

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

Minutes of the Board of Education meeting on February 6, 2018 at 7:30 pm in the Council Chambers of the Municipal Building.

M. Ku, Chair	L. Rodrigue
R. Harriman-Stites (Vice Chair)	R. Bienkowski
D. Cruson, Secretary	D. Mailloux-Petersen
D. Leidlein (7:35 pm)	5 Staff
J. Vouros (Absent)	1 Press
A. Clure	25 Public
D. Delia	

Mrs. Ku called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Celebration of Excellence

Dr. Rodrigue stated that the Board of Education was delighted to recognize and celebrate Newtown High School's "Best Buddies" program. This volunteer program has 140 members at Newtown High School and provides opportunities for one-to-one friendships for students with intellectual and developmental disabilities and general education students. The student leaders plan and organize many wonderful activities throughout the year. Dr. Rodrigue reported that the Newtown High School "Best Buddies" program was chosen as the most outstanding chapter in the state of Connecticut for the 2017-2018 school year. She read the names of the student leaders receiving Certificates of Excellence: Sara Kennedy - President, Bridget Morrissey, VP, Sara Matte, Secretary, Jenna Gonski, Treasurer, Sophia Spraggins, Buddy Director, Johnny Nowacki, Buddy Director, Bryan Bailey, Fund Raising Coordinator, Rachel Tomasino, Associate Member Coordinator, Dani Powell, Friendship Coordinator, Nolan Adis, Board Member and JP Ford, Board Member. She also thanked chapter teacher advisors, Jill Gonski and Mimi Riccio, for their support and leadership.

Mrs. Ku congratulated the members and advisors, and said the well-deserved recognition at the State level was due to their hard work, dedication and enthusiasm.

Item 3 – Consent Agenda

MOTION: Mr. Cruson moved that the Board of Education approve the consent agenda which includes the high school field trip, the donation to Newtown Middle School, and the resignation of Ali Boa. Mrs. Leidlin seconded.

Mr. Clure asked if the donation for the 8<sup>th</sup> grade field trip to DC would be used equally.

Dr. Rodrigue answered that it is to be used for any students who need it and it is to be equitably distributed.

Mrs. Ku commented that the generous donation is greatly appreciated.

Motion passes unanimously.

Item 4 – Public Participation

Item 5 – Reports

Chair Report: Mrs. Ku reported that the Superintendent Search was ongoing and that the Superintendent Search Committee is in the process of interviewing candidates. Out of respect for the people being interviewed, this process is not open to the public. Mrs. Ku asked Mr. Delia, who attended a Connecticut Kid Governor event, to speak to that experience. Mr. Delia said that this is a social studies program, sponsored by the Connecticut Public Affairs Department, where 5<sup>th</sup> graders run for Kid Governor with the platform of making the world a better place. Each school in Connecticut can enter one student candidate into a statewide election. 5<sup>th</sup> graders across the state voted for one of the final 8 candidates and an inauguration was held for the new Connecticut Kid Governor. The Kid

Governor goes to DC and supports their platform for an entire year. This is a wonderful program and is run at no cost to the schools.

Mrs. Ku thanked Mr. Delia for that review and said that perhaps this is something the C & I Committee could consider. She gave recommendations for Sub-Committee topics for members to think about as follows: 1) Curriculum & Instruction Committee - review class size and how it compares to surrounding districts; and additional measures for district performance. 2) Communications – budget newsletter. 3) Finance and Policy – review tuition for staff and how it compares to surrounding districts. Mrs. Ku attended the Police Commission's Meeting and they are going to open Old Farm Road for 15 minutes in the a.m. for a trial period in February only, just for Reed buses, to see if it improves the travel time for those buses.

#### Superintendent's Report:

Dr. Rodrigue reported that in consultation with our Athletic Director, Matt Memoli, a self-study will be launched regarding the athletic programs, fees and equitability issues as raised during budget discussions. A similar study will begin regarding all extracurricular activities and the programming fees. Details will be shared in the near future. The Task Force regarding transportation and the start time is nearing completion. Details of the no-cost solution are to be presented to the Board of Education in March. Chris Moretti, principal at Hawley, is heading that task force. Dr. Rodrigue stated that a discrepancy was discovered in kindergarten registration materials as regards the eligibility date for a child to start kindergarten. Our Policy 5112 – Ages of Attendance – states that in order to be eligible for kindergarten, a child needs to turn 5 on or before January 1 of that school year (previously it was written as December 31). These materials have been corrected just in time for our February 26, 2018 Kindergarten Parent Information Night. Newtown High School will host the musical, *Les Miserables*, in our new auditorium in March. This will be the first time the community gets to enjoy our new facility. A dedication is being planned for the auditorium in the spring that will feature many of our talented students. Turning to the potential snow storm tomorrow, we have had 4 snow days so there are 6 school days remaining (using June 20, 2018 as the last day) before we would have to pull any days from April break. The decision is not made on the Newtown High School graduation date until after April 1<sup>st</sup>, which is set by the Board of Education at the first BOE meeting in April.

#### Committee Report:

Policy Committee – Mrs. Harriman-Stites reported that the Policy Committee is continuing to work through the 5000 series. We had our second policy meeting with our newly-formed committee and there has been a seamless transition. She thanked Mr. Cruson for jumping on board and right in with all of the work that policy brings. Topics being worked on are “Assigning Home School Students to Classes in Grades K-12” and there was also a robust discussion around the Newtown Service Dog policy. The next Policy Committee meeting is scheduled for tomorrow morning, February 7, 2018, and discussion will continue if weather permits.

