

Please Note: These minutes are pending Board of Education approval.

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, December 20, 2011 in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines (absent)	1 Staff
W. Hart	8 Public
K. Alexander	2 Press
J. Vouros	

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

Item 1 – Consent Agenda

MOTION: Mr. Alexander moved to approve the consent agenda. Mr. Hart seconded. Mrs. Leidlein asked to remove the minutes of December 13, 2011 for a separate vote because Mr. Alexander did not attend. Mr. Alexander modified the minutes of December 6, 2011 on page 1 regarding a change in the order of the voting for secretary and on page 2 under correspondence that Mr. McCubbin, not Mr. Hart, read the letter from Kevin Fitzgerald.

Vote: All items with the exception of the minutes of December 13, 2011 – 6 ayes.

Vote on minutes of December 13, 2011 - 5 ayes, 1 abstention (Mr. Alexander)

Item 2 – Public Participation

Fern Pace. 5 Teachers Ridge Road, supports the owner/operators and believes you need to talk to them to work something out. The bidding process was defective. She doesn't think we need a communications person.

Item 3 – Reports

Correspondence:

Mr. McCubbin said correspondence was received from Karen Kugler regarding how to better minister Board of Education meetings, Eliza Hallabeck on video recording the meetings to go on the *Bee* website, Gary Wheeler regarding a discussion with the transportation office, and Roy Kruger regarding the MTM contract

Chair Report:

Mrs. Leidlein attended the Legislative Council meeting and gave the Board members a copy of the Town audit which will be discussed at a future meeting. Attorney Floyd Dugas would be at this meeting for an update on the labor complaint. She also spoke to Bob Rader from CABC regarding the communications consultant. She requested that Board members let her know what committees they'd like to be on. She also attended the advisory board meeting regarding special education needs.

Superintendent's Report:

Dr. Robinson attended the Legislative breakfast hosted by the Southern Fairfield County Superintendents Association at C.E.S. to allow Superintendents and Board chairs to share information with our state legislators.

Dr. Robinson reported on the development of the strategic plan.

A delegation from our sister school project in Liaocheng will be here on February 3rd consisting of 30 students and 10 teachers. The Board was invited to attend the opening and farewell ceremonies.

Financial Report:

MOTION: Mr. Hart moved to approve the financial report for the month ending November 30, 2011. Mr. Alexander seconded.

Mr. Bienkowski went over the report and answered questions from the Board.

Mrs. Roche asked about the decline in funds for the CAFE contract item under professional services

Mr. Bienkowski said the contract ended in December and the amount was for a combination of items.

Mr. Vouros asked if we use substitute money to cover classes for absences for teachers out for professional development.

Mr. Bienkowski said we do and it also goes to the University of Bridgeport and Sacred Heart interns who are also used as substitutes.

Mrs. Leidlein asked about the unbudgeted magnet school transportation costs for the arts programs in Trumbull and New Haven.

Dr. Robinson responded that when we develop the budget those students aren't accepted yet so we don't know the cost.

Mrs. Leidlein asked for information from Mr. Bienkowski regarding the correspondence the Board received from one of our transportation contractors.

Mr. Bienkowski said these are operational issues and we have asked for numerous items from MTM and insisted on getting various information that needs to be on file. The items are not in our office. We have to try to reduce the special education transportation costs. We have \$300,000 in expenses and need this information.

Mrs. Leidlein asked for the information.

Mr. Vouros asked who was in charge of transportation now.

Mr. Bienkowski said we have two transportation coordinators for dispatching and running the office.

Vote: 6 ayes

Item 5 – New Business

High School Math Position:

Karen Sherman, high school math department chair, requested a 0.1 FTE math teacher to teach an additional CPB Integrated Math III class for the remainder of the year. This would allow us to lower the number of students to approximately 20 to allow teachers to be able to accommodate for individualized student needs. We have a teacher willing to teach this extra section.

Mrs. Leidlein asked the cost. Dr. Robinson stated the pay is 1/7 of the teacher's salary for half a year which is approximately \$5,000. We frequently do this when courses are overloaded.

Mr. Alexander questioned if this is normally brought to the Board. Mrs. Leidlein said she requested it be discussed but no Board vote is needed.

Mr. McCubbin asked what we could do so this was not a recurring situation.

Mrs. Sherman said this is a mandated course for graduation. With additional teachers it won't occur as much. It will be an issue when we have to have four years of math for students.

Mrs. Leidlein asked if there was money in the budget to which Mr. Bienkowski said we could accommodate this need.

Item 5 – New Business

Safe School Policy and Plan:

Dr. Tony Salvatore, Assistant Principal of Sandy Hook School, presented a draft of the Safe School Climate District Plan. This is addressed in CT Public Act 11-232 which is concerned with strengthening school bullying laws. The legislation is working to create a positive school climate.

Mr. Vouros asked how students and parents are learning about this.

Dr. Salvatore stated there will be parent meetings in the school, student assemblies and information will also be on Channel 21.

Mrs. Leidlein suggested a Board committee could also work with them.

Mrs. Roche asked for the Board to receive the schedule of meetings when developed.

Dr. Gejda said the plan is the implementation of the policy. Dr. Salvatore pointed out that the state asked us to develop the plan.

The Board feels we need to guarantee that all parents are aware through whatever means necessary.

Mrs. Leidlein requested when information is gathered each year that a report be given to the Board.

Item 4 – Old Business

Owner/Operator Labor Board Complaint:

Attorney Floyd Dugas provided information on the pending Labor Board complaint that the owner/operators have filed claiming they are individual contracted employees. They have always been independent contractors. At the time the RFP was pending they filed a complaint. They alleged they are employees, the owner/operator committee is a union, and that the Board of Education refused to barter with them when they went to contract. During the information hearing process the Labor Board agent questioned whether the owner/operators were employees. The first day of the hearing is December 29 at 1:30 p.m. This could go on for several months.

Mr. Vouros asked if this continued into the summer what would happen.

Mr. Dugas stated the owner/operators are contracted until June 30, 2012. The new bus company picks up with the next school year. If they find in favor of the owner/operators as employees the labor law doesn't provide for the equipment so they would be employees without their buses.

Mr. McCubbin asked if they could use All Star buses. Mr. Dugas said there is a flexibility built in with All Star.

Mr. Dugas said if the owner/operators prevail there is no way the Labor Board can require we pick up employees with their buses. By filing this complaint they have forged the end of the owner/operator system as we know it.

Mr. Vouros questioned the possibility of settling the labor dispute to which Mr. Dugas stated that, until the Labor Board issues a ruling, you can always settle.

Personal Financial Literacy Course:

MOTION: Mr. Hart moved to approve the Financial Literacy Course as a graduation requirement. Mr. Vouros seconded.

