account in the budget with all of the salary adjustments and then when settled we transfer the money to the appropriate account.

Motion passes unanimously.

Item 6 – New Business

Overview of Region 12 Agriscience Program:

Megan Bennett, Superintendent in Region 12, appreciated the partnership with Newtown.

Shepaug is a grade six through twelve school but the program is for students in grades nine through twelve. The decision to have this program at Shepaug was because Nonnewaug could

not accommodate the number of students wanting to attend. The program will open in fall 2019 and we are looking for students who will be committed to this program.

Mr. Vouros asked the process for informing our students because he wants every child to be exposed to this program as many don't know what this is about.

Mrs. Bennett said we contact the Newtown guidance counselors to set up a time to meet with interested students.

Dr. Rodrigue said they have been talking about partnership between the districts and we've made a commitment to Mrs. Bennett to keep track of our students that attend.

Mrs. Bennett said they had a luncheon and invited guidance staff to see the program. We want those sharing information to know the difference between Shepaug and Nonnewaug.

Dr. Rodrigue stated that we need to educate our families so it's important that our counselors understand the depth of their program.

Mr. Clure asked if it was possible for the middle school science department to expose our students to Shepaug as it's hard to make parents aware of the program.

Dr. Rodrigue set up a discussion with Mr. Einhorn regarding parent notification so we are sure they have all the information they need.

Newtown High School Non-athletics Self-study:

Dr. Rodrigue said last year the band parents came to the Board to speak about their fees.

Dr. Longobucco provided facts about the non-athletic activities which will also be discussed in the high school budget.

Mrs. Ku asked if the Board should make it so any student pays the same amount when they participate.

Dr. Longobucco said it was hard to standardize that because many programs don't go on overnight trips.

Mrs. Harriman-Stites felt that parents have to make decisions on what is best for their family and is in alignment with what they can support. We would love to see a way where we could have a fund to help students to make it equitable.

Mr. Cruson said we should be consistent for all activities as to how we support them financially.

Dr. Rodrigue stated the costs aren't balanced between sports and activities. We need a discussion with Mr. Memoli, Dr. Longobucco and parents on what we can do to help offset the costs.

Mr. Clure asked if it was possible to get more information like the groups that don't go overnight and have a comparison to other sports and activities.

Dr. Rodrigue said we could get that information.

Mrs. Leidlein said we should have a family cap for these groups as we do for sports.

Mr. Delia also feels we should look at all extracurricular activities and family caps for these.

Item 5 – Old Business

Pay to Participate Fees:

Dr. Rodrigue said we originally had a tiered system. We asked the committee what it would cost to level the playing field. The key findings were that the committee proposed adding \$60,000 to the budget for athletics, having a \$160 participation fee with \$250 for ice hockey and

reducing fees for activities that are more costly. She supports this change with a cap of \$450 for families.

Mrs. Ku said the recommendation would be to add girls' golf, boys' gymnastics, and boys' volleyball for next year.

Mrs. Leidlein agreed with being fair and equitable. Adding this money into the budget may mean the removal of something else or a higher budget to sell to the public. How will this be handled to offset these costs or convince taxpayers of the increase in the budget?

Mr. Delia asked if this was a net-net.

Mr. Bienkowski said it was and that all revenues go to the program now. There is a proposed increase in the budget on the expenditure side but also an increase on the revenue side. It will bring in \$28,000 more in revenue. There are also other increases in the athletic budget.

Mrs. Leidlein said there are also increases in expenditures and asked the total increase.

Mr. Bienkowski said it was about \$60,000, not including the revenue.

Mr. Vouros agreed with Mrs. Leidlein. If we are going to add this to the budget he doesn't want anyone to say we have to cut something else to do this. If it's in the Strategic Plan then we can defend it. We have no place else to take the money from.

Mrs. Ku clarified that we would add those additional sports and then when there was enough participation, the parents would pay for them. Currently those sports are not being charged.

Mr. Bienkowski said that was correct.

Mrs. Ku said we should be certain of those sports before we put them in the mix to be sure they will become self-sustaining before they pay to participate.

Mr. Memoli said they will be. Our Unified Sports expenses are very large. Ice hockey, girls' gymnastics, boys' volleyball and girls' golf all have grown.

Mr. Delia mentioned not providing venues for all of these sports and asked if it was possible to allocate money from Buildings and Grounds.

Mr. Cruson said our maintenance budget covers our facilities but we should be paying for those off-site facilities.

Mrs. Leidlein said we are talking about adding these four sports so they would be funded by the Board except for the pay to participate fee. We have an existing program that will remain a much higher cost compared to the other sports. We aren't addressing programs we currently have that have higher costs.

Mrs. Ku said it can't be an either or; it has to be both.

Mrs. Leidlein hopes to see the cost of doing everything in the budget.

Mrs. Harriman-Stites liked this proposal but needs to see it in the context of the budget.

Mr. Vouros said that for some students these activities are what makes them go to school. This is personalized learning. There is no trade off.

Mr. Clure didn't think we had enough information on all of the sports. He would like the cost for transportation, the facility costs and coaching and build from there. He was not sure how they came up with \$60,000. We need information on costs for every afterschool activity.

Mrs. Ku said the recommendation is that there would be a flat fee for all sports except for ice hockey.

Dr. Rodrigue said we could get a breakdown on every sport.

Mr. Cruson said if we are going to support facility rentals we need to know the cost for each of the sports such as using NYA for lacrosse practice. It needs to be consistent per line item.

Mr. Bienkowski said they built a schedule for sports. There are some things like uniforms where we could not estimate the cost. We also have to look at the fees brought in.

Non-lapsing Fund:

Dr. Rodrigue spoke about the various uses for the money in this fund but the projects we would like to use this money for are the Hawley School air conditioning in the multi-purpose room, the Newtown Middle School air conditioning in the cafeteria and the Sandy Hook School lightning protection system for a total of \$235,000.

Mrs. Leidlein asked the percentage the State paid this year for the excess cost.

Mr. Bienkowski said it was just shy of 75%.

Mrs. Leidlein feels we need to be aware of that so we have adequate funding if we need it. How much is that 75% the State is paying this year.

Mr. Bienkowski said it was \$1.3M.

Mr. Clure asked if it was possible to go back to the State for the cost of the Sandy Hook School lightning protection since the school came in under budget. We can also go back to the contractor about it.

Mr. Bienkowski said we cannot go back to the State because the project has been completely closed. The Town had to meet some ineligible costs in the amount of \$230,000 which they paid. The contractor is not an option because he wasn't told to do the work.

Mr. Clure asked why classrooms aren't a priority and if we have information on how long students are in certain areas of a building.

Dr. Rodrigue said we are picking these now so there is some remediation in these schools. We want to make it equitable for all students in the district.

Mrs. Ku asked the timing for the approval of the funds.

Mr. Bienkowski feels the Board should approve tonight and we will send a letter to the Board of Finance. If we get their approval we would turn this over to the purchasing director to prepare bids to go out in March or April for summer work. With this fund we may get an answer before our budget is final.

Mr. Clure said this also falls under the discussion of our declining enrollment. He is more in favor of air conditioning in classrooms than having cooling stations.

Mrs. Harriman-Stites asked what declining enrollment had to do with cooling stations.

Mr. Clure said this has to do with where we are putting our focus. With declining enrollment there may be only 500 students in the middle school and we will only need to use the A-wing and not have the need to cool the back wing.

Mrs. Harriman-Stites asked for clarification on closing schools.

Mr. Clure was not referring to closing a school. He was just looking at the possibility of not needing to use the whole back wing at some point because of enrollment.

Mrs. Harriman-Stites asked if he was saying because of declining enrollment that we should not invest in certain areas of the school.

Mr. Clure said in the future we will only have half of the capacity at the middle school and only use certain wings and that we should maybe talk about only cooling certain areas and what might not be used.

Mr. Bienkowski said we have to keep in mind that to air condition the classrooms we have to do the electrical work first.

Mrs. Harriman-Stites asked if there would ever be a time we would not have to use the middle school cafeteria.

Dr. Rodrigue said we will always use the larger space which is why it's good to put in the air conditioning.

Mr. Delia asked if the non-lapsing fund was for unexpected expenses and should it be kept aside if we don't get our special education funding.

Mrs. Harriman-Stites likes the idea of air conditioning and lightning protection but she also goes back and forth. Air conditioning falls in line with what the fund was intended for.

Mr. Cruson has the same concerns around air conditioning. The lightning protection is a safety issue. We only started to discuss ductless splits and it could be a longer term plan.

Mrs. Leidlein said we can use this for nonrecurring expenses. The balance is building each year. She understands the desire to not spend it on air conditioning but there are valid reasons why it is beneficial for health and education. There should be a balance. She asked Mr. Bienkowski what a reasonable balance would be to keep in this account for unforeseen costs. She would support spending the \$235,000 but not going further at this time. We have a way to take care of this and we should use it.

Mrs. Harriman-Stites said if this is for nonrecurring expenses we may be limited to use it for special education.

