

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, April 3, 2012, in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	4 Staff
R. Gaines (absent)	approx. 100 Public
W. Hart	3 Press
K. Alexander	
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:38 p.m.

Item 1 – Recognition of Newtown High School Girls Basketball and Volleyball Team Championships

Mrs. Leidlein recognized the girls varsity volleyball team for winning the State championship. Sandy Doski, one of the coaches introduced team members Cassie Ekstrom, Abbey Doski, Emma Herring, Meghan Logan, Jessica Lynch, Amanda Rowan, Samantha Steimle, Kristi Voswinkle and Riley Wurtz. The girls' basketball team was also recognized for winning the State championship. Jeremy O'Connell and Katie Carbone, coaches, introduced team members Cassie Ekstrom, Kristiana Engler, Carley Ferris, Madelen Good, Jessica Lynch, Bridget Power, Mary Jo Rossi, Tressa Scott, Samantha Steimle, Kristie Voswinkel and Riley Kurtz. Representative DebraLee Hovey presented the basketball team with a citation from the Connecticut General Assembly recognizing their achievement.

Item 6 – New Business

Project Eagle Presentation by Sandy Hook School Students:

Dawn Hochsprung said Project Eagle was composed of Sandy Hook School third and fourth grade students who involved families in community service. Two parents involved are Jennifer Taylor and Rashi Kumar Ray. The students who spoke about this program were Josh Taylor, Amyla Posey, Daniel Jaeger, Guy Bacon, Madison Fetchick, Michael Haddick, Hannah JoJo, Karl Miller, and Shilin Ray.

Item 2 – Consent Agenda

MOTION: Mr. Alexander moved to approve the consent agenda which included the minutes of February 28 and March 20, 2012, the anonymous donation to the Newtown School District, the resignation of Jing Sun, teacher at Newtown High School, and the Newtown High School anatomy and physiology field trip. Mr. McCubbin seconded.

Vote: 6 ayes

Item 3 – Public Participation - none

Item 4 - Reports

Correspondence:

Mr. McCubbin said correspondence was received from Griselle Santos on three dates regarding bullying in the athletic department, Liesl Fesssola regarding the fourth grade radio show on April 5 from 10 to 11 a.m., and Susan McGuinness Getzinger requesting a public hearing.

Chair Report: Mrs. Leidlein met with Dr. Robinson and Dr. Salvatore regarding the proper procedure for gaining information. Any request for information or meetings should go through the Superintendent.

Superintendent's Report:

The Newtown Prevention Council hosted a Parent Empowerment University at the middle school on March 24. This event served parents in Newtown, Brookfield and Southbury with a speaker and workshops on parenting topics.

Newtown will receive a \$2,000 grant from CAPSS for a team to attend the Quality Performance Institute training for a week this summer with the Center for Collaborative Education.

The Connecticut State Commissioner of Education met with representatives of the town and school district on March 28 regarding SB 24.

The parent presentation for safer school climate will be held on April 12 in the Reed School cafeteria from 7:00 to 8:15 p.m. Children will be cared for by the high school honor society.

The legislative wrap up will be at the May 15 session from 9:00 to 11:00 a.m. in Hartford. Dr. Robinson read a letter received Feb. 29 from Dana Greenfield regarding the ECA program and her experience there since 9th grade.

Subcommittee Chair Reports:

Mrs. Leidlein said the special education subcommittee will meet on May 3.

Mr. Alexander spoke about the meeting of the technology subcommittee. He met with Dr. Robinson, Dr. Gejda and Carmella Amodeo discussing the plan which is to be delivered to the State by June 15. The new one has been completed and is being reviewed by Education Connection. They also discussed the status of student emails. Some high school students opted out as they have their own. Students bringing their own devices are also being discussed. They are considering having a policy stating equipment we will need.

Mr. Hart asked if the State specified what type of equipment would be required.

Mr. Alexander said keyboards would be needed.

