

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, April 10, 2012, 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	Staff
W. Hart (absent)	Public
K. Alexander	Press
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:45 p.m.

Item 1 – Consent Agenda

MOTION: Mrs. Roche moved to approve the minutes of April 3, 2012. Mr. Vouros seconded. Vote: 5 ayes, 1 abstained (Mr. Gaines)

MOTION: Mrs. Roche moved to approve the minutes of April 5, 2012. Mr. Vouros seconded. Vote: 3 ayes. 3 abstained (Mr. McCubbin, Mr. Gaines, Mr. Alexander)

MOTION: Mrs. Roche moved to approve the donation for Newtown High School. Mr. Alexander seconded. Vote: 6 ayes

Mrs. Leidlein stated that the Board of Education takes bullying accusations seriously and have policies against such actions. There is a chain of communication stated on the district website under “Parents” with policy 9-101 Communication Guidelines for Parents and Students. This policy indicates steps that need to be taken when there is an issue in a school. The procedure is to address the staff member first and then the assistant principal or principal. The next step is to appeal to the Superintendent which must be done in writing to explain the nature of the problem. The Superintendent will investigate and send an explanation of the investigation, a written decision and action taken. We cannot divulge information protected under FERPA. If there is no resolution, the next step is addressing the Board of Education. If issues are brought to the Board prior to those steps being taken, the Board may not be able to make an impartial decision.

Mr. Vouros said we need to have a timeline set in place as to when a resolution to the problem will be delivered to the parties concerned.

Dr. Robinson agreed. Most of the time it’s taken care of quickly but when an issue is public and many people want to be involved it takes longer.

Mrs. Leidlein stressed the importance for parents to follow the steps. When parents stop and it comes to our attention later it is more difficult to address the issues. We cannot do anything until the issue is brought to us. She clarified that what was being discussed was a personnel item in public.

Mr. Vouros said it’s very difficult for people to speak out because of retribution. He referred to a letter written by Mr. Dumais in the February 2010 Nighthawk News that addresses this topic.

Mrs. Leidlein said the message in that letter was that we need to follow through if there are concerns but steps in the policy need to be followed. The message in the letter was to speak up.

Mrs. Leidlein asked for a moment of silence for Mary Walsh, a wonderful Hawley School teacher who passed away.

Dr. Robinson said Mary fought a courageous battle with cancer and was an inspiration to all of us. She appreciated the work she's done with the children in the Hawley family.

Item 5 – New Business

Transportation Update:

John Dufour introduced his sister Leslie and brother Richard and gave an update on preparing to take over school transportation. They leased space at 31 Pecks Lane for the buses for 5 years including office space. The office space will be ready May 1 and the lot will be ready July 1. Newtown buses were ordered in September. We have received 5 with the rest to be delivered in July. We are advertising for Newtown drivers, attended a job fair in Danbury in March and are now reaching out to all owner/operators and spare drivers. Ed Bryan, Newtown resident, was hired as the manager and an existing owner operator will start in May as a dispatcher. Richard will be the day to day overseer of the office. He has also been working on routing since September and has met with the administrators and PTO presidents to get any concerns. The goal for routes to be completed is July. One concern is cameras in the buses. All Star has an excellent system they have been using and they will be in every bus with one above the driver's head and one half-way down. We can share the information on the tape very quickly. New radios and GPS will be in each bus and monitored from our office with one in the business office also

Mr. Alexander asked if there were any bus reduction numbers.

Richard Dufour said it depends on the school start times. Up to 4 buses can be cut right now. We would move Hawley to the 3rd tier with the other elementary schools and St. Rose would be on tier 2.

Mrs. Leidlein asked why we have been adding 5 minutes for the past few years.

Dr. Robinson said the Board of Education was concerned that Newtown has a very short instructional day. The teachers' contract allows for us to add 5 minutes per year of instructional time. The first year we added 5 minutes to the high school, the second year we added 5 minutes to the other schools and the next year 5 minutes for all schools and next year an additional 5 minutes for all schools. This gives us 20 minutes more of instructional time per day. It makes more sense to start the 1st tier 5 minutes earlier, tier 2 five minutes earlier, but with tier 3 we have to add the 5 minutes to the end of the run.

Mr. Dumais said even though the high school started 5 minutes earlier we had to do both runs to transport Abbott Tech students. The pickup times for the high school will be delayed 10 minutes so they can get those students to Danbury. The buses won't have to run as early.

Mrs. Leidlein was concerned with the elementary schools getting out 5 minutes later and parents are concerned about afterschool activities.

Mrs. Roche asked the benefit of Reed and St. Rose School on one tier.

Mr. Dufour said many Reed and St. Rose buses follow each other. This will consolidate them. Some routes will have some changes but the bus stops will not change.

Mrs. Roche asked how long it would take to work out any problems.
Mr. Dufour said it might take 2 weeks.

