

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

Minutes of the Board of Education meeting on January 7, 2020, at 7:00 p.m. at 3 Primrose Street.

M. Ku, Chair	L. Rodrigue
D. Delia, Vice Chair	A. Uberti
D. Cruson, Secretary	R. Bienkowski
D. Leidlein	6 Staff
J. Vouros	50 Public
R. Harriman-Stites	1 Press
D. Zukowski	
H. Jojo	
M. Chand	

Mrs. Ku called the meeting to order at 7:00 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Celebration of Excellence

Dr. Rodrigue introduced the members of the Newtown Nighthawks Football Team and Coach Bobby Pattison. She congratulated the team and said the winning touchdown was the catch heard round the world. We have been proud of this team throughout their season and with this inspiring win.

Mrs. Ku said this team has a unique story and congratulated them with the presentation of a plaque and a reception followed.

Coach Pattison thanked the Board for having them at the meeting and appreciated the support from the schools and community.

Item 3 – Consent Agenda

MOTION: Mr. Delia moved that the Board of Education approve the consent agenda which includes minutes of December 3, 2019, the donation to Newtown High School, the donations to Sandy Hook School, and the consent agenda. Mr. Cruson seconded.

Mrs. Zukowski asked that the minutes of December 3, 2019 be removed from the consent agenda.

With the minutes of December 3, 2019 removed, the consent agenda passes unanimously.

Item 4 – Public Participation

Item 5 – Reports

Mrs. Ku requested the financial report be moved to the first item under reports.

MOTION: Mr. Cruson moved that the Board of Education approve the financial report and transfers for the month ending November 30, 2019. Mrs. Zukowski seconded.

Mr. Bienkowski presented his report and shared that we have the first estimate of the excess cost grant which will produce \$364,000 more than we budgeted. We are in a good space at this point and had no emergency repairs that exceeded \$5,000.

Mrs. Zukowski sent Mr. Bienkowski questions and thanked him for answering them. She asked this document be attached to the minutes.

Motion passes unanimously.

Chair Report: Mrs. Ku thanked Dr. Rodrigue, Mr. Bienkowski and the staff who developed the budget books. She appreciates the work that goes into that preparation. The Legislative

breakfast is this Thursday at Sandy Hook School and she provided a handout of the Legislative Priorities from CAGE. The Legislative Council will review our CIP tomorrow night.

Superintendent's Report: The staffing update was given to the Board which included one new hire and no resignations.

Bob Gerbert, Director of Facilities, spoke about the projects done over the winter break. At Middle Gate School the abandoned fuel tank was cleaned and filled with concrete at a cost of \$10,000. New acoustic ceilings and lights were replaced in the middle school for \$24,000 as well as kitchen floor repairs for \$2,000. In the high school a new carpet was installed in the guidance office for \$25,000. Work was completed by our staff for repairing a damaged waste line in the high school and installing a combination drinking fountain/bottle filler in Sandy Hook School.

Dr. Rodrigue said we began our recycling effort at Sandy Hook School.

Mr. Gerbert stated that he attended a workshop in October on school cafeterias. We started at Sandy Hook School as the pilot and will fine tune it as we go.

Mrs. Harriman-Stites was excited about the recycling program and asked if Mr. Gerbert would share a photo of the station with the Board.

Mr. Gerbert said The Bee is interested in doing a story also.

Committee Reports:

Mr. Vouros spoke about the Curriculum and Instruction meeting where Amy Deeb spoke about combining Western Studies I and II at the high school. Gene Hall presented his proposal to develop a Linear Algebra course which would be offered to students who completed Multivariable Calculus prior to their senior year. Mrs. Ku discussed her attendance at a presentation on EdSight which is the CSDE's online data portal that provides information about schools and districts.

Mrs. Harriman-Stites reported that the Policy Committee discussed the items on the agenda this evening.

Mrs. Leidlein said the CIP Committee met this evening regarding the order of the projects in our CIP. Dr. Rodrigue forwarded the answers to their questions for tomorrow night's meeting.

Liaison Activities:

Mr. Cruson said the Head O'Meadow PTA purchased a new weather station.

Mr. Vouros reported that he attended Career Day at the middle school on December 6 and provided the Board with a list of the presenters. The students were engaged and it was very well done. He thanked all of the presenters who gave their time to the children.

Student Reports:

Mr. Chand reported that this is a promising year for seniors and congratulated the football team. Ms. Jojo said that mid-terms are set for the week of January 21 and additional classes were added for reviews.

Mr. Chand stated that there is a growing problem of mental health in student lives. Working on the State Board he has pushed for funding on this awareness. Dr. Longobucco has created a better atmosphere at the high school and the faculty is also working together on this.

Item 6 – Presentations

Parent Education Advisory Council (PEAC):

Dr. Rodrigue said this group began meeting in August and the goals are to promote a partnership between educators and parents that will embrace core values, further a common language for all stakeholders, and support District priorities in the best interest of students. The members divided into subgroups to focus on the areas of partnerships, communications and branding, and budget and decided on the priorities. She was proud of the group and the effort into the tasks. The members attending for the partnerships committee were Kelly Chok, Newtown parent, Kimberly Hettenback, Newtown parent, Deborah Lubin, teacher, and Mary Murphy, parent.

Denise Strong, Newtown parent and Deborah Petersen, Director of Pupil Services, spoke about their work on the communications committee. Michelle Failla and Christianne Golesky spoke about the budget team.

Mrs. Harriman-Stites was excited about all of the work they've done to further the collaboration in the community and grateful they all volunteered to do this.

Mr. Delia said he would love to have some sort of rotation to have school representatives speak at the Board meetings and also to have senior citizens in the schools.

Item 7 – Old Business

Policies:

Motion: Mr. Delia moved that the Board of Education approve Bylaw 9321 Time, Place, Notification of Meetings. Mr. Cruson seconded.

Mrs. Harriman-Stites said adjustments in these policies were based on questions from a Board member. Regarding Policy 9321, there were questions about approving the schedule of meetings in December instead of November. She proposed to amend this motion to say we will set our schedule of regular meetings at the first meeting in November instead of December. Dr. Rodrigue said past practice was to approve the schedule in November and she spoke to counsel who had the approval in November also. Regarding attending through electronic communication, we felt the chair should decide what was good cause.

MOTION: Mrs. Harriman-Stites moved to amend the bylaw to set the schedule of regular meetings at the first meeting in November. Mr. Delia seconded.

Mr. Cruson disagreed with this motion because on alternating years we would be setting calendars before new board members could be involved.

Mrs. Zukowski agreed with Mr. Cruson and said we also need to address the posting point.

Dr. Rodrigue said waiting till December doesn't give you enough time within the 30 days to post the agenda. This is part of the State statute.

Mr. Delia was in support of this motion.

Mrs. Zukowski said keeping the January 31 date we will still have a potential issue with FOI.

Mrs. Harriman-Stites said that Mrs. Ku spoke to Tom Hennick who said we are in compliance because it's when we post it on our website.

Mrs. Ku said new Board members would like to have input on the calendar but we always meet the first and third Tuesday.

Vote: 5 ayes, 2 nays (Mr. Cruson, Mrs. Zukowski) Motion passes.

MOTION: Mrs. Zukowski moved that under Committee Meetings the words "regular and" be removed and leave it as "special meetings." Mr. Delia seconded.

Mrs. Zukowski suggested this because there are some differences in notification requirements between regular and special meetings.

Mr. Vouros felt we have operated like this for many years with no complaints and was concerned about taking so much time to discuss this.

Mrs. Zukowski said this is new language and the policies working for years are changing.

Mrs. Ku said that subcommittees have to follow the same guidelines for special and regular meetings. She spoke to Tom Hennick and subcommittee meeting schedules are filed like those of the Board of Education meetings.

Vote in favor of eliminating "regular and" from the Committee Meetings section:

1 aye, 6 nays (Mrs. Ku, Mr. Delia, Mr. Cruson, Mrs. Leidlein, Mr. Vouros, Mrs. Harriman-Stites)

Motion fails.

MOTION: Mrs. Zukowski moved to change the wording on page 2, paragraph 6, sentence 4 from "telephone conference call" to "meeting." Mr. Cruson seconded. Motion passes unanimously.

Vote on main motion: Passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve Bylaw 9323 Agenda Construction/Meeting Materials. Mrs. Harriman-Stites seconded.

Mrs. Zukowski wanted to have sufficient time to be able to review the material and be sure the policy includes they have it for one weekend for those who need more time.

Mr. Delia said there are certain times we get things last minute and a common practice is to move items to another meetings if there is not enough time for review.

Mrs. Zukowski said minor updates are acceptable and asked why the Board Chair was not responsible for the agenda.

Mrs. Ku said the agenda is developed in collaboration with the Superintendent.

MOTION: Mr. Delia moved to amend the policy to state any Board member who wishes to have an item on the agenda to notify the Board Chairperson in sufficient time for the Chairperson to review it with the Superintendent. Mrs. Zukowski seconded. Motion passes unanimously.

MOTION: Mrs. Ku moved to change the second sentence in the third paragraph to read "Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's website, and provided to the Town Clerk not less than 24 hours in advance for the meeting." Mr. Cruson seconded.

Motion passes unanimously.

Vote on main motion: Passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve Policy 9325 Meeting Conduct. Mrs. Harriman-Stites seconded. Motion passes unanimously.

MOTION: Mrs. Ku moved to replace the first sentence below #3 to read "The Board of Education may cancel any meetings or adjourn a regular or special meeting to a specified time and place with notice pursuant to Board policy." Mr. Delia seconded.

Mrs. Ku said the Board of Education may cancel a meeting or adjourn a special meeting to a specified space.

Motion passes unanimously.

MOTION: Mrs. Zukowski move to amend the motion to remove the word “and” before “vote affirmatively” in the paragraph “Actions by the Board.” Mr. Cruson seconded Motion passes unanimously.

Mrs. Harriman-Stites said that grammatical errors and spaces can be changed without a Board vote.

Vote on the main motion: Passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve Policy 9325.1 Quorum and Voting Procedures. Mr. Cruson seconded.

Mrs. Harriman-Stites said the largest question was around abstaining from voting. People have the right to abstain from voting and can abstain from discussing the motion. If someone abstains but takes part in the discussion the Chair can compel them to disclose their reason for abstaining.

Dr. Rodrigue said the Town Charter broadly defines that there could be a conflict which will make someone abstain without telling the reason.

Mrs. Zukowski said we should be more specific to just say no member shall vote or be part of the discussion.

Mr. Cruson said putting the discussion portion in makes it sounds like your choice is abstaining from voting and discussion. You can abstain from voting even if not abstaining from the discussion.

Mrs. Harriman-Stites said no one can make you say why you recuse yourself, but the Chair has the right to ask why.

Mrs. Zukowski said the wording in the Town Charter says it shall be the duty to vote affirmatively or negatively on each question raised.

Mrs. Harriman-Stites said our legal counsel spent time clarifying this for us and feels this language is appropriate. The Superintendent also discussed this with the First Selectman.

Dr. Rodrigue said any member can abstain from voting on any board.

Vote: 6 ayes, 1 nay (Mrs. Zukowski because this conflict's with the Town Charter)

MOTION: Mr. Delia moved that the Board of Education approve Policy 9325.2 Order of Business. Mr. Cruson seconded.

MOTION: Mr. Cruson moved to amend the policy to remove routine correspondence which is the third bullet point on bottom. Mrs. Harriman-Stites seconded.

Motion passes unanimously.

Vote on main motion: Passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve Policy 9325.3 Parliamentary Procedures (Rules of Debate). Mr. Cruson seconded.

Mrs. Harriman-Stites noticed this policy did not include the changed language.

MOTION: Mrs. Zukowski moved to postpone the discussion of this policy to the next meeting. Mr. Cruson seconded. Motion passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve Policy 9325.4 Vote Recording/Minutes. Mr. Cruson seconded.

Mrs. Zukowski thought the minutes would be a place where public would see a record of their interactions with the Board. Striking this is saying there is no need for any public input into the meetings.

MOTION: Mrs. Zukowski moved to amend the policy that a record of correspondence be added to that final list. Mr. Cruson seconded.

Mrs. Zukowski feels people will feel they are being dismissed.
Mrs. Harriman-Stites said the correspondence report is part of our minutes.

Mr. Cruson does not see correspondence to mean public comment. He is not in favor of saying all correspondence will go into the minutes as we receive sensitive material that should not be in the minutes.

Mr. Vouros said that when someone writes to us and often to Dr. Rodrigue we all see it. We have a right to respond and Mr. Cruson usually does that. If it wasn't sent to Dr. Rodrigue, he would forward it to her. Someone does respond to these people.

Mrs. Zukowski withdrew her amendment.
MOTION: Mrs. Zukowski moved to amend the policy to include a summary of the correspondence to the list. Mr. Cruson seconded.