#### Student Representative Reports:

Rory Edwards: College letters are arriving and with them the need for assistance in funding for college. The Career Center held a Scholarship Workshop on January 25, 2018 and there is a new Hertberg Family Foundation Scholarship which offers \$10,000 annually to a graduating NHS Senior.

Talia Hankin: On Wednesday (February 7, 2018), Newtown High School will be hosting a parent orientation for current 8<sup>th</sup> grade students who plan on attending NHS next year. Students and parents will be given tours, have the opportunity to see examples of classes in action and hear from administrators, teachers and student leaders.

Rory: There was a successful blood drive hosted by the student government in coordination with the Red Cross on Monday, February 5<sup>th</sup> from the start of school until 1:00 pm.

Talia: The Snowball semi-formal will be held this Friday, February 9, 2018 at the Crowne Plaza in Southbury and the Best Buddies Valentine's Day Dance will be on Saturday, February 17, 2018 in the NHS Cafetorium.

Rory: In sports, girls' basketball celebrated their senior night with a win over Masuk and wrestling did the same for their senior night with a win over Brookfield. The Girls and Boys Indoor Track teams and the Cheer Team competed in their SW Conference championship this past weekend. The Cheer Team finished 2<sup>nd</sup> in their conference, Girls Track came in 2<sup>nd</sup> and Boys Track finished 5<sup>th</sup>.

Talia: Rehearsals are under way for the Spring musical, Les Miserables. Students in cast and crew have been able to fully utilize the new auditorium. There will be 5 performances and it will run from March 22 – 25, 2018. Tickets are now available to the public for purchase. Second semester is going well both in and out of classes!

Mrs. Ku thanked the students for their input and told them that they were welcome to leave.

#### Item 6 – Old Business

##### High School Auditorium Update/Rental Policy

Dr. Rodrigue passed out Policy and Regulation 3515 – Community Use of School Facilities. She explained that she doesn't want the NHS auditorium to be rented this summer because that time is needed to paint the floor, complete maintenance items and Janice Gabriel needs time to train on the new technology equipment. Also there were rental protocol and fees issues recently and she will be meeting with Michelle Hiscavich and Ron Bienkowski about this. Very few groups are allowed to waive fees. This was a 4 ½ million dollar project and the fees are needed to maintain the auditorium's beauty and keep everything safe. Dr. Rodrigue referred to the forms in the back of the policy, beginning with "The Application for Community Use of School Facilities". This current form is not good for use in renting the auditorium. She wants to create another form just for renting the auditorium and will bring it to the Policy Committee. Dr. Rodrigue asked for support for not renting the auditorium this summer and stated that Mr. Faiella is getting quotes on the cost of painting the floor.

Mrs. Ku asked if there needs to be a motion on not doing something.

Dr. Rodrigue answered that no motion is needed, just support for the floor painting and maintenance.

Mr. Cruson asked Dr. Rodrigue to elaborate on her request.

Dr. Rodrigue stated that repainting the auditorium floor will take several weeks. Mr. Faiella is getting the quotes for the gray paint and the finish that we need. It will probably take most of July and Janice Gabriel can't get the training she needs on the technology equipment until after the painting is finished.

Mr. Delia fully supports not allowing groups to rent the auditorium in the summer.

Mrs. Harriman-Stites fully supports as well, however, she has a question about the fees. She wants to make sure that the fees for the use of the auditorium will be going into maintenance.

Dr. Rodrigue answered that the fees would be used for that purpose.

Mrs. Leidlein asked if we are going to have to pay for the floor.

Dr. Rodrigue answered that the Town has held money back for this.

Mrs. Leidlein said that she is disappointed that we're losing the summer fees.

Dr. Rodrigue stated that up until two years ago, we didn't rent the NHS auditorium in the summer. We did it for the theater group that came in under special circumstances but we really haven't lost any fees. She agrees with Mrs. Leidlein, however, that it is disappointing but we need two months to get it done correctly.

Mr. Clure asked if food was allowed in the auditorium.

Dr. Rodrigue answered that you needed to have special permission to bring food into the auditorium prior to the renovation. She said that we will now be a lot stricter about no food or beverages being allowed in the auditorium.

Mr. Clure asked how this would be accomplished, possibly with signs?

Dr. Rodrigue said that we need to be more vigilant.

Mrs. Ku asked for further thoughts on the auditorium.

Mr. Clure stated that he is also disappointed with having to wait but agrees we need to do what we have to in order to get it done correctly.

Mr. Cruson feels that it is the lesser of two evils. He would rather lose revenue in the summer than have the students miss out.

Mrs. Ku agreed that she is disappointed as well, but will support Dr. Rodrigue's request to not rent out the NHS auditorium in the summer.

### Item 7 – New Business

#### Special Education Contingency

Mrs. Ku reviewed that at the last Board meeting, the Board of Education recommended budget was finalized and in that process \$100,000 was added for the Special Education Contingency. She handed out copies of Board Policy 3171.1 – Non-Lapsing Education Fund, and opened up a discussion about the need to envision how this will work as it moves on through the Board of Finance and Legislative Council. Mrs. Ku stated that currently we have a non-lapsing fund in which we can request that money left at the end of the year go into this fund. Traditionally this has been a very small amount at the end of each year as the budgets have been so closely managed. She asked Mr. Bienkowski if he had anything he wished to add as background.