Dr. Robinson said there was some urgency in approving this course because the program of studies is being developed and we want to include this.

The concern for the Board was if 18 classes were needed.

Dr. Robinson said this course impacts freshman next year. The enrollment will stay constant through that time. If enrollment in the business classes go down we will cut down on staff.

Mr. Hart asked to amend the motion to reflect the graduation date of 2017.

Mr. Vouros seconded. Vote: 6 ayes

MOTION: Mr. Hart moved to approve the Financial Literacy Course as a graduation requirement for the class of 2017. Vote: 6 ayes

2012 Schedule of Board of Education Meetings:

MOTION: Mr. Vouros moved to approve the 2012 Schedule of Board of Education meetings. Mrs. Roche seconded. Vote: 7 ayes

Board of Education Goals for 2011-2012:

Mrs. Leidlein wanted to address goals one and three and align the goals with the strategic plan. Goal one states that in pursuit of the strategic plan objective that within five years all students will perform at goal or above on all standardized tests and that the Board will develop programs to strengthen the four core subject areas, reading, mathematics, writing, and science.

Mr. Vouros feels professional development should be in full-day programs instead of a few hours a day which is not very productive.

Mrs. Leidlein suggested putting together a PLC committee to discuss ways they could be improved and conducting a survey at the beginning of the year and at the end to get feedback from the staff to which Dr. Robinson agreed.

Dr. Gejda said we have a district PLC planning team in place. At the beginning of the year we get a schedule in place. Teachers fill out a survey and the planning committee goes over the responses.

Dr. Robinson stated we would compile the data throughout the year and present to the Board.

Mr. Vouros asked if the surveys could be reviewed now. Dr. Gejda said they could.

Mrs. Leidlein asked the anticipated outcome of improving K-12 literacy achievement

Dr. Robinson explained that the action steps need to be developed further. We started focusing on literacy four years ago. We have identified strands that we need to develop more teaching strategies for. We've been working hard on articulation and she is proposing that we look at having a district level reading/language arts person. The best professional development is intensive with classroom coaching follow up. She will be proposing that we have district level people bringing together the vertical groups.

Dr. Gejda said the NEASC accreditation for the high school is coming up. This is an important format for our students. We want to be consistent in all content areas.

Mr. Hart said we should do the same kind of improvement in science which should be in the action plan.

Dr. Robinson said she and Dr. Gejda would expand the goal.

Mrs. Leidlein asked for a reporting to be in place to let the Board know where they are.

Goal 3 states improve communication between the district and community.

Mrs. Leidlein suggested an action step of surveying the community at the beginning and end of the year to see if we are improving our ability to communicate with the community. We need to look at different ways we communicate with the public such as the website and decide on effective communication strategies to use throughout the year, and also review the policy. We will review these at the next meeting.

Item 5 – New Business (continued)

Custodians and Maintenance Contract:

MOTION: Mr. Hart moved to approve the ratified Custodian and Maintenance Contract. Mr. Alexander seconded. Mr. Hart amended the motion to include the period July 1, 2011 to June 30, 2015. Mr. Alexander seconded. Vote: 6 ayes

Communications Consultant:

Mrs. Leidlein stated she had contacted Ann Baldwin about coming tonight but she had a previous commitment. She asked her for some information about services she provided the district which she would have tonight. She received a communication from her last evening that she has resigned from working with Newtown Public Schools. Mrs. Leidlein spoke to Bob Rader at CAFE who would follow up with her to get the information requested. The financial report indicated the CAFE contract was ended. She wished she had received a communication on that.

Dr. Robinson responded that at the time of preparing the report she told Mr. Bienkowski that Ms. Baldwin thought she was resigning. She had changed her mind but then did resign.

The Board questioned the invoice for \$3,800 along with the meeting held with some Board members and Ms. Baldwin. They are disappointed that the whole Board was not involved. We have to follow the bid policy that anything over \$13,000 needs to go out to bid. We have spent \$19,700. The Board wants an accounting of services.

Dr. Robinson stated that Ms. Baldwin arranged for a videographer to tape the Saturday, August 20 transportation meeting.

Mr. Hart and Mr. Buzzi encouraged her to find a way to better communicate with the public. CAFE referred Ms. Baldwin to her. In June she met with Ms. Baldwin and Mr. Hart, along with Mr. Buzzi by phone.

Mr. Hart stated that he and Mr. Buzzi recommended that Dr. Robinson get help in this area. We had also hired a contract expert. There was no intent to deceive anyone. There was a lot going on but he was sorry he didn't introduce Ms. Baldwin to the Board when she attended our meetings.

Mr. Alexander didn't believe members were intentionally excluded but he would have been interested in learning about this but agrees we need to see the accounting of the \$3,800.

Dr. Robinson feels Ms. Baldwin provided services during a stressful time. Then there was also a discussion about other things she could do. The larger agreement was done later. There were no deliberate attempts to stay under the bid threshold. We had a source through CAFE.

Dr. Robinson stated Ms. Baldwin's work was impressive. She had just come off working with Shelton High School. We also talked about crisis management. She has had training with our principals and worked with 10 students on how to produce a show. She has toured our schools and critiqued the special education PowerPoint presentation.

Mrs. Leidlein is hoping for clarification on the work Ms. Baldwin did and what the outcome was of that work to the district.

Dr. Gejda said that Dr. Robinson has a vision for this district and insists that the standards be set very high. If we aren't continuously improving we have to find a better way to do it. She wants to keep moving forward. Dr. Gejda is proud to be a member of this district. The Strategic Plan states that we need the courage to change.

Special Appropriation Request:

MOTION: Mr. Alexander moved that the board of Education request a special appropriation to the Board of Finance for \$150,000 to complete several building and site maintenance projects. These requested funds shall come from the capital non-recurring fund. Mrs. Roche seconded.

Mr. Bienkowski said the Board of Finance agreed to put \$150,000 in the capital non recurring fund based on our request. We addressed this issue before. He spoke to Bob Tait and recommended it go to the Board of Finance. We will address some of the work during the April break. This amount will take care of what we took out last year. We have close to \$1.2M in projects that need to be done. We can take this amount out of the proposed budget for next year,

Vote: 6 ayes

Item 6 – Public Participation

Karen Kugler, 29 Brookwood Drive, said that regarding the PR person, the Board should give Dr. Robinson the benefit of the doubt. They are all very busy. If someone has too much work, get them some help. She did it in good faith. Get your answers but move on. The public only hears what information the Board of Education gives to the press because most don't attend the meetings.

There was no executive session.

MOTION: Mr. Alexander moved to adjourn. Mrs. Roche seconded. Vote: 6 ayes

Item 8 – Adjournment

The meeting adjourned at 11:56 p.m.

