

THE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The **Board of Finance** held a special meeting on the 2013-2014 budget on Wednesday, March 13, 2013 in Council Chamber of the Newtown Municipal Center, 3 Primrose Street, Newtown, CT. John Kortze called the meeting to order at 7:35 pm.

**PRESENT:** John Kortze, Joseph Kearney, James Gaston, Jr., Richard Oparowski, Harry Waterbury and Carol Walsh.

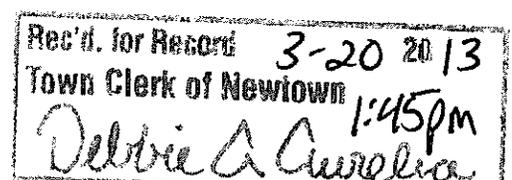
**ALSO PRESENT:** First Selectman Llodra, Finance Director Robert Tait, Tax Assessor Chris Kelsey, Superintendent Dr. Janet Robinson, Asst. Superintendent Dr. Linda Gejda, Director of Business Ron Bienkowski, Board of Education Chairman Debbie Leidlein, various Legislative Council members, various Board of Education members, twenty members of the public, three members of the press.

**VOTER COMMENTS:** **Eve Ackert, 6 Cider Mill Road** said that if security is provided for reasons of threat or psychological effect, her family, as tax payers, and as people who continue to grieve with the town deserve equal treatment. She asked the board to reconsider the lack of quality being offered to the private schools. **Katherine Zaharek, 10 Abbotts Hill Road** asked the board to fully support the Board of Education budget as well as any additional funding needed to support mental health issues and security issues. **Michele Assante, 16 Wendover Road** is disappointed in the amount of funding offered to the private schools. She feels there should be Newtown police officers in schools as opposed to a private security firm. She thinks the town should consider drawing from the fund balance to be repaid with a grant. If the town gets 'dinged' by the rating agencies she would like the town to consider borrowing. She fully supports the Board of Education but does not see any added counselors. **Barbara Hastings, 5 Stonewall Ridge Road** is a resident and serves as the Development Director of Frasier Woods. She said that every child shared the fear, anxiety and grief related to 12/14; the drive and passion of school employees is equal in terms of protecting children in their care. Every staff member at every school is a potential hero. The police at the school were incredible with the children; they did a fabulous job. **Rich Woycik, 36 Grand Place** stated there is a significant reduction in revenues. He supports money being allocated to the schools, both private and public, but doesn't agree with the way they are going to be deployed. He believes the allocation should be proportionate to the size of the student body. **Rick Labash, 16 Wendover Road** has daughters in private school because they have full day kindergarten, he would like the funding to remain at \$60,000 per private school. He asked the board to think of the community, not the survivalist, not the multi-generational Newtown people and not only the retirees and to give the money to protect his kids and every child that goes to the three private schools in town.

**NEW BUSINESS:**

**Discussion and possible action:**

1. **Revaluation/Assessment Presentation:** Mr. Kelsey and Mr. Tait presented a power point on revaluation information (Att. A)
2. **2012-2013 Town of Newtown Budget:** Mr. Bienkowski talked about the formula used to determine the number of custodians needed in each school and said we are currently understaffed by five custodians. Mr. Kortze said that comparable size schools around the state, using a similar formula have one less custodian in each school. Mr. Bienkowski said it has to do with scheduling and later shifts that do heavy cleaning. First Selectman Llodra said that the town spends \$30,000 on contractual services for the cleaning service at the Municipal Center, the Police Department and Parks



& Recreation bathrooms. Dr. Robinson discussed the teacher evaluations and the need for an additional assistant principal. She said the assistant principal has been needed for five years; the tasks required of the assistant principals have changed. Dr. Robinson does not believe it would be cost effective to contract out teacher evaluations. There have been eighteen new hires since the budget last year; any hired in response to 12/14 have been put in the SERVE grant. Dr. Robinson said anyone hired with grant money has an understanding they are hired with grant money and if the grant money goes away so does the position; if the need remains when the grant is no longer then that is another discussion. There is approximately \$195,000 budgeted for OPEB, Mr. Tait confirmed that half of that would be sufficient. Mr. Kortze asked about enrollment (Att. B) and the averages over three to six years. The forecasted increases are substantially larger than the averages. Mr. Bienkowski said the numbers are from Dr. Chung. The major driver in all budgets is overhead and enrollment has been a topic year over year. The classroom size guideline for grades 3-12 is 25 or less. Ms. Leidlein is concerned with the Sandy Hook students going into Reed (Att. C). Having the class sizes smaller in Reed will enable the teachers to handle whatever difficulties arise from the students that are dispersed throughout the clusters. Mr. Kortze said that there is a similar phenomenon occurring in any of the grades that directly correlates to staffing. The difference this year is a dramatic drop in the high school enrollment. Mr. Bienkowski said there is \$200,000 planned for attrition, which equates to eight people. Mr. Kearney thinks the numbers will be off by at least sixty students from the prediction; in 2019 the student population will be under 4,000. He is unsure what will contribute to an influx of students greater than the trend. The Building & Site Maintenance Projects by priority list was discussed (Att. D). The NMS parking lot will be done over the summer with money from the capital non-recurring account. First Selectman Llodra said the schedule of the high school auditorium design and improvements is in the 2014-2015 CIP with room in the schedule to bond it. Mr. Kortze talked about staging some of the work and planning for it with a fixed amount over five years. This is a way to approach the major expenditures that are lumped into one year. Mr. Kortze asked about the supplies that were donated and asked if there was any offer of computers. (Att. E & Att. F). Mr. Bienkowski said that the supply account for Sandy Hook can be reduced by \$10,000 based on pens, pencils, crayons and similar type materials that have been donated. Mr. Kortze stated that the audit report notes there are a couple of accounts that have not migrated into the general ledger. Mr. Bienkowski said they are student activity accounts, field trips. Ms. Leidlein does not anticipate any changes in the level of funding for the vacant positions that need to be filled. Dr. Robinson said the principal salaries are set by contract; the numbers in the budget are accurate. Mr. Oparowski said that enrollment is going down, expenses are going up. Instead of addressing labor over years the Board of Education has reduced technology and maintenance and now are trying to catch up. Mr. Kearney questioned the amount for unemployment saying it seems high. Mr. Bienkowski said there has to be an amount sufficient to cover the cost; it can go up or down.

Mr. Kortze clarified a line item was added to the Selectman budget for the private school grants for security. The original motion at the meeting of 3/11/13 failed. The next motion to allow for \$150,000 (\$50,000 per school) was believed to have failed with one nay, three ayes and two abstentions. A legal opinion from the Town Attorney states the motion passed and the balance of motions will be considered a nullity which is as if they didn't happen. The result is that the \$150,000 (\$50,000 for each school) to be added to the town side budget with its own separate line item is adopted. The abstentions stand as well. (Att. G).

Mr. Kearney moved to increase the requested Board of Selectman amount for the Chief of Police salary by \$1,600. Mr. Oparowski seconded. All in favor.

Mr. Kearney moved to increase the requested Board of Selectman amount for the Captain's salary by \$1,000. Mr. Gaston seconded. All in favor.

Mr. Kearney moved to reduce the towns equipment fuel line item by \$30,663. Mr. Waterbury seconded. All in favor.

Mr. Kortze said based on the Board of Finance policy approximately \$400,000 needs to be added to the fund balance. However, the amount placed in contingency may be covered by a grant, if that is the case, it would be prudent to take that for fund balance and not have to add to the budget currently. Mr. Tait confirmed that if the grant comes through the \$420,000 will be kept in Contingency, when we close year end it increases fund balance by that amount. Mr. Kortze asked Mr. Tait to provide clarity to the council if this is how we move forward.

Mr. Kearney moved to reduce Public Building heat by \$2,616. Mr. Waterbury seconded. All in favor.

Mr. Kearney moved to recommend to the Legislative Council the Board of Selectman budget in the amount of \$39,054,520 which includes \$10,058,924 debt service. Mr. Gaston seconded. All in favor.

Mr. Oparowski moved to reduce the Board of Education budget by \$1.5 million. Mr. Waterbury seconded. Mr. Oparowski arrived at that amount by looking at the year over year changes and trying to capture the discretionary items: increased staffing at the Reed, Middle and High Schools (\$479,000), security guards (\$248,000), full day kindergarten (\$345,000), building & maintenance (\$890,000) and equipment (\$497,000). That leaves \$1million in discretionary spending and provides a \$300,000 cushion. Motion failed by a roll call vote: (Aye: Oparowski, Kearney) (Nay: Gaston, Waterbury, Walsh, Kortze).

Mr. Kearney moved to reduce the Board of Education budget by \$1,164,540. Mr. Oparowski seconded. Mr. Kearney accepts the increases for current staff. He believes the enrollment numbers will trend toward Chung's low numbers, there will be less students and that will translate into a savings. Consolidation needs to happen sooner rather than later unless there is a reason to deny the trend. This suggested reduction allows for full day kindergarten with some adjustments and security with adjustments. Ms. Leidlein said that security staff recommended the amount for security to assure the facilities were adequately protected. The Board of Education has to be very careful how they staff at different levels. Motion failed by a roll call vote: (Aye: Oparowski, Kearney) (Nay: Gaston, Waterbury, Walsh, Kortze).

Mr. Kortze said that there is a \$174,000 savings in fuel, the board budgeted twelve security guards but now need eleven; that combined with the fuel savings totals \$200,000. Reducing the building maintenance request by \$250,000 would still allow the BOE to do more than half of what was originally planned and will still be able to do what was planned with an average expenditure over the

next five years. Reducing technology by \$150,000 allows for what is planned but not to do it all next year. \$100,000 can be reduced in OPEB. None of this affects the issue of staffing, class size and security.

Mr. Kortze is concerned about bifurcation and clarified security is in both sides of the budget.

Mr. Kortze moved to reduce the Board of Education budget by \$750,000. Mr. Kearney seconded. Ms. Walsh moved to amend the motion to reduce the Board of Education budget by \$650,000. Ms. Walsh hopes the BOE will look closely at the staffing levels, consider not adding additional staffing and not reduce the building & maintenance to that extent. Mr. Gaston seconded. Amended motion failed by a roll call vote: (Aye: Walsh, Gaston) (Nay: Oparowski, Kearney, Waterbury, Kortze).

Mr. Waterbury stated that the Board of Finance cannot change line items in the BOE budget but he feels sooner or later staff needs to be seriously discussed.

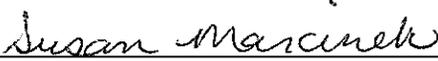
The motion on the table in the amount of \$750,000 passed by a roll call vote: (Aye: Gaston, Waterbury, Walsh, Kortze) (Nay: Oparowski, Kearney).

Mr. Oparowski moved to authorize the finance director to make any clerical corrections needed. Mr. Kearney seconded. All in favor.

Mr. Waterbury moved the Board of Education bottom line of \$72,095,304. Mr. Gaston seconded. All in favor.

Mr. Kearney moved the bottom line Revenue in the amount of \$111,149,824. Mr. Waterbury seconded. All in favor.

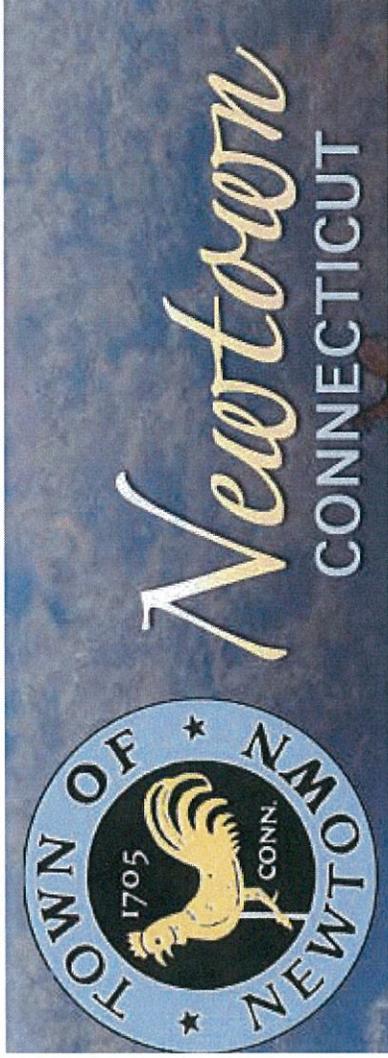
**ADJOURNMENT:** Having no further business the special Board of Finance meeting was adjourned at 10:30pm.

  
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Susan Marcinek, Clerk

- Att. A: Revaluation presentation
- Att. B: Enrollment information
- Att. C: Enrollment – Reed School
- Att. D: Building & Maintenance by priority
- Att. E: Sandy Hook Special Revenue & Private Purpose
- Att. F: Donations to Newtown Public Schools
- Att. G: legal opinion on voting: re: security officers
- Att. H: BOE answers to questions and information

- THE 10/01/2012 REVALUATION PROCESS
- REVALUATION AND ITS EFFECT ON TAXES – AN ILLUSTRATION
- THE 10/01/2012 REVALUATION AND ITS EFFECT ON TAXES

# Town of Newtown Informational Meeting



## Revaluation

- Mandated by the State of Connecticut
- Full revaluation every 10 years (includes inspections) and interim update every 5 years
- In Connecticut, real property is assessed at 70% of value

## Benefits of Revaluation

- Correct disproportionate taxation
- Adjust value for market shifts
- Achieve 70% state mandated assessment ratio

# Revaluation Process

## Phases Include:

- Data Collection/Verification
- Sales Analysis
- Model Development & Application
- Field Review
- Informal Hearings
- Assessment Finalization

## Data Collection/Verification

Using Data mailers, the Assessors Office asks the public to Verify the current information regarding:

- Interior Data
- Exterior Data
- Outbuildings

## Development of Assessed Values

### Sales Analysis

- Review and analysis of sales - Focusing on arms-length sales between 10/1/2011 and 10/1/2012

### Valuation Model Development

- Utilizing the sales data, valuation models are developed in compliance with Connecticut State Statutes

## Definition of Market Value

As written in the CAAO Handbook for Connecticut Assessors, “market value is the most probable price in cash that a property would bring in a competitive and open market, assuming that the buyer and seller are acting prudently and knowledgeably, allowing sufficient time for the sale, and assuming that the transaction is not affected by undue pressure.”

## Field Review

- Verify appropriate application of models
- Confirm data and value consistency
- Conducted by OPM certified appraisal staff members

# Assessment Finalization

## Notices

- Property owners notified of the proposed change in assessment

## Informal Hearings

- Informal meetings with taxpayers held

## Final Adjustments

- Made as necessary
- Statistics generated and filed with State of Connecticut

## Ratio Testing Standards

### Level of Assessment

- Prescribed range 63%-77%.

### Coefficient of Dispersion (COD)

- Overall must be 15% or less.

### Price Related Differential

- Range allowed .98 and 1.03.

### Unsold Property Test

- Range allowed .95 to 1.05.

**Newtown, CT  
Phase of Project**

Sales Review

Sales Analysis

Field Review

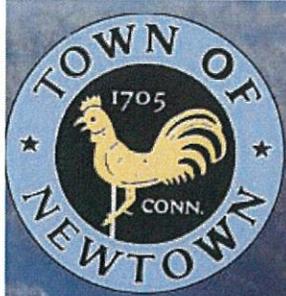
Final Analysis/Assessor Review

Notices Out

Informal Hearings

Final Notices

Final Deliverables



# Newtown

## CONNECTICUT

RESIDENTS    BUSINESSES    VISITORS    FORMS    I WANT TO...

