

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting held September 15, 2020 at 7:00 p.m. in the Reed Intermediate School Library.

M. Ku, Chair	L. Rodrigue
D. Delia, Vice Chair	A. Uberti
D. Cruson, Secretary (absent)	T. Vadas
D. Leidlein	1 Staff
J. Vouros	1 Press
R. Harriman-Stites	3 Public
D. Zukowski	

Mrs. Ku called the meeting to order at 7:05 p.m. and stated the meeting was being recorded. All Board members were in attendance with the exception of Mr. Delia who was on video and Mr. Vouros who joined by phone. Mr. Cruson was absent. Mrs. Uberti was on video.

Item 1 – Pledge of Allegiance

MOTION: Mr. Delia moved to add the discussion of anticipated and unanticipated COVID expenses to the end of our agenda. Ms. Zukowski seconded.

Mr. Delia wanted to speak about the discussions at the Board of Finance meeting the night before so we were on the same page moving forward with these expenses.

Motion passes unanimously.

Item 2 – Consent Agenda

MOTION: Mr. Delia moved that the Board of Education approve the minutes of August 25, 2020, the minutes of September 8, 2020, and the correspondence report. Mrs. Harriman-Stites seconded.

Ms. Zukowski requested the August 25, 2020 minutes be removed.

Motion on the minutes of September 8, 2020 and the correspondence report passes unanimously.

Item 3 – Public Participation

Item 4 – Reports

Chair Report: Mrs. Ku welcomed the two high school students, Rushil Jerfy and Jillian Clure, to the meeting. At last night's Board of Finance meeting they reviewed the CIP with little comment and spent a lot of time on the Non-Lapsing Account with all motions failing. We will send a letter to the Legislative Council to let them know the funds will be turned over to the Town. Some of the reasons for not approving our request were this was a new or not defined process and that taxpayers would not benefit if the funds were not used for COVID expenses. Mrs. Ku wants the Board to start the self-evaluation process and also to set budget goals. There will be a non-meeting after this meeting regarding negotiations.

Supt Report: Dr. Rodrigue reported on classroom and remote learners and the positive feedback she has received from parents. Certified staff updates include the retirements of Mardi Smith, Reed music teacher and Eileen Tabasko, Head O'Meadow reading/language arts consultant, and the resignation of Rachel Smith, middle school computer teacher. There have also been multiple new hires for teaching positions. We will be sending a communication to parents regarding the extension of our summer lunch program through Whitsons which will extend free lunches through December 31. She has recognized all of our custodians who have done so much to maintain clean schools and minimize the spread of infection. They've done a fantastic job.

Mrs. Harriman-Stites said it's very joyful for the students to be kept motivated and engaged and expressed her gratitude.

Mr. Delia said his son is enjoying himself and was doing cross country. He asked about students having lunch in the schools.

Dr. Rodrigue said there were no complaints and very few students in the cafeterias. We just have cold lunches right now. The lunch pickups for the distance learners was going well.

Committee Reports:

Ms. Zukowski reported on the Communications Committee meeting and was looking forward to putting out a newsletter focused on equity and diversity. They are waiting for meetings with staff members.

Mr. Vouros joined the Reed PTA meeting by phone and they introduced a number of new families in the community.

Student Reports:

Jillian Clure reported positive feedback from the students with the return to school. Desk shields are taking time to get used to and online classes are going well. Students are practicing for fall sports and Unified sports will have their unified soccer program. She spoke to the National Honor Society regarding events and fundraisers. There is also a high school tutoring group.

Rushil Jerfy said he was in Cohort D which is all distance learning at home. It was a bit rough at first but teachers are doing a good job regarding how to learn effectively and are providing supplemental videos. Cohort D might be better if taught separately. He feels online teaching is helpful.

Ms. Zukowski wanted to hear how the art students were doing and have a feel for their experiences.

Financial Report:

MOTION: Mr. Delia moved that the Board of Education approve the financial report for the month ending August 31, 2020. Mrs. Harriman-Stites seconded.

Mrs. Vadas reported that emergency repairs which exceeded \$5,000 included \$6,750 for a pipe repair at Head O'Meadow, \$16,876 for replacement of the Reed school intercom due to a power surge from a storm, and \$17,322 for repairs to both chillers at Reed. Plant and technology equipment accounts are negative due to the Covid pandemic. More Covid detail will be in the September report.

Mr. Delia said the Board of Finance referred to a surplus of \$56M in July but now he sees a surplus of \$15M and asked why at the beginning of the year we are showing big surpluses and when we will see a more accurate reflection of the expenditures and projected surplus or deficits.

Mrs. Vadas said the \$15M is not real right now as we are still encumbering expenses. In October everything should be in which will reduce that balance.

Motion passes unanimously.

Item 5 – Presentations

Sustainable Energy Commission:

Alan Adriani attended the meeting to give a presentation on the Sustainable Energy Commission. Kathy Quinn and Fred Hurley joined the meeting by phone.

Mrs. Ku asked them to attend and share what they have been doing in our schools. Mr. Adriani said there are nine members and he was the Vice Chair. They look at energy efficiencies and reusable energy in the schools and to ways to save energy. HVAC uses 66%, lighting uses 14% and hot water heating uses 7% of the schools' energy. The energy upgrades in the schools were discussed as well as the Solar PV systems which provide a credit for the schools.

Mr. Adriani spoke about their observations in walking through the high school and recommended adding roof top units for air conditioning and an air flow system in the pool room to add to the CIP to begin work in two years. For the middle school there are five roof top units for the CIP. The insulation in the attic needs to be replaced. Also, there are two boilers with no backup which should be added to the CIP.

Mrs. Ku thanked him for sharing this information. She said the ventilation systems are running more because of the Covid and expected energy savings will be different this year.

Mr. Delia thanked them for coming and mentioned he has been working with Alan for awhile now and we are lucky to have him helping us. He is also the Chair of the Hawley Committee. Mr. Delia suggested putting this on a Communications Committee agenda.

Item 6 – Old Business

COVID Updates:

Dr. Rodrigue stated another Covid case was reported today but the person has not been in any schools since the opening but had limited time outdoors after school. Our health indicators are still very positive in the schools. We are working together with Donna Culbert and Anne Dalton to contact trace for this case. People do ask for more information but we don't want to name anyone or share the school which could lead to identifying the person. We are also waiting for Chromebooks but were able to use existing technology in the schools until they arrive. Students are happy to be back and it has worked well. We are working on keeping track of Covid expenses which are real expenses. The \$1.5M was reported to the State.

Ms. Zukowski inquired about the technology the teachers used between school and home. Dr. Rodrigue said surveys were taken regarding needed devices. Some staff chose to use their own but we also provided them. Every class also has a desktop with camera. Teachers can also work in school on Wednesdays.

Mrs. Uberti said only the high school teachers have laptops. The rest have desktops in their classrooms. They were provided with a laptop if needed at home.

Mrs. Harriman-Stites said parents inquired how long cameras were left on by teachers during remote teaching lessons.

Mrs. Uberti said we requested that students have their cameras on for a greater connection to teachers and peers. During the lessons the camera is focused on the teacher or learning materials. We want students to attend with their cameras on.

Mrs. Harriman-Stites said the concern was sharing the home environment with classmates. Mrs. Uberti agreed there should be an awareness of how the background is displayed. They were asked to not have their microphones on. This was a recent concern and teachers reached out to parents about their concerns.

Dr. Rodrigue said the key is flexibility.

Ms. Zukowski asked that given what happened at the Board of Finance meeting regarding the costs associated with Covid, that they be broken down by if they were already expended, if already encumbered, and the expected future costs. Having the expenses in these categories might be helpful.

Dr. Rodrigue said we came in with those items which are needed beyond the budget.

Ms. Zukowski shared that a college in Arizona tested waste water for Covid in dorms and determined cases very early. Uconn and Yale are looking into this. She asked if it would make sense to start an investigation and sent an email to Donna Culbert who was going to forward an inquiry to the State Department of Health working with Yale. She asked if we should start looking at retrofitting with equipment to make this happen and options paying for it and start that conversation or wait for guidance from Donna.

Mr. Delia felt we should have a CIP meeting about this. We would need additional money for that so we will have to address it. He thanked Ms. Zukowski and would set a meeting with that on the agenda.

Mrs. Ku said from a health perspective she would want to know what happens if you find a positive.

Ms. Zukowski said the Department of Health would come in on that if it's something we could do.

Mr. Delia would start at the CIP but it's a bigger conversation. He thanked Dr. Rodrigue and received a number of phone calls regarding the positive case and he agrees with her method and it was the right way to handle it.

Mrs. Ku agreed and that the method of not releasing more information is important. Contact tracing is huge to keep this under control.

Dr. Rodrigue shared that Donna Culbert said this is a community issue, not a school issue.

Item 7 – New Business

Facilities Summer Work Update:

Mr. Gerbert thanked Mr. Adriani, Mr. Hurley and Ms. Quinn for their presentation. He doesn't know if any other town is close to where Newtown is using solar for energy. He went over the list of work accomplished in each school over the summer and couldn't say enough about our custodians, maintenance employees and contractors for their work this summer.

Mr. Delia thanked him for his excellent work and was extremely impressed with what he has done and what the future holds.

Ms. Zukowski said he was wonderful. She referred to the bulk of the items on page 156 of the budget book and asked him to reconcile summer work with the projects listed. This could be a possible topic for a future CIP meeting.

Mr. Delia agreed.

Mr. Gerbert shared that he had that information.

Mr. Delia asked him if some expenses not planned for were on this list.

Mr. Gerbert said Mrs. Vadas mentioned a couple of them in the financial report like the chillers and PA system at Reed. We shift priorities when they come up.

2021-2022 Budget Calendar:

MOTION: Mr. Delia moved that the Board of Education approve the 2021-2022 School Budget Development Calendar. Mrs. Harriman-Stites seconded.

Ms. Zukowski was concerned with having just a week to have the book. She asked to move that date from January 12 to the prior Friday.

Ms. Vadas said they are on a very tight schedule and we're down a person. If we had the weekend and the Monday we could then have a final check. The printing takes a full day.

Mr. Delia suggested setting it for January 8 and letting us know if more time is needed.

Dr. Rodrigue suggested staying with the calendar and reassess as we get closer and hand them out on Friday if we can. We won't know until midway through the process.

Motion passes unanimously.

Superintendent's Goals:

Dr. Rodrigue spoke about her goals for 2020-2021 which are

- Support administrators, staff, and the community in managing the academic and emotional challenges resulting from COVID-19;
- Articulate a clear vision that promotes an academically sound, emotionally safe, and equitable learning environment for all students;
- Develop and communicate an operational plan that considers the educational needs of the district with the current economic landscape;
- Provide support and mentorship for the new Director of Business;
- Develop a systemic approach to monitor the expectations and "deliverables" related to Diversity and Equity.

Ms. Zukowski referred to the 28 new families with special education students. We had an excellent program years ago especially for autistic children. She asked if there will be a strategic plan to show what we do for our students is sustainable. Pressures of budget brought it down.

Dr. Rodrigue said our programs include the 18 to 22 program, the transition program, the autism program as well as the Better Day Café which is part of the transition program and are attracting parents. We have a good system and the issues that came up have helped because we took a step back and have a different approach with families and are being upfront with support we can provide.

Ms. Zukowski is concerned history could repeat itself. We have to have a plan to possibly have a regional program and will be sustainable for the long term.

Dr. Rodrigue said we repurposed positions and have other ideas how we utilize support personnel. There are a lot of ways to sustain programs. We will look at it strategically. We have new programs now and she didn't want them to fail.

Mrs. Leidlein said in looking at data to see where the needs are we don't have the same trail of data as in the past. What are they saying at the State level regarding increasing in-house data to decide if what we are doing is sufficient to continue the learning process?

Dr. Rodrigue is attending a webinar next week on that topic. A lot is using in-house data and continuing to look at how to focus on students using in-house assessments. The assessing need is on the academic side and emotional side.

Mrs. Leidlein wants to make sure we keep the data trail going.

Mrs. Uberti said the State is planning to have a State assessment in the spring which needs to be taken in person. We are planning to administer the NWEA in October when the K-6 students

return and test them in person. The window would also apply to middle school and some ninth graders when they're in school. That would allow us to compare where they are in October compared to where they were last January and give us a base line and test again in winter and spring to monitor our own growth. For younger learners, they are shorter assessments. Some online learning platforms that are new have quick baseline assessments which will help to see where students are with potential deficits.

Mrs. Leidlein asked if we have any understanding about the SAT, PSAT and ACT.

Dr. Rodrigue said ACT and SAT will be given at the high school September 23 and October 14. Mr. Delia wanted to be sure Mrs. Vadas, the new Director of Business, has support in this new position.

Mrs. Vadas said she signed up for the CASBO mentorship program and there is also a good network of district managers.

Discussion of Anticipated and Unanticipated Covid Expenses:

Mr. Delia said last night was a tremendous disappointment for him. He urged the community to watch the Board of Finance meeting. We are stewards for the children of Newtown. We presented a very honest forecast and list of expenses for Covid. Many motions for all stipulations were made and we have no money in our account. Bob Tait said Legislative Council will be able to take care of this. We need to review in public what these additional expenses are, what they could be and talk about a plan of attack. As a Board, we have to start the discussion of what we are going to do. He refuses to cut funding when the money was there. We are going to take our surplus to help the children.

Mrs. Ku appreciated these comments. We were all frustrated by the process.

Mrs. Harriman-Stites was not even sure of the options as she was upset also. She wished all the work they did on the process would make it a no-brainer. This was money the voters allocated to educational expenses and approved. As a taxpayer and parent, we need to make it clear that it should be used for educational expenses.

Mrs. Ku said the Legislative Council was discussing this tomorrow night. She spoke to Board counsel Matt Ritter who said the Legislative Council doesn't have the authority to do anything different. The Board of Finance is the authority of that account. The Legislative Council can appropriate the money from the capital nonrecurring fund and we can request that be used for Covid expenses.

Ms. Zukowski felt we could take a short term and long term set of actions. The Board of Finance felt comfortable the money could be designated for Covid relief and put in the capital nonrecurring fund and mediated by the Town. If that happens, the first subtlety is the Board of Finance is the financial authority. The Legislative Council takes care of the special appropriations of no more than \$1.5M. The total amount of a special appropriation is 1mil of the grand list which is \$3M. The first step is to get the money into the capital nonrecurring fund. The second step is we can get that money. That is a reasonable option. It could put the Legislative Council in a bind if it goes over \$3M but it is an emergency. The longer term is to revisit the non-lapsing fund process with a cross Board discussion about the responsibilities of each Board. We should look into that and understand the processes. The interfaces need to be clearly identified. That's a longer term solution.

Mr. Delia doesn't want to say we have to be careful. He wants to get something in place for Dr. Rodrigue to make this work and that the Board is behind her.

Ms. Zukowski suggested this is another topic for the CIP/Facilities Committee and invite people to get their thoughts on this.

Mrs. Ku said it would be good for us to write a letter to the Legislative Council and ask the process they expect us to follow.

Mrs. Leidlein asked with the money given back to the Town if it meant other entities use the money.

Mr. Delia said yes that any group can use the money. Parents are not going to want to find out the money goes to something else.

Mrs. Ku said we need to know the timing when the letter should go out. They want to close off books by Sept. 30.

Mrs. Leidlein said if the Legislative Council is speaking about it we should ask to have a discussion on the best way for the Board of Education to communicate the needs so we have some security that the money will remain available to the Board of Education. We know a discussion is tomorrow night. Can we have additional time to come back with a plan and ask them if they can provide any additional information arriving at a plan?

Ms. Zukowski said whether it comes out of our balance or fund balance it's not necessarily a problem. The Board of Finance talked about how they aren't supposed to put any more money into the account. In terms of initiating a special appropriation request, there is nothing about the school district.

It was agreed the education money should be put in an account.

Mrs. Leidlein stated we need something concrete and in writing so we don't have issues where we understand the process and then it changes. We have to know the timetable and steps we take to have access to the funds.

Mrs. Ku thought it would be good if all Board members went to the meeting tomorrow night. We will work on a potential letter and schedule a meeting next week to follow up. We've been sent a message through the budget cut from last year for the special education portion of the non-lapsing account and the non-action last night. We should not plan on using the non-lapsing account.

Mr. Delia stated we said if we didn't use it for Covid we would use it toward next year's budget. Mrs. Ku would schedule a meeting for next week.

MOTION: Mr. Delia moved to approve the minutes of August 25, 2020. Mrs. Harriman-Stites seconded.

Ms. Zukowski gave her suggested changes.

Page 5:

We should go for the average of the last three years of overages. Change \$100,000 to \$400,000 as a good place to start.

Mrs. Harriman-Stites agreed to suggested keeping it to the \$100,000.

Page 6

Ms. Zukowski said there could be unexpected flair ups and asked if we have plans for testing our teams ~~and those we will be playing.~~

Page 7

Ms. Zukowski read the proposed change to the minutes of August 6, 2020 on page 2, paragraph 5 to remove the first sentence "Ms. Zukowski asked if we will meet the CDC social distancing requirement if we allow 50% of the students to be 3 feet apart when wearing a mask." The first sentence should read: "Ms. Zukowski asked if moving to the Hybrid Learning Model would allow all or most of our students to be spaced according to the full 6' CDC social distancing guidelines. And if so, she noted that the use of masks would further enhance student safety."

Motion passes unanimously.

Item 8 – Public Participation:

MOTION: Mr. Delia moved to adjourn. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 9 – Adjournment

The meeting adjourned at 10:50 p.m.

Respectfully submitted:

Michelle Ku
Chair

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting held virtually on August 25, 2020 at 7:00 p.m.

M. Ku, Chair
D. Delia, Vice Chair
D. Cruson, Secretary
D. Leidlein
J. Vouros
R. Harriman-Stites
D. Zukowski

L. Rodrigue
A. Uberti
R. Bienkowski
1 Staff
1 Press
8 Public

Mrs. Ku called the meeting to order at 7:02 p.m. with the meeting being recorded and live-streamed. All Board members were on video with the exception of Mr. Delia, Mrs. Leidlein and Mr. Vouros who joined by phone. Dr. Rodrigue, Mrs. Uberti, and Mr. Bienkowski were on video.

Item 1 – Pledge of Allegiance

Item 2 – Celebration of Excellence

Mrs. Ku noted that this was Ron Bienkowski's last meeting with the Board and she prepared a video to celebrate his years in the district. It has been a joy working with him and we appreciate all the work he has done.

Mr. Bienkowski thanked the Board for the support they provided him. Newtown is a worthwhile community that values what is important for children and it was a privilege to live and work here. The Board members offered their comments and best wishes for his retirement.

Item 3 – Consent Agenda

MOTION: Mr. Delia moved that the Board of Education approve the consent agenda which includes the minutes of August 6, 2020, the donation to the Sandy Hook School Music Department, and the correspondence report. Mr. Cruson seconded.

Ms. Zukowski requested to remove the minutes of August 6, 2020 from the consent agenda.

Mrs. Ku moved them to the end of the meeting.

Motion passes unanimously.

Item 4 – Public Participation

Item 5 – Reports

Chair Report: Mrs. Ku attended the new teacher orientation last week and spoke about the role of the Board of Education. Regarding future meetings we will have to have access for the public to attend in person in September unless the Governor changes his executive order. She encouraged the public to participate remotely. The Board of Finance meeting September 14 will include the Board of Education CIP and Non-lapsing Fund request.

Superintendent's Report: Dr. Rodrigue spoke about tomorrow being the first day back for teachers and staff. We will be viewing a pre-recorded convocation this year and have some wonderful celebrations planned recognizing those beginning their 25th year in Newtown and Dawn Eagleson as Para of the Year and Janice Gabriel as Teacher of the Year. We are close to meeting the number of bus monitors we need and thanked the community and PTAs for their help. She will be sending a welcome back letter with reminders to parents about the importance of attendance, home screenings and remote learning. We want parents to support us in making sure students are in school. She and Donna Culbert drafted a letter for parents with COVID information. Regarding illnesses, we want to protect the privacy of students and staff. Her team has done a great job.

Ms. Zukowski had asked if the community wanted to access COVID testing if there were a way for them to do so and if Dr. Rodrigue had any information on that.

Dr. Rodrigue looked into testing at the health-based centers and talked with the Director of Health and Anne Dalton but it was not possible. We are sending resources to athletes and to all parents and students for access to testing sites. There are even free sites that offer rapid testing with one in Bethel. They are on the Director of Health website and Health and Wellness Site.

Mr. Delia asked what was going to need to occur to allow us to go to full time.

Dr. Rodrigue said this was about easing back into what most districts decided. As long as the numbers stay at 0% in Newtown those dates in October and November are real dates. If everything sustains, we will be going back full.

Mr. Delia asked if the teachers were going to receive training on COVID.

Dr. Rodrigue confirmed that they would. We are very much focused on COVID the first few days and on how they will work with students. All six days will be related to the hybrid model we are in and how to keep their students safe.

Committee Reports:

Mrs. Harriman-Stites reported that the Policy Committee met regarding the two for second read tonight. They also discussed the racial ethnic policy but wanted to have more time with it.

Mr. Delia spoke about the CIP/Facilities/Finance Committee where they discussed the anticipated expenses related to COVID and the regulation around the non-lapsing fund. He also met with Bob Gerbert, Chris Williams, architect and manager of the Hawley Project, Elona Prosoll, Air Quality Engineer, Alan Adriani, Chair of the Hawley Project Committee and a member of the Public Building and Site Commission, and John Luby who is a mechanical engineer regarding getting this project off the ground. They discussed asbestos and indoor air quality and decided to do two tests with one when the school is populated in October and again in November. We are extremely lucky to have Bob Gerbert on our team because he is an integral part of this process and very knowledgeable.

Ms. Zukowski said at our last Board meeting we mentioned not getting informed of various meetings and she was not informed of this one.

Mr. Delia would make sure she gets them. This was a scheduling meeting with the architect and he was just observing to update the Board.

Mrs. Ku feels both members should be there for those meetings. She would also follow-up with Bob Mitchell.

Mr. Delia clarified it was not a Hawley Committee meeting.

Mrs. Ku said the student representatives will be at our next meeting.

June 30, 2020 Year-end Financial Report:

MOTION: Mr. Delia moved that the Board of Education approve the June 30, 2020 year-end financial report. Mr. Cruson seconded.

Mr. Bienkowski presented the year-end report which ended in a positive balance of \$1,362,451 which is 1.7% of our expenditures and is eligible to be deposited in the Non-lapsing account. No transfers were needed in this report because on-site learning was shut down on March 12, 2020.

Ms. Zukowski said we used the \$100,000 in the special education contingency and ask where we ended up in that area.

Mr. Bienkowski referred to page 4 of the report which shows that amount was used for out-of-district tuition. A lot of bills were discounted as students backed out of the program. She was referring to a different report which lists salaries and paras in the special education fund. That is not included in this report.

Ms. Zukowski said we worked on our facilities with schools closed, referred to the list of things that were done, and asked what projects we moved forward.

Mr. Bienkowski stated those were on the list of building and site maintenance projects and emergency repairs. The Head O'Meadow well pump was an emergency, as well as boiler repairs and a leak in the oil tank for a cost of \$33,000. There were other things done with our maintenance crew that can't be done when students are in school.

Mr. Delia asked the impact on special education transportation.

Mr. Bienkowski said that most transportation savings was for the daily transportation, not the special education transportation. We paid EdAdvance for their drivers but they gave us credit for that expense.

Mrs. Harriman-Stites asked what we will spend the \$380,000 on from the State.

Dr. Rodrigue said this was just announced. That amount will offset the 1.5% what we have.

Ms. Zukowski referred to the FEMA money that went to the Town when we had a storm. She asked if the amount from the State would go to the Town fund and asked about the funds from the CARES Act.

Dr. Rodrigue said the FEMA reimbursement goes to the general fund. The Esser money from the CARES fund will come to the district as well as the \$380,000.

Mrs. Ku noted the \$273,000 in encumbrances for invoices not yet paid and asked if this money came from last year's budget.

Mr. Bienkowski said it did and are considered expenditures.

Mrs. Ku said the \$30,000 from last year will go to the Town general fund.

Motion passes unanimously.

Financial Report month ending July 31, 2020:

MOTION: Mr. Delia moved that the Board of Education approve the financial report for the month ending July 31, 2020. Mr. Cruson seconded. Motion passes unanimously.

Item 6 – Old Business

Action on Policies:

MOTION: Mr. Delia moved that the Board of Education approve Policy 6114.8 Pandemic/Epidemic Emergencies. Mr. Cruson seconded.

Mrs. Harriman-Stites received feedback and made changes which are in purple.

Ms. Zukowski referred to paragraphs 3, 4 and 5 on page "a" and asked if they just hold for a pandemic/epidemic emergency or if we will always have them in our health curriculum as a component to talk about pandemics in health classes.

Mrs. Harriman-Stites said we have a section in our health curriculum on prevention of communicable diseases and PPE which will be on hand no matter what the emergency.

Dr. Rodrigue said we would have these supplies on hand.

Mr. Cruson stated that we always had an emergency plan in place for transportation even before the pandemic.

Motion passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve Policy 6172.61 Distance Learning Plan Due to Health and Safety School Closure. Mr. Cruson seconded.

Mrs. Harriman-Stites said the additional changes were in purple. We tried to make this policy encompass a health and safety closure. We also adjusted school nutrition benefits for students when buildings were closed but school was still in session. We made some adjustments to the instruction section. The biggest one was to section 12 around grading and we added section 13 on compliance.

Ms. Zukowski was concerned about special education item "c" which states that appropriately certified professional staff members will continue to implement these programs through distance learning opportunities. When talking about safety there is a question that if a school needs to close for a safety reason like it was flooded and everyone had to go home, we still have students struggling with distance learning but programs could be in person because there was no risk for infection. She is concerned we would be breaking policy if we were to provide those programs for the special education students to be sure they get the services they need. She asked if this means regardless of the situation these services would be by distance learning.

Mrs. Harriman-Stites didn't believe it will be breaking the policy. All of this including the distance learning option is if we have a school day not held in a school building and counts as a school day. If it means we will have a day out of school and we can offer students a safe environment we can have it in person.

Dr. Rodrigue agreed. That will not contradict what is in the policy.

Ms. Zukowski said it could be more than one school day. The services can continue with appropriate distance learning opportunities.

Mr. Cruson said we discussed another element in the meeting also. When talking about just moving the special education students to another building, it takes a lot of organization and reconfiguring to make them fit into another building which raises another issue. It wouldn't be against this policy.

Motion passes unanimously.

Item 7 – New Business

Action on Request for Unexpended Funds from

MOTION: Mr. Delia moved that the Board of Education request of the Board of Finance that the unexpended funds from the 2019-20 fiscal year budget appropriation in the amount of \$1,362,451 be deposited into the Non-Lapsing account, established in accordance with Connecticut General Statute Section 10-248a, for educational purposes. Further to this action, is that the source of these funds are detailed on the year-end financial report as previously approved by this Board of Education and further that the intended anticipated use of said funds will be to provide required funds to the extent necessary to cover unbudgeted expenses related to the COVID-19 Pandemic. Mr. Cruson seconded.

Mr. Delia said the CIP committee discussed an estimate of expenses related to COVID and is at \$1.5M but he feels it will be higher and exceed \$1.5M for the upcoming year.

Ms. Zukowski said as long as school remains open for entire year she agrees. If we go to distance learning, that's a different topic.

Mr. Bienkowski said those comments are correct. The list of expenses keeps changing and may exceed what is listed. There are potential offsets to this such as the CARES Act and applied distance learning expenses for reimbursement along with FEMA funds processed through the Town. The Governor indicated there will be a corona virus relief fund with more information to come. The high end is \$1.5M and he hoped we could offset some expenses with federal assistance.

Mrs. Ku said there was a huge potential for variability with this such as testing. We've been endeavoring to put away the \$100,000 contingency and will continue with the \$63,000 in the non-lapsing fund.

Ms. Zukowski said the Board of Finance was not comfortable with this large amount of money and felt it would be good to designate the money for special education after we pay for COVID. We should go for the average of the last three years of overages. \$100,000 is a good place to start.

Mrs. Harriman-Stites agreed to keep it to the \$100,000. It's an excellent point that if we are in school it could cost this month but if distance learning it would be a different amount. She hoped the Board of Finance would see that as a good faith effort to plan ahead.

Motion passes unanimously.

BOE School Recognition Letter:

MOTION: Mr. Delia moved to endorse the Board's community recognition letter. Mr. Cruson seconded.

Mr. Delia thought this was a wonderful way to reach out to everyone in our schools that we support them, thank them, and are behind them during this challenging time. People need to hear that and know this is how we feel.

Mrs. Harriman-Stites said it was a beautiful letter and important critical sentiment to send out at this time. She thanked Mr. Delia for drafting it on our behalf.

Mr. Delia said this has been an extremely trying time and thanked everyone for working so hard as a Board and administration.

Motion passes unanimously.

Athletic Program Update:

Mrs. Ku said the Board asked for an update on athletics for our schools which will be provided by Mr. Memoli.

Mr. Memoli said that right now we were finishing up what started on July 6 with our programs and it has gone extremely well. The teams are conditioning for only an hour a day for three days a week which goes until Friday. On Saturday we are allowed our tryouts following strict guidelines and only 60 minutes a day. If not conditioning they will wear masks. There are no water coolers and all coaches will have their own medical kits. We plan to move forward with

the fall sports season and will stay in close contact with Dr. Rodrigue and Donna Culbert as well as with parents regarding keeping the students safe.

Mr. Delia asked how sports will work during the hybrid schedule.

Mr. Memoli said the teams are working out the logistics to give each student the opportunity.

Mr. Delia asked if his son was home, would he be able to go to practice if it was scheduled for that day.

Dr. Rodrigue said he would be allowed to practice.

Mr. Vouros asked the protocol for safety with visiting teams.

Mr. Memoli said that visiting teams will come dressed to play and go directly to the field and not to the locker rooms. No fans will be at games. We have one camera in the stadium so events will be live streamed. They are working to get one for the pool and there is one in the gym.

Ms. Zukowski said there could be unexpected flair ups and asked if we have plans for testing teams and those we will be playing.

Mr. Memoli said we will only be playing Bethel, Brookfield, New Fairfield, New Milford and Pomperaug High School. We don't have testing in place for teams but have self-monitoring checklists. We don't have individual testing for our teams nor do the other schools in our division.

Ms. Zukowski said 40% of cases are expected to be asymptomatic and was concerned there could be an exposure to someone having COVID and cause a possible school shut down. She suggested some level of testing.

Mr. Memoli would have to check with Dr. Rodrigue and Mrs. Culbert to see what we can come up with before our first competition date which is September 24.

Dr. Rodrigue said it's not just our students out there. There are a lot of asymptomatic students. CIAC will have to look at that in a broader sense if we want to put in any other protocol over what is asked of schools.

Mrs. Ku asked if students in Cohort D distance learning all week can play on teams.

Mr. Memoli said they could.

Mrs. Ku asked if CIAC had guidelines on how transportation would run.

Mr. Memoli said CIAC left that up to the districts and bus companies. Our role is to utilize our transportation trying to keep distance as short as possible splitting the division in half. We have had numerous communications with CIAC. They sent surveys to see if we can have volleyball outside.

Mr. Delia asked if he had a plan for coaches if sports are cancelled.

Mr. Memoli said Plan A is to continue if we can stay in school. Plan B would be an in-house intramural program. Plan C would be a virtual coaching model as we did in the spring. All options would still allow students to work with their coaches.

Mr. Delia said a lot of seniors are looking to play sports in college and asked if he had an insight on what's happening to them.

Mr. Memoli said we are trying to hold out the hope to have the season. There is no easy answer for seniors.

Dr. Rodrigue said universities and colleges are in the same situation and are being extremely understanding.

Mrs. Ku said we are limited to the number of buses for these team events.

Dr. Rodrigue said we will have fewer events such as field trips using buses so that will make a difference. We will talk to All-Star but the goal is less students on buses.

Minutes of August 6, 2020:

MOTION: Mr. Delia moved to approve the minutes of August 6, 2020. Mr. Cruson seconded.

Ms. Zukowski read the proposed change on page 2, paragraph 5 to replace the first sentence with "Ms. Zukowski asked if we will meet the CDC social distancing requirement if we allow 50% of the students to be 3 feet apart when wearing a mask."

Vote: 6 ayes, 1 abstained (Mrs. Harriman-Stites) Motion passes.

Item 8 – Public Participation

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

Item 9 – Adjournment

The meeting adjourned at 9:14 p.m.

Respectfully submitted:

Daniel J. Cruson, Jr.
Secretary

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting held virtually on September 8, 2020 at 7:00 p.m.

M. Ku, Chair
D. Delia, Vice Chair
D. Cruson, Secretary
D. Leidlein
J. Vouros
R. Harriman-Stites
D. Zukowski

L. Rodrigue
1 Staff

Item 1 – Call to Order

Mrs. Ku called the meeting to order at 7:02 p.m. with the meeting being recorded and live-streamed. All Board members were on video with the exception of Mr. Vouros who joined by phone. Dr. Rodrigue and the candidate were also on video.

MOTION: Mr. Delia moved that the Board of Education go into executive session to interview the candidate for the Director of Business position and invite Dr. Rodrigue and Tanja Vadas. Mr. Cruson seconded. Motion passes unanimously.

Item 2 – Executive Session

Executive session began at 7:05 p.m. and ended at 8:20 p.m.

Item 3 – Public Session

MOTION: Mr. Delia moved that the Board of Education appoint Tanja Vadas as the Acting Director of Business, effective September 9, 2020 and continuing through September 30, 2020, and MOVE FURTHER that the Board appoint Tanja Vadas as the Director of Business, effective October 1, 2020, AND MOVE FURTHER that the Board Chair and Superintendent be authorized to finalize and execute on behalf of the Board the proposed employment contract with Tanja Vadas for the period September 9, 2020 through June 30, 2021. Mrs. Leidlein seconded. Motion passes unanimously.

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

Item 9 – Adjournment

The meeting adjourned at 8:31 p.m.

Respectfully submitted:

Daniel J. Cruson, Jr.
Secretary

Correspondence Report
08/25/2020 – 09/14/2020

Date	Name	Subject
8/25/20	Kiley Gottschalk	BOF 8/27/20 Agenda
8/25/20	Kathy June	Convocation
8/25/20	Michelle Ku	Proposed change to minutes August 6, 2020
8/25/20	Jenn Larkin	Meeting tonight (trouble with meeting link)
8/25/20	Joanne Morris	Invitation for Retirement Gathering
8/27/20	Kathy June	Convocation Video
8/27/20	Melissa Singlak	Re: My Apologies (concerns about number of in person days)
8/28/20	Melissa Singlak	Cohort C
8/28/20	Lorrie Rodrigue	News Story
9/2/20	Michelle Ku	Special Meeting
9/2/20	Kathy June	Special BOE Meeting
9/3/20	Jenn Larkin	Great first day!
9/4/20	Kathy June	BOE Mailing – September 8, 2020
9/4/20	Kathy June	Revised September 8 Agenda
9/6/20	Deborah Lubin	Happy New School Year!
9/8/20	Kathy June	Proposed September 8 Meeting Motions
9/8/20	Michelle Ku	BOE Special Meeting 9/8
9/8/20	Kathy June	Director of Business Job Posting
9/9/20	Lorrie Rodrigue	COVID
9/11/20	Kathy June	BOE Mailing – September 15, 2020
9/11/20	Kiley Gottschalk	BOF 9/14/20 Agenda
9/11/20	Kiley Gottschalk	BOF agenda 9/14 (amended)
9/11/20	Kiley Gottschalk	(no subject) (missing attachment for BOF agenda)
9/14/20	Kathy June	September 15 Agenda

Correspondence Report
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9/11/20	Kiley Gottschalk	(no subject) (missing attachment for BOF agenda)
9/14/20	Kathy June	September 15 Agenda

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
AUGUST 31, 2020**

SUMMARY

Information available for the second financial report in fiscal year 2020-21 continues to be limited. This is generally the case as anticipated obligations are not indicated and would end up being the budgeted numbers until the account-by-account analysis progresses. Any event that is expected to negatively impact our budget as the school year begins will be addressed and brought forward immediately. Routine account analyses begins as time allows throughout the year. The main object accounts are all in a positive position at this time.

During the month of August, the Board of Education spent approximately \$2.9M; \$2.1M on Salaries (the first school year payroll was on August 28th) and \$800K for all other objects. A significant portion of the certified salaries are encumbered at this time but vacancies and other changes have not been addressed during this period.

The emergency repairs required during this month which exceeded \$5,000 includes; \$6,750 for a pipe repair at Head O'Meadow; \$16,876 for replacement of the school intercom due to power surge from storm at Reed; \$17,322 for repairs to both outdoor chillers at Reed.

On the revenue schedule we booked some tuition and miscellaneous fees.

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 2019-20 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.
- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

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

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

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$26,000 for this year.

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

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

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	2020 - 2021		YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		EXPENDED 2019 - 2020	APPROVED BUDGET							
<u>GENERAL FUND BUDGET</u>										
100	SALARIES	\$ 49,586,526	\$ 51,044,554	\$ -	\$ 51,044,554	\$ 3,062,391	\$ 43,814,744	\$ 4,167,419	\$ -	\$ 4,167,419
200	EMPLOYEE BENEFITS	\$ 11,113,830	\$ 11,435,283	\$ -	\$ 11,435,283	\$ 3,127,143	\$ 6,447,969	\$ 1,860,171	\$ -	\$ 1,860,171
300	PROFESSIONAL SERVICES	\$ 661,182	\$ 751,382	\$ -	\$ 751,382	\$ 18,427	\$ 9,988	\$ 722,967	\$ -	\$ 722,967
400	PURCHASED PROPERTY SERV.	\$ 2,304,638	\$ 1,884,463	\$ -	\$ 1,884,463	\$ 252,120	\$ 692,464	\$ 939,880	\$ -	\$ 939,880
500	OTHER PURCHASED SERVICES	\$ 8,823,709	\$ 9,314,942	\$ -	\$ 9,314,942	\$ 677,648	\$ 3,816,641	\$ 4,820,653	\$ -	\$ 4,820,653
600	SUPPLIES	\$ 3,347,617	\$ 3,498,335	\$ -	\$ 3,498,335	\$ 383,721	\$ 531,939	\$ 2,582,675	\$ -	\$ 2,582,675
700	PROPERTY	\$ 832,708	\$ 549,402	\$ -	\$ 549,402	\$ 18,479	\$ 607,224	\$ (76,302)	\$ -	\$ (76,302)
800	MISCELLANEOUS	\$ 66,090	\$ 73,415	\$ -	\$ 73,415	\$ 44,341	\$ 1,745	\$ 27,329	\$ -	\$ 27,329
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
TOTAL GENERAL FUND BUDGET		\$ 76,736,300	\$ 78,651,776	\$ -	\$ 78,651,776	\$ 7,584,271	\$ 55,922,713	\$ 15,144,791	\$ -	\$ 15,144,791
900	TRANSFER NON-LAPSING	\$ 1,368,110								
GRAND TOTAL		\$ 78,104,410	\$ 78,651,776	\$ -	\$ 78,651,776	\$ 7,584,271	\$ 55,922,713	\$ 15,144,791	\$ -	\$ 15,144,791

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	2020 - 2021		YTD		CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		EXPENDED 2019 - 2020	APPROVED BUDGET	TRANSFERS 2020 - 2021	2020 - 2021						
100	SALARIES										
	Administrative Salaries	\$ 4,163,820	\$ 4,160,309	\$ -	\$ 4,160,309	\$ 4,160,309	\$ 655,821	\$ 3,251,268	\$ 253,220	\$ -	\$ 253,220
	Teachers & Specialists Salaries	\$ 31,619,798	\$ 32,219,745	\$ -	\$ 32,219,745	\$ 32,219,745	\$ 1,306,117	\$ 30,041,444	\$ 872,184	\$ -	\$ 872,184
	Early Retirement	\$ 32,000	\$ 16,000	\$ -	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000
	Continuing Ed./Summer School	\$ 92,408	\$ 93,096	\$ -	\$ 93,096	\$ 93,096	\$ 29,143	\$ 38,822	\$ 25,131	\$ -	\$ 25,131
	Homebound & Tutors Salaries	\$ 88,213	\$ 185,336	\$ -	\$ 185,336	\$ 185,336	\$ -	\$ 23,699	\$ 161,638	\$ -	\$ 161,638
	Certified Substitutes	\$ 548,648	\$ 698,193	\$ -	\$ 698,193	\$ 698,193	\$ 361	\$ -	\$ 697,832	\$ -	\$ 697,832
	Coaching/Activities	\$ 643,256	\$ 656,571	\$ -	\$ 656,571	\$ 656,571	\$ 2,988	\$ -	\$ 653,583	\$ -	\$ 653,583
	Staff & Program Development	\$ 173,319	\$ 143,517	\$ -	\$ 143,517	\$ 143,517	\$ 55,333	\$ 7,362	\$ 80,821	\$ -	\$ 80,821
	CERTIFIED SALARIES	\$ 37,361,462	\$ 38,172,767	\$ -	\$ 38,172,767	\$ 38,172,767	\$ 2,049,763	\$ 33,362,595	\$ 2,760,409	\$ -	\$ 2,760,409
	Supervisors/Technology Salaries	\$ 917,739	\$ 945,154	\$ -	\$ 945,154	\$ 945,154	\$ 152,630	\$ 684,768	\$ 107,756	\$ -	\$ 107,756
	Clerical & Secretarial Salaries	\$ 2,310,741	\$ 2,362,981	\$ -	\$ 2,362,981	\$ 2,362,981	\$ 242,889	\$ 1,909,376	\$ 210,717	\$ -	\$ 210,717
	Educational Assistants	\$ 2,743,151	\$ 2,875,564	\$ -	\$ 2,875,564	\$ 2,875,564	\$ 9,970	\$ 2,392,527	\$ 473,068	\$ -	\$ 473,068
	Nurses & Medical Advisors	\$ 764,244	\$ 801,532	\$ -	\$ 801,532	\$ 801,532	\$ 35,692	\$ 829,020	\$ (63,180)	\$ -	\$ (63,180)
	Custodial & Maint. Salaries	\$ 3,144,919	\$ 3,263,032	\$ -	\$ 3,263,032	\$ 3,263,032	\$ 461,957	\$ 2,554,806	\$ 246,269	\$ -	\$ 246,269
	Non-Certified Adj & Bus Drivers Salaries	\$ 22,043	\$ 81,607	\$ -	\$ 81,607	\$ 81,607	\$ -	\$ 33,989	\$ 47,618	\$ -	\$ 47,618
	Career/Job Salaries	\$ 117,954	\$ 183,209	\$ -	\$ 183,209	\$ 183,209	\$ 5,557	\$ 185,175	\$ (7,523)	\$ -	\$ (7,523)
	Special Education Svcs Salaries	\$ 1,224,685	\$ 1,382,103	\$ -	\$ 1,382,103	\$ 1,382,103	\$ 37,529	\$ 1,276,486	\$ 68,087	\$ -	\$ 68,087
	<i>Excess Cost Grant Anticipated Revenue</i>		\$ (26,247)	\$ -	\$ (26,247)	\$ (26,247)	\$ -	\$ -	\$ (26,247)	\$ -	\$ (26,247)
	Attendance & Security Salaries	\$ 594,071	\$ 621,957	\$ -	\$ 621,957	\$ 621,957	\$ 26,704	\$ 581,938	\$ 13,315	\$ -	\$ 13,315
	Extra Work - Non-Cert.	\$ 141,823	\$ 115,447	\$ -	\$ 115,447	\$ 115,447	\$ 28,127	\$ 4,066	\$ 83,254	\$ -	\$ 83,254
	Custodial & Maint. Overtime	\$ 214,479	\$ 233,448	\$ -	\$ 233,448	\$ 233,448	\$ 11,573	\$ -	\$ 221,875	\$ -	\$ 221,875
	Civic Activities/Park & Rec.	\$ 29,216	\$ 32,000	\$ -	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ 32,000	\$ -	\$ 32,000
	NON-CERTIFIED SALARIES	\$ 12,225,064	\$ 12,871,787	\$ -	\$ 12,871,787	\$ 12,871,787	\$ 1,012,628	\$ 10,452,149	\$ 1,407,010	\$ -	\$ 1,407,010
	SUBTOTAL SALARIES	\$ 49,586,526	\$ 51,044,554	\$ -	\$ 51,044,554	\$ 51,044,554	\$ 3,062,391	\$ 43,814,744	\$ 4,167,419	\$ -	\$ 4,167,419

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	2020 - 2021		YTD		ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		EXPENDED 2019 - 2020	APPROVED BUDGET	TRANSFERS 2020 - 2021	YTD EXPENDITURE				
200	EMPLOYEE BENEFITS								
	Medical & Dental Expenses	\$ 8,051,502	\$ 8,289,180	\$ -	\$ 2,142,292	\$ 6,110,328	\$ 36,561	\$ -	\$ 36,561
	Life Insurance	\$ 86,352	\$ 86,760	\$ -	\$ 14,063	\$ -	\$ 72,697	\$ -	\$ 72,697
	FICA & Medicare	\$ 1,523,329	\$ 1,602,597	\$ -	\$ 119,492	\$ -	\$ 1,483,105	\$ -	\$ 1,483,105
	Pensions	\$ 863,104	\$ 913,394	\$ -	\$ 722,574	\$ 19,500	\$ 171,320	\$ -	\$ 171,320
	Unemployment & Employee Assist.	\$ 110,435	\$ 82,000	\$ -	\$ 600	\$ -	\$ 81,400	\$ -	\$ 81,400
	Workers Compensation	\$ 479,108	\$ 461,352	\$ -	\$ 128,122	\$ 318,141	\$ 15,089	\$ -	\$ 15,089
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,113,830	\$ 11,435,283	\$ -	\$ 3,127,143	\$ 6,447,969	\$ 1,860,171	\$ -	\$ 1,860,171
300	PROFESSIONAL SERVICES								
	Professional Services	\$ 500,341	\$ 559,102	\$ -	\$ 7,895	\$ 8,690	\$ 542,517	\$ -	\$ 542,517
	Professional Educational Serv.	\$ 160,841	\$ 192,280	\$ -	\$ 10,532	\$ 1,298	\$ 180,450	\$ -	\$ 180,450
	SUBTOTAL PROFESSIONAL SERV.	\$ 661,182	\$ 751,382	\$ -	\$ 18,427	\$ 9,988	\$ 722,967	\$ -	\$ 722,967
400	PURCHASED PROPERTY SERV.								
	Buildings & Grounds Services	\$ 716,095	\$ 664,859	\$ -	\$ 152,293	\$ 435,391	\$ 77,175	\$ -	\$ 77,175
	Utility Services - Water & Sewer	\$ 134,403	\$ 146,945	\$ -	\$ -	\$ -	\$ 146,945	\$ -	\$ 146,945
	Building, Site & Emergency Repairs	\$ 503,227	\$ 460,850	\$ -	\$ 25,868	\$ 55,892	\$ 379,090	\$ -	\$ 379,090
	Equipment Repairs	\$ 283,175	\$ 351,506	\$ -	\$ 29,472	\$ 55,481	\$ 266,552	\$ -	\$ 266,552
	Rentals - Building & Equipment	\$ 268,547	\$ 260,303	\$ -	\$ 44,487	\$ 145,699	\$ 70,117	\$ -	\$ 70,117
	Building & Site Improvements	\$ 399,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL PUR. PROPERTY SERV.	\$ 2,304,638	\$ 1,884,463	\$ -	\$ 252,120	\$ 692,464	\$ 939,880	\$ -	\$ 939,880

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2019 - 2020	2020 - 2021 APPROVED BUDGET	YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
500	OTHER PURCHASED SERVICES									
	Contracted Services	\$ 750,419	\$ 669,215	\$ -	\$ 669,215	\$ 234,095	\$ 181,048	\$ 254,072	\$ -	\$ 254,072
	Transportation Services	\$ 3,827,061	\$ 4,859,615	\$ -	\$ 4,859,615	\$ -	\$ -	\$ 4,859,615	\$ -	\$ 4,859,615
	<i>Excess Cost Grant Anticipated Revenue</i>		\$ (402,480)		\$ (402,480)			\$ (402,480)		\$ (402,480)
	Insurance - Property & Liability	\$ 378,323	\$ 378,032	\$ -	\$ 378,032	\$ 140,079	\$ 240,020	\$ (2,066)	\$ -	\$ (2,066)
	Communications	\$ 142,944	\$ 146,872	\$ -	\$ 146,872	\$ 23,974	\$ 87,690	\$ 35,208	\$ -	\$ 35,208
	Printing Services	\$ 24,637	\$ 31,040	\$ -	\$ 31,040	\$ 2,691	\$ -	\$ 28,349	\$ -	\$ 28,349
	Tuition - Out of District	\$ 3,527,920	\$ 4,781,313	\$ -	\$ 4,781,313	\$ 272,869	\$ 3,179,905	\$ 1,328,539	\$ -	\$ 1,328,539
	<i>Excess Cost Grant Anticipated Revenue</i>		\$ (1,381,462)		\$ (1,381,462)			\$ (1,381,462)		\$ (1,381,462)
	Student Travel & Staff Mileage	\$ 172,406	\$ 232,797	\$ -	\$ 232,797	\$ 3,941	\$ 127,978	\$ 100,878	\$ -	\$ 100,878
	SUBTOTAL OTHER PURCHASED SERV.	\$ 8,823,709	\$ 9,314,942	\$ -	\$ 9,314,942	\$ 677,648	\$ 3,816,641	\$ 4,820,653	\$ -	\$ 4,820,653
600	SUPPLIES									
	Instructional & Library Supplies	\$ 805,612	\$ 801,275	\$ -	\$ 801,275	\$ 73,093	\$ 187,398	\$ 540,784	\$ -	\$ 540,784
	Software, Medical & Office Supplies	\$ 212,569	\$ 221,701	\$ -	\$ 221,701	\$ 48,150	\$ 50,457	\$ 123,095	\$ -	\$ 123,095
	Plant Supplies	\$ 423,659	\$ 356,400	\$ -	\$ 356,400	\$ 240,651	\$ 221,822	\$ (106,073)	\$ -	\$ (106,073)
	Electric	\$ 1,164,615	\$ 1,228,072	\$ -	\$ 1,228,072	\$ 2,675	\$ -	\$ 1,225,397	\$ -	\$ 1,225,397
	Propane & Natural Gas	\$ 347,253	\$ 431,350	\$ -	\$ 431,350	\$ -	\$ -	\$ 431,350	\$ -	\$ 431,350
	Fuel Oil	\$ 76,257	\$ 63,000	\$ -	\$ 63,000	\$ -	\$ -	\$ 63,000	\$ -	\$ 63,000
	Fuel for Vehicles & Equip.	\$ 122,159	\$ 205,031	\$ -	\$ 205,031	\$ -	\$ -	\$ 205,031	\$ -	\$ 205,031
	Textbooks	\$ 195,495	\$ 191,506	\$ -	\$ 191,506	\$ 19,152	\$ 72,263	\$ 100,091	\$ -	\$ 100,091
	SUBTOTAL SUPPLIES	\$ 3,347,617	\$ 3,498,335	\$ -	\$ 3,498,335	\$ 383,721	\$ 531,939	\$ 2,582,675	\$ -	\$ 2,582,675

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	2020 - 2021		YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		EXPENDED 2019 - 2020	APPROVED BUDGET							
700	PROPERTY									
	Technology Equipment	\$ 560,319	\$ 410,000	\$ -	\$ 410,000	\$ 18,000	\$ 496,441	\$ (104,441)	\$ -	\$ (104,441)
	Other Equipment	\$ 272,389	\$ 139,402	\$ -	\$ 139,402	\$ 479	\$ 110,783	\$ 28,139	\$ -	\$ 28,139
	SUBTOTAL PROPERTY	\$ 832,708	\$ 549,402	\$ -	\$ 549,402	\$ 18,479	\$ 607,224	\$ (76,302)	\$ -	\$ (76,302)
800	MISCELLANEOUS									
	Memberships	\$ 66,090	\$ 73,415	\$ -	\$ 73,415	\$ 44,341	\$ 1,745	\$ 27,329	\$ -	\$ 27,329
	SUBTOTAL MISCELLANEOUS	\$ 66,090	\$ 73,415	\$ -	\$ 73,415	\$ 44,341	\$ 1,745	\$ 27,329	\$ -	\$ 27,329
910	SPECIAL ED CONTINGENCY									
		\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
	TOTAL LOCAL BUDGET	\$ 76,736,300	\$ 78,651,776	\$ -	\$ 78,651,776	\$ 7,584,271	\$ 55,922,713	\$ 15,144,791	\$ -	\$ 15,144,791

TO: Lorrie Rodrigue, Superintendent
FROM: Suzanne D'Eramo, Director of Human Resources
RE: Superintendent's Report – Certified Staffing Update for September 2020
DATE: September 11, 2020

SEPTEMBER 2020

Retirements:

Mardi Smith – RIS music

Eileen Tabasko – HOM Reading LA Consultant (effective Oct 30, 2020)

Resignations:

Rachel Smith – NMS Computer Education

New Hires:

MGS

Jeanne Brunet

HOM

Grade 3-Lindsey Kohn

RIS

SPED – Aliya Tomasulo

NMS

Spanish (.4) – Maria Kane

Computer Education – Austin Cirella

Reading – Kristina Tartaglia

NHS

SPED/Social Studies – Louis Santoli

Open Positions:

HOM Reading LA Consultant

RIS Music



Town of
Newtown
Connecticut

Sustainable Energy Commission

September 15, 2020

**Green
Newtown**
Sustainable Energy Commission

Who we are and what we do

- 9 member group of individuals with diverse backgrounds
- Support the efforts of Town officials and employees to identify and implement renewable energy use, energy efficiency and energy conservation programs
- To identify, implement and support **renewable energy** use, **energy efficiency** and **energy conservation** programs in which **Newtown's** residents, businesses, organizations, and town agencies can participate.



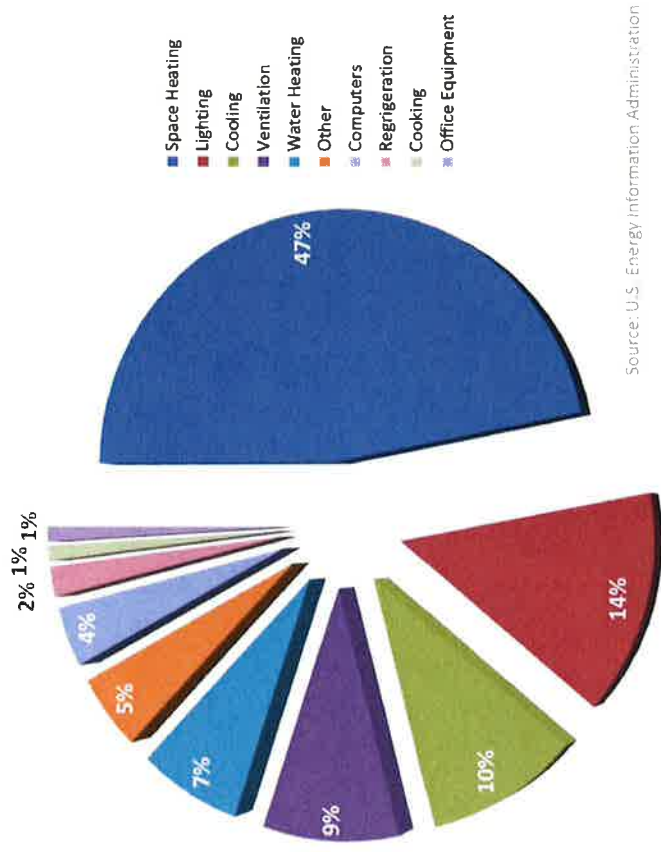
How do schools use energy

- HVAC Equipment - 66%
Includes: heating, cooling and ventilation

- Lighting - 14%
- Hot Water Heating - 7%



Key Areas of Energy Consumption in Educational Facilities



Source: U.S. Energy Information Administration

How can

schools save energy?

- Building Envelope (Insulation, Fenestration, Vapor Barrier and sealing)
 - Lighting (14% Lighting controls including timers and occupancy sensors)
 - Heating Ventilation Air-Conditioning (HVAC)
 - Dampers, actuators and controls
 - Variable Speed Drives (VSD)
 - Building Management Systems(BMS) / BMS Optimization(using correct schedules)
 - Boiler Upgrades
 - Chiller Upgrades
 - Solar PV system
 - Demand response management (We can save money here)
- Benefits:
- Reduces maintenance costs
 - Reduces CO2 emissions
 - Lower utility bills



What Energy

• MIDDLE GATE **UPGRADES** have we done?

- Natural Gas line put in place
- Aereco boilers installed
- LED lighting updates

• MIDDLE SCHOOL

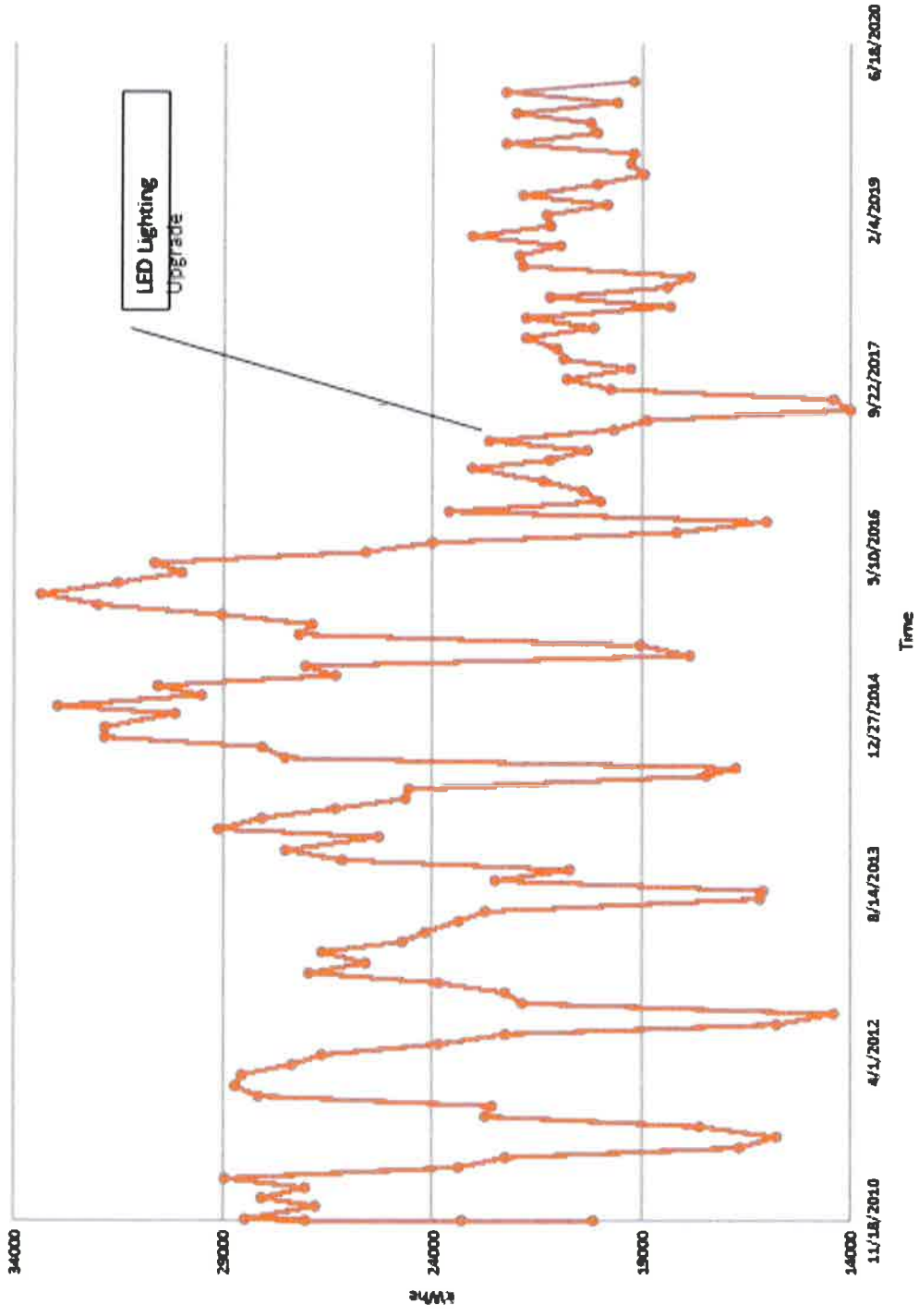
- Natural Gas line put in place
- Viessman condensing boilers installed
- LED retrofit throughout entire building

• HAWLEY

- LED retrofit throughout interior of building
- Replaced parking lot lights and wall packs
- Steam boilers replaced with Aereco boilers and converted to hot water



Middle Gate School



What Energy

HIGH SCHOOL

Upgrades have we

New Aerco Benchmark boilers in main building and F-wing.

New indirect-tanks for water heating were also installed.

done!

All hydronic heating pumps replaced.

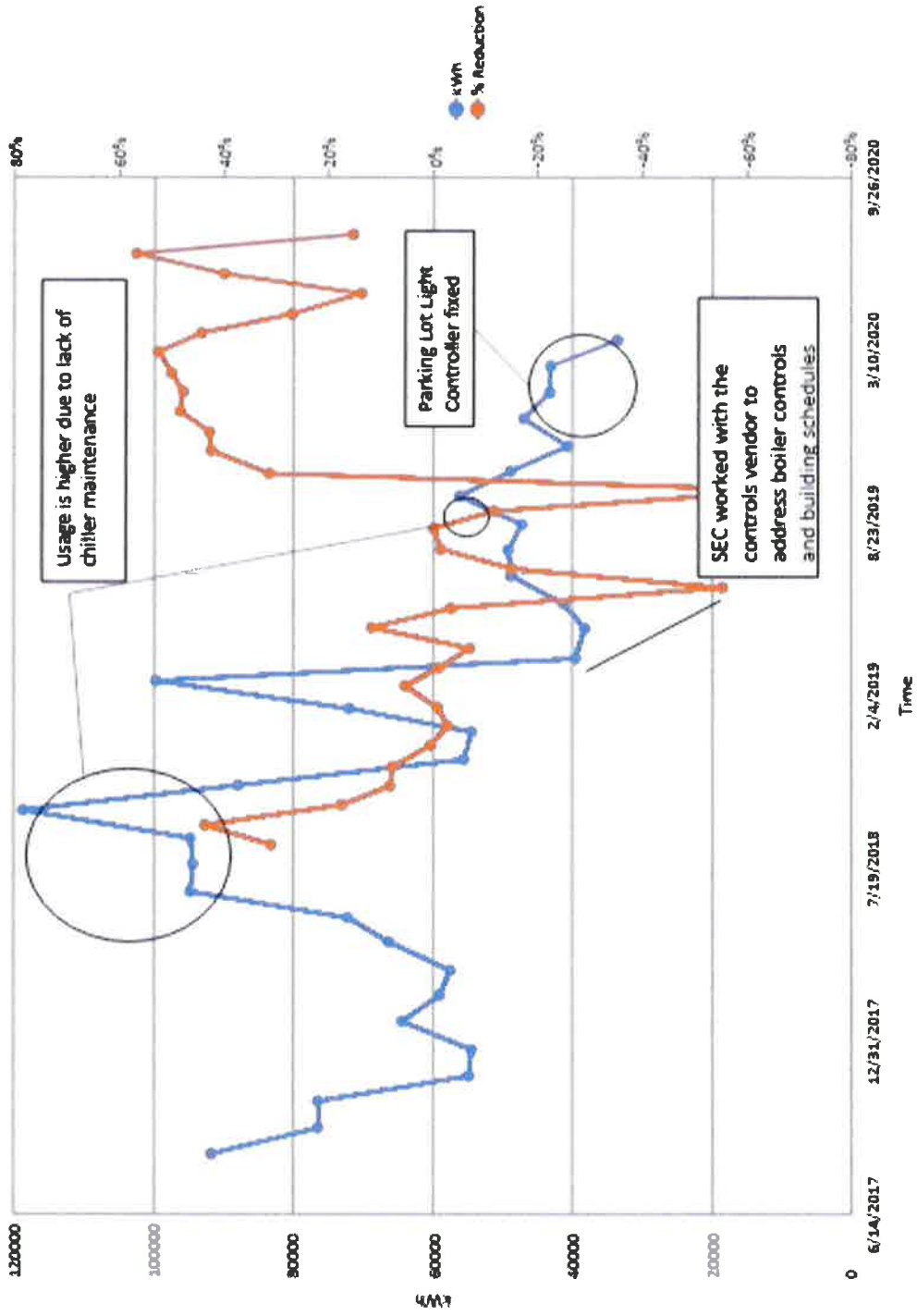
• LED retrofit throughout entire interior of the building.

• SANDY HOOK SCHOOL

- 1/19 - Members of the Sustainable Energy Comm. started reviewing excessive energy usage and the school and identified areas that need to be addressed.
- Items addressed were, Building Management Systems optimization (using correct schedules) boiler temperature control, kitchen hood fan control, and parking lot lights.
- Saving up to \$125K/yr in operating expenses.
- Thanks to Bob Gerbert, he was able to address the parking lot lights and kitchen hood VFD.



Sandy Hook School - kWh and Electric Use Percent Reduction Over Prior Year



Solar PV Systems



Solar Installation Site	System Size (KW/AC)	Estimated Output/YR (KWH)	Launch Date
Waste Water Treatment Plant	79	134,000	9/1/2012
Newtown Middle School	150	205,000	5/1/2013
Parks and Rec. Garage	85	117,700	10/3/2014
Animal Shelter	12	17,300	10/3/2014
Reed School	528	712,000	7/1/2017
Newtown Landfill (VNM)	1,000	1,853,000	4/26/2018
Sandy Hook School	200	282,200	12/29/2017
Sandy Hook Fire House	60	89,700	12/29/2017
Sandy Hook Sub Station	12	14,900	12/29/2017
Dodgingtown Fire House	8	10,600	12/29/2017
VNM - Jackson-Sherman, Griswold CT	2,000	3,215,700	12/30/2019
VNM — Sydney, Hampton CT	2,000	3,200,000	7/3/2020
police station 191 S. Main	100	150,000	9/1/2020
Community Center	100	150,000	10/1/2020
Newtown Hook and Ladder	60	89,000	8/1/2020
(Pending VNM — Pike, Hampton CT	1,000	1,600,000	7/1/2021
Totals	7,394	11,841,100	



Solar PV Systems

- 1 MW-VNM Landfill supports: (Credit cap \$286,374 / PPA price \$.086/Kwh)--Town Garage, Municipal Center, 3 Main Street police Station, Wastewater Treatment plant, and Water Treatment Plant
- 2 MW -VNM (Jackson — Sherman) Voluntown Rd, Griswold CT supports: (Credit Cap \$471,664 /PPA Price \$.089) -- Newtown High School
- 2 MW -VNM (Sydney) 25 Fisk Road, Hampton CT supports: (Credit cap \$495,872 / PPA Price \$.089/Kwh) --Middle School, Sandy Hook, Reed, Head O'Meadow, and Hawley
- 1-MW -VNM pending (Pike) O Fisk Road, Hampton CT supports: (Credit cap \$240,000 est./ PPA Price \$.089)-- Community Center, Cyrenius Booth Library, Ambulance Garage, Middle Gate School, and Edmond Town Hall

High School Observations



- Roof Top Units:

- Approximately 15 Roof Top Units that were installed in 1997. They have existing R22 refrigerant, which will not be available to purchase in the near future.
- Based on ASHRAE 90.1 2023 requirements, newer units can save up to 28% in energy.
- It's our recommendation to add these to the CIP for replacement.

- Pool Room

- It does not appear to have energy recovery. Based on the age, a newer design with energy recovery could offer energy saving up to and beyond 50%. This would require some design work that will benefit not only on energy, but on occupancy comfort.
- It's our recommendation that the design work and unit replacement be added to the CIP.



As of January 2020, R22 is no longer produced or imported; only relying on the existing stockpile

Middle School

• 5 Existing Roof Top Units were installed in 1987 **Observations**

- One was replaced this year. It's our recommendation to add these to the CIP for replacement. Roughly, \$100K
- Insulation in the original 1954 attic is limited and additional insulation can reduce heat loss and heat gain.
 - This work might be able to be covered under the maintenance budget.
- No boiler redundancy
 - There are only two boilers in the school with no backups. While we are looking to replace Reed and HOM boilers, consideration should be given to adding redundancy to the Middle School. It's our recommendation to add these to the CIP. Note: Future HVAC will increase the outside air requirements and require larger boilers.

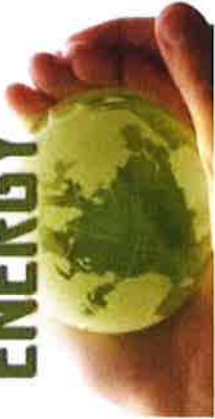


Future Work

- Walk Through to Identify Potential Energy Saving Projects:
 - Reed
 - Middle Gate
 - Head O'Meadow
 - Hawley
 - Sandy Hook



**SAVING
ENERGY**



Teamwork is the key to Newtown's future.
Let's work together





Town of
Newtown
Connecticut

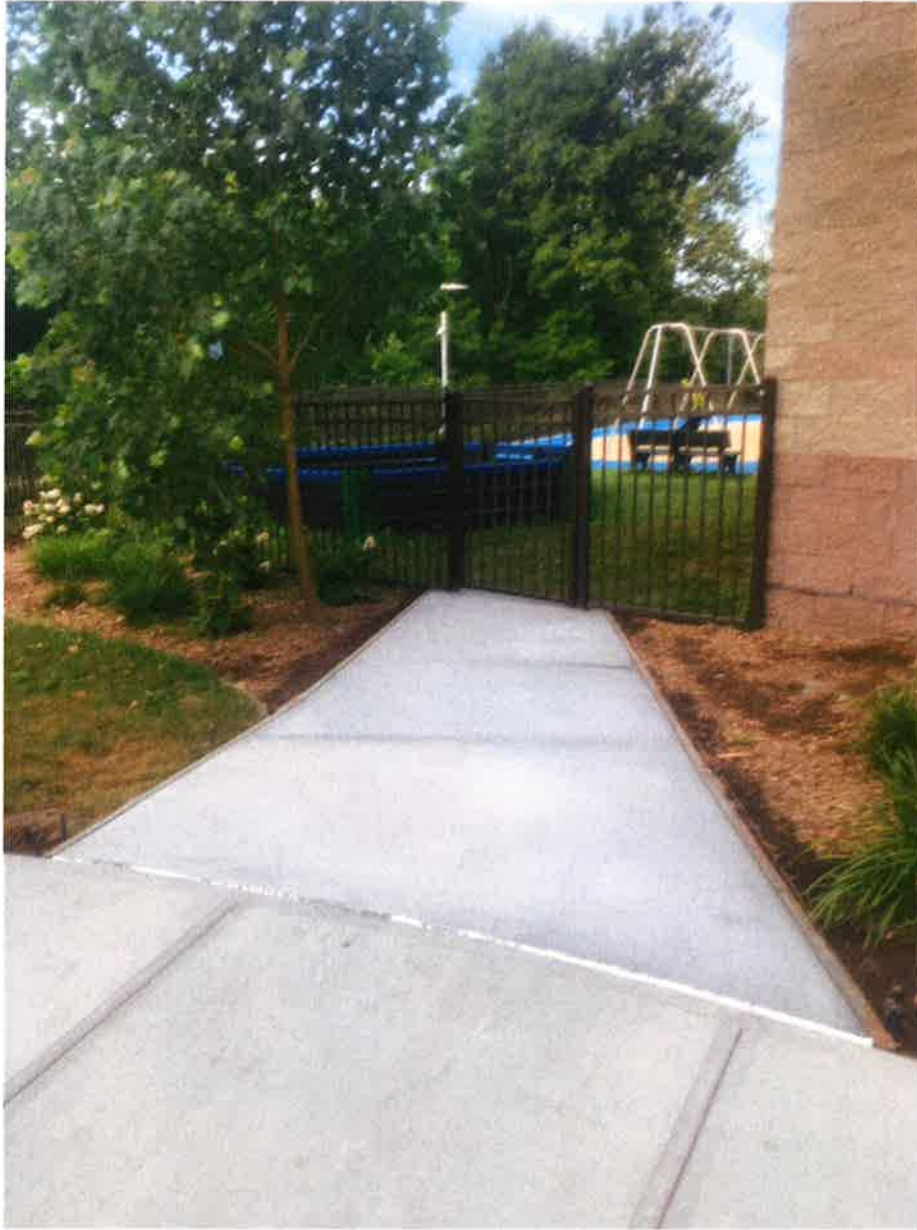
Thank You


**Green
Newtown**
Sustainable Energy Commission

2020 Summer Projects

Hawley	1 st floor ramps floor tile replaced Replaced entry matting Elevator oil sump replaced Replace exhaust fans on '48 wing (in-house)
Sandy Hook	Playground fence & sidewalk Installed bottle filler station (in-house)
Middle Gate	Gym a/c install & cleaned ductwork A/C for Rms 6 & 7 Repaired concrete stair in parking lot
Head O'Meadow	Bathroom floor tile restoration Classroom window treatments Replaced entry matting New floor tile in staff bathrooms
Reed	Hallway painting (in-house) Replaced floor tile at main entrance Replaced main entrance vestibule carpet Sidewalk repairs by pre-school entrance Repaired foundation spalling Replace VFDs on heating and cooling pumps Install privacy film on office windows Upgraded VAV controls
Middle School	Carpet & floor tile Classroom window treatments Removed large pine trees by baseball field Repaired brick by E-wing entrance Repointed brick along south façade Installed new rooftop cooling unit in E-wing (in-house)
High School	Aux. gym wall padding Tennis court resurfacing Pool exterior doors replaced F wing ductwork cleaning New security shed (in house) New security welcome desk (in house) Painted lockers in B-wing hallway

Sandy Hook – New rear path to playground



Middle Gate – Repair concrete steps in parking lot



Reed Intermediate – New flooring in main lobby



Reed Intermediate – Privacy film for offices/classrooms



Newtown Middle School – Removed 15 large pine trees behind C-wing



Newtown Middle School – Replace missing brick and repointed mortar joints



Newtown Middle School – Repointed mortar joints



Newtown Middle School – New rooftop a/c unit, E-wing (in-house)



Newtown High School – New wall pads in auxiliary gym



Newtown High School – Resurfaced tennis courts



Newtown High School – Painted weight room (in-house)



NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT

2021-2022 SCHOOL BUDGET DEVELOPMENT CALENDAR

	<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Day</u>	<u>Meeting Type</u>
ADMINISTRATION					
1.	Commencement of Budget Process Calendar & Materials Distributed	Supt & Director of Business	09/11/20	Fri	Distribution
2.	Discussion and Expectations / Goals of Budget Process	Superintendent	09/11/20	Fri	A Team
3.	Submission of Technology & Bldg & Grounds Requests	Dir's of Tech / Facilities	10/23/20	Fri	CO Internal
4.	Submission of All Budget Requests	Principals / Directors	10/30/20	Fri	CO Internal
5.	Submission of Salaries	Accountant & Personnel	11/03/20	Tues	CO Internal
6.	Preliminary Update and Discussion of Budget in Progress	Superintendent	11/06/20	Fri	A Team
7.	Individual Administrative Budget Meetings	Superintendent	11/16-12/4	Mon-Fri	Cost Center Leaders
8.	Distribute Superintendent's Proposed Budget	Superintendent	01/12/21	Tue	Hand Delivery
BOARD OF EDUCATION					
9.	Superintendent's Overview of Proposed Budget to BOE, <i>Elem, Reed, MS</i>	Superintendent	01/19/21	Tues	Regular BOE Mtg
10.	Budget Workshop - <i>High Schools, Special Ed, Pupil Pers, Health, Curriculum</i>	Board of Ed	01/21/21	Thurs	Workshop Mtg
11.	Budget Workshop - <i>Tech, Cont.Ed, Plant, Benefits, Gen Serv & Trans</i>	Board of Ed	01/26/20	Tues	Workshop Mtg
12.	Budget Workshop - <i>Public Hearing & Discussion</i>	Board of Ed	01/28/21	Tues	Workshop Mtg
13.	Budget Workshop - Adoption of Budget	Board of Ed	02/02/21	Tues	Regular BOE Mtg
14.	BOE Budget Submitted to Financial Director <i>(Feb 14th submission deadline per Town Charter)</i>	Director of Business	02/05/21	Fri	Finance Internal <i>(Delivery)</i>
BOARD OF FINANCE					
15.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	02/05/21	Fri	(Newspaper)
16.	Board of Finance - Budget Review with Board of Ed	Board of Finance	TBD		Finance Board
17.	Board of Finance Public Budget Hearing for the Town <i>(Not later than the first Wednesday in March, per Town Charter)</i>	Board of Finance	02/11/21	Thurs	Public Hearing
	Schools Closed - Winter Recess	2/15/21 thru 2/16/21		Mon - Tue	
18.	Board of Finance recommends Budget to Legislative Council <i>(Not later than March 14th, per Town Charter) (BOF Vote)</i>	Board of Finance	03/03/21	Wed	Finance Board
19.	Budget Proposals Published in Newspaper <i>(At least 5 days prior to Public Hearing per Town Charter)</i>	Finance Director	03/05/21	Fri	(Newspaper)
LEGISLATIVE COUNCIL					
20.	L.C. Education Sub-committee deliberations	Legislative Council	TBD		L.C. Sub-committee
21.	Legislative Council Public Budget Hearing <i>(Not later than last Wednesday in March, per Town Charter)</i>	Legislative Council	03/17/21	Wed	Public Hearing
22.	Legislative Council Budget Meeting	Legislative Council Discussion	TBD		Legislative Council
23.	Legislative Council adopts a Town Budget <i>(Not later than the 2nd Wednesday in April, per Town Charter)</i>	Legislative Council	04/07/21	Wed	Legislative Council
	Schools Closed - Spring Recess	4/12/21 thru 4/16/21		Mon - Fri	
24.	LC Budget Proposal Published in Newspaper <i>(At least 5 days prior to Annual Budget Referendum per Town Charter)</i>	Finance Director	04/16/21	Fri	(Newspaper)
25.	Town Budget Referendum <i>(4th Tuesday in April per Town Charter)</i>	Town Charter	04/27/21	Tue	Referendum Vote

NOTE: Activities from 16. - 23. are subject to change at the discretion of the respective Board.

TBD = To Be Determined as they move along in the process

Rodrigue, L. Superintendent Goals

2020-21

➤ Support administrators, staff, and the community in managing the academic and emotional challenges resulting from COVID-19

- Meet regularly with administrators to monitor the goals, practices, and protocols in place outlined in the Newtown Re-Entry Plan.
- Remain visible in buildings to show ongoing support of staff and students
- Continue to respond to staff and parent questions or concerns related to COVID-19.
- Work closely with the Director of Health in responding to COVID cases and implementing appropriate protocols and communication.
- Update the BOE regularly on COVID-19 cases, trends, and decisions regarding the status of school closure (as applicable).
- Working with school leaders and members of the Central Office Cabinet, develop a system of social-emotional supports for staff and students
- In concert with the Assistant Superintendent and the Director of Teaching and Learning, develop ongoing professional development opportunities for staff to support distance learning and the use of technology.

➤ Articulate a clear vision that promotes an academically sound, emotionally safe, and equitable learning environment for all students.

- Continue to keep the BOE, community, and staff updated on decisions related to COVID pandemic, including cases, trends, and appropriate school modes of learning (all-in, Hybrid, or distance learning).
- Work closely with the Assistant Superintendent to ensure staff and administrators are provided professional development opportunities to implement remote learning for students.
- Hold all leaders accountable for the ongoing and consistent review of data related to teaching and learning, as well as social-emotional practices that support students.
- Support members of PEAC (subgroups) to continue their work in the areas of community partnerships, branding and communication, and budget
- Using the BOE Resolution and new policies as a framework, establish a new PEAC subgroup devoted to areas in Diversity & Equity.

➤ Develop and communicate an operational plan that considers the educational needs of the district with the current economic landscape.

- Along with the input of the Director of Business and school leaders, review the resources necessary to meet the future needs of the district while considering current State and local economic trends.
- Monitor and make budgetary decisions based on enrollment, class size, and other factors, including COVID, that continue to impact the district.
- Utilize in-house and State data to determine new programming or staffing needs to support disengaged or failing students, as well as costs associated with such needs.
- Communicate the district's operational plan to all stakeholders (e.g., video, open forum, senior citizen talks, PTA) to increase public engagement and support.
- Work with the PEAC subgroup (budget) to implement potential strategies for increasing community awareness and investment in the 2021-22 budget.
- Empower the district grant-writer to search for new funding opportunities to support district needs as they relate to COVID-19.
- Review potential cost saving measures, such as retirement package and repurposing of staffing positions, to offset increases to the budget.

➤ Provide support and mentorship for the new Director of Business

- As the evaluator, work closely with the new Director of Business to support her role and responsibilities.
- Working collaboratively with the Director, offer support for changes in the business office to improve efficiencies.
- Encourage professional development opportunities (e.g., CASBO) that will help support the new Director in her new role.

➤ Develop a systemic approach to monitor the expectations and “deliverables” related to Diversity & Equity

- Explore and identify the role of a District Compliance Officer to provide support to staff, students, and families in dealing with and resolving complaints of harassment, bullying, and racism.
- Work with members of the Administrative Team and district staff to implement and monitor expectations outlined in the BOE resolution and policies related to Diversity and Equity.

- Establish clear protocols K-12 in the recording and reporting of incidents related to racism, as well as the measures of accountability.
- Work with the Assistant Superintendent and Director of Teaching and Learning to implement curricular revisions and instructional strategies that embrace multicultural perspectives and diversity.
- Support professional development opportunities for staff to promote a deeper understanding of diversity and equity, as well as their role in maintaining a safe, inclusive, and respectful learning environment.
- Coordinate district-wide staff development in November with Dr. Derrick Gay presentation on the topic of Diversity.
- Update the BOE and community regarding data related to harassment, bullying, and racism – including resolutions. Share State and National trends as comparative information.