Mrs. Harriman-Stites said the correspondence record received by the Board is public information.

Mr. Delia said he likes the way we get the correspondence report and doesn't want to require a level of reporting that would compromise our relationship with the community. We need to be respectful and thoughtful in our decisions.

Mrs. Leidlein said to include the actual correspondence as part of the minutes the staff would have to redact names.

Vote on amendment: 1 aye, 6 nay (Mrs. Ku, Mr. Delia, Mr. Cruson, Mrs. Leidlein, Mr. Vouros, Mrs. Harriman-Stites) Motion fails.

Vote on main motion: Passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve Policy 9360 School Board Legislative Program. Mr. Cruson seconded.

Mrs. Zukowski noted that the current policy is different and asked to postpone the discussion. Mrs. Harriman-Stites said this policy was recommended by CABE. Her questions were around CABE and not being members in the future.
Mrs. Zukowski wanted to see the prior policy as this has significant changes.

MOTION: Mrs. Zukowski moved to postpone this policy until the next meeting. Mr. Delia seconded.

Vote: 2 ayes, 5 nays (Mrs. Ku, Mr. Cruson, Mrs. Leidlein, Mr. Vouros, Mrs. Harriman-Stites).
Motion fails.

Mrs. Zukowski questioned the change and she asked someone from CABE at the convention. He said policies should provide clear direction.

Mr. Cruson said he we talked about flexibility with policies. With this, less flexibility is better. Caba is our voice in the government. He feels it would be irresponsible not to work with resources.

Mrs. Harriman-Stites said Mrs. Ku gives us a voice in Hartford and regionally and this is an essential function of the Board.

Mrs. Leidlein said CABE has been a valuable resource. We have a voice that speaks out for us and helps us work through situations. She feels it is important to have a representative and not one person has to have that responsibility. Having the word "may" allows us changes in members and the desire to work with these agencies. It's what is best for the students and how to express the needs of our students and district at a State and National level.

Vote on main motion: 6 ayes, 1 nay (Mrs. Zukowski because the current version is sufficient and protects the children)

MOTION: Mr. Delia moved that the Board of Education approve Policy 9400 Monitoring Products and Processes (Self-Evaluation) Mr. Cruson seconded.

Motion passes unanimously.

MOTION: Mr. Delia moved that the Board of Education approve the following policies to be rescinded:

- Bylaw 9120 – Officers
- Bylaw 9121 – Chairperson,
- Bylaw 9122 – Office of the Vice Chairperson
- Bylaw 9123 – Secretary
- Bylaw 9131 – Committee of the Whole
- Bylaw 9132 – Standing Committee,
- Bylaw 9133 – Special Committees/Temporary Committees/Ad Hoc Committees
- Bylaw 9312 – Formulation of Rules Governing the Board of Education
- Bylaw 9313 – Formulation, Adoption, Amendment of Administrative Regulations
- Bylaw 9314 – Suspension of Policies, Bylaws, Regulations,
- Bylaw 9314.1 – Conflict with Statute
- Bylaw 9320 – Meetings of the Board,
- Bylaw 9321.1 – Workshop Meetings
- Bylaw 9321.2 – Informational Meetings
- Bylaw 9325.21 – Consent Agenda
- Bylaw 9325.43 – Attendance at Meeting via Electronic Communications
- Bylaw 9340 – School Board Members

Mr. Cruson seconded.

Motion passes unanimously.

BOE Committees:

MOTION: Mr. Delia moved that the Board of Education approve the 2020 Board of Education Committees. Mr. Cruson seconded.

Motion passes unanimously.

Minutes of December 12, 2019:

MOTION: Mr. Delia moved that the Board of Education approve the minutes of December 12, 2019. Mr. Cruson seconded. Vote: 6 ayes, 1 abstained (Mrs. Leidlein) Motion passes.

Minutes of December 16, 2019:

MOTION: Mr. Delia moved that the Board of Education approve the minutes of December 16, 2019. Mr. Cruson seconded. Vote: 4 ayes, 3 abstained (Mrs. Ku, Mrs. Vouros, Mrs. Zukowski)

Motion passes.

Item 9 – Public Participation

MOTION: Mr. Cruson moved to adjourn. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 10 - Adjournment

The meeting adjourned at 10:36 p.m.

Respectfully submitted:

Daniel J. Cruson, Jr.
Secretary

November 27, 2019

TO: Lorrie Rodrigue

FROM: Kimberly Longobucco

Please accept the donation of two living wall systems at an estimate cost of \$5,600 from SiteOne Landscaping Supply to the Newtown High School Greenery Program.

The two Living walls include self-contained watering systems to grow plants to brighten, refresh, and enhance any area of the building.

This is a very generous donation.

Thank you.

Colleen Branigan
SiteOne Landscaping Supply
42 Old Ridgebury Rd
Danbury, CT 06811



K. Longobucco

12 Dickinson Drive
Sandy Hook, CT 06482
(203) 426-7657

Sandy Hook School

Memo

To: Newtown Board of Education
From: Erin Ardino
cc:
Date: January 3, 2020
Re: Donation from Curtis Dupuis

Sandy Hook School recently received the donation check for Curtis Dupuis for \$100.

We are asking the Board to please approve of this donation. Once approved, we will deposit the check into the SHS Activity account to be spent appropriately.

If you have any questions, please contact our office.

Thank you!

Memo

To: Newtown Board of Education
From: Erin Ardino
cc:
Date: January 3, 2020
Re: Donation from Exxon Mobil

Sandy Hook School recently received the following donation checks from Exxon Mobil:

- \$500 –Grant from Alliance Energy submitted by Exxon Mobil in Newtown
- \$500- Grant from Alliance Energy submitted by Exxon Mobil in Monroe
- \$1,000- Donation from the Owner of Exxon Mobil in Newtown

All three of these checks are to be applied towards our STEM programs at Sandy Hook School. We have attached copies of the checks for your convenience.

We are asking the Board to please approve of this donation. Once approved, we will deposit the check into the SHS Activity account to be spent appropriately.

If you have any questions, please contact our office.

Thank you!

Correspondence Report
12/03/2019 – 01/06/2020

Date	Name	Subject
12/4/2019	Susan Connelly	Middle School Career Day Invitation
12/4/2019	Newtown Congregational Church	An Evening of Music and Reflection Invitation
12/6/2019	Newtown Congregational Church	12/14 Seventh Anniversary – Interfaith Gathering
12/16/2019	Donna Norling	C&I Meeting Minutes
12/16/2019	Deborra Zukowski	CABE New Member Trip Report
12/18/2019	Michelle Ku	Holiday Letter to Staff
12/19/2019	Michelle Failla	Happy Holidays!
12/20/2019	Rebecca Carnes	Fwd: Request for Comment
12/26/2019	Kiley Gottschalk	BOF 12.26.19 CANCELED
1/3/2020	Lorrie Rodrigue	Church Hill Property
1/4/2020	Deborra Zukowski	Possible issue with document for policy 9321
1/5/2020	Deborra Zukowski	Policy questions/comments/concerns
1/5/2020	Deborra Zukowski	Re: Previous email regarding proposed policy amendments

TO: Lorrie Rodrigue, Superintendent
FROM: Suzanne D'Eramo, Director of Human Resources
RE: Superintendent's Report – Certified Staffing Update for January 2020
DATE: January 7, 2020

JANUARY 2020

Resignations/Retirements:
None

New Hires:
SPED teacher Sabrina Chevrette - MGS

Facilities Projects Completed During Winter Break

Administrator: Bob Gerbert

1. Middle Gate - Abandoned unused underground fuel tank for the school generator. Tank was cleaned and then filled with concrete.
2. Middle School - New acoustic ceilings and lights in both the media center and classroom D14.
3. Middle School - Kitchen floor tile repairs to areas that were cracked and loose.
4. High School - New carpet installed in Guidance offices.
5. High School - Repair of damaged waste line in boys locker room. (Completed by our in-house team).
6. Sandy Hook - Install combination drinking fountain / bottle filler. (Complete by our in-house team).

Standing Committees of the Newtown Board of Education

2020

The following are standing committees of the BOE, expected to make regular reports to the BOE as a whole. Meetings will be posted and will be open to the public. The Committee Chairperson will be responsible for calling meetings, setting agendas, and moving committee work forward. The Committee Chairperson will ensure that agendas and minutes are posted in a timely manner consistent with FOI requirements. The Board Chair, with the approval of the Board, may also appoint additional standing committees as may be needed.

CIP/FACILITIES/FINANCE COMMITTEE

1. Financial Responsibilities
 - a) Time permitting, review monthly line item expenditure report from the BOE Business Director;
 - b) Time permitting, review all budget transfers between line items and make recommendations for such transfers;
 - c) Review financial reporting mechanisms and yearly budget documentation for clarity and content and present any recommendations;
 - d) Review contracts prior to recommendation to the Board;
 - e) Review reports from contracted services as needed.

2. CIP/Facilities Responsibilities
 - a) Review capital expenditures and proposals for the Town's five and ten year capital improvement plan (CIP) in accordance with the Town's CIP Regulation timeline;
 - b) Review quarterly, building and maintenance needs with the Building and Grounds Facility Director.

COMMUNICATIONS COMMITTEE

1. Work with the Superintendent and the Board to communicate effectively with the education community and the community as a whole about school matters;
2. Produce fact-based newsletters and documents as directed by the Board

CONTRACT NEGOTIATION COMMITTEE

1. Develop a consistent body of expertise regarding union contract negotiations at the Board level;
2. Committee members will split specific union negotiations among themselves, and members should reflect a variety of skills and length of service on the Board. Additional Board members may be assigned by the Board Chair to fill out representation for specific negotiations.

CURRICULUM AND INSTRUCTION COMMITTEE

1. Ensure that the direction of the curriculum reflects the Board of Education mission, beliefs and objectives at both the course-specific and K-12 vertical alignment level;
2. Meet with administration and staff to review goals, curriculum updates, new textbooks, proposed or changed courses and programs and make recommendations regarding these items.

POLICY COMMITTEE

1. Review and propose revisions to Board policies as needed to ensure consistency with the District mission statement, best practices and for compliance with state and federal laws;
2. Develop new Board policies as appropriate.

TECHNOLOGY COMMITTEE

1. Meet with district technology representatives to review technology needs and status of inventory;
2. Review availability of technology for standardized testing and educational needs;
3. Review practices used to ensure the safety and security of the district's digital information.

LIAISONS

School. Connect with school administration and PTA to offer attendance at meetings or events when possible.

Boards and Committees. Attend meetings when possible to help keep the Board of Education informed of the activities of outside agencies.

INFORMATIONAL

BOE Committee Assignments, 2020

STANDING COMMITTEES

CIP/Facilities/Finance Committee

Dan Delia – Chair
Debbie Leidlein
Deborra Zukowski

Communication Committee

Dan Cruson - Chair
Deborra Zukowski

Contract Negotiation Committee

Michelle Embree Ku
Debbie Leidlein
Rebekah Harriman-Stites
Dan Delia

Curriculum and Instruction Committee

John Vouros – Chair
Michelle Embree Ku

Policy Committee

Rebekah Harriman- Stites – Chair
Dan Cruson

Technology Committee

Debbie Leidlein - Chair
Dan Cruson

LIAISONS

Schools

NHS - John Vouros

NMS – Deborra Zukowski

RIS – Debbie Leidlein

HAW – Rebekah Harriman-Stites

HOM – Dan Cruson

MG – Michelle Embree Ku

SHS – Dan Delia

Boards and Committees

NFT Culture and Climate Committee – Rebekah Harriman-Stites

Para Culture and Climate Committee – John Vouros

District Safety and Security Team – Daniel Cruson, Jr.

EdAdvance – Michelle Embree Ku

CABE – Michelle Embree Ku

Questions/Comments on My First Official Financial Summary Report

Making sense of all those numbers

30,000 Foot Level

From what I can understand, transfers within a general budget category (e.g., 100 – Salaries) are managed internally by the administration and financial staff. Those that transcend such categories need the approval of the Board of Education and Board of Finance. So, generally speaking, monthly financial reports with no cross-category transfers are really more of a status update on the financial workings of the school district. *What would a “no” vote for acceptance of a financial report with only internal transfers mean? That is, why would a board member ever vote anything but “yes” on such reports?*

Transfers are driven by BOE policy 3160, for example. The Board of Finance does not have any authority over BOE transfers. Your assessment that the report is more of an update than anything is correct. The Board is approving the actions recommended by the Superintendent/Finance Director - something they have the authority to do within certain limits. If something was inconsistent with our policies or a Board member objected to the decisions, they might raise the concern, and if it was not resolved/answered to their satisfaction, they might vote "no".