- Home
- About Newtown
- Economic Development
- Town Departments
- Boards & Commissions
- Community Links
- Local, State & Federal Links
- Parks & Recreation
- Town Charter
- Code Book
- Purchase a Transfer Station Permit
- Recycling Information
- Town Budget
- Video on Demand

**Town Hall Directions & Newtown Mail-A-Map**

**Subscribe to News**

**Contact the Town**

**CODE RED**  
Emergency Notification System

The Town of Newtown has instituted the CodeRED Emergency Notification System. [Sign up for the CodeRED Early Warning System.](#)

**Employee Webmail**

## Assessor's Office

[Printer-Friendly Version](#)

**Contact:** [Chris Kelsey, CCMail](#)  
Assessor  
[Penny Mudgett, CCMail](#)  
Deputy Assessor

**Address:** 3 Primrose Street  
Fairfield Hills  
Newtown, CT 06470

**Phone:** (203) 270-4240

**Fax:** (203) 270-4243

**Hours:** Monday through Friday  
8:00 AM to 4:30 PM

**Additional Links:**

<a href="#">Local Option Veteran's Program</a>	<a href="#">Online Database</a>	<a href="#">Frequently Asked Questions</a>
<a href="#">Downloadable Forms</a>	<a href="#">Maps</a>	<a href="#">Exemption for Handicapped Equipped Vehicles</a>
<a href="#">Department of Motor Vehicles</a>	<a href="#">Required proofs for motor vehicle bills</a>	<a href="#">Revaluation FAQ's</a>
<a href="#">Tax Bill Calculator</a>		

**Department Staff**

Name	Title
Penny Mudgett, CCMail	Deputy Assessor
Mindy Kovack	Field Technician
Andrea Santillo	Administrative Assistant

The Assessors Office is responsible for keeping the record ownership of property current, and the valuation of business personal property, motor vehicles and real estate for each October 1st Grand List.

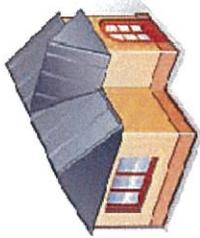
In conjunction with these duties, we also process exemption applications for the elderly, totally disabled, veterans, blind, exemptions for EMT, volunteer firemen and handicapped adapted vehicles.

Our mission is the commitment to produce the best compilation and value of property in Newtown while serving the public in an empathetic and equitable manner.

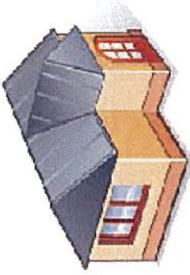
For directions to our new building [click here](#) and use 2nd Street Newtown CT as a destination

\*\*ALL PROPERTIES DECLINE IN VALUE EQUALLY (20%)\*\*

2,000 SF HOUSE



2,000 SF HOUSE



4,000 SF HOUSE



COMMERCIAL BUILDING



2007 ASSESSMENT	210,000	210,000	560,000	3,000,000
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**TOTAL 2007 ASSESSMENTS EQUALS THE GRAND LIST TOTAL = 3,980,000**

**MILL RATE = 25.00**  
**TOTAL TAXES = \$99,500**

TAX BILL	5,250	5,250	14,000	75,000
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2012 ASSESSMENT	168,000	168,000	448,000	2,400,000
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Assuming a market decline of 20%

**TOTAL 2012 ASSESSMENTS EQUALS THE GRAND LIST TOTAL = 3,184,000**

**MILL RATE = 31.88**  
**TOTAL TAXES = \$101,506**  
 A 2% increase (in the budget amount)

TAX BILL	5,356	5,356	14,282	76,512
Tax Bill Increase	2%	2%	2%	2%

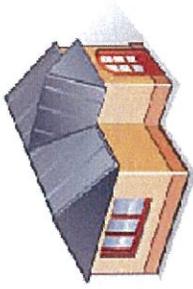
\*\*AN EXAMPLE OF PROPERTIES DECLINING IN VALUE AT DIFFERENT RATES\*\*

2,000 SF HOUSE

2,000 SF HOUSE

4,000 SF HOUSE

COMMERCIAL BUILDING



2007 ASSESSMENT	210,000	210,000	560,000	3,000,000
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TOTAL 2007 ASSESSMENTS EQUALS THE GRAND LIST TOTAL = 3,980,000

MILL RATE = 25.00  
TOTAL TAXES = \$99,500

TAX BILL	5,250	5,250	14,000	75,000
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2012 ASSESSMENT	168,000	168,000	448,000	2,550,000
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Assuming a market decline of 20% for residential and 15% for commercial.

TOTAL 2012 ASSESSMENTS EQUALS THE GRAND LIST TOTAL = 3,334,000

MILL RATE = 30.445  
TOTAL TAXES = \$101,504  
A 2% increase

TAX BILL	5,115	5,115	13,639	77,635
	-3%	-3%	-3%	4%

**TOWN OF NEWTOWN**

**10/1/2012 REVALUATION STATISTICS**

**RESIDENTIAL SINGLE FAMILY HOMES AND CONDOS**

**CHANGE IN ASSESSMENT:**

	<u>PERCENT CHANGE</u>	<u>OLD ASSESSMENT</u>	<u>NEW ASSESSMENT</u>
AVERAGE	-26%	350,316	259,108
MEDIAN	-28%	323,183	230,890
HIGH	-82%	6,989,440	4,562,000
LOW	184%	13,362	27,570

**CHANGE IN TAX BILL AMOUNT ATTRIBUTABLE TO THE REVALUATION:**

AVERAGE	(308)
MEDIAN	(526)
HIGH	46,970
LOW	(25,582)

**TOWN OF NEWTOWN**

**10/1/2012 REVALUATION STATISTICS**

**COMMERCIAL**

**CHANGE IN ASSESSMENT:**

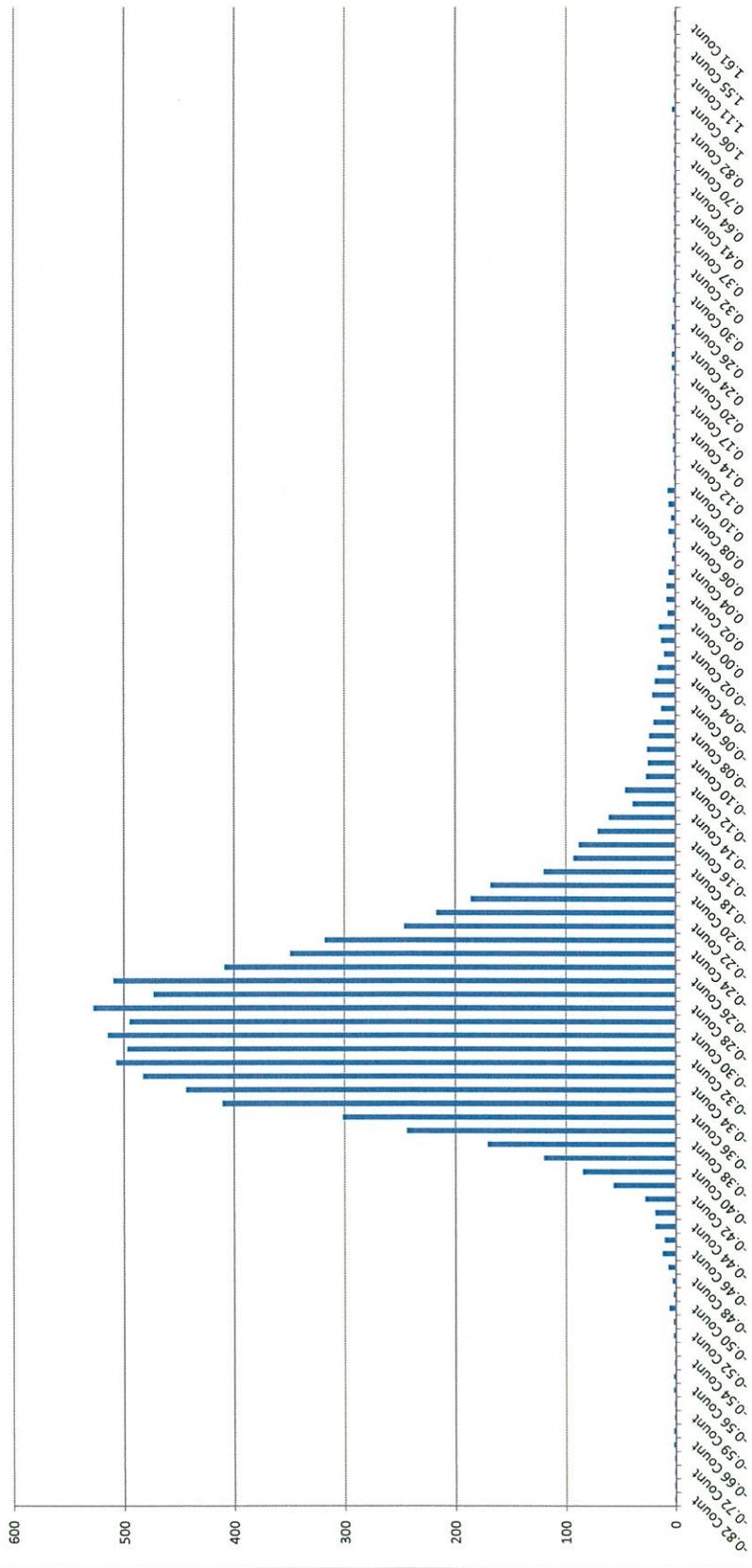
	<u>PERCENT CHANGE</u>	<u>OLD ASSESSMENT</u>	<u>NEW ASSESSMENT</u>
AVERAGE	-16%	997,957	836,199
MEDIAN	-19%	838,432	678,160
HIGH	-65%	18,550,000	15,872,440
LOW	463%	58,590	54,970

**CHANGE IN TAX BILL AMOUNT ATTRIBUTABLE TO THE REVALUATION:**

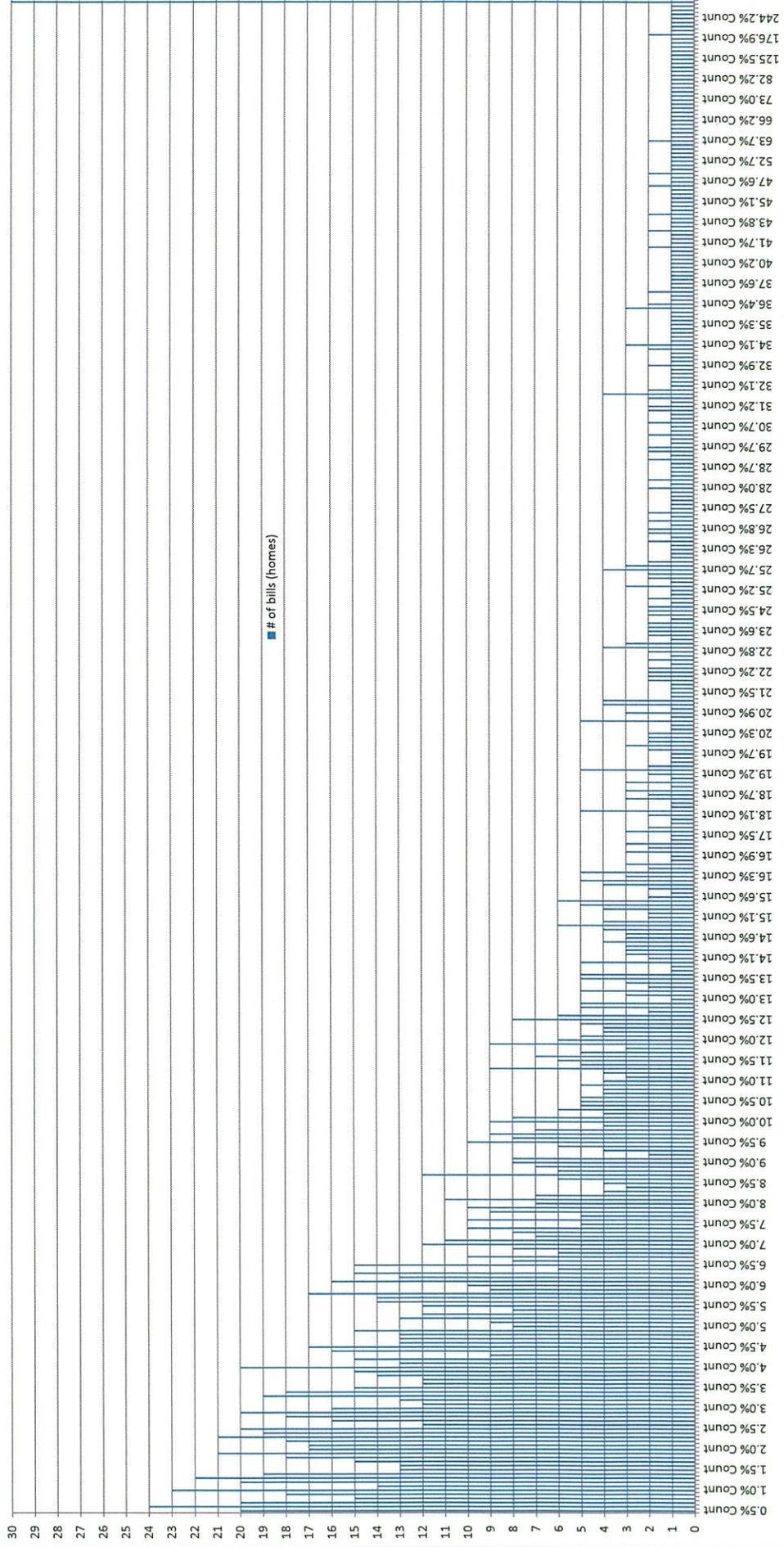
AVERAGE	2,260
MEDIAN	634
HIGH	116,248
LOW	(63,187)