Graduation Rates:

Mr. Dumais provided the graduation rates since 2004 with comparisons between Newtown, towns in our DRG and the state average. There was no comparison for 2009. Graduation rates have dropped in the state.

Mrs. Leidlein asked Mr. Dumais to calculate the number of students in 2010 that were graduating in 2011.

Mr. Dumais would have to go back to 2004 to see where we compare to the state.

Item 3 – Reports

Correspondence:

Mr. McCubbin listed the following correspondence received: Bob Elliott, Ron and Dorothy Schmidt, and Bobby and Jill LeBlanc regarding the allegations surrounding the high school basket ball coaches and team. Griselle Santos regarding bullying procedures at the high school, Cathy Reiss against full day kindergarten, Linda Baron with an invitation to the 4th grade Middle Gate School Living Biography Museum on April 12, 2012, Newtown PTA and PTSA with concern over proposed elementary start/end times for the 2012-2013 school year, Beth Meszaros regarding bullying in the Newtown school and the resignation of Jan Calabro and Mike Regan, and Lisa Chaloux wanting to learn and understand the process around the resolution of bullying issues.

Chair Report: Mrs. Leidlein spoke at the start of the meeting.

Superintendent's Report:

Dr. Robinson stated that she and Mrs. Llodra presented information about this year's budget at the Senior Center this afternoon to approximately 25 people.

Danelle Egan, a middle school teacher, received the 2010 Joseph Zola Holocaust Educator Award for her proposal, "How Could the Holocaust Happen: A Critical Analysis." She will present at a conference at the University of Hartford in October. The Town's Emergency Operations Center team met to debrief on hurricane Irene and storm Alfred and what could be improved in another weather incident.

Dr. Robinson mentioned classroom events being conducted.

Mrs. Roche questioned whether Dr. Regan's letter of resignation was received and why it was not on the consent agenda.

Dr. Robinson stated we don't have one yet. Dr. Regan gave us a verbal resignation. He is continuing with his job until the end of this school year.

Mrs. Roche said it should have been announced at the Board meeting. She doesn't understand why the newspaper announced it.

Dr. Robinson said she never spoke to the paper. It is also his choice as to when he hands in the letter.

Mr. Gaines said it's noteworthy to verbally share that information. He appreciated knowing before receiving an official resignation letter because in the past this has occurred. Sometimes it was made known but the Board was never notified.

Mrs. Roche disagreed. We've had to deal with communication issues.

Dr. Robinson said CES was going to announce this yesterday. Typically a resignation is not given until a contract is signed. Once we have a signed resignation we can move forward to fill the position. When we hire a teacher from another district they want their contract before they notify their district.

Mrs. Leidlein asked that his contract signing be expedited so we can start looking.

Mrs. Roche expressed concern about not being notified of having a meeting at the Senior Center.

Dr. Robinson said it was an oversight.

MOTION: Mr. Alexander moved to approve the financial report for the month ending March 31, 2012. Mr. Gaines seconded.

Mr. Bienkowski said we've spent \$4.9M since February. There is a remaining balance of \$222,526 and we should consider what should be done with this balance at this time. We have outstanding buildings and grounds projects that were reduced but need to be done.

Mrs. Leidlein said it would be beneficial to look at the plant operations and maintenance document to use unexpended funds. She asked to have additional information prior to the next meeting.

Mr. Bienkowski spoke about the priorities of which technology is one. In 2009, the Board made a decision to buy the Reed computers for approximately \$300,000. It was a general directive not specific to individual items.

Mr. Gaines suggested that Mr. Faiella be involved in prioritizing the plant operations and maintenance items.

Mr. Bienkowski said the only one on the list to be done are the gates at the high school stairwell. We may soon lose the window of opportunity for the Middle Gate roof.

Vote: 6 ayes

Item 4 – Old Business

MOTION: Mrs. Roche moved to approve the revisions to Policy 3-202 Budget Procedures & Major Object Code Transfers. Mr. McCubbin seconded.

Mr. Bienkowski said the grant money won't come until June and the accounts will be in the red. He is not clear on how to administer this policy.

Mrs. Leidlein noted there were no grants listed. This policy will help us better understand where the money is being charged. It would be helpful for us to see that information on all the grants. It would be helpful to email the transfer report to the Board. The small transfers could be part of the consent agenda.

Mr. Bienkowski said the majority of transfers are in June. There are some inconsistencies in the policy.

Mr. Gaines looked at the Charter. The First Selectman has a \$50,000 limit before going to the Board of Finance. He asked if there a reason that \$10,000 was the value selected.

Mrs. Leidlein looked at policies within our DRG and most had \$10,000.

Mr. Gaines asked that given that the charter shows a \$50,000 limit, is there grounds in between for a more reasonable amount than \$10,000.

Mr. Bienkowski said he thinks we should be consistent with the town. The \$10,000 is extremely low. When the last board discussed this they talked about \$200,000. We have a more restrictive policy.