Respectfully submitted:

Cody McCubbin
Secretary

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
NOVEMBER 30, 2011**

SUMMARY

This November financial report for the current year continues to provide the detail of anticipated obligations, which represents the estimated obligations for this year. The point of this estimate is to identify areas of concern that have the likelihood of impacting our budget outcome one way or the other.

The Education Jobs Fund pointed out last month has been increased by \$3,723 (see State Memorandum attached). The non-certified salary and tuition accounts that were referenced previously continue to be carried as accounts in need.

Overall, the current balance amount (third from the right) indicates we spent \$3.3M since the October report. All major object codes are in a positive balance situation at month's end. The projected balance column indicates we are expecting to be at a break-even position, assuming the excess cost reimbursement grant comes in as budgeted.

This budget is extremely lean and will be monitored very closely in order to identify any important issues that may impact our financial condition in the weeks and months ahead.

Continued forecasting of anticipated obligations will cause modifications in these balances with the objective to remain in a positive position within the overall budget allocation.

EXPENSE CATEGORY CONDITIONS

100 SALARIES

The total salary budget is indicating a \$332,000 need. The areas of educational assistants, nurses and Special Education Services have been previously detailed as related to the need for additional Special Education aides at the high school, the nurse for Project Starr to be reimbursed, and the trainers to be partially covered by excess cost grant revenue.

The estimates for most other salary accounts are at budget, the teacher mid-year adjustment is not encumbered, but it is accounted for. The balance has increased by \$8,000, which is insignificant at this time.

200 EMPLOYEE BENEFITS

Current estimates look positive. Worker's comp is \$13,000-\$16,000 to the good with a reserve for audit adjustments if necessary, unemployment is projecting positive, but is very hard to predict due to the Department of Labor's lag in processing and billing. Medical and dental balance comes primarily from dental at this time. The expected balance has increased by approximately \$31,000 this month.

300 PROFESSIONAL SERVICES

This is an area that needs to be watched closely. An unbudgeted service for transition of a special education student to age 21 requires \$55,000 to the Kennedy Center. Special Education legal expenses will exceed its allocation, while speech and hearing services are programmed to go \$70,000 beyond budget due to additional hearing impaired children. This can include services required for birth to three in addition to pre-school and regular age children. Legal fees for the district will be stressed due to the unanticipated expenses expected for the owner/operator's Labor Board hearing and continuing legal requirements and needs. The expected need has declined by approximately \$22,000 due to the end of the CAFE communications contract and other minor estimate revisions.

400 PURCHASED PROPERTY SERVICES

There is a balance increase of approximately \$10,000 due to a review of the trash and recycling accounts.

500 OTHER PURCHASED SERVICES

A large shortage related to Special Education's tuition and transportation needs exists. The final budget was adjusted to handle 23 out of district students. Included in this report are accommodations for 29, which increases the need by an additional \$80,000. It is expected that Excess Cost revenue will cover a portion of this cost as represented below the line. The unbudgeted Magnet School transportation needs could exceed that budget by \$26,000. We have been conducting a review of all the non-regular in-district transportation services to determine better and more efficient ways to handle the escalating costs, but have been hampered by not receiving timely information from MTM.

600 SUPPLIES

No concerns presently. Expenses estimated at budget.

700 PROPERTY

No concerns presently. Expenses estimated at budget.

800 MISCELLANEOUS

No concerns presently. Expenses estimated at budget.

EDUCATION JOBS FUND

Salaries for educational assistants are required to be fully spent by year-end.

Ronald J. Bienkowski, Director of Business
December 16, 2011

TERMS AND DEFINITIONS

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

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight (of the nine) categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumber – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or anticipated deficits.

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

Education Jobs Fund – is a two year program. This year is the second year. It is designated to assist local boards to provide continuing employment for school personnel at risk due to budget cuts.

Excess Cost Grant – this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs meet or exceed local education tuition rates by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the initial local education tuition rates. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by

reimbursing eligible costs (60%-100%) based on the SDE grant allocation. Current year detail changes will be forthcoming in future report narratives

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved magnet school programs.

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

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

Providing current financial information to the Board of Education is essential in order to remain within the allotted budget while maintaining a financial spending plan that meets the mission and goals of Newtown Board of Education.

NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING NOVEMBER 30, 2011

OBJECT CODE	EXPENSE CATEGORY	2011-2012				YTD EXPENDITURE	ENCUMBER BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD				
<u>GENERAL FUND BUDGET</u>									
100	SALARIES	\$ 42,907,275	\$ -	\$ 42,651,564	\$ 12,388,596	\$ 29,282,672	\$ 980,296	\$ 1,312,367	\$ (332,071)
200	EMPLOYEE BENEFITS	\$ 10,575,126	\$ -	\$ 10,575,126	\$ 5,308,169	\$ 556,183	\$ 4,710,774	\$ 4,552,572	\$ 158,202
300	PROFESSIONAL SERVICES	\$ 715,720	\$ -	\$ 715,720	\$ 340,971	\$ 304,077	\$ 70,672	\$ 221,653	\$ (150,981)
400	PURCHASED PROPERTY SERV.	\$ 1,891,169	\$ -	\$ 1,891,169	\$ 732,545	\$ 433,801	\$ 724,824	\$ 713,416	\$ 11,408
500	OTHER PURCHASED SERVICES	\$ 6,686,624	\$ -	\$ 6,686,624	\$ 2,439,292	\$ 1,333,265	\$ 2,914,067	\$ 4,006,015	\$ (1,091,948)
600	SUPPLIES	\$ 4,802,441	\$ -	\$ 4,802,441	\$ 1,626,364	\$ 1,278,054	\$ 1,898,024	\$ 1,895,783	\$ 2,241
700	PROPERTY	\$ 329,975	\$ -	\$ 329,975	\$ 183,390	\$ 27,232	\$ 119,353	\$ 119,100	\$ 253
800	MISCELLANEOUS	\$ 63,097	\$ -	\$ 63,097	\$ 50,866	\$ 1,235	\$ 10,996	\$ 10,900	\$ 96
TOTAL GENERAL FUND BUDGET		\$ 67,971,427	\$ -	\$ 67,715,716	\$ 23,070,192	\$ 33,216,518	\$ 11,429,007	\$ 12,831,806	\$ (1,402,800)
<u>EDUCATION JOBS FUND</u>									
100	SALARIES			\$ 255,711	\$ 56,323	\$ 193,662	\$ 5,726	\$ 5,726	\$ (0)
200	EMPLOYEE BENEFITS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EDUCATION JOBS FUND		\$ -	\$ -	\$ 255,711	\$ 56,323	\$ 193,662	\$ 5,726	\$ 5,726	\$ (0)
GRAND TOTAL		\$ 67,971,427	\$ -	\$ 67,971,427	\$ 23,126,515	\$ 33,410,180	\$ 11,434,732	\$ 12,837,532	\$ (1,402,800)
(0)									
Excess Cost Grant Reimbursement Offset				77.26%			T.B.D.	\$ 1,409,380	
Net Projected Balance								\$ 6,580	

**NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
FOR THE MONTH ENDING NOVEMBER 30, 2011**

OBJECT CODE	EXPENSE CATEGORY	2011-2012		CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	YTD							
100	SALARIES									
	Administrative Salaries	\$ 2,816,460	\$ 1,105,495	\$ 1,704,915	\$ 6,049	\$ 2,000	\$ 4,049	\$ 2,000	\$ 4,049	\$ 4,049
	Teachers & Specialists Salaries	\$ 29,677,257	\$ 7,930,678	\$ 21,380,004	\$ 366,575	\$ 366,000	\$ 575	\$ 366,000	\$ 575	\$ 575
	Early Retirement	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 78,939	\$ 44,233	\$ 24,843	\$ 9,863	\$ 4,000	\$ 5,863	\$ 4,000	\$ 5,863	\$ 5,863
	Homebound & Tutors Salaries	\$ 260,452	\$ 67,496	\$ 93,979	\$ 98,977	\$ 90,000	\$ 8,977	\$ 90,000	\$ 8,977	\$ 8,977
	Certified Substitutes	\$ 572,100	\$ 162,274	\$ 106,050	\$ 303,776	\$ 303,700	\$ 76	\$ 303,700	\$ 76	\$ 76
	Coaching/Activities	\$ 541,749	\$ 140,679	\$ 92,467	\$ 308,603	\$ 308,000	\$ 603	\$ 308,000	\$ 603	\$ 603
	Staff & Program Development	\$ 138,580	\$ 58,203	\$ 74,169	\$ 6,207	\$ 6,000	\$ 207	\$ 6,000	\$ 207	\$ 207
	CERTIFIED SALARIES	\$ 34,101,537	\$ 9,525,058	\$ 23,476,427	\$ 1,100,052	\$ 1,079,700	\$ 20,352	\$ 1,079,700	\$ 20,352	\$ 20,352
	Supervisors/Technology Salaries	\$ 597,487	\$ 229,843	\$ 369,998	\$ (2,353)	\$ -	\$ (2,353)	\$ -	\$ (2,353)	\$ (2,353)
	Clerical & Secretarial salaries	\$ 1,960,105	\$ 669,679	\$ 1,297,756	\$ (7,330)	\$ (6,654)	\$ (676)	\$ (6,654)	\$ (676)	\$ (676)
	Educational Assistants	255,711	\$ 1,413,922	\$ 1,153,213	\$ (96,576)	\$ (18,525)	\$ (78,051)	\$ (18,525)	\$ (78,051)	\$ (78,051)
	Nurses & Medical advisors	\$ 559,337	\$ 177,546	\$ 396,741	\$ (14,950)	\$ -	\$ (14,950)	\$ -	\$ (14,950)	\$ (14,950)
	Custodial & Maint Salaries	\$ 2,770,430	\$ 973,049	\$ 1,764,205	\$ 33,176	\$ 31,000	\$ 2,176	\$ 31,000	\$ 2,176	\$ 2,176
	Bus Drivers salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 101,256	\$ 36,353	\$ 58,589	\$ 6,314	\$ 4,646	\$ 1,668	\$ 4,646	\$ 1,668	\$ 1,668
	Special Education Svcs Salaries	\$ 648,087	\$ 259,126	\$ 652,654	\$ (263,693)	\$ -	\$ (263,693)	\$ -	\$ (263,693)	\$ (263,693)
	Attendance & Security Salaries	\$ 145,140	\$ 44,627	\$ 96,654	\$ 3,859	\$ 3,700	\$ 159	\$ 3,700	\$ 159	\$ 159
	Extra Work - Non-Cert	\$ 97,900	\$ 35,239	\$ 16,436	\$ 46,225	\$ 44,000	\$ 2,225	\$ 44,000	\$ 2,225	\$ 2,225
	Custodial & Maint. Overtime	\$ 213,363	\$ 74,313	\$ -	\$ 139,050	\$ 138,500	\$ 550	\$ 138,500	\$ 550	\$ 550
	Civic activities/Park & Rec	\$ 43,000	\$ 6,478	\$ -	\$ 36,522	\$ 36,000	\$ 522	\$ 36,000	\$ 522	\$ 522
	NON-CERTIFIED SALARIES	\$ 8,805,738	\$ 2,863,538	\$ 5,806,245	\$ (119,756)	\$ 232,667	\$ (352,423)	\$ 232,667	\$ (352,423)	\$ (352,423)
	SUBTOTAL SALARIES	\$ 42,907,275	\$ 12,388,596	\$ 29,282,672	\$ 980,296	\$ 1,312,367	\$ (332,071)	\$ 980,296	\$ (332,071)	\$ (332,071)
		\$	\$ (255,711)	\$	\$	\$	\$	\$	\$	\$

**NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
FOR THE MONTH ENDING NOVEMBER 30, 2011**

OBJECT CODE	EXPENSE CATEGORY	2011-2012				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD					
200	EMPLOYEE BENEFITS									
	Medical & Dental Expenses	\$ 8,081,152	\$ -	\$ 8,081,152	\$ 4,212,933	\$ 315,562	\$ 3,552,657	\$ 3,513,456	\$ 39,201	
	Life Insurance	\$ 85,385	\$ -	\$ 85,385	\$ 33,899	\$ -	\$ 51,486	\$ 47,813	\$ 3,673	
	FICA & Medicare	\$ 1,261,524	\$ -	\$ 1,261,524	\$ 382,612	\$ -	\$ 878,912	\$ 878,911	\$ 1	
	Pensions	\$ 439,463	\$ -	\$ 439,463	\$ 411,033	\$ 27,591	\$ 839	\$ 900	\$ (61)	
	Unemployment & Employee Assist.	\$ 243,602	\$ -	\$ 243,602	\$ 34,361	\$ -	\$ 209,241	\$ 106,853	\$ 102,388	
	Workers Compensation	\$ 464,000	\$ -	\$ 464,000	\$ 233,331	\$ 213,030	\$ 17,639	\$ 4,639	\$ 13,000	
	SUBTOTAL EMPLOYEE BENEFITS	\$ 10,575,126	\$ -	\$ 10,575,126	\$ 5,308,169	\$ 556,183	\$ 4,710,774	\$ 4,552,572	\$ 158,202	
300	PROFESSIONAL SERVICES									
	Professional Services	\$ 489,684	\$ -	\$ 489,684	\$ 235,076	\$ 276,920	\$ (22,312)	\$ 129,053	\$ (151,365)	
	Professional Educational Ser.	\$ 226,036	\$ -	\$ 226,036	\$ 105,895	\$ 27,157	\$ 92,984	\$ 92,600	\$ 384	
	SUBTOTAL PROFESSIONAL SVCS	\$ 715,720	\$ -	\$ 715,720	\$ 340,971	\$ 304,077	\$ 70,672	\$ 221,653	\$ (150,981)	
400	PURCHASED PROPERTY SVCS									
	Buildings & Grounds Services	\$ 672,300	\$ -	\$ 672,300	\$ 312,238	\$ 217,037	\$ 143,025	\$ 133,090	\$ 9,935	
	Utility Services - Water & Sewer	\$ 123,450	\$ -	\$ 123,450	\$ 34,274	\$ -	\$ 89,176	\$ 89,026	\$ 150	
	Building, Site & Emergency Repairs	\$ 460,850	\$ -	\$ 460,850	\$ 218,931	\$ 28,521	\$ 213,398	\$ 213,300	\$ 98	
	Equipment Repairs	\$ 246,571	\$ -	\$ 246,571	\$ 74,670	\$ 18,427	\$ 153,473	\$ 153,000	\$ 473	
	Rentals - Building & Equipment	\$ 291,498	\$ -	\$ 291,498	\$ 75,931	\$ 169,815	\$ 45,752	\$ 45,000	\$ 752	
	Building & Site Improvements	\$ 96,500	\$ -	\$ 96,500	\$ 16,500	\$ -	\$ 80,000	\$ 80,000	\$ -	
	SUBTOTAL PUR. PROPERTY SER.	\$ 1,891,169	\$ -	\$ 1,891,169	\$ 732,545	\$ 433,801	\$ 724,824	\$ 713,416	\$ 11,408	

**NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT
FOR THE MONTH ENDING NOVEMBER 30, 2011**

OBJECT CODE	EXPENSE CATEGORY	2011-2012				ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE				
500	OTHER PURCHASED SERVICES								
	Contracted Services	\$ 393,983	\$ -	\$ 393,983	\$ 190,496	\$ 70,229	\$ 133,258	\$ 132,000	\$ 1,258
	Transportation Services	\$ 4,423,601	\$ -	\$ 4,423,601	\$ 1,122,487	\$ -	\$ 3,301,114	\$ 3,602,207	\$ (301,093)
	Insurance - Property & Liability	\$ 333,731	\$ -	\$ 333,731	\$ 188,179	\$ 140,764	\$ 4,788	\$ 8,000	\$ (3,212)
	Communications	\$ 148,718	\$ -	\$ 148,718	\$ 20,322	\$ 84,151	\$ 44,245	\$ 43,000	\$ 1,245
	Printing Services	\$ 54,560	\$ -	\$ 54,560	\$ 8,476	\$ 5,451	\$ 40,633	\$ 40,000	\$ 633
	Tuition - Out of District	\$ 1,104,055	\$ -	\$ 1,104,055	\$ 834,153	\$ 1,025,445	\$ (755,543)	\$ 35,808	\$ (791,351)
	Student Travel & Staff Mileage	\$ 227,976	\$ -	\$ 227,976	\$ 75,179	\$ 7,225	\$ 145,572	\$ 145,000	\$ 572
	SUBTOTAL OTHER PURCHASED SER	\$ 6,686,624	\$ -	\$ 6,686,624	\$ 2,439,292	\$ 1,333,265	\$ 2,914,067	\$ 4,006,015	\$ (1,091,948)
600	SUPPLIES								
	Instructional & Library Supplies	\$ 983,763	\$ -	\$ 983,763	\$ 509,878	\$ 103,568	\$ 370,317	\$ 370,300	\$ 17
	Software, Medical & Office Sup.	\$ 169,107	\$ -	\$ 169,107	\$ 77,261	\$ 18,318	\$ 73,528	\$ 73,000	\$ 528
	Plant Supplies	\$ 361,100	\$ -	\$ 361,100	\$ 219,062	\$ 26,824	\$ 115,213	\$ 115,200	\$ 13
	Electric	\$ 1,637,617	\$ -	\$ 1,637,617	\$ 514,441	\$ 1,122,554	\$ 622	\$ -	\$ 622
	Propane & Natural Gas	\$ 398,287	\$ -	\$ 398,287	\$ 71,338	\$ -	\$ 326,949	\$ 326,949	\$ 0
	Fuel Oil	\$ 544,034	\$ -	\$ 544,034	\$ 73,100	\$ -	\$ 470,934	\$ 470,934	\$ 0
	Fuel For Vehicles & Equip.	\$ 471,739	\$ -	\$ 471,739	\$ 53,746	\$ -	\$ 417,993	\$ 417,000	\$ 993
	Textbooks	\$ 236,794	\$ -	\$ 236,794	\$ 107,538	\$ 6,790	\$ 122,467	\$ 122,400	\$ 67
	SUBTOTAL SUPPLIES	\$ 4,802,441	\$ -	\$ 4,802,441	\$ 1,626,364	\$ 1,278,054	\$ 1,898,024	\$ 1,895,783	\$ 2,241

**NEWTOWN BOARD OF EDUCATION
BUDGET SUMMARY REPORT**

FOR THE MONTH ENDING NOVEMBER 30, 2011

OBJECT CODE	EXPENSE CATEGORY	2011-2012		CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	YTD							
700	PROPERTY									
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 124,177	\$ -	\$ 0	\$ -	\$ -	\$ 0
	Technology Equipment	\$ 155,102	\$ 47,130	\$ 1,842	\$ 106,130	\$ 106,130	\$ 106,100	\$ 106,100	\$ 106,100	\$ 30
	Other Equipment	\$ 50,696	\$ 12,083	\$ 25,390	\$ 13,223	\$ 13,223	\$ 13,000	\$ 13,000	\$ 13,000	\$ 223
	SUBTOTAL PROPERTY	\$ 329,975	\$ 183,390	\$ -	\$ 27,232	\$ 119,353	\$ 119,100	\$ 119,100	\$ 119,100	\$ 253
800	MISCELLANEOUS									
	Memberships	\$ 63,097	\$ 50,866	\$ 1,235	\$ 10,996	\$ 10,996	\$ 10,900	\$ 10,900	\$ 10,900	\$ 96
	SUBTOTAL MISCELLANEOUS	\$ 63,097	\$ 50,866	\$ -	\$ 1,235	\$ 10,996	\$ 10,900	\$ 10,900	\$ 10,900	\$ 96
	TOTAL LOCAL BUDGET	\$ 67,971,427	\$ 23,070,192	\$ -	\$ 33,216,518	\$ 11,429,007	\$ 12,831,806	\$ 12,831,806	\$ 12,831,806	\$ (1,402,800)