Mr. Bienkowski said the difference is you won't know when we get cut until June. This recommendation was based on the projects that came up this year. It leaves close to \$200,000 in the non-lapsing account. This is a conservative plan. The recommendation is to spend two-thirds of it.

Mr. Vouros stated that at the end of last June the special education department came to us because there were students that graduated but still needed our services. We didn't have the money for that expense. He was in favor of the air conditioning.

Mr. Bienkowski spoke about the transition program. We had to look at our budget to see if there was an allocation to deal with these students.

Mr. Delia was in support of this and asked if it was possible to get the ductless through if we could get it done sooner.

Mrs. Ku sees this account is a way of dealing with things that will come up on the next few years. She is in favor of doing the three top items.

MOTION: Mrs. Leidlein moved that the Board of Education requests from the Board of Finance to spend \$235,000 for the Hawley air conditioning in the multi-purpose room, the Newtown Middle School air conditioning in the cafeteria and the Sandy Hook School lightning protection from the non-lapsing fund. Mr. Delia seconded. Motion passes unanimously.

First Read of Policies:

Mrs. Harriman-Stites spoke about the policies for first read.

For policy 4212.42 the language creates a short and to-the-point policy for our transportation provider. Policy 5141.21 regarding medication was revised to include information on bus drivers using epi pens. Policy 6151 is a new one on class size. We feel we should have a general statement about class size and move the ranges to the regulation which can be changed without Board approval.

Dr. Rodrigue spoke about the proposed change in the class size guidelines and looking at an environment more conducive to learning. It's far more challenging especially at the lower level and the concern is the rising needs of students who need 504 and special services. We are collecting data for the last two years and we are the district with the highest number of 504 students. Information was provided for each elementary school if we only implemented the change in kindergarten guidelines, if we implemented all of the proposed guideline changes, and the option of not changing the guidelines.

Mrs. Harriman-Stites knew that class size was closely watched after Sandy Hook. As a cohort the first grade shows that grade level test scores were impacted with smaller class size. Dr. Rodrigue said behaviors are also looked at besides 504 and special education.

Mrs. Leidlein agreed with smaller class sizes. We can change a regulation but the guideline has not been part of the policy which will make it more difficult to make adjustments. She is concerned about the weight this carries and it becoming something we are faced with negotiating when it comes time to negotiate certain contracts and how it would impact future dollars spent.

Mrs. Harriman-Stites said she likes having the range in the regulation and to be able to move the numbers if necessary.

Dr. Rodrigue said we looked at the negotiating groups regarding union issues and utilized the guidelines even though it wasn't a policy. The administration also wanted this. It's less about the number but we have to look at more and have the flexibility if we go over. We have to educate the community and parents on that.

Mrs. Ku stated this was looked at by the Curriculum and Instruction Committee and they also looked at the DRG. Newtown was in the mix where most were. You can reduce class size but you have to look at what to do when you have fewer students. We get big class sizes in kindergarten and third grade.

Policy 6153 Field Trips – a regulation was added after a discussion with Anne Dalton.

Mr. Vouros asked how voting on class size changes will affect the budget.

Dr. Rodrigue said it would impact staffing.

MOTION: Mr. Cruson moved that the Board of Education approve the minutes of November 6, 2018. Mrs. Leidlein seconded. Vote: 5 ayes, 2 abstained (Mrs. Harriman-Stites, Mr. Vouros) Motion passes.

Item 7 – Public Participation – none

MOTION: Dan Cruson moved that the Board of Education go into executive session to discuss a personnel matter and invited Dr. Rodrigue. Mrs. Harriman-Stites seconded.

Vote: 6 ayes, 1 abstained (Mr. Vouros) Motion passes.

Item 8 – Executive Session

Executive session was held from 10:35 to 10:40 p.m.

Item 9 – Public Session

MOTION: Mr. Cruson moved that the Board of Education support, as recommended by the Superintendent, Pia Ledina's request pertaining to Article 31.2 of the teacher contract.

Mrs. Harriman-Stites seconded. Motion passes unanimously.

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

Item 10 – Adjournment

The meeting adjourned at 10:41 p.m.

Respectfully submitted:

Daniel J. Cruson, Jr.
Secretary

12 Dickinson Drive
Sandy Hook, CT 06482
(203) 426-7657

Sandy Hook School

Memo

To: Newtown Board of Education
From: Erin Ardino
cc:
Date: November 26, 2018
Re: Donation from Curtis Dupuis

Sandy Hook School recently received a donation check in the amount of \$100 from Curtis L. Dupuis marked "Donor".

We have attached a copy of the check for your convenience.

We are asking the Board to please approve of this donation. Once approved, we will deposit the check into the SHS Activity account to be spent appropriately.

If you have any questions, please contact our office.

Thank you!

Newtown Middle School



Thomas R. Einhorn
Principal

James E. Ross
Assistant Principal

11 Queen Street
Newtown, Connecticut 06470-2172
(203) 426-7642

To: Newtown Board of Education

Date: November 8, 2018

From: Tom Einhorn, Principal NMS

Please allow us to accept the attached generous grant from the Unified Champion School Grant through the Connecticut Association of Schools. These funds will be used to support our Unified Soccer and Basketball programs .

Thank you,


Tom Einhorn

CT ASSOCIATION OF SCHOOLS
Special Olympics/ Unified Sports
30 Realty Drive
Cheshire, CT 06410

TD Bank, NA
Void After 180 Days
51-309/111

7301

10/29/2018

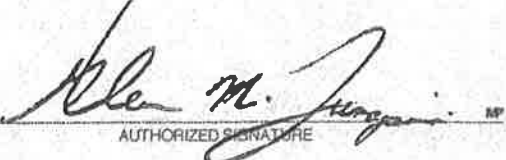
PAY TO THE ORDER OF Newtown Middle School

\$ **1,000.00

One Thousand and 00/100*****

DOLLARS

Newtown Middle School
Attn: Thomas Einhorn
11 Queen Street
Newtown, CT 06470


AUTHORIZED SIGNATURE

MEMO
2018-19 Unified Champion School Grant

⑈007301⑈ ⑆011103093⑆ 353333131⑈

CT ASSOCIATION OF SCHOOLS / Special Olympics/ Unified Sports

7301

Newtown Middle School
407a · Unified Champion Schools Grants 2018-19 Unified Champion School Grant

10/29/2018

1,000.00

TD Banknorth Checki 2018-19 Unified Champion School Grant

1,000.00

Details on Back
Security Features Included

November 21, 2018

TO: Dr. Lorrie Rodrigue

FROM: Kim Longobucco

Please accept the donation of a 2007 Honda Fit Sport, VIN:
JHMGD38657S017354 at an estimated value of \$3,950 from Mr. and Mrs.
Mitchell

The vehicle will be used by Newtown High School Automotive Repair Classes.

Thank you.

A handwritten signature in black ink, appearing to read "K. Longobucco", with a long horizontal flourish extending to the right.

Correspondence Report
11/06/2018 – 12/03/2018

Date	Name	Subject
11/13/18	Dennis Brestovansky	A suggestion on Pay to Participate for 2019/2020 planning
11/13/18	Kristen Bulkley	90 cent upcharge
11/14/18	Dennis Brestovansky	Re: A suggestion on Pay to Participate for 2019/2020 planning
11/14/18	Kristen Bulkley	Re: 90 cent upcharge
11/14/18	Alissa Mendoza	BOE Curriculum & Instruction Committee
11/14/18	Alissa Mendoza	Re: BOE Curriculum & Instruction Committee
11/20/18	Alissa Mendoza	Re: BOE Curriculum & Instruction Committee
12/3/18	Thomas Potter	Fetzer Civil lawsuit
12/3/18	Dennis Brestovansky	Questions on Nov 13 Pay to Participate
12/3/18	Belinda Fontanez	School transfer questions

BOE Non-Lapsing Fund Balance and Proposed Potential Uses

Current Five Year Fund Balance \$ 426,857

NEW* Major District Projects Currently in the Proposed 2019-20 School Budget

HAW - AC in Multi Purpose Room (Ductless Split)	\$ 25,000	
NMS - AC in Cafeteria (Ductless Splits)	\$ 75,000	
SHS - Lightening Protection System	\$ 135,000	
<hr/> Sub Total	\$ 235,000	0.32% of an increase to the 2019-20 Budget

*New = First time included on plan - addresses learning environment (AC) and security (cameras).

Using these projects as a reduction to the current Five Year Building & Site proposal for next year will leave an increase of \$245,900 in this account, or a 0.33% increase in the budget. (The total proposal currently stands at \$773,700.)

Balance in Non Lapsing assuming the NEW projects are done with these funds \$ 191,857

Other Potential larger projects included in the proposal which have been previously planned for, and naturally moved forward:

MGS - AC in Gym (Ductless Splits)	\$ 45,000	
NMS - Pave side parking lot and rear drive	\$ 125,000	
NHS - Carpet flooring replacement band, music, admin	\$ 60,000	
<hr/> Sub Total	\$ 230,000	0.31% of an increase to the 2019-20 Budget

Other Potential larger projects not included in the current proposed Five year Building & Site Improvement plan:

NMS - AC in Auditorium (Ductless Splits)	\$ 95,000	
NMS - AC in Music and Chorus (Ductless Splits)	\$ 65,000	
<u>A/C with Ductless Split Systems all Classrooms</u>		<u>Electrical only</u>
		<i>(for less than all classrooms)</i>
HAW - AC in 33 Classrooms (Ductless Split)	\$ 525,750	\$ 75,000
MGS - AC in 29 Classrooms (Ductless Splits)	\$ 438,750	\$ 55,000
NMS - AC in 69 Classrooms (Ductless Splits)	\$ 988,750	\$ 130,000

A continuing reservation of funds should be considered for Special Education needs and future support.

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
OCTOBER 31, 2018**

SUMMARY

The fourth report of the 2018-19 school year now provides “Anticipated Obligations” in addition to the actual YTD expenditures and active encumbrances.

During the month of October, the Board of Education spent approximately \$7.7M; \$3.7M on salaries; \$2.2M for employee benefits (the second \$2M+ deposited to the self-insurance fund); and \$1.8M on all other objects.

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

This report includes transfer recommendations for salary accounts to cover costs for a special education teacher, change in staff allocations for a High School program, and other personnel leaves. Another transfer moves funds from teacher salaries to the tuition account, along with a transfer for staff development activities from substitutes and extra work. A final transfer moves the balance of funds budgeted for sports insurance to sports rentals in order to provide some relief for ice rental fees.

Currently, the budget has sufficient funds available to cover the major recurring area of insufficiency, Out-of-District Tuition, when taking the Special Education contingency line into account. Excess cost has not been calculated at this time and will likely have further impacts on these estimates.

On the Revenue side, we have received some additional tuition. The offsetting revenue schedule is the budgeted amount (same as prior months) as the Excess Cost Grant has not been calculated yet.

The budget will continue to be closely monitored with any further impacts being shared, as appropriate.

Ron Bienkowski
Director of Business
November 19, 2018

TERMS AND DEFINITIONS

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

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2017-18 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date. (None at this time)
- Current Transfers – identifies the recommended cross object codes for current month action.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.

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

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

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

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$52,700 for this year.

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

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for parking permits..
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

NEWTOWN BOARD OF EDUCATION
2018-19 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - OCTOBER 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19		YTD		CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET						
<u>GENERAL FUND BUDGET</u>												
100	SALARIES	\$ 46,681,657	\$ 48,352,266	\$ -	\$ (49,000)	\$ 48,303,266	\$ 10,467,633	\$ 36,012,520	\$ 1,823,113	\$ 1,670,422	\$ 152,691	
200	EMPLOYEE BENEFITS	\$ 11,604,603	\$ 11,165,964	\$ -	\$ -	\$ 11,165,964	\$ 5,491,483	\$ 4,265,887	\$ 1,408,594	\$ 1,415,192	\$ (6,598)	
300	PROFESSIONAL SERVICES	\$ 860,328	\$ 823,818	\$ -	\$ 10,000	\$ 833,818	\$ 189,432	\$ 173,489	\$ 470,897	\$ 468,203	\$ 2,694	
400	PURCHASED PROPERTY SERV.	\$ 1,876,912	\$ 2,175,147	\$ -	\$ 5,550	\$ 2,180,697	\$ 1,048,907	\$ 521,443	\$ 610,347	\$ 607,470	\$ 2,877	
500	OTHER PURCHASED SERVICES	\$ 8,922,509	\$ 8,939,787	\$ 1,634	\$ 24,450	\$ 8,965,871	\$ 3,130,699	\$ 5,964,049	\$ (128,877)	\$ 154,449	\$ (283,326)	
600	SUPPLIES	\$ 3,501,034	\$ 3,831,795	\$ (1,634)	\$ 9,000	\$ 3,839,161	\$ 1,183,250	\$ 158,868	\$ 2,497,044	\$ 2,464,105	\$ 32,938	
700	PROPERTY	\$ 556,785	\$ 596,247	\$ -	\$ -	\$ 596,247	\$ 83,032	\$ 158,013	\$ 355,202	\$ 355,617	\$ (415)	
800	MISCELLANEOUS	\$ 60,808	\$ 69,207	\$ -	\$ -	\$ 69,207	\$ 55,192	\$ 1,456	\$ 12,559	\$ 11,000	\$ 1,559	
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	
TOTAL GENERAL FUND BUDGET		\$ 74,064,636	\$ 76,054,231	\$ -	\$ -	\$ 76,054,231	\$ 21,649,628	\$ 47,255,724	\$ 7,148,879	\$ 7,146,459	\$ 2,420	
900	TRANSFER NON-LAPSING	\$ 276,038	\$ -									
GRAND TOTAL		\$ 74,340,674	\$ 76,054,231	\$ -	\$ -	\$ 76,054,231	\$ 21,649,628	\$ 47,255,724	\$ 7,148,879	\$ 7,146,459	\$ 2,420	

(Unaudited)

NEWTOWN BOARD OF EDUCATION
2018-19 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - OCTOBER 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET					
100	SALARIES										
	Administrative Salaries	\$ 3,589,381	\$ 3,927,185	\$ -	\$ 3,927,185	\$ 1,225,136	\$ 2,690,890	\$ 11,159	\$ 3,812	\$ 7,347	
	Teachers & Specialists Salaries	\$ 30,286,831	\$ 30,663,134	\$ -	\$ (30,000)	\$ 30,633,134	\$ 5,902,867	\$ 24,546,695	\$ 183,573	\$ 156,573	
	Early Retirement	\$ 32,000	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	
	Continuing Ed./Summer School	\$ 88,754	\$ 93,428	\$ -	\$ 93,428	\$ 54,875	\$ 31,562	\$ 6,991	\$ 5,000	\$ 1,991	
	Homebound & Tutors Salaries	\$ 133,352	\$ 218,868	\$ -	\$ 218,868	\$ 23,343	\$ 47,376	\$ 148,150	\$ 120,000	\$ 28,150	
	Certified Substitutes	\$ 585,384	\$ 665,815	\$ (2,083)	\$ (9,000)	\$ 654,732	\$ 111,540	\$ 181,385	\$ 361,807	\$ 347,500	
	Coaching/Activities	\$ 580,835	\$ 618,223	\$ -	\$ 618,223	\$ -	\$ 6,231	\$ 611,992	\$ 611,992	\$ -	
	Staff & Program Development	\$ 175,766	\$ 224,173	\$ -	\$ (10,000)	\$ 214,173	\$ 82,953	\$ 39,441	\$ 91,779	\$ 91,580	
	CERTIFIED SALARIES	\$ 35,472,303	\$ 36,450,826	\$ (2,083)	\$ (49,000)	\$ 36,399,743	\$ 7,440,713	\$ 27,543,580	\$ 1,415,450	\$ 1,336,457	
	Supervisors/Technology Salaries	\$ 737,247	\$ 920,240	\$ -	\$ 920,240	\$ 257,116	\$ 563,075	\$ 100,049	\$ 68,000	\$ 32,049	
	Clerical & Secretarial salaries	\$ 2,175,395	\$ 2,276,982	\$ -	\$ 2,276,982	\$ 641,809	\$ 1,624,456	\$ 10,717	\$ 10,700	\$ 17	
	Educational Assistants	\$ 2,404,167	\$ 2,538,989	\$ 59,053	\$ 2,598,042	\$ 551,840	\$ 1,998,806	\$ 47,396	\$ 40,174	\$ 7,222	
	Nurses & Medical advisors	\$ 734,835	\$ 740,251	\$ -	\$ 740,251	\$ 143,219	\$ 570,371	\$ 26,661	\$ 25,700	\$ 961	
	Custodial & Maint Salaries	\$ 3,034,637	\$ 3,121,867	\$ -	\$ 3,121,867	\$ 972,020	\$ 2,130,269	\$ 19,578	\$ 10,815	\$ 8,763	
	Non Certified Adj & Bus Drivers salaries	\$ 24,888	\$ 68,670	\$ (56,970)	\$ 11,700	\$ 4,898	\$ -	\$ 6,802	\$ 7,000	\$ (198)	
	Career/Job salaries	\$ 84,244	\$ 74,790	\$ -	\$ 74,790	\$ (72,859)	\$ 193,831	\$ (46,182)	\$ (46,182)	\$ 0	
	Special Education Svcs Salaries	\$ 1,084,834	\$ 1,228,405	\$ -	\$ 1,228,405	\$ 283,410	\$ 939,679	\$ 5,316	\$ (4,558)	\$ 9,873	
	Attendance & Security Salaries	\$ 570,324	\$ 591,639	\$ -	\$ 591,639	\$ 131,235	\$ 442,245	\$ 18,158	\$ 9,150	\$ 9,008	
	Extra Work - Non-Cert	\$ 91,741	\$ 107,869	\$ -	\$ 107,869	\$ 42,661	\$ 6,207	\$ 59,001	\$ 53,000	\$ 6,001	
	Custodial & Maint. Overtime	\$ 234,510	\$ 199,738	\$ -	\$ 199,738	\$ 68,260	\$ -	\$ 131,478	\$ 131,478	\$ 0	
	Civic activities/Park & Rec	\$ 32,532	\$ 32,000	\$ -	\$ 32,000	\$ 3,313	\$ -	\$ 28,687	\$ 28,687	\$ -	
	NON-CERTIFIED SALARIES	\$ 11,209,354	\$ 11,901,440	\$ 2,083	\$ -	\$ 11,903,523	\$ 3,026,920	\$ 8,468,940	\$ 407,663	\$ 333,965	
	SUBTOTAL SALARIES	\$ 46,681,657	\$ 48,352,266	\$ -	\$ (49,000)	\$ 48,303,266	\$ 10,467,633	\$ 36,012,520	\$ 1,823,113	\$ 1,670,422	

NEWTOWN BOARD OF EDUCATION
2018-19 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - OCTOBER 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19		YTD		CURRENT BUDGET	CURRENT EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2018 - 2019	TRANSFERS	TRANSFERS						
200	EMPLOYEE BENEFITS											
	Medical & Dental Expenses	\$ 8,829,256	\$ 8,183,967	\$ -	\$ -	\$ 8,183,967	\$ 4,138,377	\$ 4,017,275	\$ 28,315	\$ 28,165	\$ 150	
	Life Insurance	\$ 85,000	\$ 87,134	\$ -	\$ -	\$ 87,134	\$ 34,875	\$ -	\$ 52,259	\$ 50,159	\$ 2,100	
	FICA & Medicare	\$ 1,454,800	\$ 1,514,790	\$ -	\$ -	\$ 1,514,790	\$ 356,183	\$ -	\$ 1,158,607	\$ 1,158,607	\$ -	
	Pensions	\$ 683,223	\$ 775,643	\$ -	\$ -	\$ 775,643	\$ 693,671	\$ 8,211	\$ 73,761	\$ 107,761	\$ (34,000)	
	Unemployment & Employee Assist.	\$ 53,823	\$ 87,000	\$ -	\$ -	\$ 87,000	\$ 5,783	\$ -	\$ 81,217	\$ 70,500	\$ 10,717	
	Workers Compensation	\$ 498,501	\$ 517,430	\$ -	\$ -	\$ 517,430	\$ 262,594	\$ 240,401	\$ 14,435	\$ -	\$ 14,435	
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,604,603	\$ 11,165,964	\$ -	\$ -	\$ 11,165,964	\$ 5,491,483	\$ 4,265,887	\$ 1,408,594	\$ 1,415,192	\$ (6,598)	
300	PROFESSIONAL SERVICES											
	Professional Services	\$ 665,344	\$ 615,047	\$ -	\$ -	\$ 615,047	\$ 123,918	\$ 131,726	\$ 359,403	\$ 359,403	\$ -	
	Professional Educational Ser.	\$ 194,984	\$ 208,771	\$ -	\$ 10,000	\$ 218,771	\$ 65,515	\$ 41,763	\$ 111,494	\$ 108,800	\$ 2,694	
	SUBTOTAL PROFESSIONAL SVCS	\$ 860,328	\$ 823,818	\$ -	\$ 10,000	\$ 833,818	\$ 189,432	\$ 173,489	\$ 470,897	\$ 468,203	\$ 2,694	
400	PURCHASED PROPERTY SVCS											
	Buildings & Grounds Services	\$ 707,757	\$ 697,600	\$ -	\$ -	\$ 697,600	\$ 372,517	\$ 257,931	\$ 67,152	\$ 66,150	\$ 1,002	
	Utility Services - Water & Sewer	\$ 140,819	\$ 137,650	\$ -	\$ -	\$ 137,650	\$ 36,171	\$ -	\$ 101,479	\$ 107,500	\$ (6,021)	
	Building, Site & Emergency Repairs	\$ 490,220	\$ 460,850	\$ -	\$ -	\$ 460,850	\$ 177,979	\$ 75,601	\$ 207,270	\$ 207,270	\$ (0)	
	Equipment Repairs	\$ 248,481	\$ 313,324	\$ -	\$ -	\$ 313,324	\$ 131,068	\$ 24,543	\$ 157,713	\$ 155,000	\$ 2,713	
	Rentals - Building & Equipment	\$ 265,862	\$ 272,923	\$ -	\$ 5,550	\$ 278,473	\$ 113,092	\$ 99,508	\$ 65,873	\$ 65,550	\$ 323	
	Building & Site Improvements	\$ 23,773	\$ 292,800	\$ -	\$ -	\$ 292,800	\$ 218,080	\$ 63,860	\$ 10,860	\$ 6,000	\$ 4,860	
	SUBTOTAL PUR. PROPERTY SER.	\$ 1,876,912	\$ 2,175,147	\$ -	\$ 5,550	\$ 2,180,697	\$ 1,048,907	\$ 521,443	\$ 610,347	\$ 607,470	\$ 2,877	

NEWTOWN BOARD OF EDUCATION
2018-19 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - OCTOBER 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19		YTD		CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET						
500	OTHER PURCHASED SERVICES											
	Contracted Services	\$ 570,837	\$ 621,207	\$ 1,634		\$ 622,841	\$ 331,503	\$ 109,244	\$ 182,095	\$ 180,000	\$ 2,095	
	Transportation Services	\$ 4,091,115	\$ 4,341,927	\$ -		\$ 4,341,927	\$ 902,525	\$ 2,631,573	\$ 807,829	\$ 784,829	\$ 23,000	
	Insurance - Property & Liability	\$ 410,691	\$ 409,907	\$ -	\$ (5,550)	\$ 404,357	\$ 228,855	\$ 171,055	\$ 4,447	\$ 1,200	\$ 3,247	
	Communications	\$ 159,176	\$ 156,649	\$ -		\$ 156,649	\$ 46,174	\$ 94,384	\$ 16,091	\$ 16,000	\$ 91	
	Printing Services	\$ 27,387	\$ 33,020	\$ -		\$ 33,020	\$ 6,939	\$ 2,621	\$ 23,460	\$ 23,460	\$ 0	
	Tuition - Out of District	\$ 3,454,767	\$ 3,164,101	\$ -	\$ 30,000	\$ 3,194,101	\$ 1,571,815	\$ 2,844,054	\$ (1,221,768)	\$ (910,010)	\$ (311,759)	
	Student Travel & Staff Mileage	\$ 208,537	\$ 212,976	\$ -		\$ 212,976	\$ 42,888	\$ 111,118	\$ 58,970	\$ 58,970	\$ (0)	
	SUBTOTAL OTHER PURCHASED SERVICES	\$ 8,922,509	\$ 8,939,787	\$ 1,634	\$ 24,450	\$ 8,965,871	\$ 3,130,699	\$ 5,964,049	\$ (128,877)	\$ 154,449	\$ (283,326)	
600	SUPPLIES											
	Instructional & Library Supplies	\$ 767,673	\$ 835,997	\$ (1,634)	\$ 9,000	\$ 843,363	\$ 351,728	\$ 80,076	\$ 411,559	\$ 411,559	\$ 0	
	Software, Medical & Office Sup.	\$ 140,088	\$ 188,341	\$ -		\$ 188,341	\$ 84,648	\$ 23,058	\$ 80,635	\$ 80,635	\$ (0)	
	Plant Supplies	\$ 404,991	\$ 375,000	\$ -		\$ 375,000	\$ 142,863	\$ 48,016	\$ 184,121	\$ 183,000	\$ 1,121	
	Electric	\$ 1,305,141	\$ 1,498,260	\$ -		\$ 1,498,260	\$ 389,314	\$ -	\$ 1,108,946	\$ 1,085,295	\$ 23,651	
	Propane & Natural Gas	\$ 304,459	\$ 430,300	\$ -		\$ 430,300	\$ 57,476	\$ -	\$ 372,824	\$ 362,700	\$ 10,124	
	Fuel Oil	\$ 321,179	\$ 108,860	\$ -		\$ 108,860	\$ 11,335	\$ -	\$ 97,525	\$ 97,525	\$ -	
	Fuel For Vehicles & Equip.	\$ 231,624	\$ 254,618	\$ -		\$ 254,618	\$ 40,974	\$ -	\$ 213,644	\$ 215,603	\$ (1,959)	
	Textbooks	\$ 25,880	\$ 140,419	\$ -		\$ 140,419	\$ 104,911	\$ 7,718	\$ 27,789	\$ 27,789	\$ 0	
	SUBTOTAL SUPPLIES	\$ 3,501,034	\$ 3,831,795	\$ (1,634)	\$ 9,000	\$ 3,839,161	\$ 1,183,250	\$ 158,868	\$ 2,497,044	\$ 2,464,105	\$ 32,938	

NEWTOWN BOARD OF EDUCATION
2018-19 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - OCTOBER 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19		YTD		CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET						
700	PROPERTY											
	Capital Improvements (Sewers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 547,585	\$ 550,000	\$ -	\$ -	\$ 550,000	\$ 65,947	\$ 150,377	\$ 333,675	\$ 333,675	\$ -	\$ -
	Other Equipment	\$ 9,200	\$ 46,247	\$ -	\$ -	\$ 46,247	\$ 17,085	\$ 7,635	\$ 21,527	\$ 21,942	\$ (415)	\$ (415)
	SUBTOTAL PROPERTY	\$ 556,785	\$ 596,247	\$ -	\$ -	\$ 596,247	\$ 83,032	\$ 158,013	\$ 355,202	\$ 355,617	\$ (415)	\$ (415)
800	MISCELLANEOUS											
	Memberships	\$ 60,808	\$ 69,207	\$ -	\$ -	\$ 69,207	\$ 55,192	\$ 1,456	\$ 12,559	\$ 11,000	\$ 1,559	\$ 1,559
	SUBTOTAL MISCELLANEOUS	\$ 60,808	\$ 69,207	\$ -	\$ -	\$ 69,207	\$ 55,192	\$ 1,456	\$ 12,559	\$ 11,000	\$ 1,559	\$ 1,559
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000
TOTAL LOCAL BUDGET		\$ 74,064,636	\$ 76,054,231	\$ -	\$ -	\$ 76,054,231	\$ 21,649,628	\$ 47,255,724	\$ 7,148,879	\$ 7,146,459	\$ 2,420	\$ 2,420

(Unaudited)

NEWTOWN BOARD OF EDUCATION
 2018-19 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING - OCTOBER 31, 2018

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2017 - 2018	2018-19 APPROVED BUDGET	YTD TRANSFERS 2018 - 2019	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>BOARD OF EDUCATION FEES & CHARGES - SERVICES</u>	<u>2018-19 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
LOCAL TUITION	\$31,675	\$12,954	\$18,721	40.90%
HIGH SCHOOL FEES FOR PARKING PERMITS	\$20,000	\$20,000	\$0	100.00%
MISCELLANEOUS FEES	\$5,000	\$3,918	\$1,082	78.36%
TOTAL SCHOOL GENERATED FEES	\$56,675	\$36,872	\$19,803	65.06%

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

"FOR THE MONTH ENDING - OCTOBER 31, 2018"

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	REVISED BUDGET	1st ESTIMATE	2nd ESTIMATE	3rd ESTIMATE	Feb RECEIVED	May RECEIVED	Total RECEIVED
100	SALARIES	\$ (49,618)	\$ -	\$ (49,618)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ (56,105)	\$ -	\$ (56,105)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (1,407,585)	\$ -	\$ (1,407,585)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND BUDGET		\$ (1,513,308)	\$ -	\$ (1,513,308)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

100	SALARIES									
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Teachers & Specialists Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CERTIFIED SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Educational Assistants	\$ (5,326)	\$ -	\$ (5,326)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Nurses & Medical advisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Education Svcs Salaries	\$ (44,292)	\$ -	\$ (44,292)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NON-CERTIFIED SALARIES	\$ (49,618)	\$ -	\$ (49,618)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL SALARIES	\$ (49,618)	\$ -	\$ (49,618)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
200	EMPLOYEE BENEFITS									
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

"FOR THE MONTH ENDING - OCTOBER 31, 2018"

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	REVISION	REVISED BUDGET	1st ESTIMATE	2nd ESTIMATE	3rd ESTIMATE	Feb RECEIVED	May RECEIVED	Total RECEIVED
300	PROFESSIONAL SERVICES									
	Professional Services	\$ (56,105)		\$ (56,105)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Professional Educational Ser.	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ (56,105)	\$ -	\$ (56,105)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SVCS									
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES									
	Contracted Services	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transportation Services	\$ (348,975)		\$ (348,975)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Insurance - Property & Liability	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Communications	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Printing Services	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tuition - Out of District	\$ (1,058,610)		\$ (1,058,610)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Student Travel & Staff Mileage	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL OTHER PURCHASED SI	\$ (1,407,585)	\$ -	\$ (1,407,585)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600	SUPPLIES									
	SUBTOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY									
	SUBTOTAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS									
	Memberships	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (1,513,308)	\$ -	\$ (1,513,308)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

2018 - 2019

11/21/2018

**NEWTOWN BOARD OF EDUCATION
TRANSFERS RECOMMENDED
DECEMBER 4, 2018**

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	

ADMINISTRATIVE

\$238,000	100	TEACHERS & SPECIALISTS SALARIES	100	TEACHERS & SPECIALISTS SALARIES	TRANSFERS BETWEEN TEACHERS & SPECIALISTS SALARIES TO ADJUST ALLOCATION FOR HIGH SCHOOL FLEX TEACHERS AND COVER COST OF ADMINISTRATIVE LEAVES AND NEW SPECIAL EDUCATION TEACHER
\$30,000	100	TEACHERS & SPECIALISTS SALARIES	560	TUITION - OUT OF DISTRICT	TO PROVIDE ADDITIONAL FUNDS FOR OUT OF DISTRICT SPECIAL EDUCATION TUITION
\$9,000	100	CERTIFIED SUBSTITUTES	611	INSTRUCTIONAL & LIBRARY SUPPLIES	TO ADJUST ALLOCATION OF STAFF DEVELOPMENT FUNDS TO COVER
\$10,000	100	STAFF & PROGRAM DEVELOPMENT	322	PROFESSIONAL EDUCATIONAL SERVICES	ADDITIONAL STAFF DEVELOPMENT MATERIALS & ACTIVITIES
\$5,550	520	INSURANCE - PROPERTY & LIABILITY	441	RENTALS - BUILDINGS & EQUIPMENT	TO PROVIDE FUNDS FOR RENTAL OF FACILITY FOR HIGH SCHOOL ICE HOCKEY



NHS Activities Fees

ACTIVITIES FEES

	Future Business Leaders of America	Senior Class	Yearbook	National Honor Society	Debate Club	Ultimate Frisbee
Dues/Fees	\$ 20	\$ 275	\$ 90	\$ 40	\$ 600	\$ 75

Debate	
Harvard Tournament	\$ 340
Princeton Tournament	\$ 240
Columbia Tournament	\$ 75
Yale Tournament	\$ 85
Scarsdale Tournament	\$ 90
	<u>\$ 830</u>
23 Students	

Senior Dues	
Cap and Gown (Required)	\$ 50
Senior Prom	\$ 80
Senior Dinner Dance	\$ 55
Class T-Shirt	\$ 10
100 Days Celebration	\$ 10
Senior Trip	\$ 70
	<u>\$ 275</u>
409 Students	

Not all students attend all tournaments.
 Sometimes there is only 5 or 6 students attending.
 For larger tournaments (Harvard, Princeton, Lexington) most of the students participate

ELEMENTARY SCHOOLS ENROLLMENT AND STAFFING - WITH KINDERGARTEN GUIDELINE IMPLEMENTATION ONLY

GUIDELINE	HAWLEY ELEMENTARY SCHOOL						SANDY HOOK ELEMENTARY SCHOOL						MIDDLE GATE ELEMENTARY SCHOOL						HEAD O'MEADOW ELEMENTARY SCHOOL						
	GRADE	ACTUAL 2018-19			PROJECTED 2019-20			STUDENTS	TEACHERS	CLASS	ACTUAL 2018-19			PROJECTED 2019-20			STUDENTS	TEACHERS	CLASS	ACTUAL 2018-19			PROJECTED 2019-20		
		STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS				STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS				STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS
15-19 TOP PER CLASS	K	60	3	19	59	4	14	62	4	15	64	4	16	61	4	15	59	4	14	64	4	16	70	4	17
				20						15									15						17
				21						16									15						17
				0						16									16						18
				0			change 1			0			change 0						0					change 0	
20 PER CLASS	1	58	3	19	62	4	15	75	4	18	68	4	17	67	4	16	62	4	15	57	3	19	70	4	17
				19						19									15						17
				20						19									16						17
				0						19									16						18
				0			change 1			0			change 0						0			0			change 1
25 PER CLASS	2	57	3	18	61	3	20	73	4	18	79	4	19	76	4	19	71	4	17	44	3	13	58	3	19
				19						18									18						19
				20						18									18						19
				0						19									18						20
				0			change 0			0			change 0						0			0			change 0
25 PER CLASS	3	71	3	23	60	3	20	78	4	19	77	4	19	72	4	18	77	4	19	65	3	21	46	2	23
				24						19									19						23
				24						20									19						23
				0						20									18						23
				0			change 0			0			change 0						0			0			change -1
25 PER CLASS	4	64	3	21	73	3	24	76	4	18	81	4	20	85	4	20	72	3	24	53	3	16	67	3	22
				21						19									24						22
				22						19									24						22
				0						20									22						23
				0			change 0			0			change 0						0			0			change 0
TOTAL	310	15	K - 2 Avg. 19.4 3 - 4 Avg. 22.5	315	17	K - 2 Avg. 16.5 FTE CHG 2.0 3 - 4 Avg. 22.2	364	20	K - 2 Avg. 17.5 3 - 4 Avg. 19.3	369	20	K - 2 Avg. 17.6 FTE CHG 0.0 3 - 4 Avg. 19.8	361	20	K - 2 Avg. 17.0 3 - 4 Avg. 19.6	341	19	K - 2 Avg. 16.0 FTE CHG -1.0 3 - 4 Avg. 21.3	283	16	K - 2 Avg. 16.5 3 - 4 Avg. 19.7	311	16	K - 2 Avg. 18.0 FTE CHG 0.0 3 - 4 Avg. 22.6	

Student + or - by school

5

5

-20

28

Total Change 1.0

ELEMENTARY SCHOOLS ENROLLMENT AND STAFFING - WITH FULL GUIDELINE IMPLEMENTATION

GUIDELINE	HAWLEY ELEMENTARY SCHOOL						SANDY HOOK ELEMENTARY SCHOOL						MIDDLE GATE ELEMENTARY SCHOOL						HEAD O'MEADOW ELEMENTARY SCHOOL						
	GRADE	ACTUAL 2018-19			PROJECTED 2019-20			ACTUAL 2018-19			PROJECTED 2019-20			ACTUAL 2018-19			PROJECTED 2019-20			ACTUAL 2018-19			PROJECTED 2019-20		
		STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS
15 to 18 PER CLASS	K	60	3	19	59	4	14	62	4	15	64	4	16	61	4	15	59	4	14	64	4	16	70	4	17
				20						15						15									17
				21						16						15									17
				0						16						16									18
				0						0						0									18
					change							change											change		
					1							0											0		
18 to 21 PER CLASS	1	58	3	19	62	3	20	75	4	18	68	4	17	67	4	16	62	3	20	57	3	19	70	4	17
				19						19						17									17
				20						19						17									17
				0						19						17									18
				0						0						0									18
					change							change											change		
					0							0											1		
18 to 21 PER CLASS	2	57	3	18	61	3	20	73	4	18	79	4	19	76	4	19	71	4	17	44	3	13	58	3	19
				19						18						19									19
				20						18						19									19
				0						19						19									20
				0						0						0									20
					change							change											change		
					0							0											0		
18 to 21 PER CLASS	3	71	3	23	60	3	20	78	4	19	77	4	19	72	4	18	77	4	19	65	3	21	46	3	15
				24						19						18									15
				24						19						18									15
				0						20						18									16
				0						0						0									16
					change							change											change		
					0							0											0		
18 to 21 PER CLASS	4	64	3	21	73	4	18	76	4	18	81	4	20	85	4	20	72	4	18	53	3	16	67	4	16
				21						19						21									17
				22						19						21									17
				0						20						22									17
				0						0						0									17
					change							change											change		
					1							0											1		
TOTAL	310	15	K - 2 Avg. 19.4 3 - 4 Avg. 22.5	315	17	K - 2 Avg. 18.2 3 - 4 Avg. 19.0	364	20	K - 2 Avg. 17.5 3 - 4 Avg. 19.3	369	20	K - 2 Avg. 17.6 3 - 4 Avg. 19.8	361	20	K - 2 Avg. 17.0 3 - 4 Avg. 19.6	341	19	K - 2 Avg. 17.5 3 - 4 Avg. 18.6	283	16	K - 2 Avg. 16.5 3 - 4 Avg. 19.7	311	18	K - 2 Avg. 18.0 3 - 4 Avg. 16.1	
			FTE CHG 2.0			FTE CHG 2.0			FTE CHG 0.0			FTE CHG 0.0			FTE CHG -1.0			FTE CHG -1.0			FTE CHG 2.0			FTE CHG 2.0	

Student + or - by school

5

5

-20

28

Total Change 3.0

USING CENTRAL OFFICE PROJECTION 10/1/19

ELEMENTARY SCHOOLS ENROLLMENT AND STAFFING - WITH NO CHANGE TO GUIDELINE

GUIDELINE	HAWLEY ELEMENTARY SCHOOL						SANDY HOOK ELEMENTARY SCHOOL						MIDDLE GATE ELEMENTARY SCHOOL						HEAD O'MEADOW ELEMENTARY SCHOOL										
	GRADE	ACTUAL 2018-19			PROJECTED 2019-20			ACTUAL 2018-19			PROJECTED 2019-20			ACTUAL 2018-19			PROJECTED 2019-20			ACTUAL 2018-19			PROJECTED 2019-20						
		STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS	STUDENTS	TEACHERS	CLASS				
20 PER CLASS	K	60	3	19	59	3	19	62	4	15	64	4	16	61	4	15	59	3	19	64	4	16	70	4	17				
				20			20			15			16			15			20			16			17				
				21			20			16			16			15			16			16			18				
		0			0			16			16			16			0			16			18						
		0			change 0			0			change 0			0			change -1			0			change 0						
20 PER CLASS	1	58	3	19	62	4	15	75	4	18	68	4	17	67	4	16	62	4	15	57	3	19	70	4	17				
				19			15			19			17			17			15			19			17				
				20			16			19			17			17			16			19			18				
		0			16			19			17			17			16			0			18						
		0			change 1			0			change 0			0			change 0			0			change 1						
20 PER CLASS	2	57	3	18	61	3	20	73	4	18	79	4	19	76	4	19	71	4	17	44	3	13	58	3	19				
				19			20			18			20			19			18			15			19				
				20			21			18			20			19			18			16			20				
		0			change 0			0			change 0			0			change 0			0			change 0						
		0			0			0			0			0			0			0			0						
25 PER CLASS	3	71	3	23	60	3	20	78	4	19	77	4	19	72	4	18	77	4	19	65	3	21	46	2	23				
				24			20			19			19			18			19			22			23				
				24			20			20			20			18			19			22			23				
		0			change 0			0			change 0			0			change 0			0			change -1						
		0			0			0			0			0			0			0			0						
25 PER CLASS	4	64	3	21	73	3	24	76	4	18	81	4	20	85	4	20	72	3	24	53	3	16	67	3	22				
				21			24			19			20			21			24			18			22				
				22			25			19			20			22			24			19			23				
		0			change 0			0			change 0			0			change -1			0			change 0						
		0			0			0			0			0			0			0			0						
TOTAL	310	15	K - 2 Avg. 19.4 3 - 4 Avg. 22.5	315	16	K - 2 Avg. 18.2 3 - 4 Avg. 22.2	364	20	K - 2 Avg. 17.5 3 - 4 Avg. 19.3	369	20	K - 2 Avg. 17.6 3 - 4 Avg. 19.8	361	20	K - 2 Avg. 17.0 3 - 4 Avg. 19.6	341	18	K - 2 Avg. 17.5 3 - 4 Avg. 21.3	283	16	K - 2 Avg. 16.5 3 - 4 Avg. 19.7	311	16	K - 2 Avg. 18.0 3 - 4 Avg. 22.6	FTE CHG 1.0	FTE CHG 0.0	FTE CHG -2.0	FTE CHG 0.0	Total Change -1.0

Student + or - by school

5

5

-20

28

Total Change -1.0
12/4/2018

Civil RIGHTS DATA

(Every 2 YRS)

As a supplement to the corresponding Zirkel analysis in the *Education Law Reporter*, this compilation, in descending order of the percentage of 504-only students, is based on the 2015-16 CRDC data. To obtain the actual complete data and to request any corrections, please go directly to <https://ocrdata.ed.gov/>

STATE	LOCAL EDUCATION AGENCY (ENROLLMENTS > 1250)	ENR.	504s	RATE
CONNECTICUT	Newtown School District	4570	710	15.53%
TEXAS	Carrizo Springs Consol. Indep. School District	2254	325	14.41%
CONNECTICUT	Weston School District	2393	343	14.33%
TEXAS	Pittsburg Indep. School District	2472	335	13.55%
TEXAS	Pleasanton Indep. School District	3520	467	13.26%
TEXAS	Van Alstyne Indep. School District	1336	174	13.02%
NEW JERSEY	Hanover Park Regional High School District	1561	200	12.81%
TEXAS	Buna Indep. School District	1456	183	12.56%
TEXAS	Tatum Indep. School District	1687	208	12.32%
TEXAS	Crockett Indep. School District	1280	157	12.26%
NEW YORK	Windsor Central School District	1697	208	12.25%
TEXAS	Hughes Springs Indep. School District	1266	153	12.08%
TEXAS	Pottsboro Indep. School District	4284	507	11.83%
TEXAS	Lake Dallas Indep. School District	3945	467	11.83%
TEXAS	Northside Indep. School District	105049	12425	11.82%
TEXAS	Kerrville Indep. School District	5038	592	11.75%
TEXAS	Gatesville Indep. School District	2853	335	11.74%
TEXAS	Godley Indep. School District	1780	205	11.51%
PENNSYLVANIA	Wallingford-Swarthmore School District	3561	401	11.26%
GEORGIA	Wilkinson County Schools	1523	169	11.09%
LOUISIANA	Terrebonne Parish School District	18445	2039	11.05%
NEW YORK	Briarcliff Manor Union Free School District	1469	162	11.02%
WASHINGTON	Mercer Island School District	4423	485	10.96%
TEXAS	Community Indep. School District	1933	211	10.91%
CONNECTICUT	Ridgefield School District	5176	545	10.52%
TEXAS	Keller Indep. School District	34230	3579	10.45%
NEW HAMPSHIRE	Litchfield School District	1380	144	10.43%
VERMONT	Springfield School District	1256	130	10.35%
VERMONT	Mount Mansfield Modified USD #401B	1567	162	10.33%
TEXAS	Alamo Heights Indep. School District	4857	501	10.31%
TEXAS	Bowie Indep. School District	1705	175	10.26%
CONNECTICUT	Regional School District 18	1336	137	10.25%
TEXAS	Medina Valley Indep. School District	4479	458	10.22%
MASSACHUSETTS	Triton Regional School District	2696	275	10.20%
TEXAS	Denton Indep. School District	27578	2812	10.19%
TEXAS	Crystal City Indep. School District	2027	206	10.16%
TEXAS	Meridian World School*	1252	127	10.14%
MASSACHUSETTS	Concord-Carlisle Regional School District	1288	130	10.09%
NEW HAMPSHIRE	Pembroke School District	1662	167	10.04%
ILLINOIS	Wilmette School District 39	3713	372	10.01%
TEXAS	Silsbee Indep. School District	2750	275	10.00%
TEXAS	Tyler Indep. School District	18289	1816	9.92%
TEXAS	Pleasant Grove Indep. School District	2157	214	9.92%
NEW YORK	York Central School District	1542	152	9.85%
CONNECTICUT	Westport School District	5704	560	9.81%
TEXAS	Aubrey Indep. School District	2333	229	9.81%
LOUISIANA	Lafayette Parish School System	30392	2981	9.80%
TEXAS	North East Indep. School District	67826	6649	9.80%
TEXAS	Rains Indep. School District	1668	163	9.77%
TEXAS	Warren Indep. School District	1269	124	9.77%
ILLINOIS	Twp High School District 113	3866	374	9.67%
LOUISIANA	Rapides Parish	23639	2284	9.66%
TEXAS	College Station Indep. School District	13028	1250	9.59%
MASSACHUSETTS	Amherst-Pelham	1399	134	9.57%
CONNECTICUT	Cheshire School District	4404	421	9.55%

AS OF 12/04/2018

	Special Education
Hawley School	49
0	5
1	10
2	15
3	13
4	6
Head O'Meadow Elementary School	37
0	7
1	10
2	4
3	9
4	7
Middle Gate School	41
0	9
1	6
2	6
3	10
4	10
Newtown Community Partnership	15
12 (Transition)	15
Newtown High School	140
9	49
10	33
11	27
12	31
Newtown Middle School	89
7	43
8	46
Other	38
2	1
3	1
4	1
5	2
6	3
7	2
8	6
9	3
10	4
11	3
12	12
PreSchool	58
-2	31
-1	27
Reed Intermediate School	93
5	43
6	50
Sandy Hook Elementary School	46
0	9
1	14
2	7
3	11
4	5
Grand Total	606

placements

AS OF 12/04/2018

	HAS_504
Hawley School	17
1	2
2	6
3	3
4	6
Head O'Meadow Elementary School	19
1	3
2	3
3	5
4	8
Middle Gate School	31
0	3
1	6
2	5
3	7
4	10
Newtown High School	285
9	74
10	59
11	73
12	79
Newtown Middle School	99
7	60
8	39
Other	1
8	1
Reed Intermediate School	88
5	41
6	47
Sandy Hook Elementary School	33
1	3
2	3
3	10
4	17
Grand Total	573

A required policy per federal mandate.

Personnel -- Non-Certified

Drug and Alcohol Testing for School Bus Drivers

The Newtown Public School district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA) and applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The District shall adhere to federal and state law and regulations requiring a school bus driver's drug and alcohol testing program.

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol-testing program that meets the requirements of federal regulations, state statutes and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

~~In addition to the above cited federal requirement, the Board of Education expects its school transportation carrier, by June 30, 2019, to provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life threatening allergic reaction.~~

~~Beginning July 1, 2019, each carrier must provide the training to school bus drivers following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.~~

Additional language to consider:

(School districts contracting with a private service provider must ensure the provider has a drug and alcohol testing program fulfilling federal regulations, and state law pertaining to a required pre-employment and random drug testing program for drivers of school buses and school transportation vehicles (STVs) that carry ten or fewer students.)

Alternate Version

~~In a continuing effort to prevent accidents and injuries resulting from the use of drugs and misuse of alcohol by drivers of commercial motor vehicles, the District shall establish a drug and alcohol misuse prevention program.~~

~~The District's program shall meet the requirements of the Omnibus Transportation Employee Testing Act of 1991 and C.G.S.14-276a.~~

Personnel -- Non-Certified

Drug and Alcohol Testing for School Bus Drivers

The Superintendent will develop administrative regulations as needed to implement the District's program including provisions for pre employment, reasonable suspicion, random, post accident, return to duty and follow up testing as may be necessary. The regulations will also include training, education and other assistance to employees to promote a drug and alcohol-free environment

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations, state statutes and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

This policy applies to all drivers and applicants for driver positions for the District who must have a Commercial Drivers License (CDL) to operate school vehicles.

In addition to the above cited federal requirement, the Board of Education expects its school transportation carrier, by June 30, 2019, to provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction.

Beginning July 1, 2019, each carrier must provide the training to school bus drivers following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

Legal Reference: United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing

395 Hours of Service Drivers

Personnel -- Non-Certified

Drug and Alcohol Testing for School Bus Drivers

Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540

International Brotherhood of Teamsters v. Department of Transportation

932 F. 2d 1292 (1991)

American Trucking Association, Inc. v. Federal Highway Administration,
(1995) WL 136022 (4th circuit)

Legal Reference: Connecticut General Statutes (continued)

10-212c Life-threatening food allergies and glycogen storage disease:
Guidelines; district plans. (as amended by PA 18-185)

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics
and forklift operators

14-276a Regulations re school bus operators and operators of student
transportation vehicles; qualifications; training. Pre-employment drug test
required for operators

52-557b Immunity from liability for emergency medical assistance first
aid or medication by injection. School personnel not required to
administer or render. (as amended by PA 05-144, An Act Concerning the
Emergency Use of Cartridge Injectors and PA 18-185, An Act Concerning
Life-Threatening Food Allergies in Schools)

Policy adopted:

rev 4/02
rev 7/07
rev 11/18

A mandated policy to consider. Prior to adoption, a policy on this topic must be approved by the district's School Medical Advisor or other qualified licensed physician. The policies and procedures (administrative regulations), concerning the administration of medications should be reviewed as needed, but at least biennially.

Students

Administering Medication

The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Advanced practice registered nurse means an individual licensed pursuant to C.G.S. 20-94a.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and for interscholastic and intramural athletic events only, a podiatrist.

Before- and after-school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of C.G.S. 19a-77. Such programs shall not include public or private entities licensed by the Office of Early Childhood or Board of Education enhancement programs and extra-curricular activities.

Board of Education means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

Students

Administering Medications

Definitions (continued)

Carrier means any school district educational institution, or person, firm or corporation under contract to such district or institution engaged in the business of transporting. (C.G.S 14-212(2)).

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 reaction.

Coach means any person holding a coaching permit hired by the Board of Education to coach for a sport season.

Controlled drugs means those drugs as defined in Connecticut General Statutes Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

Director means the person responsible for the operation and administration of any school readiness program or before- and after-school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice;or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid pursuant to Connecticut General Statutes 10-212a and Section 10-212a-2 of the Regulations of Connecticut State Agencies.

Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Students

Administering Medications

Definitions (continued)

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

Students

Administering Medications

Definitions (continued)

Occupational therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Physician assistant means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Qualified medical professional, as defined in C.G.S. 10-212, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

Qualified personnel for schools means (a) a qualified school employee who is a full time employee or is a coach, athletic trainer, or school paraprofessional or for school readiness programs and before and after school programs, means the director or director's designee and any lead teachers and school administrators who have been trained in the administration of medications. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

Students

Administering Medications

Definitions (continued)

Qualified school employee, as defined in C.G.S. 10-212, means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School bus driver means any person who holds a commercial driver's license with a public passenger endorsement to operate a school bus pursuant to subsection (a) of C.G.S. 14-44.

School medical advisor means a physician appointed pursuant to C.G.S. 10-205.

School nurse means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

School nurse supervisor means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Supervision means the overseeing of the process of the administration of medication in a school.

Teacher means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

Students

Administering Medication (continued)

General Policies on Administration of Medication

A child with diabetes may test his/her own blood glucose level per the written order of a physician stating the need and the capacity of such child to conduct self-testing along with written authorization of the parent/guardian. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut.

The school nurse ~~or school principal shall~~ may select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse ~~or principal~~ must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, the school nurse and school medical advisor must attest that the qualified school employee has completed such training and the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

A child diagnosed with asthma or ~~an allergic condition~~ a diagnosed life-threatening allergic condition, pursuant to State Board of Education regulations, may possess, self-administer or possess and self-administer medicine administered through the use of an asthmatic ~~carry an~~ inhaler or an Epipen or similar device in the school at all times or while receiving school transportation services if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or Epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

Students

Administering Medication

General Policies on Administration of Medication (continued)

In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Administration of Medication by Paraprofessionals

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

Administration of Medications in School Readiness Programs and Before- and After-School Programs

Directors, or their designees, who may include 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, in school readiness programs and before- and after-school programs that are child care programs. Such programs must either be District-administered or administered by a municipality exempt from licensure by the Department of Public Health and are located in a District public school. Medicine may be administered pursuant to the Regulations of Connecticut State Agencies, Section 10-212a-10, to children enrolled in these programs.

Students

Administering Medication

Administration of Medications in School Readiness Programs and Before- and After-School Programs (continued)

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's authorized prescriber, will be supervised by the District staff member (Director or designee, lead teacher, school administrator) trained to administer medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers or school administrators.

Properly trained Directors, Directors' designees, lead teachers or school administrators may administer medications to students as delegated by the school nurse or other registered nurse. They may administer oral, topical, intranasal, or inhalant medications. No medication shall be administered without the written order of an authorized prescriber and the written approval of the parent/guardian.

The selected staff member shall be trained in the use of a cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse or registered nurse. *(Optional: The selected staff member is also required to complete a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health or any Director of Health.)*

The administration shall determine, in cooperation with the School Medical Advisor and school nurse [supervisor] whether additional school nursing services/nurses are required based on the needs of the program and the participants in the program. This determination shall include whether a licensed nurse is required on site. The recommendation shall be subject to Board approval.

The Board will allow students in the school readiness and before- and after-school programs to self-administer medication according to the student's individual health plan and only with the written order of an authorized prescriber, written authorization of the child's parent or guardian, written approval of the school nurse (The nurse has evaluated the situation and deemed it appropriate and safe and has developed a plan for general supervision of such self-medication.), and with the written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

Students

Administering Medication

Administration of Medications in School Readiness Programs and Before- and After-School Programs (continued)

An error in the administration of medication shall be reported immediately to the school nurse, the parents/guardians and the prescribing physician. In case of an anaphylactic reaction or the risk of such reaction a school nurse may administer emergency oral and/or injectable medication to any child in need thereof on school grounds, or in the school building, according to the standing order of the School Medical Advisor or the child's private physician. However, in an emergency any other person trained in CPR and First Aid may administer emergency oral and/or injectable medication to any child in need on school grounds, or in the school building. In addition, local poison control center information shall be readily available at the sites of these programs. The Program Director or his/her designee shall be responsible for decision making in the absence of the nurse.

In the event of a medical emergency, the following will be readily available: (1) local poison information center contact information; (2) the physician, clinic or emergency room to be contacted in such an emergency; and (3) the name of the person responsible for the decision making in the absence of a school nurse.

All medications shall be handled and stored in accordance with the provisions of subsection (a) to (k) inclusive of the Regulations of Connecticut State Agencies, as outlined in the accompanying administrative regulation to this policy.

Where possible, a separate supply of the child's medication shall be stored at the site of the before- or after-school program or school readiness program. If this is not possible, a plan should be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

Documentation and record keeping shall be done in compliance with the stipulations outlined in the administrative regulation accompanying this policy.

THE PORTION OF THIS POLICY PERTAINING TO THE ADMINISTRATION OF MEDICATION IN SCHOOL READINESS PROGRAMS AND BEFORE- AND AFTER-SCHOOL PROGRAMS SHALL BE REVIEWED BY THE BOARD ON AN ANNUAL BASIS WITH INPUT FROM THE SCHOOL MEDICAL ADVISOR OR A LICENSED PHYSICIAN AND THE SCHOOL NURSE SUPERVISOR.

Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications, or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse.

Students

Administering Medication

Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events (continued)

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, ~~to the coach or licensed athletic trainer~~, which shall be kept separate from the medication stored in the school health office during the school day.

~~Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.~~

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

Storage and Administration of Epinephrine

Storage and Use of Epinephrine Cartridge Injectors (Emergency Administration of Epinephrine to Students without Prior Written Authorization)

A school nurse or, in the absence of a school nurse, a "qualified school employee" who has completed the training required by PA 14-176, shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

Note: ~~Epipens expire yearly. Therefore, schools are responsible for refilling their prescriptions annually. It is estimated that each school would require two to three two pack epipens.~~

Students

Administering Medication

Storage and Administration of Epinephrine (continued)

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (epipens) for such emergency use.

Note: This requirement pertains only during regular school hours and does not include after-school activities.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education (Section 10-212a-2) for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life-threatening undiagnosed allergic reaction as emergency first aid, to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an epipen.

Following the emergency administration of epinephrine by a qualified school employee to a student who does not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional, such administration must be reported immediately to the school nurse or medical advisor, the student's parent/guardian by the school nurse or the qualified school employee and a medication administration record shall be submitted by the qualified school employee at the earliest possible time, but not later than the next school day. Such record must be filed in or summarized on the student's cumulative health record.

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing this emergency use of epinephrine for previously undiagnosed students, per the statute, is to take place during "regular school hours" establishes such hours to be from the arrival of the first students to the school site to the departure of the last bus serving the school at the conclusion of the day's instructional programs.

Note: ~~The regulations indicate that boards of education determine the regular school hours for each school. Another definition could be the hours specified in the Teacher's Contract for the normal school/employment day in terms of hours.~~

Students

Administering Medication (continued)

Administration of Anti-Epileptic Medications to Students

With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

In addition the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

School Bus Drivers Training

By June 30, 2019, school transportation carriers must provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction. Such training can be completed online, provided the online module fulfills legislative requirements.

Beginning July 1, 2019, each carrier must provide the training to school bus drivers (1) following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and (2) upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)

(cf. 5141 – Student Health Services)

(cf. 5141.23 – Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

Students

Administering Medication

Legal Reference	Connecticut General Statutes (continued) 10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176, PA 15-215 and PA 18-185) 10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans. (as amended by PA 18-185) 10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198) 19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility. 21a-240 Definitions 29-17a Criminal history checks. Procedure. Fees. 52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors and PA 18-185) Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended. Code of Federal Regulations: Title 21 Part 1307.2 20-12d Medical functions performed by physician assistants. Prescription authority. 20-94a Licensure as advanced practice registered nurse. PA 07-241 An Act Concerning Minor Changes to the Education Statutes 29-17a Criminal history checks. Procedure. Fees. PA 18-185 An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools.
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Policy adopted:

rev 10/15
rev 3/18
rev 11/18

Instruction

Class Size

The Board of Education believes that appropriate class size is essential to effective teaching and learning, as well as building and sustaining a safe, productive, and inclusive school environment. The benefits of smaller class sizes are well documented in research and can be an effective strategy for improving student performance. The Board supports appropriate and reasonable class sizes, consistent with the grade level, nature of the subject, students' needs, staffing, and facilities. The Superintendent of Schools shall work with the staff in establishing reasonable and equitable class sizes and shall recommend appropriate staffing levels to the Board.

Instruction

Class Size

The following should be considered as guidelines when determining the appropriate number of students in a class at each grade level:

Kindergarten: 15-18

Grades 1-4: 18-21

Grades 5-8: 21-25

Grades 9-12: 25-30

The above reflect a “range” of class sizes across grade levels. Administrators must have the flexibility to make decisions based on a number of important factors that may fluctuate from year to year.

Instruction

Field Trips

The Board of Education approves the concept of planned educational field trips for students in the Newtown schools.

When subsidy for educational field trips is not provided in the school budget, such an educational activity may be planned by staff members with students and conducted with participating students sharing in the cost of the trip. If a student is unable to pay his/her share of the trip costs, the building administrator may use available resources, including funds from local organizations, to help defray expenses.

No educational field trip shall take place during the school year without approval by the building administrator.

It is expected that all educational field trips shall use common carriers or school buses unless otherwise authorized by the principal.

In order to minimize the cost to students and their families of multi-day field trips that involve specific classes or groups of students, the teaching staff should select locations closest to Connecticut that meet the approved educational objectives of the planned activities.

This policy statement is not applicable to scheduled bus trips for students who participate in or wish to attend interscholastic athletic events, special music performances, or similar activities.

Policy Adopted: 12/14/64

rev 12/12/78

rev 6/13/89

rev 10/10/95

rev 11/10/98

rev 11/7/18

Instruction

Field Trips

Staff are required to give at least two weeks prior notice of field trips to the school nurse, in order to allow time for the nurse to review updated medical information and to make arrangements for the safe participation of students with disabilities or special health needs.

For the purposes of medication administration on school sponsored trips, field trips shall be categorized as “curricular” and “extracurricular” field trips. For curricular field trips, the school nurse will prepare necessary medication, equipment and emergency supplies. The nurse will train designated staff in medication administration as needed. For extra curricular field trips, the nurse will be available as a resource to staff to aid in planning for student health and safety needs.

Curricular Field Trips: primarily educational trips that enhance students’ understanding of their studies by extending the school experience. (examples: museum trip, nature center, science lab)

Extracurricular Trips: educational, cultural and/or recreational trips that occur outside of the school day and may be organized by approved an extracurricular club, organization or program. Such trips may enhance the educational experience but are not designed as part of the curricular study. (examples: Debate Club, Ski Club)