

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, March 19, 2013 at 7:30 p.m. in the council chambers at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines	5 Staff
W. Hart	20 Public
K. Alexander	4 Press
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:37 p.m. and asked that a motion be added to the agenda.

MOTION: Mr. Alexander moved to add the discussion and possible action regarding the appointment of an interim superintendent. Mr. Hart seconded. Vote: 7 ayes

Item 1 – Consent Agenda

MOTION: Mr. Gaines moved to approve the consent agenda which included donations and personnel items. Mr. Hart seconded. Vote: 7 ayes

MOTION: Mrs. Roche moved to approve the minutes of March 4, 2013. Mr. Gaines seconded. Vote: 6 ayes, 1 abstained (Mr. McCubbin)

MOTION: Mr. Alexander moved to approve the minutes of March 5, 2013. Mrs. Roche seconded. Vote: 5 ayes, 2 abstained (Mr. McCubbin, Mr. Hart)

Item 2 – Public Participation

Linda Biscoe, 47 Old Haleyville Road, requested the Board to consider placing the high school graduation on June 18 and the middle school on June 22. There are families that have commitments on that Saturday and she and her daughter plan to attend freshman orientation.

Item 3 – Reports

Correspondence: Mr. McCubbin said the Board received 45 emails. 22 supported SROs, 5 were condolences and there were 18 miscellaneous.

Superintendent's Report: Newtown High School was named the top AFS school in the U.S. Chris Lee, high school music teacher, was named Yale's Music Educator of the Year from 600 nominated from 45 different states.

This Thursday night Gregg Simon will receive the State Award of Merit from the National Interscholastic Athletic Administrators Association

The Connecticut PTA's elementary principal award is going to Dawn Hochsprung and the award is being renamed in her honor as the Dawn Hochsprung Elementary Principal Award.

Serve Grant Report:

Dr. Robinson introduced Dr. Melissa Brymer who is the Director of the Terrorism and Disasters Program at UCLA and Duke University National Center for Child Traumatic Stress, spoke about her work in the district since January. They held focus groups with the Department of Child Services, Department of Education and all staff in the schools and central office. They also met with youth officers, the prevention council, health director, faith groups, and parents from each school. They asked for their needs through the next school year.

Project Serve is a recovery program. We asked for this grant for four years and possibly longer. Safety, calming, connectedness, community efficacy and hope are the types of support they want to provide. They have to establish a sense of safety and trust. Our efforts have to go to the adults to be able to work with their student and children. Types of services need to be determined within the school system and they need centralization of the recovery program at the district level. There should also be review committees for curriculum with parent participation. We have to look at what is needed now, over the summer and into the next school year. Issues to address are the gifts and offers to the school district, the district procedures to set up MOUs with agencies and provide services for the district. Protections need to be in place for those involved with students. The Sandy Hook team will be led by Yale and Clifford Beers. The district team will be led by Newtown Youth and Family Services and Wellmore. Nursing support is needed as well as co-teachers for Sandy Hook staff.

In terms of a plan we need to help students who are struggling and may need additional academic and recovery support. There is concern about academics being lost. We are recommending a two-week booster session for Sandy Hook students, which is voluntary to be held in August. Staff at Sandy Hook would like time to spend with next year's teachers with an additional professional development day over the summer to do this.

Mrs. Roche asked if anything was in place for staff over the summer so they have support when not working.

Ms. Brymer said they need to be made aware of community providers and professional groups. There are also some things emerging from the state level. It's important to offer services over the summer.

Mrs. Roche questioned when this grant would be approved.

Ms. Brymer said the state was in support. She would report to Mrs. Leidlein after here meeting on Friday. Besides the Serve Grant there are federal grants which include the Justice Grant and Serg Grant which is community grant.

Mr. Alexander asked to be provided with a recommendation if the grants fall short and what we could do with what we are given.

Ms. Brymer said the plan will fluctuate and change so we would address needs as they change.

Financial Report and Transfers:

MOTION: Mr. Alexander moved to approve the financial report and transfers for the month ending February 28, 2013. Mrs. Roche seconded.

Mr. Bienkowski went over the report and stated that all major object accounts remain in a positive balance with no deficits in the current balance accounts except other purchased services.

Mrs. Leidlein said we were told we were in violation of our policy regarding major object codes in January that are in a negative amount which is not true. All were in a positive balance.

Mr. Bienkowski said that the transfer policy didn't take into account significant offsetting revenues. There are three significant offsets which include \$1,017,825 in excess cost partial receipts, \$136,170 in partial insurance receipts, and \$247,201 from Project Serve. He suggested that the Board think about what to do with the \$185,000 of unexpected education funds which may be available this year. It would be good to ask that it be carried over for the operating costs for Chalk Hill School for electricity and oil. Oil will be tripled what we spent at Sandy Hook School.

Mr. Alexander said this report shows \$149,000 in purchased services as an actual deficit balance. The policy mentions the balance column and he asked for clarification. He wanted to be sure it's being covered properly to meet the guidelines of the policy.

Mrs. Leidlein said the Board of Finance suggested having an anticipated grant revenue line item to draw from. She asked Mr. Bienkowski to meet with auditors and get examples of how other districts approach this.

Vote: 7 ayes

Item 4 – Old Business

Last Day of School and April Break:

MOTION: Mrs. Roche moved that the Board of Education set the last day of school as June 21, 2013 and that no days would be taken from the April break. Mr. Vouros seconded.

Vote: 7 ayes

Appointment of Interim Superintendent:

MOTION: Mrs. Roche moved that the Board of Education appoint Dr. John Reed as the interim superintendent with a transition period immediately subject to the agreement to a contract agreed to by Dr. Reed and the Board chair. Mr. McCubbin seconded. Vote: 7 ayes

Mrs. Roche stated that given the tragic events of December 14, the Board of education thought it was highly desirable during this important time of transition, that Newtown have an interim superintendent of schools who has a significant knowledge and understanding of our town and the Newtown school system. Such a background will help us successfully meet the challenges which confront our school system while we search for the new superintendent of schools.

John Reed has thirty years' experience as superintendent. As many of you know, John was the Superintendent of Newtown schools for 20 years, 1982-2002. This is the longest tenured superintendent in the state of Connecticut. He is well respected in our community and will be welcomed by the district. John has been volunteering at Sandy Hook Elementary since 12/14/. He knows the school intimately and has a great relationship with the staff. The move to being our interim superintendent will be seamless.

Mrs. Roche read the following statement from John Reed:

"Like the other members of our community, I felt a need to be of help to others in the face of the tragic and traumatic events that occurred on December 14, 2012. I have now been given by the Board of Education, the opportunity to be of direct assistance to the students, staff and parents who comprise the school system that I love. In turn, I ask for the prayers and support of my fellow Newtowners to help our school system successfully meet our present needs while optimistically preparing for the future. I will depend on Dr. Robinson for her valuable assistance so that when the time comes to assume my temporary responsibilities I will be well prepared."

Item 5 – New Business

Middle School Moving Up and High School Graduation Dates:

MOTION: Mrs. Leidlein moved that the Board of Education set the middle school moving up ceremony for June 18 at 6:00 p.m. and the high school graduation for June 22 at 10:00 a.m. at the O'Neill Center.

Dr. Robinson said we reserve dates as far in advance as we can. The high school selected June 22 as they will be finishing finals on June 20 with make ups on June 21. The middle school is set for June 18. The students must complete finals before graduation.

Mrs. Roche questioned why the Board would vote as the dates were chosen.

Dr. Robinson said this usually comes to the Board. The dates held for Newtown were June 17, 18 and 22. Mr. Hart recalled there has always been some discussion on these dates.

Mr. Vouros asked if the high school could graduate on June 18 and have June 17 as an option for the middle school.

Dr. Robinson said high school exams are set so it would be hard to change the schedule.

After a discussion the Board decided to withdraw the motion and have the superintendent set the dates.

Principal Search Process:

Dr. Robinson reviewed the timeline for the principals' search which is attached. There were 160 applicants. Focus groups are being held with parents and staff to design questions from the qualities listed by the groups. Dr. Gejda and Mrs. Libby would screen the applications and choose 6 to 8 for each school. She asked for a Board member for each committee.

Mr. Vouros suggested that the interim be involved in the initial screening.

MOTION: Mrs. Roche moved that the Board of Education direct the superintendent and interim superintendent to work together to revise the hiring process to engage the interim superintendent in the hiring process. Mr. Vouros seconded. Vote: 7 ayes

Mrs. Leidlein asked Dr. Robinson to meet with Dr. Reed to discuss the process.

Mr. Vouros suggested that Jo-Ann Peters and Diane Sherlock be involved given their time in the district.

Budget Procedures and Major Object Code Transfers Policy Change:

Mrs. Roche stated that due to the Sandy Hook tragedy, the board suspended part of its transfer policy (Policy #3-202) on January 15th 2013 to allow the Superintendent to hire additional staff without consultation with the Board. The district is no longer in an emergency situation which would require such a suspension. Therefore, I would like to make a motion to restore the Transfer Policy (3-202) to its original state as voted on April 10, 2012. Specifically:

"The superintendent shall present for Board approval any proposed additional 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. "

Mr. Vouros seconded. Vote: 7 ayes

Minutes of January 23, 2013:

MOTION: Mr. Gaines moved that the Board of Education approve the minutes of January 23, 2013 as amended. Mr. Hart seconded.

Mrs. Leidlein asked that Mr. Hart's revisions be sent to the Board electronically for the next meeting.

Mr. Gaines withdrew the motion. Mr. Hart seconded.

Item 6 – Public Participation – none

MOTION: Mr. Hart moved to adjourn. Mr. Alexander seconded. Vote: 7 ayes

Item 7 – Adjournment

The meeting adjourned at 9:30 p.m.

Respectfully submitted:

Cody McCubbin
Secretary

**Please note: These minutes are pending Board approval.
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Mr. Gaines withdrew the motion. Mr. Hart seconded.

Item 6 – Public Participation – none

MOTION: Mr. Hart moved to adjourn. Mr. Alexander seconded. Vote: 7 ayes

Item 7 – Adjournment

The meeting adjourned at 9:30 p.m.

Respectfully submitted:

Cody McCubbin
Secretary

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education special meeting on Monday, March 4, 2013 at 7:30 p.m. in the Reed Intermediate School library.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary (absent)	R. Bienkowski
R. Gaines	3 Staff
W. Hart	10 Public
K. Alexander	3 Press
J. Vouros	

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

Item 1 – Public Participation

Michelle Ku, 28 Platts Hill Road, congratulated Dr. Robinson and said the children in Stratford are lucky. She has seen us through hard times and challenges and asked that she stay through the end of this school year. She hopes they look for an interim and permanent superintendent who have a strong vision for the district, will understand the unique needs of this community, continue to strive to the academic excellence we are known for, inspire each student to excel, and address the emotional needs of children. She asked that they look for the same qualities in the new principals used in hiring Mr. Geissler and Mrs. Hochsprung.

Michelle Assante, 16 Wendover Road, wished Dr. Robinson well and was sorry to lose her. She was a tremendous asset to the district and hoped she would be here until the end of the year. She was happy to get some guidance from Cabe but was concerned about the cost for the search. We need to spend whatever it takes to get a quality person. She was concerned that if we look within to promote someone it would leave another vacancy to fill.

Kevin Fitzgerald, 24 Old Farm Hill Road, has forwarded letters regarding unsubstantiated remarks against the superintendent but has not received any responses. He felt they would work on those unsubstantiated allegations and asked to put those on an agenda to address.

Item 2 – CABA Workshop

Bob Rader thanked the Board for asking him to attend the meeting. Their leadership will come in when the time is right. He complimented the district on how the incident was handled. There are outstanding offers of help.

He spoke about an interim superintendent and superintendent search. It takes 7 to 9 months to find a superintendent. An interim will allow a new superintendent to come in with a clean slate. It is usually a former superintendent. This person must have emotional intelligence, the ability to work with people, sensitivity and an understanding of what the community, board and staff needs. Interims are paid per diem, there are no fringe benefits, and sometimes transportation will be included. Anything else would be discussed. There should be 3 or 4 to interview.

Regarding a permanent superintendent, the decision has to be made on who will do the search. The Board can do it and set up a search committee or have a whole community search team which he didn't recommend. The more people involved the more chance there is of a leak or

problems if a recommended candidate is not accepted. It's also difficult if too many are on the committee. Consultants will do the clerical work involved but the board will decide the time parameters.

All meetings on the superintendent search are exempt from the Freedom of Information Act. Do as much as you can in open meetings regarding the process. When too much is done behind closed doors there are rumors. Interviews and talking about specific individuals can be done in closed session. You have to look at the superintendent's salary range and job description as you may want to change it. Newtown test scores are phenomenal and you want to keep that momentum going. Advertising has to be thought of in Education Week and a brochure should be developed. There also needs to be a process for selecting semifinalists. The consultants will screen applicants, meet with focus groups in the community, and prepare a report. There could also be town meetings and surveys. The search committee along with the superintendent will develop questions for the candidates. A Google search should be made for reference checks. After selecting a candidate that person would be taken around the community. There are also site visits. The board makes the final decision on an interim and permanent superintendent and it should come close to being unanimous.

Mr. Alexander asked the cost for consultants and said if we had an interim and a permanent search it could send us over the boundaries of a board election.

Mr. Rader said searches in Connecticut could run around \$20,000. A national search would run a little higher. Advertising may add another \$5,000. He provided a list of possible search firms. He suggested calling for a proposal and interview a few. Regarding going over the boundaries of a board election some outgoing boards have rushed to hire before that time but he feels filling this position should not be rushed.

Mr. Hart asked the status of the principal searches.

Dr. Robinson said we are currently advertising. Also, Education Week has given us a year of free advertising. Focus groups are being organized and we expect completion of the hiring before June to begin July 1.

MOTION: Mr. Gaines moved to go into executive session to discuss the superintendent's employment and the employment of an interim superintendent. Mr. Hart seconded.

Vote: 6 ayes

MOTION: Mr. Gaines moved to adjourn. Mr. Hart seconded. Vote: 6 ayes

Item 4 – Adjournment

The meeting adjourned at 9:45 p.m.

Respectfully submitted:

Debbie Leidlein
Chair

Please Note: These minutes are pending Board approval.

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, March 5, 2013 at 7:30 p.m. in the Municipal Board Room, 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary (absent)	R. Bienkowski
R. Gaines	2 Staff
W. Hart (absent)	4 Public
K. Alexander	3 Press
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:40 p.m. and removed the personnel item regarding the middle school teacher from the consent agenda.

Item 1 – Consent Agenda

MOTION: Mr. Gaines moved that the Board of Education approve the consent agenda which included the minutes of February 19, 2013, the donation of a sound study of the Newtown High School auditorium, various donations to the district and a personnel item. Mrs. Roche seconded.

Mr. Gaines spoke about the generous donation of 180 cameras to the Newtown School District from the Panasonic Corporation. Vote: 5 ayes

Mrs. Leidlein noted that the Board received a letter of resignation from Dr. Robinson effective June 28, 2013 which stated that she was very committed to helping Newtown during this transition. She thanked Dr. Robinson for her continued support. Mr. Gaines said they appreciated Dr. Robinson's efforts the last five years.

MOTION: Mr. Alexander moved that the Board amend the agenda to add a discussion and possible action on the superintendent search committee. Mr. Gaines seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved to include a discussion and possible action on the interim superintendent search process. Mr. Gaines seconded. Vote: 5 ayes

Item 2 – Public Participation – none

Item 3 – Reports

No correspondence report.

Chair Report: Mrs. Leidlein said we are in the process of working to find funding for all of our security needs. She received a call from Senator Blumenthal's office stating a committee is still advocating for us and they will provide more information in the next week. She had also read a draft of the Serve Grant which is ready to be submitted.

Dr. Robinson said our expectation is that we will file it electronically Wednesday and expect interaction very quickly. It is still a draft and will be made public after it was accepted. This is a recovery grant with most of the funds being used for mental health services and needs for our children, teachers and community to help get through the recovery. We also talked with Bob Tait as the town will submit the Justice Grant. Melissa Brymer will report to the Board at the next meeting.

Mr. Bienkowski shared information on oil and diesel which were bid on February 28. We don't have these extra expenses for Chalk Hill but we do expect electricity costs there to be upwards of \$80,000. At the old Sandy Hook School electricity is down to about half and the heat is still on. Since the school is an abandoned building it may be possible to move the expenses to the town's budget.

Mrs. Roche referred the 21,000 gallons of oil for Sandy Hook School. Mr. Bienkowski said they received 10,000 gallons in January. He asked that Mr. Faiella be conservative about putting fuel in that tank.

Mrs. Leidlein suggested monitoring how quickly that reserve oil goes down. She asked if it was possible to remove the oil from that tank to another location. Mr. Bienkowski said it would be more cost effective to do that. All the tanks are measured every Friday. Mr. Alexander verified that the additional amounts for Chalk Hill are not in the budget. Mr. Bienkowski provided a hiring update since December 14.

Mrs. Roche asked if an email was received from a company trying to donate mini I-pads. Dr. Robinson said that has not come to the Board yet.

Item 4 – Old Business

Mrs. Leidlein asked to table the January 23 minutes because Mr. Hart was not at the meeting.

Mr. Vouros asked about the insurance claims. Mr. Bienkowski said he submitted \$500,000 in insurance claims which included custodial overtime and changes to Chalk Hill as well as other staff overtime. They will submit part reimbursement. He doesn't have time sheets from Monroe for about \$90,000 so he will have to get back up if necessary. This will stay open until all the claims are satisfied.

Mrs. Roche asked if additional staffing would be covered by the Serve Grant. Dr. Robinson said the majority would be covered. A couple of security guard positions will go into the Justice Grant. Mrs. Roche suggested that further documents show what is covered and what is not.

Item 5 – New Business

Public Health Course:

Dr. Gejda said this new course proposal brings information to the students about their world and public health issues. Susan McConnell, science teacher, provided additional information. This is student-directed course using technology so no books are needed.

MOTION: Mr. Gaines moved to approve the Public Health course. Mr. Vouros seconded.
Vote: 5 ayes

Calendar 2012-2013 School Calendar:

Dr. Robinson said there have been inquiries regarding the calendar. We had 5 days for the hurricane which put us at June 18 but we have an additional 4 days. We received a waiver from the state on the 180 days. She asked if the Board wanted to keep the 182 days or take advantage of the 180 day waiver.

Mrs. Leidlein said we resolved not to touch the April break and decided to go the June 21 as the 182nd day.

Mr. Alexander felt we could set the end date and forfeit any other days we lose.

Dr. Robinson said teachers will still have to work 187 days into the following week.

Mrs. Leidlein was concerned about requiring teachers to work 187 days specifically with Sandy Hook and who worked over their break and the amount of time worked.

Dr. Robinson said Sandy Hook teachers were off a week and then off a break. Some people came to work the break but they had a period of two weeks. This would be discussed offline. Mr. Alexander felt we could set the end date for students without getting into a negotiation with the teacher's union.

Mr. Gaines said the calendar states we would stop at June 21. We need to clarify and state at the next meeting that June 21 would be the final day of school and that no days would be taken from the April vacation as previously stated by the Board.

MOTION: Mr. Gaines moved to adopt the 2013-2014 school calendar. Mr. Vouros seconded.

Mrs. Leidlein recommended taking a day in December in memory of December 14 as a day off from school.

Mr. Gaines said we have other holidays that are recognized in the schools on the actual day such as honoring the veteran's on Veteran's Day. Honoring those lost while in school would help them cope more.

Mrs. Leidlein agreed but also considered the adults in the building and their ability to deal with that situation on that day. We don't have to address it next year because it's on a Saturday.

Mrs. Roche met with the Columbine principal. Their district made it a holiday to spend time with their families and the community. She supports this for the 1-year mark by having December 13 as no school.

Mr. Alexander feels that then it becomes a day off not for the purpose to remember. He spoke to teachers concerned about breaking down in front of their students. The students comfort the teachers and it works very well for them. He feels it is important for them to be there. There could be a district wide message where all the schools honor the day being in school.

Mr. Vouros feels it is worth checking with the principals.

Mrs. Leidlein would not take action until there was more feedback.

Dr. Robinson said there are already things being planned for that Saturday. She feels that because it's the first anniversary that on December 13 if teachers and students were in school they would have the support they might need and would not be alone.

Mrs. Roche suggested waiting for input from Mr. McCubbin, Mr. Hart and the principals.

Mr. Gaines wanted to adopt this calendar with the caveat that we may adjust the December 13 day so at least families know the calendar. We can adjust the calendar if necessary.

Mr. Alexander asked Dr. Gejda to comment on the PLC days.

Dr. Gejda said the early release days after December were more building based. We are working with performance assessment but not every group has been able to administer that yet. It will be very important next year to complete the work we started this year.

MOTION: Mr. Alexander moved that the Board amend the motion to include that considerations of any memorial day of December 14 may affect the end of the year date. Mrs. Roche seconded.

Vote on amendment: 5 ayes

Vote on main motion: 5 ayes

2014-2015 calendar:

MOTION: Mr. Gaines moved that the Board of Education adopt the 2014-2015 school calendar with the caveat that it may be modified depending on what the Board chooses to do to honor the December 14 date. Mrs. Roche seconded. Vote: 5 ayes

Mr. Alexander asked if the 2014-2015 calendar was aligning with Danbury.

Dr. Robinson said they are expecting to use the same week in April. She noted that the break is two weeks before the referendum.

Revision to Policy 7-401 Student Discipline: Suspension and/or Expulsion Procedures Regarding the Use of Hearing Officers for Expulsions:

MOTION: Mr. Gaines moved that the Board of Education approve the revision to Policy 7-401 Student Discipline Suspension and/or Expulsion Procedures regarding the Use of Hearing Officers for Expulsions. Mrs. Roche seconded. Vote: 5 ayes.

MOTION: Mr. Gaines moved that the Board of Education act as a committee of the whole in the appointment of an interim superintendent. Mrs. Roche seconded.

Mr. Alexander said the point of having this is that we can hold non-meetings which are not FOIA accessible. It allows the Board to meet and hire outside assistance.

Vote 5 ayes

MOTION: Mr. Gaines moved that the Board of Education act as a committee of the whole in the appointment of a superintendent. Mrs. Roche seconded. Vote: 5 ayes

Mrs. Leidlein asked Mrs. Roche to chair that process for both positions.

Mrs. Roche spoke about the previous Board meeting with Bob Rader of Cabe on how to conduct a superintendent and interim superintendent search. They hope to interview for the interim as early as next week. The Board will serve as the search committee for both positions. The superintendent search could take a long time.

Mr. Gaines stated that the superintendent is staying until the end of June. The interim will assist the superintendent to the end of the year.

Item 6 – Public Participation

Caryn Holden, 68 Berkshire Road, asked the Board to consider having school on December 13 so families and staff would be there to support each other or have the option of being with their families. She also asked the Board to meet with the Sandy Hook staff and families as there has been a lack of to the school to address their concerns.

MOTION: Mr. Alexander moved that the Board go into executive session regarding security matters and invited Jaime Rivera and Dr. Robinson. Mr. Gaines seconded. Vote: 5 ayes

Item 7 – Executive Session

MOTION: Mr. Alexander moved to adjourn. Mr. Gaines seconded. Vote: 5 ayes

Item 8 – Adjournment

The meeting adjourned at 10:30 p.m.

Respectfully submitted:

Debbie Leidlein
Chair

Newtown Middle School

Diane Sherlock
Principal



Dr. Anthony J. Salvatore
Assistant Principal

11 Queen Street
Newtown, Connecticut 06470-2172
(203) 426-7642

13 Stuart Dr.
Danbury, CT 06811

Board Members:
Please note that the request for payment of remaining personal days is to use them as part of her leave of absence.

February 26, 2013

Superintendent Robinson, Ph.D.
Office of the Superintendent
3 Primrose Street
Newtown, CT 06470

Dear Dr. Robinson:

My name is Jillian Paparo-Morais. I am currently completing my eighth year as a seventh grade math teacher at Newtown Middle School. I am expecting my third child on May 16, 2013. With your approval, I would like to continue working until I am no longer able. My husband and I have determined that it would be in the best interest of our family to return to work on Monday, September 30, 2013. I am also requesting payment for any remaining personal days at the time of my maternity leave. Thank you for your time and support.

Sincerely,

A handwritten signature in cursive script that reads "Jillian Paparo-Morais".

Jillian Paparo-Morais



Bethel Middle School

600 Whittlesey Drive
Bethel, Connecticut 06801-1594
Tel: (203) 794-8670 Fax: (203) 830-7318

Derek D. Muharem
Principal

Pamela Chapman
Assistant Principal

Bryan Watson
Assistant Principal

March 12, 2013

Ron Bienkowski
Business Manager
Newtown Public Schools
3 Primrose Street
Newtown, CT 06482

Dear Mr. Bienkowski,

On behalf of Bethel Middle School and the entire Bethel community, we would like to offer you this check in the amount of \$10,000 for Sandy Hook Elementary School. Shortly after 12/14, I was approached by one of our parents who had asked if some students could sell ribbons in honor of Sandy Hook in our school and at after school activities. The students and parents made the ribbons themselves and gave up their time to sell them. We had a hard time keeping up with the demand so more parents and students were recruited to sell these ribbons. We were also joined by two local companies, Ingersoll Automotive and Teed & Brown Inc, who matched what we raised to get us to our goal of \$10,000. I spoke via email with Dr. Robinson and she directed me to send this to you. Our thoughts and prayers continue to be with you and all of those in the Newtown community.

Sincerely,

Derek D. Muharem

cc: Dr. Janet Robinson – Superintendent of Schools

Additional Consent Agenda Items

- Various donations in the amount of \$19,701.79
- Donation for Responsive Classroom package for Sandy Hook School from Northeast Foundation for Children totaling \$18,750.

**Donations for Board of Education Acceptance
3/19/2013**

Donations to Newtown Public Schools	\$ 11,635.00	
Donations to Sandy Hook Elementary School		\$ 2,605.79
SHES P.E.		\$ 2,000.00
SHES Health Office		\$ 500.00
SHES Media Center		\$ 2,961.00
	Total Donations SHES	<u>\$ 8,066.79</u>
	Total Donations for BOE Acceptance	<u>\$ 19,701.79</u>

Responsive Classroom

INVOICE IN3ZV993
Customer No. 3ZV993

Northeast Foundation For Children Inc
 85 Avenue A, Suite 204, P.O. Box 718, Turners Falls, MA 01376-0718
 Phone: (800) 360-6332 Fax: (877) 206-3952
www.responsiveclassroom.org

Bill to: Newtown Public Schools
 3 Primrose Street
 Newtown, CT 06470

Ship to: Newtown Public Schools
 3 Primrose Street
 Newtown, CT 06470

Invoice Date	Ship Via	F.O.B.	Terms	
March 15, 2013			N30	
Order Date	Purchase Order Number	Our Order Number	Contract Number	Sales Source
March 15, 2013				
Quantity	Item Number	Description	Unit Price	Amount
1.00	NECT14	Newtown, CT Contractual Institute	18,750.00	-
Level Two Whole School package for Sandy Hook Elementary School @ \$18,750 NECT gift amount of \$18,750. No balance due.			Invoice Subtotal	-
			Payment Applied	-
			Balance Due	-

Please make Checks Payable to: **Northeast Foundation for Children**

Tax ID: **04-2733471** Thank You!

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, January 23, 2013 at 7:30 p.m. 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	2 Staff
W. Hart	5 Public
K. Alexander	5 Press
J. Vouros	

Mrs. Leidlein called the meeting to order at 7:48 p.m.
Mrs. Roche and Mr. Hart would join the meeting later.

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding a 180-day waiver for the entire school district to the agenda. Mr. Gaines seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding a CMT waiver for the entire Newtown school district to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding the addition of vacation days for Sandy Hook School to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action of an MOU giving 2 personal days to the employees in the Newtown school district to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

MOTION: Mr. Alexander moved that the Board of Education add discussion and possible action regarding the April vacation to the agenda. Mr. McCubbin seconded. Vote: 5 ayes

Item 1 – Consent Agenda

MOTION: Mr. Gaines moved that the Board of Education approve the consent agenda which includes the minutes of December 17, 2012 and January 8, 15 and 17, 2013, the Newtown High School Debate Team field trip and jazz ensemble field trip, the donations to Newtown High School, gift card donations, equipment and service donations, donations to the Sandy Hook Fund, and an anonymous donation for Sandy Hook School. Mr. McCubbin seconded. Vote: 5 ayes

Item 2 – Public Participation (none)

Item 3 – Reports

Correspondence: Mr. McCubbin stated there were a total of 35 correspondence with 18 pieces from outside Newtown and the remainder from Newtown residents.

Superintendent's Report:

Dr. Robinson reported that she sent a letter to the Commissioner of Education with the Board's resolution to request a 180-day waiver for Sandy Hook School putting them at 177 days. The

State Board of Education passed it unanimously. Mental health workers are focusing on the highest needs and we have had a team of 11 at Sandy Hook School since December 16. We also have the team from Yale working with parents, student and teachers. She met with the Commissioner of DMAS, DCF and Pat Llodra about continuing services. She has a conference call the next day to discuss how long services will be needed. We need to have a transition plan. We will also be implementing the NCTSN with frontline providers for trauma treatment. We invited them to assess and help us determine a long term plan to provide services. They will be talking to teachers, parents and students when appropriate for treatment going forward.

Financial Report:

MOTION: Mr. Alexander moved that the Board of Education approve the financial report for the month ending December 31, 2013. Mr. Gaines seconded.

Mr. Bienkowski went over the financial report and indicated that much of the additional costs resulting from December 14 will be paid by insurance.

Mr. Vouros thanked him for his work on the budget and asked how we were proceeding with what is being spent in Monroe.

Mr. Bienkowski stated that bills will be forwarded to him. Right now it has been \$21,000 for oil. All future billings will come to us directly. Constellation Energy is donating their generation portion for the balance of the year. We will only get a bill from CLIP for distribution.

Mr. McClubbin asked where we would see donations in the financial report.

Mr. Bienkowski said they will be kept separate from the budget. We file a report with the State of Connecticut for all donations. We aren't reducing our budget because of the donations. Money received so far is in the Board's contribution fund. There will be reports to summarize these.

Mr. Alexander asked if, at the end of the year we ended up in negative terms, we could use some of that money.

Mr. Bienkowski said it was not possible to use those funds except for donations. The Town is managing most of the donations.

Vote: 5 ayes

Item 4 – New Business (no items)

Item 6 – Curriculum Budget

Dr. Gejda spoke about the curriculum budget which also includes instruction and assessment. We want the curriculum to be current, rigorous and in alignment with the district. Concept-based curriculum will provide a high content curriculum. NEASC is also focused on the curriculum. We want to maintain high quality instruction which is effective and consistent and provide 18 hours of professional development for teachers in small groups or individualized. There are a variety of assessments we use to measure student achievement which are formative, diagnostic, monitoring student progress, summative and performance-based.

Mr. Vouros asked about reader's workshop and that Sandy Hook School was ahead of the others and how the other schools would get to that level.

Dr. Gejda said all of the elementary schools have the same number of consultants. Sandy Hook may have had more teachers go to New York or participate in the summer workshop we had last year. There are 2 consultants working at Reed but only with 5th grade right now.

Mr. McCubbin asked if anyone has been in a discussion with NEASC to give us time to deal with our situation before they visit.

Dr. Gejda said a letter can be sent when something has changed in the school but the visit is a couple of years away.

Item 7 – Technology Budget

Carmella Amodeo stated that equipment is usually a large request because we always try to play catch-up. More than half is to maintain the equipment in the district. Seven years is a long time to replace computers. There is also a need for an additional staff member because it's harder to take care of old equipment.

Mr. Hart asked if we will be prepared for computer-based testing.

Mrs. Amodeo said we do run tests on the computers so we are alright in that area.

Mr. Hart questioned the BYOD strategy.

Mrs. Amodeo wasn't sure if they would open up for the testing.

Mr. Gaines asked how much she would need for her budget.

She stated that if she just took the priorities for the district she would need \$2M.

Item 8 – General Services Budget

Mr. Bienkowski spoke about the general services budget that includes operational services which are the offices responsible for running the district. The Serv grant will help with costs for security staff.

Mr. Vouros asked when we will know if we can use any of the money being donated.

Mrs. Leidlein said a transition committee is working to develop a board for the monies from Newtown Savings Bank and the United Way. They will determine how that money will be distributed. She doesn't think money will be given to us but wasn't sure.

Mrs. Leidlein introduced Senator McKinney.

Senator McKinney said his goal is to try to implement the wishes and needs of the town and Board of Education. On December 19 we passed a deficit litigation package requiring passing a waiver of the 180 days. We have the ability to ask for a waiver for the entire district. There is also the question of the town to seek a waiver from the CMTs for Sandy Hook School or the district. This has to be decided by Secretary Duncan at the request of Commissioner Pryer

Dr. Robinson said the resolution authorizes the shortening of the school year for Sandy Hook School. The 177 days was in the executive summary.

Senator McKinney said the language we put in says the State Board of Education shall authorize the shortening of the school year ending June 30.

Item 5 – New Business

Resolution Regarding Workers' Compensation:

MOTION: Mrs. Roche moved that the Board of Education approve the following resolution:

Given the extraordinary effort and bravery exhibited by members of the Newtown Police Department, first responders, teachers and staff of the Sandy Hook Elementary School, fairness and compensation dictates that the workers' compensation laws of Connecticut be amended to provide appropriate benefits for all those that sustained physical or emotional injury as a consequence of their heroic efforts within the scope of their employment on and after December 14, 2012. Mr. Hart seconded.

Mr. Hart stated that workers' comp doesn't include mental health care. First responders suffered severe mental health problems as well as some of the teachers. Mental injuries are work related. The Police Commission passed this resolution on Jan. 8. Vote: 7 ayes

The Board began discussions on the five items added to the agenda.

MOTION: Mrs. Roche moved that the Board of Education add additional vacation days in February for Sandy Hook School. Mr. Alexander seconded.

Mrs. Leidlein said that numerous individuals made this request including the union that based on the fragile state of the staff at Sandy Hook School, we extend the vacation in the 3rd week of Feb to include Wednesday, Thursday and Friday for Sandy Hook staff only. She had a discussion with the administration at Sandy Hook School and checked with mental health workers at the school. She called Scott Newgass, the Education Consultant with the State Department of Education and he was concerned that it would be beneficial for the staff but felt if this didn't happen we would see an increase in the number of teachers who call in sick and an increase in behaviors of students due to the staff having difficulty. He didn't think it would have a negative impact on the students.

MOTION: Mr. Gaines moved to table this motion until after the personnel days discussion. Mr. Hart seconded. Vote: 7 ayes

MOTION: Mrs. Roche moved that the Board of Education approve an MOU giving 2 personal days to the employees of the Newtown school district. Mr. Alexander seconded.

Dr. Robinson spoke to Attorney Floyd Dugas this morning. Personal days in the contract usually have limitations and cannot be added to an existing vacation.

Attorney Floyd Dugas said he spoke to Bob Cerritelli who said they would approve this with not being able to add these days to any break.

Mr. Vouros suggested instead of the 2 personal days, giving everyone the full February week off.

Mrs. Leidlein said there are concerns about not knowing when this incident will affect people so it would be beneficial to have 2 extra personal days.

Mr. Alexander said that most of the Sandy Hook staff worked over the Christmas break so giving them extra time in February is appropriate.

Mrs. Roche amended her motion regarding the addition of 2 personal days for all employees of the Newtown school district with the restriction that they cannot be added onto a vacation. Mr. Hart seconded. Vote: 7 ayes

MOTION: Mrs. Roche moved that the Board of Education add additional vacation days in February for Sandy Hook School. Mr. Alexander seconded.

Mrs. Roche amended the motion to add the dates of February 20, 21 and 22.

Mr. Alexander seconded.

Mr. Vouros asked the Board to consider giving the whole district off that week as many staff members have been affected also.

MOTION: Mr. Gaines proposed an amendment to that motion to award the additional vacation time to the entire district. Mr. Vouros seconded.

Mr. Gaines feels the door is open to ask for a waiver for the entire district for the 180 days. Senator McKinney said it requires the Board of Education to ask the State Board of Education. He doesn't anticipate a problem.

Mr. Gaines said he was not necessarily in favor of this motion but there are fragile teachers in other schools. He doesn't believe we should shut down the schools. Returning to normalcy is important. He doesn't want to segregate Sandy Hook from the rest of the district.

Mr. Hart agreed that we've lost a number of days. It's appropriate to give Sandy Hook teachers 3 days.

Mr. McCubbin agreed. Giving 3 days to the rest of the district puts a burden on working parents for daycare.

Mrs. Leidlein would not support the motion to add the 3 days for the rest of the schools.

Dr. Robinson agreed with the Board's compassionate move.

Vote on amendment to add additional vacation time to the rest of the district: 1 aye, 6 nays (Mrs. Leidlein, Mrs. Roche, Mr. McCubbin, Mr. Gaines, Mr. Hart, Mr. Alexander)

Amendment fails

Vote on original motion: 7 ayes

MOTION: Mrs. Roche moved that the Board of Education request a 180-day waiver for the entire district. Mr. McCubbin seconded.

Mrs. Leidlein feels it would be nice to have it if we need it. We will be talking about April vacation and not having to touch it with a concern about having to lose additional days of school.

Dr. Robinson said a lot of staff came in on December 17. She recommended that the Board forgive the day Head O'Meadow had a threat and didn't have school and December 17.

Mr. Alexander asked if we could go under the 180 days with the union to which Dr. Robinson said we could not. Requesting a waiver for the entire district would not have to be done immediately.

Mrs. Roche was in favor of having it now as it is important to end the district on the last day.

Mrs. Leidlein felt it would add some piece of mind to the staff to know it exists. We would hope to not have to reduce the April vacation.

Mr. Gaines feels this would be a disservice to students taking the AP test because they are not making up days when they would prepare. If we defeat this motion we can request it at a later time. We are preparing for something that may not happen. If we have a situation in the future we can revisit this discussion.

Vote: 4 ayes, 3 nays (Mr. Gaines, Mr. Hart, Mr. Alexander) Motion passes

MOTION: Mr. Gaines moved that the Board of Education not remove days from the April vacation as listed in the calendar. Mrs. Roche seconded.

Mrs. Leidlein brought this to the Board because the district is concerned about losing days from the April vacation.

Mr. Alexander said April is a problem each year but would not worry about it now.

Mr. Gaines feels we have stated in the calendar to remove days from April break and should not change that policy.

Vote: 5 ayes, 2 nays (Mr. Gaines, Mr. Alexander) Motion passes

MOTION: Mrs. Roche moved that the Board request a waiver for the entire school district from the CMT and CAPT testing. Mr. Vouros seconded.

Mrs. Leidlein said the union requested a waiver for the entire district from the CMTs because students have been impacted and this will reduce the stress level. There is more time for instruction without the CMT window.

Mrs. Roche asked how the administration felt.

Dr. Robinson said most would support not having them. There won't be any data here to see if there actually was an impact on the testing and there also won't be baseline data for teacher evaluation the next year. If we don't have the data we may have to give some kind of standardized test in September. We cannot use the prior year's data.

Mr. Hart asked if the CAPT is a graduation requirement.

Dr. Robinson said it was but not sure if it was the State's or our requirement.

Mr. Vouros was in favor of not doing the testing. Results will prove we should not have given it. There's too much stress in preparation and students are confined to the classroom. Also, some parents may not allow their children to take the test.

Mr. Alexander feels it's very useful and the most important thing is to keep education going. We shouldn't back off from testing.

Dr. Robinson said they would be fine giving up testing but is concerned about not having data. You can also request the testing not have any consequence.

Mrs. Leidlein spoke to Commissioner Pryer who said the gap would be managed and the State would figure that out. There are no consequences in terms of funding. She also spoke to a few administrators who asked for a waiver from the CMTs.

Mr. Gaines feels the testing is necessary and we expect a dip in the CMTs in Newtown.

Dr. Robinson said the Commissioner told her he checked at the federal level and the only time a waiver was granted was when a natural disaster destroyed the test booklets.

Mr. Hart is concerned about loss of instructional rigor. CMTs don't affect grades. We have lost a number of days and if we can buy back some of that time he could support a waiver on the CMTs. We shouldn't change CAPT as it's a requirement for graduation.

Mrs. Roche amended the motion to only include CMTs and not the CMT and CAPT.

Mr. Vouros seconded.

Vote: 5 ayes 2 nays (Mr. Gaines, Mr. Alexander)

MOTION: Mrs. Roche moved to go into executive session and invited Attorney Floyd Dugas. Mr. McCubbin seconded. Vote: 4 ayes, 3 nays (Mr. Gaines, Mr. Hart, Mr. Alexander)

Item 9 – Executive Session

MOTION: Mr. Alexander moved to adjourn. Mr. Hart seconded. Vote: 7 ayes

Item 10 – Adjournment

The meeting adjourned at 1:10 a.m.

Respectfully submitted:

Cody McCubbin
Secretary

Timeline for Principals' Search

Ads Published	February 17-20
Application Due Date	March 15, 2013
<ul style="list-style-type: none">• Applications closed• Approximately 80 applicants for each of the 3 positions	
Focus Groups	March 14/18/20
<ul style="list-style-type: none">• For each school• Parents and staff, separately	
Committee Organization	March 18-25
Getting Names For each school:	
<ul style="list-style-type: none">• Teachers – 3-4• Administrators 3-4• BOE Member• Educational Assistant• Secretary• Parents 2-3	
Review of Applicants	March 18-29
<ul style="list-style-type: none">• Initial review by Linda Gejda and Joan Libby	
Prescreening	March 27-April 5
<ul style="list-style-type: none">• Too large a number of viable candidates to bring to a committee• Linda Gejda and Joan Libby will meet with 20-25 candidates (for each position) for about 15 minutes, to assess whether they should go forward to committees• Look to bring about 8-10 candidates to each committee	
Initial meeting with Committees	March 27 – April 5
<ul style="list-style-type: none">• Describe process and discuss confidentiality• Develop questions (from focus groups and committee members)• Confirm likely dates and times (late afternoons and evenings - e.g 3-9)• Stress need for availability for all interviews (likely 2 days per school search)	

Interviews	April 8-26 (School break is April 15-19)
Recommendation of Candidates to Janet Robinson	April 24-26
Janet Robinson and others meet with recommended candidates	April 29-May 3
Site visits	May 6 and after
Present recommended candidate for each position to the BOE	May 13 and after

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/her designee in the development, administration and monitoring of the budget after the initial approval of the budget by the Board of Education. The superintendent shall present for Board approval any proposed additional 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.

The superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The superintendent or 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:

No transfers within major object codes, whether individual or cumulative, of \$10,000 or more shall be made unless authorized by the Board and 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, 4/10/12

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2013**

SUMMARY

This eight report for the fiscal year 2012-13 has changed in five major object classifications from the prior month.

We have spent \$4.8M for operations in the month of February, \$3.6M for salaries with the balance of \$1.2M for all other expenses necessary for operations.

All the main object accounts remain in a positive balance position for this month with the exception of other purchased services for out of district tuition – which will be covered when the final excess cost revenue arrives.

This report includes significant expenditures offsets for the following anticipated revenue; Project SERV \$247,201, Excess cost partial receipt \$1,017,825 and insurance partial receipt \$136,170.

Insurance and SERV are estimates based on reasonable assurance of eligibility at this time. This sum of \$1,401,196 has been applied to the appropriate accounts and improves the balance of many accounts throughout. These receipts (actual and potential) allow us to maintain the positive position we have been forecasting since the initial report this year.

There are transfer recommendations for this month to help cover the tuition shortage.

This report continues a positive position at this time based on the internal reviews and analysis. The continuing concern will be how the State's current deficit position may impact our anticipated excess cost grant revenue, (although we received 76.48% of our estimated eligible).

EXPENSE CATEGORY CONDITIONS

100 SALARIES

The total salary budget balance is expected to adequate to continue planned services for the balance of the year. The total balance has gone up by approximately \$319,000 due to the receipts. There is a recommended transfer **out of \$20,000** from custodial salaries.

200 EMPLOYEE BENEFITS

The balance in benefits has declined by \$16,000 due to an audit of our payroll which indicated that the payroll exceeded the estimates upon which the premium was based. There is a recommended transfer **out of \$10,000** from unemployment.

300 PROFESSIONAL SERVICES

It was noted previously that this account needed to be monitored closely. The current estimate continues to be on track and has gone down by \$87,000 due to receipts.

400 PURCHASED PROPERTY SERVICES

This account's anticipated balance moves up by \$48,000 due to expected insurance receipt.

500 OTHER PURCHASED SERVICES

While the account shortage has declined by \$628,000 due to receipts, transportation is able to provide **\$55,000** due to continued efficiencies as a **transfer out**. This amount along with all other noted transfers out allows a **transfer in to the Tuition account of \$109,000**. Estimates are that this account shortage will continue until the balance of cost receipts come in.

600 SUPPLIES

Current estimates continue to be on track with a recommended transfer **out of \$24,000** from the Natural gas account.

700 PROPERTY

Current estimates continue to be on track with no change.

800 MISCELLANEOUS

Current estimates continue to be on track with no change.

900 REVENUES

No additional receipts were booked in February.

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

Thought and discussion should be given at this time to **what the Board's disposition of the balance should be**, i.e., Technology, Building projects, etc., planning is essential.

Ron Bienkowski
Director of Business
March 15, 2013

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 via transfers.
- 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 following:

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.

These reimbursement grants/programs are used to supplement local school district budget 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 FEBRUARY 28, 2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
GENERAL FUND BUDGET											
100	SALARIES	\$ 42,849,552	\$ 44,136,246	\$ (250,411)	\$ (20,000)	\$ 43,865,835	\$ 24,689,848	\$ 18,712,511	\$ 463,476	\$ 339,708	\$ 123,768
200	EMPLOYEE BENEFITS	\$ 10,386,515	\$ 10,425,010	\$ -	\$ (10,000)	\$ 10,415,010	\$ 8,003,506	\$ 1,651,945	\$ 759,559	\$ 758,593	\$ 966
300	PROFESSIONAL SERVICES	\$ 839,913	\$ 732,105	\$ 184,638	\$ -	\$ 916,743	\$ 578,551	\$ 241,208	\$ 96,984	\$ 101,229	\$ (4,245)
400	PURCHASED PROPERTY SERV.	\$ 1,920,448	\$ 1,787,285	\$ 4,800	\$ -	\$ 1,792,085	\$ 1,203,546	\$ 282,584	\$ 305,955	\$ 311,381	\$ (5,426)
500	OTHER PURCHASED SERVICES	\$ 6,908,882	\$ 6,299,500	\$ 76,760	\$ 54,000	\$ 6,430,260	\$ 4,422,822	\$ 2,156,665	\$ (149,227)	\$ 104,117	\$ (253,344)
600	SUPPLIES	\$ 4,540,810	\$ 4,701,512	\$ (25,000)	\$ (24,000)	\$ 4,652,512	\$ 2,399,963	\$ 492,713	\$ 1,759,836	\$ 1,749,041	\$ 10,795
700	PROPERTY	\$ 435,685	\$ 209,375	\$ -	\$ -	\$ 209,375	\$ 183,665	\$ -	\$ 25,710	\$ 25,709	\$ 1
800	MISCELLANEOUS	\$ 59,336	\$ 64,761	\$ 9,213	\$ -	\$ 73,974	\$ 67,156	\$ 150	\$ 6,668	\$ 6,620	\$ 48
TOTAL GENERAL FUND BUDGET		\$ 67,941,140	\$ 68,355,794	\$ -	\$ -	\$ 68,355,794	\$ 41,549,057	\$ 23,537,775	\$ 3,268,961	\$ 3,396,398	\$ (127,437)
GRAND TOTAL		\$ 67,941,140	\$ 68,355,794	\$ -	\$ -	\$ 68,355,794	\$ 41,549,057	\$ 23,537,775	\$ 3,268,961	\$ 3,396,398	\$ (127,437)
Excess Cost Grant Reimbursement Offset		Budgeted	\$ 1,252,159	75.00%		\$ 1,330,907	\$ 1,017,825	76.30%		Balance Due	\$ 313,082
Town Capital & Non-recurring Account (Tech & Projects)		\$	200,000	\$ -	\$ -	\$ 200,000	\$ 87,541	\$ 9,312	\$ 103,148	\$ 103,148	\$ (0)
Net Projected Balance										\$	185,645

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING FEBRUARY 28,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
100	SALARIES										
	Administrative Salaries	\$ 2,841,719	\$ 2,837,501	\$ 11,811		\$ 2,849,312	\$ 1,837,940	\$ 1,077,324	\$ (65,952)	\$ (46,593)	\$ (19,359)
	Teachers & Specialists Salaries	\$ 29,587,529	\$ 30,496,134	\$ (310,104)		\$ 30,186,030	\$ 16,229,474	\$ 13,794,570	\$ 161,986	\$ 140,825	\$ 21,161
	Early Retirement	\$ 16,000	\$ 16,000	\$ -		\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 72,611	\$ 81,787	\$ (6,200)		\$ 75,587	\$ 56,781	\$ 14,802	\$ 4,005	\$ 4,000	\$ 4
	Homebound & Tutors Salaries	\$ 249,480	\$ 170,998	\$ 4,954		\$ 175,952	\$ 120,565	\$ 44,951	\$ 10,436	\$ 32,000	\$ (21,564)
	Certified Substitutes	\$ 599,171	\$ 586,650	\$ 30,065		\$ 616,715	\$ 334,718	\$ 128,445	\$ 153,552	\$ 110,000	\$ 43,552
	Coaching/Activities	\$ 539,589	\$ 541,749	\$ -		\$ 541,749	\$ 254,569	\$ 27,017	\$ 260,163	\$ 257,500	\$ 2,663
	Staff & Program Development	\$ 139,517	\$ 195,857	\$ -		\$ 195,857	\$ 62,742	\$ 71,898	\$ 61,217	\$ 61,398	\$ (181)
	CERTIFIED SALARIES	\$ 34,045,617	\$ 34,926,676	\$ (269,474)	\$ -	\$ 34,657,202	\$ 18,912,789	\$ 15,159,007	\$ 585,406	\$ 559,130	\$ 26,276
	Supervisors/Technology Salaries	\$ 600,021	\$ 609,577	\$ 1,782		\$ 611,359	\$ 393,149	\$ 217,115	\$ 1,095	\$ 1,095	\$ (0)
	Clerical & Secretarial salaries	\$ 1,954,405	\$ 1,942,502	\$ 4,168		\$ 1,946,670	\$ 1,183,886	\$ 729,041	\$ 33,743	\$ 33,000	\$ 743
	Educational Assistants	\$ 1,733,935	\$ 1,824,359	\$ -		\$ 1,824,359	\$ 1,040,212	\$ 823,440	\$ (39,293)	\$ (77,778)	\$ 38,485
	Nurses & Medical advisors	\$ 580,246	\$ 680,221	\$ -		\$ 680,221	\$ 406,624	\$ 270,341	\$ 3,257	\$ (13,954)	\$ 17,211
	Custodial & Maint Salaries	\$ 2,686,968	\$ 2,822,289	\$ -	\$ (20,000)	\$ 2,802,289	\$ 1,752,548	\$ 994,546	\$ 55,195	\$ 29,514	\$ 25,681
	Bus Drivers salaries	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 101,389	\$ 101,256	\$ 7,090		\$ 108,346	\$ 70,279	\$ 35,390	\$ 2,677	\$ 2,626	\$ 51
	Special Education Svcs Salaries	\$ 682,289	\$ 760,852	\$ 3,934		\$ 764,786	\$ 476,588	\$ 378,095	\$ (89,898)	\$ (91,229)	\$ 1,331
	Attendance & Security Salaries	\$ 140,940	\$ 146,750	\$ 2,089		\$ 148,839	\$ 93,900	\$ 104,344	\$ (49,405)	\$ (44,000)	\$ (5,405)
	Extra Work - Non-Cert	\$ 71,886	\$ 68,401	\$ -		\$ 68,401	\$ 162,893	\$ 1,193	\$ (95,685)	\$ (117,875)	\$ 22,190
	Custodial & Maint. Overtime	\$ 210,183	\$ 210,363	\$ -		\$ 210,363	\$ 161,997	\$ -	\$ 48,366	\$ 51,180	\$ (2,814)
	Civic activities/Park & Rec	\$ 41,673	\$ 43,000	\$ -		\$ 43,000	\$ 34,983	\$ -	\$ 8,017	\$ 7,999	\$ 18
	NON-CERTIFIED SALARIES	\$ 8,803,935	\$ 9,209,570	\$ 19,063	\$ (20,000)	\$ 9,208,633	\$ 5,777,059	\$ 3,553,504	\$ (121,930)	\$ (219,422)	\$ 97,492
	SUBTOTAL SALARIES	\$ 42,849,552	\$ 44,136,246	\$ (250,411)	\$ (20,000)	\$ 43,865,835	\$ 24,689,848	\$ 18,712,511	\$ 463,476	\$ 339,708	\$ 123,768

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING FEBRUARY 28,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
200	EMPLOYEE BENEFITS										
	Medical & Dental Expenses	\$ 8,039,444	\$ 7,933,343	\$ -	\$ 7,933,343	\$ 6,360,676	\$ 1,529,021	\$ 43,646	\$ 21,777	\$ 21,869	
	Life Insurance	\$ 82,766	\$ 84,270	\$ -	\$ 84,270	\$ 55,609	\$ -	\$ 28,661	\$ 27,902	\$ 759	
	FICA & Medicare	\$ 1,257,494	\$ 1,357,597	\$ -	\$ 1,357,597	\$ 748,854	\$ -	\$ 608,743	\$ 607,600	\$ 1,143	
	Pensions	\$ 439,834	\$ 475,318	\$ -	\$ 475,318	\$ 459,634	\$ 16,407	\$ (722)	\$ 500	\$ (1,222)	
	Unemployment & Employee Assist.	\$ 120,616	\$ 128,120	\$ -	\$ (10,000)	\$ 118,120	\$ 39,509	\$ -	\$ 78,611	\$ 76,500	\$ 2,111
	Workers Compensation	\$ 446,361	\$ 446,362	\$ -	\$ 446,362	\$ 339,226	\$ 106,518	\$ 619	\$ 24,314	\$ (23,695)	
	SUBTOTAL EMPLOYEE BENEFITS	\$ 10,386,515	\$ 10,425,010	\$ -	\$ (10,000)	\$ 10,415,010	\$ 8,003,506	\$ 1,651,945	\$ 759,559	\$ 758,593	\$ 966
300	PROFESSIONAL SERVICES										
	Professional Services	\$ 634,759	\$ 490,240	\$ 184,638	\$ 674,878	\$ 500,423	\$ 206,984	\$ (32,529)	\$ (26,771)	\$ (5,758)	
	Professional Educational Ser.	\$ 205,154	\$ 241,865	\$ -	\$ 241,865	\$ 78,128	\$ 34,224	\$ 129,513	\$ 128,000	\$ 1,513	
	SUBTOTAL PROFESSIONAL SVCS	\$ 839,913	\$ 732,105	\$ 184,638	\$ -	\$ 916,743	\$ 578,551	\$ 241,208	\$ 96,984	\$ 101,229	\$ (4,245)
400	PURCHASED PROPERTY SVCS										
	Buildings & Grounds Services	\$ 651,996	\$ 671,800	\$ -	\$ 671,800	\$ 449,135	\$ 146,452	\$ 76,213	\$ 76,150	\$ 63	
	Utility Services - Water & Sewer	\$ 106,310	\$ 116,600	\$ -	\$ 116,600	\$ 58,110	\$ -	\$ 58,490	\$ 56,455	\$ 2,035	
	Building, Site & Emergency Repairs	\$ 463,765	\$ 460,850	\$ -	\$ 460,850	\$ 369,770	\$ 48,623	\$ 42,457	\$ 53,576	\$ (11,119)	
	Equipment Repairs	\$ 213,556	\$ 252,403	\$ -	\$ 252,403	\$ 126,580	\$ 24,196	\$ 101,627	\$ 99,000	\$ 2,627	
	Rentals - Building & Equipment	\$ 274,884	\$ 285,632	\$ 4,800	\$ 290,432	\$ 199,950	\$ 63,314	\$ 27,168	\$ 26,200	\$ 968	
	Building & Site Maintenance	\$ 209,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	SUBTOTAL PUR. PROPERTY SER.	\$ 1,920,448	\$ 1,787,285	\$ 4,800	\$ -	\$ 1,792,085	\$ 1,203,546	\$ 282,584	\$ 305,955	\$ 311,381	\$ (5,426)

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING FEBRUARY 28,2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 374,023	\$ 408,667	\$ (8,440)		\$ 400,227	\$ 240,273	\$ 43,141	\$ 116,812	\$ 115,400	\$ 1,412
	Transportation Services	\$ 4,443,994	\$ 3,819,431	\$ (100,000)	\$ (55,000)	\$ 3,664,431	\$ 1,964,753	\$ 1,245,863	\$ 453,815	\$ 427,503	\$ 26,312
	Insurance - Property & Liability	\$ 336,943	\$ 291,066	\$ -		\$ 291,066	\$ 233,965	\$ 58,555	\$ (1,454)	\$ -	\$ (1,454)
	Communications	\$ 112,883	\$ 127,369	\$ -		\$ 127,369	\$ 70,826	\$ 48,821	\$ 7,722	\$ 7,700	\$ 22
	Printing Services	\$ 51,981	\$ 50,697	\$ (4,800)		\$ 45,897	\$ 8,409	\$ 6,982	\$ 30,506	\$ 29,600	\$ 906
	Tuition - Out of District	\$ 1,364,044	\$ 1,392,548	\$ 190,000	\$ 109,000	\$ 1,691,548	\$ 1,784,508	\$ 748,418	\$ (841,378)	\$ (559,086)	\$ (282,292)
	Student Travel & Staff Mileage	\$ 225,014	\$ 209,722	\$ -		\$ 209,722	\$ 120,088	\$ 4,885	\$ 84,750	\$ 83,000	\$ 1,750
	SUBTOTAL OTHER PURCHASED SEI	\$ 6,908,882	\$ 6,299,500	\$ 76,760	\$ 54,000	\$ 6,430,260	\$ 4,422,822	\$ 2,156,665	\$ (149,227)	\$ 104,117	\$ (253,344)
600	SUPPLIES										
	Instructional & Library Supplies	\$ 991,852	\$ 1,002,246	\$ -		\$ 1,002,246	\$ 628,623	\$ 71,491	\$ 302,132	\$ 301,500	\$ 632
	Software, Medical & Office Sup.	\$ 231,715	\$ 165,988	\$ -		\$ 165,988	\$ 65,464	\$ 44,537	\$ 55,987	\$ 55,500	\$ 487
	Plant Supplies	\$ 361,207	\$ 361,100	\$ -		\$ 361,100	\$ 231,807	\$ 16,482	\$ 112,811	\$ 112,812	\$ (1)
	Electric	\$ 1,371,748	\$ 1,442,763	\$ (25,000)		\$ 1,417,763	\$ 722,752	\$ -	\$ 695,011	\$ 683,829	\$ 11,182
	Propane & Natural Gas	\$ 311,240	\$ 358,287	\$ -	\$ (24,000)	\$ 334,287	\$ 164,386	\$ -	\$ 169,901	\$ 169,900	\$ 1
	Fuel Oil	\$ 557,923	\$ 617,123	\$ -		\$ 617,123	\$ 266,742	\$ 353,340	\$ (2,959)	\$ -	\$ (2,959)
	Fuel For Vehicles & Equip.	\$ 480,240	\$ 565,019	\$ -		\$ 565,019	\$ 230,608	\$ -	\$ 334,411	\$ 333,000	\$ 1,411
	Textbooks	\$ 234,884	\$ 188,986	\$ -		\$ 188,986	\$ 89,581	\$ 6,864	\$ 92,541	\$ 92,500	\$ 41
	SUBTOTAL SUPPLIES	\$ 4,540,810	\$ 4,701,512	\$ (25,000)	\$ (24,000)	\$ 4,652,512	\$ 2,399,963	\$ 492,713	\$ 1,759,836	\$ 1,749,041	\$ 10,795

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING FEBRUARY 28, 2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	
			APPROVED BUDGET	TRANSFERS 2012 - 2013	CURRENT TRANSFERS						CURRENT BUDGET
700	PROPERTY										
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0	
	Technology Equipment	\$ 264,535	\$ 51,602	\$ -	\$ 51,602	\$ 44,181	\$ -	\$ 7,421	\$ 7,421	\$ (0)	
	Other Equipment	\$ 46,973	\$ 33,596	\$ -	\$ 33,596	\$ 15,308	\$ -	\$ 18,288	\$ 18,288	\$ 0	
	SUBTOTAL PROPERTY	\$ 435,685	\$ 209,375	\$ -	\$ -	\$ 209,375	\$ 183,665	\$ 25,710	\$ 25,709	\$ 1	
800	MISCELLANEOUS										
	Memberships	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 67,156	\$ 150	\$ 6,668	\$ 6,620	\$ 48	
	SUBTOTAL MISCELLANEOUS	\$ 59,336	\$ 64,761	\$ 9,213	\$ -	\$ 73,974	\$ 67,156	\$ 150	\$ 6,620	\$ 48	
	TOTAL LOCAL BUDGET	\$ 67,941,140	\$ 68,355,794	\$ -	\$ -	\$ 68,355,794	\$ 41,549,057	\$ 23,537,775	\$ 3,268,961	\$ 3,396,398	\$ (127,437)

Superintendent Update

March 19, 2013

1. Newtown HS has been named Top AFS School in U.S.
2. Chris Lee has been named Yale's Music Educator of the Year.
3. Gregg Simon will receive an award this Thursday night as Athletic Director of the year.
4. CT PTA's Elementary Principal award is going to Dawn Hochsprung, and the award is being renamed in her honor.