EDUCATION JOBS FUND	REVENUE RECEIVED	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
Salaries	\$ 255,711	\$ 56,323	\$ 193,662	\$ 5,726	\$ 5,726	\$ (0)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EDUCATION JOBS FUND	\$ -	\$ 56,323	\$ 193,662	\$ 5,726	\$ 5,726	\$ (0)

TOTAL BUDGET ALL SOURCES	\$ 67,971,427	\$ -	\$ 67,971,427	\$ 33,410,180	\$ 11,434,732	\$ 12,837,532	\$ (1,402,800)
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NEWTOWN BOARD OF EDUCATION
 BUDGET SUMMARY REPORT
 FOR THE MONTH ENDING NOVEMBER 30, 2011

OBJECT CODE	EXPENSE CATEGORY	2011-2012		2011-12		YTD EXPENDITURE	ENCUMBER BALANCE	ANTICIPATED PROJECTED OBLIGATIONS BALANCE
		APPROVED BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	APPROVED BUDGET			
	<u>SCHOOL GENERATED FEES</u>							
	HIGH SCHOOL FEES			\$8,000		\$8,000.00	\$0.00	100.00%
	NURTURY PROGRAM			\$20,000		\$20,000.00	\$0.00	100.00%
	PARKING PERMITS			\$84,800		\$38,711.00	\$46,089.00	45.65%
	PAY FOR PARTICIPATION IN SPORTS			\$112,800		\$66,711.00	\$46,089.00	59.14%
	<u>BUILDING RELATED FEES</u>							
	ENERGY - ELECTRICITY			\$313		\$313.00	\$0.00	100.00%
	HIGH SCHOOL POOL - OUTSIDE USAGE			\$8,000		\$0.00	\$8,000.00	0.00%
				\$8,313		\$313.00	\$8,000.00	3.77%
	MISCELLANEOUS FEES			\$200		\$53.50	\$146.50	26.75%
	<u>TOTAL SCHOOL GENERATED FEES</u>			\$121,313		\$67,077.50	\$54,235.50	55.29%



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
School Business Managers

FROM: Brian Mahoney, Chief Financial Officer *BM*
Division of Finance and Internal Operations

DATE: November 18, 2011

SUBJECT: Education Jobs Fund Federal Grant

The State Department of Education was recently notified of an increase to the Education Jobs Fund Federal Grant. The \$1,632,345 increase will be proportionately allocated to each recipient. All ED114 budgets will be updated by the Bureau of Grants Management to reflect the increased amounts as shown on the attached report.

There is no change to the allowable use or ending date of the grant. All funds must be expended or obligated by September 30, 2012, and all obligations liquidated within 60 days.

Any questions can be directed to Eugene Croce, Manager of the Bureau of Grants Management, at 860-713-6466.

BM:ecm

cc: Eugene Croce
Kevin Chambers

Attachment

**Connecticut State Department of Education
Federal Education Jobs Fund Program**

A. Original Jobs Fund Authorization: \$ 110,486,654
B. Supplemental Jobs Fund Authorization: \$ 1,632,345
C. Total Jobs Fund Authorization (Item A + Item B): \$ 112,118,999

District Code	District Name	Original Jobs Fund Entitlement	Supplemental Jobs Fund Entitlement	Total Jobs Fund Entitlement
54	GLASTONBURY	362,586	5,357	367,943
56	GRANBY	315,407	4,660	320,067
57	GREENWICH	199,890	2,953	202,843
58	GRISWOLD	627,685	9,273	636,958
59	GROTON	1,483,693	21,921	1,505,614
60	GUILFORD	178,861	2,643	181,504
62	HAMDEN	1,346,625	19,895	1,366,520
63	HAMPTON	44,855	663	45,518
64	HARTFORD	10,991,023	162,382	11,153,405
65	HARTLAND	78,985	1,167	80,152
67	HEBRON	220,043	3,252	223,295
68	KENT	7,600	113	7,713
69	KILLINGLY	891,423	13,170	904,593
71	LEBANON	319,696	4,724	324,420
72	LEDYARD	703,430	10,393	713,823
73	LISBON	227,991	3,369	231,360
74	LITCHFIELD	86,528	1,278	87,806
76	MADISON	92,154	1,361	93,515
77	MANCHESTER	1,790,320	26,451	1,816,771
78	MANSFIELD	390,501	5,769	396,270
79	MARLBOROUGH	101,563	1,500	103,063
80	MERIDEN	3,144,772	46,461	3,191,233
83	MIDDLETOWN	973,677	14,386	988,063
84	MILFORD	627,305	9,268	636,573
85	MONROE	384,276	5,677	389,953
86	MONTVILLE	733,774	10,840	744,614
88	NAUGATUCK	1,708,011	25,234	1,733,245
89	NEW BRITAIN	4,322,697	63,864	4,386,561
90	NEW CANAAN	87,449	1,291	88,740
91	NEW FAIRFIELD	258,095	3,813	261,908
92	NEW HARTFORD	100,712	1,489	102,201
93	NEW HAVEN	8,332,632	123,108	8,455,740
94	NEWINGTON	738,638	10,912	749,550
95	NEW LONDON	1,341,351	19,817	1,361,168
96	NEW MILFORD	698,117	10,315	708,432
97	NEWTOWN	251,988	3,723	255,711
98	NORFOLK	11,530	170	11,700
99	NORTH BRANFORD	474,614	7,013	481,627
100	NORTH CANAAN	84,604	1,250	85,854
101	NORTH HAVEN	185,641	2,742	188,383
102	NORTH STONINGTON	169,123	2,499	171,622
103	NORWALK	590,269	8,720	598,989
104	NORWICH	1,889,571	27,916	1,917,487
106	OLD SAYBROOK	38,162	563	38,725
107	ORANGE	32,303	477	32,780
108	OXFORD	269,366	3,980	273,346
109	PLAINFIELD	897,713	13,263	910,976
110	PLAINVILLE	594,171	8,779	602,950

Personal Financial Literacy Graduation Requirement Proposal

Prepared by:

Melissa Cacioppo

Vivian Sheen

Jolene Swann

The Need

- **55%** of parents with children aged 16-24 voiced concern over their children's ability to become financially independent without monetary assistance from them.

The 2009 annual back-to-school survey of more than 1,150 parents and teens from Capital One

The Need

- **84%** of undergraduates indicated they needed more education on financial management topics. In fact, **64%** would have liked to receive information in high school.

Sallie Mae's 2008 survey of how undergraduate students use credit cards

The Need

- **33%** of surveyed students said that they were either unsure or unprepared to manage their own banking and personal finances.

