

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on December 15, 2015 in the Council Chambers,
3 Primrose Street, at 6:30 p.m.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R Bienkowski
K. Hamilton	6 Staff
J. Vouros	50 Public
R. Harriman-Stites	1 Press
A. Clure	

Mr. Alexander called the meeting to order at 6:37 p.m.

MOTION: Mrs. Leidlein moved that the Board of Education go into executive session to discuss personnel stipends for Newtown High School coaching/advisors for 2016-2017 and invited Dr. Erardi, Mrs. Davila, Dr. Abbey, Mr. Bienkowski and Mr. Kuroski. Ms. Hamilton seconded. Motion passes unanimously.

Item 1 – Executive Session

The Board left executive session at 7:30 p.m.

Item 3 – Head O’Meadow Chorus Performance

Michelle Hiscavich introduced members of the fourth grade chorus at Head O’Meadow School which consists of 74 members. Nineteen students performed two songs lead by their teacher, Cynthia Holberg.

Item 2 – Pledge of Allegiance

There was a moment of silence for the children and staff lost in the Sandy Hook tragedy.

Item 4 – Possible Vote on Executive Session Item (no votes taken)

Item 5 – Consent Agenda

MOTION: Mrs. Leidlein moved that the Board of Education approve the consent agenda which includes the minutes of December 1, 2015, the high school Debate Club field trips, the donations for the high school of 10 Toshiba Laptops from Ingersoll Auto of Danbury, two \$5,000 donations to the Unified Theater and Best Buddies programs at the high school from the Smart Family Foundation, and the correspondence report. Mrs. Ku seconded.

Mr. Clure amended the minutes to include his question to Geralyn Hoerauf which was if they needed to come back to the Board of Education for approval if they exceeded the budget. She said no because they would go to the Public Building and Site Commission if that happened. The motion to include the amendment passes unanimously.

Item 6 – Public Participation

Item 7 – Reports

Chair Report: Mr. Alexander thanked Dr. Erardi, the administration and staff for a very good day yesterday. He attended the Interfaith Service in the morning. He also went to Head O’Meadow School and to the high school, middle school and Sandy Hook School with Dr. Erardi and Mr. Kuroski. He sent out assignments for the Board members to review and hoped all committees would meet at least once in January. The Board retreat is set for January 9 from

9 AM until noon. There will be an FOI Workshop before the March 1 Board meeting with Tom Hennick and the Board attorney.

Mrs. Ku said committee assignments will be posted on the website.

Superintendent's Report:

Dr. Erardi thanked Mr. Alexander for giving his work day to accompany him around the district for the Sandy Hook School third anniversary. The Board retreat will be held here January 9 from 9 AM until noon with breakfast at 8:30 a.m. He spoke about an enrollment analysis and long term strategic plan review. Dr. Erardi shared his pride in our partnership with the Interfaith Clergy Association who provided services for the school staff yesterday morning at 6:00 and 7:15 a.m. at Trinity Church. He recognized Gino Faiella featured in local papers for his work regarding Sandy Hook School. On January 6 he will be presenting to the State Board of Education with Tom Kuroski and provide them with the document written by Mark Pompano regarding his personal journey with the Newtown Public Schools since 2008. Dr. Erardi provided a document on the Affordable Care Act for which we are hoping there will be some type of appeal.

Dr. Erardi spoke about Kayla Disibio, student member of the Board. She is a true scholar athlete and will be going to Wesleyan in the fall. She was also named an Allstate Athlete in the State of Connecticut.

Rilind Abazi said there are multiple drives in the high school at this time which shows the strong sense of community that our students have. The National Honor Society has adopted families as has other clubs in school.

Kayla Disibio said that peer leadership is sponsoring a candy cane promotion and workshops for wellness have been held recently.

Item 9 – New Business

Regional Calendar:

Dr. Erardi introduced Dr. Dani Thibodeau, Director of Education Connection, for her excellent work.

Dr. Thibodeau stated that in 2013 a task force developed guidelines to create regional calendars which would provide savings for the districts. Education Connection convened a committee that looked at the 30 district calendars to develop a proposed regional calendar. Schools must start within three days of the last Wednesday of August and have two full weeks of vacation per year. Election Day would be a professional development day when no students attend school. There would also be five flexible days for individual district needs.

There would also be a professional development day on the same date so programs could be shared between districts.

Ms. Hamilton was pleased to see the two-day February break and Veteran's Day were kept in place. She asked if they spoke to any private schools about the regional calendar.

Dr. Thibodeau said the State can't mandate anything for the private schools.

Mr. Vouros asked which district in the State had the largest number of school days.

Dr. Thibodeau would have to get that information.

Dr. Erardi said that some urban cities offer school on Saturdays.

Item 7 – Reports (continued)

Committee Reports:

Mrs. Harriman-Stites went to the CABE new board member orientation which was very informative.

Ms. Hamilton attended the Municipal Facilities Committee meeting where they talked about what direction they are headed in for the next year. They are still pursuing looking at the rest of the buildings on the list with the goal to get the Board of Selectman on board. They also reported on the three buildings they are looking at.

Mr. Vouros said he and Mrs. Ku enjoyed attending the CABE Convention. Mrs. Harrimon-Stites also attended the Love Wins Conference at WCSU with speaker Dr. Bruce Perry. She attended a school security session which addressed ways to prevent what happened at Sandy Hook School.

Mrs. Ku said the Curriculum & Instruction Committee discussed the sleep curriculum with a possible workshop with staff at the middle and high schools regarding purposeful scheduling. They have been doing some scheduling changes to help students. A CDC study indicates that students should not start school until 8:30 a.m. The Board retreat will provide a good opportunity to speak about this.

Mr. Vouros said they also spoke about investigating the possibility of changing the scheduling which involves transportation that may be a financial issue.

Mrs. Ku suggested that Dr. Rodrigue speak to the committee on the PLC days at the high school. She is giving students flex time during the day. The first 70 minutes of the day students can meet with counselors, department chairs, administrators, spend time in the writing center or use it for quiet study. This is an example of putting personalized learning into practice.

Ms. Hamilton felt it would be informative if those dates were on the calendar. Also, she wants to see the various opportunities for the students when the teachers are meeting. There should be a consistent policy regarding where students have to be during those 70 minutes.

Dr. Erardi suggested that Dr. Rodrigue and the administrators make a PLC presentation to the Board in January or February.

Financial Report and Transfers for the Month Ending November 30, 2015:

MOTION: Mrs. Leidlein moved that the Board of Education approve the financial report and transfers for the month ending November 30, 2015. Mr. Vouros seconded.

Mr. Bienkowski spoke about the financial report. Transfers include adjustments required from the settlement of the secretaries and custodial contracts. The excess cost grant is \$30,900 less than we had budgeted at an estimated 75% reimbursement. At this time we are continuing with a 25% hold on accounts. We have had extraordinary special education needs this year which is putting the pressure on the budget.

Dr. Erardi referred to page five of the report regarding the excess cost grant. He will meet with our local legislative delegations to ask for consideration for special language to go forward at the General Assembly that will offer relief to the inflated per pupil expenditure. It has a

tremendous bearing on the potential reimbursement from the State of Connecticut. This is around the Department of Justice and DOE grants that fall into a unique space as a result of our tragedy which inflates our per pupil cost. This means prior to reimbursement the dollars we take responsibility for are greater than our actual proposed operation plan budget. This equates to a potential to bring an additional six figure reimbursement to us. He spoke to legal counsel to carry the conversation forward. We are moving expeditiously to share this with people who need to understand our position.

Mr. Vouros asked if the special education portion being so high is directly related to recovery or students requiring extensive services.

Dr. Erardi said the answer is all of the above. Three things happened after the budget was approved. The first was that students moved in needing special programming, the second was the number of highly anxious youngsters unable to attend a full day of school, and the third item is the number of students identified at the high school level needing services. There are many issues around anxiety and depression.

Ms. Hamilton thanked Mr. Bienkowski for addressing the transportation area. She asked why magnet school transportation costs are higher than expected.

Mr. Bienkowski said we net that out when we build the budget. We are waiting for the other 50%.

Ms. Hamilton asked the revenue number for the Star Program.

Mr. Bienkowski said that was \$96,000. It offsets the salaries for that program.

Mr. Clure noted that under supplies the electricity is \$37,000 over the projection and asked if we take any steps to conserve energy.

Mr. Bienkowski said it depends on the rates. We make a projection a year in advance. It is also impacted by usage. We don't make estimates until we get into November. We check things throughout the month to monitor any spikes in usage we can't explain.

Mr. Alexander asked how we can be down in excess cost grant funding.

Mr. Bienkowski said we are calculating at 75%. Last year we got closer to 80%. We will receive our first payment the latter part of December. Our per pupil costs are increasing. We've also had a number of mediation settlements that came in below the threshold.

Motion passes unanimously.

Item 9 – New Business continued

Update on High School Auditorium Renovations Project:

Michelle Hiscavich spoke about the renovations and shared renderings of the proposed work. The timeline for soft demolition is in March. The project is expected to be completed by December 2016.

Mr. Clure asked how many seats there were now and how many were expected after the renovation.

Ms. Hiscavich there are 1,000 seats and we expect the same number after completion.

Mr. Vouros asked if there were any asbestos issues.

Mr. Faiella said they have not found any yet. Mark Granville is also involved.

Ms. Hamilton asked if the elevator was in the budget.

Ms. Hiscavich said it is expected to be. They are working on estimates now.

Dr. Erardi said the team developing this project is outstanding and it is in terrific hands. He has worked with Newfield Construction in the past. He thanked Ms. Hiscavich for being here and for leading this project.

Director of Security Job Description:

Dr. Erardi stated that Mark Pompano is a very important member of the leadership cabinet. His current job description has him reporting to the high school principal but he feels he should be a central office supervisor instead of a site-based supervisor.

Ms. Hamilton said Mr. Pompano has been very helpful in policy discussions and has numerous duties. She feels this should be a central office position. She provided suggestions to the job description which she shared with the Board and could be incorporated into the document.

Mr. Alexander mentioned this position as also being the residency officer.

Dr. Erardi said it was important to have a point person in front of that issue.

Mrs. Ku also noted that fingerprinting was added.

Mr. Pompano said many fingerprints have been returned numerous times. He would help retaking them and also print volunteers instead of having them go to the police department.

Dr. Erardi said we look to empower our SROs to be part of the fingerprinting solution. Our safety and security staff have been empowered with other duties. We will come back with a revised copy for second read.

Newtown Custodians and Maintenance Association Contract:

Dr. Erardi thanked David Freedman for his work on this contract. The Board received a summary of the contract changes.

MOTION: Mrs. Leidlein moved that the Board of Education approve the ratified Custodians and Maintenance Association contract for the period July 1, 2015 through June 30, 2019.

Ms. Hamilton seconded.

Mr. Bienkowski said this will be a four-year contract and highlighted some of the changes. He feels this is a reasonable contract.

Ms. Hamilton asked about moving them to the HSA health insurance.

Mr. Bienkowski said that's hard to negotiate and will take a few years.

Ms. Hamilton also asked how many were in the union.

Mr. Bienkowski said there were 54.

Mr. Clure asked if raises were flat for everyone whether performance was good, bad or indifferent.

Mr. Bienkowski said it was a flat salary adjustment for everyone. There is a progressive evaluation system in the district if there are problems with employees.

Mr. Clure also asked if the 15 days of sick leave was paid.

Mr. Bienkowski said sick days are used for long term illness. Employees have to accumulate their sick time before it can be used.

Mr. Clure said it doesn't say if it's paid or is that just assumed.

Mr. Bienkowski said it is assumed in all the contracts as part of the employment package.

Mr. Clure preferred that the verbiage was added.

Mr. Bienkowski said that would have to be brought up at the next negotiations.

Motion passes unanimously.

Communications Committee:

MOTION: Mrs. Ku moved that the Board of Education authorize the Board of Education Communications Committee to issue information on behalf of the Board of Education.

Mr. Vouros seconded.

Mr. Alexander said the communications committee sends out newsletters on the budget but we make sure that we don't directly advocate for the budget.

Ms. Hamilton asked for the Board to see a copy before it was sent to the district.

Mr. Alexander would send it out a day before being posted.

Motion passes unanimously.

Item 10 – Public Participation

Laura Terry, 64 Robin Hill Road, asked for clarification on information being discussed like the communication committee members.

Mr. Alexander said the committee assignments will be posted. He, Mr. Clure and Mr. Vouros will be on the communications committee

MOTION: Mrs. Leidlein moved that the meeting adjourn. Mr. Vouros seconded. Motion passes unanimously.

Item 11 – Adjournment

The meeting adjourned at 9:45 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary



FIELD TRIP BUS REQUEST FORM



Teacher Making Request: Thomas Date: 12/10/15

Other Staff Involved: _____

Date of Proposed Field Trip: 1/22 - 1/24

Class/Group Involved: Debate

Number of Students Scheduled to Make Trip: 10

Other Adults (non-teachers) Chaperoning the Trip (list names): _____

Destination: Columbia University

Place and Time of Departure: Newtown HS 12:00 pm

Estimated Time of Return: return every night

Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) drive from H.S. each morning

Estimated Cost of Transportation: _____

Estimated Cost per Student: \$80 (registration)

Other Information: _____

PRINCIPAL APPROVAL BY SIGNATURE: Lorrie Robinson DATE: 12-14-15

OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: _____ DATE: _____

Billing Information

Bill to: _____

NO BUS

Pricing: _____ Hours @ _____ per hour = _____

_____ Miles @ _____ per mile = _____

Minimum Charge: _____

Total Charge per Bus: _____

Confirmation

Information taken by: _____ Date Confirmed: _____

Confirmed by: _____ Recorded in Book: _____



FIELD TRIP BUS REQUEST FORM

Teacher Making Request: THOMAS Date: 12/10/15

Other Staff Involved: _____

Date of Proposed Field Trip: 1/16 to 1/17

Class/Group Involved: Debate

Number of Students Scheduled to Make Trip: 10

Other Adults (non-teachers) Chaperoning the Trip (list names): _____

Destination: Lexington High School (Lexington, MA)

Place and Time of Departure: NH 12:00 pm (1/16)

Estimated Time of Return: NH 8:00 pm (1/17)

Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) parent driving / staying @ Marriott (Lexington)

Estimated Cost of Transportation: _____

Estimated Cost per Student: \$140 - registration + lodging

Other Information: _____

PRINCIPAL APPROVAL BY SIGNATURE: Lorrie Rodrigue DATE: 12-14-15

OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: _____ DATE: _____

Billing Information

Bill to: _____

NO BUS

Pricing: _____ Hours @ _____ per hour = _____

_____ Miles @ _____ per mile = _____

Minimum Charge: _____

Total Charge per Bus: _____

Confirmation

Information taken by: _____ Date Confirmed: _____

Confirmed by: _____ Recorded in Book: _____



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FIELD TRIP BUS REQUEST FORM

Teacher Making Request: THOMAS Date: 12/10/15

Other Staff Involved: Saladin / Brainard

Date of Proposed Field Trip: 2/12 - 2/15

Class/Group Involved: Debate

Number of Students Scheduled to Make Trip: 20

Other Adults (non-teachers) Chaperoning the Trip (list names): _____

Destination: Harvard University

Place and Time of Departure: NHS 2 pm 2/12

Estimated Time of Return: NHS 4 pm 2/15

Special Arrangements (i.e. stopping at a restaurant, picnic, etc.) staying @ Doubletree Back Bay

Estimated Cost of Transportation: ?

Estimated Cost per Student: \$80 reg. + \$103.25 lodging

Other Information: _____

PRINCIPAL APPROVAL BY SIGNATURE: Lorrie Rodriguez DATE: 12-14-15

OVERNIGHT/OUT-OF-STATE FIELD TRIP BOE APPROVAL: _____ DATE: _____

Billing Information

Bill to: _____

Pricing: _____ Hours @ _____ per hour = _____

_____ Miles @ _____ per mile = _____

Minimum Charge: _____

Total Charge per Bus: _____

Confirmation

Information taken by: _____ Date Confirmed: _____

Confirmed by: _____ Recorded in Book: _____

December 10, 2015

TO: Dr. Joseph Erardi

FROM: Lorrie Rodrigue

Please accept the donation of 10 Toshiba Laptops from Ingersoll Auto of Danbury to Newtown High School. The laptops will be used by students who do not have use of technology at home. This is the fourth year that Newtown High School will benefit from this program. This is a very generous gift to the Newtown High School community. Thank you.

December 10, 2015

TO: Dr. Erardi

FROM: Lorrie Rodrigue

Please accept the two donations of \$5,000 from The Smart Family Foundation to The Newtown High School Unified Theater and Best Buddies programs; this is an extremely generous donation. The Newtown High School Unified Theater and best Buddies students will certainly benefit from this very thoughtful donations.

Thank you.

Encl.

Correspondence Report
12/3/15 - 12/13/15

Date	Name	Topic
12/4/15	Keith Thompson	Teacher Salaries
12/4/15	Wolfgang Halbig	Dashcam video
12/8/15	Wolfgang Halbig	photo
12/8/15	Wolfgang Halbig	FOI document request
12/8/15	Wolfgang Halbig	Dashcam video
12/9/15	Wolfgang Halbig	Forensic Expert Report
12/10/15	Wolfgang Halbig	Sandy Hook School
12/10/15	Wolfgang Halbig	Gov. Malloy's executive order
12/10/15	Wolfgang Halbig	Gov. Malloy's executive order
12/10/15	Erik Holst-Grubbe	Staff Child Care
12/12/15	Wolfgang Halbig	Gov. Malloy

Administrative Report

Tuesday, December 1, 2015

- 1. Board of Education Retreat – January 9th - Saturday**
 - a. 8:30 -12:00 (light Breakfast 8:30 – Retreat 9:00 a.m.)**
 - i. Enrollment Analysis / Synthesis**
 - 1. Timeline of the Work**
 - 2. BOE Role and Responsibility**
 - ii. Long Term Strategic Plan Review**
 - 1. Timeline of the Work**
 - 2. BOE Role and Responsibility**
 - iii. BOE “Big Bets”**

- 2. 12/14/15 Interfaith Partnership** (Attachment #1)

- 3. Safety Publication – Mark Pompano** (Attachment #2)

- 4. CAPSS Federal Legislative Agenda** (Attachment #3)

Hymn 376 (vs. 1-2)



1 Joy - ful, joy - ful, we a - dore thee, God of glo - ry, Lord of love;
2 All thy works with joy sur-round thee, earth and heaven re - flect thy rays,



hearts un - fold like flowers be - fore thee, prais-ing thee, their sun a - bove,
stars and an - gels sing a - round thee, cen - ter of un - bro-ken praise.



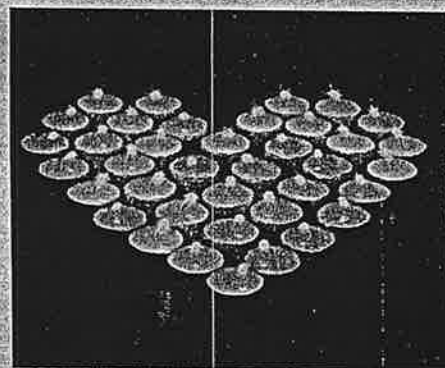
Melt the clouds of sin and sad-ness; drive the dark of doubt a - way;
Field and for - est, vale and moun-tain, bloom-ing mea-dow, flash - ing sea,



giv - er of im - mor-tal glad-ness, fill us with the light of day,
chant - ing bird and flow-ing foun-tain, call us to re - joice in thee.

Trinity Episcopal Church
36 Main Street, Newtown, CT 06470
Church Office 203-426-9070 Fax: 203-426-6588
Website: www.trinitynewtownct.org

In Remembrance



and in thanksgiving for
the faculty, staff &
administration
of Newtown Schools

December 14, 2015

Hosted by the Newtown Interfaith Clergy Association:

*Al Hadaya Islamic Center
Bahai Community of Newtown
Congregation Adath Israel
Lutheran Home of Southbury
New Hope Community Church
Newtown Christian Church
Newtown Congregational Church, UCC
Newtown United Methodist Church
St. Rose of Lima Roman Catholic Church
The Church of Jesus Christ of Latter Day Saints, Newtown •
Trinity Episcopal Church*



Gathering Music

Greeting

Song – Morning Has Broken

Prayers for:

- Our Children
- Our Teachers
- Our Staff
- Our Administrators
- All Our Families and Loved Ones

Lighting of Candles

Commissioning/Blessing

Closing Song – Joyful, Joyful We Adore Thee

Hymn 8

Unison or harmony

1 Morn-ing has bro - ken like the first morn - ing,
 2 Sweet the rain's new fall sun - lit from hea - ven,
 3 Mine is the sun - light! Mine is the morn - ing

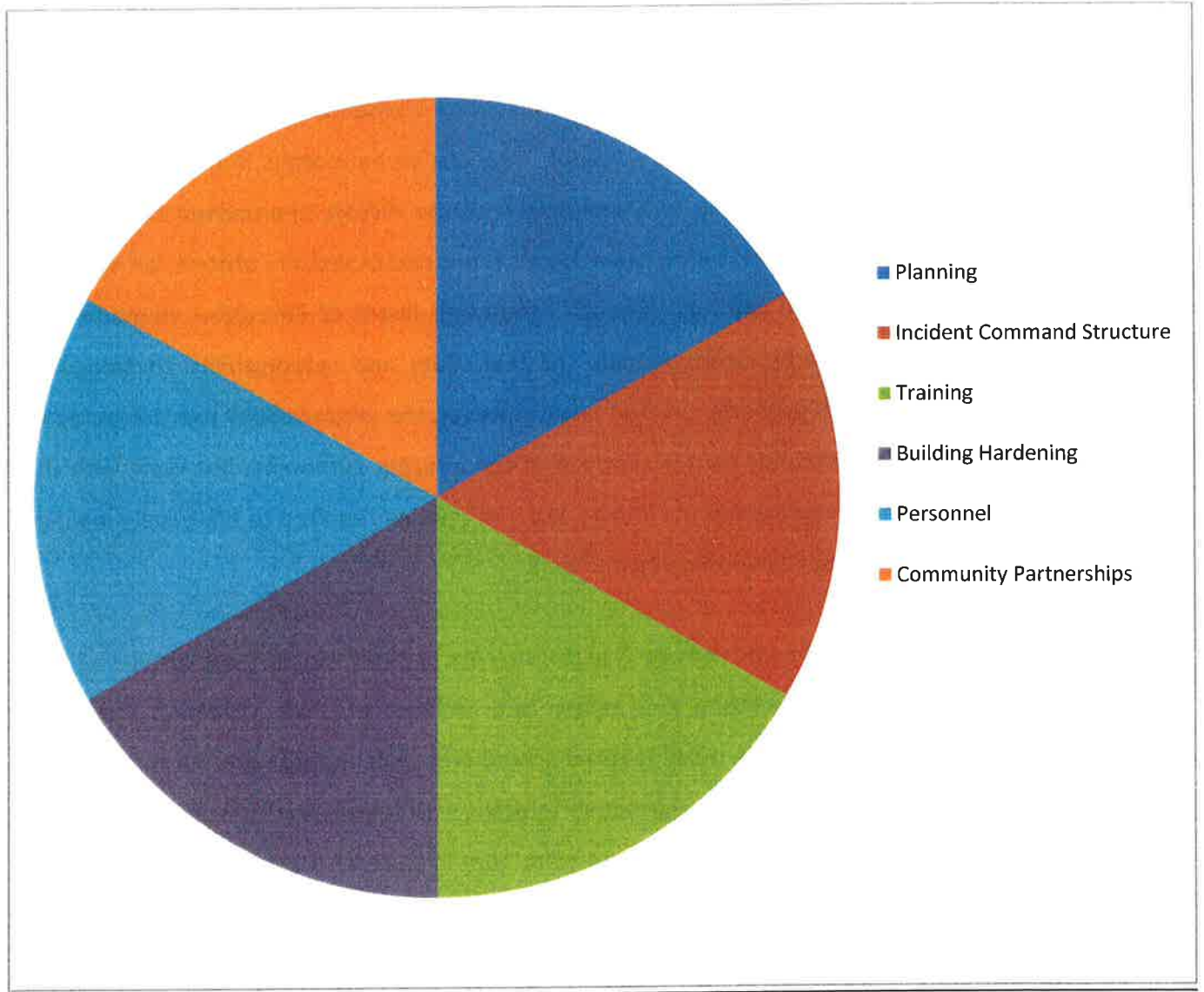
black-bird has spo - ken like the first bird.
 like the first dew fall on the first grass.
 born of the one light E - den saw play!

Praise for the sing - ing! Praise for the morn - ing!
 Praise for the sweet - ness of the wet gar - den,
 Praise with e - la - tion, praise ev - ery morn - ing,

Praise for them, spring - ing fresh from the Word!
 sprung in com - plete - ness where his feet pass.
 God's re - cre - a - tion of the new day!

Security in the Newtown Public Schools 2008 - 2015

A Collaborative, All-In, Best Practices Approach



By

Mark J. Pompano
Director of Security
Newtown Public Schools
December 1, 2015

Introduction

In the summer of August 2008, following a twenty-two year career in law enforcement, I began my service as the Director of Security for the Newtown Public Schools. The title of the position was new, as my predecessor was basically responsible only for security at Newtown High School. In addition to the high school, I was also tasked with providing security support and guidance to the administrators at Newtown Middle School, Reed Intermediate School, as well as Hawley Elementary School, Head O'Meadow Elementary School, Middle Gate Elementary, and Sandy Hook Elementary School. The first three months in this new position found me predominantly observing and analyzing how the district approached security and safety on its campuses, and supervising the district's three school security officers, all of whom were assigned exclusively to the high school. I found all Board of Education members and Central Office administrators clearly mindful of their duty and responsibility to safeguard students, staff, and school property. At that time, however, this responsibility was delegated to each building principal; possibly for the purpose of encouraging autonomy, but likely with the belief that each principal possessed the knowledge and training required to effectively manage safety and security issues at their respective school.

After meeting individually with each of the seven school principals, I was convinced that all were committed to protecting the safety and welfare of their students and staff. Surprisingly, however, two of the more tenured school principals shared with me that security was not the top priority at their school because "nothing ever happens in Newtown." The high school principal and his junior administrators were very in-tune with security and safety, not only with the physical aspect of it, but also with the interpersonal facets required to manage a building and campus that was essentially a small city of more than two thousand people on any given school day.

The security methods employed by principals varied significantly from school to school (e.g. some schools locked all their exterior doors, while others did not, etc.), and there were no detailed written plans in place to effectively respond to an emergency and its aftermath.

Although each principal assured me their school had a “security plan”, I subsequently discovered that the plan was stored in their memory. The common approaches to safety and security consisted of a monthly fire drill, an occasional lockdown drill, and reliance upon a flip-chart that contained outdated information and confusing emergency response codes that very few staff members understood or were even aware of. The contents of the flip-chart were maintained by the print shop that had originally produced it, which made making changes or modifications to it a very slow and costly endeavor. In fact, the flip-chart noted that the code for putting a school into lockdown was “The Superintendent is in the building.” So what was observed when I attended a lockdown drill at one school? Several staff members exited their classrooms and offices to speak with the Superintendent as soon as the code was announced over the school’s public address system.

I quickly came to the realization that the most prudent manner in which to implement a viable and sustainable security program for the Newtown Public Schools would be through collaboration and buy-in from all stakeholders. The culture of the district, as it related to the perception and practice of school security and safety would need to be transformed. Creation of Emergency Response Guidelines and an Incident Command Structure (ICS), as well as the willingness of administrators and staff to conduct emergency response drills would be vital.

Planning

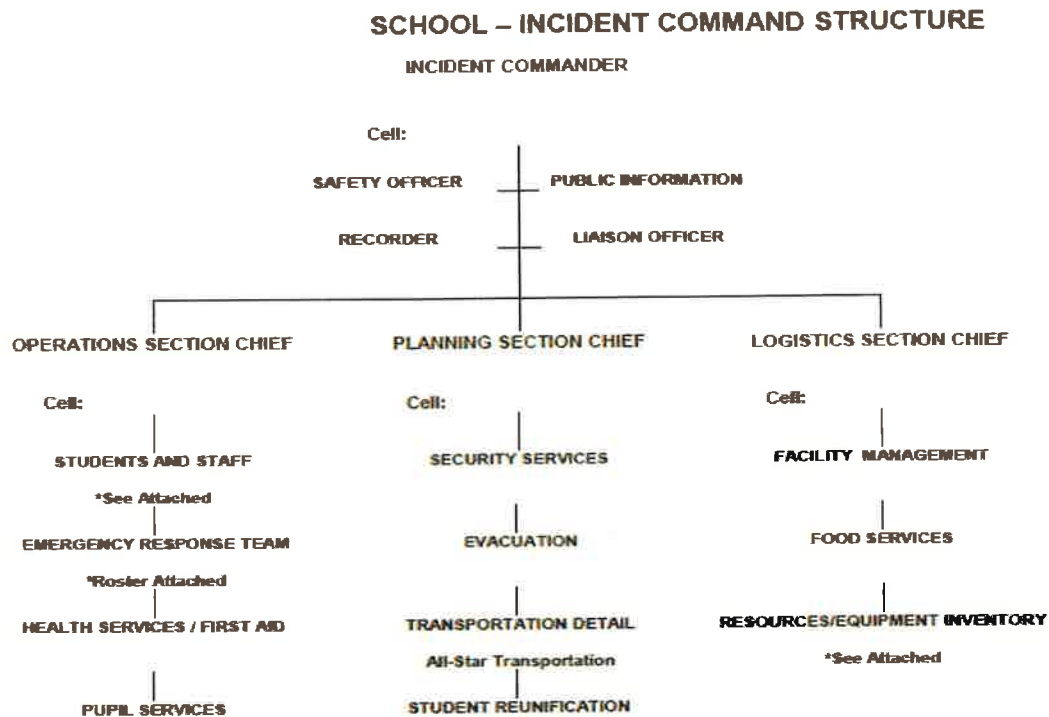
The importance of planning as a component of school security is perhaps the most under-estimated, yet vitally important component required for the overall success of our program. With school administrators and teachers being tasked with more and more federal and state educational mandates, as well as being required to accomplish more tasks with fewer resources, their finding the time to plan something as seemingly simple as a fire drill is oftentimes challenging. In the Newtown Public Schools, there have always been basic written guidelines/plans as to how we address fire alarms, utility emergencies, medical emergencies, severe weather and unidentified persons on school grounds. As our security program evolved, response guidelines to the above incidents were broadened, and response guidelines to

incidents involving armed subjects, workplace violence, hazardous material spills, threatening telephone calls, and suspicious packages/devices were added to the plan. Some of the emergency response options now include flee, lockdown, which were previously referred to by many administrators as "stay put" drills, lock-in, drop-cover-hold, evacuation, and reunification. The drafting and implementation of the broadened and additional response options, as well as our updated Emergency Operations Plan was completed with the expertise and assistance of representatives from the John Jay College of Criminal Justice, Kenneth Trump of the National School Safety and Security Services, MHA Consulting, Connecticut State Police–Department of Emergency Services and Homeland Security, and the Newtown Police Department.

By far, the most challenging response option for us has been reunification. Although the Newtown Public Schools has use of a fantastic facility in town in which we're able to temporarily house students and staff in the event of a full fledge campus evacuation, we have yet to identify a seamless and expeditious process in how to reunite 1700 students with their parents/guardians. This is a difficult issue, but one that we will surely continue addressing.

Incident Command Structure

When first broaching the subject of establishment of a school-based Incident Command System (ICS) with administrators, their universal, initial response was, "What is ICS and why do I need to care about it?" As the husband of an elementary school teacher, I fully expected this type of response. I completely understood that most, if not all administrators and school principals were once teachers; and teachers earn a college degree and live for the sole purpose of educating children. ICS was certainly not part of their college curriculum, or ever a part of their vocabulary or mindset. Fortunately, after a few meetings and many conversations, I was able to persuade the school principals to buy into the concept of ICS by comparing their individual role and responsibility in the system with those of a ship's captain. After buy-in, all principals participated in in-house ICS training, and subsequently all enrolled and successfully completed the FEMA ICS-100sca Course, Incident Command for Schools. Our ICS structure evolved into the following format, which we continue to utilize today.



Barring unusual circumstances, the principal serves as both the Incident Commander and the Operation Section Chief, with the exception of Newtown High School, which due to its vast size requires the Principal to focus solely on the duties of Incident Commander. The Planning Section Chief position is generally staffed by an Assistant Principal or Lead Teacher, as these administrators are just as much in-tune to their respective school's security personnel and transportation (school bus) personnel, as well as their current evacuation and student-parent reunification procedures. The position of Logistics Section Chief is always staffed by the head custodian or senior custodian, as these men and women know where nearly everything needed for an emergency response can be found in their school building. While the remainder of the ICS branches is self-explanatory, it is important to note that our Health Services/First Aid branch consists of a medical detail and a mental health/psychological healing detail. This was the result of lessons learned following the tragedy at Sandy Hook School. It is also important to note that our District has a defined ICS structure in place, in the event that an incident at a school or multiple school sites precludes school administration from establishing their own ICS structure (i.e. lockdown, power outage, etc.).

Training

As mentioned previously, all Newtown Public School principals have completed the FEMA ICS-100sca School Incident Command course. During the past few years, we have also required most district level administrators (i.e. Superintendent, Assistant Superintendent, Director of Security, Director of Facilities), and all members of each school's Emergency Response Team (ERT) to successfully complete the ICS-100sca course. Our school-based ERTs are made up of volunteer faculty and staff members, all of whom have expressed an interest in helping out during emergency incidents. Many ERT members offer expertise (i.e. former military or law enforcement) or valuable experience/knowledge (i.e. carpentry skills, first aid) that a school principal can utilize to help him or her better manage a crisis. All ERT members are issued a two-way radio that allows them to be put into service at a moment's notice, and a uniform shirt making them easily identifiable to students and other staff members. ERT members have assigned posts, assist with all emergency response drills (with the exception of lockdown of course), and generally meet with their respective school principal on at least a monthly basis to address ideas and best practices related to school safety and security.

At a minimum, each Newtown Public School is required to conduct one emergency response drill each month. Each quarter, one of the drills must be something other than a fire drill, which ensures we complete at least one evacuation drill, lockdown drill, lock-in drill, and severe weather drill each school year. The drills are scheduled at the onset of the school year, which affords the Newtown Police Department with an opportunity to attend, participate in, and evaluate our drills. In addition, during the past several years, district administrators, all school principals, and select ERT members, as well as representatives of the police department, fire department, ambulance corps, emergency management, public works, and our three town private schools have participated in a joint annual tabletop emergency response exercise.

Perhaps most importantly though, all Newtown Public School employees are provided with security and safety updates on an annual basis, generally at the onset of the school year, and have ready access to emergency response guidelines in both written and electronic form.

Physical Upgrades (Building Hardening)

From 2008 to the present, the Newtown Public Schools have undergone a security renaissance as it relates to physical and technological upgrades on our campuses. Our monitoring capabilities now consist of the installation and application of numerous interior and exterior digital surveillance cameras at each school. The camera system is controlled by a uniform, IP-based software package, which enables district level administration and the Newtown Police Department to remotely view the cameras of any school from off-site locations in real-time, including from the Mobile Digital Terminal (MDT) of a police vehicle. The system has significant data storage capacity, which makes for the rapid completion of follow-up investigations of prior incidents. Each school also utilizes an IP-based electronic visitor management system, which performs instantaneous checks of all visitors' identification credentials with national sex offender registry databases, affords security personnel with the ability to produce high-quality visitor badges, including visitor's photograph, and provides school principals with ready access to up-to-the-minute information regarding who is in their building at any time.

In regards to enhanced physical barriers, all our school classrooms and office doors contain intruder-style locking hardware, which means the door can remain locked or be locked quickly from inside the classroom/office without requiring staff members to needlessly venture out into a hallway or common area to do so. Each school's main entrance consists of a dual-locking vestibule (i.e. "mantrap), which provides security personnel with the ability to conduct a secondary visual inspection of persons seeking entry to the school, without having to actually provide them with prior access to the school. All glass contains a shatter-proof film, which makes breaching it nearly impossible. Remote and hard-wired panic buttons are installed in strategic locations throughout each school, providing staff with immediate and direct access to the police department's emergency communications and dispatch center. Burglar alarms have also been enhanced, with the inclusion of additional motion detection and enhanced area capabilities, and extensive gating, fencing, and bollard installation completed. Due to safety and security concerns, I will not elaborate or comment further regarding physical upgrades.

Security Personnel

The number of security personnel employed by the Newtown Public Schools has increased extraordinarily over the past seven years, as the need for a physical security presence has spanned from the high school to the other six schools. Our seven schools are patrolled by a team of 17 security personnel, eight of who are armed (“SSOs”) and nine who are unarmed (“NBOE”). The SSO positions are funded by the Town of Newtown, and managed through the collaborative efforts of the Newtown Police Department and the Board of Education. Per state law, all SSOs must have prior service and good standing with a Connecticut law enforcement agency. The NBOE security officer positions are funded by the Newtown Board of Education, and managed by the Director of Security and the school principals. Although most of the NBOE security officers have prior law enforcement and/or security experience, it is neither a law nor a requirement that they do.

SSOs are required to complete a three day State of Connecticut approved Police Officer Standards and Training (POST) course, including firearm qualification, each year. NBOE security officers are required to obtain and maintain a State of Connecticut Guard Card. The security presence at each school begins prior to the arrival of students, and continues well beyond the normal student dismissal time.

Community Partnerships

Our ability to maintain our current security staffing level, as well as the quality of our emergency operations plan would not be possible without the dedication, commitment, and input of our valued community partners, especially those representatives who sit on the District Security and Safety Committee (DSSC). Although the DSSC was created during the aftermath of the tragedy at Sandy Hook School, it has progressed into a cohesive and collaborative advisory board that serves the security and safety needs of all Newtown students and staff, including those in the three private schools. The DSSC is co-chaired by the Director of Security and the President of the Newtown Federation of Teachers Union. Executive members of the committee

include the Superintendent of Schools, the First Selectman, the Director of Operations, the Director of Technology, Two Command Staff Officers from the Newtown Police Department, the High School Senior Administrator, a Board of Education member, a Professor from the John Jay College of Criminal Justice, a School Psychologist, the Operations Manager from the All-Star Bus Transportation Company, and an IBM Security Consultant who also happens to be a parent of students in our district. Committee members at large include the Town Emergency Manager, the Principal/Business Manager of Newtown’s three private schools (St. Rose of Lima School, Fraser Woods Montessori School, Housatonic Valley Waldorf School), the President of our Para Educators Union, the President of our Custodians Union, a Professor from the University of California at Los Angeles, the Manager of our Chartwells Food Services Program, and other district staff-level employees.

The DSSC convenes regularly scheduled meetings, and may invite subject matter experts and consults to assist them with their ultimate responsibility; oversight of the district’s emergency operations planning, as well as each school’s respective Security and Safety Committee (SSSC) and Safe School Climate Committee (SSCC). The DSSC is also responsible to ensure that the district is in compliance with the requirements of Connecticut General Statutes Section 10-222, regarding school safety.

Final Thought

The Newtown Public Schools, in conjunction with the Town of Newtown and our other community partners, will continue to approach the maintenance and implementation of our district security plan through collaboration and utilization of the best practices model, as well as with the fervent belief that everyone must be all-in, because school safety and security is ultimately everyone’s responsibility.

FEDERAL RELATIONS POLICY AGENDA

ACA (Repeal of the Excise Tax)

The Affordable Care Act (ACA) is a US federal statute that represents the most significant regulatory overhaul of US healthcare since Medicare/Medicaid in 1965. The ACA was designed to increase the quality and affordability of health insurance in the US, to lower the rate of uninsured by expanding insurance coverage (private and public) and to reduce the costs of health care for both individuals and the government. CAPSS does not take a position on the overall bill, though we do follow three specific provisions, all of which are provisions of the employer shared responsibility portion of the bill, with direct impact on the nation's public schools:

Excise Tax: Also known as the 'Cadillac Tax', this provision was designed to slow growing costs and finance expanded coverage. The tax applies to high-cost health plans and takes effect in 2018. Though marketed as a tax on overgenerous health benefits, it is far more likely to be a tax based on factors other than benefit richness, including the regional cost of providing healthcare, high claims experience, a sick population and the overall plan demographics. The tax will require employers (including LEAs) to pay a penalty of 40 percent on the amount by which the plan exceeds a specific threshold. Under current practices, LEAs regularly provide more robust health care benefits over salary increases, and this proposal would undermine that flexibility. The costs associated with the tax will likely put additional pressure on school budgets reducing programming, or be affecting teacher negotiations through reduced benefits, increased premium contributions. ***CAPSS opposes the excise tax and has endorsed legislation***

to repeal the excise tax, the Middle Class Health Benefits Tax Repeal Act (HR 2050).

9.5% Employee Contribution Threshold: As part of its affordability provisions, the ACA requires that the benefits made available to employees are also affordable. The regulations define affordable as less than 9.5% of the employee's household income. Safe harbor allows for employers to compare the employee's salary to the lowest cost option single only premium contribution. If the employee contribution requirement is greater than 9.5% of their annual salary the district may incur an affordability penalty.

30 vs 40 Hour: The ACA defines full-time employment as anyone who works 30 hours week. This becomes the threshold that triggers an employee's eligibility for employer sponsored health benefits. More succinctly, school districts are now required to provide benefits for employees working 30 hours or more per week, regardless of the district's definition or the collective bargaining agreement. This new definition of eligibility now includes substitute teachers and people working multiple part time positions (ie, coach, substitute and bus driver). The current 30-hour limit poses a burden and obstacle to school administrators who must balance their district staffing needs within their operating budget. School administrators have long negotiated salary and benefits at the local level, and the ACA regulation represents a seemingly arbitrary minimum with very real consequences. ***CAPSS endorses the 40 Hours is Full Time Act (S 30).***

ESEA REAUTHORIZATION

CAPSS strongly support for seeing ESEA reauthorization completed this calendar year, and to highlight our key priorities and concerns as you work with your fellow conferees to reconcile the Every Child Achieves Act (S 1177) and the Student Success Act (HR 5).

CAPSS supports both ECAA and SSA, commending their ability to balance maintaining critical federal guardrails as it relates to standards, accountability, and assessment while restoring balance between the roles of local, state and federal government in education by taking the pendulum of federal overreach and prescription rampant in current law and returning autonomy and responsibility to the state and local level. There are strengths in each bill that must carry through conference, and there are elements of the ESEA discussion where we see room for improvement (detail below).

Congress has a long list of items to address this fall, and this letter is a reminder that ESEA—as the primary K-12 education bill shaping our nation’s educational environment and experience—must be a priority. With the 2015-16 school year underway and ESEA reauthorization efforts now entering their ninth year, our nation’s K-8 graders have spent the entirety of their K12 experience to date under a broken, outdated NCLB. Our students want and deserve more. We cannot continue to ask our nation’s schools and the students they serve to live under waivers and NCLB.

Congress alone can and should reauthorize ESEA. It is time for Congress to set aside adult politics and posturing and put kids first. We strongly urge you to work in a bipartisan, bicameral manner to reach an agreement to reauthorize ESEA by the end of the calendar year with the priorities expressed herein:

Accountability:

Fifteen years of NCLB has taught us that one size does not fit all. With the elimination of adequate yearly progress, annual measurable objectives, and 100% proficiency (among others) and the preservation of data disaggregation and graduation rate calculation, both ECAA and SSA keep states and districts honest about being accountable for ALL students without being unnecessarily prescriptive.

CAPSS OPPOSES any efforts to expand the federal mandates as they relate to accountability, including mandatory identification of/intervention in the bottom five percent of schools or those schools with a graduation rate below a certain threshold, and any effort to establish achievement/performance targets. This reauthorization represents the first time state and local education leaders have the professional space to exercise their expertise and training to develop a functional accountability workbook. Any effort to restore federal prescription is premature, poor policy, and a step back towards 'AYP 2.0' and its high-stakes-testing environment.

Expanded Data Collection:

CAPSS understands and prioritizes equity, and we welcome conversation about improving the ways state and local

education agencies can work to identify and close gaps that exist within and between schools.

That said, CAPSS is deeply concerned with—and opposed to—any effort to expand data collection. Some department have significantly expanded the scope of its data collection in recent years, and we can safely venture that we have yet to fully understand/utilize the data currently being collected. We are very close to—if not already past—the point of ‘data for the sake of data’, a reality that confounds school administrators who often feel forced to choose between a staffing pattern that meets data collection priorities and one that meets educational/instructional needs.

Title I Funding Formula:

Both ECAA and SSA make changes to the structure of the Title I formula. Given the obvious potential shifts in funding that come with any formula changes (especially when we consider funding caps or level funding through appropriations), it is imperative that these changes strengthen the accuracy with which critical Title I funding dollars are allocated. That is, any changes to the Title I formula must focus on equity and ensure that Title I dollars are allocated in a manner targeted to where the need is greatest, where the concentration of poverty is deepest.

The current formula includes a weighting mechanism (number weighting) that allows larger, but less poor schools, to receive more money per pupil than their concentration of poverty would warrant. While unintentional, this policy flaw comes with very real consequences for the smaller, but poorer, urban and rural districts that continue to be systematically denied

their rightful share of Title I dollars and must be addressed.

Alternate Assessment:

CAPSS believes that when it comes to alternate assessments, IEP teams and local and special education administrators are best positioned to determine if and when a student is in need of an alternate assessment. We are opposed to the 1% cap in current law, which limits the use of student scores from alternate assessment for accountability purposes at 1%. **CAPSS supports the work of HR 5 to eliminate the 1% cap.**

We are deeply concerned with the Senate version, as drafted, which only allows 1% of eligible students to take the alternate assessment, even if more than 1% of students have IEPs that indicate they qualify for this type of assessment. This is extremely troubling, as it completely undermines the professional and familial perspective of the IEP team and ensures that certain students, while qualified for an alternate assessment, will instead be taking a developmentally inappropriate assessment. This is a seemingly small, but actually significant, shift from current law. Current law at least allows students who qualify for alternate assessments to take the alternate assessments, a meaningful way to evaluate their achievement and learning. Under the Senate version, any school where more than 1% of students qualify for an alternate assessment would be faced with arbitrarily picking and choosing which students take the cognitively appropriate assessment. Local IEP teams are best positioned to know and ensure that children are assessed in a meaningful, fair and accurate manner. This is an egregious shift in policy, and we urge the conference bill to reflect at least current law, if not the language included in HR5.

Individuals with Disabilities Education Act (IDEA)

IDEA was originally enacted by Congress in 1975 to ensure that children with disabilities have the opportunity to receive a free appropriate public education, just like other children. CAPSS is fully supportive of the goals of the Act but is disappointed that the Congress has not lived up to its assurances when the bill was passed.

It remains a policy priority of CAPSS that Congress re-examine the IDEA funding formula and fully fund the bill as promised when it was enacted in 1975. Over the intervening years the cost of educating children with special needs has increased dramatically and yet the federal government has not lived up to its commitment.

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
November 30, 2015**

SUMMARY

The fifth financial report of the 2015-16 fiscal year follows. In the month of November, the Board of Education spent approximately \$5.1M; \$3.7M on salaries, and \$1.8M for all other objects.

Current Transfers include the adjustment required resultant from the settlement of the secretaries and custodial contracts and adjustments to the teachers' accounts to accommodate all the changes to date for a more accurate budget comparison. Some additional transfers are noted as well. The "Anticipated Obligations" column reflects the estimate for expenditures beyond active encumbrance. At this time, the entries included here represent the December 1st estimated amounts for the offsetting receipts related to the excess cost and agency placement grants. This grant is \$30,900 less than budget at an estimated 75% reimbursement rate with a change in account distribution. In many cases, this column reflects less than the remaining budget balance, including deliberate holds to address funding shortfalls. As further analysis and information becomes available, these obligations will reflect such.

All the main object accounts remain in a positive balance position for this month with the exception of "Other Purchased Services" which contains the line item for Out-of-District Tuition, which is currently over budget. Overall, the current end position of all accounts is projecting a deficit. There is not enough certainty to make further offsetting positive estimates to cover this shortage.

This represents a conservative estimate at this time leaving no room for extraordinary events, such as extreme winter weather conditions. The year ahead will present challenges and has solidified the temporary 25% hold back instituted at the start of this school year. Building and Site Improvement Projects and equipment accounts have been frozen at this time as well, until we get a better handle on our overall condition moving forward. Other fiscal constraints may also be imposed.

The yellow highlighted projected balance accounts represent those where a deliberate hold is necessary to meet the majority of the current budget shortages. This total is estimated at approximately \$660,000.

This budget is extremely lean and will be carefully monitored.

EXPENSE CATEGORY CONDITIONS

100 SALARIES

The total salary budget still needs to be carefully monitored as we need to meet the turnover expectation included in the budget. Administrative salaries are now indicating a balance anticipating a gap in filling the Pupil Personnel Director's position. Teachers will be offset somewhat by STARR program revenue and a slight decrease for excess cost. As reported last month, if we have the same experiences as last year, substitutes are expected to produce a balance. Homebound is still not as committed as last year at this time. Clerical and custodial salaries are recommended to receive transfers from the Non-Certified Salary adjustment line to cover the raises approved via the recently settled agreements. Certified salaries adjustments are also included in the transfer recommendations to assist in the budget comparison process. Paraeducators, due to special needs are exceeding budget by over \$70,000.

200 EMPLOYEE BENEFITS

Current estimates continue to be on track with a balance potentially in unemployment, no change from last month.

300 PROFESSIONAL SERVICES

Current budget still appears adequate, however the increased legal activity from negotiated and mediated settlements will put continuing pressure on the districts' legal budget. This amount includes the services for medical and psychological evaluations which are also spiking. The budget appears okay at this time, but experience has shown that this account has gone significantly over in the past. Also, note that this current budget is \$177,000 less than what was spent last year.

400 PURCHASED PROPERTY SERVICES

This group of accounts provides services necessary to keep the buildings running along with classroom repairs and rentals. At this time, we are assuming this budget will be adequate but a lot will depend on the type of winter we have. Building and Site Improvement Projects have been put on hold to help us get through the continuing uncertainty. This is about the same position as last month.

500 OTHER PURCHASED SERVICES

Contracted services, travel, and the other accounts in this category should be fine. The pressure impacting the entire budget is resultant from the increase in out-of-district placements with their associated transportation costs. The expenses reflected here represent what we currently are

aware of including several mediated settlements. A portion of the increased expenditure results from a reduction in the expected offsetting revenue from excess cost. Any additional placements will add to this shortage.

600 SUPPLIES

The projected balances depicted in; Instructional & Library supplies, software, medical, office and plant supplies, along with textbooks are deliberate 'holds' programed until we arrive at a safer space overall. (The plant supply balance with probably be difficult to achieve due to inability to stretch consumable items).

Electricity is now projecting a \$37,000 shortage which will be offset by an approximate \$80,000 balance in natural gas due to a steady lower price. Fuel oil will be at budget due to the fixed quantity contract in place. Overall, the total balance in the supply account mirrors that of last month.

700 PROPERTY

Current estimates continue to provide for all technology equipment as planned with another deliberate hold on other equipment, primarily custodial, maintenance and district furniture.

800 MISCELLANOUS

Current estimates continue to be on track with a slight balance predicted, similar to last month.

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

REVENUE

During the month of November \$484 of revenue was booked to the miscellaneous fees account.

Ron Bienkowski
Director of Business
December 11, 2015

TERMS AND DEFINITIONS

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

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2013-14 – actual (unaudited) expenditures of the prior fiscal year (for comparison purposes)
- Approved Budget – indicates the town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers - identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date.
- Current Transfers – identifies the recommended cross object codes for current month action. (No current transfers indicated)
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) from transfers to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances, subtracting expenditures and encumbrances from the current budget amount, indicating unobligated balances or shortages.
- Anticipated Obligation – is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are now included in this column which has the effect of netting the expected expenditure.

- Projected Balance – calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

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

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

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$62,400 for this year while the expected receipt is now \$66,300.

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 programs 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.

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30,2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
<u>GENERAL FUND BUDGET</u>											
100	SALARIES	\$ 44,815,249	\$ 45,087,071	\$ -	\$ -	\$ 45,087,071	\$ 14,958,025	\$ 29,003,335	\$ 1,125,711	\$ 1,176,619	\$ (50,908)
200	EMPLOYEE BENEFITS	\$ 11,114,368	\$ 10,705,454	\$ -	\$ -	\$ 10,705,454	\$ 5,404,122	\$ 4,269,777	\$ 1,031,554	\$ 994,900	\$ 36,654
300	PROFESSIONAL SERVICES	\$ 907,519	\$ 788,173	\$ -	\$ -	\$ 788,173	\$ 335,692	\$ 216,958	\$ 235,523	\$ 232,327	\$ 3,196
400	PURCHASED PROPERTY SERV.	\$ 2,148,955	\$ 2,133,580	\$ 1,500	\$ -	\$ 2,135,080	\$ 992,916	\$ 470,846	\$ 671,318	\$ 520,000	\$ 151,318
500	OTHER PURCHASED SERVICES	\$ 7,314,702	\$ 7,625,933	\$ -	\$ 2,219	\$ 7,628,152	\$ 3,279,604	\$ 4,640,512	\$ (291,963)	\$ 490,886	\$ (782,849)
600	SUPPLIES	\$ 4,431,039	\$ 4,391,767	\$ (1,500)	\$ (2,219)	\$ 4,388,048	\$ 1,502,506	\$ 188,608	\$ 2,696,934	\$ 2,213,222	\$ 483,712
700	PROPERTY	\$ 532,858	\$ 786,012	\$ -	\$ -	\$ 786,012	\$ 603,434	\$ 70,099	\$ 112,479	\$ 63,782	\$ 48,697
800	MISCELLANEOUS	\$ 67,705	\$ 69,956	\$ -	\$ -	\$ 69,956	\$ 55,231	\$ 519	\$ 14,206	\$ 12,000	\$ 2,206
TOTAL GENERAL FUND BUDGET		\$ 71,332,395	\$ 71,587,946	\$ -	\$ -	\$ 71,587,946	\$ 27,131,531	\$ 38,860,653	\$ 5,595,762	\$ 5,703,736	\$ (107,974)
900	TRANSFER NON-LAPSING	\$ 12,909									
GRAND TOTAL		\$ 71,345,304	\$ 71,587,946	\$ -	\$ -	\$ 71,587,946	\$ 27,131,531	\$ 38,860,653	\$ 5,595,762	\$ 5,703,736	\$ (107,974)

(Unaudited)

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30,2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
100	SALARIES										
	Administrative Salaries	\$ 3,006,639	\$ 3,171,452	\$ -	\$ 3,171,452	\$ 1,300,062	\$ 1,869,888	\$ 1,502	\$ (11,597)	\$ 13,100	
	Teachers & Specialists Salaries	\$ 30,187,768	\$ 29,940,913	\$ -	\$ 7,000	\$ 29,947,913	\$ 9,353,600	\$ 20,750,877	\$ (156,564)	\$ (71,272)	\$ (85,292)
	Early Retirement	\$ 32,000	\$ 84,500	\$ -	\$ 84,500	\$ 92,500	\$ -	\$ (8,000)	\$ -	\$ (8,000)	
	Continuing Ed./Summer School	\$ 89,828	\$ 93,673	\$ -	\$ (7,000)	\$ 86,673	\$ 57,040	\$ 26,115	\$ 3,518	\$ 3,500	\$ 18
	Homebound & Tutors Salaries	\$ 372,132	\$ 326,936	\$ -	\$ 326,936	\$ 78,502	\$ 39,302	\$ 209,132	\$ 210,550	\$ (1,418)	
	Certified Substitutes	\$ 534,674	\$ 594,875	\$ -	\$ 594,875	\$ 121,048	\$ 113,325	\$ 360,503	\$ 312,000	\$ 48,503	
	Coaching/Activities	\$ 525,627	\$ 543,480	\$ -	\$ 543,480	\$ 151,020	\$ 5,738	\$ 386,722	\$ 386,200	\$ 522	
	Staff & Program Development	\$ 204,214	\$ 205,000	\$ -	\$ 205,000	\$ 88,008	\$ 31,337	\$ 85,656	\$ 85,600	\$ 56	
	CERTIFIED SALARIES	\$ 34,952,882	\$ 34,960,829	\$ -	\$ -	\$ 34,960,829	\$ 11,241,778	\$ 22,836,582	\$ 882,469	\$ 914,981	\$ (32,512)
	Supervisors/Technology Salaries	\$ 638,531	\$ 756,854	\$ -	\$ 5,000	\$ 761,854	\$ 302,096	\$ 445,172	\$ 14,586	\$ 16,850	\$ (2,264)
	Clerical & Secretarial salaries	\$ 2,000,375	\$ 2,036,645	\$ -	\$ 42,517	\$ 2,079,162	\$ 774,044	\$ 1,270,929	\$ 34,189	\$ 44,226	\$ (10,037)
	Educational Assistants	\$ 2,094,517	\$ 1,988,010	\$ -	\$ 1,988,010	\$ 679,824	\$ 1,381,321	\$ (73,135)	\$ (2,898)	\$ (70,237)	
	Nurses & Medical advisors	\$ 669,915	\$ 650,266	\$ 26,440	\$ 676,706	\$ 231,000	\$ 492,929	\$ (47,224)	\$ (46,656)	\$ (568)	
	Custodial & Maint Salaries	\$ 2,822,235	\$ 2,817,500	\$ -	\$ 40,079	\$ 2,857,579	\$ 1,102,120	\$ 1,701,224	\$ 54,235	\$ 56,497	\$ (2,262)
	Non Certified Salary Adjustment	\$ -	\$ 114,036	\$ (26,440)	\$ (87,596)	\$ -	\$ -	\$ -	\$ -	\$ -	
	Career/Job salaries	\$ 198,470	\$ 230,858	\$ -	\$ 230,858	\$ 81,009	\$ 127,710	\$ 22,139	\$ 21,200	\$ 939	
	Special Education Svcs Salaries	\$ 864,058	\$ 971,191	\$ -	\$ 971,191	\$ 339,686	\$ 605,717	\$ 25,788	\$ (28,361)	\$ 54,149	
	Attendance & Security Salaries	\$ 213,578	\$ 235,265	\$ -	\$ 235,265	\$ 89,659	\$ 141,752	\$ 3,854	\$ 2,800	\$ 1,054	
	Extra Work - Non-Cert	\$ 92,025	\$ 76,254	\$ -	\$ 76,254	\$ 47,230	\$ -	\$ 29,024	\$ 20,000	\$ 9,024	
	Custodial & Maint. Overtime	\$ 233,174	\$ 210,363	\$ -	\$ 210,363	\$ 64,119	\$ -	\$ 146,244	\$ 146,000	\$ 244	
	Civic activities/Park & Rec	\$ 35,490	\$ 39,000	\$ -	\$ 39,000	\$ 5,459	\$ -	\$ 33,541	\$ 31,980	\$ 1,561	
	NON-CERTIFIED SALARIES	\$ 9,862,368	\$ 10,126,242	\$ -	\$ -	\$ 10,126,242	\$ 3,716,247	\$ 6,166,753	\$ 243,242	\$ 261,638	\$ (18,396)
	SUBTOTAL SALARIES	\$ 44,815,249	\$ 45,087,071	\$ -	\$ -	\$ 45,087,071	\$ 14,958,025	\$ 29,003,335	\$ 1,125,711	\$ 1,176,619	\$ (50,908)

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30,2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD					YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET						
200	EMPLOYEE BENEFITS											
	Medical & Dental Expenses	\$ 8,713,310	\$ 8,192,380	\$ -		\$ 8,192,380	\$ 4,142,176	\$ 4,021,154	\$ 29,050	\$ 28,500	\$ 550	
	Life Insurance	\$ 84,500	\$ 87,337	\$ -		\$ 87,337	\$ 35,033	\$ -	\$ 52,304	\$ 50,434	\$ 1,870	
	FICA & Medicare	\$ 1,330,558	\$ 1,347,487	\$ -		\$ 1,347,487	\$ 472,445	\$ -	\$ 875,042	\$ 874,366	\$ 676	
	Pensions	\$ 442,437	\$ 501,329	\$ -		\$ 501,329	\$ 485,920	\$ 8,211	\$ 7,198	\$ 3,600	\$ 3,598	
	Unemployment & Employee Assist.	\$ 63,883	\$ 74,000	\$ -		\$ 74,000	\$ 6,031	\$ -	\$ 67,969	\$ 38,000	\$ 29,969	
	Workers Compensation	\$ 479,680	\$ 502,921	\$ -		\$ 502,921	\$ 262,518	\$ 240,412	\$ (9)	\$ -	\$ (9)	
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,114,368	\$ 10,705,454	\$ -	\$ -	\$ 10,705,454	\$ 5,404,122	\$ 4,269,777	\$ 1,031,554	\$ 994,900	\$ 36,654	
300	PROFESSIONAL SERVICES											
	Professional Services	\$ 744,428	\$ 567,155	\$ -		\$ 567,155	\$ 266,400	\$ 208,148	\$ 92,607	\$ 108,327	\$ (15,720)	
	Professional Educational Ser.	\$ 163,091	\$ 221,018	\$ -		\$ 221,018	\$ 69,293	\$ 8,810	\$ 142,916	\$ 124,000	\$ 18,916	
	SUBTOTAL PROFESSIONAL SVCS	\$ 907,519	\$ 788,173	\$ -	\$ -	\$ 788,173	\$ 335,692	\$ 216,958	\$ 235,523	\$ 232,327	\$ 3,196	
400	PURCHASED PROPERTY SVCS											
	Buildings & Grounds Services	\$ 645,531	\$ 661,375	\$ -		\$ 661,375	\$ 346,353	\$ 240,484	\$ 74,538	\$ 71,000	\$ 3,538	
	Utility Services - Water & Sewer	\$ 109,859	\$ 116,000	\$ -		\$ 116,000	\$ 47,221	\$ -	\$ 68,779	\$ 64,000	\$ 4,779	
	Building, Site & Emergency Repairs	\$ 507,859	\$ 460,850	\$ -		\$ 460,850	\$ 224,807	\$ 50,911	\$ 185,132	\$ 186,000	\$ (868)	
	Equipment Repairs	\$ 274,022	\$ 296,738	\$ (1,500)		\$ 295,238	\$ 101,026	\$ 40,087	\$ 154,124	\$ 145,000	\$ 9,124	
	Rentals - Building & Equipment	\$ 297,181	\$ 317,117	\$ 3,000		\$ 320,117	\$ 134,811	\$ 118,460	\$ 66,846	\$ 54,000	\$ 12,846	
	Building & Site Improvements	\$ 314,503	\$ 281,500	\$ -		\$ 281,500	\$ 138,698	\$ 20,903	\$ 121,899	\$ -	\$ 121,899	
	SUBTOTAL PUR. PROPERTY SER.	\$ 2,148,955	\$ 2,133,580	\$ 1,500	\$ -	\$ 2,135,080	\$ 992,916	\$ 470,846	\$ 671,318	\$ 520,000	\$ 151,318	

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30,2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 412,606	\$ 462,477	\$ -	\$ 2,219	\$ 464,696	\$ 259,004	\$ 95,125	\$ 110,567	\$ 95,000	\$ 15,567
	Transportation Services	\$ 3,839,746	\$ 3,934,792	\$ -		\$ 3,934,792	\$ 1,271,361	\$ 2,126,076	\$ 537,355	\$ 616,060	\$ (78,705)
	Insurance - Property & Liability	\$ 325,587	\$ 356,941	\$ -		\$ 356,941	\$ 199,892	\$ 149,142	\$ 7,908	\$ 7,902	\$ 6
	Communications	\$ 122,190	\$ 130,583	\$ -		\$ 130,583	\$ 49,700	\$ 71,644	\$ 9,239	\$ 6,000	\$ 3,239
	Printing Services	\$ 35,776	\$ 39,582	\$ -		\$ 39,582	\$ 11,694	\$ 4,571	\$ 23,317	\$ 20,500	\$ 2,817
	Tuition - Out of District	\$ 2,358,090	\$ 2,469,221	\$ -		\$ 2,469,221	\$ 1,417,120	\$ 2,102,548	\$ (1,050,446)	\$ (317,076)	\$ (733,370)
	Student Travel & Staff Mileage	\$ 220,707	\$ 232,337	\$ -		\$ 232,337	\$ 70,833	\$ 91,407	\$ 70,097	\$ 62,500	\$ 7,597
	SUBTOTAL OTHER PURCHASED SE	\$ 7,314,702	\$ 7,625,933	\$ -	\$ 2,219	\$ 7,628,152	\$ 3,279,604	\$ 4,640,512	\$ (291,963)	\$ 490,886	\$ (782,849)
600	SUPPLIES										
	Instructional & Library Supplies	\$ 853,956	\$ 911,445	\$ (1,500)	\$ (719)	\$ 909,226	\$ 461,150	\$ 69,091	\$ 378,985	\$ 153,000	\$ 225,985
	Software, Medical & Office Sup.	\$ 205,275	\$ 222,105	\$ -		\$ 222,105	\$ 39,557	\$ 56,738	\$ 125,810	\$ 68,000	\$ 57,810
	Plant Supplies	\$ 379,403	\$ 375,100	\$ -		\$ 375,100	\$ 171,146	\$ 47,368	\$ 156,586	\$ 83,142	\$ 73,444
	Electric	\$ 1,466,532	\$ 1,455,657	\$ -		\$ 1,455,657	\$ 565,321	\$ -	\$ 890,336	\$ 927,596	\$ (37,260)
	Propane & Natural Gas	\$ 308,569	\$ 380,546	\$ -		\$ 380,546	\$ 59,637	\$ -	\$ 320,909	\$ 240,297	\$ 80,612
	Fuel Oil	\$ 549,889	\$ 502,320	\$ -		\$ 502,320	\$ 97,144	\$ -	\$ 405,176	\$ 405,176	\$ (0)
	Fuel For Vehicles & Equip.	\$ 410,399	\$ 337,025	\$ -		\$ 337,025	\$ 43,652	\$ -	\$ 293,373	\$ 283,011	\$ 10,362
	Textbooks	\$ 257,017	\$ 207,569	\$ -	\$ (1,500)	\$ 206,069	\$ 64,899	\$ 15,412	\$ 125,758	\$ 53,000	\$ 72,758
	SUBTOTAL SUPPLIES	\$ 4,431,039	\$ 4,391,767	\$ (1,500)	\$ (2,219)	\$ 4,388,048	\$ 1,502,506	\$ 188,608	\$ 2,696,934	\$ 2,213,222	\$ 483,712

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30,2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD				YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS	CURRENT BUDGET					
700	PROPERTY										
	Capital Improvements (Sewers)	\$ 124,177	\$ 124,177	\$ -	\$ 124,177	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0	
	Technology Equipment	\$ 378,975	\$ 549,144	\$ -	\$ 549,144	\$ 471,264	\$ 70,099	\$ 7,782	\$ 7,782	\$ (0)	
	Other Equipment	\$ 29,706	\$ 112,691	\$ -	\$ 112,691	\$ 7,994	\$ -	\$ 104,697	\$ 56,000	\$ 48,697	
	SUBTOTAL PROPERTY	\$ 532,858	\$ 786,012	\$ -	\$ -	\$ 786,012	\$ 603,434	\$ 70,099	\$ 112,479	\$ 63,782	\$ 48,697
800	MISCELLANEOUS										
	Memberships	\$ 67,705	\$ 69,956	\$ -	\$ 69,956	\$ 55,231	\$ 519	\$ 14,206	\$ 12,000	\$ 2,206	
	SUBTOTAL MISCELLANEOUS	\$ 67,705	\$ 69,956	\$ -	\$ -	\$ 69,956	\$ 55,231	\$ 519	\$ 14,206	\$ 12,000	\$ 2,206
	TOTAL LOCAL BUDGET	\$ 71,332,395	\$ 71,587,946	\$ -	\$ -	\$ 71,587,946	\$ 27,131,531	\$ 38,860,653	\$ 5,595,762	\$ 5,703,736	\$ (107,974)

Highlights on hold in the "Projected Balance" column = \$ 658,121

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30,2015

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2014 - 2015	YTD			YTD EXPENDED	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2015 - 2016	CURRENT TRANSFERS					

<u>SCHOOL GENERATED FEES</u>	<u>2015-16 APPROVED BUDGET</u>	<u>RECEIVED</u>	<u>BALANCE</u>	<u>% RECEIVED</u>
<u>HIGH SCHOOL FEES</u>				
NURTURY PROGRAM	\$8,000	\$8,000.00	\$0.00	100.00%
PARKING PERMITS	\$20,000	\$20,000.00	\$0.00	100.00%
PAY FOR PARTICIPATION IN SPORTS	\$84,800	\$38,711.00	\$46,089.00	45.65%
	\$112,800	\$66,711.00	\$46,089.00	59.14%
MISCELLANEOUS FEES	\$500	\$484.00	\$16.00	96.80%
TOTAL SCHOOL GENERATED FEES	\$113,300	\$67,195	\$46,105	155.94%

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30, 2015

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	ANTICIPATED	RECEIVED	EXPECTED	BALANCE
100	SALARIES	\$ (64,836)	\$ (108,077)	\$ -	\$ (108,077)	\$ -
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ (62,274)	\$ (84,012)	\$ -	\$ (84,012)	\$ -
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (1,319,397)	\$ (1,223,519)	\$ -	\$ (1,223,519)	\$ -
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND BUDGET		\$ (1,446,507)	\$ -	\$ -	\$ (1,415,608)	\$ -
100	SALARIES					
	Administrative Salaries	\$ -	\$ -		\$ -	\$ -
	Teachers & Specialists Salaries	\$ (19,368)	\$ (18,065)		\$ (18,065)	\$ -
	Early Retirement	\$ -	\$ -		\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -		\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -		\$ -	\$ -
	Certified Substitutes	\$ -	\$ -		\$ -	\$ -
	Coaching/Activities	\$ -	\$ -		\$ -	\$ -
	Staff & Program Development	\$ -	\$ -		\$ -	\$ -
	CERTIFIED SALARIES	\$ (19,368)	\$ (18,065)	\$ -	\$ (18,065)	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -		\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -		\$ -	\$ -
	Educational Assistants	\$ (7,034)	\$ (14,598)		\$ (14,598)	\$ -
	Nurses & Medical advisors	\$ (14,196)	\$ (20,053)		\$ (20,053)	\$ -
	Custodial & Maint Salaries	\$ -	\$ -		\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -		\$ -	\$ -
	Career/Job salaries	\$ -	\$ -		\$ -	\$ -
	Special Education Svcs Salaries	\$ (24,238)	\$ (55,361)		\$ (55,361)	\$ -
	Attendance & Security Salaries	\$ -	\$ -		\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -		\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -		\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -		\$ -	\$ -
	NON-CERTIFIED SALARIES	\$ (45,468)	\$ (90,012)	\$ -	\$ (90,012)	\$ -
	SUBTOTAL SALARIES	\$ (64,836)	\$ (108,077)	\$ -	\$ (108,077)	\$ -

FOR THE MONTH ENDING - NOVEMBER 30, 2015

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED			ANTICIPATED	RECEIVED	EXPECTED	BALANCE
200	EMPLOYEE BENEFITS							
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES							
	Professional Services	\$ (62,274)			\$ (84,012)		\$ (84,012)	\$ -
	Professional Educational Ser.	\$ -			\$ -		\$ -	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ (62,274)	\$ -	\$ -	\$ (84,012)	\$ -	\$ (84,012)	\$ -
400	PURCHASED PROPERTY SVCS							
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES							
	Contracted Services	\$ -			\$ -		\$ -	\$ -
	Transportation Services	\$ (259,843)			\$ (270,373)		\$ (270,373)	\$ -
	Insurance - Property & Liability	\$ -			\$ -		\$ -	\$ -
	Communications	\$ -			\$ -		\$ -	\$ -
	Printing Services	\$ -			\$ -		\$ -	\$ -
	Tuition - Out of District	\$ (1,059,554)			\$ (953,146)		\$ (953,146)	\$ -
	Student Travel & Staff Mileage	\$ -			\$ -		\$ -	\$ -
	SUBTOTAL OTHER PURCHASED SER.	\$ (1,319,397)	\$ -	\$ -	\$ (1,223,519)	\$ -	\$ (1,223,519)	\$ -
600	SUPPLIES							
	SUBTOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY							
	SUBTOTAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS							
	Memberships				\$ -		\$ -	\$ -
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (1,446,507)	\$ -	\$ -	\$ (1,415,608)	\$ -	\$ (1,415,608)	\$ -

Difference \$ (30,899)

Excess Cost and Agency placement Grants were budgeted at 75%.

2015 - 2016
NEWTOWN BOARD OF EDUCATION
TRANSFERS RECOMMENDED
DECEMBER 15, 2015

12/10/2015

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	
ADMINISTRATIVE					
\$228,918	111	TEACHERS & SPECIALISTS SALARIES	111	TEACHERS & SPECIALISTS SALARIES	TO ADJUST BUDGETS FOR TEACHERS SALARIES BASED ON CURRENT STAFF AND SALARY RATES
\$11,240	111	TEACHERS & SPECIALISTS SALARIES	111	PROV. FOR SALARY ADJUSTMENTS	
\$7,000	111	CONTINUING EDUCATION SALARIES	111	PROV. FOR SALARY ADJUSTMENTS	
\$42,517	112	PROV. FOR SALARY ADJUSTMENTS	112	CLERICAL & SECRETARIAL SALARIES	TO ALLOCATE PROVISION FOR SALARY ADJUSTMENT FUNDS TO COVER COST OF NEW SECRETARIAL CONTRACT
\$5,000	112	PROV. FOR SALARY ADJUSTMENTS	112	TECHNOLOGY SALARIES	
\$40,079	112	PROV. FOR SALARY ADJUSTMENTS	112	CUSTODIAL & MAINT. SALARIES	TO ALLOCATE PROVISION FOR SALARY ADJUSTMENT FUNDS TO COVER COST OF NEW CUSTODIAL CONTRACT
\$186	500	CONTRACTED SERVICES	500	CONTRACTED SERVICES	TRANSFERS BETWEEN HIGH SCHOOL CONTRACTED SERVICES ACCOUNTS TO COVER COST OF SERVICES FOR TECHNOLOGY ED.
\$719	611	INSTRUCTIONAL SUPPLIES	500	CONTRACTED SERVICES	TRANSFER TO COVER COST OF SERVICES FOR HIGH SCHOOL ENGLISH
\$1,500	641	TEXTBOOKS	500	CONTRACTED SERVICES	TRANSFER TO COVER COST OF SERVICES FOR HIGH SCHOOL T.A.P. & FLEX PROGRAM
\$500	580	STUDENT TRAVEL & STAFF MILEAGE	580	STUDENT TRAVEL & STAFF MILEAGE	TRANSFERS BETWEEN HIGH SCHOOL STAFF TRAVEL ACCOUNTS TO COVER COST OF TRAVEL FOR GUIDANCE
\$199	810	MEMBERSHIPS	810	MEMBERSHIPS	TRANSFERS BETWEEN HIGH SCHOOL MEMBERSHIP ACCOUNTS TO COVER COST OF SCIENCE MEMBERSHIP

Public Act No. 14-38, AN ACT CONCERNING THE RECOMMENDATIONS OF THE UNIFORM REGIONAL SCHOOL CALENDAR TASK FORCE, LICENSURE EXEMPTIONS FOR CERTAIN AFTER SCHOOL PROGRAMS AND EXPANDING OPPORTUNITIES UNDER THE SUBSIDIZED TRAINING AND EMPLOYMENT PROGRAM.

Here is the OLR summary of the changes that the Act made:

P.A. 14-38 delays for one year, from the school year starting July 1, 2015 to the school year starting July 1, 2016, the requirement that each local or regional board of education adopt a uniform regional school calendar developed and approved by the regional education service center (RESC) for that board. By law, each RESC must develop a uniform school calendar by April 1, 2014 to be used by each board in the RESC's service region, and the calendar must be consistent with the guidelines developed under PA 13-247 (see BACKGROUND).

Furthermore, the act gives a school board an additional year, until the school year starting July 1, 2017, to implement the uniform calendar if it has an existing employee contract that makes it impossible to implement the uniform regional school calendar. (Some contracts include specific vacation periods or professional development dates.)

BACKGROUND:

Uniform Regional School Calendar Task Force and Guidelines

A 2013 law established a task force to develop regional uniform school calendar guidelines that require:

1. at least 180 days of sessions in a school year (as required by law);
2. a uniform start date;
3. uniform days for statutorily required professional development and in-service training for certified employees; and
4. up to three uniform school vacation periods during each school year, of which up to two must be one-week vacations and one must be during the summer (PA 13-247, § 321).

The task force completed its report and guidelines in January 2014. The guidelines include:

1. a common start date for students of the last Wednesday in August, with a three-day flexible window before or after that Wednesday;
2. Election Day in November as a professional development day when no students attend school; and
3. five flexible days for individual district needs.

P.A. 14-38 statutory language:

Section 1. Subsections (b) and (c) of section 10-66q of the 2014 supplement to the general statutes are repealed and the following is substituted in lieu thereof (*Effective from passage*):

(b) For the school [year] years commencing July 1, 2014, and July 1, 2015, a local or regional board of education may adopt the uniform regional school calendar developed and approved pursuant to subsection (a) of this section.

(c) [For] (1) Except as provided in subdivision (2) of this subsection, for the school year commencing July 1, [2015] 2016, and each school year thereafter, each local and regional board of education shall use the uniform regional school calendar developed and approved pursuant to subsection (a) of this section.

(2) A local or regional board of education may delay implementation of the uniform regional school calendar until the school year commencing July 1, 2017, if such board of education has an existing employee contract that makes implementation of the uniform regional school calendar impossible.

EDUCATION CONNECTION UNIFORM REGIONAL CALENDAR MANDATED DAYS

2016-2017

Date **Event/Holiday**

August 31 First Day of School for Students

October 7 Regional PD Day

November 8 Regional PD Day

November 24 & 25 Thanksgiving

December 26-January 2 Winter Recess

February 20 & 21 February Break

April 10-14 April Recess

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



EDUCATION CONNECTION FINAL REGIONAL CALENDAR 2016-2017

Date **Event/Holiday**

August 31 First Day of School for Students

October 7 Regional PD Day

November 8 Regional PD Day

December 26-January 2 Winter Recess

April 10-14 April Recess

September 5 Labor Day
 October 10 Columbus Day
 November 11 Veteran's Day
 November 24 & 25 Thanksgiving
 January 16 Martin Luther King Day
 February 20 & 21 February Break
 April 14 Good Friday
 May 29 Memorial Day

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
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Current Job Description

Newtown Public Schools
Newtown, CT

Job Description Director of Security

Qualifications:

- Significant training, experience and accomplishments in the field of security, criminal justice/police or safety management
- Ability to work effectively with adults and students in an educational setting
- Possess excellent communication and public relations skills in interactions with students, staff, parents and community members
- Proficient in computer technology and knowledge of most recent security technology
- Ability to behave maturely, using reasoned judgments
- Physical capabilities to maintain an active presence in the schools
- Supervisory experience
- Certification preferred in CPR, First Aid and Basic Life Support

Report To:

- Superintendent of Schools or designee
- High School Principal or designee (for high school responsibilities)

Job Responsibilities:

- Develop and coordinate a system-wide safe schools initiative, encompassing a multi-disciplinary approach to school safety and security, emergency management, and the development of appropriate policies and procedures for the district
- Provide recommendations and updates for improvements to security/safety at the high school and for the entire district
- Carry out security improvements, as directed
- Provide security for the building and grounds of the high school, including but not limited to the physical structures, athletic fields, parking lots and surrounding grounds
- Supervise, schedule and evaluate security staff in providing security at the high school
- Provide and/or facilitate appropriate training to security staff
- Assist high school administration and teaching staff in enforcement of school policies and procedures, in a collaborative manner
- Consult regularly with district school administrators
- Keep current on and implement state and federal initiatives in the school security area
- Work cooperatively and serve as liaison with Newtown Police Department and state or federal security/safety agencies
- Perform other duties as assigned by Superintendent of Schools and High School Principal

**Newtown Public Schools
Newtown, CT**

**Job Description
Director of Security**

Supervision of Personnel

- Directly supervise and schedule the NBOE security officers deployed throughout **all of the** Newtown Public Schools on a daily basis.
- Investigate all public and internal complaints related to security officers' performance of their duties.
- Complete mid-year and annual evaluations for all NBOE security officers.
- Complete commendations and letters of appreciation concerning all NBOE security officers.
- Monitor and schedule NBOE security officers' overtime assignments (school-based and athletics).
- Conduct audits to ensure all NBOE security officers are following established policies, procedures, protocols and guidelines.
- Implement a Daily Activity Report to document security personnel duties/responsibilities for the purpose of budgeting, and to identify both strengths and weaknesses in over school security/safety.
- Indirectly supervise the armed Newtown Police Department SSOs currently deployed throughout **all of the** Newtown Public Schools.

Training and Licensing

- Conduct regular training with all NBOE **security officers** and Newtown Police Department SSOs to ensure proficiency in the use of the school surveillance camera system, use of two-way digital radios, Raptor visitor management system, and the S-2 keyless door entry system.
- Ensure all NBOE security officers successfully complete the State of Connecticut Security Officer Course and maintain an up-to-date license (guard card).
- Schedule, coordinate, and assist school principals with all emergency response drills held at their respective building throughout the school year.
- Coordinate and facilitate with the Newtown Emergency Dispatch Center Director the monthly school-emergency dispatch center two-way radio test.
- Provide training to principals and ERT members in Incident Command (National Incident Management System-NIMS).
- Ensure all administrators and ERT members have successfully completed the FEMA ICS-100sca Course online, as recommended in CT General Statutes 10-222.
- Provide regular (yearly) training to new and existing staff concerning emergency response expectations in the Newtown Public Schools.
- Work in partnership with the **Office of the First Selectman, the** Newtown Police Department, Newtown Ambulance, **the Office of the Fire Marshal, and the Town Emergency Operations Manager/Emergency Operations Center (EOC)** to facilitate and conduct annual emergency table-top and/or live exercises to ensure all stakeholders are up-to-date on school and town emergency response procedures, **as well as assist during actual town-wide emergencies requiring activation of the EOC.**
- Along with the Newtown Federation of Teachers President/DSSC Co-Chair, provide school security/safety updates to faculty and staff at least one faculty meeting toward the onset of the school year.

Liaison and Management Responsibilities

- Serve as the NBOE liaison between the Newtown Police Department Command Staff and the 8 armed SSOs deployed throughout the 7 Newtown Public Schools.
- Serve as the NBOE Liaison to the CT Department of Emergency Management and Homeland Security (DEHMS - Region V), providing a copy of the updated District EOP on or before September 1st of each year and copies of all Newtown Public Schools Emergency Response Drill Logs at the completion of each school year in accordance with CT General Statutes 10-222.
- Serve as the Co-Chair of the Newtown Public Schools District Security and Safety Committee (DSSC).
- Serve on the Superintendent's Cabinet.
- Serve on the Superintendent's Administrative Team.
- Meet and/or consult regularly with each school principal regarding overall safety and security at their respective school building, including their ERT, SSSC, and traffic/parking issues.
- Collaborate, consult, and coordinate with the Director of Facilities and his assistant regarding physical issues pertaining to school security and safety (i.e. broken locks, tree trimming, alarms, etc.).
- Liaison with the District Athletic Director to ensure ICS/Security Plan for identified athletic events.
- Liaison with the District Music/Fine Arts Director to ensure ICS/Security Plan for identified events.
- Serve as the NBOE liaison to Newtown's three private schools (St. Rose, Fraser Woods, and Housatonic Valley Waldorf), and assist them with creation of their own EOP and technology issues (radios, etc.).
- **Liaison with and provide annual update to the District PTSA Presidents regarding school security and safety issues.**
- Serve as the District's Residency Officer to ensure students enrolled in the district actually legally reside in the district.

Documents, Plans, and Reports

- Develop, implement, and maintain the Newtown Public School District Emergency Operations Plan (EOP), ensuring focus on "All-Hazards Approach" as mandated by CT General Statutes 10-222.
- Develop, implement, and maintain each Newtown Public Schools' EOP, ensuring focus on "All-Hazards Approach" as mandated by CT General Statutes 10-222.
- Develop and recommend to the Superintendent and Board of Education appropriate policies, procedures, and guidelines related to emergency management, and safety and security in the Newtown Public Schools **to ensure conformance with legal mandates and best practices.**
- Develop, distribute, and maintain the classroom/office version of the District EOP ("Emergency Response Manual").
- Co-develop and maintain the provisions of the current Memorandum of Understanding (MOU) between the Newtown Public Schools and Newtown Police Department related to the deployment and duties of the armed SSOs.
- Develop and submit an annual budget to the Superintendent and Board of Education which encompasses the overall security and safety needs of all Newtown Public Schools each fiscal year.
- Assist the Business Manager with the application of federal and state security-related grants, and completion of all required associated documentation (security assessments, justification, etc.).

Security Technology

- Serve as the District's Custodian of Records as it pertains to video footage captured in the Newtown Public Schools, including requests for downloads from principals, law enforcement, and court officials.

- Oversee the installation, repair, use, and training of administration and security personnel on the district's Milestone/Panasonic video surveillance camera system.
- Oversee the installation, repair, and use of the district's S2 Keyless entry system, including monitoring, dissemination of ID badges, setting access level, and deactivation of employee badges upon severance.
- Oversee assignment, use, and repair of all employee-issued district-owned Motorola two-way radios.
- **Oversee use and testing of the RAVE mobile panic button system.**
- **Oversee use and response to the Social Sentinel public social media alert system.**
- **Oversee use and testing of the Anonymous Alerts cell phone app notification system.**

Miscellaneous

- Serve exclusively under the direction and guidance of the Superintendent.
- Serve as the Superintendent's primary conduit to the public in addressing parent and community questions and concerns regarding everything security and safety in the Newtown Public Schools.
- Research and purchase specific security/safety-related equipment (i.e. flashlights, breathalyzers, etc.) when requested by school principals to do so.
- Promptly respond to emails and telephone requests from faculty and staff regarding everything and anything having to do with security and safety in the Newtown Public Schools.

Approved

SUMMARY OUTLINE OF CUSTODIAN/MAINTENANCE ASSOC. CONTRACT CHANGES:

Board Rights:

Article 2.1 All rights, powers and authority which have been traditionally and legally vested in the Board shall continue to remain exclusively vested in the Board, unless specifically limited by the express provisions of this agreement, **including, but not limited to, the following: right to establish and administer policies and procedures related to the services, education, training, operations; to direct and schedule the workforce; to hire, promote, transfer, layoff and recall employees to work; to reprimand, suspend, discharge, or otherwise discipline employees; to determine the number of employees, and duties to be performed; and otherwise generally to manage, attain and maintain full efficiency and optimum services.**

Overtime:

6.4 For 2015-16, maintenance personnel who are on weekend/holiday callback shall be compensated two hours each day per contract rate. For 2016-17 they shall receive a flat fee of \$150 per weekend. Effective 2017-18 this provision shall sunset and no longer be in effect and maintenance personnel shall no longer be on call.

Sick Leave:

7.7 An employee who has worked for the Board for at least ten (10) months prior to July 1, and who each year does not use any sick days for a one (1) year period between July 1 and June 30, shall earn one (1) floating holiday for the following contract year.

Vacation:

8.2 Years of service are determined on the anniversary date of employment. Vacation schedules must be approved by the Director of Facilities and the building principal 30 days in advance. Vacations shall be taken between July 1 and June 30 of each year, with never more than 10 consecutive days taken during the school year. No more than 10 days vacation may be carried over to the next year. Vacation time in excess of ten days not taken prior to June 30 each year will be lost. The Director of Facilities may authorize a carryover of up to 15 days in extraordinary circumstances.

Insurance Benefits:

Article 9

9.1 A. The Board shall continue to provide the existing preferred provider organization (PPO) plan with the medical benefits and coverages described in Appendix B through June 30, 2016. Effective July 1, 2016, the PPO plan shall be changed to the 30/300/125/300 plan outlined in Appendix C. ~~Effective July 1, 2011, the Board shall provide the Anthem Blue Cross PPO 20 Plan as outlined and detailed in Appendix A, and Anthem POE 15 as outlined and detailed in Appendix B.~~ Payroll deductions for employees' premium share contributions will be excluded from taxable income under the portions of a Section 125 salary reduction agreement. The premium cost share for these plans for covered employees will be:

Year Anthem BC/BS POE 15 Anthem Blue Cross PPO 20 Plan

7/1/2015 17.0% premium co-payment

7/1/2016 19.5% premium co-payment

7/1/2017 21.5% premium co-payment

7/1/2018 21.5% premium co-payment

~~B. Effective July 1, 2012 the POE 15 plan shall be eliminated as an option for employees. In addition to the PPO 20 plan, the Board will offer the option of the~~ **The Board shall also offer the current Anthem Lumenos High Deductible Health Plan (HDHP) as outlined and detailed in Appendix ED, with a Health Savings Account (HSA) feature, whereby the deductibles shall be funded 50% by the Board at the beginning of each contract year through June 30, 2016. Effective July 1, 2016, the plan, including post-deductible prescription co-pays set forth in Appendix E shall apply.** Premium Cost Shares for ~~Plans for covered employees~~ this plan will be:

Year Anthem BC/BS PPO 20 Anthem Lumenos HSA HDP

7/1/2015 13.0% premium co-payment

7/1/2016 14.0% premium co-payment

7/1/2017 15.0% premium co-payment

7/1/2018 15.0% premium co-payment

D. The prescription coverage co-pays shall be as follows:

Year Anthem Blue Cross PPO

7/1/2015 \$5 generic/~~\$15~~\$25 brand-preferred/~~\$30~~\$40 brand non-preferred

7/1/2016 \$5 generic/~~\$15~~\$30 brand-preferred/~~\$30~~\$50 brand non-preferred

7/1/2017 \$5 generic/~~\$20~~\$30 brand-preferred/~~\$35~~\$50 brand non-preferred

7/1/2018 \$5 generic/~~\$25~~\$30 brand-preferred/~~\$40~~\$50 brand non-preferred

Excise Tax:

9.5 Excise Tax. If the total cost of a group health plan or plans offered under this Agreement triggers an excise tax under Internal Revenue Code Section 49801, or any other local, state or federal statute or regulation, the parties agree to open negotiations solely on insurance to address the impact of the tax.

Life Insurance:

9.67 The Board shall pay the complete expense of group life insurance coverage for each employee working 30 hours or more at ~~\$40,000~~\$50,000 per employee. The Board shall pay the complete expense of group life insurance coverage for each employee working 20 or more hours but less than 30 hours per week, who has worked for the Board at least one year, at ~~\$20,000~~\$25,000 per employee.

Pension Plan:

17.3 Employees hired on or after December __, 2015 shall not be eligible to participate in the Town's Pension Plan. Rather, they shall participate in the Town's Defined Contribution Plan.

Vacancies:

19.7 During the ~~four~~ five working day period following the posting of such notice, any qualified employee may apply, on-line on the district website, for promotion or transfer to such position. The principal at the school with the open position can reject any applicant for cause. For purposes of this provision, cause will include documented written warning poor attendance record, discipline, or unsatisfactory work habits and/or performance record. If, in the opinion of the Director of Facilities, two or more applicants are equally qualified and have the same relative training, performance record, and ability, the position will be assigned to the more senior employee.

Discipline:

20.7 If no further violation for a period of ~~two~~ **three** years occurs, all notices of discipline shall be rendered inadmissible for personnel matters and removed from the employee's file, at the employee's request **may not be used for progressive discipline.**

Miscellaneous:

Longevity 23.1 Employees **hired before July 1, 2015** shall receive longevity payments annually, ~~in the first pay period in December~~, taxed separately from their regular pay check, based on years of service **in the first pay period after their anniversary date** ~~as of December 31 of that year~~ in accordance with the following schedule:

10 years of service but less than 15 years of service ~~\$750~~ **\$850**

15 years of service but less than 20 years of service ~~\$1,000~~ **\$1,100**

20 years of service or more ~~\$1,250~~ **\$1,350**

Years of service shall be construed as the employee's length of service as defined in Article 19, paragraph 19.1. **Employees hired on or after July 1, 2015 shall not be eligible for longevity payments.**

23.3 Custodial and maintenance employees shall be provided with essential uniform garments and replacement clothing as needed. Uniforms are mandatory and consist of trousers, summer and winter shirts, jackets, belts and work shoes. Each employee shall receive an annual shoe allowance in the amount of ~~\$100~~ **\$150** to be used for reimbursement for purchase of a closed shoe that ties or closes by Velcro. This payment shall only be made upon the presentation of an original receipt showing the purchase of this type of footwear.

23.6 Employees shall be paid biweekly, via direct deposit, in accordance with the standard pay periods from July through June. **Pay stubs shall be delivered via email, provided, hard copies will be delivered to those employees who do not have access to a computer.**

Duration:

25.1 The duration of this contract shall be for four years beginning July 1, ~~2011~~ **2015** and shall continue in full force and effect to and including June 30, ~~2015~~ **2019**.

Appendix A

Wages:

15-16 = 2% increase

16-17 = 2% increase

17-18 = 2.5% increase

18-19 = 2.25% increase

AGREEMENT BETWEEN
THE NEWTOWN BOARD OF EDUCATION
AND
NEWTOWN SCHOOLS
CUSTODIANS AND MAINTENANCE ASSOCIATION
LOCAL 3924, AFT, AFL-CIO

JULY 1, 2015 THROUGH JUNE 30, 2019

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AGREEMENT BETWEEN
THE NEWTOWN BOARD OF EDUCATION
AND
NEWTOWN SCHOOLS
CUSTODIANS AND MAINTENANCE ASSOCIATION

Article 1
Agreement

1.1 This agreement is made and entered into this fifteenth day of December 2015 by and between the Newtown Board of Education (hereinafter referred to as the "Board") and the Newtown Schools Custodians and Maintenance Federation, Local 3924, AFTCT, AFT, AFL-CIO (hereinafter referred to as the "Federation") for the period covered July 1, 2015 through June 30, 2019. Benefits herein apply to all employees working 30 hours or more per week.

Article 2
Board Rights

2.1 All rights, powers and authority which have been traditionally and legally vested in the Board shall continue to remain exclusively vested in the Board, unless specifically limited by the express provisions of this agreement, including, but not limited to, the following: right to establish and administer policies and procedures related to the services, education, training, operations; to direct and schedule the workforce; to hire, promote, transfer, layoff and recall employees to work; to reprimand, suspend, discharge, or otherwise discipline employees; to determine the number of employees, and duties to be performed; and otherwise generally to manage, attain and maintain full efficiency and optimum services.

Article 3
Recognition

3.1 The Board hereby recognizes the Federation as the exclusive bargaining representative of all full-time and part-time custodians, including supervisory custodians and maintenance personnel employed by the Board for 20 hours or more per week for purposes of bargaining collectively on wages, hours, and other conditions of employment.

Article 4
Payroll Deductions

4.1 The Board agrees to deduct from the pay of the employees covered by this agreement such dues or agency fees as the Association uniformly applies to its members, when and if said employees individually and voluntarily authorize the Board to do so in writing, and to transmit to the Association all monies so deducted prior to the end of the month in which the deduction is

made. Prior to September 1 of each school year, the Association shall give written notification to the Business Office of the amount of its dues.

Article 5 Work Schedule

5.1 The custodial/maintenance normal work shift/work day is eight hours for full-time employees, including a paid 30-minute lunch period. The standard work week is Monday through Friday, for all three shifts. The last day of the work week for the third shift carries over into Saturday. The principal and the Director of Facilities will determine part-time worker's schedules including the paid lunch period. No custodian or maintenance man may leave his/her school at any time without permission of his/her supervisor and/or his/her principal during his/her normally assigned work shift. No lunches or dinners will be provided by the Board of Education.

Article 6 Overtime

6.1 Employees shall be paid at the rate of one and one half times their normal hourly rate for all work performed over 8 hours in any one work day or over 40 hours in any calendar week. Employees shall be paid at the rate of two times their normal hourly rate for all work performed on Sundays and holidays, provided school is not in session.

6.2 Paid sick leave approved by the superintendent's office shall be considered as working time (hours) for the purpose of determining overtime eligibility. This sick leave must be paid from sick leave accumulated, or the yearly allowance as defined in Article 7.

6.3 Any employee who is out due to illness for more than three days in any one week is not eligible for overtime regardless of whether or not it was accumulated sick leave. The Board shall maintain the right to assign overtime on an as-needed basis. The head custodians shall maintain a list of overtime assignments from which overtime assignments will be filled on a volunteer rotating basis. If no volunteer exists for an assignment, it is understood that the principal has the authority to request overtime assignments from the Director of Facilities and with the consent of the Director of Facilities. Overtime assignment for maintenance personnel shall be done by the Director of Facilities. On a day when a custodian is absent, a total of two (2) hours of overtime shall be paid to the remaining custodians to complete each absent employee's duties. In cases of prolonged absences of a custodian, the head custodian may request from the Director of Facilities additional overtime to fulfill the duties of the absent employee(s).

6.4 For 2015-16, maintenance personnel who are on weekend/holiday callback shall be compensated two hours each day per contract rate. For 2016-17 they shall receive a flat fee of \$150 per weekend. Effective 2017-18 this provision shall sunset and no longer be in effect and maintenance personnel shall no longer be on call.

6.5 All employees who work the night shift shall receive a shift premium of \$.20 for all hours worked on the night shift. The night shift shall be defined as all shifts that start after 11 p.m.

Article 7 Sick Leave

7.1 All employees working 30 hours or more per week shall be allowed 15 days sick leave each year, prorated for new hires, the day being defined in Article 5 herein. All employees working 20 or more hours but less than 30 hours per week, after they have worked in such capacity for the Board for at least one year, shall be allowed 4 days sick leave each year, the day being defined as their average length of workday. Employees shall be allowed to use two sick days per year for the care of a sick family member.

7.2 The unused portion of annual sick leave each year shall be allowed to accumulate until a maximum of 150 days is reached. The total annual leave is defined in paragraph 7.1.

7.3 Whenever an employee is absent from work as a result of a personal injury caused by an accident arising out of, and in the course of, his/her employment, he shall be paid his/her full salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for a period of six months if medically warranted. During this six-month period, no part of such absence shall be charged to his/her annual or accumulated sick leave.

7.4 No period of absence or leave may extend beyond one year pursuant to the term of this agreement.

7.5 When the Board feels that there has been a pattern of abuse of sick leave, the following procedure shall be followed:

(1) A letter shall be sent to the President of the Association notifying him/her of the name, times, and/or nature of the suspected abuse and requiring the President of the Association to begin counseling the employee.

(2) If the Board feels there has been a second abuse of sick leave, and if 14 days have passed since the letter notifying the President of the Association of the problem, the Board shall have the right to require the suspected employee to verify his/her use of sick leave with a statement or certificate from a physician.

(3) If there is a third suspected abuse of sick leave, the Board shall have the right to begin disciplinary action against the employee.

7.6 Absences bracketing holidays, i.e., occurring immediately before and immediately after a paid holiday, will cause such paid holiday to be also considered a "sick day" for purposes of accumulating leave.

7.7 An employee who has worked for the Board for at least ten (10) months prior to July 1, and who each year does not use any sick days for a one (1) year period between July 1 and June 30, shall earn one (1) floating holiday for the following contract year.

**Article 8
Vacations**

8.1 Vacation will be accrued annually at the following rates:

- .84 days per month during the 1st year
- 1.25 days per month during the 5th to 9th year
- 1.66 days per month during the 10th to 19th year
- 2.08 days per month during the 20th year and thereafter

8.2 Years of service are determined on the anniversary date of employment. Vacation schedules must be approved by the Director of Facilities and the building principal 30 days in advance. Vacations shall be taken between July 1 and June 30 of each year, with never more than 10 consecutive days taken during the school year. No more than 10 days vacation may be carried over to the next year. Vacation time in excess of ten days not taken prior to June 30 each year will be lost. The Director of Facilities may authorize a carryover of up to 15 days in extraordinary circumstances.

Employees may also request permission from the supervisor to be advanced up to five days' vacation from the current fiscal year, if those days have not yet accrued during that fiscal year. Should the employee leave the employ of the Board of Education during a year in which vacation days have been advanced, the employee understands that those days will be deducted from the final pay.

**Article 9
Insurance Benefits**

9.1 A. The Board shall continue to provide the existing preferred provider organization (PPO) plan with the medical benefits and coverages described in Appendix B through June 30, 2016. Effective July 1, 2016, the PPO plan shall be changed to the 30/300/125/300 plan outlined in Appendix C. Payroll deductions for employees' premium share contributions will be excluded from taxable income under the portions of a Section 125 salary reduction agreement. The premium cost share for these plans for covered employees will be:

Year	Anthem Blue Cross PPO
7/1/2015	17.0% premium co-payment
7/1/2016	19.5% premium co-payment
7/1/2017	21.5% premium co-payment
7/1/2018	21.5% premium co-payment

B. The Board shall also offer the current Anthem Lumenos High Deductible Health Plan (HDHP) as outlined and detailed in Appendix D, with a Health Savings Account (HSA) feature, whereby the deductibles shall be funded 50% by the Board at the beginning of each

contract year through June 30, 2016. Effective July 1, 2016, the plan, including post-deductible prescription co-pays set forth in Appendix E shall apply. Premium Cost Shares for this plan will be:

Year	Anthem Lumenos HSA HDP
7/1/2015	13.0% premium co-payment
7/1/2016	17.0% premium co-payment
7/1/2017	15.0% premium co-payment
7/1/2018	15.0% premium co-payment

C. The prescription coverage co-pays shall be as follows:

Year	Anthem Blue Cross PPO
7/1/2015	\$5 generic/\$25 brand-preferred/\$40 brand non-preferred
7/1/2016	\$5 generic/\$30 brand-preferred/\$50 brand non-preferred
7/1/2017	\$5 generic/\$30 brand-preferred/\$50 brand non-preferred
7/1/2018	\$5 generic/\$30 brand-preferred/\$50 brand non-preferred

9.2 The Board reserves the right to study alternative health insurance plans with different carriers and to change insurance carriers on health insurance provided the following steps occur:

9.2.1 The plan suggested as an alternative must contain coverage and benefits and administration comparable to the plans presently in place at no additional cost to the employee, and such alternate plan must be subject to the rules and regulations of the State Insurance Commissioner's Office.

9.2.2 The Union shall have the opportunity to study the proposed plan for a period of 45 calendar days.

9.2.3 If at the end of the aforementioned 45 calendar days there is a disagreement between the parties on whether or not the plan offers the requisite coverage, benefits, portability, and administration, then the issue will be sent to a mutually selected arbitrator. If the parties are unable to agree on an arbitrator, the American Arbitration Association shall be required to appoint an arbitrator with expertise in the health insurance field in accordance with its rules and regulations. The decision of the arbitrator shall be binding on the parties. If the arbitrator rules that the Board's proposed alternate carrier meets the criteria outlined in this section and the Board changes carriers, the standards must be maintained during the life of the contract. The Federation shall retain the right to ask the arbitrator to reinstate the original carrier if the standards outlined are not maintained.

9.3 An election to cancel coverage or to reinstate coverage may be made during an open enrollment period for a minimum of 20 calendar days established annually by the Board in May

or June of each year and shall be effective during the succeeding July 1 through June 30 period. In addition, the option to reinstate coverage may be made upon a qualified change in family status, such as marriages, divorce, birth of a child, spousal benefit coverage loss, death of the employee's spouse, or in the event the employee's spouse involuntarily loses his/her job and its attendant coverage. Evidence is not required when coverage is reinstated due to a life-style change

9.4 For all purposes under this Article, a dependent child shall be defined according to applicable law.

- a. Currently as of the date of ratification it covers children up to, but not including, age This definition may change during the course of the contract.
- b. This includes the employee's dependent unmarried children who are incapable of self- sustaining employment by reason of mental or physical handicap; if this child is receiving Social Security disability payments, and is eligible for Medicare, and then Medicare shall be the primary insurer.
- c. In the event of a question about a dependent receiving insurance coverage, the Board may require the employee to provide a certified copy of that portion of the employee's Federal Income Tax Return that lists dependents, or other legal documents showing the employee's legal responsibility to provide health insurance.

9.5 Excise Tax. If the total cost of a group health plan or plans offered under this Agreement triggers an excise tax under Internal Revenue Code Section 49801, or any other local, state or federal statute or regulation, the parties agree to open negotiations solely on insurance to address the impact of the tax.

9.6 Long-term disability will be available to employees who are functionally disabled after 26 weeks employment and are unable to perform their own job for the first two years of disability and following the first two years of disability, any other occupation or trade to which they are suited by reason of education or training, shall be eligible to receive a long-term disability benefit which shall be equal to 50% of their normal monthly straight time earnings at the time of their disablement less any payment for which they are eligible from Social Security and any other insurance or pension plan to which the Town has contributed. Employees shall be eligible for long-term disability benefits for the length of their disablement up to their normal retirement date. To be eligible for their disability benefit, an employee must have completed five years of continuous service with the Board and shall have exhausted all accumulated sick leave, vacation and personal time.

9.7 The Board shall pay the complete expense of group life insurance coverage for each employee working 30 hours or more at \$50,000 per employee. The Board shall pay the complete expense of group life insurance coverage for each employee working 20 or more hours but less than 30 hours per week, who has worked for the Board at least one year, at \$25,000 per employee.

9.8 Employees who retire after 30 years of service having attained age 62 will be able to maintain individual health insurance coverage at their expense until they become eligible for Medicare.

**Article 10
Holidays**

10.1 Custodians/maintenance workers working 30 hours per week or more shall be entitled to the following holidays plus two floaters with pay:

- | | |
|------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Veteran's Day |
| President's Day | Thanksgiving Day |
| Good Friday | Day after Thanksgiving |
| Memorial Day | ½ day Christmas Eve |
| Independence Day | Christmas Day |
| | 2 Floating Days |

Custodian/maintenance workers working 20 hours per week or more but less than 30 hours per week, and who have worked at least one year for the Board, shall be entitled to the following two (2) holidays with pay:

- | | |
|------------------|---------------|
| Thanksgiving Day | Christmas Day |
|------------------|---------------|

10.2 If one of these holidays falls on a day when school is session and the employee must work, he/she will be entitled to take one additional floating holiday in its place. All floating holidays must be approved by the building principal and the Director of Facilities.

10.3 Should a school building need to be open on a holiday, a custodian will be asked to be on duty if deemed necessary. No custodian shall be required to be on duty when any Board member or school administrator enters the building.

**Article 11
Bereavement Leaves**

11.1 Custodians or maintenance workers shall be granted leaves with full pay for a period of five days following the death of an immediate member of his/her family. Immediate family members shall be defined as parents, foster parents, guardians, brothers, sisters, grandparents, in-laws (mother, father, sister, and brother), spouse, children or stepchildren.

**Article 12
Personal Days**

12.1 As many as three personal days per year, prorated for new hires, shall be granted upon reasonable notification and approval of the building head custodian and the principal. Personal

days are not similar to vacation days in that they are intended to be used only for necessary personal business that is not suitable as sick leave or vacation.

Article 13
Jury Duty

13.1 Any custodian or maintenance employee working 20 hours or more per week who is called for jury duty shall receive the necessary leave to fulfill his/her legal obligations. This leave shall not be deducted from sick leave. The employee shall receive a rate of pay equal to the difference between his/her applicable salary and the jury duty salary. The employee called for jury duty shall notify the Director of Facilities in writing as soon as he/she has received either a notice from the court indicating that he/she has been selected for service on the jury panel, or notice to appear in court for service on the jury panel.

Article 14
Appointment of Acting Head Custodian

14.1 When the administration becomes aware of the extended absence of a head custodian, an acting head custodian shall be appointed within a 24-hour period to serve during the absence. The acting head custodian shall be paid the head custodian's differential applicable at the school at which the work is performed. Said differential shall be paid for all hours that the acting head custodian assumes the duties of the head custodian. This temporary adjustment in compensation will be given during the temporary assignment only. Acting head custodians shall be appointed during any vacation period taken by the head custodian.

Article 15
Appointment of Acting Lead Maintenance

15.1 When administration becomes aware of the extended absence of a lead maintenance, an acting lead maintenance shall be appointed within a 24-hour period to serve during the absence. The acting lead maintenance shall be paid the lead maintenance differential applicable at the school at which the work is performed. Said differential shall be paid for all hours that the acting lead maintenance assumes the duties of the lead maintenance. This temporary adjustment in compensation will be given during the temporary assignment only and shall not be retroactive to the start of the lead maintenance's absence if administration was not aware of its extended nature at its start. Acting lead maintenance shall be appointed during any vacation period, or absence of the lead maintenance of fifteen working days or more.

Article 16
Civic Activities

16.1 Custodians who are asked to be on duty during civic activities will be covered by the benefit of this agreement.

Article 17
Pension Plan

17.1 Individual statements regarding the pension plan shall be provided annually to each participant. An annual statement of the condition of the pension plan as a whole will be available in the office of the Board of Education.

17.2 Participation in the Pension Plan is mandatory for all employees.

17.3 Employees hired on or after December 15, 2015 shall not be eligible to participate in the Town's Pension Plan. Rather, they shall participate in the Town's Defined Contribution Plan.

Article 18
Leave of Absence

18.1 Subject to the approval of the Board, an employee may be granted a leave of absence without pay or benefits for no more than one year upon written request for the following reasons:

- (1) Health reasons upon written statement from a physician. Upon request, any employee taking such leave shall submit to an examination by a physician retained by the Board for the purpose of verifying the necessity of the leave. Such leave will be granted concurrently with FMLA.
- (2) Personal reasons.
- (3) For child rearing upon written notice to the Board at least 90 days prior to the commencement of the leave. The notice may be waived when health or emergency reasons necessitate. Such leave will be granted concurrently with FMLA.

18.2 The employee shall give the Board written notice of the termination of the leave at least 90 days prior to the anticipated return.

18.3 Upon voluntary termination of the leave, the employee shall receive the first vacant position for which he/she is qualified in his/her classification or a lesser one.

18.4 The employee shall be placed in the most appropriate assignment available, which means that the employee shall be returned to a position that is the same or nearly the same as the one he/she left if such a position is available

18.5 The Board's obligation to the employee ceases if the employee refuses to accept employment in the position(s) offered by the Board.

Article 19

Seniority

19.1 The seniority of an employee shall be defined as the employee's unbroken length of service with the Board in the position of custodian or maintenance worker since his/her last date of hire.

19.2 New employees shall be in a probationary status for a period of 180 days. The probationary period shall be extended up to an additional 90 days at the request of the Director of Facilities. Probationary employees may be terminated by the Board following a report from the trainer and the Director of Facilities, and such termination shall not be subject to the grievance procedure herein. During the probation period the probationary employee cannot be transferred to another building or be reassigned. Upon successful completion of the probationary period, the employee's seniority shall begin with his/her original date of employment.

19.3 Employee length of service shall be broken and length of seniority shall be lost as a result of the following:

- a. voluntary quit;
- b. discharge for just cause;
- c. failure to report to work upon expiration of approved leave of absence;
- d. failure to report to work without notification for three consecutive working days;
- e. failure to report to work within five days when recalled from layoff after a written recall notice is presented at the employee's home of record; or
- f. layoff for a period of two years, or for a period equal to the employee's seniority at the time of layoff, whichever is less.

19.4 In employee who transfers from a position covered by the agreement to a non-bargaining unit position shall retain his/her seniority, but shall not accumulate seniority. If the employee returns to the bargaining unit within a one-year period, he/she shall be credited with the seniority accumulated prior to leaving the bargaining unit.

19.5 When the Board determines that layoffs are necessary, employees with the least seniority by classification shall be laid off first. Employees shall be recalled by classification in the reverse order of layoff. The Board shall give three-month advance notice of layoff if an outside contract service is hired to replace any custodian or maintenance worker. If such replacement is of a temporary emergency nature and time is of the essence, any notification is sufficient.

19.6 When the Board creates a new position or decides to fill a vacancy in an existing vacant position, it shall post notice on the district website and the school union bulletin boards, of its intent for a period of five working days. Vacant positions, once determined by the superintendent or his/her designee to fill, shall be posted within 10 working days. The Federation President shall be given a copy of all postings on the day they are posted.

19.7 During the five working day period following the posting of such notice, any qualified employee may apply, on-line on the district website, for promotion or transfer to such position.

The principal at the school with the open position can reject any applicant for cause. For purposes of this provision, cause will include documented written warning poor attendance record, discipline, or unsatisfactory work habits and/or performance record. If, in the opinion of the Director of Facilities, two or more applicants are equally qualified and have the same relative training, performance record, and ability, the position will be assigned to the more senior employee.

19.8 The Director of Facilities will consider applications for promotion to head custodian or maintenance on the basis of the training, performance and ability of the applicants. If, in the opinion of the Director of Facilities, two or more applicants are qualified and have the same relative training, performance record, and ability, the position will be assigned to the more senior employee. If, in the opinion of the Director of Facilities, no applicant has the requisite, it may promote another employee or hire from the outside.

19.9 When situations arise which necessitate the involuntary transfer of a member of the unit, the Federation President shall be notified and the Director of Facilities, employee and the Federation shall discuss the situation prior to taking any action. Employees shall only be involuntarily transferred for just business cause, prior to any employee being transferred, the Director of Facilities shall substantiate the just cause to the Federation. An employee involuntarily transferred because of position elimination shall have the right to return to any position that becomes open in his/her former school or shift during the subsequent 24-month period.

Article 20 Discipline and Dismissal

20.1 Disciplinary action, including dismissal, shall only be for just cause.

20.2 All disciplinary actions outlined in 20.1 through 20.6 must be documented by the Director of Facilities and/or the building or district administrator with copies to the following personnel:

Employee being disciplined
Employee's immediate supervisor
Building Principal (for custodians)
Director of Human Resources

20.3 Disciplinary and dismissal procedure is as follows:

- (1) first offense — verbal warning
- (2) second offense — written warning
- (3) third offense — dismissal or suspension for up to five days without pay

20.4 Any employee may be subject to immediate suspension or dismissal for serious offences provided, however, that the penalty dispensed (assessed) shall be commensurate with the offense for which it is given.

20.5 The Director of Facilities shall advise the Federation President, in writing, of all disciplinary action consisting of written warnings or more serious disciplinary actions, within five working days of its occurrence, specifying the reasons for the disciplinary action.

20.6 An employee shall have the right to grieve disciplinary action, including dismissal, under the provisions of the grievance procedure. Within five working days after it was imposed, such grievance must be filed by the employee, in writing, with the supervisor to whom the supervisor that administered the disciplinary action reports.

20.7 If no further violation for a period of three years occurs, notices of discipline may not be used for progressive discipline.

Article 21 Grievance Procedure

21.1 Definition:

A "grievance" is a claim based upon the interpretation, meaning, or application of any of the provisions of this agreement. A "grievant" is the person or persons making the claim. If, in the judgment of the President of the Association, a grievance affects a group or class of members of the bargaining unit, the Association may submit such grievance in writing to the supervisor directly, and the processing of such grievance will commence at Level Two. Such grievance shall not be processed to Level Three unless at least one individual aggrieved employee follows the procedures provided in Level Three. A "party in interest" is the person or persons making the claim and any person whom might be required to take action, or against whom action might be taken in order to resolve the claim.

21.2 Purpose:

The purpose of this procedure is to secure solutions, at the lowest possible administrative level, to any grievance that may from time-to-time arise. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing herein contained shall be construed as limiting the right of any bargaining unit member having a grievance to discuss the matter informally with any appropriate member of the administration.

21.3 Level One — Immediate Supervisor:

Within 15 calendar days following the event or condition on which the grievance is based, a grievant with a grievance shall first discuss it with his/her principal or immediate supervisor (and a representative of the Association if the grievant so desires) with the objective of resolving the matter informally. The immediate supervisor shall give the grievant a written response within five days.

21.4 Level Two — Director of Facilities:

In the event that the grievant is not satisfied with the disposition of the grievance at Level One, he/she may file a written grievance with the Director of Facilities within 10 days after the Level One meeting. Within five days after receipt of the written grievance, the Director of Facilities shall meet with the grievant (and a representative of the Association if the grievant so desires) in an effort to resolve it.

21.5 Level Three — Superintendent of Schools:

In the event that the grievant is not satisfied with the disposition of the grievance at Level Two, he/she may file a grievance with the superintendent of schools or his designee within 10 days after the discussion at Level Two. Within five days after receipt of the written grievance, the superintendent or his designee shall meet with the grievant (and a representative of the Association if the grievant so desires) in an effort to resolve it. The grievant shall be given a written response to the grievance signed by the superintendent or his designee within 10 days after the meeting.

21.6 Level Four — Board of Education:

In the event that the grievant is not satisfied with the disposition of the grievance at Level Three, he/she may submit the written grievance to the Board within 15 days after the meeting at Level Three. Within 10 days after receiving the written grievance, the Board shall meet with the grievant (and a representative of the Association if the grievant so desires) for the purpose of resolving the grievance. The decision on the grievance at Level Four shall be rendered by the Board within 15 days after the meeting.

21.7 Level Five — Arbitration:

If a grievance is not settled at Levels One, Two, Three or Four, the Association may submit the grievance to final and binding arbitration before an arbitrator selected in accordance with the voluntary Rules of Labor Arbitration of the American Arbitration Association, provided that such submission is made within 10 days after the decision was rendered, or should have been rendered, at Level Four. Such grievance may be arbitrated under the American Arbitration Association's expedited rules if the parties mutually agree to do so; such agreement not to be unreasonably withheld by either party. Guidelines for arbitration are as follows:

- The Association shall be provided with a copy of each written answer to the employee's grievance.
- The arbitrator shall hear only one grievance at a time. The arbitrator shall have no authority to add to, subtract from, or modify the terms of the agreement. The fees and expenses of arbitration shall be borne equally by the parties.

- No reprisals of any kind shall be taken by either party or by any member of the administration against any participant(s) in the grievance procedure by reason of such participation.
- If the grievant does not file a grievance within the time limit set forth herein, such grievance shall be considered waived.
- If the grievant fails at any level to appeal a grievance to the next level within the specified time limits, the grievance shall be deemed waived. If the Board fails to comply in a timely manner at any level of grievance, the grievant then has the right to appeal his/her grievance to the next level.
- If any arbitration proceeding is held during work hours, the grievant, any witness(es) who actually testify, and, if the grievant is being represented by the Association, one Association representative will be excused for the hearing without loss of pay. If any meetings under the grievance procedure are held during work hours, the grievant and an Association representative shall be excused to attend the meeting without loss of pay.

**Article 22
Agency Shop**

22.1 All present employees who are members of the Association Local 3924, AFT, AFL-CIO on the effective date of this agreement shall remain members in good standing of the Association by payment of regular monthly dues on or before the last day of each month as a condition of continued employment. As a condition of continued employment in the Newtown School System, all employees who are not members, or who are hired hereafter to work within this unit, shall become members or pay an agency fee to the Association within 30 days after the signing of this agreement, or within 30 days of commencing work, whichever is later.

**Article 23
Miscellaneous**

23.1 Employees hired before July 1, 2015 shall receive longevity payments annually, taxed separately from their regular pay check, based on years of service in the first pay period after their anniversary date in accordance with the following schedule:

10 years of service but less than 15 years of service	\$850
15 years of service but less than 20 years of service	\$1,100
20 years of service or more	\$1,350

Years of service shall be construed as the employee's length of service as defined in Article 19, paragraph 19.1. Employees hired on or after July 1, 2015 shall not be eligible for longevity payments.

23.2 When an employee is required to use his/her own vehicle in the course of his/her employment, he/she shall be reimbursed at the published IRS rate. The employee must maintain

a log of all mileage he/she is seeking reimbursement for. In order to receive reimbursement, a copy of the mileage log must be submitted with the employee's request for reimbursement.

23.3 Custodial and maintenance employees shall be provided with essential uniform garments and replacement clothing as needed. Uniforms are mandatory and consist of trousers, summer and winter shirts, jackets, belts and work shoes. Each employee shall receive an annual shoe allowance in the amount of \$150 to be used for reimbursement for purchase of a closed shoe that ties or closes by Velcro. This payment shall only be made upon the presentation of an original receipt showing the purchase of this type of footwear.

23.4 The principal is expected to be a contributing evaluator of head custodians in addition to the Director of Facilities.

23.5 The Union agrees to the 30-hour part-time language referred to in paragraphs 1.1, 3.1, 7.1, 9.6, 10.1 and 13.1 if part-time positions are kept to a maximum of four positions (discussion with, and approval by, the Union may increase that number), and if the person designated as floater is defined as an employee who fills in due to absences of a regular full-time employee.

23.6 Employees shall be paid biweekly, via direct deposit, in accordance with the standard pay periods from July through June. Pay stubs shall be delivered via email, provided, hard copies will be delivered to a limited number of employees those employees who do not have access to a computer.

23.7 The designation of personal and sick days on time sheets is binding, and cannot be changed after the next pay period for which the time sheet has been submitted.

Article 24 Federation Rights

24.1 The Board shall provide bulletin boards, for the Federation's sole use, in the custodians' break rooms in each school, and in the maintenance office.

24.2 Members of the Federation's Bargaining Team who attend negotiating session during work hours shall not suffer any loss in pay.

Article 25 Duration

25.1 The duration of this contract shall be four years beginning July 1, 2015 and shall continue and remain in full force and effect to and including June 30, 2019.

In witness whereof, the parties hereby have caused these present to be executed this fifteenth day of December, 2015 by their proper officers, hereunto duly authorized.

THE NEWTOWN BOARD OF EDUCATION

NEWTOWN CUSTODIANS &
MAINTENANCE ASSOCIATION

By _____
Keith Alexander, Chairperson

By _____
Wayne Ciaccia

Date _____

Date _____

**APPENDIX A
SALARY SCHEDULE
2,080 HOURS
JULY 1, 2015 to JUNE 30, 2019**

Category/Step	2015-16	2016-17	2017-18	2018-19
Custodian	\$22.95	\$23.41	\$23.99	\$24.53
Night Supervisor/Lead Custodian	\$24.42	\$24.91	\$25.53	\$26.10
Head Custodian - Elementary	\$26.88	\$27.41	\$28.10	\$28.73
Head Custodian - MS/5-6	\$28.59	\$29.16	\$29.89	\$30.56
Head Custodian- High School	\$29.68	\$30.28	\$31.03	\$31.73
Maintenance	\$28.44	\$29.00	\$29.73	\$30.40
Maintenance*	\$30.35	\$30.95	\$31.73	\$32.44
Licensed Mechanic**	\$31.98	\$32.62	\$33.43	\$34.18
Crew Leader	\$34.35	\$35.04	\$35.92	\$36.72

* Those mechanics that are currently paid as Licensed Mechanics and do not hold such described license, shall be maintained at their current rate and shall only receive wage increases as agreed to above.

**The term Licensed Mechanic shall be defined as a member holding a valid Connecticut Plumbing, Electrical, or HVAC license.

APPENDIX B

Anthem Blue Cross PPO 25 Effective 7/1/2015 — 6/30/2016

In Network

Deductible	None
Routine Office Visit	25
Specialist Visit	30
Adult Well Care	25
Child Well Care	25
Allergy OV	25
Allergy Injections	10
Preventive Care Visit	0
Inpatient Hospital	200
Outpatient Services	200
X ray & Lab	0
Emergency Room	100
Urgent Care	75
PT/OT/ST/CHIRO	30
High Cost Diagnostic Imaging (MRI, MRA, CAT, CTA, PET, SPECT)	50
Routine OB/GYN	25
Mammography	0
Infertility	covered
Psych/Substance	25-40 visits before auth. For medical necessity
DME	no charge

Out of Network

Deductible (00N)	300/600/900
Coinsurance	80%/20%
Coinsurance Max	700/1,400/2,100
OOP Max	1,000/2,000/3,000

APPENDIX C

Effective July 1, 2016

Century Preferred is a preferred provider organization (PPO) plan.



COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:
Office Visit (OV) Copayment	\$30 per visit	Deductible & Coinsurance
Specialist Visit (SV) Copayment	\$40 per visit	Deductible & Coinsurance
Hospital (HSP) Copayment	\$300 per day up to \$900 per year	Deductible & Coinsurance
Urgent Care (UR) Copayment	\$75	Not Covered
Emergency Room (ER) Copayment – <i>waived if admitted</i>	\$125	\$125
Outpatient Surgery (OS) Copayment	\$300	Deductible & Coinsurance
Ambulatory Surgery (ASC) Copayment	\$300	Deductible & Coinsurance
Calendar Year Deductible (<i>individual/2-member family/3+ member family</i>)	Not Applicable	\$600/\$900/\$1200
Coinsurance		20% after deductible up to
Coinsurance Maximum (<i>individual/2-member family/3+ member family</i>)		\$1400/\$3100/\$4800
Cost Share Maximum (<i>individual/2-member family/3+ member family</i>)		\$2000/\$4000/\$6000
Lifetime Maximum		Unlimited
PREVENTIVE CARE – <i>Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits</i>		
Well child care	No Charge	Deductible & Coinsurance
Periodic, routine health examinations	No Charge	
Routine OB/GYN visits	No Charge	
Mammography	No Charge	
Hearing screening	OV Charge	
Routine Eye Exam	OV Charge	
MEDICAL CARE		
Office visits <i>Primary Care</i>	OV Copayment	Deductible & Coinsurance
<i>Specialist</i>	SV Copayment	
Outpatient mental health & substance abuse – <i>prior authorization required</i>	OV Copayment	
OB/GYN care	SV Copayment	
Surgical fees of a Physician or Surgeon	OV/SV Copayment*	
Maternity care – <i>initial visit subject to copayment, no charge thereafter</i>	SV Copayment	
Diagnostic lab and x-ray	No Charge	
High-cost outpatient diagnostic – <i>prior authorization required</i> <i>The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans</i> Note: \$250 Copayment Maximum per Member per Calendar Year	\$50 Copayment per service (See note)	
Allergy services <i>Office visits/testing</i>	SV Copayment	
<i>Injections—80 visits in 3 years</i>	\$10 Copayment	
HOSPITAL CARE – <i>Prior authorization required</i>		
Semi-private room (<i>General/Medical/Surgical/Maternity</i>)	HSP Copayment	Deductible & Coinsurance
Inpatient mental health & substance abuse	HSP Copayment	
Skilled nursing facility – <i>up to 120 days per calendar year</i>	HSP Copayment	
Rehabilitative services – <i>up to 60 days per person per calendar year</i>	No Charge	
Outpatient surgery – <i>in a hospital</i>	OS Copayment	
Ambulatory surgery – <i>in other than a hospital setting</i>	ASC Copayment	
EMERGENCY CARE		
Walk-in centers	OV Copayment	Deductible & Coinsurance
Urgent care – <i>at participating centers only</i>	UR Copayment	Not Covered
Emergency care – <i>copayment waived if admitted</i>	ER Copayment	ER Copayment
Ambulance	No Charge	No Charge

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OTHER HEALTH CARE	In-Network Member pays:	Out-of-Network Member pays:
Outpatient rehabilitative services – 50 combined visits for PT,OT,ST and <i>Chiropractic- Excess 80/20 after deductible and coinsurance</i>	OV Copayment	Deductible & Coinsurance
Durable medical equipment / Prosthetic devices <i>Unlimited maximum per calendar year</i>	Covered	Deductible & Coinsurance
Diabetic supplies, drugs & equipment <i>Diabetic drugs are covered at in-network benefit level</i>	Covered under Rx Rider	
Infertility – <i>Covered</i>	Applicable Copayment	Deductible & Coinsurance
Home health care <i>200 visits per member per calendar year</i>	No Charge	\$50 Deductible & 20 % Coinsurance

PREVENTIVE CARE SCHEDULES

Well Child Care (including immunizations)

- ◆ 7 exams, birth up to age 1
- ◆ 7 exams, ages 1 up to 5
- ◆ 1 exam every year, ages 5 up to 22

Adult Exams

- ◆ 1 exam every year, ages 22+

Vision Exams: 1 exam every calendar year
Hearing Exams: 1 exam per calendar year
OB/GYN Exams: 1 exam per calendar year

Notes To Benefit Descriptions

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ◆ Inpatient Hospital Per Admission Copay is waived if readmitted within 30 days for same diagnosis.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants.
- ◆ Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, as well as the performance of, sex change operations; surgical and non-surgical services related to TMJ syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

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CENTURY PREFERRED 3-TIER MANAGED PRESCRIPTION DRUG PROGRAM

\$10 Copayment Generic Drugs

\$30 Copayment Listed Brand-Name Drugs

\$50 Copayment Non-Listed Brand-Name Drugs

\$4,000 Annual Maximum

Description of Benefits		You Pay:
Tier 1: Generic Drugs	The term "generic" refers to a prescription drug that is considered non-proprietary and is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand-name drug. Tier 1 copayment applies.	\$10
Tier 2: Listed Brand-Name Drugs	The term "listed brand-name" refers to a brand-name prescription drug identified on the formulary by Anthem Blue Cross and Blue Shield. Tier 2 copayment applies.	\$30
Tier 3: Non-Listed Brand-Name Drugs	The term "non-listed brand-name" refers to a brand-name prescription drug not identified on the formulary by Anthem Blue Cross and Blue Shield. Tier 3 copayment applies.	\$50
		Plan Pays:
Annual Maximum	Per member per calendar year	\$4,000

How To Use The 3-Tier Managed Prescription Drug Program

The 3-Tier Managed Prescription Drug Program incorporates different levels of copayments for three types of prescription drugs: generic, listed brand-name and non-listed brand-name, as defined in the chart above. The formulary lists generics and brand-name drugs that have been selected for their quality, safety and cost-effectiveness. These listed drugs have lower member copayments than non-listed drugs (but may not have a lower overall cost in all instances.) You minimize your copayments when you use generic prescriptions and listed brand-name prescriptions. You'll still have coverage for non-listed brand-name drugs, but at a higher cost share. Talk to your provider about using generic drugs or listed brand-name drugs included on the formulary. You'll have lower copayments when you use these drugs.

- You will be responsible for one copayment when purchasing a 30-day supply of prescription drugs from a participating retail pharmacy.
- You'll be responsible for two copayments when purchasing a 30-day to 90-day supply of maintenance drugs through the mail-order program.

Generic Substitution: Prescriptions may be filled with the generic equivalent when available.

- When you purchase a generic drug at a participating pharmacy, you'll only be responsible for a Tier 1 copayment.
- When a generic equivalent is available and you obtain a listed or non-listed brand-name drug, you will be responsible for the applicable Tier copayment *plus* the difference in cost between the generic and listed or non-listed brand-name drug. This provision applies unless your provider obtains Prior Authorization. When Prior Authorization is obtained (at the discretion of Anthem Blue Cross and Blue Shield), you will be responsible only for the applicable Tier copayment.

Connection (Concurrent Drug Utilization Review)

Connection works with the retail pharmacy's standard guidelines to provide a **second level of quality and safety checks**. The process, which is provided on-line as part of the electronic claims filing process, helps promote access to safe, appropriate, cost-effective medications for members. Connection involves a series of rules or guidelines, which identify potential medication therapy issues and deliver a message to the pharmacy by computer before the medication is dispensed. The process alerts the pharmacist of potential issues such as drug-to-drug interactions, refills requested too close together, incorrect dosing or drug duplications.



Pharmacy Programs

Voluntary Mail-service Program

Members have access to Anthem Rx, the voluntary mail-service drug program for members who regularly take one or more types of maintenance drugs. Members can order up to a 90-day supply of these medications and have them delivered directly to their home.

The \$10 generic/\$30 listed brand-name/\$50 non-listed brand-name copayment and \$4,000 annual maximum apply. When ordering a 31-day to 90-day supply, two copayments will apply, as follows: \$20 generic/\$60 listed brand-name/\$100 non-listed brand.

National Pharmacy Network

Members also have access to a network of more than 65,000 retail pharmacies throughout the country. Members may call 1-866-281-2966, or go to www.anthem.com/pharmacyinformation to locate a participating pharmacy when traveling outside the state.

Non-participating Pharmacies

Members who fill prescriptions at a non-participating pharmacy are responsible for payment at the time the prescription is filled. Members must submit claims to Anthem Blue Cross and Blue Shield for reimbursement, and payment will be sent to the member. Members who use non-participating pharmacies will pay 20% of the in-network allowance, plus the difference between Anthem Blue Cross and Blue Shield's payment and the pharmacist's actual charge.

Points to Remember

- Anthem Blue Cross and Blue Shield will provide coverage for prescription drugs dispensed by a participating pharmacy when prescription drugs are deemed medically necessary based on specific criteria and dispensed pursuant to a prescription issued by a participating physician or by a non-participating physician, subject to copayment.
- Anthem Blue Cross and Blue Shield will not be liable for any injury, claim or judgment resulting from the dispensing of any drug covered by this plan. Anthem Blue Cross and Blue Shield will not provide benefits for any drug prescribed or dispensed in a manner contrary to normal medical practice.
- Anthem Blue Cross and Blue Shield reserves the right to apply quantity limits to specified drugs as listed on the formulary. If a member requires a greater supply, the member's provider can follow the prior authorization process.

Prescription Drug Eligibility

Eligible prescription drug benefits are limited to injectable insulin and those drugs, biologicals, and compounded prescriptions that are required to be dispensed only according to a written prescription, and included in the United States Pharmacopoeia, National Formulary, or Accepted Dental Remedies and New Drugs, and which, by law, are required to bear the legend: "Caution—Federal Law prohibits dispensing without a prescription" or which are specifically approved by the Plan.

Limits and Exclusions

Benefits are limited to no more than a 30-day supply for covered drugs purchased at a retail pharmacy, and no more than a 90-day supply for covered drugs purchased by mail order. All prescriptions are subject to the quantity limitations imposed by state and federal statutes.

This drug rider does not provide drugs dispensed by other than a licensed, retail pharmacy or our mail-order service; any drug not required for the treatment or prevention of illness or injury; vaccines or allergenic extracts; devices and appliances; needles and syringes that are not prescribed by a provider for the administration of a covered drug; prescriptions dispensed in a hospital or skilled nursing facility; over-the-counter or non-legend drugs; antibacterial soaps/detergents, shampoos, toothpastes/gels and mouthwashes/rinse.

Benefits for prescription birth control are covered for most groups. However, such coverage is optional if your group is self-insured or a bona fide religious organization. Check with your benefits administrator.

This is not a legal contract. It is only a general description of the \$10 generic/\$30 listed brand-name/\$50 non-listed brand-name 3-Tier Managed Prescription Drug Program with a \$4,000 annual maximum. Please consult the Evidence of Coverage or prescription drug rider for a complete description of benefits and exclusions applicable to your coverage.

APPENDIX D

Anthem Lumenos High Deductible Health Plan (HDHP) Effective 7/1/2015 — 6/30/2016

Routine Office Visit	N/A
Specialist Visit	N/A
Adult Well Care	N/A
Child Well Care	N/A
Allergy OV	N/A
Allergy Injections	N/A
Preventive Care Visit	100%
Inpatient Hospital	N/A
Outpatient Services	N/A
X ray & Lab	N/A
Emergency Room	N/A
Urgent Care	N/A
PT/OT/ST/CHIRO	N/A
Out Patient Rehab	N/A
High Cost Diagnostic Imaging (MRI, MRA, CAT, CTA, PET, SPECT)	N/A
Routine OB/GYN	N/A
Mammography	N/A
Infertility	N/A
Psych/Substance	N/A
DME	N/A
<u>Out of Network</u>	
Deductible (00N)	N/A
Coinsurance	N/A
Coinsurance Max	N/A
OOP Max	N/A
Rx* Co-pay	N/A
Mail Order	N/A
Rx Max	N/A

The provisions of the High Deductible Health Plan (HDHP) are:

Deductible	2000 Single/4000 1+1, Combined In and Out of Network Family
Coinsurance In/Out	100%/80%
Coinsurance Max	2000/4000
Shared Out of Pocket Max	4000/8000
Preventive Services	100% Covered

RX as any other expense

Employer HSA Funding Equals 50% of Applicable High Deductible Health Plan (HDHP) Deductible. Thus the Board pays \$1000/\$2000 at the beginning of each contract year.

APPENDIX E
Effective July 1, 2016



Lumenos HSA Plan Summary

The Lumenos® HSA plan is designed to empower you to take control of your health, as well as the dollars you spend on your health care. This plan gives you the benefits you would receive from a typical health plan, plus health care dollars to spend your way. And you'll have access to personalized services and online tools to help you reach your health potential.

Your Lumenos HSA Plan

First – Use your HSA to pay for covered services:

Health Savings Account

With the Lumenos Health Savings Account (HSA), you can contribute pre-tax dollars to your HSA account. Others may also contribute dollars to your account. You can use these dollars to help meet your annual deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement.

Contributions to Your HSA

For 2015, contributions can be made to your HSA up to the following:
\$3,350 individual coverage
\$6,650 family coverage

Note: These limits apply to all combined contributions from any source including HSA dollars from incentives.

Earn More Money for Your Account

What's special about your Lumenos HSA plan is that you may earn additional funds for your health account through the Healthy Rewards incentive program.

To receive funds earned through the Healthy Rewards program, you must have an open HSA with Mellon Bank or with another bank through which your employer is sponsoring your HSA.

Healthy Rewards

If you do this:

Complete the Health Assessment online
Enroll in the Personal Health Coach Program
Graduate from the Personal Health Coach Program
Complete our Smoking Cessation Program
Complete our Weight Management Program

You can earn this in your HSA:

\$50
\$100
\$200
\$50
\$50

Some eligibility requirements apply. See page 2 for program descriptions.

Plus – To help you stay healthy, use:

Preventive Care

100% coverage for nationally recommended services. Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits.

Preventive Care

No deductions from the HSA or out-of-pocket costs for you as long as you receive your preventive care from an in-network provider. If you choose to go to an out-of-network provider, your deductible or Traditional Health Coverage benefits will apply.

Then –

Your Bridge Responsibility

The Bridge is an amount you pay out of your pocket until you meet your annual deductible responsibility. Your bridge amount will vary depending on how many of your HSA dollars, if any, you choose to spend to help you meet your annual deductible responsibility. If you contribute HSA dollars up to the amount of your deductible and use them, your Bridge will equal \$0.

HSA dollars spent on covered services plus your Bridge responsibility add up to your annual deductible responsibility.

Health Account + Bridge = Deductible

Bridge

Your Bridge responsibility will vary.

Annual Deductible Responsibility

\$2,000 individual coverage
\$4,000 family coverage

If Needed –

Traditional Health Coverage

Your Traditional Health Coverage begins after you have met your Bridge responsibility.

Traditional Health Coverage

After your bridge, the plan pays:

100% for in-network providers 80% for out-of-network providers

Additional Protection

For your protection, the total amount you spend out of your pocket is limited. Once you spend that amount, the plan pays 100% of the cost for covered services for the remainder of the plan year.

Annual Out-of-Pocket Maximum

In-Network and Out-of-Network Providers

\$ 5,000 individual coverage
\$10,000 family coverage

Your annual out-of-pocket maximum consists of funds you spend from your HSA, your Bridge responsibility and your cost share amounts.

If you have questions, please call toll-free 1-888-224-4896.

Newtown BOE HSA w inc Rx copays



Lumenos HSA Plan Summary

Healthy Rewards Program

Your employer will provide you with additional health care dollars in your HSA for the following:

- **Health Assessment:** You and your family members can complete the Health Assessment, our online tool designed to help measure your overall health. One adult family member is eligible to earn \$50 in your HSA per plan year. The health information you provide is strictly confidential.
- **Personal Health Coach:** If you qualify for the Personal Health Coach Program, you'll receive one-on-one assistance from a specially trained registered nurse to help you manage a health condition. Health conditions may include but are not limited to diabetes, asthma, depression, high blood pressure, heart disease and pregnancy. You'll receive \$100 in your account for enrolling in the Personal Health Coach Program (one reward per covered person per year). You'll receive \$200 for achieving your health goals and graduating from the Personal Health Coach Program (one reward per covered person per year).
- **Smoking Cessation Program:** This program helps you manage withdrawal symptoms, identify triggers and learn new behaviors and skills to remain tobacco-free. Participation is open to you and your covered family members age 18 or older, and includes counseling support and tools, including nicotine-replacement therapy coverage. You and your spouse are eligible to receive \$50 in your HSA (one reward per person per lifetime) for completing this program.
- **Weight Management Program:** Our Weight Management Program is a personalized phone course designed to help you adopt lifestyle changes necessary to lose weight and maintain weight loss. A team of counselors (a registered dietitian and health educator) with expertise in weight management will help you address healthy eating, physical activity and exercise, stress management, and more. You and your covered family members age 18 and older who have a Body Mass Index (BMI) of 25 or higher are eligible for this program. You and your spouse are eligible to receive \$50 in your HSA (one reward per person per lifetime) for completing the program.

To receive funds earned through Healthy Rewards, you must have an open HSA with Mellon Bank or with another bank through which your employer is sponsoring your HSA.

Summary of Covered Services

Preventive Care

Anthem's Lumenos HSA plan covers preventive services recommended by the U.S. Preventive Services Task Force, the American Cancer Society, the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Pediatrics. The Preventive Care benefit includes screening tests, immunizations and counseling services designed to detect and treat medical conditions to prevent avoidable premature injury, illness and death.

All preventive services received from an in-network provider are covered at 100%, are not deducted from your HSA and do not apply to your deductible. If you see an out-of-network provider, then your deductible or out-of-network coinsurance responsibility will apply.

The following is a list of covered preventive care services:

Well Baby and Well Child Preventive Care

Office Visits through age 18; including preventive vision exams.

Screening Tests for vision, hearing, and lead exposure. Also includes pelvic exam, Pap test and contraceptive management for females who are age 18, or have been sexually active.

Immunizations:

Hepatitis A
 Hepatitis B
 Diphtheria, Tetanus, Pertussis (DtaP)
 Varicella (chicken pox)
 Influenza – flu shot
 Pneumococcal Conjugate (pneumonia)
 Human Papilloma Virus (HPV) – cervical cancer
 H. Influenza type b
 Polio
 Measles, Mumps, Rubella (MMR)

Adult Preventive Care

Office Visits after age 18; including preventive vision exams.

Screening Tests for vision and hearing, coronary artery disease, colorectal cancer, prostate cancer, diabetes, and osteoporosis. Also includes mammograms, as well as pelvic exams, Pap test and contraceptive management.

Immunizations:

Hepatitis A
 Hepatitis B
 Diphtheria, Tetanus, Pertussis (DtaP)
 Varicella (chicken pox)
 Influenza – flu shot
 Pneumococcal Conjugate (pneumonia)
 Human Papilloma Virus (HPV) – cervical cancer

If you have questions, please call toll-free 1-888-224-4896.

Newtown BOE HSA w inc Rx covavs NGF



Lumenos HSA Plan Summary

Summary of Covered Services (Continued)

Medical Care

Anthem's Lumenos HSA plan covers a wide range of medical services to treat an illness or injury. You can use your available HSA funds to pay for these covered services. Once you spend up to your deductible amount for covered services, you will have Traditional Health Coverage available to help pay for additional covered services.

The following is a summary of covered medical services under Anthem's Lumenos HSA plan:

- Physician Office Visits
- Inpatient Hospital Services
- Outpatient Surgery Services
- Diagnostic X-rays/Lab Tests
- Emergency Hospital Services
- Inpatient and Outpatient Mental Health and Substance Abuse Services
- Maternity Care
- Chiropractic Care
- Prescription Drugs
- Home health care and hospice care
- Physical, Speech and Occupational Therapy Services
- Durable Medical Equipment

Some covered services may have limitations or other restrictions.* With Anthem's Lumenos HSA plan, the following services are limited:

- Skilled nursing facility services limited to 120 days per calendar year.
- Home health care services are limited to 200 visits per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT, OT, ST, and chiropractic services limited to 50 combined visits per member per calendar year.
- Inpatient hospitalizations require authorizations.
- Your Lumenos HSA plan includes an unlimited lifetime maximum per member for in- and out-of-network services.

* For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

Prescription Drugs – copay after deductible (when purchased from a network pharmacy*)

Retail (30 day supply)	Mail Order (90 day supply)
\$10 Tier 1 copayment	\$ 10 Tier 1 copayment
\$30 Tier 2 copayment	\$ 60 Tier 2 copayment
\$50 Tier 3 copayment	\$100 Tier 3 copayment

* For the out-of-network benefit, refer to the Traditional Health Coverage section.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

If you have questions, please call toll-free 1-888-224-4896.

