

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

Minutes of the Board of Education special meeting on November 17, 2015 in the Council Chambers, 3 Primrose Street, at 7:15 p.m.

K. Alexander, Chair	J. Erardi
L. Roche, Vice Chair (absent)	R. Bienkowski
K. Hamilton, Secretary	4 Staff
D. Leidlein	20 Public
J. Vouros	1 Press
D. Freedman	
M. Ku	

Mr. Alexander called the meeting to order at 7:18 p.m.

MOTION: Mrs. Ku moved that the Board of Education go into executive for a K-12 security update and invited Dr. Erardi and Mr. Bienkowski.

Item 1 – Executive Session

Executive session ended at 7:32 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the high school field trip to the Student Leadership Conference, the donation of an outfield fence for the high school softball field, the roster of high school coaches for winter sports, and the correspondence report. Ms. Hamilton seconded. Motion passes unanimously.

Item 4 – Public Participation

Carlen Gaines, 17 Bridge End Farm Lane, is president of the Federation of Educational Personnel. They feel the contract is fair especially during these economic times and thanked the administration and Board of Education for their continued support for their union.

Kristen Alesevich, 16 Fieldstone Drive, said her kindergartner loves the program.

Laura Terry, 64 Robin Hill Road, spoke to Tom Hennick regarding the disclosure of information. She stated that Kathy Hamilton said she released her text message to people other than Carey Shierloh. She submitted a request as to how it was released but has not seen a response.

Item 5 – Reports

Chair Report: Mr. Alexander said several Board members attended Veteran's Day events in the district and also attended the Monroe Board of Education meeting last night to show our appreciation for what they have done for us.

Superintendent's Report: A community forum will be held December 16 regarding alternative programming discussing programs for highly capable students and students at risk. When we reconstitute the Board in December it is essential to have high quality discussions regarding long term planning, enrollment and facility. There is a wellness workshop December 1 for ninth grade parents. He was in attendance when Pat Llodra received the Spirit of Leadership Award from CAS. This award is special as she was the first person selected. It recognizes a lifetime of

selfless and extraordinary public service. Dr. Erardi expects to provide the community with weather notifications through Twitter. The Sandy Hook PTA Foundation offered us to apply for a grant for the next school year and years to come. They are awarding us with \$500,000 with \$239,954 for the next school year. This will ensure mental health providers to be in place. He thanked them for granting this award.

Dr. Erardi noted that this was Mr. Freeman's last meeting and thanked him for his work on the Board.

#### Student Reports:

Kayla Disibio said this week is international week with a different language for each day. This past weekend was the production of Great Gatsby. The Veteran's Day assembly was very successful and now they are collecting goods for the Newtown Food Bank.

Rilind Abazi stated that November 13 there was an extended advisory where students shared their experiences during the first quarter. Senior health requirement workshops were held. Student Government is forming committees for students who want to share their concerns. He thanked Dr. Erardi for attending the National Honor Society induction ceremony.

#### Committee Reports:

Mrs. Ku said at the Curriculum and Instruction meeting a parent spoke about the K-12 math curriculum. They also talked about communicating with parents. There was also an update from Mrs. Davila regarding the curriculum council progress on a rubric for curriculum evaluation and reviewed the new program/pilot study policy application form for staff. She attended the Education Connection meeting at their new facility in Brookfield which is an ideal place for a Board of Education retreat at no expense to the district. The CABE/CAPSS convention is this weekend and she and Mr. Vouros would be attending. There was also a security meeting last week.

Dr. Erardi held the Paraprofessional Climate and Culture Committee meeting with their executive board members. He feels it is moving in the right direction and addressing concerns.

#### Financial Report:

MOTION: Mrs. Leidlein moved that the Board of Education approve the financial report and transfers for the month ending October 31, 2015. Ms. Hamilton seconded.

Mr. Bienkowski reviewed items in the report and spoke about noted transfers. We are in a break even situation now. The accounts being held are in the projected balance column of the report. We are reserving funds to help us due to increased special education costs.

Ms. Hamilton asked that for the next report she would like information on what we aren't doing with the accounts on hold.

Mr. Bienkowski said the building and site projects are on hold. The 25% hold is a generic hold on all accounts the principals have control over.

Dr. Erardi said we have an administrators meeting this Friday and he will address this with them.

Mrs. Ku asked the length of time for this hold.

Mr. Bienkowski said probably until March or April.

Dr. Erardi told the leadership team that we need to have this in place to balance the budget in June.

Ms. Hamilton said transportation seems to be way over in every category.

Mr. Bienkowski said those accounts were encumbered but some invoices had inaccuracies. They will be corrected in the November report.

Mrs. Leidlein asked if the state was still working on their deficit and if there will be any impact on education.

Mr. Bienkowski hasn't heard anything. This month we will have a better idea regarding excess cost but it is not on the table now.

Motion passes unanimously.

There was no old business.

#### Item 7 – New Business

Mrs. Davila was unable to attend due to a family emergency

Kindergarten Spanish Program Review:

Barbara Gasparine introduced Marianne Grenier who is teaching the Spanish immersion program which consists of 30 minutes per week for kindergarten students in each elementary school.

Mrs. Grenier showed a video of kindergarten students in each school during a Spanish lesson. During these classes she only speaks to the students in Spanish. Their teacher is also in class during that time and does some reinforcement of the language during the school day. There are 243 students who love this class.

Mr. Vouros said this is just like the program in Southington which is remarkable. At least 15 mothers have stopped him and told him how phenomenal this program is for their child. He looks forward to the assembly in June and including this program in the budget for first grade students next year.

Mrs. Ku has also heard good things from parents about this program.

Mrs. Grenier said there is a great deal of support in the schools. Teachers are partners in the classroom so it's a joint effort.

Mrs. Leidlein said starting at a young age is important and we would be doing a disservice if we didn't offer it next year.

Dr. Erardi said that Ms. Gasparine volunteered to oversee the Spanish program in all schools. The only concern is right now this program is personnel driven. If the Board of Education goes forward with a K-1 opportunity we make that announcement early to ensure the appropriate staffing for next year. He thanked Mrs. Grenier for her work with this program.

Mr. Vouros thanked Tina from Southington who has been an invaluable aid to us as we formulated having this program.

Newtown Federation of Educational Personnel Contract:

MOTION: Mr. Freedman moved that the Board of Education approve the ratified Newtown Federation of Educational Personnel contract for the period July 1, 2015 through June 30, 2019  
Mr. Vouros seconded.

Mr. Bienkowski said this has become a four-year contract. Salary adjustments give a 2% increase with each year and the last two years a half percent increase to provide equity with surrounding communities. There were also adjustments on the medical co-payment portion with the PPO plan going up 2.5% the first year.

Mr. Freedman said it was a very positive experience. The teams on both sides were very professional and he thanked everyone who was part of this process. They felt strongly that it was important to help them get in line with other districts.

Ms. Hamilton asked how many of the total in the union are in the HSA plan.

Mr. Bienkowski said there were less than four in that plan.

Motion passes unanimously.

Schedule of 2016 Meetings:

MOTION: Mrs. Leidlein moved that the Board of Education approve the 2016 schedule of meetings. Mr. Vouros seconded. Motion passes unanimously.

Minute of November 4, 2015:

MOTION: Mrs. Leidlein moved that the Board of Education approve of November 4, 2015 with the requested change by Mrs. Ku on page 6. Mr. Vouros seconded.

Vote: 6 ayes, 1 abstained (Mr. Freedman)

Minutes of November 11, 2015:

MOTION: Mrs. Leidlein moved that the Board of Education approve the minutes of November 11, 2015. Mrs. Ku seconded.

Vote: 4 ayes, 2 abstained (Ms. Hamilton, Mr. Freedman)

Discussion and possible action regarding disclosure of Board communications:

Mr. Alexander stated that at the last meeting we decided to work with an attorney and file an FOI complaint and also refer this to the board of ethics. Letters will be sent this week. There are two FOI complaints pending. We will not file ours until those are taken care of. He wants to focus on the future and suggested a motion.

MOTION: Mrs. Ku moved to put a hold on this discussion. Mrs. Leidlein seconded.

Mrs. Ku said it would be worthwhile to wait until we have information from the FOI Commission and board of ethics. That would allow us a more solid footing on which questions to ask and make recommendations.

Mr. Vouros feels it is important for everyone to understand that the processes in place now can take some time and to not take that as a lack of commitment to get to the truth. So far we aren't getting it.

Mrs. Ku asked who would subpoena records if the FOI Commission found there to be an issue. Mr. Alexander said the FOI Commission would do that. The Commission or the Board would need to look for records they need.

Motion passes unanimously.

Item 8 – Public Participation

Andy Clure, Winton Farm Road, suggested looking at the possibility of high school Spanish students assisting in the kindergarten Spanish program.

MOTION: Mrs. Leidlein moved to adjourn. Ms. Hamilton seconded. Motion passes unanimously.

Item 9 – Adjournment

The meeting adjourned at 8:36 p.m.

Respectfully submitted:

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Kathryn Hamilton  
Secretary



# FIELD TRIP BUS REQUEST FORM

Teacher Making Request: Larry Saladin Date: 11/2/15

Other Staff Involved: Jen Dellasala

Date of Proposed Field Trip: 11/20 - 11/21/15

Class/Group Involved: Student Government + Tech. team

Number of Students Scheduled to Make Trip: 22 # could change

Other Adults (non-teachers) Chaperoning the Trip (list names): \_\_\_\_\_

Destination: Friday: Community Cultural Center / Sat: EHHS/CIBA (see Attached)

Place and Time of Departure: 8:30 - Newtown High School overnight: Holiday Inn Downtown Hartford Area

Estimated Time of Return: 2:15pm 11/21/15

Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) \_\_\_\_\_

**DROP OFF AND PICK UP ONLY**

Estimated Cost of Transportation: \_\_\_\_\_

Estimated Cost per Student: \$120

Other Information: \_\_\_\_\_

PRINCIPAL APPROVAL BY SIGNATURE: Lorrie Rodriguez DATE: \_\_\_\_\_

OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

## Billing Information

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

Pricing: \_\_\_\_\_ Hours @ \_\_\_\_\_ per hour = \_\_\_\_\_

\_\_\_\_\_ Miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Minimum Charge: \_\_\_\_\_

Total Charge per Bus: \_\_\_\_\_

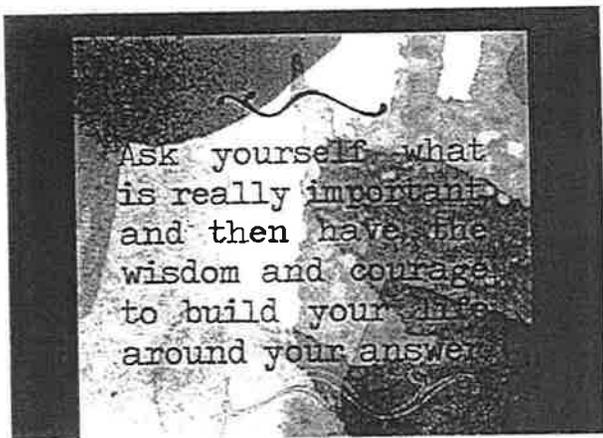
## Confirmation

Information taken by: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Recorded in Book: \_\_\_\_\_



### What will you get at the CT Student Leadership Conference?

**Inspiration** – 3 National Speakers each **walking the walk** and putting their own **unique talents, abilities and leadership into their passions** and **making** a tangible, dramatic **difference** in the world.

**Tools** – 21<sup>st</sup> Century **Skill specific workshops** designed to strengthen your ability and resolve to bring your unique talents and leadership to their true potential. **Communicate** clearly, **collaborate** with others across barriers and in diverse groups, and **think creatively** and **work creatively** with others.

**Resources** – information and **ideas for projects, learning and development.** Connection to a large **network** of **student leaders** and **adult advisors** to support your growth and future initiatives.

### When?

Friday, Nov. 20<sup>th</sup> 9:30am thru  
Saturday, Nov. 21<sup>st</sup> 1:30pm

### Where? East Hartford, CT

Conference begins at the **Community Cultural Center**, 50 Chapman Pl, East Hartford, CT 06108. Late afternoon, evening and Saturday sessions will be held at **EHHS/CIBA** and overnight stay will be at the **Holiday Inn Downtown Hartford Area**.

### Cost?

#### Conference Only

\$90 per person (Student & Advisor)

#### Conference with Overnight Stay

Student - \$120 per student (quad occupancy)

Advisor - \$120 per advisor (shared room)

\$150 per advisor (single room)

### Registration? [www.casciac.org/slcregister.shtml](http://www.casciac.org/slcregister.shtml)

All registrations should be made through your school or by your advisor.  
Registration Deadline is Oct. 30<sup>th</sup>.

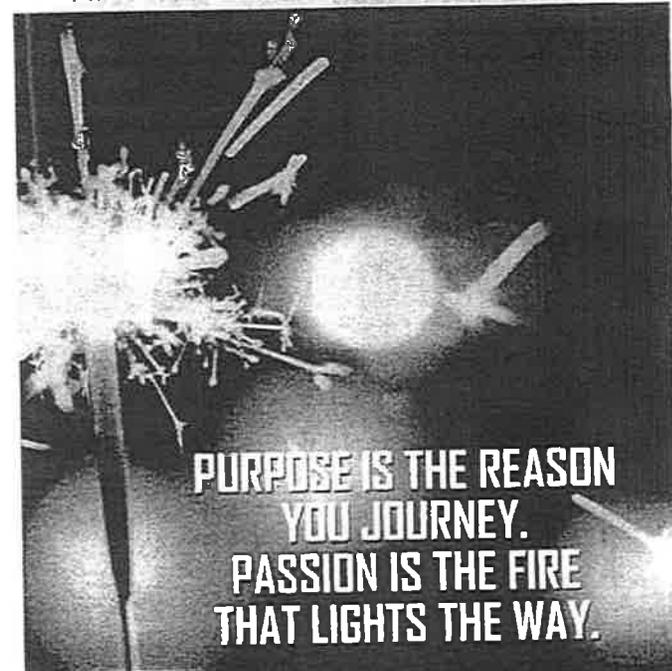


### CT ASSOCIATION OF SCHOOLS

30 Realty Drive  
Cheshire, CT 06410  
203-250-1111  
[www.casciac.org](http://www.casciac.org)

# STUDENTS!

**FIND YOUR PASSION AND TAKE ACTION!!**



# CT STUDENT LEADERSHIP CONFERENCE 2015

A program of the  
CT Association of Schools  
and the CT Association of  
Student Councils



### **Keynote – Mike Smith on Leaving a legacy - Leadership**

Everyone has the capability to be a leader. It takes courage and passion, and sometimes you have to be uncomfortable, but we can all do it. You're leaving a legacy on this world whether you realize it or not. What you do with your life will boil down to one question: what do you want to be remembered for?