A 2010 survey by the College Savings Foundation

The Need

- **50%** of surveyed teens expressed an interest in learning more about money.
- **70%** of surveyed teens wanted to learn more about financing for large purchases such as a car or home.

The 2009 annual back-to-school survey of more than 1,150 parents and teens from Capital One

Federal Response

United States Advisory Council on Financial Literacy

- "I think the challenge we face now is that we don't have a financially literate population . . . as important as reading and math and social studies and science, I think today more than ever financial literacy has to be part of that." Education Secretary A. Duncan, November 2011
- "All of us—parents, educators, policymakers and students—share the responsibility to ensure that young people in our country learn a set of practical skills that will help them navigate important personal financial decisions." Treasury Secretary Tim Geithner
- April has been declared National Financial Literacy month by President Obama
- National Financial Capability Challenge

<http://www.ed.gov/news/press-releases/obama-administration-announces-start-student-exam-window-2011-national-financial>

State Response

- Currently, 13 states require students to take a Personal Finance course as a graduation requirement.
 - *Arkansas, Georgia, Idaho, Illinois, Louisiana, Maryland, New Jersey, New York, Oklahoma, South Dakota, Tennessee, Utah and Virginia*

CT Response

- In 2010, the CT legislature increased the minimum number of credits in various subjects that students must earn to graduate from high school effective with the class of 2020.
- Among other things, the new law requires students to have at least two credits in career and life skill electives and specifies that these electives could include courses in Personal Finance.

State of CT Legislative Research Report 2010

CT Response

- CT Department of Education has a reform plan that recommends that students take a Personal Finance course as part of the 21st century skills requirements.
- Connecticut currently has 10 high schools that require Personal Finance as a graduation requirement
 - *Career Hill Regional High School, Granby Memorial High School, Griswold High School, Metropolitan Business Academy, Montville High School, New Fairfield High School, Seymour High School, Simsbury High School, Stonington High School, & Wheeler High School*

Local Response

- Newtown High School's Personal Financial Literacy course was first offered as a half-credit course in the Business Department in 2006.
- Topics include:
 - financial decisions and goals
 - money management strategies
 - banking and financial institutions
 - credit and debt
 - housing finance
 - insurance

2011 NHS Alumni Study

- **67%** of students surveyed stated they were inadequately prepared to make informed money management decisions.

Local Response

- In 2011, parents and students were surveyed about their position on Personal Financial Literacy as a graduation requirement at NHS.

Local Response

Parents ranked the following as very important upon graduation:

- **89%** - opening and managing bank accounts
- **87%** - understanding student and car loans
- **91%** - creating and maintaining a budget
- **89%** - long and short financial goals
- **91%** - establishing good credit

Survey results

- **96%** of parents feel that a financial literacy program would benefit their child's chance for a successful future.
- **69%** have concerns that their child will be able to become financially independent and responsible.

Parent comments:

- “I fully support this program...and think it is essential.”
- “I think a personal finance course should be required for graduation.”
- “I think this type of course deals with real life issues students face immediately upon graduation and we should do all possible to prepare them to be financially responsible.”
- “This is one of the most important initiatives I have seen from the school district in years. Broad and deep implications for students, their parents and the future of all. We are in a different global economy, going forward, than any of us have seen in our lifetimes. Please do this!!!!!!”

Local Response

Student Survey results showed that:

- **58%** - do not feel prepared to handle finances on their own after graduation.
- **77%** - plan on having student loans and credit cards.
- **66%** - do not understand the factors that determine their credit score.
- **86%** - feel they would benefit from taking a Personal Finance course.

Local Response

Students stated:

- “We will all face this in the real world and it would help us to get ready for what's to come, it will benefit us all in the long run.”
- “I think requiring a personal finance class as a graduation requirement is an excellent idea. Kids are living on their own once they get to college, and having some sense of financial literacy will benefit them greatly.”
- “I know that a personal finance course is mandatory at other schools. I think we could definitely benefit from it in the long run.”

Our Proposal

The Newtown Board of Education Should:

**Endorse
Personal Financial Literacy
as a
Graduation Requirement**

Our Proposal

Alignment with: Newtown Success-Oriented School Model

- This course helps students to meet their basic human needs by providing the tools and opportunities to practice and prepare for their financial futures and overcome any obstacles that they may encounter.
- Students will experience how critical thinking, problem solving, and decision making will affect their ability to be financially independent.

Our Proposal

Alignment with: NHS Mission Statement

- Academic expectations
 - Demonstrate strategies to identify, locate, and interpret information.
 - Relate and apply new knowledge using a variety of resources including technology.
 - Convey information and ideas to others in a presentation using spoken language, non-verbal language and multimedia.
- Civic expectations
 - Develop informed opinions on a variety of issues
- Social expectations
 - Value personal integrity, respect of others, and appreciation for diversity.

Our Proposal

Alignment with: NHS Graduation Standards

- All students will have the opportunity to meet all graduation standards:
 - Problem solving
 - Spoken Communication
 - Information Literacy
 - Written Communication

Our Proposal

College Career Pathways Program

- Involved in discussions with Naugatuck Valley Community College to offer college credit for completion of the course.

What Will This Mean For Our Students?

- **100%** of students will master basic financial literacy skills.
- Students will be prepared to accept their roles as informed consumers, evaluate financial risks and opportunities.
- Subsequent choices that students make will best position them for financial success regardless of post graduation plans.

Our Proposal

How much additional cost?

● **\$0.00**

BOARD OF EDUCATION
2012 SCHEDULE OF
MEETINGS

Meetings will be held in the Municipal Board Room, 3 Primrose Street at 7:30 p.m. with the exception of the January 17 meeting which will be held in the Newtown High School Lecture Hall and the March 6 and September 4 meetings which will be held in the Reed Intermediate School Library.

January 10
January 17 (budget presentation) – *NHS Lecture Hall*
January 19 (budget)
January 24 (budget)
January 26 (budget discussion and public hearing)
January 31 (budget adoption)
February 7
February 22 (Wednesday)
March 6 – *Reed Intermediate School*
March 20
April 3
April 10
May 1
May 15
June 5
June 19
July 10
August 14
September 4 – *Reed Intermediate School*
September 18
October 2
October 16
November 8 (Thursday)
November 20
December 4
December 18

Approved December 20, 2011

SAFE SCHOOL CLIMATE

The Newtown Board of Education promotes a secure and positive school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student or adult is prohibited.

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student or a physical act or gesture directed at another student in the same school district that:

1. causes physical or emotional harm to the student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on this on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of the school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability or by association with an individual or group who has or perceived to have one or more of such characteristics.

Cyberbullying includes the following misuses of technology: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photoelectronic or photo-optical system to harass, tease, intimidate, threaten or terrorize another person.