Mr. Gaines asked if \$50,000 would cover the transfers estimated within a month.

Mr. Bienkowski said emergency language has never been used. Bills don't get paid for 30 days so there has never been a time the Board couldn't meet.

Mrs. Roche said the biggest criticism is transparency. We've been criticized by the Board of Finance and Legislative Council as to where the money goes. This is a good transfer policy to help build a budget for next year. She called the question.

Vote: 4 ayes 2 nays (Mr. Gaines, Mr. Alexander)

MOTION: Mrs. Roche moved to approve Policies 9000 through 9160(b). Mr. McCubbin seconded. Vote: 6 ayes

The May 15 meeting would be the first read of the next section with the second read on June 5.

Ad Hoc Facilities Committee:

MOTION: Mr. Gaines moved that the Board of Education accept the recommendation of the Ad Hoc Facilities Committee. Mrs. Roche seconded.

- *The committee recommends that the Board of Education commission an enrollment study in **2013**. The committee further recommends that when the budgeted* student enrollment is projected to be **1,500 or less** for the pre-kindergarten to fourth grade (**PK-4**) group, the Board of Education begin the process of closing a school; and*
- *It is further recommended that, subject to the outcome of a feasibility study at the time the school closing process is undertaken, Reed Intermediate School be closed.*

*enrollment used for District budget preparation (not actual enrollment)

Note: It is anticipated that the District would seek outside expertise with any closing and that the total process would take 18 to 20 months.

Vote: 6 ayes

Consultant for Superintendent's Evaluation:

MOTION: Mrs. Roche moved that the Board of Education hire a consultant per Board of Education policy to assist in the evaluation of the Superintendent. Mr. Vouros seconded.

Mrs. Leidlein researched the possible cost for a consultant. The fee to use Floyd Dugas was approximately \$1,700 to \$2,000. The Town labor lawyer cost would be \$225 per hour with a cap of \$3,500 or a one-time payment of \$3,000. She contacted CABE and spoke to Nick Caruso who said there would be no charge and he has done it in the past.

Mr. Alexander amended the motion to request that CABE support us at their no-cost rate as the consultant in the evaluation of the Superintendent. Mr. Gaines seconded.

Vote on amendment: 6 ayes

Dr. Robinson said she was definitely in agreement with that.

Bridgeport Hall Building Project:

MOTION: Mrs. Roche moved that the Board of Education approve as complete and accept the school building project identified as State Project #097-0111 Central Administration – Bridgeport Hall and file the final grant application form ED 049F. Mr. Gaines seconded.

Mr. Bienkowski said this project was managed by the Town and needs to be closed out. On April 27, 2010 the Public Building and Site Commission closed out the project. The State reimburses administrative facilities and reimbursed the Board half of what is reimbursable for schools. Eligible costs were \$3.2M with grant money in the amount of \$511,000, which was received.

Vote: 6 ayes

Perkins Grant:

MOTION: Mrs. Roche moved that the Board of Education approve the application for the Perkins Innovation Grant for Cooperative Work Education. Mr. Alexander seconded. Dr. Robinson said this was a continuation of the discussion at the last meeting. This is an application under the \$40,000 grant but we are only asking for \$25,000 for the student success plan.

Vote: 6 ayes

Item 6 – Public Participation

Rob Griffin, 11 Tunnel Road, has children in St. Rose and wanted to be sure of proper communication to parents. He also asked if transportation would be on each Board agenda.

Mrs. Leidlein said it would probably be on for other meetings but information will also be disseminated to the community.

Alice Mascher, 75 Marlin Road, asked the Board to consider an amendment to the Communication Guidelines for Parents and Students Policy 9-101 for letter “g” where it addresses resolving the matter. There should be some type of timeline listed. She also referred to the February 1, 2010 Nighthawk News with the letter from Mr. Dumais which stated there would be no tolerance for repercussion on students from staff. She isn’t sure that happens.

Griselle Santos, 13 Shut Road, referred to items on the State government website regarding the safe school climate bill. If we aren’t classifying this behavior as bullying, how do we classify it. She followed the chain of command. She had to call the police yesterday because her son was being threatened. Civil rights are being violated. This as been going on since November 29. Her son is looking for help but not getting support.

Dr. Robinson said she had spoken to Mrs. Santos. We started writing the report and she has two more people to speak with.

Mrs. Leidlein asked to have it resolved by the May 1 meeting.

Mrs. Roche asked the date of the first claim of bullying.

Mrs. Santos said it was November 29, 2011.

Angel Santos, student, said he received a threat this week. It wasn't about playing time. He wants to prevent other students from going through what he's going through.

Lisa Chaloux, 33 Old Green Road, had a concern about how much time the students will be on the buses with the new schedule, mentioned that the April 3 meeting on Channel 17 had audio problems, asked why public participation was at the end, and why the Board was not able to recommend the budget guide.

Mrs. Leidlein said that legal council said we could not advocate for the budget guide. PTAs could disseminate that information.

Angel Santos, 13 Shut Road, asked if any discipline is brought against someone when the policies are not followed

Dr. Robinson said if policies are violated then some corrective action has to be taken.

Mr. Santos asked if parents are entitled to know what action is taken for another student.

Dr. Robinson that would not happen because FERPA is the privacy act that protects our students. The other students are not informed of any action taken.

Mrs. Santos said FERPA says the parents are entitled to get a report when any school employee receives disciplinary action.

Dr. Robinson said she would have to research that.

John Scharfenberg, 7 Patricia Lane, just found out about the episode with Angel yesterday. The same thing happened to his son but his friends came to his rescue. There have been complaints since November and this should be taken seriously for the whole program.

Mrs. Santos asked if she could have the report for April 23.

Dr. Robinson said she would email Mrs. Santos after she returns.

Mrs. Chaloux wanted to be sure the student would be safe at school tomorrow.

Dr. Robinson said Newtown High School is a safe place. It is not a place that is out of control. These don't occur under the supervision of teachers. She was also not aware he had an incident in school yesterday.

Mr. Santos said there was a bullying incident yesterday in school. Someone didn't notify Dr. Robinson.

Eliza Hoffman, 9 Brandywine Lane, said there were two sides to the equation. Both sides suffer. She wants to see our counselors helping the other side of this equation. Good people make bad choices and act inappropriately. She's heard this come up in the past and people don't want to face it.

MOTION: Mr. Alexander moved to go into executive session to discuss pending litigation and invited Dr. Robinson, Michelle Laubin and Warren Holcomb. Mr. Gaines seconded.

Item 7 – Executive Session

Executive session began at 10:55 p.m.

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

Item 8 – Adjournment

The meeting adjourned at 12:15 a.m.

Respectfully submitted:

Cody McCubbin
Secretary

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
MARCH 30, 2012**

SUMMARY

This March financial report for the current year represents the 3rd quarter expenses and continues to provide estimates of anticipated obligations for this year. The overall projected balance has increased by \$51,000.

The Education Jobs Fund continues to be used to cover current Educational Assistant salaries. The non-certified salary and tuition accounts that were referenced since the beginning of the year continue to be carried as accounts in need with tuition expenses holding constant for this month.

Overall, the YTD amount (fifth from the right) indicates we spent \$4.9M since the February period. All major object codes are in a positive balance at month's end. The projected balance column indicates we are still expecting to have an overall positive balance, assuming the balance of the excess cost reimbursement grant comes in as anticipated.

This budget continues to be lean, while our position is positive barring any unforeseen issues an expenditure balance will be available. It will continue to be monitored closely. Consideration should be given now to use this balance for educational needs such as maintenance projects or technology. Time to plan is essential for these items.

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. The forecasting becomes sharper as the year progresses.

EXPENSE CATEGORY CONDITIONS

100 SALARIES

The total salary budget balance has increased since last month by approximately \$10,000. 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, the nurse for Frasier Woods, and the trainers to be partially covered by the balance of the excess cost grant revenue.

200 EMPLOYEE BENEFITS

Current estimates continue to be positive and have increased by \$8,000.

300 PROFESSIONAL SERVICES

This is an area that needs to continue to be watched closely. The need will come from additional Special Education and district legal expenses. The balance has gone down by \$24,000 due to an additional need for transitional services for \$25,000.

400 PURCHASED PROPERTY SERVICES

This balance is approximately the same as the prior period.

500 OTHER PURCHASED SERVICES

A shortage related to Special Education's tuition and transportation accounts continues to exist. Tuition was stable for this month while the estimate for transportation expenses went down by approximately \$53,000.

600 SUPPLIES

This balance is approximately the same as the prior period.

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
April 5, 2012

TERMS AND DEFINITIONS

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

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight (of the nine) categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- 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 meet the initial local education tuition rates. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation. Current year detail changes will be forthcoming in future report narratives

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

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 MARCH 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD TRANSFERS 2011 - 2012	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<u>GENERAL FUND BUDGET</u>									
100	SALARIES	\$ 42,907,275	\$ -	\$ 42,651,564	\$ 27,191,563	\$ 15,172,639	\$ 287,362	\$ 326,619	\$ (39,257)
200	EMPLOYEE BENEFITS	\$ 10,575,126	\$ (100,000)	\$ 10,475,126	\$ 8,203,380	\$ 153,282	\$ 2,118,465	\$ 2,034,901	\$ 83,564
300	PROFESSIONAL SERVICES	\$ 715,720	\$ 100,000	\$ 815,720	\$ 563,880	\$ 219,341	\$ 32,499	\$ 127,568	\$ (95,069)
400	PURCHASED PROPERTY SERV.	\$ 1,891,169	\$ -	\$ 1,891,169	\$ 1,329,174	\$ 251,368	\$ 310,628	\$ 281,853	\$ 28,775
500	OTHER PURCHASED SERVICES	\$ 6,686,624	\$ 200,000	\$ 6,886,624	\$ 4,651,969	\$ 523,817	\$ 1,710,837	\$ 2,011,086	\$ (300,249)
600	SUPPLIES	\$ 4,802,441	\$ (200,000)	\$ 4,602,441	\$ 3,008,167	\$ 931,894	\$ 662,380	\$ 581,009	\$ 81,371
700	PROPERTY	\$ 329,975	\$ -	\$ 329,975	\$ 210,692	\$ 480	\$ 118,803	\$ 118,871	\$ (68)
800	MISCELLANEOUS	\$ 63,097	\$ -	\$ 63,097	\$ 54,415	\$ 150	\$ 8,532	\$ 7,500	\$ 1,032
TOTAL GENERAL FUND BUDGET		\$ 67,971,427	\$ -	\$ 67,715,716	\$ 45,213,239	\$ 17,252,971	\$ 5,249,506	\$ 5,489,407	\$ (239,901)
<u>EDUCATION JOBS FUND</u>									
100	SALARIES			\$ 255,711	\$ 165,659	\$ 86,786	\$ 3,266	\$ 3,266	\$ -
200	EMPLOYEE BENEFITS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EDUCATION JOBS FUND		\$ -	\$ -	\$ 255,711	\$ 165,659	\$ 86,786	\$ 3,266	\$ 3,266	\$ -
GRAND TOTAL		\$ 67,971,427	\$ -	\$ 67,971,427	\$ 45,378,898	\$ 17,339,757	\$ 5,252,772	\$ 5,492,673	\$ (239,901)

Excess Cost Grant Reimbursement Offset	Budgeted	77.26%	Difference \$	(22,049)	Current Est \$	1,387,331	Balance Due \$	462,427
Net Projected Balance							\$	222,526

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING MARCH 31, 2012

OBJECT CODE	EXPENSE CATEGORY	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	TRANSFERS 2011 - 2012	CURRENT BUDGET					
100	SALARIES								
	Administrative Salaries	\$ 2,816,460	\$ -	\$ 2,816,460	\$ 2,051,768	\$ 763,266	\$ 1,426	\$ -	\$ 1,426
	Teachers & Specialists Salaries	\$ 29,677,257	\$ -	\$ 29,677,257	\$ 18,135,426	\$ 11,469,705	\$ 72,127	\$ 26,000	\$ 46,127
	Early Retirement	\$ 16,000	\$ -	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 78,939	\$ -	\$ 78,939	\$ 58,207	\$ 10,869	\$ 9,863	\$ 4,000	\$ 5,863
	Homebound & Tutors Salaries	\$ 260,452	\$ -	\$ 260,452	\$ 166,005	\$ 63,344	\$ 31,103	\$ 8,016	\$ 23,087
	Certified Substitutes	\$ 572,100	\$ -	\$ 572,100	\$ 431,311	\$ 48,683	\$ 92,106	\$ 97,006	\$ (4,900)
	Coaching/Activities	\$ 541,749	\$ -	\$ 541,749	\$ 263,519	\$ 148,986	\$ 129,243	\$ 127,300	\$ 1,943
	Staff & Program Development	\$ 138,580	\$ -	\$ 138,580	\$ 93,180	\$ 39,881	\$ 5,519	\$ 4,900	\$ 619
	CERTIFIED SALARIES	\$ 34,101,537	\$ -	\$ 34,101,537	\$ 21,215,417	\$ 12,544,733	\$ 341,387	\$ 267,222	\$ 74,165
	Supervisors/Technology Salaries	\$ 597,487	\$ -	\$ 597,487	\$ 433,622	\$ 166,398	\$ (2,534)	\$ -	\$ (2,534)
	Clerical & Secretarial salaries	\$ 1,960,105	\$ -	\$ 1,960,105	\$ 1,373,837	\$ 585,258	\$ 1,011	\$ -	\$ 1,011
	Educational Assistants -255,711	\$ 1,669,633	\$ -	\$ 1,413,922	\$ 969,590	\$ 526,107	\$ (81,776)	\$ (3,725)	\$ (78,051)
	Nurses & Medical advisors	\$ 559,337	\$ -	\$ 559,337	\$ 401,373	\$ 190,202	\$ (32,238)	\$ 2,000	\$ (34,238)
	Custodial & Maint Salaries	\$ 2,770,430	\$ -	\$ 2,770,430	\$ 1,904,750	\$ 779,802	\$ 85,878	\$ 12,878	\$ 73,000
	Bus Drivers salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 101,256	\$ -	\$ 101,256	\$ 73,354	\$ 24,702	\$ 3,200	\$ 1,339	\$ 1,861
	Special Education Svcs Salaries	\$ 648,087	\$ -	\$ 648,087	\$ 463,094	\$ 305,152	\$ (120,158)	\$ -	\$ (120,158)
	Attendance & Security Salaries	\$ 145,140	\$ -	\$ 145,140	\$ 97,361	\$ 42,171	\$ 5,608	\$ 500	\$ 5,108
	Extra Work - Non-Cert	\$ 97,900	\$ -	\$ 97,900	\$ 52,433	\$ 8,113	\$ 37,354	\$ 31,405	\$ 5,949
	Custodial & Maint. Overtime	\$ 213,363	\$ -	\$ 213,363	\$ 159,777	\$ -	\$ 53,586	\$ 20,000	\$ 33,586
	Civic activities/Park & Rec	\$ 43,000	\$ -	\$ 43,000	\$ 46,957	\$ -	\$ (3,957)	\$ (5,000)	\$ 1,043
	NON-CERTIFIED SALARIES	\$ 8,805,738	\$ -	\$ 8,550,027	\$ 5,976,147	\$ 2,627,906	\$ (54,026)	\$ 59,397	\$ (113,423)
	SUBTOTAL SALARIES	\$ 42,907,275	\$ -	\$ 42,651,564	\$ 27,191,563	\$ 15,172,639	\$ 287,362	\$ 326,619	\$ (39,257)
				\$ (255,711)	<i>Education Jobs Fund listed below</i>				

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING MARCH 31, 2012

OBJECT CODE	EXPENSE CATEGORY	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	TRANSFERS 2011 - 2012	CURRENT BUDGET					
200	EMPLOYEE BENEFITS								
	Medical & Dental Expenses	\$ 8,081,152	\$ -	\$ 8,081,152	\$ 6,356,391	\$ 143,935	\$ 1,580,826	\$ 1,538,090	\$ 42,736
	Life Insurance	\$ 85,385	\$ -	\$ 85,385	\$ 62,551	\$ -	\$ 22,834	\$ 20,088	\$ 2,746
	FICA & Medicare	\$ 1,261,524	\$ -	\$ 1,261,524	\$ 823,349	\$ -	\$ 438,175	\$ 431,175	\$ 7,000
	Pensions	\$ 439,463	\$ -	\$ 439,463	\$ 430,042	\$ 9,347	\$ 74	\$ 20	\$ 54
	Unemployment & Employee Assist.	\$ 243,602	\$ (90,000)	\$ 153,602	\$ 84,685	\$ -	\$ 68,917	\$ 45,528	\$ 23,389
	Workers Compensation	\$ 464,000	\$ (10,000)	\$ 454,000	\$ 446,361	\$ -	\$ 7,639	\$ -	\$ 7,639
	SUBTOTAL EMPLOYEE BENEFITS	\$ 10,575,126	\$ (100,000)	\$ 10,475,126	\$ 8,203,380	\$ 153,282	\$ 2,118,465	\$ 2,034,901	\$ 83,564
300	PROFESSIONAL SERVICES								
	Professional Services	\$ 489,684	\$ 100,000	\$ 589,684	\$ 424,035	\$ 198,982	\$ (33,333)	\$ 66,568	\$ (99,901)
	Professional Educational Ser.	\$ 226,036	\$ -	\$ 226,036	\$ 139,845	\$ 20,359	\$ 65,832	\$ 61,000	\$ 4,832
	SUBTOTAL PROFESSIONAL SVCS	\$ 715,720	\$ 100,000	\$ 815,720	\$ 563,880	\$ 219,341	\$ 32,499	\$ 127,568	\$ (95,069)
400	PURCHASED PROPERTY SVCS								
	Buildings & Grounds Services	\$ 672,300	\$ -	\$ 672,300	\$ 464,506	\$ 131,128	\$ 76,666	\$ 66,722	\$ 9,944
	Utility Services - Water & Sewer	\$ 123,450	\$ -	\$ 123,450	\$ 62,405	\$ -	\$ 61,045	\$ 40,664	\$ 20,381
	Building, Site & Emergency Repairs	\$ 460,850	\$ -	\$ 460,850	\$ 403,279	\$ 1,250	\$ 56,321	\$ 58,196	\$ (1,875)
	Equipment Repairs	\$ 246,571	\$ -	\$ 246,571	\$ 154,958	\$ 19,159	\$ 72,454	\$ 71,000	\$ 1,454
	Rentals - Building & Equipment	\$ 291,498	\$ -	\$ 291,498	\$ 194,638	\$ 95,389	\$ 1,471	\$ 2,600	\$ (1,129)
	Building & Site Maintenance	\$ 96,500	\$ -	\$ 96,500	\$ 49,387	\$ 4,442	\$ 42,671	\$ 42,671	\$ 0
	SUBTOTAL PUR. PROPERTY SER.	\$ 1,891,169	\$ -	\$ 1,891,169	\$ 1,329,174	\$ 251,368	\$ 310,628	\$ 281,853	\$ 28,775

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING MARCH 31, 2012

OBJECT CODE	EXPENSE CATEGORY	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	TRANSFERS 2011 - 2012	CURRENT BUDGET					
500	OTHER PURCHASED SERVICES								
	Contracted Services	\$ 393,983	\$ -	\$ 393,983	\$ 292,972	\$ 27,437	\$ 73,575	\$ 71,000	\$ 2,575
	Transportation Services	\$ 4,423,601	\$ -	\$ 4,423,601	\$ 2,706,630	\$ -	\$ 1,716,971	\$ 1,785,086	\$ (68,115)
	Insurance - Property & Liability	\$ 333,731	\$ -	\$ 333,731	\$ 332,943	\$ -	\$ 788	\$ 4,000	\$ (3,212)
	Communications	\$ 148,718	\$ -	\$ 148,718	\$ 65,149	\$ 30,375	\$ 53,194	\$ 50,000	\$ 3,194
	Printing Services	\$ 54,560	\$ -	\$ 54,560	\$ 18,833	\$ 9,331	\$ 26,396	\$ 25,000	\$ 1,396
	Tuition - Out of District	\$ 1,104,055	\$ 200,000	\$ 1,304,055	\$ 1,087,861	\$ 453,264	\$ (237,070)	\$ -	\$ (237,070)
	Student Travel & Staff Mileage	\$ 227,976	\$ -	\$ 227,976	\$ 147,581	\$ 3,411	\$ 76,984	\$ 76,000	\$ 984
	SUBTOTAL OTHER PURCHASED SER.	\$ 6,686,624	\$ 200,000	\$ 6,886,624	\$ 4,651,969	\$ 523,817	\$ 1,710,837	\$ 2,011,086	\$ (300,249)
600	SUPPLIES								
	Instructional & Library Supplies	\$ 983,763	\$ -	\$ 983,763	\$ 726,923	\$ 88,294	\$ 168,546	\$ 168,000	\$ 546
	Software, Medical & Office Sup.	\$ 169,107	\$ -	\$ 169,107	\$ 114,135	\$ 9,699	\$ 45,272	\$ 44,000	\$ 1,272
	Plant Supplies	\$ 361,100	\$ -	\$ 361,100	\$ 316,527	\$ 11,852	\$ 32,722	\$ 32,700	\$ 22
	Electric	\$ 1,637,617	\$ (200,000)	\$ 1,437,617	\$ 877,164	\$ 531,044	\$ 29,410	\$ 13,546	\$ 15,864
	Propane & Natural Gas	\$ 398,287	\$ -	\$ 398,287	\$ 205,708	\$ -	\$ 192,579	\$ 127,741	\$ 64,838
	Fuel Oil	\$ 544,034	\$ -	\$ 544,034	\$ 446,675	\$ -	\$ 97,359	\$ 99,232	\$ (1,873)
	Fuel For Vehicles & Equip.	\$ 471,739	\$ -	\$ 471,739	\$ 186,066	\$ 285,000	\$ 673	\$ -	\$ 673
	Textbooks	\$ 236,794	\$ -	\$ 236,794	\$ 134,969	\$ 6,005	\$ 95,820	\$ 95,790	\$ 30
	SUBTOTAL SUPPLIES	\$ 4,802,441	\$ (200,000)	\$ 4,602,441	\$ 3,008,167	\$ 931,894	\$ 662,380	\$ 581,009	\$ 81,371

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING MARCH 31, 2012

OBJECT CODE	EXPENSE CATEGORY	YTD		CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
		APPROVED BUDGET	TRANSFERS 2011 - 2012						
700	PROPERTY								
	Capital Improvements (Sewers)	\$ 124,177	\$ -	\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0
	Technology Equipment	\$ 155,102	\$ -	\$ 155,102	\$ 49,090	\$ 480	\$ 105,532	\$ 105,600	\$ (68)
	Other Equipment	\$ 50,696	\$ -	\$ 50,696	\$ 37,425	\$ -	\$ 13,271	\$ 13,271	\$ 0
	SUBTOTAL PROPERTY	\$ 329,975	\$ -	\$ 329,975	\$ 210,692	\$ 480	\$ 118,803	\$ 118,871	\$ (68)
800	MISCELLANEOUS								
	Memberships	\$ 63,097	\$ -	\$ 63,097	\$ 54,415	\$ 150	\$ 8,532	\$ 7,500	\$ 1,032
	SUBTOTAL MISCELLANEOUS	\$ 63,097	\$ -	\$ 63,097	\$ 54,415	\$ 150	\$ 8,532	\$ 7,500	\$ 1,032
TOTAL LOCAL BUDGET		\$ 67,971,427	\$ -	\$ 67,715,716	\$ 45,213,239	\$ 17,252,971	\$ 5,249,506	\$ 5,489,407	\$ (239,901)
EDUCATION JOBS FUND									
				REVENUE RECEIVED	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
	Salaries			\$ 255,711	\$ 165,659	\$ 86,786	\$ 3,266	\$ 3,266	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EDUCATION JOBS FUND	\$ -	\$ -	\$ 255,711	\$ 165,659	\$ 86,786	\$ 3,266	\$ 3,266	\$ -
TOTAL BUDGET ALL SOURCES		\$ 67,971,427		\$ 67,971,427	\$ 45,378,898	\$ 17,339,757	\$ 5,252,772	\$ 5,492,673	\$ (239,901)