### # residential bills vs change in assessed value

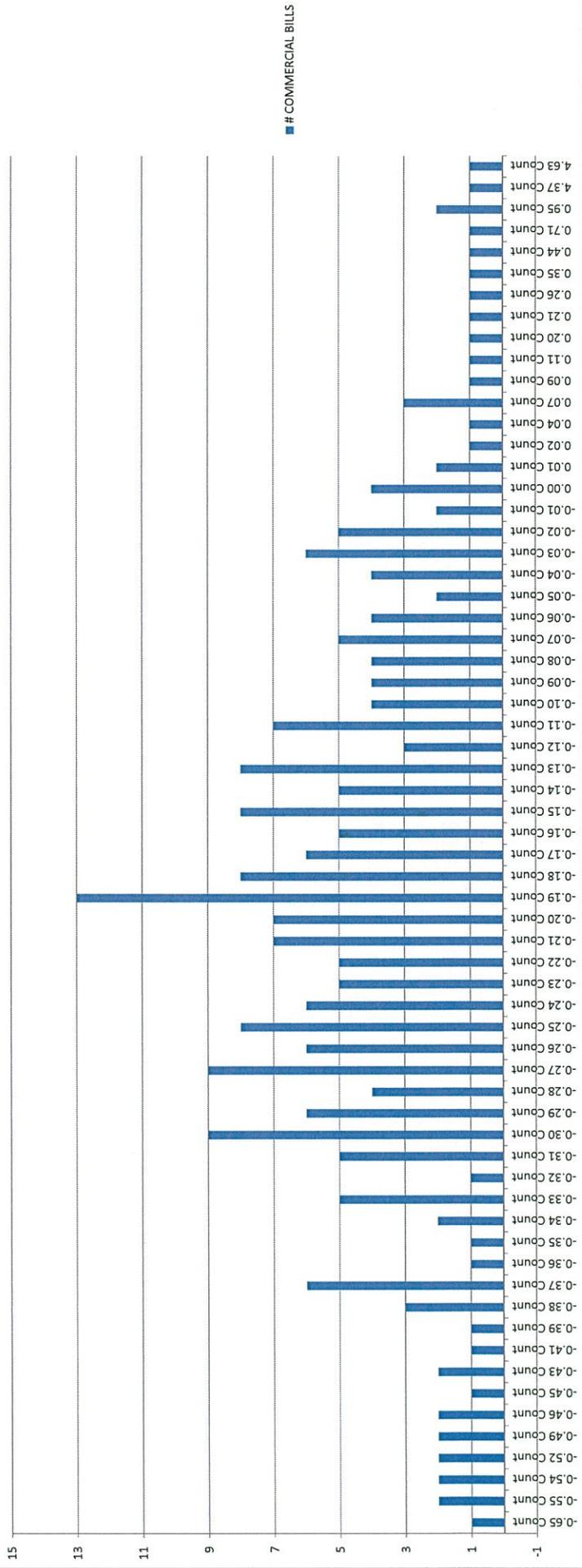
■ # residential bills



### residential homes - revaluation has increased tax amount beyond the budget

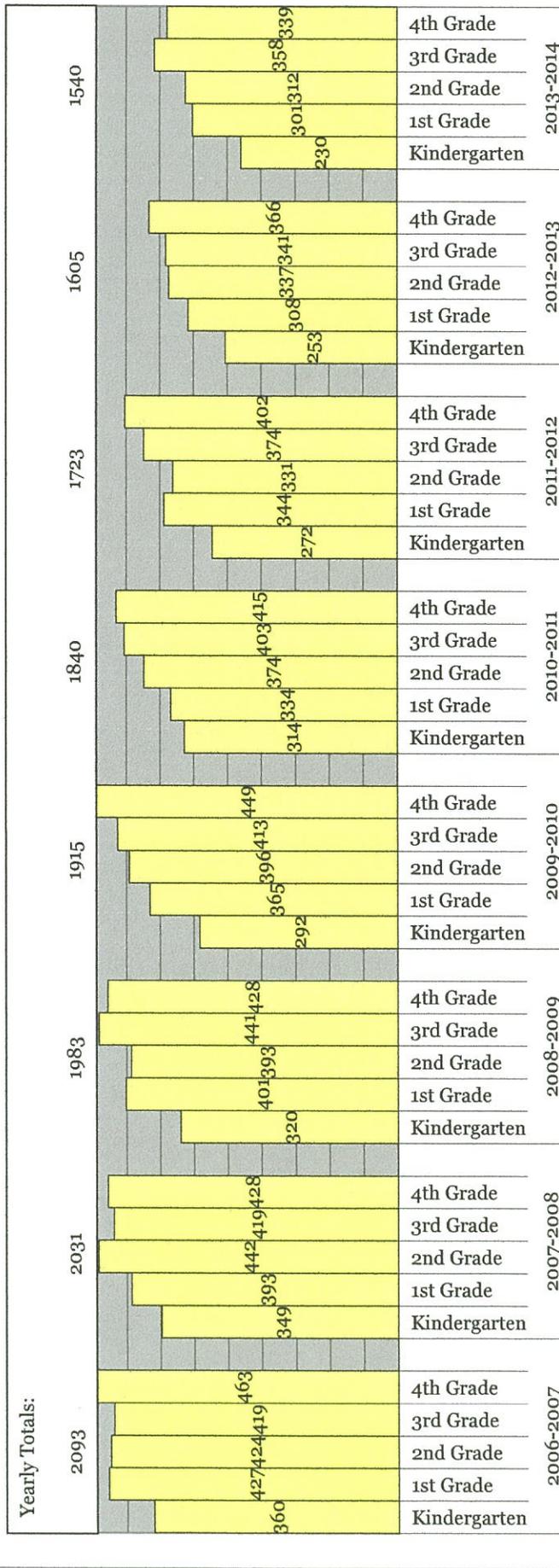


# # COMMERCIAL BILLS

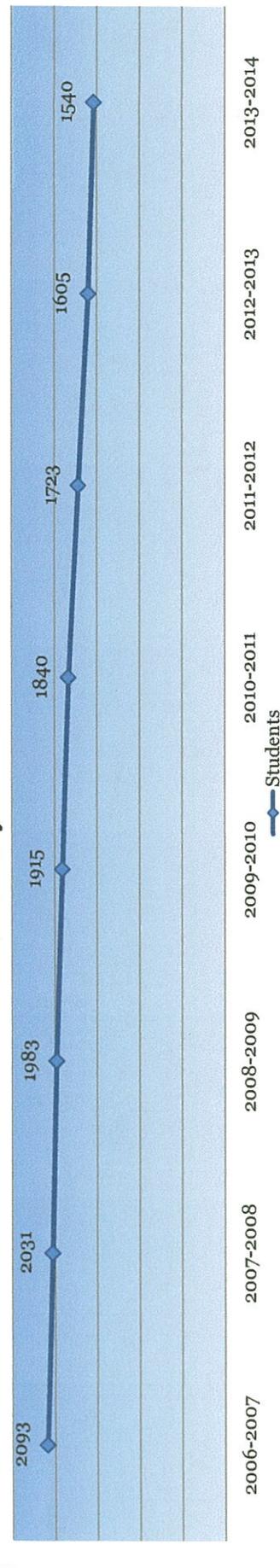


**ENROLLMENT - COMBINED**

**All Elementary Schools  
Number of Students**



**All Elementary School Enrollment**





BOARD OF EDUCATION'S REQUESTED BUDGET FOR 2013-2014

ENROLLMENT - REED INTERMEDIATE SCHOOL

REED INTERMEDIATE ENROLLMENT										
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14		
5th Grade	414	464	431	429	449	418	402	387		
Total	414	464	431	429	449	418	402	387		
Avg. Class	23	23	24	24	25	23	22	22		
Classroom Staff	18	20	18	18	18	18	18	18		

6th Grade	497	422	471	432	446	460	417	422		
Total	497	422	471	432	446	460	417	422		
Avg. Class Size	23	23	24	24	25	26	23	23		
Classroom Staff	22	18	20	18	18	18	18	18		

Total Enrollment	911	886	902	861	895	878	819	809		
Total Classroom Staff	40	38	38	36	36	36	36	36		

## BUILDING &amp; SITE MAINTENANCE PROJECTS - BY PRIORITY

PRIORITY	LOCATION	PROJECT DESCRIPTION	JUSTIFICATION	COST
1	HAWLEY SCHOOL	CONTINUE DOOR REPLACEMENT-PHASE III	SECURITY/SAFETY	\$ 20,000
1	HAWLEY SCHOOL	UPS BACK-UP FORT VOICE AND DATA	SAFETY	\$ 10,000
1	MIDDLE GATE SCHOOL	UPGRADE ELECTRICAL/GEN BACK-UP FOR PHONE SYS	SAFETY	\$ 18,000
1	HEAD O'MEADOW SCHOOL	UPGRADE ELECTRICAL/GEN BACK-UP FOR PHONE SYS	SAFETY	\$ 20,000
1	MIDDLE SCHOOL	ELECTRICAL UPGRADE AND UPS BACK-UP PHONE SUPPORT	DISTRICT/TOWN INITIATIVE	\$ 20,000
1	MIDDLE SCHOOL	INSTALL ADA LOCKSETS-KEY TO MASTER	SAFETY	\$ 30,000
1	HIGH SCHOOL	CONNECT CULINARY REFRIGERATION TO GENERATOR	HEALTH/FOOD LOSS	\$ 30,000
1	HIGH SCHOOL	EXPAND SERVICE FROM GENERATOR TO F WING CRITICAL	SAFETY	\$ 15,000
				\$ 163,000
2	MIDDLE SCHOOL	INSTALL ADDITIONAL EXTERIOR LIGHTING	SAFETY	\$ 20,000
3	MIDDLE GATE SCHOOL	CARPET/FLOORING REPLACEMENT PROGRAM	SAFETY	\$ 20,000
3	MIDDLE GATE SCHOOL	PAINT GYM AND REFINISH FLOOR	UPGRADE	\$ 25,000
3	HEAD O'MEADOW SCHOOL	CARPET/FLOORING REPLACEMENT PROGRAM	SAFETY	\$ 20,000
3	MIDDLE SCHOOL	CARPET/FLOORING REPLACEMENT PROGRAM	SAFETY	\$ 30,000
				\$ 95,000
4	MIDDLE SCHOOL	PAVE REAR ACCESS ROAD	SAFETY/DETERIORATED	\$ 13,500
5	HEAD O'MEADOW SCHOOL	REPAINT EXTERIOR DOORS,FRAMES,WINDOW FRAMES	RUSTING AND WORN	\$ 20,000
6	HEAD O'MEADOW SCHOOL	INSTALL ACCESS TO REAR OF BUILDING//STONE DRIVE	SAFETY	\$ 15,000
7	REED SCHOOL	INSTALL FLASHING AT ROOF PENETRATIONS	NOT COMPLETE FROM CONST	\$ 15,000
8	MAINTENANCE SHOP	TANK REMOVAL, DRAINAGE & PAVING	EXCEEDED USEFUL LIFE	\$ 35,000
9	WAREHOUSE	LOADING DOCK REPAIRS, DRAINAGE & PAVING	DETERIORATING	\$ 20,000
10	HIGH SCHOOL	PAVE PARKING LOT	SAFETY/POOR CONDITION	\$ 190,000
11	MIDDLE SCHOOL	UPGRADE BATHROOMS IN A WING 2ND FLOOR	SAFETY/HEALTH	\$ 25,000
12	HAWLEY SCHOOL	REPAINT GYM & ADJOINING MUSIC ROOM	BADLY DETERIORATED	\$ 15,000
13	MIDDLE GATE SCHOOL	REPLACE CEILING AT MAIN OFFICE, LIBRARY AND REAR HALL	SAFETY	\$ 15,000
14	MIDDLE GATE SCHOOL	REPAINT '92 WING	UPGRADE	\$ 25,000
14	HEAD O'MEADOW SCHOOL	PAINT CLASSROOMS & HALLWAYS	COVER VINYL	\$ 20,000
				\$ 45,000
15	HEAD O'MEADOW SCHOOL	INSTALL CONCRETE STAIRS TO ADJACENT PROPERTY	SECURITY/SAFETY	\$ 10,000
16	MIDDLE SCHOOL	INSTALL SOUND SYSTEM AUDITORIUM	NON-FUNCTIONAL	\$ 10,000
17	HIGH SCHOOL	CLEAN DUCTWORK	HEALTH	\$ 50,000
18	HIGH SCHOOL	UPGRADE SOUND SYSTEM FOR AUDITORIUM-PHASED PROJECT	SYSTEM FAILING/UNSUPPORTED	\$ 45,000
19	HIGH SCHOOL	VISITOR BLEACHERS-FINAL-PHASE	INADEQUATE SEATING	\$ <del>45,000</del>
20	HAWLEY SCHOOL	INSTALL COVERS AT FIRE PULL STATIONS	SECURITY/SAFETY	\$ <del>2,500</del>
21	MIDDLE GATE SCHOOL	HALLWAY BATHROOMS-PHASE I (2)	DAMAGED/ADA	\$ <del>60,000</del>
22	HIGH SCHOOL	REPLACE FLOORING AT LOBBY	HEALTH SAFETY	\$ <del>35,000</del>
23	MIDDLE GATE SCHOOL	REPLACE WALL SCONCES/LIGHTING	INEFFICIENT	\$ <del>10,000</del>
24	HAWLEY SCHOOL	INSTALL NON-SKID FLOORING AT RAMPS (97 AND 78)	SAFETY	\$ 10,000
25	REED SCHOOL	INSTALL GRAVEL PATH AROUND SOGGER FIELD	LAWN DAMAGE	\$ -15,000
26	SANDY HOOK/CHALK HILL	RESERVE FOR POTENTIAL CHALK HILL NEEDS	POTENTIAL NEEDS	\$ -95,000
GRAND TOTAL - ALL LOCATIONS				\$ 1,074,000



PG 1  
glytdbud

Town of Newtown  
YTD BUDGET REPORT

03/13/2013 18:55  
1244rtai

FOR 2013 08

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>33 SANDY HOOK SPECIAL REVENUE FD</b>							
33 400 INCOME - UNDESIGNATED	0	0	0	-109,208.99	.00	109,208.99	100.0%
33 401 INCOME - SCHOOLS	0	0	0	-1,690.80	.00	1,690.80	100.0%
33 402 INCOME - SANDY HOOK SCHOOL	0	0	0	-18,663.57	.00	18,663.57	100.0%
33 404 INCOME - CHILDREN	0	0	0	-1,076.00	.00	1,076.00	100.0%
33 405 INCOME - PARKS	0	0	0	-2,960.00	.00	2,960.00	100.0%
33 406 INCOME - PLAYGROUND	0	0	0	-12,290.00	.00	12,290.00	100.0%
33 407 INCOME - MEMORIAL	0	0	0	-10,475.00	.00	10,475.00	100.0%
33 410 INCOME - POLICE	0	0	0	-20,477.00	.00	20,477.00	100.0%
33 411 INCOME - FIRE	0	0	0	-235.00	.00	235.00	100.0%
33 415 INCOME - 1ST RESPONDERS	0	0	0	-17,184.00	.00	17,184.00	100.0%
33 416 INCOME - OTHER	0	0	0	-30,202.88	.00	30,202.88	100.0%
33 420 INCOME- SH MEMORIAL SIDEWAL	0	0	0	.00	.00	.00	.0%
33 426 INCOME-MENTAL HEALTH PHYSIC	0	0	0	-50,000.00	.00	50,000.00	100.0%
TOTAL SANDY HOOK SPECIAL REVENUE FD	0	0	0	-274,463.24	.00	274,463.24	100.0%

<b>34 SANDY HOOK PRIVATE PURPOSE TR</b>							
34 400 INCOME - FAMILIES	0	0	0	-94,183.90	.00	94,183.90	100.0%
34 401 INCOME - SCHOLARSHIPS	0	0	0	-2,531.00	.00	2,531.00	100.0%
34 500 EXPENDITURE	0	0	0	88,874.55	.00	-88,874.55	100.0%*
TOTAL SANDY HOOK PRIVATE PURPOSE TR	0	0	0	-7,840.35	.00	7,840.35	100.0%

Donations to Newtown Public Schools  
Summary

Date	Newtown Public Schools	Sandy Hook Elementary School (Support Fund)	Sandy Hook Media Center	Sandy Hook PE Equipment	Services	Equipment	Notes
3/4/2013	\$ 8,751.00	\$ 2,579.50	1219.41	1219.41			
2/19/2013	\$ 3,309.00	\$ 3,291.00				\$ 5,000.00	Food Service
2/5/2013	\$ 15,709.70	\$ 12,772.70	\$ 3,411.00	\$ 20,980.74			
1/24/2013						\$ 2,308.45	
1/23/2013	\$ 500.00	\$ 6,808.71					
1/23/2013					\$ 1,539.63	\$ 397,055.00	Tech discounts/equipment Chalk Hill
	\$ 28,269.70	\$ 25,451.91	\$ 4,630.41	\$ 22,200.15	\$ 1,539.63	\$ 404,363.45	
Total Cash					\$	80,552.17	
Total Donation & In Kind					\$	405,903.08	



HERBERT L. COHEN  
(1928-1983)

AUSTIN K. WOLF  
RICHARD L. ALBRECHT  
JONATHAN S. BOWMAN  
IRVING J. KERN  
STEWART I. EDELSTEIN  
NEIL R. MARCUS  
G. KENNETH BERNHARD  
DAVID L. GROGINS  
GRETA E. SOLOMON  
ROBIN A. KAHN  
RICHARD SLAVIN  
DANIEL S. NAGEL  
RICHARD J. DI MARCO  
DAVID B. ZABEL  
MARK A. KIRSCH  
DAVID M. LEVINE  
JOSEPH G. WALSH  
DAVID A. BALL  
JOCELYN B. HURWITZ  
STUART M. KATZ  
MONTE E. FRANK  
PATRICIA C. SULLIVAN  
VINCENT M. MARINO  
JULIE D. KOHLER  
ARI J. HOFFMAN  
COURTNEY A. GEORGE  
BARBARA M. SCHELLENBERG  
RACHEL A. PENCU  
GARY E. PHELAN  
JANE L. HARNESS  
JASON A. BUCHSBAUM  
L. JOYELLE DEPELICE  
LAUREN G. WALTERS  
DAVID M. MOROSAN  
MARCIA M. ESCOBEDO  
DAVID DOBIN  
NATHAN C. ZEZULA  
PHILIP C. PIRBS  
ELIZABETH A. ULLMAN  
ROBYN H. DRUCKER  
RACHEL A. SCHWARTZMAN

SPECIAL COUNSEL  
MATTHEW C. SOSMAN

OF COUNSEL  
MARTIN J. ALBERT  
PETER A. ARTURI  
LEONARD C. BLUM  
ANN L. FOWLER-CRUZ  
ROSAMOND A. KOETHER  
BRUCE L. LEVIN  
JACK E. MCGREGOR  
ALLAN J. ROSEN  
MARTIN F. WOLF

March 13, 2013

Via Email

Mr. John W. Kortze  
Board of Finance  
Newtown Municipal Center  
3 Primrose Street  
Newtown, CT 06470

Re: Voting re Security Officers

Dear John:

You have requested my opinion regarding several votes taken at the last Board of Finance meeting as follows:

1. Is the participation of two members of the Board of Finance (who have children in one of the private schools in question) in a vote and discussion to provide grants to private schools in Newtown to pay for security officers a violation of the Newtown Code of Ethics ("Code of Ethics"), Section 27 of the Newtown Code of Ordinances?
2. If there are six members of the Board of Finance present, and two abstain from the vote, what number of votes constitutes a majority?

With regard to question No. 1 above, Section 27-5E of the Code of Ethics provides as follows:

"An official or employee who has any financial or other private interest in any official action under consideration shall disqualify himself or herself from participating in the deliberation and decision -- making thereupon."

It could be argued that the hiring of security officers by a private school could increase the tuition of those members of the Board of Finance who have children in the school. In which case, the Board of Finance members would be in violation of Rule 27-5E recited above, by participating in the discussion and decision making on this issue.

With regard to question No. 2, Roberts Rules of Order (10<sup>th</sup> Edition), in Section 44, states that a voting requirement based on the number of members present is "undesirable", since it has the effect of converting an abstention into a negative vote. This will "deny members the right to maintain a neutral position by abstaining". In Section 4 of Roberts Rules of Order it states further that "to abstain" means not to vote at all. Based on the

1115 BROAD STREET  
P.O. Box 1821  
BRIDGEPORT, CT 06601-1821  
TEL: (203) 368-0211  
FAX: (203) 394-9901

155 DEER HILL AVENUE  
DANBURY, CT 06810  
TEL: (203) 792-2771  
FAX: (203) 791-8149

320 POST ROAD WEST  
WESTPORT, CT 06880  
TEL: (203) 222-1034  
FAX: (203) 227-1373

657 ORANGE CENTER ROAD  
ORANGE, CT 06477  
TEL: (203) 298-4066  
FAX: (203) 298-4068

above, the vote on the second question, (\$150,000 to be divided equally among the three schools) where the vote was 3 in favor, 1 against and 2 abstentions passes. The effect of this is that the subsequent vote (\$60,000 per school) is a nullity because it was not a motion to reconsider, and the question had already been decided.

Very truly yours,

A handwritten signature in black ink, appearing to read "David L. Grogins", with a long horizontal flourish extending to the right.

David L. Grogins

DLG:pld

cc: Patricia Llodra, First Selectman

### March 4, 2013 Emailed questions – Partial

1. Can you provide the box diagram relating to enrollment with actuals?

*Principals enrollment recommendation; 10/1/2012 actual using principals estimate for next year along with their staffing recommendations. This recommendation changes the distribution of staff slightly with 1 additional non-budgeted teacher at Middle Gate.*

*Both Hawley and Head O'Meadow put a watch on Kindergarten which they feel could add another teacher each. Schedule attached.*

2. Can you update fuel and gas with the recently awarded bid numbers?

*Fuel Oil and Diesel – attached*

7. Help us understand if there is a standard formula or practice for custodians and whether or not the district employees a standard practice. I'm specifically interested in staffing levels in the schools and the justifications...especially the high school.

*Custodial staffing – attached*

8. Please explain the change to your policy regarding hires and helped us understand what hires have taken place since adoption of the last budget.

*New hires listing – attached*

9. Help us understand the plan for hiring of new administration and its allowance in the budget presented.

*New administrators are budgeted at the stipulated contract rate in their agreement. Based on prior experiences or lack of they may be hired at 6% or less of the stated contract note. -1% off rate for all would equal \$4,557, -3% would equal \$13,669 and -6% would equal \$27,340.*

10. Please provide an understanding of your most recent financial report and the two major object codes that are not compliant with your policy?

*On the latest financial, January, all 'Balances' are positive. We don't understand the statement that two major objects are not compliant. However the issue we have in that the Transfer policy does not take into account offsetting revenues such as the Excess Cost and Agency Placement grants, as well as Magnet transportation. There is no account from which to draw upon in the case when these accounts appear to be in the red.*

**Some More:**

1. I would like to see a reconciliation of the enrollment to Dr Chung's numbers since I cannot find the figure 5024 anywhere on his projections.. It looks to me as though the projected enrollment next year will be well under 5000 based upon current years enrollments rolled forward to next year, especially at Reed and the Middle school. On the other hand the high school rolled forward is higher than projected. What are the reasons for this?

*Answered with March 5<sup>th</sup> request – Page 1*

2. I would also like to see what the total cost of personnel would be of all school personnel if we kept the numbers the same from 2012 giving effect for the union negotiations for each bargaining unit. That way, we can see the total cost of the effect of the increases on current personnel vs. the additional costs associated with any new hires.

*Union and contractual raises – answered with March 5<sup>th</sup> request – Sheet 8*

3. Can we get a side by side comparison of each out of district special ed student (not names) for the last 3 years along with the cost of each and the school attended? There appears to be 14 additional students from last years budget, although some may have been added after the adoption of last years budget. Also, were any of the out of district placements the result of 12-14? The increase from last years net request to this years is almost 100%.

*Answered with March 5<sup>th</sup> request – Table 15.*



NEWTOWN PUBLIC SCHOOLS

Heating Oil - Contracted Rates

Oil Quantities for Bidding Purposes 2/15/13

	2012-13 Budget	Request 2013-14	New Bid 2/28/2013	BOE Savings
Cost Per Gallon	\$3.3746	\$3.6500	\$3.1619	
Obligated Gallons	182,900	182,900	182,000	
<b>Total Costs</b>	<b>\$617,214</b>	<b>\$667,585</b>	<b>\$575,466</b>	<b>(\$92,119)</b>

Diesel Fuel - Contracted Rates

	2012-13 Budget	Request 2013-14	New Bid 2/28/2013	BOE Savings
Gallons	132,147	121,840	121,840	
Cost Per Gallon	\$3.5000	\$3.8000	\$3.1493	
<b>Total Costs</b>	<b>\$462,515</b>	<b>\$462,992</b>	<b>\$383,711</b>	<b>(\$79,281)</b>

Total BOE Savings **(\$171,400)**

NEWTOWN PUBLIC SCHOOLS

Chalk Hill Expenses for 2013-14

	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Heating Oil	40,000 gl.	\$3.1619	\$126,476
Diesel Fuel for Buses	12,810 gl.	\$3.1493	\$40,343
Electricity - Supply	638,984	0.08610	\$55,017
(1) Electricity - Delivery	638,984	0.07943	\$50,754
<b><u>Additional Expense for Chalk Hill</u></b>			<b><u>\$272,590</u></b>

(1) delivery rate based on average cost of comparable usage at HOM school

**NEWTOWN CUSTODIAL /MAINTENANCE STAFF**

<b>CUSTODIAL</b>				
Facility	Sq. Ft.	# FTE Cust	Average Sq. Ft. per FTE	
HAW	60460	4	15,115	
SH	69023	4	17,256	
MG	57100	4	14,275	
HOM	65000	4	16,250	
REED	165600	8	20,700	
<b>TOTAL ELEMENTARY</b>	<b>417,183</b>	<b>24</b>	<b>17,383</b>	
MIDDLE	175000	9	19,444	
HIGH	362131	17	21,302	
<b>TOTAL SECONDARY</b>	<b>537,131</b>	<b>26</b>	<b>20,659</b>	
<b>TOTALS</b>				
	<b>954,314</b>	<b>50.0</b>	<b>19,086</b>	

District also employs 2 Custodial floaters to cover sick, vacation, injuries, etc..

**NOTES:** The following are justifications for the 18,000 sq ft standard for the district

- 1) Age of facilities
- 2) Extensive community usage
- 3) Pool
- 4) Stadium
- 5) Multiple gymnasiums
- 6) Lack of adequate café facilities
- 7) Custodians perform minor repairs

<b>MAINTENANCE</b>				
Facility	Sq. Ft.	# FTE Maint	Sq.Ft. per FTE	
HAW	60460			
SH	69023			
MG	57100			
HOM	65000			
REED	165600			
MIDDLE	175000			
HIGH	362131			
MAINT SHOP	3244			
WAREHOUSE	9400			
<b>TOTALS</b>				
	<b>966,958</b>	<b>5</b>	<b>193,391.60</b>	

**NOTES:** Standard practice for maint staffing is approx. 80,000 to 100,000 Sq. Ft. per FTE. In this area the district is under staffed by approx. 5 FTE's

**ADDITIONAL STAFFING POST 12/14/12**

<u>NEW POSITIONS</u>		<u>DOH</u>		<u>2012-13</u>
				<u>SALARY</u>
<b>SANDY HOOK</b>				
ASSISTANT PRINCIPAL	1	CATHY MAZZARIELLO	12/17/2012 ESTIMATED 140 DAYS	\$62,034.00
EDUCATIONAL ASSISTANT	1	OPEN	20 HR/WK @\$13.09/HR ESTIMATED 64 DAYS	\$3,351.04
	1	OPEN	20 HR/WK @\$13.09/HR ESTIMATED 64 DAYS	\$3,351.04
	1	OPEN	20 HR/WK @\$13.09/HR ESTIMATED 64 DAYS	\$3,351.04
	1	OPEN	20 HR/WK @\$13.09/HR ESTIMATED 64 DAYS	\$3,351.04
	<u>4</u>			<u>\$13,404.16</u>

**BUILDING SUBSTITUTES**

	1	ANDREI, CELESTE M.	\$75/DAY	2/25/2013	\$5,925.00
	1	FRAZZETTA, DIANE M.	\$75/DAY	2/11/2013	\$6,375.00
	1	FUCHS, CHRISTINE C.	\$75/DAY	2/11/2013	\$6,375.00
	1	GREEN, ERIN D.	\$75/DAY	2/5/2013	\$6,675.00
	1	LUONGO, KIRSTEN A.	\$75/DAY	1/25/2013	\$7,125.00
	1	O'DELL, HEATHER E.	\$75/DAY	1/28/2013	\$7,050.00
	1	SENTEMENTES, DENISE R.	\$75/DAY	1/28/2013	\$7,050.00
	1	SEXTON, COLLEEN W.	\$75/DAY	1/28/2013	\$7,050.00
	<u>8</u>				<u>\$53,625.00</u>
					\$129,063.16

**HAWLEY**

SECURITY GUARD 1 CARLINO, JOSEPH A. 35 HR/WK @\$16.12/HR 2/20/2013 ESTIMATED 82 DAYS \$9,252.88

**MIDDLE GATE**

SECURITY GUARD 1 WANNAGOT, DAVID B. 35 HR/WK @\$16.12/HR 2/12/2013 ESTIMATED 86 DAYS \$9,704.24

**HEAD O'MEADOW**

SECURITY GUARD 1 KAYLOR, MICHAEL E. 35 HR/WK @\$16.12/HR 2/12/2013 ESTIMATED 86 DAYS \$9,704.24

**REED INTERMEDIATE**

SECURITY GUARD 1 DIMAURO, JOEY A. 35 HR/WK @\$16.12/HR 2/4/2013 ESTIMATED 89 DAYS \$10,042.76

1 VITARBO, ERNEST M. 35 HR/WK @\$16.12/HR 3/4/2013 ESTIMATED 74 DAYS \$8,350.16

2 \$18,392.92

**MIDDLE SCHOOL**

SECURITY GUARD 1 HARRISON JR., ROBER' 35 HR/WK @\$16.12/HR 2/20/2013 ESTIMATED 82 DAYS \$9,252.88

1 ROSARIO, MIGUEL A. 35 HR/WK @\$16.12/HR 2/20/2013 ESTIMATED 82 DAYS \$9,252.88

2 \$18,505.76

**HIGH SCHOOL**

GUIDANCE COUNSELOR 1 POMERANTZ, SARA L. MASTERS 1 1.0 FTE 2/12/2013 ESTIMATED 91 DAYS \$23,532.50

SECURITY GUARD 1 CONWAY JR., THOMAS 35 HR/WK @\$16.12/HR 2/4/2013 ESTIMATED 90 DAYS \$10,155.00

CACACE, DANIEL J. 2/4 - 2/25/13 ESTIMATED 12 DAYS \$1,354.08

1 OPEN 35 HR/WK @\$16.12/HR ? ESTIMATED 74 DAYS \$8,350.16

2 \$19,859.84

4 \$43,392.34

**CENTRAL OFFICE**

SECURITY GUARD 1 JOHNSON, CARL D. 35 HR/WK @\$16.12/HR 2/25/2013 ESTIMATED 79 DAYS \$8,914.36

(REPLACED WILLIAM GERARD AT HIGH SCHOOL, WHO WENT TO CENTRAL OFFICE)

\$246,929.90

EXTRA/INCREASE FTE/HOURS

**SANDY HOOK**

.75 TO 1.0 FTE

NANCY ROGERS-DUFFY

\$474.96 YTD

KRISTEN MATTERA

\$450.00 FORMER SHS TEACHER

KRISTINA PIERCE

\$1,504.70 SHS TEACHER ON LOA

\$2,429.66

**ADDITIONAL STAFFING RELATED TO 12/14/12**

\$249,359.56

OTHER STAFFING CHANGES

**DISTRICT**

TESOL TEACHER NANCY CONRON 4 TO 1.0 FTE \$16,993.62

**MIDDLE GATE**

EDUCATIONAL ASSISTANT CULLINAN, JOANNE 22.5 HR/WK @\$13.09/HR 1/15/2013 ESTIMATED 96.5 DAYS \$5,684.33

**HEAD O'MEADOW**

EDUCATIONAL ASSISTANT DEPINTO, MICHELLE 13 HR/WK @\$13.09/HR 2/4/2013 ESTIMATED 90 DAYS \$3,063.06

**HIGH SCHOOL**

EDUCATIONAL ASSISTANT KUSICK, TRACI D. 13 HR/WK @\$13.09/HR 1/29/2013 ESTIMATED 93 DAYS \$3,165.16

EDUCATIONAL ASSISTANT MARIANNE NADRICZN 13HR/WK TO 26HR/WK 1/17/2013 ESTIMATED 100 DAYS \$3,403.40

\$32,309.57

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING JANUARY 31, 2013

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2011 - 2012	APPROVED BUDGET	YTD TRANSFERS 2012 - 2013	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<b>GENERAL FUND BUDGET</b>										
100	SALARIES	\$ 42,849,552	\$ 44,136,246	\$ (250,411)	\$ 43,885,835	\$ 21,116,959	\$ 21,904,438	\$ 864,439	\$ 1,059,816	\$ (195,377)
200	EMPLOYEE BENEFITS	\$ 10,386,515	\$ 10,425,010	\$ -	\$ 10,425,010	\$ 7,847,094	\$ 1,678,083	\$ 899,833	\$ 872,881	\$ 26,952
300	PROFESSIONAL SERVICES	\$ 839,913	\$ 732,105	\$ 184,638	\$ 916,743	\$ 507,345	\$ 302,025	\$ 107,373	\$ 199,100	\$ (91,727)
400	PURCHASED PROPERTY SERV.	\$ 1,920,448	\$ 1,787,285	\$ 4,800	\$ 1,792,085	\$ 1,028,014	\$ 387,018	\$ 377,054	\$ 430,888	\$ (53,834)
500	OTHER PURCHASED SERVICES	\$ 6,908,882	\$ 6,299,500	\$ 76,760	\$ 6,376,260	\$ 3,956,777	\$ 2,412,243	\$ 7,240	\$ 889,008	\$ (881,768)
600	SUPPLIES	\$ 4,540,810	\$ 4,701,512	\$ (25,000)	\$ 4,676,512	\$ 2,059,233	\$ 546,375	\$ 2,070,904	\$ 2,052,474	\$ 18,430
700	PROPERTY	\$ 435,685	\$ 209,375	\$ -	\$ 209,375	\$ 178,674	\$ 1,659	\$ 29,042	\$ 29,042	\$ 0
800	MISCELLANEOUS	\$ 59,336	\$ 64,761	\$ 9,213	\$ 73,974	\$ 64,994	\$ 255	\$ 8,725	\$ 8,700	\$ 25
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 36,759,090	\$ 27,232,095	\$ 4,364,609	\$ 5,541,909	\$ (1,177,300)
<b>GRAND TOTAL</b>		\$ 67,941,140	\$ 68,355,794	\$ -	\$ 68,355,794	\$ 36,759,090	\$ 27,232,095	\$ 4,364,609	\$ 5,541,909	\$ (1,177,300)
Excess Cost. Grant Reimbursement Offset									75%	\$ 1,252,159
Town Capital & Non-recurring Account (Tech & Projects)		\$	\$ 200,000	\$ -	\$ 200,000	\$ 87,541	\$ 5,963	\$ 106,497	\$ 106,497	\$ (0)
Net Projected Balance										\$ 74,859

## BOF QUESTIONS of March 5th

1. I believe there are approximately 12k taxpayers in Newtown, and I would estimate about 4k of those have school age children. How do you crisply explain in a “big picture” kind of way to the 8k taxpayers who probably have not attended the BOE budget meetings, and are weathering the economic effects of the Great Recession, the need for a 5.67% increase or \$4.9million, given excellent student achievement and a declining student population?

*The average of the last 4 year budget increases have been less than 1% (in fact .85% well below the inflation rate)—the current request will mean the average for the last 5 years will be 1.99% again--less than inflation (Page 238).*

2. Of the \$4.9million dollar increase, how much is related to the events of 12/14? Please itemize.

*12 Security Staff is \$247,800.*

3. Of the \$4.9million dollar increase, how much is related to government “mandates”? Please itemize. Do you have any data on how the private schools (e.g. St. Rose) are managing against these headwinds?

*All the mandates are now on our web site under Board of Education Budgets.*

*To do such an analysis is quite a time consuming process. Some new mandates are: Graduation Requirements, NEASC, Evaluations. Private schools are not required to meet all the mandates. We have no information on them, but know they have the opportunity to raise tuition.*

4. How do the enrollment pages 15-18 box to page 20?

*Dr. Chung projected 4,938 plus 82 Pre-K students and 4 projected STARR students = 5,024*

5. Footnote on page 20 (\*) states 2013/14 based on Dr. Chung’s projection. I can’t find 5024 anywhere on pages 15-18. Please clarify.

*Dr. Chung projected 4,938 plus 82 Pre-K students and 4 projected STARR students = 5,024*

6. I understand fixed costs, variable costs and step functions and that FTE will not drop with 1 less student. However, I’m seeing no management of FTE for the 427 drop in FTE over the past few years. It is important to compare staffing trends beyond one year, as the cumulative impact of change over the years gets lost if one does not analyze trends. Help me understand what specific actions have been taken to try and capture the \$3,442k savings that your budget should have shown if you operated 2013/14 at the same efficiency levels as 2010/11. Note that I stripped out FDK and incremental security guards. Staffing per page 37.

				#staff	#students	#staff/100 students
2010 staffing levels				730	5451	13.39
2013/14 staffing levels			743			
	less FDK		-13			
	less Security		-12	718	5024	14.29
Staffing levels @ 2010/2011 efficiency			(50.24*13.39)			673
Savings (718-673)						45
Estimated Salary and benefits per fte (56,626,435/743.32)						76,180
Savings to proposed budget						3,442,117

*We included numerous enrollment charts for each location for 8 years to detail class sizes within the guidelines. In these areas where it was warranted enrollment was reduced. The analysis needs to be individual by location to be valid. In the year compared there are 12 less positions, Page 279 graphically displays the decline in staffing as correlated to enrollment. This question erroneously suggests significant reductions based on a total staffing ratio to number of students. It further assumes that the total of salaries and benefits are equated to FTE counts. This is not the case, as these accounts include substitutes, tutors, overtime, curriculum work, coaches, advisors, retirement payments, program development, civic activities, park & rec and snowplowing. To throw a large number, such as \$3.4M with the statement that we should have captured these savings is irresponsible. This self-created efficiency ratio is not a measure that is or should be used as it can only provide a hypothetical number.*

- Page 22 talks to Major Drivers of the Budget. Utilizing this page I can only sum to \$2,970 leaving \$1,520 or 33.9% of the increase unaccounted for. Please review my summary of your page 22 and provide explanations for the two "all other lines" listed below:

					\$K	% of incr.
<b>Salaries and Benefits</b>						
	run rate impact of 2012/13 salary				448	10.0%
	salary increases for teachers				305	6.8%
	12 security				248	5.5%
	other union contracts				217	4.8%
	high school staffing improvements				-349	-7.8%
	FDK				525	11.7%
	high school guidance counselor and adj.				93	2.1%
	<b>All other to box (What is this for??)</b>				<b>829</b>	<b>18.5%</b>
<b>Total salary and benefits</b>					<b>2316</b>	<b>51.6%</b>
other FDK offsets (525-345)					-180	-4.0%
<b>Building and Grounds</b>					<b>824</b>	<b>18.4%</b>
Special Ed additional outplacements					342	7.6%
Technology					497	11.1%
<b>Sub total before All Other</b>					<b>3799</b>	<b>84.6%</b>
<b>All other (what is this??)</b>					<b>691</b>	<b>15.4%</b>
<b>Total increase</b>					<b>4490</b>	<b>100.0%</b>

*This is not an additive sheet in that the Guidance is in HS staffing and also mentioned in Pupil Personnel. The total without this comes to \$3,575,613.*

*The summary table above is incorrect. The HS staffing improvements should not be -349, it should be plus (+). The HS guidance counselor is included in the 349 number and should not be added a second time in the table. The 365 for benefits is not included in the chart. Including this means that salaries and benefits becomes -141 in place of the 829 listed. The 342 for Special Ed additional should be 542 (our error, notation was not updated). All other therefore becomes 490. The best place to get an idea of what this is is on page 40 the object detail. These additional items include NEASC and evaluation expenses, repairs and maintenance, contracted services, plant supplies, energy, textbooks, etc.;*

- Page 23 components of salary increase add to \$1447. They should total \$1951. \$504 then must be the salary increases mentioned with no amounts. Please itemize the \$504 by component.

*The first three bullets on Page 23 add to 1,000,013. The same total on Pages 269 - total net staffing. The last bullet states the half year salary impact for teachers. This was not an additive sheet. (See sheet 8).*

- What components on page 34 are included on page 43.

4 - Elementary, Reed, MS and HS, this combination constitutes the regular instructional program function.

10. Page 23 1.10 certified fte at \$210k. What's this?

*See sheet 10.*

11. Page 37 high school increases 3.4 fte. Page 22 states 5 fte improvements. This implies an addition of 8.4 new positions. Please explain the new positions.

*Incorrect implication. Titles of positions do not equate to FTE's. Coaches are not FTE's (See Page 269). Guidance is in Pupil Personnel, see Page 193. (In any event the 3.4 would be part of the 5 not in addition to).*

12. Please discuss your priorities opposite the \$824k worth of Building and Maintenance. Prioritize them with respect to each expenditures **direct impact** on students' education. For example, paving the parking lot I would suspect has very little direct impact on our students test scores or achievement.

*Page 237 does indicate priority following the amount (label got lost). These requests are imminent for health and safety of students, staff and the public. How would you evaluate the effect of a freshly painted, carpeted classroom on kid's performance? Clearly well maintained facilities have been shown to have a positive impact in this regard.*

13. What specific actions are being taken to manage the dramatic rise in Special Education Programs?

*Diligent administration of the IEP process. Legal requirements drive a great majority of these costs.*

14. What is driving the costs of the increase in Special Education? Page 172 lists an increase for Special education of \$741. Page 22 states the increase of additional students at only \$342. If the "volume variance" is only \$342 than the "rate variance" is the difference? Please explain.

*\$741,000 is the total increase in Special Ed programming including salaries certified, non-certified. See Page 172, the "\$ change column". The numbers on page 22 should have been \$542,801. In addition the BOE was advised that \$250K should be set up in some sort of contingency for additional needs that are very likely.*

15. Can we see page 175 for last year, this year and the difference on one page?

*See Table 15.*

16. Please help me understand the \$697k increase in technology. I cannot follow pages 199+ and how they box back to page 195.

*Curriculum and Technology budgets are combined on page 196. The increase in curriculum is \$168,132. Technology is separate on page 211. It has an increase of \$529,737.*

17. I am personally disappointed that the BOE continues to produce page 267 highlighting wealth and expenditure rankings for Newtown. It appears its only purpose is to suggest that we are a wealthy community yet we do not support education. Expenditure/student and wealth graphed on the same page are absurd metrics to benchmark our schools, and only self-serving to support increasing school budgets. The only metric that is relevant to both our students and our taxpayers working together as a community is academic achieve per dollar spent. Newtown scores very high on achievement, we spend relatively less per student. ***Net, net we are doing a great job!!*** On a final note, I apologize in advance if page 267 has any other meaning or intention to what I stated above. If it does, I would like it to understand it.

*Actually, I agree that your interpretation is correct in that Newtown does much more with less than our surrounding towns, and continues to provide an excellent education for all of our students. There is a real concern however; that we are not investing in some areas of the budget so we defer maintenance and technology, etc. until future years...this has been possible in the past, but becomes less possible with each year.*

*The State calculates and provides districts with these rankings for public comparisons.*

### 2013-14 SALARY BUDGET CHANGES

<u>SALARIES</u>	<u>BUDGET CHANGE</u>	<u>ALL DAY K</u>	<u>STAFFING CHANGES</u>	<u>OTHER CHANGES</u>
ADMINISTRATORS	\$183,354		\$133,049	\$50,305
TEACHERS	\$1,243,170	\$420,540	\$69,169	\$753,461
SEC./CLERICAL/TECH.	\$88,463		\$38,892	\$49,571
ED ASSISTANTS	\$119,870	\$103,400	(\$22,158)	\$38,628
NURSES	\$2,101			\$2,101
CUSTODIAL SALARIES	\$76,036			\$76,036
	<u>\$1,712,994</u>	<u>\$523,940</u>	<u>\$218,952</u>	<u>\$970,102</u>
SUMMER SCHOOL TEACHERS	\$9,316			\$9,316
CERTIFIED SALARY ADJ.	(\$153,138)			(\$153,138)
OTHER SALARIES	\$308,571		\$247,800	\$60,771
NON-CERT SALARY ADJ.	\$2,829			\$2,829
TUTORS	\$35,712			\$35,712
CERT. SUBS.	\$29,010			\$29,010
ACTIVITIES SALARIES	\$9,321		\$9,321	\$0
EXTRA WORK	(\$3,552)			(\$3,552)
	<u>\$238,069</u>	<u>\$0</u>	<u>\$257,121</u>	<u>(\$19,052)</u>
TOTAL SALARIES	<u>\$1,951,063</u>	<u>\$523,940</u>	<u>\$476,073</u>	<u>\$951,050</u>

# 2013-14 CERTIFIED STAFFING CHANGES

	<u>F.T.E.</u>	<u>POSITIONS</u>	<u>CURRENT</u>	<u>NEW</u>	<u>NET</u>
<u>DISTRICT/PROGRAM NEEDS</u>					
HAWLEY					
SANDY HOOK	-0.50	TEACHER - CLASSROOM (KINDERGARTEN)	(30,039)		(30,039)
	-1.00	TEACHER - CLASSROOM (2ND GRADE)	(30,039)		(30,039)
	-1.00	TEACHER - CLASSROOM (3RD GRADE)	(60,077)		(60,077)
	0.20	TEACHER - CLASSROOM (MATH)		12,015	12,015
MIDDLE GATE					
HEAD O'MEADOW	-0.50	TEACHER - CLASSROOM (KINDERGARTEN)	(30,039)		(30,039)
	-0.50	TEACHER - CLASSROOM (KINDERGARTEN)	(30,039)		(30,039)
	-1.00	TEACHER - CLASSROOM (1ST/4TH GRADE)	(60,077)		(60,077)
REED					
MIDDLE SCHOOL	1.00	TEACHER - PHYSICAL EDUCATION (PROJECT ADVENTURE)		60,077	60,077
HIGH SCHOOL	1.00	TEACHER - WORLD LANGUAGE (SPANISH)		60,077	60,077
	1.00	ASSISTANT PRINCIPAL		133,049	133,049
	1.00	TEACHER - MATH		60,077	60,077
	0.40	TEACHER - CLASSROOM (NEASC-STEERING COMMITTEE RELEASE TIME)		24,030	24,030
		INDOOR TRACK HEAD COACH		4,917	4,917
		GYMNASTICS HEAD COACH		4,404	4,404
PUPIL PERSONNEL SERVICES					
	1.00	SPECIALIST - HIGH SCHOOL GUIDANCE COUNSELOR		63,290	63,290
		SPECIALIST - HIGH SCHOOL GUIDANCE DIRECTOR (INCREASE TO 52WEEKS)		29,913	29,913
SUBTOTAL	1.10		(240,310)	451,849	211,539

**SPECIAL EDUCATION OUT OF DISTRICT TUITION HISTORY**

*Table 15*

PLACEMENT	2011-12 ACTUAL		2012-13 BUDGETED		2012-13 ESTIMATED		2013-14 BUDGETED	
	STUDENTS	COST	STUDENTS	COST	STUDENTS	COST	STUDENTS	COST
ACES	1	\$119,773.00	3	\$315,730	3	\$303,260.14	3	\$341,809
CES	4	\$262,168.00	4	\$273,168	4	\$274,300.00	4	\$273,168
CONN CENTER FOR CHILD DEVELOP.	2	\$210,811.00	2	\$190,000	1	\$80,051.79	1	\$95,500
CONN JUNIOR REPUBLIC	5 *	\$229,756.69	5	\$249,650	6	\$277,223.22	8	\$398,702
DANBURY PUBLIC SCHOOLS - WEST CONN	2	\$60,000.00						
EDUCATION CONNECTION - ACCESS	3	\$53,915.96	1	\$36,244	0 *	\$2,826.30		
EDUCATION CONNECTION - PROJECT SUCCEED								
LORRAINE FOSTER DAY SCHOOL	2	\$63,250.00	2	\$94,000	2	\$93,999.80	2	\$94,000
FOUNDATION SCHOOL	5 *	\$317,426.91	4	\$282,500	5	\$332,400.00	5	\$343,800
INTENSIVE EDUCATION ACADEMY								
LEARNING INCENTIVE INC								
LIGHTHOUSE VOC-ED CENTER	1	\$149,998.36						
NEW ENGLAND CTR FOR CHILDREN	1	\$143,795.51	1	\$145,940	1	\$145,432.20	1	\$145,940
SETON ACADEMY								
WELLSPRING FOUNDATION	1	\$40,862.65	1	\$44,841				
WOODHOUSE ACADEMY	1	\$65,714.65	1	\$61,200				
CHILDREN'S CENTER, THE	1	\$6,398.28						
MEDIATION	1	\$32,500.00			4	\$164,500.00	3	\$216,390
MELJORA ACADEMY	1	\$63,000.00	1	\$173,250	1	\$142,025.00	1	\$173,250
THE SPEECH ACADEMY	2	\$92,197.00			2	\$124,629.00	3	\$198,750
ADELBROOK - CHILDRENS HOME					2	\$104,897.04	2	\$136,110
KLINGBERG FAMILY CENTERS					1	\$50,705.73	1	\$67,870
MAPLEBROOK SCHOOL INC.					1	\$64,000.00	1	\$67,000
PERKINS SCHOOL FOR THE BLIND					1	\$196,656.85	1	\$217,917
OTHER OUT OF DISTRICT COST		\$1,505.59						
TOTAL OUT OF DISTRICT TUITION	33	\$1,913,073.60	25	\$1,866,523	34	\$2,356,907.07	36	\$2,770,206
TRANSFER				\$190,000				
EXCESS COST & AGENCY PLACEMENT				\$641,197		\$731,061.00		\$812,079
PROJECT SUCCEED RENTAL OFFSET		\$694,266.00						
PAID BY ARRA FUNDS								
NET COST	33	\$1,218,807.60	25	\$1,415,326	34	\$1,625,846.07	36	\$1,958,127

NOTE: ABOVE COSTS INCLUDE RELATED EXPENSES FOR STUDENTS SUCH AS TESTING, TUTORING AND SPECIAL SUPPLIES.  
 STUDENT COUNTS HERE WILL NOT AGREE WITH THE OCTOBER FIRST ENROLLMENT NUMBERS REPORTED IN THE BUDGET DUE TO SUBSEQUENT PLACEMENTS.

\* COST INCLUDES THE PARTIAL YEAR PLACEMENT OF A STUDENT NOT INCLUDED IN STUDENT COUNT BECAUSE THEY WERE INCLUDED UNDER ANOTHER FACILITY.



# OLR RESEARCH REPORT

February 1, 2013

2013-R-0047

## EDUCATION MANDATES ON LOCAL SCHOOL DISTRICTS

By: Marybeth Sullivan, Legislative Analyst II

You asked for a list of statutory mandates imposed on Connecticut public school districts over the past few years.

### SUMMARY

This report updates and revises our 2011 report (2011-R-0457) to include mandates adopted, eliminated, or modified in the 2009, 2010, 2011, and 2012 legislative sessions.

Table 1 lists the mandates that apply to all local and regional school districts. It does not include obsolete and expired mandates and those that apply:

1. only to certain types of school districts, such as priority or low-achieving school districts;
2. as a condition of receiving a state grant other than an Education Cost Sharing (ECS) grant; or
3. to all public agencies, such as the Freedom of Information Act requirements.

**Table 1: Statutory Mandates on Local and Regional School Districts**

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<i>Local and Regional Board Compliance with State Education Interests</i>	

<p><u>10-4a</u></p>	<ul style="list-style-type: none"> <li>• Finance educational program at least at minimum requirement.</li> <li>• In order to reduce racial, ethnic, and economic isolation, provide educational opportunities for students to interact with students and teachers from other racial, ethnic, and economic backgrounds.</li> </ul>
<p><u>10-4b</u></p>	<p>Comply with order of State Board of Education (SBE) to remedy any failure or inability of a school district to implement the educational interest of the state.</p>
<p><b>Public School Information Systems</b></p>	
<p><u>10-10a</u></p>	<p>Participate in State Department of Education's (SDE) statewide public school information system and report required information on students and teachers.</p>
<p><u>10-10b, as amended by PA 11-70</u></p>	<p>Include unique identifiers or state-assigned student identifiers on student transcripts.</p>
<p><u>10-10c, as amended by PA 12-116</u></p>	<p>Implement new SDE system of accounting ("Chart of Accounts") for school revenues by filing annual financial reports beginning in FY 15.</p>
<p><b>State-wide Mastery Examination</b></p>	
<p><u>10-14n</u></p>	<ul style="list-style-type: none"> <li>• Administer state mastery tests to students in grades 3-8 and 10.</li> <li>• Certify on student's permanent record and transcript if a student exceeds the mastery goal level on each component of the 10th grade exam.</li> </ul>
<p><b>Reading Assessments for Kindergarten to Grade 3</b></p>	
<p><u>10-14t, as amended by PA 12-116</u></p>	<p>Use new SDE reading assessments to identify K-3 students who are reading at a level below proficient, beginning with the school year starting July 1, 2013.</p>
<p><b>Length of School Year</b></p>	
<p><u>10-15 &amp; 10-16</u></p>	<p>Provide 180 days and 900 hours of school sessions per year. No rescheduled sessions on Saturday or Sunday.</p>
<p><b>Access to Student Records</b></p>	

<u>10-15b</u>	<ul style="list-style-type: none"> <li>• Provide parents or the courts access to students' records.</li> <li>• Mail school notices to parent or guardian with whom the student does not primarily reside when they mail them to the other parent or guardian.</li> </ul>
<b><i>Prohibition of Discrimination</i></b>	
<u>10-15c, as amended by PA 11-55</u>	<ul style="list-style-type: none"> <li>• Open schools to all five-year-olds, without discrimination.</li> <li>• Open schools to all children and give them an equal opportunity to participate in school activities, programs, and courses of study without discrimination on account of gender identity or expression.</li> </ul>
<b><i>Educational Opportunity for Military Children</i></b>	
<u>10-15f</u>	Follow uniform standards to facilitate placement, enrollment, graduation, data collection, and other decisions involving children in grades K-12 when they move to other states because their parents are deployed on active duty in the U.S. Armed Services.
<b><i>Silent Meditation</i></b>	
<u>10-16a</u>	Provide an opportunity for silent meditation at the beginning of each day for students and teachers who want it.
<b><i>Prescribed Courses of Study</i></b>	
<u>10-16b, as amended by PA 11-136</u>	<ul style="list-style-type: none"> <li>• Provide the prescribed courses of study.</li> <li>• Attest that the instruction is planned, ongoing, and systematic. (The courses of study include arts, career education, consumer education, health and safety, language arts, mathematics, physical education, science, social studies, and, in secondary school, world language and vocational education.)</li> <li>• Exempt deaf or hearing impaired student from any world language requirement if the student's parent requests it in writing.</li> <li>• Include American Sign Language as a world language when offering instructional programs.</li> </ul>
<u>10-16e</u>	Exempt students from participation in family life education on written notice from parents.
<b><i>Establishment of Graduation Date</i></b>	

<u>10-16l</u>	Hold graduation ceremonies no earlier than 185th day of originally adopted school calendar (with exceptions).
<b><i>English Language as Medium of Instruction</i></b>	
<u>10-17</u>	Hold all classes in English, except for bilingual and English for Speakers of Other Languages (ESOL) programs.
<b><i>Bilingual Education Programs</i></b>	
<u>10-17e, f</u>	<ul style="list-style-type: none"> <li>● Annually ascertain the dominant language of district children and provide bilingual education if there are 20 or more children with a single dominant language other than English.</li> <li>● Discontinue bilingual education for students who fail to meet the state's English mastery standard after 30 months in a bilingual education program.</li> <li>● Provide a program on democracy that allows students to learn about the branches of government in a participatory manner as part of their third, fourth, or fifth grade curriculum.</li> </ul>
<b><i>Curriculum and Instruction Materials and Exemptions</i></b>	
<u>10-18</u>	Provide a program of U.S. history and the duties of citizenship.
<u>10-18a</u>	Select textbooks that reflect the achievements of individuals of both sexes, all ethnic backgrounds, and all races.
<u>10-18c</u>	Exempt students from any firearm safety program the district offers, upon a parent's request, and provide them with an opportunity for study.
<u>10-19</u>	<ul style="list-style-type: none"> <li>● Provide alcohol, nicotine, and drug education.</li> <li>● Annually attest to the SBE that all students receive the education.</li> <li>● Provide AIDS education.</li> <li>● Adopt a policy to exempt students from AIDS education upon parental request.</li> </ul>
<b><i>Days Proclaimed by the Governor</i></b>	
<u>10-29a</u>	

	Observe Martin Luther King Day, Pan American Day, and other special days on the day designated or on the last school day before the holiday.
<b><i>Towns with No High School</i></b>	
<u>10-33</u>	Designate a high school in another district if the district does not have its own high school, and pay tuition for students to attend that high school.
<u>10-35</u>	Give at least one year's notice of discontinuance of high school service to nonresidents.
<b><i>Regional Agricultural Science and Technology Education Centers</i></b>	
<u>10-64</u>	If school does not offer vocational-agriculture (vo-ag) training, designate a school that students may attend. Pay tuition and reasonable and necessary costs of transportation to the vo-ag training.
<u>10-65</u>	<ul style="list-style-type: none"> <li>● If a school district does not maintain a vo-ag center, allow its students to enroll in one or more other districts' center in numbers that are at least equal to (1) the number specified in any written agreement it has with a vo-ag center or (2) if there is no written agreement, the average number of its students enrolled in the center during the three previous school years.</li> <li>● If a district does not maintain a center, also provide enrollment opportunities for 9th graders in each center it designates that are at least equal to (1) the number of 9th graders specified in its written agreement with each center or (2) the average number of 9th graders that enrolled in each designated center or centers over the preceding three years.</li> <li>● If a district provided opportunities for its students to enroll in more than one center in the school year starting July 1, 2007, continue to do so in the numbers required by law.</li> </ul>
<b><i>Charter Schools</i></b>	
<u>10-66ee</u>	<ul style="list-style-type: none"> <li>● Pay agreed-upon amount, including extra for special education, to any local charter school in the district that a student from the district attends.</li> <li>● Provide transportation for district students to any charter school located in district.</li> <li>● Hold planning and placement team (PPT) meeting for charter school student who lives in district and requires special education, and pay the extra cost for special education services to charter school.</li> </ul>
<b><i>Adult Education</i></b>	
<u>10-69</u>	<ul style="list-style-type: none"> <li>● Provide adult education including U.S. citizenship instruction, English for limited English-speaking adults, and elementary and secondary completion programs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Only provide an adult education diploma upon completion of 20 credits in specified subjects.</li> <li>• Award specified adult education credits for experiential learning, successfully completed courses at state-accredited schools or colleges, successfully passing tests, and independent study.</li> </ul>
<u>10-70</u>	Provide rooms and other facilities for adult education classes.
<u>10-73a</u>	Charge no fees for adult education courses the law requires.
<b><i>Special Education Programs and Services</i></b>	
<u>10-76b, 10-76d, &amp; 46a-150-153</u>	<ul style="list-style-type: none"> <li>• Follow SDE regulations on the use of physical restraints and seclusion on students receiving or awaiting eligibility determinations for special education services in public schools.</li> <li>• Tell pupils, parents, guardians, and others standing in the place of parents about (1) the laws and regulations governing the use of physical restraints and seclusion and (2) related student and parental rights at the first PPT meeting involving the student's individualized educational program (IEP).</li> <li>• Report to SDE on use of restraint and seclusion.</li> </ul>
<u>10-76d</u>	<ul style="list-style-type: none"> <li>• Identify children who require special education, provide special education, notify parents when children may require special education, maintain records, report annually on the progress of special education children in private institutions, and submit the report to the SBE upon request.</li> <li>• Provide transportation to special education students to and from the child's residence, unless the district makes another arrangement with the student's parents.</li> <li>• Be financially responsible for resident students receiving special education outside the district.</li> <li>• Be financially responsible for cost of special education for one calendar year for any child placed in the district by a state agency whose home district cannot be identified.</li> <li>• Not require a student to get a prescription drug before he may go to school, be evaluated to determine special education eligibility, or receive special education.</li> <li>• If providing special education, offer to meet with student's parents, upon their request, after student has been assessed for possible placement in special education but before the planning and placement team (PPT) meeting.</li> <li>• Provide parents with copies of the assessment and evaluation results used to determine special education eligibility at least 3 school days before the referral PPT meeting.</li> <li>• Provide parents with any SDE information and resources relating to IEP as soon as a student is identified as eligible for special ed.</li> </ul>

<u>10-76h</u>	Comply with special education hearing procedures.
<u>10-76m</u>	Comply with special education audit requirements.
<u>10-76dd</u>	Employ the requisite number of certified and licensed staff to implement each child's IEP.
<u>10-76ee</u>	Include an administrator, not necessarily the principal, in each PPT meeting.
<u>10-76ff</u>	Follow statutory procedures in identifying whether children require special education.
<u>10-76gg</u>	Provide SDE with information on race, ethnicity, and disability category of children requiring special education.
<u>10-76ii</u>	Starting July 1, 2012, provide applied behavioral services by properly licensed personnel to children with autism spectrum disorder whose IEP or Section 504 plan requires it.
<u>10-76jj, as amended by PA 12-173</u>	If an IEP is for a child identified as deaf or hearing impaired, include a language and communication plan developed by the child's PPT.
<u>10-92a</u>	Give teachers access to resources within the district to assist any student not eligible for special education but who has a communicative, motor skills, or physical problem.
<b>Transportation to Vocational Schools</b>	
<u>10-97</u>	Pay tuition and transportation costs for students to attend a school board-designated vo-ag school and transportation costs for students attending a vocational-technical (VT) school.
<b>Teacher Certification</b>	
<u>10-145, as amended by PA 11-27</u>	<ul style="list-style-type: none"> <li>● Employ state-certified teachers, supervisors, administrators, special service staff members, and school superintendents.</li> <li>● Employ substitutes only if they have bachelor's degrees, unless SDE waives the requirement.</li> </ul>
<u>10-145b</u>	<ul style="list-style-type: none"> <li>● Superintendent or designee must observe, guide, and evaluate the performance of teachers with initial educator certificates.</li> </ul>

	<ul style="list-style-type: none"> <li>● Make 18 hours of continuing education available to certified employees and attest to SDE that these professional development activities meet statutory standard.</li> <li>● Fully consider priorities relating to student outcomes as determined by SBE when establishing professional development activities for certified employees.</li> <li>● Report to the education commissioner when it dismisses an employee who holds an SBE credential for moral misconduct under the teacher employment law.</li> </ul>
<p><u>10-145f</u></p>	<p>Upon receiving notice from the SDE, notify in writing teachers whose provisional certificates will expire in next 12 months.</p>

*Teacher Mentoring*

<p><u>10-145o</u></p>	<ul style="list-style-type: none"> <li>● Develop a three-year plan for its participation in the Teacher Evaluation and Mentoring (TEAM) program that meets statutory requirements.</li> <li>● Form, with teachers' union representatives, a local or regional coordinating committee or committees to guide its activities under the plan.</li> <li>● Develop an annual budget based on its plan and submit it to SDE to receive state assistance for TEAM Program activities.</li> <li>● Recruit mentors from within and outside the district and assign them to work with the district's beginning teachers.</li> <li>● Ensure coverage by substitute teachers to allow mentors and beginning teachers to participate in the TEAM Program.</li> <li>● Communicate regularly with beginning teachers about training opportunities, workshops, and support groups.</li> <li>● Coordinate the TEAM Program with the district's teacher evaluation and supervision program, but keep the two separate.</li> <li>● Through the coordinating committee, verify that beginning teachers have completed the TEAM Program requirements for a provisional certificate and attest to that fact and that the teacher is eligible for the provisional certificate.</li> <li>● Ensure that schools (1) administer the state's online needs assessment to establish beginning teachers' goals and priorities for their individualized mentoring plans; (2) review and approve teachers' plans; (3) organize mentoring opportunities by grade, department, or specialty; (4) make time available for teachers to achieve their mentoring plan goals; (5) coordinate mentors' and teachers' activities and schedules to ensure proper implementation of the district plan; and (6) submit an annual report on mentor and teacher activities to the district's coordinating committee for review and approval.</li> <li>● Develop three-year plans that incorporate SDE's goals and instructional priorities along with local community and student needs.</li> <li>● Once a teacher completes the learning modules and successfully passes the district coordinating committee's final review, submit to SBE the names of the teachers eligible for provisional certificates.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Not consider a teacher's completion of the TEAM Program as a factor in any decision to continue the teacher's employment.</li> </ul>
<b>Early Childhood Teacher Examination</b>	
<b>10-145r, as amended by PA 12-116</b>	Require K-3 teachers to take the practice version of the SBE- approved reading instruction exam, beginning July 1, 2014; each board must annually report the practice exam results to the SDE.
<b>Professional Development</b>	
<b>10-148a, as amended by PA 12-116</b>	Make available, at no cost, at least 18 hours of individual and small group professional development each school year for certified employees.
<b>Teacher Employment</b>	
<b>10-151, as amended by PA 11-136</b>	<ul style="list-style-type: none"> <li>• Follow specified criteria and procedures for employing and terminating teachers.</li> <li>• Notify nontenured teachers by May 1 if their contracts will not be renewed for the following year.</li> </ul>
<b>10-151a</b>	Provide copies of personnel records to certified employees upon request.
<b>Teacher Evaluation</b>	
<b>10-151b, as amended by PA 12-116</b>	Evaluate teachers annually, rather than continuously, consistent with new SBE guidelines; include support as well as evaluation.
<b>Disclosure of Teacher Records</b>	
<b>10-151c</b>	Obtain consent before releasing teachers' performance records.
<b>10-151e, as amended by PA 11-93</b>	Provide the DCF commissioner, upon her request and for the purpose of investigating suspected child abuse or neglect by a teacher the board employs, any records the board maintains or keeps on file, regardless of another law (CGS § 10-151c) that provides that records kept by school boards generally are not subject to disclosure under the Freedom of Information Act.
<b>Training for Teacher Evaluation</b>	

<u>10-151h, as amended by PA 12-116</u>	Provide training for all evaluators and orientation to all teachers regarding the evaluation and support program before the program is implemented (but no later than July 1, 2014).
<b><i>Teacher Employment Discrimination</i></b>	
<u>10-153, as amended by PA 11-55</u>	Not discriminate on the basis of sex, marital status, or on account of gender identify and expression in the employment or compensation of teachers.
<b><i>Labor Practices and Dispute Resolution</i></b>	
<u>10-153d</u>	<ul style="list-style-type: none"> <li>• Negotiate with the teachers' union and meet with the town fiscal authority within 30 days of starting negotiations.</li> <li>• Permit finance board or board of selectmen member to be present during negotiations.</li> </ul>
<u>10-153e</u>	Not engage in prohibited labor practices regarding collective bargaining.
<u>10-153f</u>	Participate in mediation and, if negotiations end in impasse, binding arbitration.
<u>10-155f</u>	Not require that teachers live in the district.
<u>10-156</u>	Allow certified employees at least 15 sick days each year and allow them to accumulate at least 150 days.
<u>10-156a</u>	Guarantee teachers a duty-free lunch, scheduled for a single period of consecutive minutes.
<u>10-156c</u>	Impose no penalty on military reservists for a military leave.
<u>10-156d</u>	Reemploy professional employees after military service.
<b><i>Superintendents</i></b>	
<u>10-157</u>	Appoint a superintendent to supervise the schools and serve as school board CEO.
<b><i>Retirement</i></b>	

<p><u>10-183n</u></p>	<ul style="list-style-type: none"> <li>● Notify teachers about to be employed of teacher retirement provisions affecting them, and make proper deductions and forward them to state treasurer.</li> <li>● Transmit reports and other supporting information that the Teachers' Retirement Board (TRB) requires when transmitting monthly teacher retirement contributions.</li> </ul>
<p><u>10-183t</u></p>	<p>Allow retired teachers from the district who are not participating in Medicare Part A and B to continue participation in any group health insurance plan the district maintains for active teachers and charge retirees a premium no greater than that charged to active teachers for the same coverage.</p>
<p><u>10-183v</u></p>	<ul style="list-style-type: none"> <li>● Before reemploying a retired teacher, certify to TRB that no other qualified candidate is available.</li> <li>● Make temporarily reemployed retirees eligible for active teachers' health plan.</li> <li>● Send notice of rehired retirees to TRB at the beginning and end of assignment.</li> </ul>
<p><b><i>Refusal of Special Education Services</i></b></p>	
<p><u>10-184a, as amended by PA 12-173</u></p>	<p>If providing special ed services to a student whose parents choose to send him/her to private school, the services must comply with the federal Individuals with Disabilities Education Act (IDEA).</p>
<p><b><i>School Attendance</i></b></p>	
<p><u>10-186, as amended by PA 11-115</u></p>	<ul style="list-style-type: none"> <li>● Provide school accommodations, including transportation, for all district students; notify the alleged responsible school board of any child to whom it denies accommodations; and follow hearing procedures for denial.</li> <li>● Provide school accommodations to students seeking readmission after dropping out of school no later than three days after they ask for it, as long as they seek readmission no later than 10 days after terminating enrollment.</li> <li>● Immediately enroll or re-enroll a student transferring from either of the unified school districts (USDs) run by the departments of Correction and Children and Families (USD #1 and USD #2, respectively).</li> <li>● Re-enroll such a student in his or her former school, if the student went to school in the district before attending school in a USD and the former school has appropriate grades for the student.</li> </ul>
<p><b><i>Certificate of Age</i></b></p>	
<p><u>10-193</u></p>	<p>Furnish employers with certificates of age for minors in certain occupations.</p>

<i>Truancy</i>	
<u>10-198a</u> , as amended by <u>PA 11-136</u>	<ul style="list-style-type: none"> <li>● Adopt and implement specific truancy policies for children in grades K-8 and report the number of habitual truants to SDE annually.</li> <li>● Notify the parent of a child's absence by mail as well as by phone.</li> <li>● In the mailed notice, warn that two unexcused absences in a month or five in a year could lead the school superintendent to file a family with service needs (FWSN) complaint.</li> <li>● File a FWSN complaint within 15 days after a parent fails to attend the meeting with school officials or otherwise fails to cooperate in addressing his or her child's school absences.</li> </ul>
<i>School Health and Sanitation</i>	
<u>10-203</u>	Keep schools in a clean and sanitary condition.
<u>10-204a</u>	Require students to be protected by certain immunizations.
<u>10-205</u>	Appoint a school medical advisor if the town's population is 10,000 or more and prescribe the functions and duties to carry out statutory requirements.
<u>10-206</u>	<ul style="list-style-type: none"> <li>● Require students to have health assessments before school enrollment, in grade six or seven, and in grade nine or 10.</li> <li>● Report each asthma diagnosis to the local health department and the Department of Public Health regardless of whether it is recorded on student health assessment forms.</li> </ul>
<u>10-206a</u>	Provide free health assessments for low-income students.
<u>10-206c</u>	<ul style="list-style-type: none"> <li>● Require all students in jurisdiction to report whether they have health insurance.</li> <li>● Provide information on state-sponsored health insurance programs for children, and application assistance, to each uninsured student's parent or guardian.</li> </ul>
<u>10-208a</u>	Honor written notice from health practitioners about students' physical restrictions.
<u>10-209</u>	<ul style="list-style-type: none"> <li>● Keep student medical records confidential.</li> <li>● Designate a representative to receive reports on health assessments and immunizations from medical providers.</li> </ul>

<u>10-212</u>	Appoint one or more school nurses.
<u>10-212a</u>	<ul style="list-style-type: none"> <li>● Adopt written policies and procedures, approved by the school medical officer, if school board allows a school nurse or other authorized personnel to give students medicine or allows a student to self-administer medicine.</li> <li>● Keep records of, and store, controlled substances as required by the public health commissioner.</li> <li>● School nurse or principal must select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him or her from serious harm or death.</li> <li>● Provide general supervision to the qualified employee through the school nurse.</li> </ul>
<u>10-212b</u>	Adopt policies prohibiting school personnel, with certain exceptions, from recommending psychotropic drugs for any child.
<u>10-212c</u>	<ul style="list-style-type: none"> <li>● Implement a plan, based on state guidelines, for managing students with life-threatening allergies enrolled in their schools.</li> <li>● Make plans for managing students with life-threatening food allergies publicly available on the Internet or otherwise.</li> <li>● Implement SDE and DPH plan for managing students with glycogen storage disease enrolled in schools in their jurisdictions by Aug. 15, 2012.</li> <li>● Make these plans available on the board's or each school's website, or by some other means if no website exists.</li> <li>● Provide notice about the plan to parents/guardians, along with the written statements about pesticide applications that must be provided by law.</li> <li>● Have superintendents attest annually to SDE that their districts are implementing the plans.</li> </ul>
<u>10-212d</u>	<ul style="list-style-type: none"> <li>● If funding is available, have at each school, (1) an automatic external defibrillator (AED) and (2) school staff trained in its use and in cardiopulmonary resuscitation (CPR).</li> <li>● Develop emergency action response plans for the appropriate use of school personnel to respond to individuals experiencing sudden cardiac arrest or similar life-threatening emergencies.</li> </ul>
<u>10-214</u>	Provide annual vision screenings to pupils in grades one through six and nine; audiometric screenings in grades K through three, five, and eight; and postural screenings in grades five and eight.
<u>10-217a</u>	Provide the same health services for private school students as for public school students.

<p><u>10-217e</u></p>	<p>Not purchase art materials unless they have requisite warning labels.</p>
<p><i>Duties of Local and Regional Boards of Education</i></p>	
<p><u>10-218</u></p>	<p>Hold board meetings at least once every six months, elect officers, and record minutes for public inspection.</p>
<p><u>10-220, as amended by PA 11-85, PA 11-93, &amp; PA 11-136</u></p>	<ul style="list-style-type: none"> <li>● Maintain good public schools.</li> <li>● Implement the educational interests of the state.</li> <li>● Give all children in the district as nearly equal advantages as practical.</li> <li>● Provide adequate instructional materials, equipment, staffing, facilities, and technology.</li> <li>● Allocate resources equitably among schools.</li> <li>● Maintain facilities properly.</li> <li>● Provide a safe school setting.</li> <li>● Make a continuing study of need for school facilities and of a long-term school building program and make recommendations to the town based on the study.</li> <li>● Adopt and implement an indoor air quality program that provides for ongoing maintenance and facility reviews as necessary.</li> <li>● Annually report to the education commissioner on the condition of facilities and actions taken to implement the long-term facility plan and indoor air quality program.</li> <li>● Advise the commissioner on the relationship between individual school building projects for which the town is seeking state assistance and the long-term school building program.</li> <li>● Care for and maintain school facilities and property.</li> <li>● Insure school buildings and property and carry minimum insurance equal to 80% of their replacement cost.</li> <li>● Determine the number, age, and qualifications of the pupils admitted to each school.</li> <li>● Develop and implement a written minority staff recruitment policy.</li> <li>● Employ and dismiss teachers.</li> <li>● Designate the schools each child in the district attends.</li> <li>● Provide the opportunity for children between the ages of five and 18, who have not graduated from high school to attend school and provide reasonable and desirable school transportation for such students.</li> <li>● Limit student transportation contracts to no more than five years.</li> </ul>

	<ul style="list-style-type: none"> <li>● Prepare a statement of district educational goals consistent with statewide goals.</li> <li>● Develop student objectives that relate to the goals and identify specific expectations for student knowledge, skills, and competence.</li> <li>● Annually attest to the commissioner that instruction is based on the district's educational goals.</li> <li>● Submit an annual strategic school profile report to the commissioner that includes information on parental involvement.</li> <li>● Every five years, provide a uniform inspection and evaluation program of the indoor air quality within schools and make the results public.</li> <li>● Establish a school district curriculum committee to recommend, develop, review, and approve all curricula in the district.</li> <li>● Include in the district's strategic school profile the number of students enrolled in board of education or regional educational service center (RES-C)- operated adult high school credit programs.</li> <li>● Include truancy measures in the strategic school profile reports.</li> <li>● Include, in the narrative part of the strategic school profile, a description of board's actions to reduce truancy.</li> <li>● Include implementation of the green cleaning program (see below) in each school in biennial report of SDE on condition of school facilities.</li> <li>● Annually establish student objectives for each school year that identify specific expectations for students' skills, knowledge, and competence.</li> <li>● Maintain in a central location records of investigations of allegations of child abuse or neglect against a school employee.</li> </ul>
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<b><i>In-service Training</i></b>
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<p><b><u>10-220a</u></b></p>	<ul style="list-style-type: none"> <li>● Provide in-service training program for teachers and other professional staff.</li> <li>● Develop and implement a professional development plan directly related to the district's goals and that provides for ongoing and systematic assessment and improvement of teacher evaluation and professional development.</li> <li>● Establish a professional development committee to, among other things, develop, evaluate, and annually update the district's professional development plan.</li> <li>● In-service training for certified employees must include information on preventing teen dating violence and domestic violence.</li> <li>● Include requirements for mandated child abuse and neglect reporters in in-service training.</li> <li>● Provide information on teacher evaluation and support program as part of regular in-service training for certified teachers, administrators, and pupil personnel.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Offer information on implementing student IEPs as part of in-service training for certified personnel.</li> </ul>
<b><i>Student Recruitment</i></b>	
<b><u>10-220d</u></b>	<ul style="list-style-type: none"> <li>• Provide full access for recruiting by regional V-T, vo-ag, charter, and interdistrict magnet schools and interdistrict student attendance programs.</li> <li>• Inform middle and high school parents that tech and vo-ag programs are available; post info about options on board website.</li> </ul>
<b><i>Weighted Grading</i></b>	
<b><u>10-220g</u></b>	Establish a written policy on weighted grading for honors and advanced placement classes.
<b><i>Transfer of Student Records</i></b>	
<b><u>10-220h, as amended by PA 11-115</u></b>	<ul style="list-style-type: none"> <li>• When a student moves into a district, notify the student's old district in writing, within two business days. Old district must send student records to new district within 10 business days. If student's parents have not authorized the records transfer, old district must send them a written notice when it transfers the records.</li> <li>• Credit students for all instruction received from USD #1 (Dept. of Corrections) or # 2 (Department of Children and Families) within 30 days of receiving records from USD #1 or #2.</li> </ul>
<b><i>Student Health Equipment</i></b>	
<b><u>10-220i</u></b>	Not deny a student access to school transportation service solely because the student must carry a cartridge injector while traveling in a school transportation vehicle.
<b><u>10-220j</u></b>	Not prohibit blood glucose self-testing by children who have a written medical order to do so.
<b><i>Records for Students in Detention Facilities</i></b>	
<b><u>10-220k, as amended by PA 12-116</u></b>	<ul style="list-style-type: none"> <li>• If a student being held at the Connecticut Juvenile Training School or in a community detention facility is enrolled in the school district, provide the student's educational records to the facility on request and without the parent's written permission.</li> <li>• If the records are supplied without parental permission, notify the parent or guardian at the time of releasing the records.</li> </ul>