Students who engage in any act of bullying while at school, at any school function in connection to or with any district sponsored activity or event, or outside of the school setting at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by the Newtown Board of Education are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to police.

Some student misconduct that falls under this policy may also trigger responsibilities under one or more of the federal antidiscrimination laws enforced by the Department's Office for Civil Rights (OCR). The statutes enforced by OCR include

- Title VI of the Civil Rights Act of 1964 (Title VI) which prohibits discrimination on the basis of race, color or national origin.
- Title IX of the Education Amendments of 1972 (Title IX) which prohibits discrimination on the basis of sex/gender.
- Section 504 of the Rehabilitation Act of 1973 (Section 504) which prohibits discrimination on the basis of disability.
- Title II of the American with Disabilities Act of 1990 (Title II) which prohibits discrimination on the basis of disability.

No claim for damages shall be made against a school employee who reports, investigates and responds to bullying, in accordance with the provisions of the safe school climate plan, if such employee was acting in good faith in the discharge of his or her duties or within the scope of his or her employment. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

No claim for damages shall be made against a student, parent or guardian of a student or any other individual who reports an act of bullying to a school employee, in accordance with the provisions of the safe school climate plan, if such individual was acting in good faith. . The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

No claim for damages shall be made against the board of education that implements the safe school climate plan, and reports, investigates and responds to bullying, if such board of education was acting in good faith in the discharge of its duties. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

Citation(s):

CABE Policy 5131.911

Legal Reference(s):

Connecticut General Statute 10-222d (as amended by PA11-232)

PA 06-115 (An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians)

Cross Reference: Board Policy (Suspension, Expulsion, Sexual Harassment, Hazing)

Adopted 1/14/03

Revised 4/7/09

SAFE SCHOOL CLIMATE

PROCEDURES

DISTRICT

1. Provide annual training in any evidence-based model approach that is approved by Department of Education or on the identification and prevention of and response to bullying for school employees (teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, coach) or any individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students, pursuant to a contract with the Newtown Board of Education.
2. Not later than January 1, 2012, develop and implement the safe school climate plan to address the existence of bullying in its schools to be submitted to the Department of Education. Not later than thirty calendar days after approval of such plan, the board shall make such plan available on the board's and each individual school's Internet web site, included in the district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.
3. On and after July 1, 2012, and biennially thereafter, require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education, collect the safe school assessments from each school and submit such assessments to the department.
4. For the school year commencing July 1, 2012 and each school year thereafter, the Superintendent shall appoint, from among existing school district staff, a district safe school climate coordinator.
5. Include grade-appropriate bullying education and prevention curricula in kindergarten through high school.
6. Implement school-wide training related to safe school climate that may include student peer training, education and support.
7. The district safe school climate specialist shall:
 - a. Implement the district's safe school climate plan.

- b. Collaborate with the building safe school climate specialists, the superintendent and board of education to prevent, identify and respond to bullying in the schools in the district.
- c. Provide data and information, in collaboration with the superintendent, to the Department of Education regarding bullying.
- d. Meet with the building safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's safe school climate plan.

SCHOOL

The building principal shall:

1. Establish a committee or designate at least one existing committee in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school for the school year commencing July 1, 2012.
2. Appoint at least one parent or guardian of a student enrolled in the school on this committee with the understanding that any parent or guardian serving as a member of such committee shall not participate in the activities that may compromise the confidentiality of a student described in the following section.
3. Ensure that the committee shall:
 - a. Receive copies of completed reports following investigations of bullying.
 - b. Identify and address patterns of bullying among students in the school.
 - c. Review and amend school policies relating to bullying.
 - d. Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based upon issues and experiences specific to the school.
 - e. Educate students, school employees and parents and guardians of students on issues relating to bullying.
 - f. Collaborate with the district safe school climate coordinator in the collection of data regarding bullying.
 - g. Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school.

The building safe school climate specialist shall:

1. Be the principal of each school, or the principal's designee, for the school year commencing July 1, 2012 and each school year thereafter.
2. Maintain a system for anonymous reporting by students to school employees.
3. Notify students and parents or guardians annually of the anonymous reporting process.
4. Receive reports to investigate or supervise the investigation of reported acts of bullying in the school in accordance with the district's safe school climate plan and ensure that such investigation is completed promptly after receipt of any written report.
5. Investigate parents' written reports and review students' anonymous reports. However, no disciplinary action shall be taken solely on the basis of an anonymous report.
6. Collect and maintain records of reports and investigations of bullying in the school.
7. Act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.
8. Notify the appropriate local law enforcement agency when s/he believes that any acts of bullying constitute criminal conduct

Each school shall:

1. Provide all school employees with a written or electronic copy of the school district's safe school climate plan.
2. Maintain a publicly available list of the number of verified bullying acts that occurred there, and within available appropriations, report such number to the Department of Education annually and in such manner as prescribed by the Commissioner of Education.
3. Have prevention and intervention strategies, as defined by statute, for school employees to deal with bullying, including language about bullying in student codes of conduct and all student handbooks.
4. Notify the parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation and invite them to attend at least one meeting. The notice

5. shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if required. This notice must describe the school's response and any consequences that may result from further acts of bullying.
6. Develop case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incident by the same individual that may include both counseling and discipline.
7. Notify students periodically of the process by which they may make reports of bullying.
8. Establish rules prohibiting bullying, harassment, and intimidation and identifying consequences for those who engage in such acts.
9. Provide adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.
10. Provide individual intervention with the bully, bullied child, parents and school employees.
11. Promote parental involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

TEACHER/STAFF

1. Any school employee or individual working within the school setting with knowledge or belief of conduct that may constitute bullying, whether by witnessing such conduct or by receiving student reports of bullying, must take an action and shall orally report the alleged acts immediately and not later than one school day to the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable and to file a written report on the "Suspected Bullying Report Form" included in this document not later than two school days after making an oral report
2. Implement prevention and intervention strategy(ies) to deal with bullying as determined by the district's safe school climate plan.
3. Implement positive behavioral interventions and support process or evidence-based model approach as determined by the district.

STUDENT

1. May anonymously report acts of bullying to any school employee including teachers, counselors, adult staff members and school administrators.

2. Will be notified annually how to make such anonymous reports in each school building.
3. Will find language concerning bullying included in codes of conduct.

PARENT/GUARDIAN

1. May file written reports of suspected bullying to his/her child's safe school climate specialist.
2. Will be notified by the school through personal communication (ex., phone call, letter) not later than forty-eight hours after the completion of the investigation and invited to meet with school staff if his/her child commits a verified act of bullying in order to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying
3. Will be notified by the school through personal communication (ex., phone call, letter) not later than forty-eight hours after the completion of the investigation and invited to meet with school staff if a verified act of bullying was directed against his/her child in order to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying