

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on October 4, 2016 at 7:00 p.m. in the council chambers, 3 Primrose Street.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R. Bienkowski
J. Vouros	8 Staff
R. Harriman-Stites	10 Public
A. Clure (7:27 p.m.)	2 Press
D. Cruson	

Mr. Alexander called the meeting to order at 7:05 p.m.

MOTION: Mrs. Leidlein moved that the Board of Education go into executive session for contract reviews for the Board Certified Behavior Analysts, the Assistant Superintendent of Schools and the Newtown Association of School Administrators and invited Dr. Erardi. Mr. Vouros seconded. Motion passes unanimously.

Item 1 – Executive Session

Executive session began at 7:07 p.m. and ended at 7:30 p.m.

Item 3 – Pledge of Allegiance

Item 2 – Vote on Executive Session Items

MOTION: Mrs. Leidlein moved that the Board of Education approve the contract for Jean Evans Davila, Assistant Superintendent of Schools, as per the Superintendent's recommendation. Mr. Vouros seconded. Vote: 6 ayes, 1 abstained (Mr. Clure abstained because he was not in attendance for the executive session discussion.)

MOTION: Mrs. Leidlein moved that the Board of Education approve the ratified Newtown Association of School Administrators Contract for the period of July 1, 2017 through June 30, 2021. Mrs. Ku seconded. Mrs. Leidlein was part of the negotiations and felt this was a solid four year contract. Motion passes unanimously.

Item 4 – Celebration of Excellence

Dr. Erardi invited Fisher Stites to speak about his service project last year when he was in fourth grade at Hawley School. He chose a project involving donations to the Danbury Animal Welfare Society and will be honored at their annual recognition ball this month. Mr. Alexander presented Fisher with a certificate and thanked him for the work he did on this project.

Dr. Erardi introduced Lisa Condon and Dr. Lorrie Rodrigue. Dr. Rodrigue said that Mrs. Condon was a valued paraprofessional at the high school working with special education students. She is also trained as a comfort dog handler. Mrs. Condon is truly committed to her position and is a most deserving recipient.

Item 5 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the minutes of September 20, 2016, the Newtown High School marching band field trip, the child rearing leave of absence for Amanda Eide, and the correspondence report.

Mrs. Leidlein seconded. Motion passes unanimously.

Item 6 – Public Participation

Item 7 – Reports

Chair Report: Mr. Alexander will be contacting the chairs of the Legislative Council, Board of Finance and Board of Selectman to arrange a joint meeting regarding the budget. He also referred to an email regarding proper microphone usage.

Superintendent's Report:

Dr. Erardi gave the Board the annual report submitted according to policy which will be sent to the town.

He was impressed with the speakers who voiced their opinions on school start times at last week's community forum and also provided surrounding district start times.

Public Act 16-189 addressed student data privacy and how to protect it. For every app or contract that deals with student privacy information there is a process that has to go through the business office and technology department.

We are moving forward with advertising for the high school assistant principal vacancy and permanent athletic director.

The October 26 community forum will be the last opportunity to hear from the public before the Board takes action on the facility and enrollment study.

Dr. Erardi and Mrs. Ku met with residents at Liberty at Newtown and extended an invitation for a tour of Sandy Hook School which is scheduled for October 10.

Mr. Clure was impressed with the way the public shared their comments regarding school start times at the community forum.

Committee Reports:

Mrs. Ku said the policy committee is moving through the 3000 series and discussing food service and transportation. They will move to the 5000 series next.

Mr. Vouros stated that the Curriculum and Instruction committee met and discussed elementary progress reports for specials as well as academic rigor in the transition from middle school to high school. The discussion of start time and sleep has been ongoing.

Mr. Cruson shared that he attended the first Head O'Meadow PTA meeting. Some people approached him about the school start times and facility and enrollment study. He also went to the ice cream social where approximately 200 people attended.

Mr. Clure went to the first middle school PTA meeting this week where they discussed goals for the year.

Mr. Vouros attended the high school PTA board meeting where they discussed the incoming members. He would also attend the October meeting.

Student Representatives:

Dylan Lew said that the annual club fair was held September 29 and this past Saturday the SATs were given at the high school and the ACT will be given October 23.

Simran Chand stated that the NICE club had its first big event welcoming the Chinese delegation who is living with host families.

Dylan shared that October 24 begins spirit week. The first event for the FUN Committee of our National Honor Society Chapter was held at NYA. He and Simran volunteered and it was a huge success.

Simran said that the National Honor Society students are tutoring in the writing center helping with letters for college applications. Dr. Rodrigue has been communicating with the seniors about upcoming events.

Dr. Erardi expressed interest in the FUN partnership and he would like to attend an event. He asked for the dates of these events which will be shared with the Board. It's a wonderful program and partnership especially with student volunteers.

Dylan shared that there will be a Halloween event on October 29 where everyone would be dressed up including the volunteers.

#### Item 8 – Old Business

##### Facility and Enrollment Study:

Dr. Erardi stated that there would be a report to the Board at their October 18 meeting providing the committee's best option for consideration. We proposed that the November 1 meeting will be in the lecture hall and start with a walk through of potential space if the Board supports a grade level move to that school. The rest would be dedicated to the recommendation for consideration with the curriculum and instruction impact that change would have. At the close of this meeting the committee wants the Board to have information when this could start, why we felt it was the best recommendation, and if there was no school closing what would space at the high school be used for. At the November 15 Board meeting we will provide all information to bring this conversation to a close.

Mr. Cruson said his concern with the November 1 meeting location is that Head O'Meadow is pushing hard to get people to attend our November meetings and the lecture hall may be too small.