Mr. Bienkowski stated that he has developed a suggested outline (which he handed out) that can be used to address the Special Education Contingency Line Item, which encompasses some of the reference to the non-lapsing account as well. As per his outline, the Special Education Contingency Line Item is to be used for unforeseen special education expenses; it may be used to cover additional costs that are expected to exceed the special education budget in total; and it will be available for expense overages as presented to the BOE – for tuition, transportation, teachers, paraeducators, BT's, BCBA, professional services, specialized services, equipment, supplies and materials, all as required by a student's individual educational program (IEP). This covers all expenses in the special education budget. He also recommends that these be presented to the Board so it's not something that will be done automatically. It will be presented as part of the Financial Report and will ask that such transfers be noted in the minutes for Board approval, and very specific approval will be required. Should the balance in the account be full or partial at the end of the fiscal year, it shall be requested to be included specifically for special education purposes in the non-lapsing account, with any other monies that may be available to be carried over. The intent of this line item is to only be used for special education purposes for expenditures noted above. These purposes result from students moving into the district, from court placements, from DCYS, from mediated settlements, and changes to IEP's. Mr. Bienkowski told the Board that

Mrs. Mailloux-Petersen has reviewed this plan and thinks it's a good guideline to follow with this contingency fund as we move forward.

Mrs. Harriman-Stites thanked Mr. Bienkowski for pulling this together. She asked how it works with the existing non-lapsing account and if we proposing that it be merged with that money but designated.

Mr. Bienkowski answered that Mrs. Harriman-Stites is correct and that the non-lapsing account is co-mingled with other funds on part of the Town, but it's partitioned for us and the Town. He is suggesting that we further partition our share to special education and non-special education expenses. His long-term strategy approach to this is if we budget it this year, and this budget line each successive year, it's possible that the budget line that's in the Board's budget might be able to be reduced.

Mr. Delia asked Mr. Bienkowski if there was another contingency fund for \$179,000 under tuition.

Mr. Bienkowski said that Mr. Delia was correct and there is a line item under tuition for unanticipated needs and placements.

Mr. Delia asked if this fund was the same type of non-lapsing fund that was being discussed.

Mr. Bienkowski stated that this was a general fund account and not a non-lapsing one.

Mrs. Ku reiterated, in order to be clear, that the \$100,000 that was voted on Thursday night would be carried in our annual budget and that if it was not used during the year, at the end of that year we would request that it be deposited into the non-lapsing fund designated for special education purposes.

Mr. Bienkowski agreed that was correct.

Mrs. Leidlein asked if the \$100,000 that was voted on was specific as a contingency line item or was it just to add \$100,000 to the budget.

Mr. Bienkowski stated that he interpreted it as both.

Mrs. Leidlein said she understands that but wants to make sure the motion was clear.

Mrs. Harriman-Stites reported that in the minutes the motion said, "I move to increase the Special Education budget by \$100,000 to offset unforeseen expenses during the budget year..."

Mrs. Leidlein asked, "So it wasn't specified as contingency?"

Mrs. Harriman-Stites stated that the word "contingency" wasn't used.

Mrs. Leidlein said that she wants to make sure that this won't cause an issue going forward and wants to make sure it is legally correct.

Mr. Bienkowski said that in the budget, because a special category had to be created for it, it was called "contingency" in that category. He will discuss this with Bob Tait and the Board of Finance to be certain that is the appropriate way to handle it.

Mrs. Leidlein asked if we need to go back and make a motion that it's a contingency line item or is it okay with the motion as is and just label it as a contingency item.

Mr. Bienkowski said that he believes the intent was very clear and that we don't need to make a motion. We can refer to the minutes and it can be clearly communicated to the Board of Finance when we present to them.

Mrs. Ku stated that she is comfortable with how it was done. However she also said that she initially talked with legal counsel to make sure this was something that could be done and there are other towns that are doing it. So she could get advice from legal counsel if it's felt that it's needed.

Mrs. Leidlein said that she would leave that up to Mrs. Ku's discretion.

Mrs. Ku closed that discussion and thanked Ron Bienkowski and Deb Mailloux-Petersen for putting that information together.

Minutes of January 9, 2018:

MOTION: Mrs. Leidlein moved that the Board of Education approve the minutes of January 9, 2018.

Mr. Cruson seconded. Motion passes unanimously.

Minutes of January 11, 2018:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the minutes of January 11, 2018. Mr. Cruson seconded. Vote: 5 ayes, 1 abstained (Mrs. Leidlein) Motion passes.

Minutes of January 16, 2018:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the minutes of January 16, 2018. Mr. Cruson seconded. Vote: 5 ayes, 1 abstained (Mr. Clure) Motion passes.

Minutes of January 23, 2018:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the minutes of January 23, 2018. Mr. Cruson seconded. Vote: 5 ayes, 1 abstained (Mrs. Leidlein) Motion passes.

Minutes of January 30, 2018:

MOTION: Mr. Cruson moved that the Board of Education approve the minutes of January 30, 2018. Mrs. Harriman-Stites seconded.

Mr. Cruson noted that there was a change needed in the January 30, 2018 minutes on page 4, second paragraph, last sentence. It should read "Mr. Cruson clarified that this discussion was about all activities and not just sports." Mrs. Ku noted the change and the motion on the amended minutes passes unanimously.

Minutes of February 1, 2018:

MOTION: Mrs. Harriman Stites moved that the Board of Education approve the minutes of February 1, 2018. Mr. Cruson seconded. Motion passes unanimously.

Mrs. Ku gave a thank you to Kathy June for getting all these minutes compiled.

Item 8 – Public Participation

Item 9 – Adjournment

The meeting adjourned at 8:38 p.m.

Respectfully submitted:

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Daniel J. Cruson, Jr.  
Secretary



# Air-Star Transportation

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

Principal Approval: \_\_\_\_\_

## CHARTER BUS REQUEST

Person requesting: Tom Kuroski School: NHS

Class: Anatomy and Physiology Date of trip: May 25-26, 2018

Pickup time: 6 AM  AM /  PM Destination: Philadelphia

Address of destination: Points of Interest - see Itinerary.

Leave time from destination: 2:30 PM AM /  PM Snow/Rain date: NA

Teacher in charge of trip: Tom Kuroski

No. students: 45 No. staff: 5 No. parents (if applicable): —

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: Students.

Contact person: Tom Kuroski Phone No.: 203-501-9711

*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.

**11<sup>th</sup> ANNUAL ANATOMY AND PHYSIOLOGY  
OVERNIGHT FIELD TRIP TO PHILADELPHIA  
VISITING;  
THE FRANKLIN INSTITUTE OF SCIENCE  
THE MUTTER MUSEUM,  
& THE PHILADELPHIA ZOO**

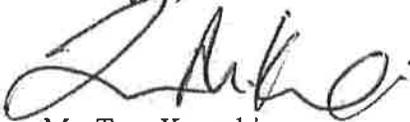
**MAY 25 & 26, 2018**

To: Newtown Board of Education  
From: Mr. Tom Kuroski  
Date: February 1, 2018  
Re: Anatomy and Physiology Overnight Field Trip to Philadelphia

I have finalized the 11th Annual Anatomy and Physiology Field Trip to visit The Franklin Institute of Science, The College of Physicians of Philadelphia Mutter Museum and the Philadelphia Zoo. I am always excited about this trip, as it will provide students with a unique opportunity to observe exhibits that are incredibly engaging and also linked directly to the curriculum they have learned during the year. This exciting learning experience will be further enhanced because it takes place in one of the most historically significant cities in the country, Philadelphia. I know that the agenda for the seniors during this time of year can be overwhelming, so I have chosen a date that does not interfere with any of their other activities or academic responsibilities. I have also worked very hard to keep the price of the trip reasonable because I know that the cost of everything is increasing. The cost this year will be \$160.00/Student.

\*Please see attached Itinerary of the trip for additional information.

Thank you,



Mr. Tom Kuroski  
Anatomy and Physiology  
[kuroskit@newtown.k12.ct.us](mailto:kuroskit@newtown.k12.ct.us)

## ITINERARY

### DAY ONE

**FRIDAY MAY 25, 2018**

- 6:15-6:30am** Depart Newtown High School via Deluxe Coach Bus.
- 10:00am** Arrive at the Mutter Museum at 19 South 22<sup>nd</sup> Street.
- 10:15am** Check in at the Mutter Museum  
1. 45 min. self-guided tour of museum with group  
2. Tour the Medicinal Plant Garden located at the museum  
3. Students can visit exhibits of individual interest
- 12:00pm** Depart Mutter Museum and board bus
- 12:30pm** Arrive at The Redding Terminal Market at the corner of 12<sup>th</sup> and Arch. Eat lunch and visit local attractions, landmarks and shops.
- 1:30pm** Tour downtown Philadelphia and visit historical attractions and landmarks. (to be determined based on available time and locations)
- 1:45pm** Depart from Independence Visitors Center bus pick up area and leave for the Philadelphia Zoo
- 2:00pm** Arrive at the Philadelphia Zoo at 3400 W. Girard Avenue  
Depart between 4:30 – 5:00pm
- 5:15pm** Visit Historic Philadelphia – Short walking tour of historical sites along the Delaware River. (to be determined based on available time and locations)
- 6:30pm** Depart Historic Philly and go to Hampton Inn. 8600 Bartram Ave.
- 7:00pm** Check in at the Hampton Inn.
- 7:15pm** Pizza Party Dinner in conference room at the Hotel.

## ITINERARY

### DAY TWO

**SATURDAY MAY 26, 2018**

- 7:00am** Wake-up Call - Pack-up and bring bags down to lobby
- 8:00am** Deluxe Continental Breakfast served at the Hampton Inn - Load bags onto the Bus. Check-out.
- 9:00am** Depart Hampton Inn
- 9:15am** Visit the Philadelphia Museum of Art at 2600 Ben Franklin Pkwy and run the "Rocky" steps! Walk (weather permitting) to the Franklin Museum of Science
- 9:45am** Arrive at Franklin Museum of Science at 222 North 20<sup>th</sup> Street. Check in to the Museum. Follow agenda
- 1. Giant Heart Exhibit - 2<sup>nd</sup> Floor**
  - 2. Brain Exhibit - 2<sup>nd</sup> Floor**
  - 3. Sports Challenge Exhibit - 3<sup>rd</sup> Floor**
  - 4. Free Time to visit exhibits of particular interest**
- 12:00pm** Meet at Ben's Bistro for Lunch - 2<sup>nd</sup> Floor
- 1:00pm** Visit other exhibits of particular interest, attend films showing at IMAX/Franklin Theaters or participate in Museum Activities.
- 2:00pm** Visit Fountain Park across the street from the main entrance doors of the Franklin Museum.
- 2:15-2:30pm** Arrive at Bus Pick-up area
- 2:30pm** Depart Philadelphia for return trip to Newtown
- 6:00-6:15pm** Arrive back at Newtown High School

**EXPENSES FOR ANATOMY AND PHYSIOLOGY OVERNIGHT  
PHILADELPHIA TRIP:**

**ACCOMMODATIONS, TRANSPORTATION AND  
DESTINATION FEES**

The total cost per student will be \$160.00. This cost covers the following accommodations.

- a. **Deluxe Coach Round trip transportation from Newtown to Philadelphia and points of interest within the city during both days.**
- b. **Hotel stay at the Hampton Inn, Philadelphia. Accommodations include: (3 or 4 students per room), two queen beds, microwave, fridge, coffee maker, hair dryer. Use of a conference room for pizza party, movies and Anatomy Achievement Awards Friday night.**
- c. **Deluxe continental breakfast Saturday morning, which includes: Waffles (make your own), eggs, breakfast meats, pastries, muffins, bagels, cereal, milk, juices, and coffee.**
- d. **Admission to the Philadelphia Zoo and all featured attractions.**
- e. **Admission to the College of Physicians of Philadelphia Mutter Museum with guided tour and special presentation of Medicinal Herb Garden.**
- f. **Admission to the Franklin Museum of Science and all special exhibits including the Giant Heart, Brain Exhibit and the Sports Challenge.**

**Additional student expenses would include:**

- a. **The cost of lunch at the Redding Terminal Market (food court) on Friday and the Franklin Museum (Ben's Bistro food court) on Saturday.**
- b. **The cost of individual souvenirs purchased at any of the Philadelphia landmarks and destinations.**

**\*Note: Addresses and Phone Numbers of all destinations will be provided with the final field trip package to students and parents the week before the trip.**

## Newtown Middle School

**Thomas R. Einhorn**  
Principal



**James E. Ross**  
Assistant Principal

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

January 18, 2018

Dear Dr. Rodrigue,

We have received a donation in the amount of \$10,000.00 to be used for financial aid for students wishing to go on the 8<sup>th</sup> grade trip to Washington D.C. We received this through the generosity of past parent of 8<sup>th</sup> graders, who has asked to remain anonymous. Would you please present this to the BOE so that we may accept it?

Thank you,

A handwritten signature in black ink, appearing to read "Tom Einhorn". The signature is stylized and written over a horizontal line.

Tom Einhorn

**JAN 16 2018**

12 January 2018

To the Office of Dr. Lorrie Rodrigue, Superintendent:

I am writing to inform your office that after my formal leave of absence concludes, I plan to resign from my teaching position at Newtown High School.

I write this email with reluctance and a heavy heart, but I have decided to stay home full-time to raise my son, Jax. Although I will truly miss my family at Newtown High School, this decision is the best one for my family right now.

Thank you for the opportunity to teach, grow, and learn in a such a positive, warm, and professional community.

Sincerely,

Ali Boa

## Students

### Ages of Attendance

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons five years of age and older, having attained age five on or before the first day of January of any school year, and under twenty-one years of age who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. Children who have not attained the age of five before the first day of January will not be admitted to kindergarten unless the student meets the requirements of Policy 5111. Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age must consent to such child's withdrawal from school. For the school year commencing July 1, 2011 and each school year thereafter, the parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to the District not later than ten (10) schooldays after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

## Students

### Ages of Attendance (continued)

(cf. 5111 - Admission/Placement)  
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157 and PA 09-6 (September Special Session)

10-186 Duties of local and regional boards of education re school attendance. Hearings.

Appeals to State Board. Establishment of hearing board

10-233a - 10-233f Inclusive; re: suspend, expel, removal of students

10-233c Suspension of students

10-233d Expulsion of pupils

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

## **Business/Non-Instructional Operations**

### **Community Use of School Facilities**

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Consistent with guidelines in this policy, the Superintendent of Schools shall develop and distribute regulations and associated forms governing use of school buildings by community and other groups. Applications for the use of school facilities shall be submitted by outside groups to building Principal for approval at least three weeks prior to the date of the intended use. Agencies using the school on a long-term basis must submit applications annually

If a community group is denied use of Board of Education facilities by a Principal, the group may appeal that decision to the Superintendent of Schools and if necessary appeal the Superintendent's decision to the Board of Education.

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy. The decision of the Superintendent may be appealed to the Board of Education.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers.
2. Meetings and programs sponsored by the Board of Education, Town of Newtown Government, Recreation Commission, PTA/PTSA or non-profit agencies. (Non-profit agencies, recognized youth groups, scouts, athletic organizations, 4H groups, etc.)
3. Other non-profit community groups composed of local residents.

A custodian must be present when the school building is being used and may be required when using the building grounds to ensure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

The district reserves the right to assign custodial and security staff as needed. Non-exempt groups will be billed for facility space used and any overtime incurred for staffing.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

## **Business/Non-Instructional Operations**

### **Community Use of School Facilities (continued)**

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited. Additionally, smoking and possession or use of tobacco products and nicotine products are prohibited in school buildings or on school property.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of appropriate fees and costs according to the Board approved fee schedule.

(cf. 1300 – Public Activities Involving Staff, Students or School Facilities)

(cf. 1331 – Smoke Free Environment – Use of Tobacco Products)

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

*Good News Club v. Milford Central School*, Sup. Ct., 6-11-01

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

## Business/Non-Instructional Operations

### Community Use of School Facilities

#### Application Procedures and Fee Structure

#### General Provisions

1. All applications for use of school facilities and grounds must be made in writing at least three weeks prior to the time of the proposed use. The prescribed form is available or in the office of the school Principal where the activity is planned.

All applications must be completed and signed by an authorized person of the group making the application. Activity details and date availability will be reviewed and approved first by the Principal, or designee, of the school requested.

Upon initial approval and signature of the Principal or designee, the application will be forwarded to the district's Buildings & Grounds Department for final approval or rejection.

2. Use of school buildings or grounds by non-school organizations will be permitted only when there is no conflict with the use of these facilities by the school or its organizations.
3. All applications, even those initially approved, are subject to cancellation in the event of conflict with scheduled school activities, or if during prior use the facilities were misused by the applicant, or regulations were not followed, or full payment for previous and/or damages were not received, or for any other reason deemed necessary by the Superintendent of Schools or the Board.
4. Since Newtown Public Schools receives federal funds, we must require that all applicants comply with the provisions of Title IX comprehensive federal regulations prohibiting sexual discrimination in programs and/or activities conducted on school premises. If clarification is needed, applicant should contact the Superintendent's Office at 203-426-7620.
5. Alcoholic beverages are not allowed on the premises of any school in the district.
6. The Board requires proof of insurance from any organization or organized group using the school district's buildings or grounds. The group is required to provide a certificate of insurance (COI) stating commercial general liability minimum limits as:
 

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury
\$100,000	Fire Damage – Any One Fire
\$5,000	Medical Expense – Any One Person
7. Smoking is prohibited on school grounds as expressed in Board policy 1331, and in compliance with Connecticut State Statute.

## **Business/Non-Instructional Operations**

### **Community Use of School Facilities**

#### **Application Procedures and Fee Structure**

#### **General Provisions (continued)**

8. No school may be used by an individual group or society that teaches or preaches any doctrine or theory subversive to the Constitution or Laws of the State of Connecticut or of the United States, or advocates social or political change by violence or revolution.
9. No school facility may be used for any activity that would support, augment, or foster a business or an individual's personal financial gain unless the purpose of that use is to provide a direct service to educational programs of the school district. Service or contribution goals must be stipulated on the application.
10. The individual or group making application for the use of buildings or grounds must agree in writing to indemnify the Newtown Board of Education for any damage or loss resulting from such use.
11. The Board requires that at least one school custodian be present to represent its interests and enforce its regulations. Custodial service and school security (if required) will be at the expense of the applicant in accordance with the prevailing wage rate schedule. All other supervision, including fire/police protection, shall be provided by the using organization. The Superintendent of Schools may require fire/police protection when considered necessary. Fees for fire protection coverage are determined by Newtown's Fire Marshall and are billed through that office. Police fees are based on that department's schedule of rates and times and will be billed separately through the Newtown Police Department. The organization contracting for the use of school facilities is responsible for making all arrangements for police or fire protection coverage when required.
12. Applicants requesting use of cafeteria or kitchen facilities will be charged fees for staffing and use. The Food Service Manager will confer with applicants to determine their needs and will establish the appropriate charge.
13. Applicants using school buildings must confine themselves to designated areas approved for their use.
14. The high school gymnasium may be used for athletic events only. Participants must wear gymnasium-type shoes.
15. Groups using school buildings and grounds must remove all materials and equipment not belonging to the school before the next school day following the event.
16. Applicants must provide adult supervision for all activities when children are present; an adult must remain until all children have left the premises.

## Business/Non-Instructional Operations

### Community Use of School Facilities

#### Organizations and Fees

1. The following organizations will be exempt from all facilities, custodial, and food services fees except when the size of the group and/or the nature of the event necessitate assigning custodians. This decision will be made by the Superintendent of Schools.
  - a. Town officials
  - b. Commissions
  - c. Duly-elected representatives of the town
  - d. Any commission appointed/elected by the town to perform a town function
2. The following organizations will be exempt from facilities rental fees, but will be required to pay all costs for custodial services, food services, technical support and security when these services are required as part of the application request. Extended use of facilities may be brought to the Board for approval.
  - a. Newtown Parks and Recreation Commission
  - b. PTA/PTO Councils
  - c. All school organizations and/or their parent/teacher units
  - d. All organized Newtown youth groups
  - e. Newtown Scholarship Association
  - f. Service/Civic organizations
  - g. Organized recreational or cultural groups that do not charge regular ongoing fees for instruction or lessons.

All other applicants, including commercial establishments, whose application is approved, will be responsible to pay all fees including rent, energy fee, costs for custodian, security, and technical fees. Commercial establishments shall be required to pay an additional 25% on the established facility rental fees.

The Board requires that only thoroughly trained high school personnel operate the lighting and sound systems.

The rental fee for the use of the high school auditorium includes the use of two dressing rooms. Makeup may be applied in dressing rooms or boys or girls lavatories only.

It is important that anyone using the high school understands that no food or beverages may be served anywhere in the school without the express written consent of the high school Principal.

When in the opinion of the building administrator the assignment of security personnel is essential for the adequate supervision and protection of the building and its grounds, and/or the applicant requests a security presence, the applicant shall be responsible for that cost.

## Business/Non-Instructional Operations

### Community Use of School Facilities

#### Organizations and Fees (continued)

Anyone using school facilities accepts the responsibility for any and all damage done to the building, site, or equipment. At the discretion of the Superintendent of Schools, a security deposit may be requested which will be refunded in all or in part after the building and site are inspected after use.

#### 3. Per Diem Schedule of Room Fees:

<u>Facility Rental Fees:</u>	<u>Minimum</u>	<u>Hourly After 4 Hours</u>
High School Auditorium (Including two dressing rooms)	\$1000.00	\$250.00
Middle School Auditorium	\$500.00	\$125.00
High School Gym	\$500.00	\$125.00
Middle School Gym	\$250.00	\$62.50
Reed Intermediate School Gym	\$250.00	\$62.50
Elementary School Gyms	\$200.00	\$50.00
Cafeteria	\$200.00	\$50.00
High School Kitchen	\$250.00	\$62.50
Middle School Kitchen	\$200.00	\$50.00
Reed Intermediate School Kitchen	\$250.00	\$62.50
Elementary School Kitchen	\$200.00	\$50.00
Classrooms	\$100.00	\$25.00
Library	\$125.00	\$31.25
Shop, Art Room, Science Labs	\$200.00	\$50.00
High School Lecture Hall	\$200.00	\$50.00
Pool	\$200.00 / hour	\$50.00
Stadium	\$1,000.00	\$250.00

#### Service Fees:

Sound & Lighting Supervisor	\$42.50 / hour
Sound & Lighting Technician	\$10.10/ hour
Computer Support	\$35.00 / hour

## Business/Non-Instructional Operations

### Community Use of School Facilities

#### Organizations and Fees (continued)

##### Sunday Energy Fees:

High School	\$313.00
Middle School	\$313.00
Reed Intermediate	\$313.00
Head O'Meadow	\$188.00
Hawley	\$125.00
Middle Gate	\$125.00
Sandy Hook	\$125.00

##### Security Fees:

Security fees are applicable on Saturday, Sunday, holidays, and weeknights when security is requested and/or deemed necessary by school administration.

\$28.16 - \$33.00 hourly rate (Weeknights and Saturdays)

\$37.55 - \$44.00 hourly rate (Sundays and Holidays)

##### Custodial Fees:

Custodial fees are applicable on Saturday, Sunday, holidays, and weeknights when a custodian needs to be called in for the activity.

\$38.74 - \$50.11 hourly rate (Weeknights and Saturdays)

\$51.65 - \$66.81 hourly rate (Sundays and Holidays)

#### FEES MUST BE PAID WITHIN TWO WEEKS

4. If a charge for custodial overtime is required, the rate shall be at time-and-one-half on weekdays and Saturdays and double-time on Sundays and holidays in accordance with existing labor agreement terms plus FICA and Medicare.
5. Fees for custodial services, if required, will be billed by the Building & Grounds Department and must be paid within two weeks of billing. Checks should be made payable to the Newtown Board of Education. Charges for custodial services begin when the custodian reports for duty and terminates when the building is restored for school use. Should cleanup require more time than estimated, the applicant will be responsible for actual time spent.
6. If food services are utilized, bills will be issued from the contracted food services company and must be paid within two weeks of billing.

## Business/Non-Instructional Operations

### Community Use of School Facilities

#### Organizations and Fees (continued)

7. When an organized service club, fraternal group, charity, or civic agency plans a special program or activity with an admission fee, and the proceeds are to be used for substantial scholarship awards to a Newtown resident, facility rental fees may be waived at the discretion of the Superintendent of Schools.
8. Each application will be reviewed to determine whether the purpose of the program, along with its admission charges, merit an increase in the rental costs.
9. Facility use fees must accompany applications.
10. A copy of the insurance certificate should accompany applications, or must be supplied prior to approval.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

*Good News Club v. Milford Central School*, Sup. Ct., 6-11-01

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Regulation approved: July 21, 2016  
Regulation revised: December 6, 2016, July 18, 2017,  
October 10, 2017, January 24, 2018

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

NEWTOWN PUBLIC SCHOOLS

Revised 1/24/18

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

**(Campus Under Video Surveillance / No Alcohol Or Tobacco Allowed On Any School Campus)**

Name of School: \_\_\_\_\_ Date of Use: \_\_\_\_\_

Time You Want Access to the Building: \_\_\_\_\_ Time You Will Leave the Building: \_\_\_\_\_

Time Event Will Begin and End: \_\_\_\_\_

Specific Rooms Requested: \_\_\_\_\_

**NO FOOD OR DRINK IN LOBBY, AUDITORIUM, GYMNASIUMS OR POOL AREAS**

**Any Violation of these Rules Will Result In Loss of Facility Usage**

Reason for Use: \_\_\_\_\_

Will an admission be charged? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, how much? \$ \_\_\_\_\_

How will these funds be used? (Please be specific) \_\_\_\_\_

How many people do you estimate will be at the activity? \_\_\_\_\_

Who will be the on-site supervisor for the people attending this activity? \_\_\_\_\_

Please indicate any special Equipment needed: Overhead Projector: \_\_\_ Screen: \_\_\_ LCD: \_\_\_ Other: \_\_\_

Is this activity in compliance with Title IX regulations that prohibit discrimination on basis of sex? \_\_\_\_\_ Yes \_\_\_\_\_ No

Security – Requirements for security and / or police will be reviewed by Security / Facilities Directors, and security will be assigned as needed. Fees for security will be added to any billable overtime as listed under facilities service fees on the back side of this form. **As per BOE Policy 3517, doors shall NEVER be propped open per Fire Code.**

If the cafeteria/kitchen area is being used, the Director of Food Services should be contacted at 426-7637.

A certificate of insurance must be on file at our Business Office before the date of use. Amounts of coverage required are \$1,000,000/\$2,000,000 Bodily Injury and \$100,000 Property Damage. We can expect a copy of your policy to be on file with us by \_\_\_\_\_ (date).

I (We) have read the Newtown Board of Education policy governing Community Use of School Facilities, and I (We) agree to comply with them. We understand that rooms are not to be considered as rented until official, signed approval notice has been received.

(Signed) \_\_\_\_\_

(Dated) \_\_\_\_\_

\_\_\_\_\_  
(Print or Type Name Signed Above)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Email Address)

Office Use Only: \_\_\_\_\_ Approval by Building Principal

\_\_\_\_\_  
(Reviewed by Director of Operations)

\_\_\_\_\_  
(Reviewed by Director of Security)

**(Please see other side of sheet for information regarding fees and charges.)**

Per Diem Schedule of Room Fees

Revised 1/24/18

Facility Rental Fees:

	<u>Minimum</u>	<u>Hourly After 4 Hrs</u>
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Reed Intermediate School Gym	\$250.00	\$62.50
Elementary School Gyms	\$200.00	\$50.00
Cafeteria	\$200.00	\$50.00
Kitchen (High School / Reed Intermediate)	\$250.00	\$62.50
Kitchen (Middle / Elementary Schools)	\$200.00	\$50.00
Classrooms	\$100.00	\$25.00
Library	\$125.00	\$31.25
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Custodial Fees - Applicable on Saturday, Sunday, holidays, and weeknights when a custodian needs to be called in for the activity.

\$38.74 - \$50.11 hourly rate (Weeknights and Saturdays)

\$51.65 - \$66.81 hourly rate (Sundays and Holidays)

**FEES MUST BE PAID WITHIN TWO WEEKS**

**NEWTOWN PUBLIC SCHOOLS  
COMMUNITY USE OF SCHOOL FACILITIES**

**INDEMNIFICATION AND RELEASE**

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Newtown Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Newtown Board of Education and the Town of Newtown (CT), their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Newtown Board of Education or the Town of Newtown, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Newtown Board of Education policies and procedures pertaining to the use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Group/Agency/Program

**Newtown Public Schools**  
**Important Information for Outside Organizations**  
**Application for Community Use of School Facilities**

Outside organizations that wish to use Newtown Public Schools' Facilities need to be aware of the below policy as regards the prevention of life-threatening allergies. To highlight, for any Community/PTA and any school sponsored events use of school facilities:

- a. No food is allowed in any classroom for Community/PTA or school sponsored events;
- b. Any event in which food will be served or consumed must be held in an appropriate place designated by Administration or outdoors;
- c. Outside organizations are encouraged to serve only nut-free food items;
- d. All outside organizations shall receive notice of the prevention section of this policy when reserving school facilities.

**Life-Threatening Allergies and Glycogen Storage Disease Management**  
**Students with Special Health Care Needs – Policy 5141.25**

**Prevention Section**

- A. The District's Leadership Team will develop a Pre-K-12 Plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-Threatening Food Allergies and Glycogen Storage Disease. The District-wide team shall factor into the plan the developmental and psychological needs of all students.
- B. The District-wide, K-12 Leadership Team will annually review the Management Plan, Procedures, and Guidelines.
- C. Food in Schools
  1. Peanut and tree nuts cause the most allergic reactions in schools. In classrooms and clusters designated by schools as "peanut/nut free", parents/guardians sending snacks from home for consumption in the classroom must be mindful of this heightened risk and those snacks must not contain peanuts and/or tree nuts. The District, in partnership with school staff, shall counsel all parents against providing children with food items containing tree nuts and peanuts to consume as classroom snacks in peanut/nut free classrooms; all stakeholders share in the responsibility of keeping children safe in the classroom by complying with this policy.

2. Building Principals will provide the following information to parents:
  - a. A link to a F.A.R.E. approved website for information on nut-free and allergy friendly snacks for children:  
<https://snacksafely.com/safe-snack-guide>
  - b. An intervention plan for students who bring nut-containing snacks to the classroom.
3. All in-school birthday celebrations shall be food free.
4. All classrooms will provide hand wipes for students to use after snack if hand washing is not available. Students will be required to remain at their desks while eating snacks to contain the spread of allergens.
5. All cafeteria tables will be cleaned with soap and water or other approved cleaning agents.
6. Community/PTA and any school sponsored events use of school facilities:
  - a. No food is allowed in any classroom for Community/PTA or school sponsored events;
  - b. Any event in which food will be served or consumed must be held in an appropriate place designated by Administration or outdoors;
  - c. Outside organizations are encouraged to serve only nut-free food items;
  - d. All outside organizations shall receive notice of the prevention section of this policy when reserving school facilities.

D. Food in Schools – Curricular Instruction Use

1. Peanuts and tree nuts and substances containing peanuts and tree nuts must not be present in or used in any K–8 classroom for any instructional purpose, including but not limited to curricular activities, school nutrition, class projects, arts, crafts, science experiments, food for laboratory or other classroom work.
2. In view of the developmental age and maturity of high school students, in grades 9 – 12, staff will communicate directly with students in courses where peanuts/tree nuts may be used in the curriculum (e.g. Culinary classes). Such activities will be held in appropriate areas as designated by administration.
3. If a clearly non-compliant food is present in a classroom or restricted area, the non-compliant food will be removed from the K–8 classroom or restricted area.

**Business and Non-Instructional Operations**

**Non-Lapsing Education Fund**

The Newtown Board of Education (Board) may request the Town's Board of Finance deposit into a non-lapsing account any unexpended funds from the Board's prior fiscal year general operating budget, provided such amount does not exceed one percent (1%) of the total budgeted appropriation for education for such prior fiscal year pursuant to C.G.S. 10-248a.

Prior to any expenditure from the Non-Lapsing Education Fund the Board of Education shall vote to authorize such spending. The transfer of monies shall follow the process as laid out in policy 3160 (Budget Procedures and Line Item Transfers).

The Board may designate these funds for a specific purpose. The Board will expend these funds for such previously designated specific purpose except that they may also be used for other extraordinary or emergency expenditures which may be necessary but not otherwise budgeted.

The account shall be subject to the annual audit as required by State statute. The Board shall review the fund balance on an annual basis.

(cf. 3160 – Budget Procedures and Line Item Transfers)

Legal Reference:     Connecticut General Statutes  
                              10-222 Appropriations and budget  
                              10-248a Unexpended education funds account

Policy adopted:     April 4, 2017

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

## Special Education Contingency Line Item

- To be used for unforeseen Special Education expenses.
- May be used to cover additional costs that are expected to exceed the Special Education budget in total.
- Will be available for expense overages as presented to the BOE; for tuition, transportation, teachers, Paraeducators, BT's, BCBA, professional services, specialized services, equipment, supplies and materials, all as required by a student's IEP.
- Such transfers from the line item will require specific (noted in minutes) BOE approval.
- Should the balance in the account be full or partial at the end of the fiscal year it shall be requested to be included specifically for Special Education purposes, in the non-lapsing account, with any other monies that may be available to be carried over.
- It is the intent of this line item to only be used for Special Education purposes for expenditures so noted above.
- These purposes result for students moving into the district, from court placements, from DCYS, from mediated settlements, and changes to IEP's.