10,000 Foot Level

Again, from what I understand, any changes from the prior month's financial report are indicated by shading. For example, the blue shaded items in the “Anticipated Obligations” column reflect only NEW information about costs incurred but not yet paid as well as newly anticipated grants. The Gray shaded items in the two transfers columns, with empty values, indicate that funds were moved within the specified categories and details are available in the Detailed Board of Education Report that accompanies the summary. *Is it true that all changes from the previous month are flagged by shaded items?*

The blue shading in the Monthly Financial report highlights the expenditure categories that are ‘offset’ by the revenue receipts from the Excess cost grant. These accounts were built with an estimate of this grant during budget development and the most current amount is reflected in the “Offsetting Revenue” schedule following the monthly. Your understanding of the grey shaded items is as you stated.

Here's the core information I'm culling from the data: Across all Expense Categories, bar one, there are - at this time - sufficient funds to pay for the items called out in the budget. In addition, there is currently \$389,829 (less than 0.5% of the approved budget) to deal with any unforeseen events that may require funding. The one category with insufficient funds is “Other Purchased Services” that includes “Tuition – Out of District.” It looks like the budget underestimated the cost for such tuition by over \$1.4M (\$3,328,479 vs \$4,759,072) or about 43%. This does not include added transportation costs associated with additional out of district placements. *Does my interpretation/understanding of the overall status make sense, and is it at an appropriate level?*

Your first three sentences are spot on. The fourth sentence is not accurate as stated. The budget was built with an expected receipt of \$1,137,859 as an excess cost grant offset (see Offsetting Revenue schedule following financial). This added to the budget line, in effect means that we expected to have \$4,466,338 worth of tuitions for this year. The amount available with the revised grant based on the December 1st calculation has increased by \$341,289. Understand that there are additional allowances for anticipated tuitions that may occur that are included in the Anticipated Obligations column. Transportation expenses are not included in this line, they are included in the object category a few

lines above the Tuition line and have similar offsets for the proportionate share of their contribution to the overall threshold of eligible expenditures.

Ground Level

Transfers:

It looks like school-based teaching positions that were budgeted for were removed [“Cost Centers” (CC) 10, 20, 30, 40, 45, 50, and 60] and funds shifted to central office designations [CCs 76 and 84]. Specifically:

- A classroom teacher was removed from CC 10. The budget, based on enrollment projections, had included an additional first grade teacher at HAW which was not necessary based on the final enrollments. This balance along with others was transferred to the Certified Salary Adjustment line in order to meet the budgeted turnover amount.
- A partial (??) music teacher was removed from CC 20. This transfer was due to turnover, the person budgeted at \$95,120 resigned and was replaced with a person at a lower level \$52,107.
- A classroom teacher and partial(??) library specialist was removed from CC 40. HOM had a kindergarten teacher budgeted based on projections which was not needed due to final enrollments. The Library transfer was turnover from a .5 resignation, \$47,777 budgeted replaced with a person making \$ 35,730.
- A classroom teacher and partial (??) library specialist was removed from CC 45 (Reed). Reed had budgeted a reduction for two less positions at the MA5 level \$60,156, but ended up having two higher salaried teachers leave contributing to this balance. Library turnover a \$75,752 person replaced with a \$57,361 person.
- A music teacher was removed from CC 50 (NMS). A position reduction was made here instead of a .25 reduction to English, Math, Science and Social Studies as budgeted.
- A partial (??) English teacher, partial (??) health educators, partial (??) science teacher, and a guidance specialist was removed from CC 60 (NHS). All of the transfers out were the result of similar replacements due to staff turnover, late start for some hires, partial vacancies filled after school year started, etc.

Money was added to CC 76 for NMS Psych, and \$260,720 in certified salary adjustments for CC 84. The psychologist position was no longer paid for by the NOVO grant and needed to be continued. The budget included a negative number for expected turnover at (\$298,865) which ended up being covered by the activities stated above.

What impact, if any, do the removals of such school-based certified staff have on learning in the schools? Also, what are the positions now funded in CC 84 for? The explanations above indicate that these transfers do not equate to removal of certified staff but that they represent realignment of dollars to the appropriate accounts. There were a number of positive transfers that covered other teacher movement, advanced degrees, replacements and reclassifications.

There are also transfers regarding the allocation of resources associated with reading. I recall that they were discussed and accepted last month so I am not including them in this document.

Revenue:

Where does the pay-to-play revenue (if it still exists) get accounted for? What happens if this revenue exceeds or does not meet budget expectations? This is still collected at the HS, a flat \$160 for all sports except hockey at \$250. All the receipts are used to pay for official's fees, tournament fees, site workers, security, facility rentals and a portion of the transportation. (This is detailed in the budget in the HS section, Interscholastic Athletics.) The amounts of revenue these fees provide represent approximately 14% of the budget for Athletics. There has never been an excess as of late, it is all used by the end of each fiscal. If we are short in these receipts it ends up being covered by the overall budget. This is the reason we phased out turning these funds over to the Town, now they are directly used exclusively for the athletics program.

Excess Cost and Agency placement grants:

I see that the table entitled, "Offsetting Revenue Included in Anticipated Obligations" is basically an accounting of the uses for the Excess Cost Grant of \$1,885,833, that is expected but not yet received.

The numbers in the "Offsetting Revenue" table and the expenditure detail do not match, e.g., the "Offsetting Revenue... 1st Estimate" shows \$1,479,148 for "Tuition – Out of District" while the expenditure detail shows \$1,371,782. What accounts for this difference? The out of district tuition account includes regular programming for the other schools we send students to. Included within are the Magnet schools and VoAg programs. This includes; Danbury Magnet K-5, Bridgeport Magnet, Educational Center for the Arts, Regional Center for the Arts and the EdAdvance Regional Medical program. The later are all secondary programs. The 'Anticipated Obligations' column includes an additional estimate for potential placements between now and the end of the year. This will never be a one for one relationship because of these additional items which are not eligible under the excess cost grant program.

General Questions About the Excess Cost Grant and Special Ed Expenditures

These questions, though triggered by reading through the financial report, are not intended for our discussion on Tuesday.

I see that some of the grant funds seem to be used for in-district special ed salaries. Does this mean that we have students that meet the criteria for the grant who remain in district?

Yes, there are currently four in-district students with projected special education costs above the base cost, which is \$80,051 for the excess cost grant.

If the grant comes in more than expected in the budget, what happens with the "excess"? Does the BoE maintain control of that money or does it go into the Town's general fund for non-BoE use? Also, if the amount for out of district tuition is larger than what was budgeted (this year over \$1.4M) where does the money to cover the services come from?

100% of the excess cost grant goes to the BOE to offset that portion of the of the excess special education costs for these high cost students. The budget for out of district tuition is net of anticipated excess cost receipts. Statutorily all the money goes to the BOE, higher or lower than anticipated and is part of the overall balance. Although the gross cost of out of district tuition on the November financial report exceeds the budget by more than \$1.4 million, the net amount after anticipated excess cost funds is currently slightly over budget (\$58,810) when accounting for potential additional needs. If the net cost exceeds the budget funds can be drawn from the \$100,000 line item for "unforeseen special education expenses". If this is not enough, funds can be transferred from surplus areas of the budget. In the past, when we were aware of potential shortages in this account we would institute a 25% hold back or a freeze

on discretionary spending.

In closing, is this level of understanding appropriate for the role that the Board of Education plays in overseeing the budget and financial practices of the school district? Am I missing something, getting too much into the weeds, or finding a reasonable balance? Any and all comments, whether in our next meeting or later in the year, are very much appreciated.

These were very thoughtful questions which demonstrate an understanding and reasonable inquiry into how the information is assembled and presented. Having knowledgeable BOE members is always a great benefit in moving the district forward. However such a detailed inquiry does take central office time to formulate responses and requires diversion from other responsibilities.

Career Day Presenters - December 6, 2019

	Presenters	Career	Room #	Teacher	Session Times
1	Dr. Dan Underberger	A.I. Medical Research	A10	Esposito	1 - 12:43 - 1:16
2	Mr. Joseph Mancini + students: Mario Guevara, Nicholas Seiler, Zachary Taylor✓	Auto Mechanic	C20	Talluto	2 - 1:20 - 1:53
3	Mr. Jamie Anderson	Chemical Engineer	C5	Martin	3 - 1:57 - 2:30
4	Mr. Steve Petrovich	Computer Technical Consultant	Library Media Center	SanAngelo	
5	Ms. Lori Hoagland + students: Connor Hitchcock, Sean McKinley, Kyle Turk	Culinary	B8	Volpacchio	
6	Dr. Matt Velsmid	Doctor of Internal Medicine	C2	Cruz	
7	Mr. William Burbank	Engineer - Medical Robots	A12	Olsen	
8	Mr. Greg Sinapi	Firefighter	C19	Betesh	
9	Ms. Casey Schultz & Ms. Stephanie Suhoza	Food Scientist	C1	Iaciofano	
10	Ms. Karyn Skinner + students: William Collignon, Keren Santana	Graphic Design	C22	Oliver	
11	Mr. Brian Jackson	Industrial Light and Magic (VR)	A3	Schupp	
12	Ms. Christina Datin-Chacon	Interior Designer	C17	Pope	
13	Ms. Courtney George	Lawyer	C3	Hart	
14	Mr. Mark Santella	Manufacturing Engineer	A8	Lang	
15	Ms. Carol Knudson	Marine Biologist	A14	Chivinski	
16	Ms. Twyla Hafermann	Musical Theater Instructor/Dance	Auditorium	Bisson	
17	Ms. Kristen Velsmid	Nurse Practitioner	C4	Washburn	
18	Ms. Barbara Burton	Occupational Therapist/Yoga Studio Owner	A13	Han	
19	Ms. Julie Zaniewski and Ms. Annette Nikolis	Packaging Engineer/Sustainability and Recycling Director	A4	Neff	
20	Ms. Lucille Rossi	Professional Make Up Artist	A9	Chase	
					12/5/2019

Trip Report for the Dec 2019 CABA¹ New Board Member Orientation

The 2019 CABA New Member Orientation included a welcome message from Miguel Cardona, Commissioner of the Connecticut State Department of Education, and five informational sessions and a panel discussion hosted Connecticut superintendents, board members, and state officials. This trip report is intended to briefly summarize the discussions throughout the event. More detailed information is included in the handouts provided as part of the event.

Welcome

Commissioner Cardona shared the priorities for the Connecticut State Department of Education, including the following:

- While Connecticut education ranks well in the nation, the state has one of the the largest disparities in student outcomes. Addressing these achievement disparities across Connecticut, and improving overall student outcomes is key.
- Today, the number of “pathways” (i.e., curricular programs within secondary education) are limited. Right now college readiness is the predominant pathway. He suggests that school districts introduce other pathways to reach more students. If possible, leverage community resources, like local businesses to help enrich such programs.
- Schools should forge strong partnerships with other organizations, including other town boards and municipal leaders, that foster learning from one another.

The commissioner also cautioned new board members to think about how their time is best spent, as some efforts are more key to ensuring quality education than others. He also warned that good board member behavior is crucial. Incivility hurts kids. He suggests the board members unite around shared values, i.e., those that focus most on educating students.

Sessions

School Finance 101: This talk was presented by Michael Purcaro, a board member from Ellington (who is also the Vernon Town Administrator); Jeff O’Neill, the Vernon Town Finance Officer; and Brian Greenleaf, an Ellington School Business Official. The Ellington superintendent was also present and included in the presentation.

There are three core areas that the budget addresses: 1) what educational investments would the board/administration like to see in the budget, 2) what does the district need to administer the schools, and 3) what can the community afford. While the final budget may not address everything from each of the three, it should still continue to reflect the priorities of the board and district administration. Questions about the proposed superintendent’s budget should focus on due diligence, not details. Once a budget is passed, the administration and board should provide oversight of all expenditures. A full accounting of all expenditures, including in-kind services provided by the town (I think), must be filed with the state by September 1.

¹ CABA: Connecticut Association of Boards of Education

The group also noted:

- Beyond the immediate budget process, the board of education should have a “district improvement plan,” and that future budgets should be closely related with this plan.
- Communication between the board of education and other town leaders is important. Building trust and setting expectations will help everyone support the budget request. Be as transparent as possible. Padding the budget erodes the credibility needed for effective financial discussions.
- Thinking only that “your job is just to support the kids” undermines district/town financial discussions.

The group then shared their experiences collaborating and sharing services with Vernon town officials. I have a handout, tag-lined “The Essential Partnership of Government and Education,” that was provided at the session. It includes information, discussion notes, and legal opinion about their shared services efforts.

What Board Members Need to Know About the Next Generation Accountability System: Ajit Gopalakrishnan, Bureau Chief, Performance Officer, CT State Dept. of Education presented the talk.

Ajit Gopalakrishnan first introduced the evolution of federal legislation/policy regarding school performance accountability, from 1963 when the focus was on documenting what was being done, through to 2002 (No Child Left Behind) when the focus was fully test-based with a pass/fail mentality to 2017 (Every Student Succeeds Act) when the focus was on the type and breath of educational growth among all of the nation’s students – all students from those considered high needs to those considered gifted. He introduced twelve indicators used by the Next Gen Accountability System, below, that get reported in “Connecticut Report Cards” available on Edsight.ct.gov. Each level of school weighs the indicators differently.

The twelve indicators include:

1. Academic achievement (Performance Index)
2. Academic growth [per each student, year over year – big change from prior accountability systems]
3. Assessment participation rate
4. Chronic absenteeism
5. Preparation for post-secondary and career readiness – coursework [currently more focused on college readiness, e.g., AP, IB, etc., though they are trying to expand to Career and Tech Ed.]
6. Preparation for post-secondary and career readiness – exams
7. Graduation – on track in ninth grade
8. Graduation – four year adjusted cohort [on-time graduation]
9. Graduation – six-year adjusted cohort [accounts for those who need more time to graduate]
10. Post-secondary entrance rate [right now just 2/4 yr colleges, to expand to trade schools and military]
11. Physical Fitness
12. Arts access

Some of the indicators take into account the status of the student, i.e., if s/he is high needs (low-income, disabled, or English learner) and schools get extra “points” when such students show growth.

The presentation continued with discussions about what the Accountability Index, as determined by the twelve indicators, means and how it is used along with how districts can use the information provided to improve overall education. I have a copy of the slides, for those who would like to see more information.

Statutory Requirements, Legal Issues and Advocacy: Patrice McCarthy, Esq.; Rebecca Adams Rieder, Esq.; and Sheila McKay, all members of CABE staff, presented this session.

The speakers summarized the state statute outlining the duties of boards of education, and called out what they consider the three most important responsibilities of Connecticut school boards: 1) develop and adopt policy, 2) adopt a budget, and 3) hire and evaluate the superintendent. They also touched on board members as adjudicators, school board indemnification statutes, and administrative/legal actions that were not within the roles of board members. The presentation then turned to the Freedom of Information Act and legislative advocacy. The associated conference material also includes articles about school security, Freedom of Information Act related to executive sessions, contract negotiations, and a summary of the school board budget process.

The School Board’s Policy Role: This session was presented by Vincent Mustaro, a CABE senior staff associate.

Vincent Mustaro began by explaining why policies are an important tool for boards of education. He then called out what they are, and how bylaws and administrative regulations relate to policies. He continued by explaining that some policies are required by state and national legislation and others are “good practice.” The associated conference materials include lists of both aforementioned types of policies. There are additional articles about good practices around the creation and content of policies, including (but not limited to) “Using Policy to Help Improve Student Achievement,” CABE; “Policy and School Culture and Climate,” CABE; “School Board Ethics: Board Ethics from a Policy Perspective,” CABE; and “Policy Deliberation Questions.” Note that Vincent Mustaro is the author on all of the CABE articles.

8 Common Mistakes Board Members Make: Nick Caruso ended the conference with an abbreviated version of his “12 Mistakes Board Members Make.” The entire article is included in the associated conference material.

Nick Caruso narrowed the number to 8 mistakes: 1) impatience, 2) poor behavior, 3) publicly challenging the board after a vote, 4) acting like a “Lone Ranger,” 5) the superintendent/board “dropping a bomb” on one another, 6) hidden agendas [yours or others], 7) participating in illegal executive sessions, and 8) talking about the “wrong stuff.” His presentation included material on both the “right way” and the “wrong way” to approach these mistakes. The full article is available for those who want more information.

Panel Discussion

Roles and Responsibilities: Panelists included Sean Nugent, Preston Board Chair; Roy Seitsinger, Preston Superintendent; Liz Brown, Waterbury Board Chair; Verna Ruffin, Waterbury Superintendent; Leonard Lockhart, Windsor Board Chair; and Craig Cooke, Windsor Superintendent. These panel pairs represented small, medium, and large school districts. The panel was facilitated by Robert Rader, CABA Executive Director. The following are notes taken during the conversation.

Question: How do you nurture the relationship between superintendent and board chair?

- Preston: Connect, listen, support, and open communication both individually and as a group. It's OK to ask questions about issues/ideas brought forward by the superintendent. Also, reflect the culture of the board and community by spending time with both to build trust, and encourage diverse conversations.
- Windsor: Chair/Superintendent should respect one another's time. Chair is also the "buffer" for the superintendent to ensure that s/he is not confronted with a hostile work environment.
- Waterbury: Shared vision, trust, and meeting at the lunch table. Relationships are important with other board members too. Superintendents protect the board and the boards protect the superintendent. Ensure that the superintendent is moving the district forward in the direction set by the board.

Question: How does a board member, other than the chair, get an item on the agenda?

- Waterbury: Any member can call the superintendent.
- Windsor: Three members can add an item to the agenda. Note that Windsor has a different approach to meetings. Once a month they hold a "workshop," followed by a meeting later in the month to vote on the matters raised in the workshop.
- Preston: Board or community members can reach out to the chair and/or superintendent.

Question: How do you ensure the long-term vision for the district in the face of short-term pressures?

- Preston: Ensure that you have a public Strategic Plan as well as a public Buildings and Facilities Plan. Ensure that there is a "calendar cadence" where discussions and monitoring of these plans happen every year.
- Waterbury: Share and monitor the plan, especially the mission, vision, and core values, often. This could be called out as part of the board's bylaws.
- Windsor: There will always be short-term pressures. You need to have process and structures in place to account for this. One caveat: Don't let such pressures result in mission/strategy upheavals.

Question: How do you deal with a member who is acting in opposition to the bylaws?

- Waterbury: Reinforce board code of conduct by first noting a “point of order” and if that doesn’t work, call a recess to let things cool down.
- Windsor: They had ethical issues related to executive session. Needed private conversations to build relationships among the members and agreed to provide a “unified front of diverse board members.”
- Preston: Discuss what are “ethics.” Have people understand and recognize “logical fallacies,” e.g., “because they did it, we should do it” type of justifications that provide no real information to the decision at hand.

Question: How do you conduct the superintendent evaluation process?

- Preston: In past years, the superintendent’s self evaluation was accepted as the board’s evaluation. Now, the chair is learning how to write up a board evaluation related to stated goals.
- Windsor: Use the CABE template – ask for a mid year meeting. Chair responsible for filling out the rubric (goal setting) followed by an assessment document.
- Waterbury: Have goals and associated metrics. That is, evaluation needs to be based on data, not perception.

The associated conference material includes many articles related to school board member roles and responsibilities, including (but not limited to): “School Governance Position Statement,” 2014, by Thomas Gentzel of the National School Board Assn. and Daniel Domenech of the American Assn. of School Administrators; “Eight Traits of Effective School Boards,” Patte Barth, National School Board Assn.; Connecticut Code of Ethics for Boards of Education”; and “7 Practices of Highly Effective Board Members,” 2013, Kathryn Blumsack, Maryland Assn. of Boards of Education; Terry McCabe, Maine School Board Assn.; and Michael Harvey, Kent County, Maryland Board Member.

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Dec 20

ENROLLMENT REPORT AS OF December 20, 2019

<u>Grade</u>	<u>Current Monthly Enrollment</u>				<u>Cumulative Year-to-Date</u>			
	<u>Nov(e)</u> <u>2019</u>	<u>Added</u>	<u>Left</u>	<u>Dec</u> <u>2019</u>	<u>Aug 26th</u> <u>2019</u>	<u>Added</u>	<u>Left</u>	<u>Dec</u> <u>2019</u>
K	245	1	0	246	245	4	3	246
1	262	0	3	259	259	5	5	259
2	265	0	1	264	263	2	1	264
3	262	1	0	263	265	2	4	263
4	289	0	0	289	290	1	2	289
Total Elementary	1,323	2	4	1,321	1,322	14	15	1,321
5	275	0	0	275	277	0	2	275
6	284	0	0	284	285	1	2	284
Total Intermediate	559	0	0	559	562	1	4	559
7	338	0	1	337	342	1	6	337
8	337	0	0	337	342	0	5	337
Total Middle	675	0	1	674	684	1	11	674
9	350	1	1	350	347	5	2	350
10	358	0	0	358	358	3	3	358
11	382	0	0	382	384	1	3	382
12	425	0	0	425	426	2	3	425
Total High	1,515	1	1	1,515	1,515	11	11	1,515
<u>Special Education</u>								
Pre-Kdg	80	3	0	83	76	10	3	83
Community Partnership	16	0	0	16	16	0	0	16
Out-of-Town	39	0	0	39	40	0	1	39
TOTAL K-12	4,207	6	6	4,207	4,215	37	45	4,207
	=====	====	====	=====	=====	====	====	=====
<u>ENROLLMENT BY SCHOOL</u>								
Hawley	300	0	0	300	304	2	6	300
Sandy Hook	367	0	2	365	368	3	6	365
Middle Gate	357	2	1	358	354	6	2	358
Head O' Meadow	299	0	1	298	296	3	1	298
Total	1,323	2	4	1,321	1,322	14	15	1,321
Reed Intermediate	559	0	0	559	562	1	4	559
Middle School	675	0	1	674	684	1	11	674
High School	1,515	1	1	1,515	1,515	11	11	1,515
<u>Special Education</u>								
Pre-Kdg	80	3	0	83	76	10	3	83
Community Partnership	16	0	0	16	16	0	0	16
Out-of-Town	39	0	0	39	40	0	1	39
TOTAL K-12	4,207	6	6	4,207	4,215	37	45	4,207
	=====	====	====	=====	=====	====	====	=====

(e) = End Of Month

check 0 0 0 0 0 0 0 0

**NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut**

Dec 20

ELEMENTARY CLASS SIZES AS OF December 20, 2019

Grade	Hawley	Sandy Hook	Middle Gate	Head O' Meadow	Reed	TOTAL	check
Pre K		83				83	0
K	13 14 14 14	16 17 17 17	18 17 18 17	18 18 18			
Total K	55	67	70	54		246	0
1	20 20 20	17 15 18 17	15 15 16 16	18 17 17 18			
Total 1	60	67	62	70		259	0
2	20 19 20	19 19 19 20	18 18 18 19	19 18 18			
Total 2	59	77	73	55		264	0
3	20 19 19	17 20 20 18	20 20 20 20	25 25			
Total 3	58	75	80	50		263	0
4	17 18 16 17	20 19 20 20	19 19 18 17	23 23 23			
Total 4	68	79	73	69		289	0
Total K-4	300	365	358	298		1,321	0
<i>check</i>	0	0	0	0		0	

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
NOVEMBER 30, 2019**

SUMMARY

This fifth report for the 2019-20 school year continues to provide year to date actual expenditures, encumbrances, and anticipated obligations. Account-by-account analysis continues to update these estimates as operating conditions change. Beyond salaries, benefits, and energy, many of the anticipated obligations are listed as approximate full budget spend.

During the month of November, the Board of Education spent approximately \$5.8M; \$4.1M on salaries and \$1.7M on all other objects.

The December estimate for the Excess Cost Grant has been calculated and submitted to the State based on the services currently provided to address the needs of this population. Overall, at a 75% reimbursement rate, this grant is expected to provide approximately \$364,000 more than what was budgeted. This estimate is presented in the "Offsetting Revenue Schedule," (1st estimate) following the expenditure detail. The total estimated grant of \$1,885,833 will provide offsets to the eligible expenses reported, one-half of which should be received in February, subject to change.

This report includes transfer recommendations to adjust salary accounts resulting from teacher program reassignment during the current budget development process.

There were no emergency repairs that definitively exceeded \$5,000 during this period. However, at the High School a mechanical contractor has begun rebuilding a circulator pump in the F-Wing on a time and material basis. This has the potential to exceed \$5,000. Another issue at the High School yet to be resolved is, during the heating retro fit of the burners, the general contractor discovered that the Glycol in the lines that run to the rooftop heating units were corrosive and needed to be flushed and replaced. This was not expected to be an expense within the approved authorization. Discussions regarding this are continuing.

Overall, our financial position has improved since last month.

On the revenue side we are showing receipts for local tuition and some additional miscellaneous fees.

The budget will continue to be closely monitored with any further impacts being shared as appropriate.

Ron Bienkowski
Director of Business
December 10, 2019

TERMS AND DEFINITIONS

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

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2018-19 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- YTD Transfers – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date.
- Current Transfers – identifies budget transfer recommended for current month action.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.
- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

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

Excess Cost Grant – (Current Formula) this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs exceed local prior year per pupil expenditure by 4 ½. Students placed by the Department of Child

and Family Services (DCF) are reimbursed after the school district has met the prior year's per pupil expenditure. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation and all other town submittals.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$37,700 for this year.

The last portion of the monthly budget summary reports school generated revenue that are anticipated revenue to the Town of Newtown. Fees and charges include:

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for parking permits..
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

NEWTOWN BOARD OF EDUCATION

2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20 YTD		CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2019 - 2020							
<u>GENERAL FUND BUDGET</u>											
100	SALARIES	\$ 48,042,992	\$ 50,205,315	\$ -	\$ -	\$ 50,205,315	\$ 15,078,659	\$ 33,686,545	\$ 1,440,111	\$ 1,223,340	\$ 216,772
200	EMPLOYEE BENEFITS	\$ 11,165,888	\$ 11,093,340	\$ -	\$ -	\$ 11,093,340	\$ 5,597,604	\$ 4,183,899	\$ 1,311,837	\$ 1,302,571	\$ 9,266
300	PROFESSIONAL SERVICES	\$ 767,554	\$ 797,835	\$ -	\$ -	\$ 797,835	\$ 248,272	\$ 129,833	\$ 419,730	\$ 419,730	\$ -
400	PURCHASED PROPERTY SERV.	\$ 2,243,310	\$ 2,292,742	\$ -	\$ -	\$ 2,292,742	\$ 985,647	\$ 491,509	\$ 815,586	\$ 815,586	\$ -
500	OTHER PURCHASED SERVICES	\$ 8,901,602	\$ 9,111,879	\$ -	\$ -	\$ 9,111,879	\$ 4,109,408	\$ 5,558,596	\$ (556,125)	\$ (549,921)	\$ (6,204)
600	SUPPLIES	\$ 3,784,438	\$ 3,671,332	\$ -	\$ -	\$ 3,671,332	\$ 1,275,997	\$ 195,464	\$ 2,199,879	\$ 2,129,883	\$ 69,996
700	PROPERTY	\$ 756,806	\$ 757,572	\$ -	\$ -	\$ 757,572	\$ 316,355	\$ 154,273	\$ 286,944	\$ 286,944	\$ -
800	MISCELLANEOUS	\$ 62,869	\$ 74,395	\$ -	\$ -	\$ 74,395	\$ 55,425	\$ 4,619	\$ 14,351	\$ 14,351	\$ -
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
TOTAL GENERAL FUND BUDGET		\$ 75,725,459	\$ 78,104,410	\$ -	\$ -	\$ 78,104,410	\$ 27,667,366	\$ 44,404,739	\$ 6,032,313	\$ 5,642,484	\$ 389,829
900	TRANSFER NON-LAPSING	\$ 328,772	\$ -								\$ -
GRAND TOTAL		\$ 76,054,231	\$ 78,104,410	\$ -	\$ -	\$ 78,104,410	\$ 27,667,366	\$ 44,404,739	\$ 6,032,313	\$ 5,642,484	\$ 389,829

(Unaudited)

NEWTOWN BOARD OF EDUCATION

2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20 YTD			YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	
			APPROVED BUDGET	TRANSFERS 2019 - 2020	CURRENT TRANSFERS						CURRENT BUDGET
100	SALARIES										
	Administrative Salaries	\$ 3,926,453	\$ 4,156,163	\$ -	\$ -	\$ 4,156,163	\$ 1,605,256	\$ 2,546,036	\$ 4,872	\$ 3,953	\$ 919
	Teachers & Specialists Salaries	\$ 30,602,780	\$ 31,770,823	\$ -	\$ -	\$ 31,770,823	\$ 8,550,283	\$ 23,113,064	\$ 107,476	\$ (47,000)	\$ 154,476
	Early Retirement	\$ 40,000	\$ 32,000	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 89,327	\$ 94,514	\$ -	\$ -	\$ 94,514	\$ 59,302	\$ 28,476	\$ 6,736	\$ 6,700	\$ 36
	Homebound & Tutors Salaries	\$ 150,895	\$ 162,236	\$ -	\$ -	\$ 162,236	\$ 20,263	\$ 46,370	\$ 95,603	\$ 95,603	\$ -
	Certified Substitutes	\$ 629,852	\$ 652,430	\$ -	\$ -	\$ 652,430	\$ 227,959	\$ 145,068	\$ 279,404	\$ 279,404	\$ -
	Coaching/Activities	\$ 621,521	\$ 652,752	\$ -	\$ -	\$ 652,752	\$ 193,915	\$ 6,048	\$ 452,789	\$ 452,789	\$ -
	Staff & Program Development	\$ 226,225	\$ 213,494	\$ -	\$ -	\$ 213,494	\$ 55,317	\$ 35,316	\$ 122,860	\$ 122,860	\$ -
	CERTIFIED SALARIES	\$ 36,287,053	\$ 37,734,412	\$ -	\$ -	\$ 37,734,412	\$ 10,744,294	\$ 25,920,378	\$ 1,069,740	\$ 914,309	\$ 155,431
	Supervisors/Technology Salaries	\$ 879,898	\$ 934,371	\$ -	\$ -	\$ 934,371	\$ 383,665	\$ 514,140	\$ 36,566	\$ 22,473	\$ 14,093
	Clerical & Secretarial salaries	\$ 2,261,580	\$ 2,339,317	\$ -	\$ -	\$ 2,339,317	\$ 857,413	\$ 1,480,814	\$ 1,090	\$ -	\$ 1,090
	Educational Assistants	\$ 2,577,377	\$ 2,783,832	\$ -	\$ -	\$ 2,783,832	\$ 845,724	\$ 1,930,023	\$ 8,085	\$ 6,800	\$ 1,285
	Nurses & Medical advisors	\$ 734,534	\$ 779,871	\$ -	\$ -	\$ 779,871	\$ 204,350	\$ 530,089	\$ 45,432	\$ 45,432	\$ -
	Custodial & Maint Salaries	\$ 3,116,314	\$ 3,212,091	\$ -	\$ -	\$ 3,212,091	\$ 1,223,239	\$ 1,899,492	\$ 89,360	\$ 41,036	\$ 48,324
	Non Certified Adj & Bus Drivers salaries	\$ 12,745	\$ 25,022	\$ -	\$ -	\$ 25,022	\$ 6,917	\$ 18,105	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 48,376	\$ 141,195	\$ -	\$ -	\$ 141,195	\$ 25,708	\$ 158,343	\$ (42,856)	\$ (46,356)	\$ 3,500
	Special Education Svcs Salaries	\$ 1,172,425	\$ 1,271,345	\$ -	\$ -	\$ 1,271,345	\$ 409,230	\$ 842,924	\$ 19,190	\$ 26,319	\$ (7,129)
	Attendance & Security Salaries	\$ 580,533	\$ 605,759	\$ -	\$ -	\$ 605,759	\$ 195,777	\$ 392,238	\$ 17,744	\$ 17,568	\$ 176
	Extra Work - Non-Cert	\$ 104,484	\$ 110,362	\$ -	\$ -	\$ 110,362	\$ 79,297	\$ -	\$ 31,065	\$ 31,065	\$ -
	Custodial & Maint. Overtime	\$ 228,815	\$ 235,738	\$ -	\$ -	\$ 235,738	\$ 95,532	\$ -	\$ 140,206	\$ 140,206	\$ -
	Civic activities/Park & Rec	\$ 38,858	\$ 32,000	\$ -	\$ -	\$ 32,000	\$ 7,512	\$ -	\$ 24,488	\$ 24,488	\$ -
	NON-CERTIFIED SALARIES	\$ 11,755,939	\$ 12,470,903	\$ -	\$ -	\$ 12,470,903	\$ 4,334,364	\$ 7,766,167	\$ 370,372	\$ 309,031	\$ 61,341
	SUBTOTAL SALARIES	\$ 48,042,992	\$ 50,205,315	\$ -	\$ -	\$ 50,205,315	\$ 15,078,659	\$ 33,686,545	\$ 1,440,111	\$ 1,223,340	\$ 216,772

NEWTOWN BOARD OF EDUCATION

2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20 YTD		CURRENT BUDGET	CURRENT TRANSFERS	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2019 - 2020							
200	EMPLOYEE BENEFITS										
	Medical & Dental Expenses	\$ 8,179,822	\$ 8,058,967	\$ -	\$ 8,058,967	\$ -	\$ 4,075,413	\$ 3,954,775	\$ 28,779	\$ 22,461	\$ 6,318
	Life Insurance	\$ 84,680	\$ 87,134	\$ -	\$ 87,134	\$ -	\$ 35,627	\$ -	\$ 51,507	\$ 51,257	\$ 250
	FICA & Medicare	\$ 1,499,915	\$ 1,534,045	\$ -	\$ 1,534,045	\$ -	\$ 500,121	\$ -	\$ 1,033,924	\$ 1,033,924	\$ -
	Pensions	\$ 809,692	\$ 864,842	\$ -	\$ 864,842	\$ -	\$ 744,051	\$ 10,461	\$ 110,330	\$ 119,154	\$ (8,824)
	Unemployment & Employee Assist.	\$ 59,858	\$ 87,000	\$ -	\$ 87,000	\$ -	\$ 1,726	\$ -	\$ 85,274	\$ 75,774	\$ 9,500
	Workers Compensation	\$ 531,920	\$ 461,352	\$ -	\$ 461,352	\$ -	\$ 240,667	\$ 218,663	\$ 2,022	\$ -	\$ 2,022
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,165,888	\$ 11,093,340	\$ -	\$ 11,093,340	\$ -	\$ 5,597,604	\$ 4,183,899	\$ 1,311,837	\$ 1,302,571	\$ 9,266
300	PROFESSIONAL SERVICES										
	Professional Services	\$ 574,753	\$ 590,802	\$ -	\$ 590,802	\$ -	\$ 184,911	\$ 110,050	\$ 295,841	\$ 295,841	\$ -
	Professional Educational Ser.	\$ 192,800	\$ 207,033	\$ -	\$ 207,033	\$ -	\$ 63,361	\$ 19,783	\$ 123,889	\$ 123,889	\$ -
	SUBTOTAL PROFESSIONAL SVCS	\$ 767,554	\$ 797,835	\$ -	\$ 797,835	\$ -	\$ 248,272	\$ 129,833	\$ 419,730	\$ 419,730	\$ -
400	PURCHASED PROPERTY SVCS										
	Buildings & Grounds Services	\$ 694,509	\$ 708,805	\$ -	\$ 708,805	\$ -	\$ 326,834	\$ 226,148	\$ 155,823	\$ 155,823	\$ -
	Utility Services - Water & Sewer	\$ 132,669	\$ 147,645	\$ -	\$ 147,645	\$ -	\$ 78,116	\$ -	\$ 69,529	\$ 69,529	\$ -
	Building, Site & Emergency Repairs	\$ 550,790	\$ 460,850	\$ -	\$ 460,850	\$ -	\$ 169,657	\$ 66,762	\$ 224,431	\$ 224,431	\$ -
	Equipment Repairs	\$ 300,958	\$ 338,819	\$ -	\$ 338,819	\$ -	\$ 106,811	\$ 39,795	\$ 192,213	\$ 192,213	\$ -
	Rentals - Building & Equipment	\$ 271,749	\$ 272,923	\$ -	\$ 272,923	\$ -	\$ 130,641	\$ 98,417	\$ 43,866	\$ 43,866	\$ -
	Building & Site Improvements	\$ 292,635	\$ 363,700	\$ -	\$ 363,700	\$ -	\$ 173,587	\$ 60,388	\$ 129,725	\$ 129,725	\$ -
	SUBTOTAL PUR. PROPERTY SER.	\$ 2,243,310	\$ 2,292,742	\$ -	\$ 2,292,742	\$ -	\$ 985,647	\$ 491,509	\$ 815,586	\$ 815,586	\$ -