Dr. Erardi was not aware of this and will work with the Board leadership to see if we have to find a larger place.

Mr. Cruson said the feeling at Head O'Meadow is that the decision will affect their children in the future.

Mr. Clure noted that the K-5 options were taken off the table.

Dr. Erardi stated that we took that off because if we follow the projections it tells us the elementary schools will fill sooner. We also moved to the higher enrollment figures. There is no sustainability at the K-5 level. This is just informational and when this is presented our recommendation does not include closing a school next year. The earliest would be 2018-19.

Mrs. Ku asked for the October 1 enrollment report for next meeting.

Mr. Alexander thanked the community members involved on this committee.

Mr. Vouros said this committee is looking at numbers but the real charge is what the educational programs are going to look like for the children when we make the decisions. The focus will be on education and not the enrollment number.

Mrs. Harriman-Stites thanked the committee. We have to look at the optimal learning environment for the students.

Second Read and Action on Policy 51145.511:

MOTION: Mrs. Ku moved that the Board of Education approve Policy 51145.511 Exploitation; Sexual Harassment. Mrs. Harriman-Stites seconded.

Mrs. Ku said this was brought forward because of legislation and it was reviewed by Mrs. Davila and Mark Gerace. Motion passes unanimously.

Item 9 – New Business

MOTION: Mr. Alexander moved that the Board of Education nominate Michelle Ku as the CABE Area 5 Director. Mrs. Leidlein seconded.

Mr. Alexander said that Mrs. Ku has been volunteering in this position for a couple of years and he appreciates her work with CABE.

Mrs. Leidlein said it's wonderful for us to have Mrs. Ku in this position which allows Newtown to have a better pulse on what is going on in the legislature.

Motion passes unanimously.

First Read of Assumptions and Priorities 2017-2018 Board of Education Budget:

Dr. Erardi said this document provides relative information that guided the Board last year. The final document will be ready October 18. This guides decision making for the Board through the entire budget process and addresses the number of topics to address. Five items were prioritized last year. This document needs to be shared at the tri-board meeting.

Mr. Clure asked if the Board could add items to which Dr. Erardi said it would be helpful to do so now.

Mr. Clure suggested an item to address cutting in half or completely eliminating the cost for pay to play for high school sports.

Mr. Alexander said we would discuss that suggestion and asked Mr. Clure to send this recommendation to him and he would get it to the Board.

Mr. Vouros asked about the tri-board meeting.

Mr. Alexander said we usually have it at the Legislative Council meeting. The purpose of this meeting is to share budget concerns.

Dr. Erardi feels it's important to have a conversation with the three boards to be explicit and share items before the budget process.

Item 10 – Public Participation

MOTION: Mrs. Leidlein moved to adjourn. Mr. Clure seconded. Motion passes unanimously.

Item 11 - Adjournment

The meeting adjourned at 8:58 p.m.

Respectfully submitted:

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Debbie Leidlein  
Secretary



31 Pecks Lane  
Newtown, CT 06470  
(203) 304 - 9778  
Fax: (203) 304 - 9776

Principal Approval:

S. Rodriguez

COACH BUSES HAVE ALREADY  
BEEN BOOKED

**CHARTER BUS REQUEST**

Person requesting: Eckhardt School: NHS

Class: Marching Band Date of trip: Oct 14-16, 2016

Pickup time: 12:00 AM /  PM Destination: Parsippany, NJ

Address of destination: Embassy Suites, 909 Parsippany Blvd, Parsippany, NJ  
07054

Leave time from destination: 4 AM /  PM Snow/Rain date: \_\_\_\_\_

Teacher in charge of trip: Eckhardt / Carley / Pearson

No. students: 115 No. staff: 11 No. parents (if applicable): 10

Do any students have special needs for transportation? Yes /  No

If yes, what is required? (wheel chair, harness, etc): \_\_\_\_\_

If multiple students have special needs requirements, please list: \_\_\_\_\_

Party responsible for payment: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

*If additional space required for listing, please include separate page*

- A minimum of **two weeks** is needed to place a reservation. Please understand that availability of a date decreases the later you wait.
- Average capacity is 50 students per bus. Capacity decreases for older students and adult-sized passengers.
- Students with special needs requirements (wheel chair, harness) will require a Type II bus as full-size buses cannot accommodate.
- If trip is being paid through a grant, school is still **responsible for payment for service**.
- Please fax this request with all completed information. A confirmation will be faxed back to you with all costs.
- We reserve the right to have buses back in town for school dismissal schedule.
- Cancellation or postponement of a reserved trip requires a minimum of two hours' notice on a school day; one day prior if a weekend trip. Failure to notify may incur a cost for time bus ran.

NEW TOWN PUBLIC SCHOOLS  
FIELD TRIP INFORMATION & PERMISSION

School NHS Date of Trip Oct 14-16, 2016  
Place and time of departure NHS - 1pm - Oct 14  
Estimated time of return 6pm - Oct 16  
Method of transportation Coach BUS  
Description of activity Marching Band - Yamaha Cup, MetLife Stadium  
Teacher / Sponsor Edhardt/Carley/Pearson Form due by Oct 7

Parent / Guardian Permission

\_\_\_\_\_ has my permission to participate in the trip described above.  
(Student Name)

\_\_\_\_\_ (Date)  
(Signature of Parent / Guardian)

\_\_\_\_\_ (Home Phone)  
(Student's Address)

\_\_\_\_\_ (Emergency Phone)  
(Work phone -Parent / Guardian)

Health Information  
(If none, please write none)

If your child requires any medication and / or medical treatment such as glucose testing, asthma inhalers, bee sting medication, or has known allergies or medical conditions, please indicate below.

**MEDICAL/MEDICINE AUTHORIZATION FORM MUST BE ON FILE WITH THE SCHOOL NURSE.**

Medical Condition \_\_\_\_\_

Medication \_\_\_\_\_

Treatment \_\_\_\_\_

Allergies \_\_\_\_\_

Other medical information that may be important \_\_\_\_\_

Physician's name \_\_\_\_\_ phone \_\_\_\_\_

If the cost of the trip presents a severe financial hardship, please notify the teacher or the principal.

This entire form **MUST** be completed and returned to the school by the due date in order for the child to participate in this activity.

Amanda Eide  
44 The Old Rd  
Newtown, CT 06470  
Cell: (203) 770-5392  
Eidea@newtown.k12.ct.us

**SEP 28 2016**

Dear Dr. Erardi

I am writing to inform you of my pregnancy and my intention to take 8 weeks of maternity leave. I intend on working up to my scheduled cesarean surgery on December 8, 2016 and return to the classroom on February 8, 2016 barring any unforeseen issues with my pregnancy and delivery.

As a new employee, I understand that I do not qualify for Family Medical Leave but am requesting that I use all of my sick and personal days for as much of my leave as possible.

If my plans change for any reason, I will let you know as soon as possible. Thank you in advance. Please contact me if you need any additional information or clarification.

Respectfully,

Amanda Eide



**Administrative Report**

**Tuesday, October 4<sup>th</sup>**

- 1. **Annual Policy Updates**
  - a. **Policy 2232.1** **Annual Report** (ATTACHMENT #1)
  
- 2. **Forum Review** **School Start Times** (ATTACHMENT #2)
  
- 3. **Public Act 16-189** (ATTACHMENT #3)
  
- 4. **Hiring Updates:**
  - a. **Assistant Principal** **NHS**
  - b. **Athletic Director** **NHS / NMS**
  
- 5. **Community Forum** **October 26<sup>th</sup>**  
**School Enrollment / Facility Study**
  
- 6. **Liberty / BOE Partnership** **October 10<sup>th</sup>**

*Charles G. ...*  
10/4/16

**SUPERINTENDENT OF SCHOOLS  
ANNUAL REPORT  
2016**

The 2015-16 school year was highlighted by the remarkable strides forward Newtown Schools experienced with recovery, rebuild, student outcomes, and community understanding and support.

A reconstituted Board of Education, blending experience and highly competent first time elected officials, accomplished much with long term planning, policy review, curriculum and instruction, climate and culture, and student opportunity.

In a continued partnership with the Connecticut Association of Boards of Education, the Newtown Board of Education completed its first full year reviewing and updating all present policies to ensure compliance and best practice. This work will continue during the 2016-2017 school year.

Numerous curriculum and instruction initiatives were brought forward at all levels of student learning. Highlighting the 2015-2016 work included a K-12 review of science, a continued emergence of the K-8 enrichment program, an early language acquisition program expanding to first grade, and an emerging ninth grade program for highly capable learners. In addition, the district spent considerable time studying, reviewing, and updating the K-12 teaching and learning vision.

A joint partnership committee was established by elected officials to examine shared services between the Board of Education and the Town of Watertown. This six month study was brought to close with collaboration and implementation scheduled for the 2016-2017 school year.

During the 2015-2016 school year the consistent trend of declining enrollment continued as the district will open the new school year with a reduction of approximately 175 students. The Board of Education completed an enrollment study and a facility study during the 2014-2015 school year and reconstituted a more detailed study in the 2015-2016 school year. The study, discussion, and potential action will be further discussed within the beginning of the 2016-2017 school year.

The Sandy Hook build-to-new construction project remained within budget and within the projected timeline as the school opened for the start of the 2016-2017 school year. In addition, the Board moved forward with the renovation project to the Newtown High School auditorium. The auditorium renovation project will take place during the 2016-2017 school year.

Celebrations were numerous throughout the 2015-2016 school year as students competed on the state, regional, and national level. Newtown youngsters were showcased within the academic arena, athletic fields, and within the performing and fine arts venue.

The Newtown Board of Education and staff continue to make a significant difference.....one student at a time.

Respectfully,  
Dr. Joseph V. Erardi, Jr.  
Superintendent of Schools

## CURRICULUM AND INSTRUCTION

Newtown Public Schools is committed to the belief that curriculum, instruction and assessment is most effective when it guides students toward deeper levels of inquiry and knowledge. Therefore, the district aligns curricula with the Connecticut Core Standards (CCS) and continues to use the conceptual design model for curriculum development. This curriculum model focuses teaching and learning on the concepts related to a topic of study in order to advance intellectual depth and support the transfer of student learning across time, disciplines, and new situations. The conceptual design model sets the framework for curriculum development, assessment, teaching, thinking, and learning in all of our classrooms and schools. The district also ensures the alignment of curricula with State-mandated assessments of student achievement, such as the Smarter Balanced assessments in language arts and mathematics, and the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) in science. In November 2015, the State of Connecticut adopted the Next Generation Science Standards (NGSS) and proposed a five-year plan for districts to transition to the new science standards in kindergarten through grade 12. In the interim, the Connecticut State Department of Education will continue to require districts to administer the CMT and CAPT assessments in science within the next few years of the transition. During 2016-17, the district will evaluate the alignment of our existing science curricula with NGSS and identify the instructional shifts necessary for implementation of these new and more rigorous standards.

The curriculum development process in Newtown Public Schools supports a collaborative culture of continuous improvement and includes teaching staff, administrators, parents, and community members. Minor changes in curricula are addressed as they are identified; major revisions require Board of Education approval. K-12 content-area committees review curricula prior to presentation at the Board level. Curriculum Council includes teacher representatives across subjects and grade levels for the review of all curricula prior to submission to the Board of Education. This committee ensures that all curricula sets clear, appropriately challenging expectations; fosters higher-order thinking; and supports students in acquiring the skills and dispositions for global readiness and success in school, career, and life. Board-adopted curriculum is posted on the district website at [www.newtown.k12.ct.us](http://www.newtown.k12.ct.us). The district reviews curricula, per Board of Education policy, in coordination with examining effective teaching practices and aligning instruction with local and national standards.

Achieving excellence in student learning opportunities and classroom instruction is our focus in Newtown Public Schools. There are a variety of ways through which professional development supports this effort. Staff and administrators uphold high standards of instruction through participation in professional learning communities (PLCs) that function and flourish within each school. Staff meets regularly in PLCs to examine student work and to identify instructional practices to support student growth. In addition, the Superintendent of Schools has established regularly occurring instructional rounds through which administrators and teacher leaders across the district gather at each school building to observe teaching and learning with the goal of enhancing instruction and professional growth. The school administrative team identifies a problem of practice as the context for the visiting team's classroom observations, which is followed by discussion of professional practices and the next steps for enhancing instruction and student learning within the school building. Professional learning for staff and administrators also enhances the district's work in curriculum development and its relationship to teaching. Staff development for teachers and administrators takes place during the school year and into the summer months. Professional learning sessions accessed by the greatest number of teachers include Readers Writers Workshop (K-8), teacher evaluation, NWEA Measures of Academic

Progress (MAP), and technology integration into instruction (K-12). Most recently, the district has launched professional learning that is focused on the conceptual design model of curriculum and instruction. These sessions provide staff and administrators with the tools, skills, and supports to deepen their understanding of concept-based curriculum and the teaching of the essential skills, facts, and processes that promote higher level knowledge and application of student learning across content areas and new contexts.

Newtown Public Schools is proud to be a community that encourages and supports all of our learners in achieving their potential for excellence while promoting the conditions that are conducive to the continuous growth of our students and staff as individuals.

## **TECHNOLOGY**

The Newtown Public Schools Technology Department is responsible for the maintenance, upgrade and repair of the district network infrastructure and hardware used to support productivity, learning, data management, communication and security. Beyond hardware support, the department works to support the use of district adopted software. These include, but are not limited to, databases for student information both demographic and academic, human resources, accounts payable and communication. It continues to assist on projects with the District Security Committee in supporting efforts to improve security.

The department has partnered with the Town Technology department whenever possible. This is evident in projects such as the implementation of Voice over IP, a shared accounts payable and human resources system and, in the use of a common tech help tracking system.

Throughout the year, our technicians work hard to ensure a consistent experience for the end users.

Highlights from this past year include:

- Rolled out InfoSnap for student yearly re-registration. Infosnap replaces the beginning of the year paper process and allows parents to confirm and correct their student's demographic data online. This will in turn streamline the input into PowerSchool. It will also allow the District to collect parent permissions and maintain them more consistently in a database.
- Worked with District administration on the rollout and customization of Alpine Achievement. Alpine will be used for the collection of student achievement and behavioral data. Once collected the results can be used to drive instruction and to determine the effectiveness of various programs used in the District.
- Supported the roll out of Secure Print, in cooperation with the Business Office, in an effort to lower printing costs throughout the district. This will allow a staff member to send a print job to a queue that holds it until they walk-up to a district copier, logs-on and release it. Secure Print provides the added benefit of confidentiality since there are no longer printed pages waiting at the copier for anyone to see. It also eliminates the need to have to reprint when a copier is out of service since the print job may be released from almost any copier in the district.

- Readied the technology in the new Sandy Hook School for its opening in August of 2016. This included the integration of the data and voice infrastructure that had been in use at Chalk Hill School with new network equipment to provide full building connectivity and the redeploy of end user devices such as servers, desktops and printers.
- Replaced the equipment in use at Reed Intermediate School with new desktops for staff and for student labs. Chromebooks were deployed in replacement of student use laptops.
- Piloted a WeBoost cellular booster to determine its success in enhancing cellular service in the lower level of Reed Intermediate School.
- Replaced ten obsolete servers that were still running Windows 2003 with new hardware and upgraded operating systems.

## GRANTS

The Board of Education receives resources outside the Newtown tax base in the form of state, federal, corporate and organization grants obtained by our administrative and teaching staff. In addition to the two larger federal grants (Title I \$146,929 and IDEA - special ed. \$844,998) that Newtown receives annually, the following grants were received for 2015-2016.

1. Newtown was awarded a SERV grant on August 16, 2014, called the Extended Services Grant in the amount of \$3,170,625. This grant addresses the long-term recovery efforts of the district and runs through June 30, 2016.
2. The federal government in 2013-14 provided two Department of Justice Victims of Crime grants. The application was a collaboration between the Town and Board of Education. The board's portion, \$1,642,906 and \$236,746 continues to provide improved security by funding for a security secretary, new interior doors, radios, an update to Reed School's telephone system, cameras for the High School and training. Funds were also provided for out of district transportation.
3. The federal Title II, Part A Teacher and Principal Training and Recruiting Grant was awarded for \$71,482, which funds a teacher's salary.
4. The federal government again awarded a Carl D. Perkins Grant of \$32,843, which funded the purchase of twenty computers for the high school graphics classes, seven ipads and a frialator for the Snack Shack. Also funded a paraprofessional for preschool, a DECA advisor, conference costs and travel expenses for staff development, and instructional materials.
5. Two Perkins Innovation grants were received in 2015-16 for Laser Engraving (\$19,549), which purchased a laser etcher machine and 3-D Design (\$13,559), which purchased nine computers, four 3-D printers, seven folding tables and a laptop.
6. Additional Carl D. Perkins funds of \$700 were received through the Naugatuck Valley Community College which funded pupil transportation and instructional supplies.

7. A Federal Title III English Language Acquisition grant through Education Connection for \$1,793 funds a small portion of a teacher's salary.
8. The IDEA (Individuals with Disabilities Education Act) provides, in addition to the large special education grant, a Preschool Grant of \$26,444, which partially funds a speech therapist.
9. A state grant through the Northwest Regional Workforce Investment Board of \$21,802 provided summer employment opportunities for high school students.
10. The State continues to provide a small portion (\$4,636) of the cost for cooperative adult education programs offered by Danbury.
11. Also awarded by the state was \$103,700 for technology hardware through a High Quality Schools and Common Core Implementation grant.
12. The state continued to fund 36.79% of the cost of various projects to improve school security from 2013-14 to 2015-16. The revised funding estimate of \$348,296 will come through a School Security grant from the Department of Emergency Services and Public Protection.
13. The Sandy Hook Foundation Inc. provided \$16,249 to fund the Sandy Hook School Summer Experience program and \$13,725 for the Middle School's Academic Resource Center staff.
14. The Newtown-Sandy Hook Community Foundation Inc. granted \$25,000 for a Grant Specialist to help secure additional funding for on-going care of students and staff impacted by the events of 12/14/12.

## CURRENT EXPENDITURES AND PER PUPIL COST

	<u>2014-2015</u>	<u>2015-2016*</u>
Current Expenditures		
Regular Education	\$62,699,524	\$60,398,904
Special Education	<u>\$15,484,895</u>	<u>\$16,900,936</u>
Total Current Expenditures	\$78,184,419	\$77,299,840
Revenue	<u>\$11,196,513</u>	<u>\$ 9,937,756</u>
Net Expenditures	\$66,987,906	\$67,362,084
Enrollment (Includes students sent out)	4,810	4,635
** Gross Cost Per Pupil	\$16,254.56	\$16,677.42
** Net Cost Per Pupil to Town	\$13,926.80	\$14,533.35

\* Unaudited figures.

\*\* Please note that in past school years the Newtown school system published comparative financial data for Newtown and other school systems. The statistics used in those reports were provided by the State and were based on their category of expenditure called Net Current Expenditure Per Pupil. Because that statistic does not include transportation cost and offsets expenditures by tuition revenue, it differs from the figures in this report.

## BUILDING AND MAINTENANCE PROJECTS

### FISCAL YEAR 2014-2015 BUILDING & SITE MAINTENANCE PROJECTS COMPLETED

	<u>Expended</u>
<b><u>HAWLEY SCHOOL</u></b>	
REPAINT MULTI PURPOSE ROOM	\$10,000
REPAINT GYM AND ADJOINING MUSIC ROOM	\$15,000
<b><u>MIDDLE GATE SCHOOL</u></b>	
CARPET FLOORING REPLACEMENT PROGRAM	\$13,850
REPAINT 1992 WING, WALLS AND FRAMES	\$25,000
REPAIR ASPHALT AT ENTRANCE, RUTS AT CURBS	\$18,000
REPLACE OIL LINES AT GENERATOR TANK PER CODE	\$14,100
<b><u>HEAD O'MEADOW SCHOOL</u></b>	
CLEAN DUCT WORK	\$15,000
REPAINT CLASSROOMS AND HALLWAYS	\$20,000
REPAINT GYM AND RESTRIPE FLOOR	\$20,000
<b><u>REED INTERMEDIATE SCHOOL</u></b>	
ELECTRICAL UPGRADE TO GENERATOR	\$16,182
<b><u>MIDDLE SCHOOL</u></b>	
INSTALL DEHUMIDIFICATION AT D-WING HALL	\$14,868
UPGRADE BATHROOMS IN A WING 2ND FLOOR	\$18,672
CARPET FLOORING REPLACEMENT PROGRAM	\$30,000
PAVE REAR ACCESS ROAD	\$13,500
SIDEWALK REPAIR	\$ 5,000
<b><u>HIGH SCHOOL</u></b>	
CLEAN DUCT WORK	\$45,331
<b><u>SYSTEM WIDE</u></b>	
REPLACE MAIN DOOR AT WHAREHOUSE AND SHOP	\$20,000
<b>TOTAL BUILDING &amp; SITE MAINTENANCE PROJECTS</b>	<b>\$314,503</b>

## ENROLLMENT STATISTICS FOR 2015-2016

<u>Grade</u>	<u>October 1, 2015</u>
Kindergarten	243
Grade 1	232
Grade 2	257
Grade 3	291
Grade 4	330
Elementary Totals	1,323
Grade 5	343
Grade 6	358
Intermediate School Totals	701
Grade 7	395
Grade 8	417
Middle School Totals	812
Grade 9	413
Grade 10	418
Grade 11	424
Grade 12	468
High School Totals	1,683
Special Ed. Pre-Kdg.	34
Out of Town:	
Special Education Tuition	36
Danbury Magnet School	25
Nonnewaug Vo-Ag Program	8
TOTAL ENROLLMENT	4,622

Note: 27 high school students included in the high school enrollment also attended magnet schools for the arts part time.

**SCHOOL HOURS 2016**

<b>DISTRICT</b>	<b>SCHOOL NAME</b>	<b>START TIME</b>	<b>END TIME</b>
<b>Darien</b>	Hindley, Royle & Tokeneke ES	8:25 AM	2:55
	Homes & Ox Ridge ES	9:00 AM	3:30
	Middlesex MS	7:55 AM	2:22
	Darien HS	7:40 AM	2:20
<b>ER9</b>	Samuel Staples Elementary	8:55 AM	3:40
	Redding ES	7:55 AM	2:50
	Helen Keller MS	8:05 AM	2:50
	John Read MS	8:55 AM	3:37
	J. Barlow HS	7:30 AM	2:07
<b>Fairfield</b>	Holland Hill ES	8:10 AM	2:45
	All Other ES	8:55 AM	3:30
	MS (3)	8:10 AM	2:50
	Fairfield Ludlowe HS	7:30 AM	2:10
<b>Greenwich*</b>	ES (3)	TBD	TBD
	MS	7:45 AM	2:35
	Greenwich HS	8:30 AM	3:15
<b>Monroe</b>	HS	7:25 AM	2:00PM
	MS	8:15 AM	2:50
	ES	8:15 AM	2:50
<b>New Canaan</b>	South ES	8:15 AM	2:45
	East & West ES	9:05 AM	3:35
	Saxe MS Gr 5/6	8:20 AM	2:55
	Saxe MS Gr 7/8	7:30 AM	2:05
	NCHS	7:30 AM	2:05
<b>Newtown</b>	Newtown HS	7:20 AM	2:02
	Newtown MS	7:20 AM	2:02
	Reed Intermediate	8:05 AM	2:49
	ES (3)	9:05 AM	3:37

Norwalk	HS (2)	7:30 AM	2:15
	MS (4)	8:15 AM	2:50
	Early ES (4)	8:45 AM	2:50
	Late ES *8)	9:20 AM	3:25
<b>Ridgefield</b>	ES	9:10 AM	4:00
	MS	8:04 AM	2:50
	HS	7:00 AM	2:15
<b>Shelton</b>	HS	7:25 AM	2:10
	Intermediate	8:05 AM	2:50
	ES	8:15 AM	3:00
	ES	9:00 AM	3:45
Trumbull	ES	8:35 AM	3:20
	MS	7:35 AM	2:30
	Weston HS	7:45 AM	2:30
	ES	8:30 AM	3:15
	Weston Intermediate	8:30 AM	3:15
<b>Westport</b>	ES	8:30 AM	3:15
	MS (2) & 1 ES	8:00 AM	2:45
	Staples HS	7:30 AM	2:15
<b>Wilton</b>	K-2	9:05 AM	3:35
	3-5	7:40 AM	2:50
	MS	8:20 AM	2:50
	HS	8:20 AM	2:50



**NEWTOWN PUBLIC SCHOOLS**  
**3 PRIMROSE STREET**  
**NEWTOWN, CT 06470**

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BUSINESS OFFICE  
(203) 426-7618  
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**MEMORANDUM**

**TO:** All Staff

**FROM:** Dr. Joseph Erardi  
Superintendent of Schools

**DATE:** October 3, 2016

**RE:** Student Data Privacy - Public Act 16-189

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The 2016 Connecticut legislative session brought a variety of changes to our education laws. We have been studying the new laws and working to determine the impact on our daily operation and effectuate changes where necessary and appropriate.

One of the most significant pieces of education legislation from 2016 is Public Act 16-189, An Act Concerning Student Data Privacy, which generally addresses the provision of personally identifiable student information to individuals or entities outside of the Newtown Public Schools. While we are vigilant about maintaining student confidentiality under the Family Educational Rights and Privacy Act (FERPA), the new Connecticut law adds a layer of requirements to ensure student privacy. We intend to provide our leadership team with appropriate training on the new law, as well as a refresher on the requirements of FERPA; however, we provide in this memorandum important information relative to **immediate compliance** with Connecticut's student data privacy law.

In general, PA 16-189 requires the district to enter into a *written contract* with specific terms, as defined by the law, with a contractor/operator anytime the district provides the contractor/operator with student data or access to such information. The law defines a contractor as a consultant who provides non-instructional services to the district, and an operator as a person operating a website, online service or mobile application that is used for school purposes and marketed for such purposes. Thus, if the district uses an online program to collect identifiable student data, the operator of that program is likely covered by this law. As an example, the district is already aware that its relationships with PowerSchool and IEPDirect will fall squarely into the requirements of the law. The law impacts any contract that is entered into, renewed or amended on or after October 1, 2016.

We are in the process of conducting an inventory of the current programs and applications being used in the district and reviewing and revising the approval process for use of these services within our classrooms. As an educational institution, we strive to provide effective, appropriate educational tools for our students and to continue to be innovative with our teaching. However, we must understand the confines of the law and student confidentiality, ensuring that we are knowledgeable about where and how our student information is being stored, used and accessed. To that end, please note the following:

- Terms of Service (TOS) agreements for mobile applications, whereby you “click” to agree, may constitute a contract, which terms may or may not comply with the new law. **Please do not agree to a TOS at this time unless you receive prior administrative approval.**
- Please provide to your administrator a list of programs or mobile applications you use in your classroom or require students/parents to use at home, regardless of whether you believe there is a TOS agreement. This includes but is not limited to programs or applications used by students pursuant to their IEPs (e.g., assistive technology or AAC programs). This does not include district-wide programs.
- There is no distinction in the law between programs that are for a fee or free of charge. Thus, even if there is no payment required, a mobile application may fall under the law.
- Outside consultants providing non-instructional services may fall under this law. Thus, please notify an administrator if you need to engage the services of a consultant who is provided with student information, whether or not parent consent is required for the consultation.
- Unless informed otherwise, you may continue using the websites, programs and mobile applications that you were prior to October 1, 2016. Please note, however, that we will be reviewing the TOS and privacy agreements with operators, and whether contractors have access to student information, to determine whether they comply with the new law and whether new contracts are required.

We appreciate your attention to this important matter and will provide you additional information as it becomes available. If you have any questions, please contact my office.

High Projection Enrollment Working Document  
September 27, 2016

	<u>K-4</u>	<u>5-7</u>	<u>8-12</u>
2018-19		895	1,943
2019-20		871	1,849
2020-21		861	1,740
2021-22		831	1,632

	<u>K-4</u>	<u>5-6</u>	<u>7-12</u>
2018-19		579	2,258
2019-20		560	2,159
2020-21		570	2,031
2021-22		540	1,923

	<u>K-3</u>	<u>4-6</u>	<u>7-12</u>
2018-19		847	2,258
2019-20		838	2,159
2020-21		808	2,031
2021-22		675	1,923

### High Enrollment Projections

School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK
2014-15	2009	192	230	254	278	290	330	340	392	418	414	435	424	419	458	42
2015-16	2010	200	239	253	261	285	290	340	350	402	424	408	433	437	391	50
2016-17	2011	171	204	263	260	268	286	299	350	358	408	418	407	446	408	50
2017-18	2012	169	202	225	271	267	268	294	308	358	364	402	417	419	417	50
2018-19	2013	166	198	222	231	278	268	277	303	315	364	358	400	429	391	50
2019-20	2014	180	215	218	229	237	278	276	285	310	320	358	357	412	401	50
2020-21	2015	196	235	237	225	235	238	287	284	291	315	315	357	368	385	50
2021-22	2016	214	255	258	244	231	235	245	295	291	296	310	314	368	343	50
2022-23	2017	232	277	281	266	250	231	242	252	302	295	292	309	324	344	50
2023-24	2018	250	299	305	289	273	251	238	249	258	307	291	291	318	302	50
2024-25	2019	269	322	330	314	297	273	258	245	255	262	302	290	299	297	50

High Projections	K-12th		K-4th		5th-6th		7th-8th		9th-12th	
	Total	Change	Total	Change	Total	Change	Total	Change	Total	Change
2014-15	4,682	-2.9%	1,382	-5.7%	732	-7.0%	832	-2.8%	1,736	1.2%
2015-16	4,514	-3.6%	1,329	-3.8%	690	-5.8%	826	-0.7%	1,669	-3.8%
2016-17	4,376	-3.1%	1,282	-3.6%	649	-5.9%	766	-7.3%	1,679	0.6%
2017-18	4,212	-3.7%	1,233	-3.8%	602	-7.2%	722	-5.7%	1,654	-1.5%
2018-19	4,035	-4.2%	1,198	-2.9%	579	-3.8%	679	-5.9%	1,579	-4.5%
2019-20	3,897	-3.4%	1,178	-1.6%	560	-3.3%	630	-7.2%	1,529	-3.2%
2020-21	3,771	-3.2%	1,169	-0.8%	570	1.8%	606	-3.8%	1,425	-6.7%
2021-22	3,685	-2.3%	1,223	4.6%	540	-5.3%	587	-3.3%	1,336	-6.3%
2022-23	3,664	-0.6%	1,305	6.7%	494	-8.4%	597	1.8%	1,268	-5.1%
2023-24	3,670	0.2%	1,416	8.6%	487	-1.5%	565	-5.4%	1,202	-5.2%
2024-25	3,744	2.0%	1,535	8.3%	503	3.3%	517	-8.4%	1,188	-1.1%

First 5-Year % Change	-13.7%	-11.4%	-18.8%	-23.7%	-8.4%
Second 5-Year % Change	-0.7%	31.3%	-11.8%	-14.7%	-16.6%
Ten-Year % Change	-17.1%	15.5%	-27.1%	-37.4%	-28.8%

All projection scenarios show continued decline in enrollment for the projection horizon. The low projections show a 28% decline out to 2024-25, while the high projections show a 17% decline over the ten-year horizon. In all scenarios, elementary enrollments begin to increase in the second half of the projection horizon. The continued decrease over the first five years results largely from a known trough in births from 2010 - 2013. However, the nadir in elementary enrollments is projected to occur in 2020-21. Again, Newtown Public Schools should monitor housing sales closely, as immigration of young families could lessen the decline projected at the elementary level over the next five years. High school enrollments are projected to begin to decline significantly in 2018-19, under all scenarios. This is when the smaller cohort sizes of the elementary, intermediate and middle schools enter the high school.

### ELEMENTARY SCHOOLS ENROLLMENT PROJECTIONS

The cohort-survival methodology was used to project individual elementary school enrollments, based on persistency ratios unique to each school. The school-by-school projections are informed by localized variations in the same data that informed the district-wide projections: housing sales, births and enrollment trends. Sometimes, district-wide data mask variations at the neighborhood and individual school attendance zone level.

*P.A. 14-196 mandates a policy pertaining to this topic by October 1, 2016.*

## **Students**

### **Exploitation; Sexual Harassment**

#### **Sexual Abuse Prevention and Education Program (*Version #1*)**

### **Definitions**

**Sexual abuse** refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

**Sexual assault** usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The offender usually takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse – a trusted friend or family member, a stranger, a casual acquaintance, or an intimate partner.

### **Program**

The **Newtown** Public Schools shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with P.A. 14-196, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. ~~The District's implementation of the Sexual Abuse and Assault Awareness and Prevention Program, per statute, shall be not later than July 1, 2016. The program shall include, but not be limited to:~~

- ~~1. Providing teachers instructional modules that may include, but not be limited to:
  - ~~a. Training regarding the prevention and identification of, and response to, child sexual abuse and assault, and~~
  - ~~b. Resources to further student, teacher and parental awareness regarding child sexual abuse and the prevention of such abuse and assault.~~~~

## Students

### Exploitation; Sexual Harassment

#### Sexual Abuse Prevention and Education Program (*Version #1*)

#### Program (continued)

#### *Alternate Language:*

1. Providing mandatory training to all District staff to ensure they are fully informed on:
  - a. The warning signs of sexual abuse and sexual misconduct involving a child, including recognizing and reporting child sexual abuse,
  - b. Mandatory reporting requirements,
  - c. School District policies pertaining to sexual abuse and sexual misconduct,
  - d. Establishing and maintaining professional relationships with students,
  - e. Available resources for children affected by sexual abuse or misconduct, and
  - f. Appropriate follow-up and care for abused students as they return to the classroom setting.
  
- ~~2. Providing students age appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to:~~
  - ~~a. The skills to recognize:
 
    - ~~i. Child sexual abuse and assault,~~
    - ~~ii. Boundary violations and unwanted forms of touching and contact, and~~
    - ~~iii. Ways offenders groom or desensitize victims.~~~~
  - ~~b. Strategies to promote disclosure, reduce self blame and mobilize bystanders.~~
  - ~~c. Actions that child victims of sexual abuse and assault may take to obtain assistance.~~
  - ~~d. Intervention and counseling options for child victims of sexual abuse and assault.~~
  - ~~e. Access to educational resources to enable child victims of sexual abuse and assault to succeed in school.~~
  - ~~f. Uniform procedures for reporting instances of child sexual abuse and assault to school staff members.~~

*[Note: Above items a, b, c, d, e, and f are required per P.A. 14-196.]*

## Students

### Exploitation; Sexual Harassment

#### Sexual Abuse Prevention and Education Program (*Version #1*)

##### Program (continued)

##### *Alternate Language:*

2. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse or sexual assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault. Students will be:
  - a. Provided with resources and referrals to handle these potentially dangerous situations.
  - b. Provided access to available counseling and educational support.

The Board of Education directs the Superintendent develop administrative regulations to address the issues of students obtaining assistance, intervention and counseling options, access to educational resources and procedures for reporting instances of child sexual abuse and assault.

A student shall be excused from participating in the sexual abuse, assault awareness and prevention program offered within the school, in its entirety or any part thereof, upon receipt by the Principal or his/her designee, of a written request from the student's parent/guardian.

~~(*Alternate language:* A student shall be excused from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the Principal of a written request from the student's parent or guardian.)~~

Any student exempted from the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work.

### Reporting Child Sexual Abuse and Assault

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in policy #5141.4, "Reporting of Suspected Child Abuse," and its accompanying regulations.

## Students

### Exploitation; Sexual Harassment

#### Sexual Abuse Prevention and Education Program (*Version #1*)

#### Reporting Child Sexual Abuse and Assault (continued)

Connecticut General Statutes §17a-101, as amended, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes.

An oral report by telephone or in person shall be made as soon as possible but no later than 12 hours to the Commissioner of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.

~~Reporting suspected abuse and/or neglect of children, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation #5151.4.~~

~~(cf. 5131.911—Bullying)~~

~~(cf. 5141.4—Reporting of Suspected Child Abuse)~~

~~(cf. 5145.5—Sexual Harassment)~~

Legal Reference: Connecticut General Statutes

17a-101q Statewide sexual abuse and assault awareness and prevention program (as amended by Section 415 of the June 2015 Special Session Public Act 15-5)

Policy adopted:

cps 4/15

rev 7/15

**ASSUMPTIONS**  
**2017-2018 BOARD OF EDUCATION BUDGET**

- The Newtown Board of Education's mission to inspire every student to excel will be the foundation of all decision making.
- Open and honest communication and cooperation will be maintained with other municipal boards and the community throughout the budget process.
- State and Federal financial support of education will not keep pace with increased programming mandates and will be further reduced by legislation and reductions of grants and other supports to local communities. The Department of Education support will come to close during the 2016-2017 school year and there will be a need for continued services and staffing for the 2017-2018 school year.
- Safety, security and health standards will be supported through continued training of staff; e.t., District Security Committee, Anti-bullying, Blood Borne Pathogens, Sexual harassment/Title IX, Mandated reporting, OSHA (Office of Safety and Health Administration).
- Salaries and benefits will be based on commitments incurred through collective bargaining and other employment agreements.
- Existing programs and services will be reviewed, evaluated, maintained or adjusted as the educational needs of students change.
- Overall certified and classified staffing levels will be adjusted based on enrollment, programming, safety factors and facility considerations.
- Purchased services and supply accounts will be reviewed and adjusted based on documented prices and trends; i.e., fuel, where appropriate, enrollment changes, and facility needs.
- Budgeted items that are bid will be based on budget history and inflation projections.
- Consideration will be given to the current economic conditions.
- Funding for Educational Cost Sharing will remain constant for 2017-2018.

**PRIORITIES**  
**2017-2018 BOARD OF EDUCATION BUDGET**

- Support funding for appropriate class sizes at all levels of instruction.
- Update all instructional materials for teachers and students as required through the curriculum renewal cycle for the current year.
- Continue a level funding plan for expansion and sustainability of technology with access and equity for all students.
- Support funding for the prioritized joint Capital Plan (Board of Education/Town of Newtown).
- Continue to pursue opportunities to share services, where appropriate, between the Board of Education and all town departments.