Dr. Gejda spoke about the new State tests and students needing a computer for the testing

Item 6 - Old Business

MOTION: Mrs. Roche moved that the Board of Education approve the revisions to Policy 4-607.2 Automated External Defibrillator (AED). Mr. McCubbin seconded. Vote: 6 ayes

MOTION: Mrs. Roche moved that the Board of Education approve the revisions to Policy 4-607.3 Procedure for Use of Automated External Defibrillator (AED). Mr. McCubbin seconded. Vote: 6 ayes

MOTION: Mrs. Roche moved that the Board of Education approve the revisions to Policy 7-102 Immunization Requirements for School Enrollment/Attendance. Mr. McCubbin seconded. Vote: 6 ayes

MOTION: Mrs. Roche moved that the Board of Education approve the revisions to Policy 7-104 Student Health Assessments and Medical Records. Mr. McCubbin seconded. Vote: 6 ayes

MOTION: Mrs. Roche moved that the Board of Education approve the revisions to Policy 7-104.1 Procedures Regarding Student Health Assessments and Medical Records.

Mr. McCubbin seconded. Vote: 6 ayes

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

Mr. Alexander said this was already voted on in October and was not in favor of making any changes.

Mr. Hart agreed. He said the changes being proposed will not achieve what they believed it would as stated at the last meeting.

Mrs. Leidlein stated that the concern was on page 2, number 1 and should be changed to read "\$10,000 or more" instead of "more than \$10,000."

Mrs. Leidlein suggested a motion for the amendment to have #1 on page 2 read that no transfers within major object codes, whether individual or cumulative, of \$10,000 or more, shall be made unless authorized by the Board.

Mr. McCubbin moved that motion. Mr. Vouros seconded.

Vote on amendment: 4 ayes, 2 nays (Mr. Hart, Mr. Alexander)

Mr. Hart said that no subdivisions of the object codes are defined.

Mrs. Leidlein pointed out that Mr. Bienkowski's budget summary reports give the accounts within the object code.

Mr. Hart was concerned about the amount of time we would be spending processing these.

Mrs. Leidlein said the amounts under \$10,000 could be in the consent agenda.

Mr. Hart would like to see the data from other districts that Mrs. Leidlein spoke about.

Mr. Vouros asked is this would help the Board of Finance and Legislative Council to which Mrs. Leidlein said it would and also help us in preparing the budget.

Mr. Alexander felt the statement would be sufficient and be discussed in the financial report.

Dr. Robinson asked how situations would be handled such as the salary adjustments we have in the fall. If we need to make a hire immediately this policy requires a Board of Education meeting.

There was a discussion about emergency hiring to which Mr. Hart felt the policy needs to state the procedure. Mrs. Leidlein said there could be an emergency meeting.

Dr. Robinson said because of the number of people hired at the beginning of the year she is uncomfortable taking an action not stated in the policy.

Mr. Vouros feels it would be justified to hire the person needed if these are EAs for special education students.

Vote on amendment to change #1: Vote 4 ayes, 2 nays (Mr. Hart, Mr. Alexander)

Mrs. Leidlein said the education subcommittee of the Legislative Council voted to pass the full budget on to the Legislative Council with no additional reductions. It was a 4 to 2 vote. Wednesday night they may act on the whole budget.

Mr. Vouros feels there needs to be a campaign to urge voters to get out and vote.
Mrs. Leidlein said it was important for those in favor of full-day kindergarten to vote.
Dr. Robinson said the Board of Education can advocate for a vote. She can only tell the date, time and place to vote but cannot advocate for the budget.
Mrs. Roche asked for the date Dr. Robinson and Mrs. Llodra would speak at the Senior Center. Dr. Robinson would get that date.

MOTION: Mr. Alexander moved to amend the policy to add the following to the end of the second paragraph on page 1 with some wording to cover emergency hiring:

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.

Mrs. Roche seconded. Vote on amendment: 5 ayes, 1 nay (Mr. Hart)

Mrs. Leidlein would add these changes for a second read at the next meeting and vote on the amended policy.

Superintendent's Evaluation:

Mrs. Leidlein put together a timeline for the format of the Superintendent's evaluation. The first meeting will be May 1 using the CABA/CAPSS model with addendum #1 and the Superintendent's self assessment. May 15 the Board evaluates the Superintendent's job performance using addendum 2 as a guide. June 5 will finalize the evaluation and vote on the Superintendent's contract.

MOTION: Mrs. Roche moved that the Board of Education use the CABA/CAPSS model to do a formal evaluation of the Superintendent as well as follow the time line provided by the Board Chair. Mr. McCubbin seconded.

Mr. Alexander asked if Dr. Robinson had seen the timeline to which she said she did not but had suggested the CABA/CAPSS model.

Mr. Hart was concerned about being able to manage our time with having to finalize the budget in May along with conducting the Superintendent's evaluation.

Vote: 5 ayes, 1 nay (Mr. Hart)

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

Mrs. Roche said there has never been a written evaluation for the Superintendent and it was important that we follow the right procedures and policies for the protection of the Board and the Superintendent.

Keith questioned where we would get a consultant and the cost involved.

Mrs. Roche suggested Attorney Dugas because we need legal guidance.

Mr. Alexander could not support it without knowing the cost and also wants to consider if it's agreed upon with the Superintendent.

Mr. Hart also wanted to know the cost. Given the questions raised by this board concerning hiring of consultants he wants to know where we will find the money in the budget and where we will have transfers to cover it.

Mr. Alexander moved to table the motion for more information. Mr. Vouros seconded. Mr. Alexander changed the motion to "postpone the motion" until we receive more information. Mr. Vouros seconded. Vote: 6 ayes

Ad Hoc Facilities Committee:

The Board moved this to the next meeting when Mr. Gaines would be in attendance.

Item 6 – New Business

Policies 9000 to 9160(b):

It was noted one change on policy 9005(b). New Hartford should be changed to Newtown.

Mrs. Leidlein asked the old policy numbers of the ones we are looking at be sent to the Board.

Mr. Hart felt policies 9100 and 9120 should be merged as they are highly redundant.

Perkins Grant:

MOTION: Mrs. Roche moved that the Board of Education approve the application for the Perkins Innovation Grant. Mr. Hart seconded. Vote: 6 ayes

Dr. Robinson said we have Perkins Grant money at the high school for work related programs. We are writing for a \$10,000 and \$40,000 grant. It was written by Peg Ragaini to have equipment for the student personnel success plans. If we qualify, we only have until September to use the grant money.

Mr. Alexander asked for the specific equipment.

Dr. Robinson said it included 5 Android based tablets, 5 iPad 3s, 5 MacBook Pros, 5 Desktop PCs, Developers license fees, digital camera with accessories and teacher training.

Vote: 6 ayes

Mr. Vouros asked about the other grants.

Dr. Robinson said the \$10,000 grant is part of the high school guidance department and will be on the agenda for approval next week.

MOTION: Mr. Alexander moved that the Board of Education set the Newtown High School Graduation for June 20, 2012 and the Newtown Middle School Moving Up ceremony for June 18, 2012. Mrs. Roche seconded. Vote: 6 ayes

Item 7 – Public Participation

Roselle Santos, 13 Shut Road, has a son who is a sophomore. She brought a bullying issue to the Board on February 28 and also to the athletic department. People are not following policy and procedures. Her son's rights have been violated and she wants the removal of all coaches who are condoning bullying with no more retaliation on her son.

Mrs. Leidlein said the next step is to grieve it to the Board and she would send her the information no later than Thursday.

Mrs. Santos said no one has contacted her.

Angel Santos, high school student, said it has been over five weeks and the situation has not been fixed. His civil rights have been violated. Where does this investigation stand and what is the resolution to be taken? He demanded steps are taken. Mrs. Leidlein asked for his questions to be emailed to her.

Alice Mascher, 75 Marlin Road, said these parents want to talk about the broken boys' basketball program. Need to know the steps to follow. Complaints are made but no resolution has been made in the past year. She tried to stop it last year. Bullying violations were brought to the Superintendent. She wants a written decision and resolution or the next step is to bring it to the Board.

Joe Devellis, 44 Key Rock Road, thanked the board for recognizing the girls' basketball and volleyball teams. This negative behavior has been alive for years in Newtown High School with the boys' basketball program. He was involved in 2007-08 with parents who voiced their dissatisfaction. The head coach stated he wouldn't talk to parents. The AD didn't want to meet either. There is a young man being harassed and bullied. We have to be more proactive than reactive.

John Scharfenberg, 7 Patricia Lane, said his son is a junior at Immaculate High School. He was bullied by the same individuals. We didn't complain so he is no longer in the school. There are more that have not come forward. He was here to support the student.

Angel Santos, 13 Shut Road, said there is not just one family involved. He wants his son to have his civil rights. We will go wherever to end this. The Board must take action.

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

Item 8 – Adjournment

The meeting adjourned at 10:03 p.m.

Respectfully submitted:

Cody McCubbin
Secretary

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

In order to assist individuals who may experience cardiac arrest on school property, the Newtown Board of Education has acquired automatic external defibrillators (AEDs) for use in school buildings. It is the policy of the board of Education to support the use of these automated external defibrillators for use by trained personnel on school property **during school hours.**

AEDs will be made available (as resources allow) for in school and after school activities. For after school activities, the AEDs are available for public access to EMS personnel and those trained in the use of the AED. The AED-CPR training for staff will be organized through the nursing staff. The AEDs will be maintained, as recommended by the manufacturer, by the nursing staff in each school building.

The Superintendent or his/her designee shall be responsible for developing administrative regulations in support of this policy, in conformity with the provisions of applicable statutes and regulations.

Legal reference:

10-221 Boards of Education to prescribe rules

52-557b "Good Samaritan" Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Public Act 98-62

Adopted 10/3/06

PROCEDURE FOR USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

1. Initial Assessment

- a. Assess scene for safety and utilize universal precautions (move patient away from water, conductive surface or flammable materials)
- b. Assess patient for unresponsiveness or breathing
- c. If the victim is an adult or a child over the age of 8 with no response....call or have someone else call 911 or the local emergency number. Call for the defibrillator. If the victim is a child (1-8) with no response....call or have someone else call 911 or the local emergency number. If you are alone and the child is not breathing and does not have a history of heart problems, give 1 minute of care before calling 911 or local emergency number. Call for defibrillator.
- d. Open airway. Look, listen and feel for breathing for about 5 seconds. If not breathing, give 2 rescue breathes.
- e. Check for signs of circulation for no more than 10 seconds. Check for severe bleeding.
- f. If the victim has a pulse but is not breathing, begin rescue breathing. If no breathing and no pulse, begin CPR. Continue until defibrillator arrives.
- g. Call 911, continue CPR until defibrillator arrives.

2. ~~Defibrillation~~

- ~~a. As soon as defibrillator is on scene, turn it on and follow the prompts. If the patient is an infant or child under the age of 8, or weighs 55 pounds or less, remove adult pads and install infant/child defibrillator pads.~~
- ~~b. Shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet. (Do not use alcohol.)~~
- ~~c. Apply defibrillation pads. Look at the icons on the self-adhesive pads, peel one pad at a time and place it as shown in its illustration. Ensure pads are making good contact with the patient's chest. DO NOT PLACE THE PADS OVER THE NIPPLE, MEDICATION PATCHES OR IMPLANTED DEVICES. (Do not touch patient when AED is analyzing or defibrillating.)~~
- ~~d. Deliver a shock to the patient when advised by the defibrillator, after first clearing the patient area. Administer additional shocks as prompted by the defibrillator until it advises no shock or has delivered a series of three (3) consecutive shocks and prompts the responder to check the patient.~~
- ~~e. When advised by the defibrillator, check the patient's airway, breathing and signs of circulation and initiate CPR if circulation is absent.~~
- ~~f. Continue to perform CPR until otherwise prompted by the defibrillator or EMS personnel.~~
- ~~g. Continue to follow the defibrillator prompts until EMS arrives.~~
- ~~h. If patient becomes conscious or pulse returns, keep patient calm, monitor breathing and pulse, DO NOT remove pads unless requested by EMS personnel.~~

3. **Defibrillation for Adult and Child Age 1-8 less than 55 lbs.**
 - a. **Check for signs of life (movement/breathing)**
 - b. **To prepare adult/child if no signs of life remove clothing from chest and wipe chest dry**
 - c. **Turn on AED if no signs of life**
 - d. **Follow voice prompts: attach pads to bare dry chest, if pads touch use front/back placement, plug in pads connector if not attached, clear area, DO NOT touch the patient, allow AED to analyze**
 - e. **If shock advised push flashing shock button, give 2 minutes CPR if advised for adult/child 30-2, let AED re-analyze**
 - f. **If no shock advised give 2 minutes CPR if needed Adult/child 30-2**
 - g. **Let AED analyze**
 - h. **Do not stop CPR until AED analyzing**
 - i. **AED precautions:**
 - i. **Do not use alcohol to wipe chest dry – alcohol is flammable**
 - ii. **Do not use adult AED pads on infant/child**
 - iii. **Do not use infant/child AED pads on adult**
 - iv. **Do not touch victim while AED analyzing – may affect analysis**
 - v. **Do not touch victim while AED defibrillating – you could be shocked**
 - vi. **Do no use AED near flammable materials such as gasoline or free-flowing oxygen**
 - vii. **Do not use AED in moving vehicle – movement may affect analysis**
 - viii. **Do not use AED on person in contact with water – remove from water/rain/snow – keep pads dry**
 - ix. **Do not place AED pads over medical patches or scars, jewelry, or piercings – remove with gloved hand**
 - x. **Do not use mobile phone or radio within 6 feet – may disrupt analysis**
4. **When EMT arrives: Responders working on the victim should document and communicate important information to the EMS provider such as:**
 - a. **Victim's name**
 - b. **Medical problems, allergies, etc., if known**
 - c. **Time victim was found**
 - d. **Initial and current condition of the victim**
 - e. **Information from the defibrillator by pushing the blue 1-button**
 - f. **Assist as requested by EMS providers**

NOTE: The AED will be located in an unlocked area so that it would be available to trained school personnel as well as the emergency responders. Personnel will be trained in each building in which the AED is located.

~~Do not use cellular phone or radio transmitter within 6 feet of AED. This may interrupt the analysis of the patient by the AED.~~

Adopted 10/3/06
Revised

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENROLLMENT/ATTENDANCE

General

Connecticut Statutes provide that students shall present documentation of immunization before being permitted to attend classes/school.

Students preparing to enroll in the Newtown Public Schools are required by State Statutes to be immunized against Poliomyelitis, DPT (Diphtheria, Pertussis, Tetanus), **DTap, Tdap**, Measles, Mumps, Rubella, Hemophilus Influenzae Type B, Hepatitis B (HBV), and varicella (chickenpox), Meningococcal, Hepatitis A, Pneumococcal and Influenza.

Responsibility

To comply with the State Immunization Law, the parent/guardian must provide an immunization record that documents necessary information about type, date, and dosage and is signed by a physician. A health record from the previous school that documents this information and is in compliance with State Statutes will be an acceptable substitute.

Exemptions

A child's immunization requirements are satisfied when the school receives:

1. A certificate from a physician or a local health agency stating that initial immunizations have been given to the child and the additional immunizations are in process (such as, a child is scheduled to receive additional immunizations in a school sponsored clinic);

Or

2. A certificate from a physician stating that in the opinion of the physician, immunization is medically contraindicated because of the physical condition of the child;

Or

3. A statement from the parents or guardians of the child that such immunization would be contrary to the religious beliefs of the child;

Or

4. A statement from a physician or director of health that the child has had a confirmed case of the disease;

Or

5. ~~In the case of rubella, documentation of a twelfth birthday;~~
6. ~~In the case of pertussis, documentation of a sixth birthday;~~
5. In the case of Hemophilus Influenzae Type B, documentation of a fifth birthday

Or

6. In the case of varicella, documentation of the disease confirmed in writing by a physician or laboratory report.

Failure to comply with the immunization requirements during the enrollment process will cause a postponement of school attendance until the statutory requirements are satisfied, which will result in the student's exclusion from school.

Adopted 6/21/46

Amended 1/12/59, 11/3/59, 9/20/60, 3/24/70, 1/25/72, 10/10/95, 10/10/00, 11/13/01

Updated 5/24/77, 1/11/83, 3/10/92, 10/10/95, 6/10/97

STUDENT HEALTH ASSESSMENTS AND MEDICAL RECORDS

Subject to the provisions of Public Act 94-103, Section 10-206, the Board of Education shall require each student to have a health assessment either by a legally qualified practitioner of medicine or by the school medical adviser or a physician's assistant licensed pursuant to Chapter 370 or an advanced practice registered nurse or registered nurse licensed pursuant to Chapter 378 prior to initial public school enrollment at any grade level, as well as in grades six and ~~ten~~ **nine**. The State Statutes specify what a health assessment shall include and the procedure to be followed for an exemption based upon religious reasons.

All students whose parents or guardians meet the eligibility requirement for free and/or reduced price meals under the National School Lunch Program or for free milk under the special milk program shall be provided such health assessments without charge. Parents or guardians who have extenuating circumstances which make them unable to use a private physician and are not covered by lunch guidelines may arrange through the Supervisor of Nurses for the school district to provide the physical examination. To fulfill this requirement, the Board of Education may utilize existing community services and resources.

Reference: CGS 10-206

Adopted 10/13/70

Updated 5/24/77, 6/9/77, 1/11/83, 11/14/87, 12/10/91, 10/10/95, 11/12/96, 6/10/97, 11/13/01

PROCEDURES REGARDING STUDENT HEALTH ASSESSMENTS AND MEDICAL RECORDS

All students must meet the following criteria in order to comply with Public Act 94-103:

1. Newly enrolled students and those entering from out-of-state schools must have proof of a health assessment prior to enrollment.
2. Connecticut students entering n grades six (6) and nine (9) will have until December first (1st) of that school year to obtain a health assessment.
3. All of the required elements of the health assessment must be completed during the specific time frame including a test for anemia. A mantoux tuberculin test is required for only foreign and foreign-born students entering from a high-risk country. (See pre-entrance requirements form attached.)
4. The results of the health assessment screenings and follow-up testing and treatment must be recorded on forms distributed by the State Department of Education.
5. The blue State Health Assessment form HAR-3 REV 4/20/10 **only** may be used to meet the requirements of an interscholastic sports physical. The sport physical form may also be used to meet the sport physical requirements.
6. Students who fail to provide evidence of such health assessments in the specified time frame will be excluded from school until the health assessments are completed.

Health assessments conducted by the school will be arranged by the Nursing Supervisor in cooperation with the school nurse with prior written notice to the parent or guardian as specified in Public Act 94-103. When the parent or guardian chooses to have the health assessment of the student conducted by a licensed medical practitioner of their choice, it will be at the expense of the parent or guardian.

The results of any health assessment or psychological information recorded as part of the student's cumulative health record and filed under provisions of the appropriate sections of the Statutes shall not be open to public inspection.

When a student permanently leaves the jurisdiction of the Newtown Public Schools, the cumulative health record shall be sent to the chief administrative officer of the health office of the school district to which the student moves. Original copies of the student health records will be sent to Connecticut schools and true copies will be sent to out-of-state school districts. A true copy will be retained for each health records that is transmitted to a school system in Connecticut.

Reference: CGS 10-206

Adopted 10/13/70

Updated 5/24/77, 6/9/77, 1/11/83, 11/14/87, 12/10/91, 10/10/95, 11/12/96, 6/10/97, 11/13/01

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.

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/his/her designee, under the following restrictions:

1. No transfers within major object codes, whether individual or cumulative, of more than \$10,000, 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

Perkins Innovation Grant

Work-Based Learning/Capstone/ Student Success Plan Model

Plan Summary

Write a brief summary describing the purpose, objectives, strategies, and outcomes initiated through the model design.

The purpose of this grant would be to create opportunities for Newtown High School students to participate in a capstone project that specifically involves the development of Apps for iOS and Android operating systems. This course would:

- model what a Capstone project/class looks like for CTE students in Technology Education,
- pilot integration of the Student Success Plan and Career Pathways into classroom curriculum,
- expand the role of the teacher to that of a Student Success Plan Advisor,
- provide CTE students the opportunity to earn an industry recognized certification
- allow students to apply 21st Century skills by absorbing, processing, and combining information to develop a mobile app linked to their individual career pathway, and
- build upon existing work-based programs at the high school.

The Career and Technical Education Mobile Apps class requires students to develop a mobile app that could be used in the career pathway identified in their individual Student Success Plan. As part of the course, students would be required to write a research paper defining the function of their app and why it would be useful in their career pathway. Students will also be required to make a public presentation and demonstration of their project. Not only will students be able to demonstrate skills and responsibilities of a Mobile Application Developer, but they will understand how those skills apply to another career pathway. Students will blend 21st century skills into a work-based/authentic learning model. In addition, this course builds upon the wide variety of career exploration and work-based learning opportunities available at Newtown High School. These programs include career speakers, industry tours, community service, career shadowing, internships, CWE, school-based enterprises, and Junior/Senior Project classes.

The teacher of the course will pilot how the Student Success Plan can become part of instruction and assessment. She will pilot the Teacher/SSP Advisor role for this Capstone class, and develop the foundation of what the SSP Advisor and Capstone Project can look like in an individual student's success plan at Newtown Public Schools.

The following explains our objectives, progress, strategies, and outcomes.

OBJECTIVES	PROGRESS	STRATEGIES	OUTCOMES
<p>Determine what state capstone initiative will look like at Newtown Public Schools.</p>	<p>District-wide Student Success Plan committee. Junior/Senior Project elective course since 2000-2001.</p>	<p>Offer Mobile Apps Capstone Course through CTE in 2012-2013. Purchase supplies/equipment for Mobile Apps Capstone class. Curriculum writing to be funded by district. Students present project in written and oral form.</p>	<p>District begins development of capstone guidelines. This will impact all students. A minimum of 15 CTE students complete Mobile App Capstone class.</p>
<p>Expand teacher involvement in Student Success Plan.</p>	<p>Grades 5 through 12 have a SSP through Naviance. NHS School Counseling Office has been using Naviance for 7 years. NHS teachers are using SSP to communicate with students and parents. Teacher and counselor recommendations for college are being submitted to colleges electronically through the Student Success Plan. The Newtown Public Schools Strategic Plan for 2011-2012 includes a Personal Success Plan for every student. (See Attachments)</p>	<p>Junior/Senior Project teachers and Mobile Apps teacher develop rubric linking SSP and capstone project. Student Success Plan committee defines the expectations for teacher/advisor in the Student Success Plan.</p>	<p>SSP is part of classroom instruction. Students are in small learning communities working on capstone project. Role of SSP Teacher/Advisor piloted in 2012-2013. Student work uploaded into portfolio. SSP District Committee will develop plan for teacher involvement in SSP in grades 9-11.</p>
<p>Pilot Integration of Student Success Plan and Career Pathways in classroom instruction.</p>	<p>Every student at NHS completes: Career Cluster Finder (Naviance) in 9th grade, Career Matchmaker (Career Cruising) in 10th grade; and Do What You Are (Naviance) in 11th grade. Students identify their Career Pathway in SSP. Career Pathway information available in Naviance and Career Cruising. Career Pathway information specific to NHS can be found on Career Center webpage. (See Attachments)</p>	<p>Develop NHS specific career pathway in IT and Automotive in 2011-2012. Students will identify career pathway and link to capstone project in Mobile Apps and Junior/Senior Project. Students will identify transferable skills linked to career pathway.</p>	<p>Student will have journal/document in SSP linking career pathway to project. Student will have journal/document in SSP assessing skills demonstrated in project to post-secondary choices.</p>
<p>Provide CTE students the opportunity to earn an industry recognized certification</p>		<p>Students will earn recognized industry certification as a Titanium Certified App Developer (http://www.appcelerator.com)</p>	<p>Students earn industry certification.</p>

<p>Blend 21st Century Skills into work-based/authentic learning project.</p>	<p>Graduation standards include 21st century skills. Project-based learning classes include: Junior/Senior Projects, Applied Science Research, Connecticut Innovation Academy. Work-based/authentic learning classes include the school-based enterprises in Early Childhood Education, Computer Repair, Culinary, Automotive, Greenhouse, Special Education's Drycleaning, and Graphics. See Strategic Plan for district to address 21st Century skills.</p>	<p>All students completing capstone project will identify current issues in career pathway. Students in Mobile Apps Capstone class will demonstrate terminology, concepts, and best practices for coding mobile applications. Students will apply Mobile App to career pathway in SSP.</p>	<p>SSP will include project & reflection for students in Mobile Apps Capstone and Jr/Sr Project class. SSP district committee will set project guidelines. SSP district committee will identify how projects, internships, reflective portfolio, and community service projects may satisfy capstone requirements. Students will demonstrate critical thinking, problem solving, and innovation skills while processing and combining information.</p>
<p>Build upon current career exploration programs at Newtown High School.</p>	<p>Students can participate in career speakers programs, community service, industry tours, career shadowing, CWE, internships, Junior/Senior Projects and enrichment programs. Career Center staff part of Junior/Senior Project course. Career Pathways information available in SSP and on Career Center website.</p>	<p>Career Center staff will do class presentation on opportunities to explore career pathways. White (research) paper demonstrates how mobile app is tied to career pathway in SSP.</p>	<p>Mobile apps project reflects understanding of career and current issues in the field.</p>

Evidence of initiative's effectiveness:

- District Student Success Plan Committee will have
 - Developed SSP Capstone guidelines for 8th and 12th grades,
 - Articulated role of Teacher/Advisor in SSP based on experience with grant,
 - Created plan to implement more teacher involvement in grades 9-12.
 - Identified other venues for capstone projects.
- A minimum of 15 students will complete Mobile Apps class in 2012-2013.
- Alignment of SSP with Mobile Apps Capstone class and Junior/Senior Project class.
- Integration of career pathways into Mobile apps capstone project.
- Students in Mobile Apps and Junior/Senior Project include project work in SSP. Students will have one or more reflective pieces in SSP linking project, career pathway, post-secondary education, and transferrable skills.
- Mobile Apps Capstone course continues to be offered in following years.

Innovation Grant Sustainability Plan

This proposal will be submitted to the Newtown Board of Education on for approval and commitment to sustain the initiative beyond the 2012-2013 academic year. The minutes of the meeting will be forthcoming.

This project will be sustained beyond the grant period for the following reasons.

- Space and consumable instructional supplies are available for the Mobile Apps Capstone class.
- The course is designed on a class based Capstone model that is currently operating in the school. The capstone course is aligned with our Student Success Plan for grades 5 through 12. The Mobile Apps Capstone Class will pilot the instructional integration of student Capstone work into the Student Success Plan.
- The course will be taught by an experienced teacher with extensive experience in project-based learning. Kristin Violette, teacher of the Connecticut Innovation Academy, has developed Connecticut Innovation Academy into the single most award winning program of its kind in the state.
- The Student Success Plan is part of the District's Strategic Plan.

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