NEWTOWN BOARD OF EDUCATION

2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20		YTD		YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2019 - 2020	CURRENT TRANSFERS	CURRENT BUDGET					
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 619,306	\$ 631,536	\$ -	\$ -	\$ 631,536	\$ 403,844	\$ 51,403	\$ 176,289	\$ 176,289	\$ -
	Transportation Services	\$ 4,180,892	\$ 4,323,600	\$ -	\$ -	\$ 4,323,600	\$ 1,433,807	\$ 2,325,995	\$ 563,798	\$ 540,349	\$ 23,449
	Insurance - Property & Liability	\$ 400,457	\$ 407,947	\$ -	\$ -	\$ 407,947	\$ 217,349	\$ 159,937	\$ 30,661	\$ 6,000	\$ 24,661
	Communications	\$ 140,237	\$ 160,926	\$ -	\$ -	\$ 160,926	\$ 61,764	\$ 64,666	\$ 34,496	\$ 30,000	\$ 4,496
	Printing Services	\$ 32,114	\$ 33,057	\$ -	\$ -	\$ 33,057	\$ 8,579	\$ 9,196	\$ 15,282	\$ 15,282	\$ -
	Tuition - Out of District	\$ 3,330,730	\$ 3,328,479	\$ -	\$ -	\$ 3,328,479	\$ 1,904,338	\$ 2,854,734	\$ (1,430,592)	\$ (1,371,782)	\$ (58,810)
	Student Travel & Staff Mileage	\$ 197,866	\$ 226,334	\$ -	\$ -	\$ 226,334	\$ 79,727	\$ 92,665	\$ 53,942	\$ 53,942	\$ -
	SUBTOTAL OTHER PURCHASED S	\$ 8,901,602	\$ 9,111,879	\$ -	\$ -	\$ 9,111,879	\$ 4,109,408	\$ 5,558,596	\$ (556,125)	\$ (549,921)	\$ (6,204)
600	SUPPLIES										
	Instructional & Library Supplies	\$ 885,366	\$ 819,252	\$ -	\$ -	\$ 819,252	\$ 407,223	\$ 71,852	\$ 340,185	\$ 340,177	\$ 8
	Software, Medical & Office Sup.	\$ 189,356	\$ 216,843	\$ -	\$ -	\$ 216,843	\$ 92,299	\$ 49,050	\$ 75,494	\$ 75,494	\$ -
	Plant Supplies	\$ 366,651	\$ 375,000	\$ -	\$ -	\$ 375,000	\$ 112,143	\$ 56,735	\$ 206,122	\$ 206,122	\$ -
	Electric	\$ 1,433,462	\$ 1,384,117	\$ -	\$ -	\$ 1,384,117	\$ 465,310	\$ -	\$ 918,807	\$ 853,819	\$ 64,988
	Propane & Natural Gas	\$ 426,559	\$ 434,914	\$ -	\$ -	\$ 434,914	\$ 81,400	\$ -	\$ 353,514	\$ 352,014	\$ 1,500
	Fuel Oil	\$ 97,798	\$ 81,000	\$ -	\$ -	\$ 81,000	\$ 8,607	\$ -	\$ 72,393	\$ 72,393	\$ -
	Fuel For Vehicles & Equip.	\$ 246,113	\$ 203,992	\$ -	\$ -	\$ 203,992	\$ 27,519	\$ -	\$ 176,473	\$ 172,973	\$ 3,500
	Textbooks	\$ 139,133	\$ 156,214	\$ -	\$ -	\$ 156,214	\$ 81,497	\$ 17,827	\$ 56,890	\$ 56,890	\$ -
	SUBTOTAL SUPPLIES	\$ 3,784,438	\$ 3,671,332	\$ -	\$ -	\$ 3,671,332	\$ 1,275,997	\$ 195,464	\$ 2,199,879	\$ 2,129,883	\$ 69,996

NEWTOWN BOARD OF EDUCATION

2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20		YTD		YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2019 - 2020	CURRENT TRANSFERS	CURRENT BUDGET					
700	PROPERTY										
	Capital Improvements (Sewers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technology Equipment	\$ 576,182	\$ 550,000	\$ -	\$ -	\$ 550,000	\$ 291,428	\$ 42,874	\$ 215,698	\$ 215,698	\$ -
	Other Equipment	\$ 180,624	\$ 207,572	\$ -	\$ -	\$ 207,572	\$ 24,927	\$ 111,399	\$ 71,246	\$ 71,246	\$ -
	SUBTOTAL PROPERTY	\$ 756,806	\$ 757,572	\$ -	\$ -	\$ 757,572	\$ 316,355	\$ 154,273	\$ 286,944	\$ 286,944	\$ -
800	MISCELLANEOUS										
	Memberships	\$ 62,869	\$ 74,395	\$ -	\$ -	\$ 74,395	\$ 55,425	\$ 4,619	\$ 14,351	\$ 14,351	\$ -
	SUBTOTAL MISCELLANEOUS	\$ 62,869	\$ 74,395	\$ -	\$ -	\$ 74,395	\$ 55,425	\$ 4,619	\$ 14,351	\$ 14,351	\$ -
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
TOTAL LOCAL BUDGET		\$ 75,725,459	\$ 78,104,410	\$ -	\$ -	\$ 78,104,410	\$ 27,667,366	\$ 44,404,739	\$ 6,032,313	\$ 5,642,484	\$ 389,829

(Unaudited)

NEWTOWN BOARD OF EDUCATION

2019-20 BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - NOVEMBER 30, 2019

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2018 - 2019	2019-20 APPROVED BUDGET	YTD TRANSFERS 2019 - 2020	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
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<u>BOARD OF EDUCATION FEES & CHARGES - SERVICES</u>			2019-20 APPROVED BUDGET	<u>RECEIVED</u>	<u>BALANCE</u>	% <u>RECEIVED</u>
LOCAL TUITION			\$38,950	\$15,190	\$23,760	39.00%
HIGH SCHOOL FEES FOR PARKING PERMITS			\$20,000	\$20,000	\$0	100.00%
MISCELLANEOUS FEES			\$5,000	\$2,355	\$2,645	47.09%
TOTAL SCHOOL GENERATED FEES			\$63,950	\$37,545	\$26,405	58.71%

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

"FOR THE MONTH ENDING - NOVEMBER 30, 2019"

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	CURRENT BUDGET	1st ESTIMATE	STATE ESTIMATE -	Feb RECEIVED	May ESTIMATED
100	SALARIES	\$ (54,463)	\$ -	\$ (54,463)	\$ (34,983)	\$ -	\$ -
200	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
300	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES	\$ (1,467,089)	\$ -	\$ (1,467,089)	\$ (1,850,850)	\$ -	\$ -
600	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND BUDGET		\$ (1,521,552)	\$ -	\$ (1,521,552)	\$ (1,885,833)	\$ -	\$ -

100	SALARIES						
	Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Teachers & Specialists Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Early Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Homebound & Tutors Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Certified Substitutes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coaching/Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff & Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CERTIFIED SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Supervisors/Technology Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Clerical & Secretarial salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Educational Assistants	\$ (5,386)	\$ -	\$ (5,386)	\$ -	\$ -	\$ -
	Nurses & Medical advisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non Certified Salary Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Education Svcs Salaries	\$ (49,077)	\$ -	\$ (49,077)	\$ (34,983)	\$ -	\$ -
	Attendance & Security Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Extra Work - Non-Cert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Custodial & Maint. Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Civic activities/Park & Rec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NON-CERTIFIED SALARIES	\$ (54,463)	\$ -	\$ (54,463)	\$ (34,983)	\$ -	\$ -
	SUBTOTAL SALARIES	\$ (54,463)	\$ -	\$ (54,463)	\$ (34,983)	\$ -	\$ -
200	EMPLOYEE BENEFITS						
	SUBTOTAL EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

"FOR THE MONTH ENDING - NOVEMBER 30, 2019"

OFFSETTING REVENUE INCLUDED IN ANTICIPATED OBLIGATIONS

OBJECT	EXPENSE CATEGORY	BUDGETED	CURRENT BUDGET	1st ESTIMATE	STATE ESTIMATE -	Feb RECEIVED	May ESTIMATED
300	PROFESSIONAL SERVICES						
	Professional Services	\$ -	\$ -				\$ -
	Professional Educational Ser.	\$ -	\$ -		\$ -		
	SUBTOTAL PROFESSIONAL SVCS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	PURCHASED PROPERTY SVCS						
	SUBTOTAL PUR. PROPERTY SER.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	OTHER PURCHASED SERVICES						
	Contracted Services	\$ -	\$ -		\$ -		
	Transportation Services	\$ (329,230)	\$ (329,230)	\$ (371,702)			\$ -
	Insurance - Property & Liability	\$ -	\$ -		\$ -		
	Communications	\$ -	\$ -		\$ -		
	Printing Services	\$ -	\$ -		\$ -		
	Tuition - Out of District	\$ (1,137,859)	\$ (1,137,859)	\$ (1,479,148)			\$ -
	Student Travel & Staff Mileage	\$ -	\$ -		\$ -		
	SUBTOTAL OTHER PURCHASED SI	\$ (1,467,089)	\$ (1,467,089)	\$ (1,850,850)	\$ -	\$ -	\$ -
600	SUPPLIES						
	SUBTOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	PROPERTY						
	SUBTOTAL PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	MISCELLANEOUS						
	Memberships						
	SUBTOTAL MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL LOCAL BUDGET	\$ (1,521,552)	\$ (1,521,552)	\$ (1,885,833)	\$ -	\$ -	\$ -

#DIV/0! #DIV/0!

Excess Cost and Agency placement Grants are budgeted at 75%. \$ (1,521,552)

Additional Revenue based on internal estimate \$ (364,281) \$ -

2019 - 2020
NEWTOWN BOARD OF EDUCATION
TRANSFERS RECOMMENDED
DECEMBER 17, 2019

12/9/2019

AMOUNT	FROM		TO		REASON
	CODE	DESCRIPTION	CODE	DESCRIPTION	

ADMINISTRATIVE

\$18,551	100	TEACHERS & SPECIALISTS SALARIES	100	TEACHERS & SPECIALISTS SALARIES	TRANSFERS BETWEEN TEACHERS & SPECIALISTS SALARIES TO ADJUST BUDGET TO CURRENT STAFF SALARIES
\$94,046	100	TEACHERS & SPECIALISTS SALARIES	100	TEACHERS & SPECIALISTS SALARIES	TO RECLASSIFY A TEACHERS AT REED FROM READING TO CLASSROOM

2019 - 2020
NEWTOWN BOARD OF EDUCATION
DETAIL OF TRANSFERS RECOMMENDED
DECEMBER 17, 2019

AMOUNT	FROM		TO	
	CODE	DESCRIPTION	CODE	DESCRIPTION
ADMINISTRATIVE				
\$18,551	100	TEACHERS & SPECIALISTS SALARIES \$10,884 1-001-50-040-1131 SPECIALISTS - GUIDANCE \$7,667 1-001-75-063-1121 TEACHERS - SP. ED. H.S.	100	TEACHERS & SPECIALISTS SALARIES \$18,551 1-001-45-022-1121 TEACHERS - MUSIC
\$94,046	100	TEACHERS & SPECIALISTS SALARIES \$94,046 1-001-45-026-1121 TEACHERS - READING	100	TEACHERS & SPECIALISTS SALARIES \$94,046 1-001-45-038-1121 TEACHERS - CLASSROOM

Bylaws of the Board

Time, Place, Notification of Meetings

Regular Meetings

The Board of Education shall set their schedule of regular meetings at the first meeting in November and provide it to the Town Clerk, no later than January 31st of each year, and shall post the schedule on the District's website.

Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's website, and provided to the Town Clerk not less than 24 hours in advance of the meeting time.

Committee Meetings

Notice of committee meetings will follow the same guidelines as regular and special meetings.

Special Meetings

Special meetings shall be called by the Chairperson upon a request of three members or whenever deemed necessary by the Chairperson. Notice and agenda of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting to the Town Clerk. The special meeting shall be posted on the District's website. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or Chairperson not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24 hour notification by a written waiver of notice to the purpose.

Request for Notification of Meetings

Notification of meetings will be emailed or mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Attendance at Meetings via Electronic Communications

The Board of Education authorizes that the Board Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good reason why the Board members cannot attend in person and the request is received sufficiently in advance to

allow a good quality electronic connection to be set up. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

When a Board member participates electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the Minutes when members participate in the meeting electronically.

A member who is attending electronically must identify him/her self by name and be recognized by the Chairperson before speaking. When a member attends a meeting electronically, all votes shall be by roll call vote.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. (Each part of the meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire meeting and the identification of each party shall be clearly stated prior to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.

Workshop Meetings

The Board may hold periodic workshop meetings for the purpose of studying the many facets of the operation for which it is responsible. Productive work sessions are necessary if the Board is to be adequately prepared to make intelligent, objective decisions at its regular monthly meetings.

Informational Meetings

At its discretion the Board of Education may call a special public meeting to provide an opportunity for members of the community to express their views and discuss with the Board members a particular aspect of the schools' program or operation.

Legal Reference: Connecticut General Statutes

1-200 (2) Definitions. "Meeting"

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public, as amended by June 11
Special Session, PA 08-3

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or
resolution.

10-218 Officers. Meetings

Adopted: January 7, 2020

Bylaws of the Board

Agenda Construction/Meeting Materials

The Superintendent of Schools, in collaboration with the Chairperson, shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult appropriate members of the administrative staff and other Board members as necessary. Any Board member who wishes to have an item included on the agenda should notify the Board Chairperson in sufficient time for the Board Chairperson to review the request with the Superintendent. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's website, and provides to the Town Clerk not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

- (cf. 1120 Public Participation at Board Meetings)
- (cf. 1331 Smoke Free Environment)
- (cf. 9121 Board Officers)
- (cf. 9321 Time, Place, Notification for Meetings)
- (cf. 9324 Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 Quorum)
- (cf. 9325.2 Order of Business)
- (cf. 9326 Minutes)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Approved: 1/7/2020

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment of students or of school system operations.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be during designated public participation at the discretion of the presiding officer, as follows:

1. A time limit may be allotted to each speaker.
2. No inappropriate or disrespectful conduct shall be permitted at any Board of Education meeting. Persistence in such conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Superintendent who will notify the Board when appropriate.

The Board of Education may cancel any meetings or adjourn a regular or special meeting to a specified time and place with notice pursuant to Board policy. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after two-thirds vote of the members present vote affirmatively to add such business to the agenda.

9325(b)

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw 9326, minutes.

(cf. 1120 - Board of Education Meetings re Public Participation) (cf.
1312 - Public Complaints)
(cf. 9321 - Time, Place, Notification of Meetings)
(cf. 9322 - Public and Executive Sessions)
(cf. 9323 - Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal

1-210 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances) 10-

224 Duties of the Secretary

Adopted: 6/5/12
Revised: 1/7/2020

Bylaws of the Board

Quorum and Voting Procedures

1. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.
2. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
3. Members may vote for themselves for any office or other position.
4. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
5. A Board member has the right to abstain from voting. The abstention is neither a positive or negative vote.
6. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which the vote is taken.
7. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

The Board may not conduct any Board business in the absence of a quorum.

Adopted: 6/5/12

Revised: 1/7/2020

Bylaws of the Board

Order of Business

The usual order of business at all regular meetings shall be as follows:

1. Call to order
2. Consent Agenda
3. Public participation
4. Reports
5. Old business
6. New business
7. Public participation
8. Adjournment

Communication Between Individual Schools and The Board of Education

In the interest of furthering communication between the various schools and the Board of Education, under the “Reports” section of the Board’s monthly business meeting agenda, selected representatives from each school are invited to share a summary of activities (in five minutes or less) occurring at their respective schools. This does not obligate school representatives to monthly or bimonthly reporting to the Board; rather the intent is to afford the individual schools an informal opportunity to communicate any events or issues occurring within their school that they wish to share with the Board.

Consent Agenda

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Routine, standard, non-controversial, and self-explanatory items are those that will be placed on the consent agenda. Examples include the following:

- Committee and previous Board meeting minutes
- Office reports

9325.2(b)

- Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)
- Routine revisions of a policy (changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)
- Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)
- Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)

Adopted: 6/5/12

Revised 1/7/2020

Bylaws of the Board

Parliamentary Procedures

Rules of Debate

The Chairperson may move, second, and debate from the chair and shall not be deprived of any right to vote or of any other rights, powers, or duties of a member by virtue of being Chairperson.

A member shall be entitled to the floor only on recognition by the presiding officer. Once a member has been recognized he/she shall not be interrupted for any reason other than a call to order; in such case, the presiding officer shall rule promptly on the point of order, and the speaker shall be allowed to proceed if he/she is in order. The presiding officer may impose reasonable limits on debate or other remarks, including limiting the number of speakers and their allowed time on either side of an issue.

The member who has made a motion shall have the privilege of being the last speaker on the motion.

A motion to reconsider may be made by a member on the prevailing side. Such a motion may be made only at the same meeting or at a reconvened meeting.

The current edition of Robert's Rules of Order shall govern the proceedings of the Board of Education except when in conflict with Board policy.

Legal Reference: Connecticut General Statutes
 1-200 Definitions
 1-206 Denial of access to public records or meetings.
 1-210 Access to public records
 1-226 Recording, broadcasting or photographing meetings
 19a-342 Smoking prohibited in certain places. Signs required.
 Penalty
 1-231 Executive sessions
 1-232 Conduct of meetings (re disturbances)
 10-224 Duties of the Secretary

Adopted: 6/5/12

Bylaws of the Board

Vote Recording/Minutes

Vote Recording

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below.

Minutes

The Recording Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

Maintaining the Minutes

The minutes of meetings of the Board of Education shall be maintained as outlined below:

1. Content -- Board of Education procedure

- A. The date, place, and type of meeting
- B. Members present and members absent, by name
- C. Call to order, and opening ceremony
- D. Arrival of tardy members by name and time
- E. Departure of members by name before adjournment, or if absent when any agenda items are acted upon
- F. Record of written notice of special meetings
- G. Records of items of business to be considered at future regular or special meetings

2. Content - Board of Education actions

- A. Approval or amended approval of the minutes of preceding meetings
- B. Complete information as to each subject of the Board of Education's deliberations

9325.4(b)

- C. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous
- D. All Board of Education resolutions in complete context, numbered serially for each fiscal year
- E. A record of all contracts entered into
- F. All employment decisions.
- G. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
- H. Adoption of the annual budget
- I. Financial reports, including collections received and deposited, and sales of personal property, as presented to the Board of Education each month
- J. A record of the Superintendent's reports to the Board
- K. Adoption of all policies and bylaws, and approval of regulations as required
- L. A record of all delegations appearing before the Board
- M. Adoption of the annual school calendar
- N. Approval of job descriptions for each employee

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3

10-218 Election of officers.

10-224 Duties of the secretary.

Adopted: 6/5/12

Revised: 1/7/2020

Bylaws of the Board

School Board Legislative Program

The Board of Education, as an agent of the state, must operate within the bounds of the state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

The Board will work with its state and federal legislative representatives, with the Connecticut Association of Boards of Education, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program. The Board will make its position known to the Connecticut Association of Boards of Education and to appropriate legislators. This cooperation is necessary because the Board recognizes the importance of sound and constructive state legislation in establishing the frame work and support for public education.

The Board may annually designate a legislative representative to serve as its liaison with the Connecticut Association of Boards of Education Government Relations Committee and/or Delegate Assembly. This person will be authorized to speak on the Board's behalf with respect to legislation being considered at the state or national level. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board. The legislative representative will also monitor proposed school legislation and inform the Board of the issues.

Revised: 1/7/2020

Bylaws of the Board

Monitoring Products and Processes

Self-Evaluation

The Newtown Board of Education is made up of duly elected individuals to oversee the Public Schools of the community. This very responsible and complex job requires that the Board blend its diverse opinion into a common purpose which will give direction to the school system. The local community looks to its Board of Education to provide leadership for the school system. The success of the system depends on how well that role is carried out.

Therefore, it shall be the policy of the Newtown Board of Education that there shall be an annual program of self-evaluation in which each member shall participate.

Annually, the Board will schedule dates to conduct its self-evaluation. The evaluation will include, but not be limited to, the following leadership areas: community leadership of education, influencing educational policy, community involvement, communicating with the public, the decision making process, planning and setting goals, allocating resources, developing Board policy, policy oversight, selecting and evaluating the Superintendent, working with the Superintendent, promoting good employee relations, setting expectations for Board member conduct, conducting the work of the Board, Board member development.

The Board may, at times, request consultant assistance in carrying out the evaluation of the Board.

Policy Review and Evaluation

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students and the community to provide evidence of the effect of the policies which it has adopted.

Legal Reference: Connecticut General Statutes

10-220 Duties of board of education

Adopted: 6/5/12

Reviewed: 1/7/2020

Recommended Bylaws to Be Rescinded

Bylaw 9325.2 – Order of Business includes the following to be rescinded with approval:

Bylaw 9325.21 – Consent Agenda

Bylaw 9100 – Officers (previously approved) includes the following to be rescinded with approval:

Bylaw 9120 – Officers

Bylaw 9121 – Chairperson,

Bylaw 9122 – Office of the Vice Chairperson

Bylaw 9123 – Secretary

Bylaw 9130 – Committees (previously approved) includes the following to be rescinded with approval :

Bylaw 9131– Committee of the Whole

Bylaw 9132 – Standing Committee

Bylaw 9133 – Special Committees/Temporary Committees/Adhoc Committees

Bylaw 9311- Formulation, Adoption, Amendment of Policies, Bylaws and Administrative Regulations (previously approved) includes the following to be rescinded with approval:

Bylaw 9312 – Formulation, Adoption, Amendment of Bylaws

Bylaw 9313 – Formulation, Adoption, Amendment of Administrative Regulation

Bylaw 9314 – Suspension of Policies, Bylaws, Regulations

Bylaw 9314.1 – Conflict with Statute

Bylaw 9321 – Time, Place, Notification of Meetings includes the following to be rescinded with approval:

Bylaw 9320 – Meetings of the Board,

Bylaw 9321.1 – Workshop Meetings

Bylaw 9321.2 – Informational Meetings

Bylaw 9325.43 – Attendance at Meeting via Electronic Communications

Bylaw 9340 – School Board Members

- Rescinded and not included in any other bylaw

**Bylaws of the Board
Officers / Organization Meeting of the Board**

The officers of the Board of Education shall consist of a Chairperson, Vice-Chairperson, and Secretary.

The Board shall organize biennially at the first regular meeting in December following the town election. The meeting shall be called to order by the Town Clerk who will serve as temporary Chairperson and shall preside until a chairperson has been elected.

Election of all officers shall be by nomination from the floor and shall require a majority public vote of the members of the Board. A written ballot shall not be used.

A majority of the total membership of the Board shall be required to constitute election. If there are more than two nominees and on the first vote no nominee receives a majority vote of the full membership, the nominee receiving the lowest number of the votes shall be removed from the list of candidates before balloting again.

The new Chairperson of the Board will take office upon election and conduct the election of the Vice-Chairperson and Secretary.

Officers shall remain in office until new officers are elected at the next organizational meeting, unless such officers cease to be members of the Board of Education. If there is a vacancy among the officers during the course of the year, the Board membership shall act promptly to elect a new officer to fill the vacancy.

Upon motion duly made and seconded, an officer of the Board may be removed from office by a two-thirds vote of the total Board membership.

Chairperson

The Chairperson shall preside at all meetings of the Newtown Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.

7. Be responsible for the orderly conduct of all Board meetings.
8. Assume such other duties as may be authorized by the Board.
9. Appoint a Clerk of the Board.
10. The Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The Vice-Chairperson

The Vice- Chairperson will:

1. Act in place of the Chairperson, when necessary, and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between board meetings.
4. In case of illness, resignation, or death of the Chairperson, the Vice-Chairperson, as deemed by the Board, becomes Chairperson until the Board membership acts promptly to elect a new officer to fill the vacancy.

5. The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

Secretary

1. A member of the Newtown Board of Education shall be elected Secretary by the members of the Board and shall perform the duties assigned by law and the Board.
2. The Secretary shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson of the Board and reports of the Superintendent. The Board shall authorize the employment of a person to assist in fulfilling the responsibilities for this position.
3. The Secretary shall cause written notices of regular Board meetings and suitable notices of special meetings to be sent to Board members through the office of the Superintendent.
4. The Secretary will write an annual report on the activities of the Board for the Town Annual Meeting Report.
5. The Secretary shall serve as Acting Chairperson when the Chairperson and Vice-Chairperson are not able to preside at meetings.

(cf. 9020- Public Statements)

(cf. 9325 – Meeting Conduct)

(cf. 9222 – Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings

Charter, Town of Newtown, Revised April 22, 2008

Section 2-70 Board of Education

Adopted: 4/10/12

Revised: 11/6/19

Bylaws of the Board

Officers

The officers of the Board of Education shall consist of a Chairperson, Vice-Chairperson, and Secretary.

Such officers shall be elected from the Board membership at the organizational meeting, and shall remain in office until new officers are elected at the next organizational meeting, unless such officers cease to be members of the Board of Education. If there is a vacancy among the officers during the course of the year, the Board membership shall act promptly to elect a new officer to fill the vacancy.

The Superintendent of Schools or designated agent shall serve as moderator for the election of new Board of Education officers at the organizational meeting. The new officers will take office immediately upon completion of all the elections.

A majority of the total membership of the Board shall be required to constitute election. If there are more than two nominees and on the first vote no nominee receives a majority vote of the full membership, the nominee receiving the lowest number of votes shall be removed from the list of candidates before balloting again.

Upon motion duly made and seconded, an officer of the Board may be removed from office by a two-thirds vote of the total Board membership.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings

Adopted: 4/10/12

Bylaws of the Board

Chairperson

The Chairperson shall preside at all meetings of the Newtown Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.
8. Assume such other duties as may be authorized by the Board.
9. Appoint a Clerk of the Board.
10. The Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

(cf. 9020 - Public Statements)

(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes
10-218 Officers. Meetings

Adopted: 4/10/12

Bylaws of the Board

Office of the Vice-Chairperson

The Vice-Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between board meetings.
4. In case of illness, resignation, or death of the Chairperson, the Vice-Chairperson, as deemed by the Board, becomes Chairperson until the Board membership acts promptly to elect a new officer to fill the vacancy.

The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

Adopted: 4/10/12

Bylaws of the Board

Secretary

A member of the Newtown Board of Education shall be elected Secretary by the members of the Board and shall perform the duties assigned by law and the Board.