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING MARCH 31, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD TRANSFERS 2011 - 2012	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
-------------	------------------	-----------------	---------------------------	----------------	-----------------	----------	---------	-------------------------	-------------------

<u>SCHOOL GENERATED FEES</u>		2011-12 APPROVED BUDGET	RECEIVED	BALANCE	% RECEIVED
<u>HIGH SCHOOL FEES</u>					
	NURTURY PROGRAM	\$8,000	\$8,000.00	\$0.00	100.00%
	PARKING PERMITS	\$20,000	\$20,000.00	\$0.00	100.00%
	PAY FOR PARTICIPATION IN SPORTS	\$84,800	\$59,232.00	\$25,568.00	69.85%
		\$112,800	\$87,232.00	\$25,568.00	77.33%
<u>BUILDING RELATED FEES</u>					
	ENERGY - ELECTRICITY	\$313	\$313.00	\$0.00	100.00%
	HIGH SCHOOL POOL - OUTSIDE USAGE	\$8,000	\$400.00	\$7,600.00	5.00%
		\$8,313	\$713.00	\$7,600.00	8.58%
	MISCELLANEOUS FEES	\$200	\$53.50	\$146.50	26.75%
	TOTAL SCHOOL GENERATED FEES	\$121,313	\$87,998.50	\$33,314.50	72.54%

BUDGET PROCEDURES & MAJOR OBJECT CODE TRANSFERS

In accordance with Connecticut General Statutes §10-222, the Newtown Board of Education shall prepare an itemized estimate of its budget each year for submission to the Board of Finance and the Legislative Council for review and appropriation. Such budget estimate shall include, but is not limited to, the following major object code categories:

- 100 Salaries
- 200 Employee Benefits
- 300 Professional Services
- 400 Purchased Property Services
- 500 Other Purchased Services
- 600 Supplies
- 700 Property
- 800 Other/misc.

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the superintendent or ~~his~~his/her designee in the development, administration and monitoring of the budget ~~after initial approval of the budget by the Board of Education~~. The superintendent shall present for Board approval any proposed additional ~~certified fulltime equivalent (1.0 FTE)~~ staff that exceeds the staffing summary approved concurrent with the fiscal year budget. **Hiring of additional staff that would be legally mandated will be brought to the Board for approval at the next scheduled Board meeting, if all attempts for the Board of Education to meet prior to the hiring are unsuccessful.**

Formatted: Strikethrough

Formatted: Font: Bold

Formatted: Font: Bold, Underline

The superintendent and/or ~~his~~his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The superintendent or ~~his~~his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform to the requirements for State and Federal accounting reports. A monthly budget report shall be prepared in the same format as the annual object detail budget (as a minimum), showing for each major object code line item, the appropriated budget amount, transfers, expenditure to date, encumbered amounts, and current balance.

Such budget report shall be presented to the Board of Education at the regularly scheduled meeting in the month following the period for which such report is prepared, except the year end report which shall be completed and presented by the end of August. The year end report shall reflect all major object codes in positive balance.

The superintendent or designee shall recommend to the Board of Education and the Board shall approve transfers from one major object code to another.

Any movement by the Board to expend funds that would otherwise render a major object code in a negative balance shall be preceded by a Motion to Transfer Funds between major object codes to maintain a positive balance in the account from which the funds will be expended.

For effective and efficient administration of day-to-day operations, budget transfer authority is granted to the superintendent or the director of business, as ~~his/her~~ designee, under the following restrictions:

~~1. No transfers within major object codes, whether individual or cumulative, of more than \$10,000 or more, shall be made unless authorized by the Board, and~~

~~4.~~

~~1. Between detail accounts within an object summary category as presented in the annual budget, i.e. Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, Other/misc., and~~

~~4.~~

2. Funds from any line item in an amount less than \$50,000 under emergency conditions if the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider such transfer.

All emergency transfers and all those beyond detail accounts within an object summary category under \$10,000 will be presented to the Board of Education and announced at its next regularly scheduled meeting.

The Board of Education shall not expend more than the amount of the total appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the chairperson of the Board of Education shall notify the Board of Finance, Board of Selectmen, or appropriating authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Reference: C.G.S 10-222

Adopted 6/14/88

Updated 8/1/89, 12/12/95, 8/6/02, 11/15/11

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Font: Bold

Formatted: Bullets and Numbering

Formatted: Strikethrough

Formatted: Bullets and Numbering