#### **Mike Smith**

So there's this kid. He lives in the small town of Imperial, Nebraska. He's got a 2.4 GPA. He's a bit of a troublemaker. To top it off, his name is Mike Smith. Sounds like your average, ordinary kid, right? Wrong.

In his senior year of high school, Mike realized that being ordinary was a choice. Since then, Mike has never stopped believing that he can do whatever he puts his mind to. That hard work, dedication, and the reckless pursuit of his passions can turn his life into something extraordinary that he is the only one who can control his legacy. For over a decade, Mike has done just that...and he's never looked back.

### **Chris Temple - Co-Founder of Living on One & Award-Winning Documentary Filmmaker**

#### **Chris Temple**

From living in a tent in a Syrian refugee camp to working as radish farmers and surviving on one dollar a day in Guatemala, Chris Temple (and Zach Ingrasci) are pioneering a new style of documentary film-making, using immersive storytelling to raise awareness and inspire action around pressing global issues. Their work has raised over \$490,000 directly for micro-finance loans, education scholarships, and refugee services around the world.

Through extensive use of video, personal stories, and professional experience, Chris will help you build empathy for others around the world, achieve a sense of gratitude for the opportunities at your fingertips, discover your passion, and equip yourself with the tools you need to create change in the world around you. Small efforts make big impacts, both in your life, and in the lives of those around you.

### **Andrew Peterson has proven the skeptics wrong time and time again.**

#### **Andrew Peterson**

Born with Fetal Alcohol Syndrome, Andrew lived in foster care and wasn't expected to walk or talk normally. All that changed when Craig Peterson adopted Andrew and his three siblings. Although learning was never easy, Andrew always tried his best. Upon running his first 3K race at age nine, he found a niche.

Andrew developed into an accomplished distance runner; earning varsity letters in hs and winning gold medals in state competitions. At the 2014 Special Olympics National Games, Andrew brought home three gold medals – running personal bests of 4:47 in the 1500M and 10:22 in the 3000M. He joined the Special Olympics Athlete Leadership Program and has since addressed over 60,000 hs students about respect and ability.

Andrew was a feature story of Runner's World magazine – inspiring thousands of families and giving them hope for their own children.

November 11, 2015

TO: Dr. Erardi

FROM: Lorrie Rodrigue

Please accept the donation of an outfield fence for the Newtown High School softball field from Lin Hertberg at an estimated value of \$12,000.

Thank you.

*Attach*

*L. Rodrigue*

November 11, 2015

Dear Joe,

The Newtown High School Athletic Department would like to accept the donation of an outfield fence for our softball field located on the high school grounds. Lin Hertberg, a local resident who has been actively involved in youth sports for decades would like to donate the fence and installation which is valued at \$12,000. If accepted, the fence will be installed this fall. Thank you for your prompt attention on this matter.

Sincerely,

Gregg Simon  
Newtown High School Athletic Director

*J. Rodriguez*

NEWTOWN HIGH SCHOOL  
ATHLETIC DEPARTMENT  
WINTER SPORTS  
2015-2016

NAME/STEP	SPORT
SUSAN BRIDGES 3	CHEERLEADING NO CHANGE
CAITLIN DELOHERY 3	J.V. CHEERLEADING NO CHANGE
CHERYL STENZ 3	DANCE TEAM NO CHANGE
KERISTEN RACCIO 3	GYMNASTICS NO CHANGE
JEREMY O'CONNELL 3	GIRLS BASKETBALL NO CHANGE
ABBEY FEDIGAN 2	J.V. GIRLS BASKETBALL NO CHANGE
BOB PATTISON 3	FRESHMAN GIRLS BASKETBALL NO CHANGE
TIM TALLCOUCH 3	BOYS BASKETBALL NEW COACH—NO CHANGE
BOB GENDREAU 3	J.V. BOYS BASKETBALL FORMER FRESHMAN COACH
ALEX AMARU 1	FRESHMAN BOYS BASKETBALL NEW COACH
CHRIS BRAY 3	WRESTLING NO CHANGE
MIKE MCKEEVER 3	ASST. WRESTLING NO CHANGE
ROBERT GAUVIN 3	BOYS SWIMMING NO CHANGE
CHRIS PEARSON 2	ASST. BOYS SWIMMING NEW COACH NHS TEACHER
DOUG RUSSELL 3	GIRLS WINTER TRACK NO CHANGE
TOM BRANT 3	BOYS WINTER TRACK NO CHANGE
KEVIN HOYT 2	ASST. WINTER TRACK NEW COACH
PAUL ESPOSITO 3	ICE HOCKEY NO CHANGE
TIM HANLEY 3	ASST. ICE HOCKEY NO CHANGE
MIKE JONES 3	ASST. ICE HOCKEY NO CHANGE
	DIVE COACH NEW COACH

ICE HOCKEY ASSISTANT COACHES SALARIES SHOULD BE ADDED TOGETHER AND PAID EQUALLY.

VOLUNTEER COACHES

KRIS KENNY----ICE HOCKEY  
 PHILLIP VERMIGLIO---- ICE HOCKEY  
 JERRY HAMMOND---ICE HOCKEY  
 TUCKER GROSE---ICE HOCKEY  
 ANDREW TAMMARRO---ICE HOCKEY  
 ANDREW HALL---ICE HOCKEY  
 PETER KAMINSKY---ICE HOCKEY  
 MATT MURPHY---GIRLS BASKETBALL  
 KATIE CARBONE--- GIRLS BASKETBALL  
 LORI ROHRBACHER—CHEERLEADING  
 CHRIS SYMES---- WRESTLING  
 JEFF BUSSEY---BOYS BASKETBALL  
 MIKE LONG---- WRESTLING  
 BOB TERRY—INDOOR TRACK



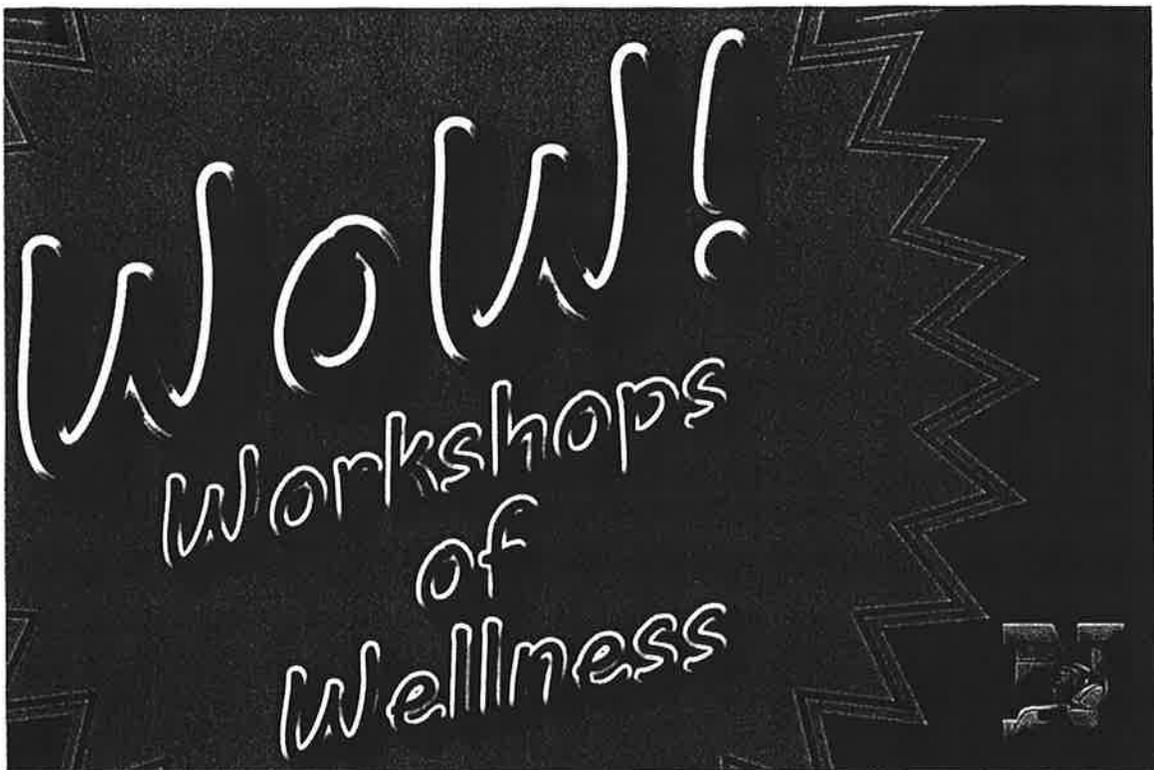
# Administrative Report

Tuesday, November 17<sup>th</sup>

1. Community Forum – December 16<sup>th</sup> - 7:00 p.m. Lecture Hall
  - a. Alternative Programming
    - i. Highly Capable Students
    - ii. At-Risk Students
2. Next Level of Work: Long Term Plan / Enrollment - Facility
3. Wellness Workshop – Tuesday, December 1<sup>st</sup> 6:30 p.m. (Attach 1)
4. Spirit of Leadership Award – CAS – Pat Llodra (Attach 2)
5. Community Notification – Weather Events – JE Twitter Account
6. Sandy Hook PTA Foundation – Grant Award: **\$500,000**
  - a. 2016-2017:           \$239,954.00



Handwritten signature and date: 11/17/16



*You are invited to WOW!*

**Workshops of Wellness**

*An event hosted by NHS Link Crew*

**Who:** Freshman and their parents

**What:** Freshman and their parents will attend workshops on topics such as mental health, substance awareness and abuse, and internet safety. In addition, there will be booths set up with information about the different resources that are available in the community regarding wellness.

**When:** Tuesday, December 1st from 6:30-8:30 pm  
(Snow Date: Wednesday, December 2nd)

**Where:** Newtown High School Auditorium

**\*\*\* ALL FRESHMAN AND THEIR PARENTS ARE ASKED TO ATTEND THIS IMPORTANT NIGHT.**

Attendance will count as an extra credit PE/health class grade for either the Fall 2015 or Spring 2016 semester.

## *Program for the Evening Begins at 6:30 p.m.*

- Opening**                    *Mrs. Donna Schilke, President of the Connecticut Association of Schools and Principal of Smith Middle School in Glastonbury*
- Master of Ceremonies**    *Dr. Everett Lyons, Associate Executive Director of the Connecticut Association of Schools*
- Greetings**                *Dr. Karissa Niehoff, Executive Director of the Connecticut Association of Schools*
- Greetings**                *Dr. Dianna Wentzell, Commissioner Connecticut State Department of Education*

### ***The Michael H. Savage Spirit of Leadership Award E. Patricia Llodra First Selectman, Town of Newtown***



E. Patricia (Pat) Llodra, First Selectman of Newtown, is the recipient of the Michael H. Savage Spirit of Leadership Award. Given tonight for the first time, the award recognizes a lifetime of selfless and extraordinary public service, offered willingly for the betterment of others. We celebrate Pat for her long and distinguished career as a teacher, school principal, and state department executive coach and leader-in-residence, as well as for her steady hand at the Newtown helm following the Sandy Hook tragedy.

Pat Llodra grew up on a family farm in South Hadley, Massachusetts. One of seven children, she remembered boarding a bus with her sister to travel into Connecticut to work at one of several tobacco farms in the state. Her father was a native of Ireland whose formal schooling ended in the fourth grade though he was a lifelong avid reader. Her mother

was the daughter of an Episcopalian minister whose family originally came from England. Pat said that although she grew up poor, she set her sights on higher education and became the first member of her family to attend college – though it took her 17 years between working and raising a family before she completed her undergraduate degree. She has worked as a waitress, bartender, teacher, principal, and executive coach and will begin serving her fourth term as Newtown First Selectman on December 1.

Pat earned a Bachelor of Science in Psychology degree from the University of Bridgeport and a Master of Science in Education degree from Western Connecticut State University. She began her career in public education in 1978 as a mathematics teacher at John Read Middle School in Redding. After four years at John Read, Pat became a math teacher and computer coordinator at Nonnewaug High School in Woodbury. She served as an assistant principal there for three years before becoming principal at Northwestern Regional High School in Winsted. Pat served as principal of Northwestern for fifteen years and while there, in 2001, was designated the CAS High School Principal of the Year. Following her retirement, Pat served as interim principal of Newtown High School and joined the Connecticut State Department of Education as an executive coach and leader-in-residence. She was elected First Selectman in Newtown in 2009 and continues to serve in that capacity today.

# FLES Program – Spanish Immersion – Kindergarten

**30 minute class, 1x/week. FLES teacher will speak only Spanish. Kindergarten teachers partner with FLES teacher to encourage student participation and build enthusiasm.**

**2<sup>nd</sup> language Study - Research proves that Early Age Acquisition enhances and develops:**

- **better** problem-solving skills - persevering, reasoning abstractly, quantitatively, and analytically
- **higher** cognitive skills in ALL academic areas as the brain uses language to organize and express ideas and concepts
- a **more sophisticated** sense of self, increased self-confidence and self-awareness
- **improved** reading skills & **deeper understanding of 1st (native) language** in grammar, structure, and vocabulary
- **expands** ALL four (4) components of language: Listening, Speaking, Reading, and Writing

**Themes** will include: “Getting to know you”, “Family”, “Numbers, Colors, Shapes” etc. which will be supported through familiar American songs/books/poems translated into Spanish. We will also be exploring and celebrating traditional Spanish and Hispanic holidays and folk songs, customs and the variety among Spanish-speaking nations.

**Research** shows that combining physical movements (dancing/acting) while singing reinforces comprehension and retention. AND, that reading and practicing whenever possible at home, extends the enthusiasm beyond school, enriching family and friends’ relationships and further encourages language acquisition.

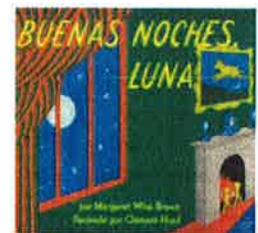
**PLEASE** visit the website of Señora Mariana (Marianne Grenier) [www.newtown.k12.ct.us](http://www.newtown.k12.ct.us) under “Kindergarten” if you are so inclined to review and practice with your child. Practice reinforces what is learned in school. Website will be updated regularly with what’s going on in the classroom currently, valuable online resources, etc.

**FLES lessons are interdisciplinary, (learning across the school subject spectrum), supporting Common Core Standards in Mathematical Principles and Common Core Strands of Reading, Writing, Speaking & Listening.**

That means that what the children are already learning in Math, Social Studies, Art, Physical Education, etc. will be **facilitated in this Spanish Immersion** through reading, singing, dancing, learning about art and culture, etc.

**TAKE AWAY MESSAGE:** 2<sup>nd</sup> language acquisition goes beyond simply memorizing simple songs or reciting poems. **The broader concept of immersion language learning enhances acquisition and learning a lifelong set of skills.**

***¡Vamos a tener un año fantástico! GRACIAS***



**NEWTOWN BOARD OF EDUCATION  
2016 SCHEDULE OF MEETINGS**

Meetings will be held in the Council Chambers in the Newtown Municipal Center, 3 Primrose Street, at 7:30 p.m. with the exception of the January 19 and September 6 meetings which will be held in the Reed Intermediate School library.

January 5 (budget overview)  
January 7 (budget)  
January 12 (budget)  
January 19 – *Reed Intermediate School Library*  
February 2 (public hearing & discussion)  
February 4 (budget adoption)  
February 16  
March 1  
March 15  
April 5  
April 19  
May 3  
May 17  
June 7  
June 21  
July 19  
August 16  
September 6 – *Reed Intermediate School Library*  
September 20  
October 4  
October 18  
November 1  
November 15  
December 6  
December 20

January 3, 2017  
January 17, 2017

Approved

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
OCTOBER 31, 2015**

**SUMMARY**

The fourth financial report of the 2015-16 fiscal year follows. In the month of October, the Board of Education spent approximately \$9.2M; \$5.2M on salaries, \$2.2M on benefits, and \$1.8M for all other objects. This report captures three payrolls, hence the increase in salary over the prior period. It also reflects another \$2 million in quarterly payments to the self-insurance fund for school district employees.

An additional column appears on this report for “Current Transfers” to capture the adjustment required resultant from the settlement of the nurses contract. A few other minor transfers are noted as well. The “Anticipated Obligations” column now reflects the best current estimate for expenditures beyond active encumbrance. At this time, the entries included here represent the budgeted amounts for the offsetting receipts related to the excess cost and agency placement grants. The first estimate of what the districts expected expenses will be are reported to the State on December 1<sup>st</sup>. In many cases, this column will reflect the remaining budget balance, as expenditures are planned at this level absent any other mitigating circumstances. As further analysis and information becomes available these obligations will reflect such.

All the main object accounts remain in a positive balance position for this month with the exception of “Other Purchased Services” which contains the line item for out-of-district tuition which is currently over budget.

Following up on last months report identifying concern about both the level of expenditures and encumbrances as compared to the previous year, we have estimated the ‘anticipated obligations’ in order to bring perspective to our current fiscal condition. This represents a conservative estimate leaving no room for extraordinary events, such as extreme weather conditions during the winter. The year ahead will present challenges and most likely will solidify the temporary 25% hold back which was instituted at the start of this school year. Building and Site Improvement Projects and certain equipment accounts have been frozen at this time as well, until we get a better handle on our overall condition moving forward. Other fiscal constraints may also be imposed.

The yellow highlighted projected balance accounts represent those where a deliberate hold is necessary to meet the current budget challenges.

This budget is extremely lean and will be carefully monitored.

## **EXPENSE CATEGORY CONDITIONS**

### **100 SALARIES**

The total salary budget will need to be carefully monitored as we still need to meet the turnover expectation included in the budget. Should we have the same experiences as last year, substitutes are expected to produce a balance while homebound is currently not as committed as last year at this time. Paraeducators, due to special needs are exceeding budget by over \$70,000.

### **200 EMPLOYEE BENEFITS**

Current estimates continue to be on track with a balance potentially in unemployment.

### **300 PROFESSIONAL SERVICES**

Current balance appears adequate, however the increased legal activity from negotiated and mediated settlements will put significant pressure on the districts' legal budget. This amount also includes the services for medical and psychological evaluations which are also spiking. The budget appears okay at this time, but experience has shown that this account has gone significantly over in the past. Also, note that this current budget is \$177,000 less than what was spent last year.

### **400 PURCHASED PROPERTY SERVICES**

This group of accounts provides services necessary to keep the buildings running along with classrooms repairs and rentals. At this time, we are assuming this budget will be adequate but a lot will depend on the type of winter we have. Building and Site Improvement Projects have been put on hold to help us get through the future uncertainty.

### **500 OTHER PURCHASED SERVICES**

Contracted services, travel, and the other accounts in this category should be fine. The pressure impacting the entire budget is resultant from the increase in out-of-district placements with their associated transportation costs. The expenses reflected here represent what we currently are aware of including several mediated settlements, additional placements will further compromise our position.

## **600 SUPPLIES**

This group of accounts includes the electricity, gas, and fuel accounts, which will be more thoroughly reviewed and estimated as we enter the heating season. Currently, based on last years' experience we look to be within budget with an excess predicted in natural gas.

The projected balances depicted in; Instructional & Library supplies, software, medical, office and plant supplies, along with textbooks are deliberate 'holds' again, programed until we arrive at a safer space overall. (The plant supply balance with probably be difficult to achieve due to inability to stretch consumable items).

## **700 PROPERTY**

Current estimates continue to provide for all technology equipment as planned with another deliberate hold on other equipment, primarily custodial, maintenance and district furniture.

## **800 MISCELLANOUS**

Current estimates continue to be on track with a slight balance predicted.

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

## **REVENUE**

During the month of October, High School generated fees were received from the Nurtury program, parking permits and fall sports.

Ron Bienkowski  
Director of Business  
November 10, 2015

## **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 2013-14 – actual (unaudited) expenditures of the prior fiscal year (for comparison purposes)
- Approved Budget – indicates the town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers - identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date.
- Current Transfers – identifies the recommended cross object codes for current month action. (No current transfers indicated)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) from transfers 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 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 now 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 – 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 meet 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. Current year receipts results from the state reporting done in December. We receive notice of what we are eligible for in early April.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$62,400 for this year while the expected receipt is now \$66,300.

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

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

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>GENERAL FUND BUDGET</b>										
100	SALARIES	\$ 44,815,249	\$ 45,087,071	\$ -	\$ 45,087,071	\$ 11,284,833	\$ 32,314,966	\$ 1,487,272	\$ 1,555,134	\$ (67,862)
200	EMPLOYEE BENEFITS	\$ 11,114,368	\$ 10,705,454	\$ -	\$ 10,705,454	\$ 5,275,290	\$ 4,269,777	\$ 1,160,387	\$ 1,124,081	\$ 36,306
300	PROFESSIONAL SERVICES	\$ 907,519	\$ 788,173	\$ -	\$ 788,173	\$ 247,028	\$ 237,453	\$ 303,691	\$ 300,426	\$ 3,265
400	PURCHASED PROPERTY SERV.	\$ 2,148,955	\$ 2,133,580	\$ 1,500	\$ 2,135,080	\$ 886,362	\$ 512,314	\$ 736,404	\$ 588,999	\$ 147,405
500	OTHER PURCHASED SERVICES	\$ 7,314,702	\$ 7,625,933	\$ -	\$ 7,625,933	\$ 2,464,422	\$ 5,558,777	\$ (397,266)	\$ 261,305	\$ (658,571)
600	SUPPLIES	\$ 4,431,039	\$ 4,391,767	\$ (1,500)	\$ 4,390,267	\$ 1,227,854	\$ 171,591	\$ 2,990,823	\$ 2,501,920	\$ 488,903
700	PROPERTY	\$ 532,858	\$ 786,012	\$ -	\$ 786,012	\$ 555,071	\$ 63,301	\$ 167,640	\$ 118,857	\$ 48,783
800	MISCELLANEOUS	\$ 67,705	\$ 69,956	\$ -	\$ 69,956	\$ 48,359	\$ 564	\$ 21,033	\$ 18,400	\$ 2,633
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 71,332,395	\$ 71,587,946	\$ -	\$ 71,587,946	\$ 21,989,218	\$ 43,128,743	\$ 6,469,984	\$ 6,469,122	\$ 862
900	TRANSFER NON-LAPSING	\$ 12,909								
<b>GRAND TOTAL</b>		\$ 71,345,304	\$ 71,587,946	\$ -	\$ 71,587,946	\$ 21,989,218	\$ 43,128,743	\$ 6,469,984	\$ 6,469,122	\$ 862

( Unaudited )

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>100</b>	<b>SALARIES</b>									
	Administrative Salaries	\$ 3,006,639	\$ 3,171,452		\$ 3,171,452	\$ 1,054,285	\$ 2,112,365	\$ 4,802	\$ 7,693	\$ (2,891)
	Teachers & Specialists Salaries	\$ 30,187,768	\$ 29,940,913		\$ 29,940,913	\$ 7,017,241	\$ 23,017,267	\$ (93,595)	\$ 28,083	\$ (121,678)
	Early Retirement	\$ 32,000	\$ 84,500		\$ 84,500	\$ 84,500	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 89,828	\$ 93,673		\$ 93,673	\$ 53,558	\$ 29,597	\$ 10,518	\$ -	\$ 10,518
	Homebound & Tutors Salaries	\$ 372,132	\$ 326,936		\$ 326,936	\$ 54,404	\$ 50,376	\$ 222,156	\$ 223,847	\$ (1,691)
	Certified Substitutes	\$ 534,674	\$ 594,875		\$ 594,875	\$ 80,829	\$ 131,610	\$ 382,436	\$ 334,000	\$ 48,436
	Coaching/Activities	\$ 525,627	\$ 543,480		\$ 543,480	\$ -	\$ -	\$ 543,480	\$ 543,000	\$ 480
	Staff & Program Development	\$ 204,214	\$ 205,000		\$ 205,000	\$ 84,299	\$ 31,885	\$ 88,815	\$ 88,757	\$ 58
	<b>CERTIFIED SALARIES</b>	<b>\$ 34,952,882</b>	<b>\$ 34,960,829</b>	<b>\$ -</b>	<b>\$ 34,960,829</b>	<b>\$ 8,429,116</b>	<b>\$ 25,373,101</b>	<b>\$ 1,158,612</b>	<b>\$ 1,225,380</b>	<b>\$ (66,768)</b>
	Supervisors/Technology Salaries	\$ 638,531	\$ 756,854		\$ 756,854	\$ 237,917	\$ 487,627	\$ 31,310	\$ 30,280	\$ 1,030
	Clerical & Secretarial salaries	\$ 2,000,375	\$ 2,036,645		\$ 2,036,645	\$ 606,813	\$ 1,438,180	\$ (8,348)	\$ -	\$ (8,348)
	Educational Assistants	\$ 2,094,517	\$ 1,988,010		\$ 1,988,010	\$ 474,545	\$ 1,563,923	\$ (50,459)	\$ 20,266	\$ (70,725)
	Nurses & Medical advisors	\$ 669,915	\$ 650,266	\$ 26,440	\$ 676,706	\$ 173,191	\$ 547,216	\$ (43,701)	\$ (41,650)	\$ (2,051)
	Custodial & Maint Salaries	\$ 2,822,235	\$ 2,817,500		\$ 2,817,500	\$ 890,317	\$ 1,898,562	\$ 28,622	\$ 9,000	\$ 19,622
	Non Certified Salary Adjustment	\$ -	\$ 114,036	\$ (26,440)	\$ 87,596	\$ -	\$ -	\$ 87,596	\$ 87,596	\$ -
	Career/Job salaries	\$ 198,470	\$ 230,858		\$ 230,858	\$ 61,573	\$ 146,322	\$ 22,963	\$ 22,000	\$ 963
	Special Education Svcs Salaries	\$ 864,058	\$ 971,191		\$ 971,191	\$ 246,982	\$ 697,883	\$ 26,326	\$ (19,738)	\$ 46,064
	Attendance & Security Salaries	\$ 213,578	\$ 235,265		\$ 235,265	\$ 67,047	\$ 162,151	\$ 6,067	\$ 5,000	\$ 1,067
	Extra Work - Non-Cert	\$ 92,025	\$ 76,254		\$ 76,254	\$ 42,251	\$ -	\$ 34,003	\$ 25,000	\$ 9,003
	Custodial & Maint. Overtime	\$ 233,174	\$ 210,363		\$ 210,363	\$ 52,736	\$ -	\$ 157,627	\$ 157,000	\$ 627
	Civic activities/Park & Rec	\$ 35,490	\$ 39,000		\$ 39,000	\$ 2,346	\$ -	\$ 36,654	\$ 35,000	\$ 1,654
	<b>NON-CERTIFIED SALARIES</b>	<b>\$ 9,862,368</b>	<b>\$ 10,126,242</b>	<b>\$ -</b>	<b>\$ 10,126,242</b>	<b>\$ 2,855,717</b>	<b>\$ 6,941,865</b>	<b>\$ 328,660</b>	<b>\$ 329,754</b>	<b>\$ (1,095)</b>
	<b>SUBTOTAL SALARIES</b>	<b>\$ 44,815,249</b>	<b>\$ 45,087,071</b>	<b>\$ -</b>	<b>\$ 45,087,071</b>	<b>\$ 11,284,833</b>	<b>\$ 32,314,966</b>	<b>\$ 1,487,272</b>	<b>\$ 1,555,134</b>	<b>\$ (67,862)</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	Medical & Dental Expenses	\$ 8,713,310	\$ 8,192,380		\$ 8,192,380	\$ 4,138,988	\$ 4,021,154	\$ 32,238	\$ 31,736	\$ 502
	Life Insurance	\$ 84,500	\$ 87,337		\$ 87,337	\$ 27,867	\$ -	\$ 59,470	\$ 57,600	\$ 1,870
	FICA & Medicare	\$ 1,330,558	\$ 1,347,487		\$ 1,347,487	\$ 355,749	\$ -	\$ 991,738	\$ 991,100	\$ 638
	Pensions	\$ 442,437	\$ 501,329		\$ 501,329	\$ 485,310	\$ 8,211	\$ 7,808	\$ 4,000	\$ 3,808
	Unemployment & Employee Assist.	\$ 63,883	\$ 74,000		\$ 74,000	\$ 4,859	\$ -	\$ 69,141	\$ 39,645	\$ 29,496
	Workers Compensation	\$ 479,680	\$ 502,921		\$ 502,921	\$ 262,518	\$ 240,412	\$ (9)	\$ -	\$ (9)
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 11,114,368</b>	<b>\$ 10,705,454</b>	<b>\$ -</b>	<b>\$ 10,705,454</b>	<b>\$ 5,275,290</b>	<b>\$ 4,269,777</b>	<b>\$ 1,160,387</b>	<b>\$ 1,124,081</b>	<b>\$ 36,306</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ 744,428	\$ 567,155		\$ 567,155	\$ 191,494	\$ 227,356	\$ 148,305	\$ 162,426	\$ (14,121)
	Professional Educational Ser.	\$ 163,091	\$ 221,018		\$ 221,018	\$ 55,534	\$ 10,098	\$ 155,386	\$ 138,000	\$ 17,386
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 907,519</b>	<b>\$ 788,173</b>	<b>\$ -</b>	<b>\$ 788,173</b>	<b>\$ 247,028</b>	<b>\$ 237,453</b>	<b>\$ 303,691</b>	<b>\$ 300,426</b>	<b>\$ 3,265</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>									
	Buildings & Grounds Services	\$ 645,531	\$ 661,375		\$ 661,375	\$ 310,521	\$ 273,402	\$ 77,452	\$ 74,000	\$ 3,452
	Utility Services - Water & Sewer	\$ 109,859	\$ 116,000		\$ 116,000	\$ 26,842	\$ -	\$ 89,159	\$ 84,000	\$ 5,159
	Building, Site & Emergency Repairs	\$ 507,859	\$ 460,850		\$ 460,850	\$ 193,312	\$ 68,034	\$ 199,504	\$ 200,000	\$ (496)
	Equipment Repairs	\$ 274,022	\$ 296,738	\$ (1,500)	\$ 295,238	\$ 93,217	\$ 37,555	\$ 164,466	\$ 155,000	\$ 9,466
	Rentals - Building & Equipment	\$ 297,181	\$ 317,117	\$ 3,000	\$ 320,117	\$ 130,923	\$ 119,348	\$ 69,846	\$ 56,959	\$ 12,887
	Building & Site Improvements	\$ 314,503	\$ 281,500		\$ 281,500	\$ 131,548	\$ 13,975	\$ 135,977	\$ 19,040	\$ 116,937
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 2,148,955</b>	<b>\$ 2,133,580</b>	<b>\$ 1,500</b>	<b>\$ 2,135,080</b>	<b>\$ 886,362</b>	<b>\$ 512,314</b>	<b>\$ 736,404</b>	<b>\$ 588,999</b>	<b>\$ 147,405</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ 412,606	\$ 462,477		\$ 462,477	\$ 248,630	\$ 89,055	\$ 124,792	\$ 111,400	\$ 13,392
	Transportation Services	\$ 3,839,746	\$ 3,934,792		\$ 3,934,792	\$ 900,500	\$ 2,740,114	\$ 294,178	\$ 366,641	\$ (72,463)
	Insurance - Property & Liability	\$ 325,587	\$ 356,941		\$ 356,941	\$ 199,892	\$ 149,142	\$ 7,908	\$ 7,900	\$ 8
	Communications	\$ 122,190	\$ 130,583		\$ 130,583	\$ 34,706	\$ 77,969	\$ 17,908	\$ 14,000	\$ 3,908
	Printing Services	\$ 35,776	\$ 39,582		\$ 39,582	\$ 11,357	\$ 4,571	\$ 23,654	\$ 21,000	\$ 2,654
	Tuition - Out of District	\$ 2,358,090	\$ 2,469,221		\$ 2,469,221	\$ 1,009,516	\$ 2,394,492	\$ (934,787)	\$ (322,636)	\$ (612,151)
	Student Travel & Staff Mileage	\$ 220,707	\$ 232,337		\$ 232,337	\$ 59,821	\$ 103,436	\$ 69,080	\$ 63,000	\$ 6,080
	<b>SUBTOTAL OTHER PURCHASED SE</b>	<b>\$ 7,314,702</b>	<b>\$ 7,625,933</b>	<b>\$ -</b>	<b>\$ 7,625,933</b>	<b>\$ 2,464,422</b>	<b>\$ 5,558,777</b>	<b>\$ (397,266)</b>	<b>\$ 261,305</b>	<b>\$ (658,571)</b>
<b>600</b>	<b>SUPPLIES</b>									
	Instructional & Library Supplies	\$ 853,956	\$ 911,445	\$ (1,500)	\$ 909,945	\$ 416,506	\$ 69,735	\$ 423,704	\$ 197,000	\$ 226,704
	Software, Medical & Office Sup.	\$ 205,275	\$ 222,105		\$ 222,105	\$ 29,255	\$ 56,775	\$ 136,075	\$ 79,400	\$ 56,675
	Plant Supplies	\$ 379,403	\$ 375,100		\$ 375,100	\$ 153,510	\$ 38,152	\$ 183,438	\$ 109,900	\$ 73,538
	Electric	\$ 1,466,532	\$ 1,455,657		\$ 1,455,657	\$ 432,913	\$ -	\$ 1,022,744	\$ 1,022,000	\$ 744
	Propane & Natural Gas	\$ 308,569	\$ 380,546		\$ 380,546	\$ 39,180	\$ -	\$ 341,366	\$ 295,000	\$ 46,366
	Fuel Oil	\$ 549,889	\$ 502,320		\$ 502,320	\$ 49,511	\$ -	\$ 452,809	\$ 452,809	\$ (0)
	Fuel For Vehicles & Equip.	\$ 410,399	\$ 337,025		\$ 337,025	\$ 43,652	\$ -	\$ 293,373	\$ 283,011	\$ 10,362
	Textbooks	\$ 257,017	\$ 207,569		\$ 207,569	\$ 63,327	\$ 6,929	\$ 137,313	\$ 62,800	\$ 74,513
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 4,431,039</b>	<b>\$ 4,391,767</b>	<b>\$ (1,500)</b>	<b>\$ 4,390,267</b>	<b>\$ 1,227,854</b>	<b>\$ 171,591</b>	<b>\$ 2,990,823</b>	<b>\$ 2,501,920</b>	<b>\$ 488,903</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>700</b>	<b>PROPERTY</b>									
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177		\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0
	Technology Equipment	\$ 378,975	\$ 549,144		\$ 549,144	\$ 426,068	\$ 60,170	\$ 62,907	\$ 62,907	\$ (0)
	Other Equipment	\$ 29,706	\$ 112,691		\$ 112,691	\$ 4,826	\$ 3,132	\$ 104,733	\$ 55,950	\$ 48,783
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 532,858</b>	<b>\$ 786,012</b>	<b>\$ -</b>	<b>\$ 786,012</b>	<b>\$ 555,071</b>	<b>\$ 63,301</b>	<b>\$ 167,640</b>	<b>\$ 118,857</b>	<b>\$ 48,783</b>
<b>800</b>	<b>MISCELLANEOUS</b>									
	Memberships	\$ 67,705	\$ 69,956		\$ 69,956	\$ 48,359	\$ 564	\$ 21,033	\$ 18,400	\$ 2,633
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 67,705</b>	<b>\$ 69,956</b>	<b>\$ -</b>	<b>\$ 69,956</b>	<b>\$ 48,359</b>	<b>\$ 564</b>	<b>\$ 21,033</b>	<b>\$ 18,400</b>	<b>\$ 2,633</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 71,332,395</b>	<b>\$ 71,587,946</b>	<b>\$ -</b>	<b>\$ 71,587,946</b>	<b>\$ 21,989,218</b>	<b>\$ 43,128,743</b>	<b>\$ 6,469,984</b>	<b>\$ 6,469,122</b>	<b>\$ 862</b>

Highlights on hold in the 'Projected Balance' column = \$ 654,649

NEWTOWN BOARD OF EDUCATION  
 BUDGET SUMMARY REPORT  
 FOR THE MONTH ENDING - OCTOBER 31, 2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>SCHOOL GENERATED FEES</u>	<u>2015-16 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
HIGH SCHOOL FEES				
NURTURY PROGRAM	\$8,000	\$8,000.00	\$0.00	100.00%
PARKING PERMITS	\$20,000	\$20,000.00	\$0.00	100.00%
PAY FOR PARTICIPATION IN SPORTS	\$84,800	\$38,711.00	\$46,089.00	45.65%
	\$112,800	\$66,711.00	\$46,089.00	59.14%
MISCELLANEOUS FEES	\$500	\$0.00	\$500.00	0.00%
<b>TOTAL SCHOOL GENERATED FEES</b>	<b>\$113,300</b>	<b>\$66,711</b>	<b>\$46,589</b>	<b>59.14%</b>

## NEWTOWN BOARD OF EDUCATION

## BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - OCTOBER 31, 2015

## OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	ANTICIPATED	RECEIVED	EXPECTED	BALANCE
100	SALARIES	\$ (64,836)	\$ (64,836)	\$ -	\$ (64,836)	\$ -
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ (62,274)	\$ (62,274)	\$ -	\$ (62,274)	\$ -
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (1,319,397)	\$ (1,319,397)	\$ -	\$ (1,319,397)	\$ -
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL GENERAL FUND BUDGET</b>		\$ (1,446,507)	\$ (1,446,507)	\$ -	\$ (1,446,507)	\$ -
<b>100</b>	<b>SALARIES</b>					
	Administrative Salaries	\$ -	\$ -			\$ -
	Teachers & Specialists Salaries	\$ (19,368)	\$ (19,368)		\$ (19,368)	\$ -
	Early Retirement	\$ -	\$ -			\$ -
	Continuing Ed./Summer School	\$ -	\$ -			\$ -
	Homebound & Tutors Salaries	\$ -	\$ -			\$ -
	Certified Substitutes	\$ -	\$ -			\$ -
	Coaching/Activities	\$ -	\$ -			\$ -
	Staff & Program Development	\$ -	\$ -			\$ -
	<b>CERTIFIED SALARIES</b>	\$ (19,368)	\$ (19,368)	\$ -	\$ (19,368)	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -			\$ -
	Clerical & Secretarial salaries	\$ -	\$ -			\$ -
	Educational Assistants	\$ (7,034)	\$ (7,034)		\$ (7,034)	\$ -
	Nurses & Medical advisors	\$ (14,196)	\$ (14,196)		\$ (14,196)	\$ -
	Custodial & Maint Salaries	\$ -	\$ -			\$ -
	Non Certified Salary Adjustment	\$ -	\$ -			\$ -
	Career/Job salaries	\$ -	\$ -			\$ -
	Special Education Svcs Salaries	\$ (24,238)	\$ (24,238)		\$ (24,238)	\$ -
	Attendance & Security Salaries	\$ -	\$ -		\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -			\$ -
	Custodial & Maint. Overtime	\$ -	\$ -			\$ -
	Civic activities/Park & Rec	\$ -	\$ -			\$ -
	<b>NON-CERTIFIED SALARIES</b>	\$ (45,468)	\$ (45,468)	\$ -	\$ (45,468)	\$ -
	<b>SUBTOTAL SALARIES</b>	\$ (64,836)	\$ (64,836)	\$ -	\$ (64,836)	\$ -

FOR THE MONTH ENDING - OCTOBER 31, 2015

## OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED			ANTICIPATED	RECEIVED	EXPECTED	BALANCE
200	<b>EMPLOYEE BENEFITS</b>							
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	<b>PROFESSIONAL SERVICES</b>							
	Professional Services	\$ (62,274)			\$ (62,274)		\$ (62,274)	\$ -
	Professional Educational Ser.	\$ -			\$ -		\$ -	\$ -
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	\$ (62,274)	\$ -	\$ -	\$ (62,274)	\$ -	\$ (62,274)	\$ -
400	<b>PURCHASED PROPERTY SVCS</b>							
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	<b>OTHER PURCHASED SERVICES</b>							
	Contracted Services	\$ -			\$ -		\$ -	\$ -
	Transportation Services	\$ (259,843)			\$ (259,843)		\$ (259,843)	\$ -
	Insurance - Property & Liability	\$ -			\$ -		\$ -	\$ -
	Communications	\$ -			\$ -		\$ -	\$ -
	Printing Services	\$ -			\$ -		\$ -	\$ -
	Tuition - Out of District	\$ (1,059,554)			\$ (1,059,554)		\$ (1,059,554)	\$ -
	Student Travel & Staff Mileage	\$ -			\$ -		\$ -	\$ -
	<b>SUBTOTAL OTHER PURCHASED SER.</b>	\$ (1,319,397)	\$ -	\$ -	\$ (1,319,397)	\$ -	\$ (1,319,397)	\$ -
600	<b>SUPPLIES</b>							
	<b>SUBTOTAL SUPPLIES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	<b>PROPERTY</b>							
	<b>SUBTOTAL PROPERTY</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	<b>MISCELLANEOUS</b>							
	Memberships				\$ -		\$ -	\$ -
	<b>SUBTOTAL MISCELLANEOUS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL LOCAL BUDGET</b>	\$ (1,446,507)	\$ -	\$ -	\$ (1,446,507)	\$ -	\$ (1,446,507)	\$ -

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

**2015 - 2016  
 NEWTOWN BOARD OF EDUCATION  
 TRANSFERS RECOMMENDED  
 NOVEMBER 17, 2015**

11/9/2015

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
<b>ADMINISTRATIVE</b>					
\$5,125	111	ADMINISTRATIVE SALARIES	111	ADMINISTRATIVE SALARIES	TRANSFERS BETWEEN ADMIN. SALARY ACCOUNTS TO COVER COST OF SALARIES FOR CURRENT STAFF
\$26,440	112	PROV. FOR SALARY ADJUSTMENTS	112	NURSES & MEDICAL ADVISOR SALARIES	TO ALLOCATE PROVISION FOR SALARY ADJUSTMENT FUNDS TO COVER COST OF NEW NURSES CONTRACT
\$11,370	112	CUSTODIAL & MAINT. SALARIES	112	CUSTODIAL & MAINT. SALARIES	TRANSFERS BETWEEN CUSTODIAL & MAINTENANCE SALARY ACCOUNTS TO COVER COST OF SALARIES FOR CURRENT STAFF
\$1,500	430	EQUIPMENT REPAIRS	441	RENTALS - EQUIPMENT	TRANSFER BETWEEN HIGH SCHOOL MUSIC ACCOUNTS TO PROVIDE FUNDS FOR RENTAL OF TUBAS
\$1,500	611	INSTRUCTIONAL SUPPLIES			

**AGREEMENT BETWEEN**

**NEWTOWN BOARD OF EDUCATION**

**AND**

**NEWTOWN FEDERATION OF  
EDUCATIONAL PERSONNEL  
LOCAL 3785, AFT-CT, AFT, AFL-CIO**

**JULY 1, 2015 - JUNE 30, 2019**

## TABLE OF CONTENTS

ARTICLE		PAGE
ARTICLE I -	AGREEMENT .....	1
ARTICLE II -	RECOGNITION .....	1
ARTICLE III -	BOARD RIGHTS .....	1
ARTICLE IV -	EMPLOYEE RIGHTS .....	2
ARTICLE V -	WORK SCHEDULE .....	2
ARTICLE VI -	SICK LEAVE .....	4
ARTICLE VII -	CHILDBEARING.....	5
ARTICLE VIII -	PERSONAL LEAVE.....	5
ARTICLE IX -	GENERAL LEAVE.....	5
ARTICLE X -	JURY DUTY .....	6
ARTICLE XI -	VACATIONS .....	6
ARTICLE XII -	HOLIDAYS .....	7
ARTICLE XIII -	HEALTH, ACCIDENT AND LIFE INSURANCE .....	8
ARTICLE XIV -	PENSION PLAN .....	11
ARTICLE XV -	POLICIES AND QUALIFICATION .....	11
ARTICLE XVI -	VACANCIES AND TRANSFERS .....	12
ARTICLE XVII -	ECONOMIC LAY-OFFS .....	12
ARTICLE XVIII -	GRIEVANCE PROCEDURE.....	13
ARTICLE XXII -	AGENCY SHOP.....	16
ARTICLE XXIII -	DUES DEDUCTION.....	16
ARTICLE XXIV -	DURATION.....	16
ARTICLE XXV -	SAVINGS CLAUSE.....	17
APPENDIX A	.....	18
APPENDIX B	.....	19
APPENDIX C	.....	20
APPENDIX D	.....	24
APPENDIX E	.....	25
MEMORANDUM OF UNDERSTANDING	.....	28

Since the use of dual-gender words (he or she, his or her) becomes cumbersome and difficult to read, the parties agree to use feminine pronouns throughout this agreement. The choice is strictly arbitrary and does not necessarily reflect the actual gender of any employee.

### **ARTICLE I - AGREEMENT**

This agreement is made and is effective from July 1, 2015 to June 30, 2019 by and between the Newtown Board of Education (hereinafter referred to as the "Board") and the Newtown Federation of Educational Personnel (hereinafter referred to as the "Federation").

### **ARTICLE II - RECOGNITION**

The Board recognizes the Federation as the exclusive bargaining representative for the technology staff and all permanent office and clerical employees employed in the local schools or the central office of the Newtown school system, excluding the Secretary to the Superintendent, the Secretary to the Director of Business, and the Secretary to the Director of Human Resources, for the purposes of bargaining collectively on wages, hours, and other conditions of employment.

### **ARTICLE III - BOARD RIGHTS**

The Board reserves and retains, solely and exclusively, all its rights to manage the school system and its employees. The Federation agrees that the functions and rights of management belong solely to the Board, and that the Federation will not interfere with the Board's exercise of these rights and functions.

1. Enumerated Rights. The exclusive functions and rights of the Board include, but are not restricted to, the right to direct the operation of the public schools in the school system in all aspects; select and employ new personnel; manage the school system and the direction of its work force; determine, and from time to time re-determine, the number of Board personnel and the methods and materials to be employed; select and determine the qualifications of employees required to promote the efficient operation of the school system; distribute work to employees in accordance with the job content and job requirements determined, and from time-to-time re-determined by the Board; establish assignments for employees; transfer employees; determine the procedures for promotion of employees; create, enforce and, from time-to-time, change rules and regulations concerning discipline of employees; discipline, suspend, or discharge employees; and otherwise take such measures as the Board may determine to be necessary to promote the orderly, efficient and safe operation of the school system.
2. Unremunerated Rights. The listing of specific rights in subsection 1 of this section is not intended to be all-inclusive, restrictive, or a waiver of any rights of the Board not listed, which have not been expressly and specifically surrendered herein.

## ARTICLE IV - EMPLOYEE RIGHTS

1. Nothing in this agreement shall be construed as abridging a right or benefit that the employees as a whole have heretofore enjoyed unless specifically superseded by a provision of this agreement.
2. All employees shall receive an annual performance review by their immediate supervisor.
3. Employees shall be paid the established IRS rate per mile as reimbursement for the use of his/her personal vehicle to perform his/her job. Mileage driven to and from home and work is not reimbursable.

## ARTICLE V - WORK SCHEDULE

### 1. Workday

- a) The workday of all full-time personnel covered by this agreement shall be seven hours, exclusive of a lunch period without pay. Starting time, lunch period, and leaving time shall be established by the respective supervisor, subject to the approval of the Superintendent. Any 50-week employee who so requests, and the Superintendent recommends, shall be able to go to 52 weeks. The work year for Technical Employees shall be 52 weeks.
- b) Work schedules of part-time employees shall be determined by the supervisor, subject to the approval of the Superintendent.
- c) Employees shall be entitled to one paid in-service day annually with advance approval from their supervisor. Technical employees shall be offered appropriate training as needed annually.

### 2. Overtime

- a) Personnel who are requested by their supervisor to work beyond a 7-hour day, or a 35-hour week, shall be paid overtime on the following schedule:

Saturday:	time-and-a-half
Sunday:	double-time
Holiday:	double-time (when school is not in session)

- b) All employees who are called into work for evenings or weekends shall be guaranteed a minimum of two hours pay or the equivalent in compensation time.

### 3. School Workday

Less than 8 hours - straight time  
More than 8 hours - time-and-one-half

Personnel working less than 52 weeks who are required by the Superintendent to work during a school recess shall be paid on a straight-time basis during the first week of recess worked in any school year, and on a time-and-a-half basis for any additional recess or part thereof which they are required to work.

4. Compensatory Time

By mutual agreement, compensatory time may be taken in lieu of overtime pay. Accrual of comp time shall be calculated at the overtime rate as defined in this agreement. Comp time must be used in the same fiscal year as it is earned. In the event that any comp time remains at the end of the fiscal year, it shall be paid out at the employee's regular rate. Accumulation of comp time shall be capped at 21 hours per fiscal year and paid at the end of the fiscal year.

5. Work Schedules

Forty-week employees' work year shall be 188 days. Forty-two week employees' work year shall be 198 days. Fifty-week employees shall work the full calendar year except for the three weeks of school vacations, i.e., Christmas, Winter, and Spring vacations. Fifty-two week employees shall work the full calendar year.

The Superintendent may, at her sole discretion, consistent with the authority delegated to her by the Board, change positions of less than 50 weeks to positions of a greater number of weeks up to 52-week positions as they become vacant. Any employees covered by this agreement shall be given full consideration for any such newly designated or created positions for which the employee is, in the sole judgment of the Superintendent, qualified on the basis of ability, education, and experience. However, transfer into such 52-week position shall not be regarded as a promotion for the purpose of Article XIX (1).

6. School Closings

On days when school is closed by the Superintendent because of weather conditions, 50 and 52-week school office personnel may report to work, if the employee believes that it is safe to come to the school. Should these 50 and 52 week school office personnel not report to work, they must use a personal day, floating holiday, or vacation day, or they shall lose a day's pay, for each snow (weather) day they do not come in, unless the roads are declared closed, or they are directed not to come in by the Superintendent. Central Office personnel shall be expected to report to work, road conditions permitting.

7. Early Closings

Employees who work in schools shall be permitted to leave early during inclement weather conditions that are determined to be hazardous by the Superintendent or her designee after the last bus has arrived home with students. Early closings do not apply to Technical Employees.

8. Delayed Openings

On days when the Superintendent has declared a delayed opening, employees who are scheduled to report to work at or before the beginning of the school day, if conditions are hazardous, shall be allowed up to one hour from their normal start time to report to work without loss of pay. Employees shall make every reasonable effort to report to work as close to the start time as possible.

9. Probationary Period

All new employees are subject to a probationary period of 90 calendar days, which may be extended another 60 calendar days at the Superintendent's discretion. Probationary employees may be terminated by the Board or Superintendent, and such termination shall not be subject to the grievance procedure herein.

**ARTICLE VI - SICK LEAVE**

1. All employees covered by this contract working 50 weeks or more shall be allowed 18 sick leave days each year, cumulative to 150 days. Those employees working less than 50 weeks shall be allowed 15 sick leave days each year, cumulative to 120 days. Employees shall be entitled to use three (3) sick days each school year in the event of serious illness for the employee's spouse, child or parent. Sick leave will be prorated for new hires.
2. Whenever an employee is absent from school as a result of personal injury caused by an accident arising out of and in the course of her employment, she shall be paid her full salary (less the amount of any Workers' Compensation payment award made for the temporary disability due to said injury) for a period of such absence up to six months from the date of injury. The prorated portion of payment made by the Board of Education will be charged against the employee's sick leave.
3. Absences occurring immediately before and immediately after a paid holiday will cause such paid holiday to be also considered a "sick day" for purposes of accumulating leave.
4. Employees shall annually receive notification from the central office of the number of their accumulated sick days before the end of September.

## **ARTICLE VII - CHILDBEARING**

Temporary disability, including maternity leave, shall be provided in accordance with state and federal laws. For child rearing leaves, see Article IX (5).

## **ARTICLE VIII - PERSONAL LEAVE**

1. All 50 and 52-week employees covered by this agreement shall be entitled to five days of absence with pay each year for legal, religious, business, or family matters and employees working less than 50 weeks shall be entitled to three days. These leaves shall be pro-rated for new hires. Personal leaves shall not accumulate. Immediate family members shall be defined as parents, foster parents, guardians, brothers, sisters, mother-in-law, father-in-law, spouse, children, or stepchildren or grandchildren. Leaves of absence for these purposes shall be in addition to any sick leave accumulated. It is expressly agreed that such leaves are not to be for extension of vacation periods, recreation, or holidays. One of the above days may be designated as "private" when the employee involved is not acting inconsistently with these provisions but considers it inappropriate to communicate a specific reason under subsection 3 below.

2. **Bereavement Leave**

Employees covered by this agreement shall be granted leave with full pay for a period of up to a maximum of five days following a death in the household or immediate family. There will be a maximum of three days for grandparents and brothers-in-law or sisters-in-law. In special cases, allowance may be made by the Superintendent or her designee. For the purposes of this section, immediate family shall be defined as set forth in Article VIII, Section 1.

3. Notification of such leave shall be made in writing to the immediate supervisor at least 24 hours before taking such leave (except in the case of emergency), and the employee shall state the reason for taking such leave as set forth in subsection 1. Such leave shall be granted except in cases of extreme hardship or disability to the school system. An absence designated as "private" immediately before or after a vacation shall not be paid unless specific approval for such payment is given by the Superintendent or her designee.

## **ARTICLE IX - GENERAL LEAVE**

1. Leaves of absence will, under normal circumstances, be granted by the Board of Education when such action is recommended by the Superintendent. Such leaves shall be without pay or benefits, and for duration to be agreed to by the Board. The period of leave shall not exceed one year unless the Superintendent and the Board agree that extenuating circumstances exist, and they approve an extension of the leave.

2. An employee who returns to work upon termination of any leave of absence over six months' duration shall be reinstated in her previous position, if available, or in an

equivalent position for which she is qualified, if such a position is available, provided that such reinstatement does not require the Board to violate any other employee's rights under the law

3. At the discretion of the Board, other extended leaves not covered by this agreement, with or without salary, may be granted upon the recommendation of the Superintendent.
4. For leaves of absence other than those covered by any portion of this agreement, the rate of deduction shall be one day's pay of the employee's salary for each day of additional leave.
5. Leave for child rearing shall be unpaid and shall commence beginning from the date that medical disability due to childbirth ends or the date of adoption, and shall be subject to state and federal FMLA laws. The leave shall not be in excess of one calendar year unless the Superintendent and the Board agree that extenuating circumstances exist, and they approve an extension of the leave.

#### **ARTICLE X - JURY DUTY**

Any employee covered by this contract who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave. The employee shall receive a rate of pay equal to the difference between the applicable salary and the jury fee. The employee called for jury duty shall notify the Superintendent in writing as soon as the employee has received either (a) a notice from the court indicating that she has been selected for service on the jury panel, or (b) notice to appear in court for service on the jury panel.

#### **ARTICLE XI - VACATIONS**

For the purpose of this article, years of service shall mean an employee's total length of continuous service with the Board of Education based upon their anniversary date. Part time service will be converted to full time equivalent for determination of total length of service.

##### **Vacation Compensation**

Vacation compensation for 40 week to less than 50-week employees is to be paid at the beginning of summer recess. Payment for vacation time will be made on a pro-rated basis to employees at the time of termination, resignation, or retirement occurring prior to the summer recess.

<u>Years of Service</u>	<u>Vacation</u>
10	2 working days
20	5 working days

Vacations shall be earned on the accrual system. All employees covered by this agreement who work 50 weeks or more per year, shall receive any periodic increase in vacation time, e.g. from 10 days to 15 days, on their appropriate anniversary date. The increased vacation time will result in an increase in the monthly accrual rate.

Vacations shall be earned as follows:

Less than 1 year	½ day per month of service, not to exceed 5 days
At least 1 but less than 5 years	10 days accrued at the rate of .834 days per month
At least 5 but less than 10 years	15 days accrued at the rate of 1.25 days per month
10 or more years	20 days accrued at the rate of 1.67 days per month

Only vacation time that has been earned may be taken; advances or use of unearned vacation time will not be allowed. Vacation time carry over allowance is based upon eligible years of service and accrual rate. Vacation time not used according to the following schedule will be forfeited unless approval to carry over additional time has been granted by the Superintendent. No more than 20 earned vacation days will be paid out to employees at the time of termination, resignation, or retirement.

Employees may carry over up to the total amount of vacation days earned in the prior fiscal year, and no more than 5 additional carry over days.

Central office employees may take their vacations at any time during the year with the approval of their supervisor. For employees other than central office, earned vacations should be taken during the summer at a time approved by the appropriate supervisor.

## **ARTICLE XII - HOLIDAYS**

All employees shall be granted the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day*	Christmas Day
	Floating Holiday (by mutual agreement)

\* Independence Day is not a holiday for employees working fewer than 50 weeks.

If school is in session on any of the above holidays, an additional day off shall be available to the employee. This additional day off shall be scheduled by mutual agreement between the employee and her supervisor. All floating holidays must be used by the end of the employee's scheduled work year.

Employees shall receive the holidays that fall during their normal work period. If a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday at the discretion of the administration.

In years in which Christmas Eve is a scheduled workday, those employees who are scheduled to work that day, and actually work in the morning, shall receive a one-half holiday off with pay.

**ARTICLE XIII - HEALTH, ACCIDENT AND LIFE INSURANCE**

**Health Insurance**

The Board shall continue to provide the existing preferred provider organization (PPO) plan with the medical benefits and coverages described in Appendix B through June 30, 2016. Effective July 1, 2016 the PPO plan shall be changed to the 30/300/125/300 plan outlined in Appendix C. The premium cost share for these plans for covered employees will be:

<b><u>Year</u></b>	<b><u>Anthem Blue Cross PPO</u></b>
7/1/2015	17% premium co-payment
7/1/2016	19.5% premium co-payment
7/1/2017	21.5% premium co-payment
7/1/2018	21.5% premium co-payment

The Board shall also continue to offer the current Anthem Lumenos High Deductible Health Plan (HDHP), with a Health Savings Account (HSA) feature, whereby the deductibles shall be funded by the Board 50% at the beginning of each contract year through June 30, 2016. The HDHP (Luminous HSA) Plan is summarized in Appendix D. Effective July 1, 2016, the post-deductible prescription co-pays set forth in Appendix E shall apply. The premium cost share for this Plan for covered employees will be:

<b><u>Year</u></b>	<b><u>Anthem Lumenos HSA HDP</u></b>
7/1/2015	13% premium co-payment
7/1/2016	14% premium co-payment
7/1/2017	15% premium co-payment
7/1/2018	15% premium co-payment

The prescription coverage, as outlined and detailed in Appendix C, co-pays shall be as follows:

7/1/2015	\$5 generic/\$25 brand-preferred/\$40 brand non-preferred
7/1/2016	\$5 generic/\$30 brand-preferred/\$50 brand non-preferred
7/1/2017	\$5 generic/\$30 brand-preferred/\$50 brand non-preferred
7/1/2018	\$5 generic/\$30 brand-preferred/\$50 brand non-preferred

For all purposes under this article, a dependent child shall be defined according to applicable law.

- a) Currently as of the date of ratification it covers children up to, but not including age 26. This definition may change during the course of the contract.
- b) This includes employee's dependent unmarried children who are incapable of self-sustaining employment by reason of physical handicap; if this child is receiving Social Security disability payments, and is eligible for Medicare, then Medicare shall be the primary insurer.

**Excise Tax.** If the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 4980I, or any other local, state or federal statute or regulation, the parties agree to open negotiations solely on insurance to address the impact of tax.

In the event of a question about a dependent receiving insurance coverage, the Board may require the employee to provide a copy of that portion of the employee's Federal Income Tax Return, which lists dependents, or other legal documents showing the employee's legal responsibility to provide health insurance.

All unit employees are eligible for health insurance coverage when working 27.5 hours or more per week

The Board reserves the right to study alternative health insurance plans with different carriers and to change insurance carriers on health insurance provided the following steps occur:

1. The plan suggested as an alternative must contain coverage and benefits and administration comparable to the plans presently in place at no additional cost to the employee; and such alternate plan must be subject to the rules and regulations of the State Insurance Commissioner's Office. The Federation shall have an opportunity to study the proposed plan for a period of 45 calendar days.
2. If at the end of the aforementioned 45 calendar days there is a disagreement between the parties on whether or not the plan offers the requisite coverage, benefits, portability, and administration, then the issue will be sent to a mutually selected arbitrator. If the parties are unable to agree on an arbitrator, the American Arbitration Association shall be required to appoint an arbitrator with expertise in the health insurance field in accordance with its rules and regulations. The decision of the arbitrator shall be binding on the parties. If the arbitrator rules that, the Board's proposed alternate carrier meets the criteria previously outlined in this section and the Board changes carriers, the standards must be maintained during the life of the contract. The Federation shall retain the right to ask the arbitrator to reinstate the original carrier if the standards as outlined are not maintained.

The employee's option to cancel coverage or to reinstate coverage may be made during an open enrollment period, for a minimum of 20 calendar days, established annually by the Board in May or June. In addition, the option to reinstate coverage may be made upon a qualified change in family status, such as marriages, divorce, birth of a child, spousal benefit coverage loss, etc.

#### Accidental Death, Dismemberment and Life Insurance

All employees working 27.5 hours or more per week will have Accidental Death and Dismemberment and Life Insurance in the amount to \$60,000.

#### Retiree Insurance

Eligible employees who retire after 25 years of qualified service having attained age 62 will be able to maintain individual health insurance coverage at their expense until they become eligible for Medicare. Eligible employees must be actively enrolled in the medical insurance program at the time of retirement and must have been enrolled in the medical insurance program for the complete fiscal year prior to retirement. A qualified year of service is one in which the employee worked 20 or more regularly scheduled hours for forty or more weeks in the year. Extra hours worked or hours worked as a substitute, intern, student, or temporary employee will not count towards years of service.

#### Long Term Disability

Long-term disability benefits will be available to employees who become functionally disabled. The following criteria must be met: the employee must have completed 5 years of continuous service with the Board of Education; the employee must have exhausted all accumulated sick leave, vacation and personal leave; and the long-term disability income will be available after the above criteria has been met and at least 26 weeks of disability and leave from work has occurred.

Subsequent to the 26 weeks of disability and the time that the employee has exhausted all paid leave, the employee will receive long-term disability income for the length of the period the employee is disabled, but no longer than the date of the employee's normal retirement date.

To receive the long-term disability payments, the employee must be unable to perform his/her job for the first two years of disability and subsequent to that first two years, must be unable to perform any other job to which he/she is suited by reason of education or training.

The long-term disability payments shall be equal to 50% of the employee's normal monthly straight time earnings at the start of the disability leave less any payment for which the employee is eligible from Social Security and any other insurance or pension plan to which the Town has contributed.

## **ARTICLE XIV - PENSION PLAN**

Employees' participation in the Town Pension Plan is mandatory for all eligible employees hired prior to November 17, 2015. A copy of that plan will be available to each new employee. The plan shall be administered in accordance with the rules and regulations of the Town Pension Plan. Employees will be notified annually of pension status. Employees hired on or after November 17, 2015 shall only be eligible to participate in the Town's Defined Contribution Plan.

## **ARTICLE XV - POLICIES AND QUALIFICATION**

- a) This agreement is subject to all policies and job descriptions approved by the Board as relating to office personnel of Newtown Public Schools. In the event that the Board establishes new or revised positions within the bargaining unit, the parties will negotiate the salaries and/or differentials for such positions.
  
- b) Reclassification Procedure

Any employee who thinks that a reclassification is in order shall first meet with her immediate supervisor and, if the employee so desires, the Federation President. The purpose of this meeting is to review the bargaining unit member's job duties and determine whether or not a move to a higher classification is in order.

After this initial meeting, the employee and the Federation President may petition the Director of Human Resources for a reclassification to a higher classified position. At such time that an employee makes a request for a reclassification, the Director of Human Resources shall so notify the Federation President. This meeting will occur within 10 working days of the petition. The employee must be able to show that the majority of her job duties fall into the job description of the higher classified position. The Director of Human Resources must render a decision within 10 working days of the meeting.

If the Director of Human Resources does not agree that a reclassification is in order, then the employee may appeal the Director of Human Resources' decision to a two-member panel consisting of the Superintendent and Federation president, or their designees. The Director of Human Resources and the employee shall be allowed to make a presentation to the panel in support of their positions, and the panel shall make its ruling within two weeks of hearing both presentations. This presentation must be scheduled within 10 workdays of the appeal. If the panel agrees that a reclassification is in order, then the reclassification will be ganted and will be effective on the date of the petition to the Director of Human Resources. If the panel does not agree, then the reclassification will be denied. A tie vote will mean that the panel does not agree. The final decision must be rendered within 10 days of the appeal meeting. All time limits referenced in this procedure may be waived by mutual agreement. The Federation President shall be notified in writing of all decisions to grant reclassifications.

## **ARTICLE XVI - VACANCIES AND TRANSFERS**

Notices announcing any office staff vacancies will be posted on the district website for at least five working days. Interested, qualified candidates working under this agreement shall be given preference for any such opening.

1. Employees transferred because of decreased enrollment or program curtailment shall have the right to return to their original schools in the reverse order in which they transferred out, upon recall for openings. Such employees shall have priority in filling posted vacancies in their own schools.
2. It is recognized that an emergency transfer in case of illness, injury, or other emergency may be made by the Superintendent.
3. Employees who work less than 50 weeks per year will be given first right of refusal for temporary summer positions for which they are qualified at a rate of pay defined by the job posting.
4. Employees must apply for any staff vacancies online on the district's website.

## **ARTICLE XVII - ECONOMIC LAY-OFFS**

In the event of lay-offs due to economic conditions, the affected employee(s) shall be given a thirty (30) calendar day notice, the following process will be followed:

1. Whenever a position is eliminated or has the hours of work reduced, the affected employee in said position shall have the right to displace the least senior employee in the same classification with the same hours or less as long as the employee has the skills and the ability to perform the work.
2. The employee shall be notified of the position elimination or reduction by the Board or its agent through written notice sent to the employee's last address of record. A copy shall be sent to the Federation president. The notice should include the title of the position to be eliminated or reduced and the effective date. Employees are responsible for advising the Board of any change in address.
3. The employee affected by the elimination or reduction will have seven calendar days from mailing of the written notice to communicate in writing to the Board her desire to displace another employee. Copies shall be sent to the Federation president.
4. An employee will remain on a recall list for a period of one calendar year from her layoff. Recall shall be made via certified mail and shall be mailed to last address of record.
5. Recall will be by reverse seniority within the classification to positions which the employee has the skills and ability to perform the work. Employees shall be responsible

for notifying the Board of any change in address. The employee shall have seven calendar days from mailing of the recall offer in which to accept the recall.

6. An employee will have one opportunity for recall. Failure to respond in writing within seven days, or rejection of any offer, will cause the employee to forfeit her recall right.
7. No new person may be employed within a classification until all eligible employees on lay-off have been offered the position.

### **ARTICLE XVIII - GRIEVANCE PROCEDURE**

#### 1. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may from time-to-time arise affecting the welfare or working conditions of members of this unit. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate.

#### 2. Definitions

- a) As used in this agreement, the word “grievance” is hereby defined to mean any complaint that a specific provision of this agreement has been misapplied or misinterpreted by the Board or the Superintendent (or Superintendent's agent), or by an administrator acting in a supervisory capacity.
- b) As used in this agreement, the word “grievant” is hereby defined to mean any person who files a grievance.

#### 3. Time Limits

- a) Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing. "Days" as used in this Article will mean days when the school district is open for work.
- b) Any grievance not presented for disposition within 20 days of the occurrence of the conditions giving rise thereto shall not thereafter be considered a grievance.
- c) Failure by the grievant at any level to appeal a grievance to the next level within the specified time limit will be deemed acceptance of the decision rendered at that level.

4. Steps of the Grievance Procedure

- a) First Step - Grievant and Immediate Supervisor - Informal  
The grievant will discuss the matter with her immediate supervisor or principal, directly or through the Federation representative, with the objective of resolving the matter informally.
- b) Second Step - Grievant and Immediate Supervisor - Formal  
If the grievant is not satisfied with the outcome of the informal procedure and she desires to proceed further, she will present the grievance in writing to her principal or immediate supervisor within 20 days of the event giving rise to the grievance. The immediate supervisor will within 10 days answer the grievance in writing.
- c) Third Step - Superintendent  
If the grievance has not been adjusted satisfactorily in the Second Step, and the grievant desires to proceed further, such grievance will be submitted to the Superintendent or her designee within 10 days after receipt of the grievance by the Superintendent or her designee.
- d) Fourth Step - Board of Education  
If the grievance has not been adjusted satisfactorily in the Third Step within 10 days after the Third Step discussion has terminated, or if no decision has been made within that time, and the grievant desires to proceed further, the grievance will be submitted to the Board after the aforementioned 10 days, but within 20 days after the Third Step discussion. The grievance will be heard by the Board no sooner than 15 days following submission to the Board, but not later than the first Board meeting following the expiration of the 15-day period. The decision of the Board will be rendered in writing within 15 days of the hearing.
- e) Fifth Step - Arbitration  
If the grievance is not settled at the Fourth Step, the Federation may submit the grievance to final and binding arbitration before an arbitrator selected in accordance with the voluntary Rules of Labor Arbitration of the American Arbitration Association, provided that such submission is made within 10 days after the decision was rendered or should have been rendered at Level Four, and provided further, such grievance may be arbitrated under the American Arbitration Association's expedited rules if the parties mutually agree to do so, such agreement is not to be unreasonably withheld by either party.

The arbitrator shall hear only one grievance at a time. The arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement. The fees and expenses of arbitration shall be borne equally by the parties.

No reprisals of any kind shall be taken by either party or any member of the administration against any participants in the grievance procedure by reason of such participation.

### **ARTICLE XIX-PLACEMENT ON SALARY SCHEDULE**

When promoted from one classification to another, the employee shall receive the salary for the new classification, as provided in Appendix A attached.

### **ARTICLE XX-SENIORITY**

Seniority shall be calculated and defined on two separate bases for application within the body of this agreement.

1. Classification seniority is defined as the employee's total length of continuous service in a job classification covered by this agreement. This clause will be used to determine seniority in the event of economic layoffs.
2. Seniority for eligibility of benefits is defined as the employee's total length of continuous service with the Board. Specific credit for service, if applicable (part-time to full-time), shall be calculated by converting part-time yearly hours into full-time equivalence. This clause will be used to determine longevity, vacation benefits, etc.

### **ARTICLE XXI - SALARIES**

1. All employees shall be paid in accordance with the Board's payroll schedule.
2.
  - a) All employees are required to submit their time sheets in a timely fashion.
  - b) Employees shall be paid bi-weekly, via direct deposit, in accordance with the standard pay periods. Confirmation of payment shall be sent by e-mail.
  - c) The designation of personal and sick days on time sheets is binding, and cannot be changed after the fact, later than the next payroll period.
3. During their probationary period, new hires will earn 3% less than indicated on the Salary Schedule.
4. The 52-week salaries listed in Appendix A will be adjusted on a prorated basis in accordance with the employee's actual work schedule.
5. Longevity payments will be paid to eligible employees in the first pay period in the month following their anniversary date and shall be taxed separately from their regular pay. Longevity payments will not be paid on a prorated basis to employees who terminate employment prior to their anniversary date.

10 years of service, but less than 15 years of service	\$ 700
15 years of service, but less than 20 years of service	\$ 900
20 years of service or more	\$1,100

6. General wage increase:

- 7/1/2015 - the Salary Schedule shall be increased by 2% (retroactive)
- 7/1/2016- the Salary Schedule shall be increased by 2%
- 7/1/2017- the Salary Schedule shall be increased by 2%, in addition there shall be a .5% equity adjustment
- 7/1/2018- the Salary Schedule shall be increased by 2%, in addition there shall be a .5% equity adjustment

7. There are some employees that are compensated at a rate that is higher than the rates contained in Appendix A of the Collective Bargaining Agreement. Those employees shall receive the annual negotiated increases in salary applied to their existing rates. Whenever such employee vacates her position, the new employee hired into that position shall receive the rate as indicated in the contract. There is no implication that an employee at the base rate will move up to the higher rate. The Payroll Department has full records as to the actual pay rate of each employee.

**ARTICLE XXII - AGENCY SHOP**

As a condition of continued employment, all employees shall become members of Local 3785, AFT CT, AFT, AFL-CIO or pay an agency fee to the Federation in an amount not to exceed the proportional cost of collective bargaining contract administration adjustment, but not greater than the cost of dues provided.

**ARTICLE XXIII - DUES DEDUCTION**

The Board agrees to deduct from the pay of employees covered by this agreement such dues or agency fees as the Federation desires to have deducted and as such employees shall agree to in writing on a dues deduction card or agency fee card. The Federation shall notify the Board of the amounts to be deducted per member by the first day of September each school year. All deducted sums shall be forwarded to the Federation within 10 days. Such agency fee shall not exceed the proportional amount of dues required to cover cost of collective bargaining, control administration and grievance adjustments.

**ARTICLE XXIV - DURATION**

This contract will be in force from July 1, 2015 to until June 30, 2019, or until a new contract is signed.

**ARTICLE XXV - SAVINGS CLAUSE**

If any provision of this agreement is, or at any time shall be found contrary to law, then the provision shall not be applicable except to the extent permitted by law. The Board and the Federation shall jointly consider the effect of such a finding and determine what, if any, future action may be required. During this period, all other provisions shall continue in effect.

Newtown Board of Education

Newtown Federation of Educational  
Personnel, Local #3785

By: \_\_\_\_\_  
Keith Alexander, Chairperson

By: \_\_\_\_\_  
Carlen Gaines, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX A

### STARTING SALARIES FOR NEW EMPLOYEES HIRED WITHIN THIS CONTRACT

#### 52-WEEK POSITIONS (1,820 HOURS)

Classification	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Clerk	19.52	19.91	20.41	20.93
Data Clerk	20.50	20.91	21.44	21.97
Secretary	21.92	22.36	22.92	23.49
Executive Secretary	24.01	24.49	25.11	25.74
Central Office Secretary	23.07	23.53	24.12	24.73
Central Office Executive Secretary	25.19	25.70	26.34	27.00
Bookkeeper	22.38	22.83	23.40	23.99
Central Office Bookkeeper	22.64	23.10	23.68	24.27
Library Media Associate I	25.90	26.42	27.08	27.76
Library Media Associate 11	23.00	23.46	24.05	24.65
Technology:				
Network Specialist	32.61	33.26	34.10	34.95
Support Specialist	28.29	28.86	29.59	30.33
Support Technician	23.38	23.85	24.44	25.06
District Database Administrator	32.61	33.26	34.10	34.95
Database Specialist	28.29	28.86	29.59	30.33
Database Support Technician	23.38	23.85	24.44	25.06
Coordinators:				
Central Office Projects	25.38	25.89	26.53	27.20
Technology	25.38	25.89	26.53	27.20
Lead Payroll	28.40	28.96	29.69	30.44
Career (High School)	25.90	26.42	27.08	27.76
Accounting Accounts Payable	25.37	25.87	26.52	27.19
Accounting Benefits	26.46	26.99	27.67	28.36

New hires, during their probationary period, will earn 3% less than indicated on this schedule.

**APPENDIX B**

**Anthem Blue Cross PPO 25**  
**Effective 7/1/2015 - 6/30/2016**  
**In Network**

Deductible	None
Routine Office Visit	25
Specialist Visit	30
Adult Well Care	25
Child Well Care	25
Allergy OV	25
Allergy Injections	10
Preventive Care Visit	0
Inpatient Hospital	200
Outpatient Services	200
X ray & Lab	0
Emergency Room	100
Urgent Care	75
PT/OT/ST/CHIRO	30
High Cost Diagnostic	
Imaging (MRI, MRA, CAT, CTA, PET, SPECT)	50
Routine OB/GYN	25
Mammography	0
Infertility	covered
Psych/Substance for medical necessity	\$25-40 visits before auth.
DME	no charge
Out of Network	
Deductible (00N)	300/600/900
Coinsurance	80% 120%
Coinsurance Max	700/1,400/2,100
OOP Max	1,000/2,000/3,000

**APPENDIX C**  
Effective July 1, 2016

Century Preferred is a preferred provider organization (PPO) plan.



<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Office Visit (OV) Copayment	\$30 per visit	Deductible & Coinsurance
Specialist Visit (SV) Copayment	\$40 per visit	Deductible & Coinsurance
Hospital (HSP) Copayment	\$300 per day up to \$900 per year	Deductible & Coinsurance
Urgent Care (UR) Copayment	\$75	Not Covered
Emergency Room (ER) Copayment – <i>waived if admitted</i>	\$125	\$125
Outpatient Surgery (OS) Copayment	\$300	Deductible & Coinsurance
Ambulatory Surgery (ASC) Copayment	\$300	Deductible & Coinsurance
Calendar Year Deductible ( <i>individual/2-member family/3+ member family</i> )	Not Applicable	\$600/\$900/\$1200
Coinsurance		20% after deductible up to
Coinsurance Maximum ( <i>individual/2-member family/3+ member family</i> )		\$1400/\$3100/\$4800
Cost Share Maximum ( <i>individual/2-member family/3+ member family</i> )		\$2000/\$4000/\$6000
Lifetime Maximum	Unlimited	Unlimited
<b>PREVENTIVE CARE – Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits</b>		
Well child care	No Charge	Deductible & Coinsurance
Periodic, routine health examinations	No Charge	
Routine OB/GYN visits	No Charge	
Mammography	No Charge	
Hearing screening	OV Charge	
Routine Eye Exam	OV Charge	
<b>MEDICAL CARE</b>		
Office visits <i>Primary Care</i>	OV Copayment	Deductible & Coinsurance
<i>Specialist</i>	SV Copayment	
Outpatient mental health & substance abuse - <i>prior authorization required</i>	OV Copayment	
OB/GYN care	SV Copayment	
Surgical fees of a Physician or Surgeon	OV/SV Copayment*	
Maternity care – <i>initial visit subject to copayment, no charge thereafter</i>	SV Copayment	
Diagnostic lab and x-ray	No Charge	
High-cost outpatient diagnostic – <i>prior authorization required</i> <i>The following are subject to copay: MRI, MRA, CAT, CT, PET, SPECT scans</i> <b>Note: \$250 Copayment Maximum per Member per Calendar Year</b>	\$50 Copayment per service (See note)	
Allergy services <i>Office visits/testing</i>	SV Copayment	
<i>Injections—80 visits in 3 years</i>	\$10 Copayment	
<b>HOSPITAL CARE – Prior authorization required</b>		
Semi-private room ( <i>General/Medical/Surgical/Maternity</i> )	HSP Copayment	Deductible & Coinsurance
Inpatient mental health & substance abuse	HSP Copayment	
Skilled nursing facility – <i>up to 120 days per calendar year</i>	HSP Copayment	
Rehabilitative services – <i>up to 60 days per person per calendar year</i>	No Charge	
Outpatient surgery – <i>in a hospital</i>	OS Copayment	
Ambulatory surgery – <i>in other than a hospital setting</i>	ASC Copayment	
<b>EMERGENCY CARE</b>		
Walk-in centers	OV Copayment	Deductible & Coinsurance
Urgent care – <i>at participating centers only</i>	UR Copayment	Not Covered
Emergency care – <i>copayment waived if admitted</i>	ER Copayment	ER Copayment
Ambulance	No Charge	No Charge

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<b>OTHER HEALTH CARE</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Outpatient rehabilitative services – 50 combined visits for PT,OT,ST and <i>Chiropractic- Excess 80/20 after deductible and coinsurance</i>	OV Copayment	Deductible & Coinsurance
Durable medical equipment / Prosthetic devices <i>Unlimited maximum per calendar year</i>	Covered	Deductible & Coinsurance
Diabetic supplies, drugs & equipment <i>Diabetic drugs are covered at in-network benefit level</i>	Covered under Rx Rider	
Infertility – <i>Covered</i>	Applicable Copayment	Deductible & Coinsurance
Home health care <i>200 visits per member per calendar year</i>	No Charge	\$50 Deductible & 20 % Coinsurance

**PREVENTIVE CARE SCHEDULES**

**Well Child Care** (including immunizations)

- ◆ 7 exams, birth up to age 1
- ◆ 7 exams, ages 1 up to 5
- ◆ 1 exam every year, ages 5 up to 22

**Adult Exams**

- ◆ 1 exam every year, ages 22+

*Vision Exams: 1 exam every calendar year*  
*Hearing Exams: 1 exam per calendar year*  
*OB/GYN Exams: 1 exam per calendar year*

**Notes To Benefit Descriptions**

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ◆ Inpatient Hospital Per Admission Copay is waived if readmitted within 30 days for same diagnosis.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants.
- ◆ Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

*This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, as well as the performance of, sex change operations; surgical and non-surgical services related to TMJ syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.*

*This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.*

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

NGF

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**CENTURY PREFERRED 3-TIER MANAGED PRESCRIPTION DRUG PROGRAM**

**\$10 Copayment Generic Drugs**

**\$30 Copayment Listed Brand-Name Drugs**

**\$50 Copayment Non-Listed Brand-Name Drugs**

**\$4,000 Annual Maximum**

Description of Benefits		You Pay:
<b>Tier 1: Generic Drugs</b>	The term "generic" refers to a prescription drug that is considered non-proprietary and is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand-name drug. Tier 1 copayment applies.	\$10
<b>Tier 2: Listed Brand-Name Drugs</b>	The term "listed brand-name" refers to a brand-name prescription drug identified on the formulary by Anthem Blue Cross and Blue Shield. Tier 2 copayment applies.	\$30
<b>Tier 3: Non-Listed Brand-Name Drugs</b>	The term "non-listed brand-name" refers to a brand-name prescription drug not identified on the formulary by Anthem Blue Cross and Blue Shield. Tier 3 copayment applies.	\$50
		<b>Plan Pays:</b>
<b>Annual Maximum</b>	Per member per calendar year	\$4,000

**How To Use The 3-Tier Managed Prescription Drug Program**

The 3-Tier Managed Prescription Drug Program incorporates different levels of copayments for three types of prescription drugs: generic, listed brand-name and non-listed brand-name, as defined in the chart above. The formulary lists generics and brand-name drugs that have been selected for their quality, safety and cost-effectiveness. These listed drugs have lower member copayments than non-listed drugs (but may not have a lower overall cost in all instances.) You minimize your copayments when you use generic prescriptions and listed brand-name prescriptions. You'll still have coverage for non-listed brand-name drugs, but at a higher cost share. Talk to your provider about using generic drugs or listed brand-name drugs included on the formulary. You'll have lower copayments when you use these drugs.

- You will be responsible for one copayment when purchasing a 30-day supply of prescription drugs from a participating retail pharmacy.
- You'll be responsible for two copayments when purchasing a 30-day to 90-day supply of maintenance drugs through the mail-order program.

**Generic Substitution:** Prescriptions may be filled with the generic equivalent when available.

- When you purchase a generic drug at a participating pharmacy, you'll only be responsible for a Tier 1 copayment.
- When a generic equivalent is available and you obtain a listed or non-listed brand-name drug, you will be responsible for the applicable Tier copayment *plus* the difference in cost between the generic and listed or non-listed brand-name drug. This provision applies unless your provider obtains Prior Authorization. When Prior Authorization is obtained (at the discretion of Anthem Blue Cross and Blue Shield), you will be responsible only for the applicable Tier copayment.

**Connection (Concurrent Drug Utilization Review)**

Connection works with the retail pharmacy's standard guidelines to provide a **second level of quality and safety checks**. The process, which is provided on-line as part of the electronic claims filing process, helps promote access to safe, appropriate, cost-effective medications for members. Connection involves a series of rules or guidelines, which identify potential medication therapy issues and deliver a message to the pharmacy by computer before the medication is dispensed. The process alerts the pharmacist of potential issues such as drug-to-drug interactions, refills requested too close together, incorrect dosing or drug duplications.



## Pharmacy Programs

### Voluntary Mail-service Program

Members have access to Anthem Rx, the voluntary mail-service drug program for members who regularly take one or more types of maintenance drugs. Members can order up to a 90-day supply of these medications and have them delivered directly to their home.

The \$10 generic/\$30 listed brand-name/\$50 non-listed brand-name copayment and \$4,000 annual maximum apply. When ordering a 31-day to 90-day supply, two copayments will apply, as follows: \$20 generic/\$60 listed brand-name/\$100 non-listed brand.

### National Pharmacy Network

Members also have access to a network of more than 65,000 retail pharmacies throughout the country. Members may call 1-866-281-2966, or go to [www.anthem.com/pharmacyinformation](http://www.anthem.com/pharmacyinformation) to locate a participating pharmacy when traveling outside the state.

### Non-participating Pharmacies

Members who fill prescriptions at a non-participating pharmacy are responsible for payment at the time the prescription is filled. Members must submit claims to Anthem Blue Cross and Blue Shield for reimbursement, and payment will be sent to the member. Members who use non-participating pharmacies will pay 20% of the in-network allowance, plus the difference between Anthem Blue Cross and Blue Shield's payment and the pharmacist's actual charge.

### Points to Remember

- Anthem Blue Cross and Blue Shield will provide coverage for prescription drugs dispensed by a participating pharmacy when prescription drugs are deemed medically necessary based on specific criteria and dispensed pursuant to a prescription issued by a participating physician or by a non-participating physician, subject to copayment.
- Anthem Blue Cross and Blue Shield will not be liable for any injury, claim or judgment resulting from the dispensing of any drug covered by this plan. Anthem Blue Cross and Blue Shield will not provide benefits for any drug prescribed or dispensed in a manner contrary to normal medical practice.
- Anthem Blue Cross and Blue Shield reserves the right to apply quantity limits to specified drugs as listed on the formulary. If a member requires a greater supply, the member's provider can follow the prior authorization process.

### Prescription Drug Eligibility

Eligible prescription drug benefits are limited to injectable insulin and those drugs, biologicals, and compounded prescriptions that are required to be dispensed only according to a written prescription, and included in the United States Pharmacopoeia, National Formulary, or Accepted Dental Remedies and New Drugs, and which, by law, are required to bear the legend: "Caution—Federal Law prohibits dispensing without a prescription" or which are specifically approved by the Plan.

### Limits and Exclusions

*Benefits are limited to no more than a 30-day supply for covered drugs purchased at a retail pharmacy, and no more than a 90-day supply for covered drugs purchased by mail order. All prescriptions are subject to the quantity limitations imposed by state and federal statutes.*

*This drug rider does not provide drugs dispensed by other than a licensed, retail pharmacy or our mail-order service; any drug not required for the treatment or prevention of illness or injury; vaccines or allergenic extracts; devices and appliances; needles and syringes that are not prescribed by a provider for the administration of a covered drug; prescriptions dispensed in a hospital or skilled nursing facility; over-the-counter or non-legend drugs; antibacterial soaps/detergents, shampoos, toothpastes/gels and mouthwashes/rinse.*

*Benefits for prescription birth control are covered for most groups. However, such coverage is optional if your group is self-insured or a bona fide religious organization. Check with your benefits administrator.*

*This is not a legal contract. It is only a general description of the \$10 generic/\$30 listed brand-name/\$50 non-listed brand-name 3-Tier Managed Prescription Drug Program with a \$4,000 annual maximum. Please consult the Evidence of Coverage or prescription drug rider for a complete description of benefits and exclusions applicable to your coverage.*

## APPENDIX D

### Anthem Lumenos High Deductible Health Plan (HDHP)

Routine Office Visit	N/A
Specialist Visit	N/A
Adult Well Care	N/A
Child Well Care	N/A
Allergy OV	N/A
Allergy Injections	N/A
Preventive Care Visit	100%
Inpatient Hospital	N/A
Outpatient Services	N/A
X ray & Lab	N/A
Emergency Room	N/A
Urgent Care	N/A
PT/OT/ST/CHIRO	N/A
Out Patient Rehab	N/A
High Cost Diagnostic	
Imaging (MRI, MRA, CAT, CTA, PET, SPECT)	N/A
Routine OB/GYN	N/A
Mammography	N/A
Infertility	N/A
Psych/Substance	N/A
DME	N/A
<u>Out of Network</u>	
Deductible (00N)	N/A
Coinsurance	N/A
Coinsurance Max	N/A
OOP Max	N/A
Rx* Co-pay	N/A
Mail Order	N/A
Rx Max	N/A

The provisions of the High Deductible Health Plan (HDHP) are:

Deductible 2000 Single/4000 1+1, Combined In and Out of Network Family

Coinsurance In/Out 100%/80%

Coinsurance Max 2000/4000

Shared Out of Pocket Max 4000/8000

Preventive Services 100% Covered

RX as any other expense

Employer HSA Funding Equals 50% of Applicable High Deductible Health Plan (HDHP) Deductible. Thus the Board pays \$1000/\$2000 at the beginning of each contract year.

## APPENDIX E

Effective July 1, 2016



### Lumenos HSA Plan Summary

The Lumenos® HSA plan is designed to empower you to take control of your health, as well as the dollars you spend on your health care. This plan gives you the benefits you would receive from a typical health plan, plus health care dollars to spend your way. And you'll have access to personalized services and online tools to help you reach your health potential.

#### Your Lumenos HSA Plan

**First – Use your HSA to pay for covered services:**

**Health Savings Account**

With the Lumenos Health Savings Account (HSA), you can contribute pre-tax dollars to your HSA account. Others may also contribute dollars to your account. You can use these dollars to help meet your annual deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement.

**Contributions to Your HSA**

For 2015, contributions can be made to your HSA up to the following:

\$3,350 individual coverage  
\$6,650 family coverage

Note: These limits apply to all combined contributions from any source including HSA dollars from incentives.

**Earn More Money for Your Account**

What's special about your Lumenos HSA plan is that you may earn additional funds for your health account through the Healthy Rewards incentive program.

**Healthy Rewards**

**If you do this:**

**You can earn this in your HSA:**

Complete the Health Assessment online	\$50
Enroll in the Personal Health Coach Program	\$100
Graduate from the Personal Health Coach Program	\$200
Complete our Smoking Cessation Program	\$50
Complete our Weight Management Program	\$50

To receive funds earned through the Healthy Rewards program, you must have an open HSA with Mellon Bank or with another bank through which your employer is sponsoring your HSA.

Some eligibility requirements apply. See page 2 for program descriptions.

**Plus – To help you stay healthy, use:**

**Preventive Care**

100% coverage for nationally recommended services. Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits.

**Preventive Care**

No deductions from the HSA or out-of-pocket costs for you as long as you receive your preventive care from an in-network provider. If you choose to go to an out-of-network provider, your deductible or Traditional Health Coverage benefits will apply.

**Then –**

**Your Bridge Responsibility**

The Bridge is an amount you pay out of your pocket until you meet your annual deductible responsibility. Your bridge amount will vary depending on how many of your HSA dollars, if any, you choose to spend to help you meet your annual deductible responsibility. If you contribute HSA dollars up to the amount of your deductible and use them, your Bridge will equal \$0.

**Bridge**

Your Bridge responsibility will vary.

HSA dollars spent on covered services plus your Bridge responsibility add up to your annual deductible responsibility.

**Annual Deductible Responsibility**

\$2,000 individual coverage  
\$4,000 family coverage

**Health Account + Bridge = Deductible**

**If Needed –**

**Traditional Health Coverage**

Your Traditional Health Coverage begins after you have met your Bridge responsibility.

**Traditional Health Coverage**

**After your bridge, the plan pays:**

100% for in-network providers                      80% for out-of-network providers

**Additional Protection**

For your protection, the total amount you spend out of your pocket is limited. Once you spend that amount, the plan pays 100% of the cost for covered services for the remainder of the plan year.

**Annual Out-of-Pocket Maximum**

**In-Network and Out-of-Network Providers**

\$ 5,000 individual coverage  
\$10,000 family coverage

Your annual out-of-pocket maximum consists of funds you spend from your HSA, your Bridge responsibility and your cost share amounts.

If you have questions, please call toll-free 1-888-224-4896.

Newtown BOE HSA w inc Rx copays



# Lumenos HSA Plan Summary

## Healthy Rewards Program

Your employer will provide you with additional health care dollars in your HSA for the following:

- **Health Assessment:** You and your family members can complete the Health Assessment, our online tool designed to help measure your overall health. One adult family member is eligible to earn \$50 in your HSA per plan year. The health information you provide is strictly confidential.
- **Personal Health Coach:** If you qualify for the Personal Health Coach Program, you'll receive one-on-one assistance from a specially trained registered nurse to help you manage a health condition. Health conditions may include but are not limited to diabetes, asthma, depression, high blood pressure, heart disease and pregnancy. You'll receive \$100 in your account for enrolling in the Personal Health Coach Program (one reward per covered person per year). You'll receive \$200 for achieving your health goals and graduating from the Personal Health Coach Program (one reward per covered person per year).
- **Smoking Cessation Program:** This program helps you manage withdrawal symptoms, identify triggers and learn new behaviors and skills to remain tobacco-free. Participation is open to you and your covered family members age 18 or older, and includes counseling support and tools, including nicotine-replacement therapy coverage. You and your spouse are eligible to receive \$50 in your HSA (one reward per person per lifetime) for completing this program.
- **Weight Management Program:** Our Weight Management Program is a personalized phone course designed to help you adopt lifestyle changes necessary to lose weight and maintain weight loss. A team of counselors (a registered dietitian and health educator) with expertise in weight management will help you address healthy eating, physical activity and exercise, stress management, and more. You and your covered family members age 18 and older who have a Body Mass Index (BMI) of 25 or higher are eligible for this program. You and your spouse are eligible to receive \$50 in your HSA (one reward per person per lifetime) for completing the program.

To receive funds earned through Healthy Rewards, you must have an open HSA with Mellon Bank or with another bank through which your employer is sponsoring your HSA.

## Summary of Covered Services

### Preventive Care

Anthem's Lumenos HSA plan covers preventive services recommended by the U.S. Preventive Services Task Force, the American Cancer Society, the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Pediatrics. The Preventive Care benefit includes screening tests, immunizations and counseling services designed to detect and treat medical conditions to prevent avoidable premature injury, illness and death.

All preventive services received from an in-network provider are covered at 100%, are not deducted from your HSA and do not apply to your deductible. If you see an out-of-network provider, then your deductible or out-of-network coinsurance responsibility will apply.

The following is a list of covered preventive care services:

#### Well Baby and Well Child Preventive Care

**Office Visits** through age 18; including preventive vision exams.

**Screening Tests** for vision, hearing, and lead exposure. Also includes pelvic exam, Pap test and contraceptive management for females who are age 18, or have been sexually active.

#### Immunizations:

Hepatitis A  
Hepatitis B  
Diphtheria, Tetanus, Pertussis (DtaP)  
Varicella (chicken pox)  
Influenza – flu shot  
Pneumococcal Conjugate (pneumonia)  
Human Papilloma Virus (HPV) – cervical cancer  
H. Influenza type b  
Polio  
Measles, Mumps, Rubella (MMR)

#### Adult Preventive Care

**Office Visits** after age 18; including preventive vision exams.

**Screening Tests** for vision and hearing, coronary artery disease, colorectal cancer, prostate cancer, diabetes, and osteoporosis. Also includes mammograms, as well as pelvic exams, Pap test and contraceptive management.

#### Immunizations:

Hepatitis A  
Hepatitis B  
Diphtheria, Tetanus, Pertussis (DtaP)  
Varicella (chicken pox)  
Influenza – flu shot  
Pneumococcal Conjugate (pneumonia)  
Human Papilloma Virus (HPV) – cervical cancer

If you have questions, please call toll-free 1-888-224-4896.

Newtown BOE HSA w inc Rx copays NGF



## Lumenos HSA Plan Summary

### Summary of Covered Services (Continued)

#### Medical Care

Anthem's Lumenos HSA plan covers a wide range of medical services to treat an illness or injury. You can use your available HSA funds to pay for these covered services. Once you spend up to your deductible amount for covered services, you will have Traditional Health Coverage available to help pay for additional covered services.

The following is a summary of covered medical services under Anthem's Lumenos HSA plan:

- Physician Office Visits
- Inpatient Hospital Services
- Outpatient Surgery Services
- Diagnostic X-rays/Lab Tests
- Emergency Hospital Services
- Inpatient and Outpatient Mental Health and Substance Abuse Services
- Maternity Care
- Chiropractic Care
- Prescription Drugs
- Home health care and hospice care
- Physical, Speech and Occupational Therapy Services
- Durable Medical Equipment

Some covered services may have limitations or other restrictions.\* With Anthem's Lumenos HSA plan, the following services are limited:

- Skilled nursing facility services limited to 120 days per calendar year.
- Home health care services are limited to 200 visits per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT, OT, ST, and chiropractic services limited to 50 combined visits per member per calendar year.
- Inpatient hospitalizations require authorizations.
- Your Lumenos HSA plan includes an unlimited lifetime maximum per member for in- and out-of-network services.

\* For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

#### Prescription Drugs – copay after deductible (when purchased from a network pharmacy\*)

Retail (30 day supply)	Mail Order (90 day supply)
\$10 Tier 1 copayment	\$ 10 Tier 1 copayment
\$30 Tier 2 copayment	\$ 60 Tier 2 copayment
\$50 Tier 3 copayment	\$100 Tier 3 copayment

\* For the out-of-network benefit, refer to the Traditional Health Coverage section.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

If you have questions, please call toll-free 1-888-224-4896.

## MEMORANDUM OF UNDERSTANDING

It is agreed between the Newtown Board of Education ("Board") and the Newtown Federation of Educational Personnel, Local 3785, AFT-CT, AFT, AFL-CIO ("Federation") that certain provisions need to be made and specified for persons hired into the Federation for the following described positions, or for persons already in the Federation who transfer into those positions. As these are bargaining unit positions, candidates that are awarded these positions shall receive all benefits contained in the collective bargaining agreement. However, as noted below, outside candidates awarded these positions shall not be entitled to protection of Article XVII Economic Lay-Offs.

The positions in question are those that have been created under the SERV (School Emergency Response to Violence) grant provided by the U.S. Department of Education. At this time there are two positions that are part of the Federation: a .6 Financial Assistant/Central Office Bookkeeper and a 1.0 Central Office Secretary, supporting the Grant Project Recovery Director and the Project Communication Coordinator.

Since the positions set out to be in the Federation are funded by the grant, at this time it is unknown how long these positions will continue. Should any one of the positions be eliminated at the end of the grant funding, the person in the position's employment with the Board shall be terminated. Being that these are grant funded temporary positions, upon termination, the individual shall not have any rights under Article XVII Economic Lay-Offs of the collective bargaining agreement. If any of the positions are awarded to bargaining unit members, the following shall occur upon the end of the grant period and the elimination of the positions:

- a) If the individual whose position is ending has more seniority than the person who took their previous job, he/she may bump that person and return to the previous position. The employee bumped may proceed under the terms of the contract.
- b) Alternatively, the individual whose position is ending may bump the person within the Federation with the lowest seniority, in the same or lesser category of job (based on rate of pay), provided the person bumping is qualified. The employee bumped may proceed under the terms of the contract.

Signed this 30th day of August, 2013

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FOR THE BOARD

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FOR THE FEDERATION