The Secretary shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson of the Board and reports of the Superintendent. The Board shall authorize the employment of a person to assist in fulfilling the responsibilities for this position.

The Secretary shall cause written notices of regular Board meetings and suitable notices of special meetings to be sent to Board members through the office of the Superintendent.

The Secretary will write an annual report on the activities of the Board for the Town Annual Meeting Report.

The Secretary shall serve as Acting Chairperson when the Chairperson and Vice-Chairperson are not able to preside at meetings.

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Adopted: 4/10/12

9130(a)

Bylaws of the Board

Committees

Committees of the Newtown Board of Education shall be established 30 days after the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.

Committee members shall be appointed by the Chairperson of the Board of Education at a regular meeting at such time as the Board decides to create or recreate the committee. The Chairperson shall be an ex-officio member of each standing committee.

Duties of each committee shall be determined as a committee is formed.

Each committee may make a report through its Chairperson at each regular meeting of the Board of Education. Each committee may make its annual report at the meeting **prior to** the first regularly scheduled meeting in December.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

Committee of the Whole

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.

Standing Committees

Each standing committee shall be considered to be in session for one year only. The duties of the committee shall be outlined at the time of appointment, and the committee shall regularly report to the Board of Education.

Standing committees are comprised solely of Board members and must be less than a majority of the Board. Although the Superintendent may serve in an ex-officio capacity and standing committees may seek input from administrators, staff and others, only standing committee members may vote or otherwise agree upon recommendations to be made to the full Board.

Special Committees/Temporary Committees/Ad Hoc Committees

The Chairperson of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairperson shall be an ex-officio member of each committee.

The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

Ad Hoc Committees

Any Board member interested in serving on a committee shall notify the Chairperson promptly concerning his/her interest. Any member who is interested in attending Ad Hoc committee meetings may do so. They may not take part in the discussion.

In the event of vacancies on Ad Hoc committees, the Chairperson shall have the power to appoint new committee members. All appointments expire when the committee as a whole expires.

Upon completion of the assigned task, the committee will cease to function.

Record Keeping

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

Resources

Any expenditure of town funds by an advisory committee shall be made only after submission of a budget to and approval of such expenditure by the board. Such expenditures may then be made through the Superintendent.

Legal Reference: Connecticut General Statutes
1-200 through 1-242 of the Freedom of Information Act. 1-
200 Definitions.
1-225 Meetings of government agencies to be public.

Adopted: 4/10/12
Revised: 11/19/19

Bylaws of the Board

Committee of the Whole

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.

(cf. 9130 – Committees)

(cf. 9132 – Standing Committees)

(cf. 9133 – Special/Advisory Committees)

Legal Reference: Connecticut General Statutes

1-200 Definitions.

1-225 Meetings of government agencies to be public.

Adopted: 4/12/12

Bylaws of the Board

Standing Committees

Standing committee members shall be appointed by the Chairperson of the Board of Education at a Board of Education meeting at such time as the Board decides to create or recreate the committee. The Chairperson shall be an ex-officio member of each standing committee.

Each standing committee shall be considered to be in session for one year only. The duties of the committee shall be outlined at the time of appointment, and the committee shall regularly report to the Board of Education.

Standing committees are comprised solely of Board members and must be less than a majority of the Board. Although the Superintendent may serve in an ex-officio capacity and standing committees may seek input from administrators, staff and others, only standing committee members may vote or otherwise agree upon recommendations to be made to the full Board.

(cf. 9130 - Committees)

(cf. 9131 – Committee of the Whole)

(cf. 9133 – Special Committees/Advisory Committees)

Legal Reference: Connecticut General Statutes

1-200 through 1-242 of the Freedom of Information Act.

1-200 Definitions.

1-225 Meetings of government agencies to be public.

Adopted: 4/10/12

Bylaws of the Board

Special Committees/Temporary Committees/Ad Hoc Committees

The Chairperson of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairperson shall be an ex-officio member of each committee.

The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

Ad Hoc Committees

Ad Hoc committee members shall be designated in the first instance by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. Any member who is interested in attending Ad Hoc committee meetings may do so. They may not take part in the discussion.

In the event of vacancies on Ad Hoc committees, the Chairperson shall have the power to appoint new committee members. All appointments expire when the committee as a whole expires.

Upon completion of the assigned task, the committee will cease to function.

Record Keeping

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members.

Resources

Any expenditure of town funds by an advisory committee shall be made only after submission of a budget to and approval of such expenditure by the board. Such expenditures may then be made through the Superintendent.

(cf. 9130 – Committees)

(cf. 9131 – Committee of the Whole)

(cf. 9132 – Standing Committees)

Legal Reference: Connecticut General Statutes
 1-200 through 1-241 of the Freedom of Information Act.
 1-200 Definitions.
 1-225 Meetings of government agencies to be public

Adopted: 4/10/12

9311 (a)

Bylaws of the Board**Formulation, Adoption, Amendment of Policies, Bylaws and Administrative Regulations****Methods of Operation**

The Newtown Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

Formulation, Adoption, Amendment of Policies

The development of sound educational policies is one of the primary duties of the Board of Education. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and his/her staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priorities by the Board and by the Superintendent of Schools;
2. Many people at different levels shall be given opportunities to participate in development and review of policies and regulations;
3. Procedures for development and revision of policies and regulations shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed;
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned;
5. Policy and regulatory effectiveness shall be monitored regularly by the Board of Education, the Superintendent of Schools, and by other staff members;
6. Board members and administrators shall guard against intrinsic problems of policies and regulations. (*rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.*)
7. Any policy statement, rule, regulation, or guideline that may conflict with prevailing statute is automatically void.

Anyone may ~~propose~~ suggest a new policy or policy changes — members of the community, the staff, students, Superintendent, or Board members. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board. Although the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. Policy manuals and copies of new and changed policies shall be distributed to all members of the Board of Education and school administrators, and shall be made available to the staff, students, and general public.

Policy proposals and suggested amendments to, deletions of, or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent or Board members in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.

Policies will be adopted or amended after consideration at two regular meetings of the Board of Education by majority vote of all members present. The agenda and minutes shall be marked to indicate policy matters.

Only those written statements so adopted and so recorded shall be regarded as official policy. Unless otherwise provided by resolution or motion, every policy shall take effect immediately upon its adoption.

Under adoption of a policy change, the underlying regulation, as well as school policies, will subsequently be revised. The Superintendent will report to the board any necessary changes to regulations or school policies.

Formulation, Adoption, Amendment of Bylaws

The Board of Education shall formulate such written rules as it considers necessary. The formal adoption of such rules shall be recorded in the minutes and only such written, adopted, and recorded statements shall be regarded as official rules for the governing of the Board of Education.

Bylaws

Except where otherwise provided by law or regulation of the Commissioner of Education, these bylaws shall cover questions of order, organization, and conduct of business of the Board of Education. Questions not covered by these bylaws shall be governed by Robert's Rules of Order.

The Board of Education acknowledges that partisan principle, group interest, or personal ambition shall not prevail when this action may result in subordinating the Board's educational responsibilities.

Amendments to Bylaws

These bylaws may be amended at any meeting of the Board, provided notice of the introduction of the resolution amending the bylaws and the text thereof has been circulated to each member at

least five days before the meeting at which it is to be introduced and the proposed amendment, after being introduced, receives an affirmative vote of the majority of the full membership of the Board.

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Superintendent is responsible for the formulation, issuance, amendment and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised or deleted administrative regulations.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education. In this case, if the Board directs the Superintendent to issue, amend or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Suspension of Policies, Bylaws and Regulations

Policies, bylaws and Board of Education adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a two thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised

Adopted: 6/5/12

Revised: 11/19/19

Bylaws of the Board

Formulation, Adoption, Amendment of Bylaws

Formulation of Rules Governing the Board of Education

The Board of Education shall formulate such written rules as it considers necessary. The formal adoption of such rules shall be recorded in the minutes and only such written, adopted, and recorded statements shall be regarded as official rules for the governing of the Board of Education.

Bylaws

Except where otherwise provided by law or regulation of the Commissioner of Education, these bylaws shall cover questions of order, organization, and conduct of business of the Board of Education. Questions not covered by these bylaws shall be governed by Robert's Rules of Order.

The Newtown Board of Education is the recognized agency designated by the State to represent the citizens of Newtown in the fulfillment of its educational responsibilities as follows:

1. To maintain the public schools in compliance with applicable provisions of the Connecticut General Statutes.
2. To interpret educational needs and desires to the community.
3. To translate educational needs and operational procedures required to attain them into policies and programs to be administered by the Superintendent of Schools.

The Board of Education acknowledges that partisan principle, group interest, or personal ambition shall not prevail when this action may result in subordinating the Board's educational responsibilities.

Amendments to Bylaws

These bylaws may be amended at any meeting of the Board, provided notice of the introduction of the resolution amending the bylaws and the text thereof has been circulated to each member at least five days before the meeting at which it is to be introduced and the proposed amendment, after being introduced, receives an affirmative vote of the majority of the full membership of the Board.

Reference: Robert's Rules of Order

Adopted: 6/5/12

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Adopted: 6/5/12

Bylaws of the Board

Suspension of Policies, Bylaws and Regulations

Policies, bylaws and Board of Education adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised

Adopted: 6/5/12

9314.1

Bylaws of the Board

Conflict With Statute

Any policy statement, rule, regulation, or guideline that may conflict with prevailing statute is automatically void.

Adopted: 6/5/12

Bylaws of the Board

Meetings of the Board

There will be two regular meetings per month of the Board during the school year. During July and August, the Board will meet one time per month. If a quorum is not present at the time for which the meeting is called, the member or members present may recess the meeting to a time not later than 9:00 P.M.; if no quorum is present at that time, another day will be selected. The Board does reserve the right to change the date and location of a given meeting provided that a quorum can be present and with proper notice being posted with the Town Clerk.

Special Meetings of the Board

Special meetings shall be called by the Chairperson upon a request of three members or whenever deemed necessary by the Chairperson. Notice of all special meetings shall be given to the members of the Board at least 24 hours previous to the time stated for the meeting to convene. Notice of the special meeting shall state the purpose of such meeting, and no other business shall be transacted at such meeting except upon the majority consent of the Board members present.

Legal Reference: Connecticut General Statutes
1-206 Denial of access to public records or meetings.
1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3
1-227 Mailing of notice of meetings to persons filing written request.
1-228 Adjournment of meetings. Notice.
1-229 Continued hearings. Notice.
1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
10-218 Officers. Meetings

Adopted: 6/5/12

Bylaws of the Board

Board of Education Work Sessions

Workshop Meetings

The Board may hold periodic workshop meetings for the purpose of studying the many facets of the operation for which it is responsible. Productive work sessions are necessary if the Board is to be adequately prepared to make intelligent, objective decisions at its regular monthly meetings.

The Chairperson may call meetings of the committee of the whole to plan the agenda of a regular or special meeting, or to discuss other matters that may require study by the Board.

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public.

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

Adopted: 6/5/12

Bylaws of the Board

Informational Meetings

At its discretion the Board of Education may call a special public meeting to provide an opportunity for members of the community to express their views and discuss with the Board members a particular aspect of the schools' program or operation.

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public.

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

Adopted: 6/5/12

Bylaws of the Board

Order of Business

Consent Agenda

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Routine, standard, non-controversial, and self explanatory items are those that will be placed on the consent agenda. Examples include:

- Committee and previous Board meeting minutes
- Office reports
- Routine correspondence
- Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)
- Routine revisions of a policy (changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)
- Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)
- Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)

Adopted: 6/5/12

Bylaws of the Board

Attendance at Meetings via Electronic Communications

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically is authorized under limited conditions.

The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.

A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. The reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

The Board authorizes the administration to provide the equipment required to implement this Board procedure.

Guidelines

A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board Chairperson determines either condition is not occurring, he/she shall terminate the Board member's attendance through electronic communications.

A quorum of Board members shall be physically present at a Board meeting when a board member attends through electronic communications.

To attend a Board meeting through electronic communications, a Board member shall comply with the following conditions:

- a. Submit such request to the Board Chairperson at least three (3) school days prior to the meeting.
- b. Ensure that the remote location is quiet and free from background noise and interruptions.
- c. Board members participating electronically may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened.

- d. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/her self by name and be recognized by the Chairperson before speaking.

(cf. 9321 – Time, Place, Notification for Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9325.1 – Quorum)

(cf. 9325.4 – Voting Method)

(cf. 9326 – Minutes)

(cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11
Special Session, PA 08-3

Adopted: 6/5/12

Bylaws of the Board

School Board Memberships

The Board of Education may maintain membership in the Connecticut Association of Boards of Education (CABE). It holds indirect membership in the National School Boards Association through its affiliation with the state group.

The Board of Education shall review its memberships yearly.

Adopted: 6/5/12