<b>Board of Education Rulemaking</b>	
<b><u>10-221</u></b>	<ul style="list-style-type: none"> <li>• Make rules for the public schools and for the control of school library media centers and approve selection of books and other media for them.</li> <li>• Approve plans for public school buildings.</li> <li>• Develop and implement policies about homework, attendance, promotion, retention, drug use or possession, youth suicide prevention and attempts, and encouraging parental involvement.</li> <li>• Policies to encourage parent-teacher cooperation must require school districts to hold two flexible parent-teacher conferences per year.</li> </ul>
<b>High School Graduation Requirements</b>	
<b><u>10-221a, as amended by PA 11-135</u></b>	<ul style="list-style-type: none"> <li>• Require students to complete the state graduation requirements before graduating from high school.</li> <li>• Starting with 7<sup>th</sup> graders in the 2015-16 school year, provide adequate support and remedial service to enable them to meet higher high school graduation requirements taking effect for the classes of 2020 and after.</li> <li>• For students unable to meet the requirements in the regular way, provide an alternative way to meet them.</li> <li>• Create an annual student success plan for each student, starting in grade six. The plans must include the student's career and academic choices in 6<sup>th</sup> through 12<sup>th</sup> grades.</li> </ul>
<b>Military Recruiters</b>	
<b><u>10-221b</u></b>	Provide the same directory information to military as to other recruiters and establish a written, uniform policy for the treatment of all recruiters.
<b>Transportation Safety</b>	
<b><u>10-221c</u></b>	Record and annually report school transportation complaints to the motor vehicles commissioner and report accidents to the commissioner within 10 days.
<b>Criminal Records Checks of Personnel</b>	
<b><u>10-221d, as amended by PA 11-93</u></b>	<ul style="list-style-type: none"> <li>• Require job applicants, including student teachers, to undergo a criminal record check, arrange for fingerprinting, and forward prints to the State Police.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notify SBE if it receives notice that a student teacher has been convicted of a crime.</li> <li>• Require applicants for jobs in public schools that require state certificate or other state credential to undergo a check against the Department of Children and Families (DCF) child abuse registry.</li> </ul>
<b><i>Instructional Time and Facility Usage Assessment</i></b>	
<b><u>10-221g</u></b>	Conduct an instructional time and facility usage assessment to maximize student learning and community use of facilities.
<b><i>Lunch and Recess</i></b>	
<b><u>10-221o</u></b>	<ul style="list-style-type: none"> <li>• Offer full-day students a daily lunch period lasting at least 20 minutes.</li> <li>• Include a total of 20 minutes of physical exercise in each regular school day for K-5 students (except special education students or students on Individualized Education Programs with a different exercise schedule).</li> </ul>
<b><u>10-221p</u></b>	Make nutritious low-fat food available in schools at all times when food is available for students to buy.
<b><u>10-221q</u></b>	Sell only certain healthy beverages to students in schools.
<b><i>Advanced Placement Courses</i></b>	
<b><u>10-221r, as amended by PA 11-136</u></b>	Provide high-school-level courses, including those for which advance placement exams are available, that (1) offer college- or university-level instruction for which students may earn college credit and (2) are approved by SBE.
<b><i>Child Abuse and Neglect</i></b>	
<b><u>10-221s, as amended by PA 11-93</u></b>	<ul style="list-style-type: none"> <li>• Permit and give priority to any child abuse or neglect investigation that DCF or local law enforcement is conducting.</li> <li>• Conduct its own investigation and take disciplinary action in accordance with the law when it receives notice from the DCF commissioner or the law enforcement agency that the investigation will not interfere with either of the other investigations.</li> </ul>
<b><i>Common Core Standards</i></b>	

<p><u>10-221t, as amended by PA 12-1 June Special Session, § 224</u></p>	<ul style="list-style-type: none"> <li>● Local and regional boards of education must develop a plan with the Board of Regents and the UConn Board of Trustees to align Connecticut's common core state standards with college-level programs at Connecticut public higher education institutions.</li> <li>● Alignment must occur within one year of Connecticut's implementation of the common core.</li> </ul>
<p><b><i>Appropriations and Budget</i></b></p>	
<p><u>10-222</u></p>	<ul style="list-style-type: none"> <li>● Estimate education costs for the ensuing year and forward to district's board of finance.</li> <li>● Announce all fund transfers between line items in the education budget at the board's next regularly scheduled meeting.</li> <li>● Not overspend total budget without town's approval of request for additional funds.</li> </ul>
<p><b><i>Hiring Policy</i></b></p>	
<p><u>10-222c</u></p>	<p>Before hiring any new employee, make a documented good-faith effort to contact previous employers concerning the person's fitness for the job.</p>
<p><b><i>Bullying</i></b></p>	
<p><u>10-222d, as amended by PA 11-232</u></p>	<ul style="list-style-type: none"> <li>● Prohibit bullying and cyberbullying both in and outside of school and develop plans to address bullying and cyberbullying in and outside of school.</li> <li>● Plans must (1) prohibit retaliation or discrimination against those who report or help investigate bullying, (2) address what the school will do to protect the targeted student from further bullying, and (3) require a school principal or his or her designee to notify the police when they suspect that an act of bullying constitutes a crime.</li> <li>● Approve school climate plans by January 1, 2012 and submit them to SDE.</li> <li>● Within 30 calendar days after adopting their plans, to post them on the board's and each school's website.</li> <li>● Provide all school employees with a written or electronic copy of the plan at the start of each school year.</li> <li>● Enable students to report bullying to any school employee and notify students' parents and guardians, as well as the students themselves, every year of the process by which students may make such reports.</li> <li>● Investigate reports of bullying within statutory deadlines.</li> <li>● Establish procedures for schools to document and maintain records of bullying investigations.</li> </ul>

	<ul style="list-style-type: none"> <li>● Offer in-service training to certified employees and training to all other employees on identifying and responding to bullying and preventing and responding to youth suicide.</li> <li>● Every two years, require each school to assess its school climate using assessment instruments, including surveys, approved and disseminated by SDE in collaboration with the Connecticut Association of Schools.</li> <li>● Collect and report the school assessments to SDE.</li> <li>● Appoint, from existing staff, a safe school climate coordinator for the district to carry out duties specified in statute.</li> <li>● Appoint the principal of each school district to be the safe school climate specialist to investigate reports of bullying, among other things.</li> <li>● Establish or designate at least one new or existing committee to be responsible for fostering a safe school climate and addressing school bullying.</li> </ul>
<p><b><i>Athletic Coaches</i></b></p>	
<p><u>10-222e</u></p>	<ul style="list-style-type: none"> <li>● If employing athletic coaches, require the coach's immediate supervisor to evaluate coaches annually and provide copies to the coaches.</li> <li>● If the board decides to terminate the contract of a coach who has served in the same position for three or more athletic seasons, inform the coach of the reasons within 90 days after the end of the sport season covered by the contract.</li> </ul>
<p><b><i>Promotion and Graduation Policies</i></b></p>	
<p><u>10-223a</u></p>	<ul style="list-style-type: none"> <li>● Review and revise promotion and graduation policies to ensure they foster achievement and reduce social promotion.</li> <li>● Specify basic skills needed for graduation, including a process for assessing competency.</li> <li>● Develop a course of study for those who have not passed the assessments.</li> </ul>
<p><b><i>Online Learning</i></b></p>	
<p><u>10-223g</u></p>	<ul style="list-style-type: none"> <li>● If school district had a dropout rate of 8% or greater in the previous school year, establish an online credit recovery program for students identified as being in danger of failing to graduate.</li> <li>● Designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.</li> </ul>
<p><b><i>Duties of Board of Education Secretary</i></b></p>	

<u>10-224</u>	<ul style="list-style-type: none"> <li>• Keep a record of all board proceedings and submit an annual report of its activities to the town.</li> <li>• Report returns and statistics of schools, as the education commissioner requests.</li> </ul>
<b>Salaries</b>	
<u>10-225</u>	Fix salaries and compensation for school attendance officers if the town does not do so.
<b>Reports to Commissioner of Education</b>	
<u>10-226</u>	<ul style="list-style-type: none"> <li>• Annually report the name, place of employment, and salary of the district's certified staff to the education commissioner.</li> <li>• Report the name and address of a new superintendent within seven days of the position being accepted.</li> </ul>
<u>10-226a</u>	Annually submit data to the SBE to determine the total number of minority students and teachers, and students eligible for free and reduced-price lunches in the district, in each school, and in each grade.
<u>10-226c</u>	Prepare and submit a racial imbalance plan to the SBE, if notified of racial imbalance.
<u>10-226h, as amended by PA 11-179</u>	Report biennially to education commissioner on programs and activities undertaken to reduce racial, ethnic, and economic isolation in schools.
<u>10-227</u>	Annually report on receipts, expenditures, and statistics to the education commissioner.
<b>Supplies and Materials</b>	
<u>10-228</u>	Provide free texts, supplies, and equipment to students. If loaning assistive devices to public school students, loans must be free.
<u>10-229</u>	Change textbooks only after a two-thirds vote of all members of the board.
<b>American Flags</b>	
<u>10-230</u>	

	Provide a flag for each classroom and the grounds of each school and see that it is properly displayed. Develop a policy to ensure that time is available each day in all schools to recite the Pledge of Allegiance.
<b><i>Fire and Crisis Response Drills</i></b>	
<u>10-231</u>	<ul style="list-style-type: none"> <li>• Hold a fire drill in the schools at least once a month.</li> <li>• Substitute crisis response drills for fire drills once every three months.</li> <li>• Conduct one of the fire drills no later than 30 days after the first day of each school year.</li> <li>• Develop the crisis response drill format in consultation with the appropriate local law enforcement agency.</li> </ul>
<b><i>Pesticides</i></b>	
<u>10-231b</u>	<ul style="list-style-type: none"> <li>• Employ only certified pesticide applicators for nonemergency pesticide applications in school or on school grounds. Most schools are barred from using pesticides during school hours or planned activities at the school.</li> <li>• Not apply the pesticides at all starting July 1, 2010, except in emergencies, at preschools and elementary schools with students through grade eight.</li> </ul>
<u>10-231c</u>	If schools have no integrated pest management (IPM) plan, (1) provide parents and school staff with written statement of pest management policy at beginning of school year, (2) establish registry of those desiring 24 hours advance notice of pesticide use, (3) provide the notice by mail, and (4) keep pesticide application records for five years.
<u>10-231d</u>	If schools have IPM plans, (1) provide staff written guidelines on how plan is to be implemented and (2) provide parents with written plan summary. Allow parents and staff to register for advance notice of application. Maintain application records for five years.
<b><i>Building Maintenance and Cleaning</i></b>	
<u>10-231e</u>	Ensure heating, ventilation, and air conditioning (HVAC) systems are (1) maintained in accordance with national standards and (2) except for scheduled maintenance or emergency repairs, operated continuously while the school is occupied unless there is demonstrated adequate air exchange without operation. Keep HVAC maintenance records for at least five years.
<u>10-231g</u>	<ul style="list-style-type: none"> <li>• Implement a green cleaning program to clean and maintain schools.</li> <li>• Provide for procurement and proper use of environmentally preferable cleaning products in schools.</li> </ul>

	<ul style="list-style-type: none"> <li>● Provide an annual written statement notifying staff and, if they request it, parents or guardians of enrolled students of the green cleaning program.</li> <li>● Publish notice of the program on the board of education's and each school's website or, if there is no website, publicize it in another way.</li> <li>● Notify parents or guardians of transfer students and newly hired staff of the program.</li> </ul>
<p><b><i>Employment Restrictions</i></b></p>	
<p><u>10-232</u></p>	<p>Not employ board members in the school system.</p>
<p><b><i>Suspension of Pupils</i></b></p>	
<p><u>10-233a &amp; 10-233c</u></p>	<ul style="list-style-type: none"> <li>● Suspend students from school only after an informal hearing.</li> <li>● Give suspended student an opportunity to make up schoolwork and exams.</li> <li>● Include information about the suspension on the student's permanent record.</li> <li>● Erase the suspension from the record if student graduates from high school.</li> <li>● Make student suspensions in-school suspensions unless the school administration determines, at the required informal suspension hearing, that the student (1) poses a danger to persons or property or (2) is so disruptive of the educational process that an out-of-school suspension is warranted.</li> <li>● Before determining that an out-of-school suspension is appropriate, try to address the problem through means other than an out-of-school suspension or expulsion, including through "positive behavioral support" strategies.</li> </ul>
<p><b><i>Expulsion of Pupils</i></b></p>	
<p><u>10-233d</u></p>	<ul style="list-style-type: none"> <li>● Expel a student only after a hearing, and provide an alternative educational opportunity, except in specified cases.</li> <li>● Include expulsion on student's educational record.</li> <li>● Erase the expulsion from the record if the student graduates, unless it was for possession of a firearm or deadly weapon.</li> <li>● Complete any expulsion hearing even if student withdraws from school during it and include information on the student's record.</li> <li>● Before conducting an expulsion hearing for a special education student, convene a PPT meeting to determine if the misconduct was caused by the student's disability. If so, PPT must reevaluate student's placement and IEP to address the misconduct and ensure safety of other children and school staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Submit information to the education commissioner on weapons-related expulsions as required by federal law.</li> <li>• Not prevent the return of, or expel for additional time for the same offense, a student who committed an expellable offense and who seeks to return to a district after having been in a residential placement. If the district did not expel the student for the offense, it must allow him or her to re-enroll in school after the detention period ends and cannot expel him or her for any additional time for that offense.</li> <li>• Not require an expelled student to withdraw from school in order to attend adult education classes as an alternative education opportunity.</li> </ul>
<p><b><i>Notice of Disciplinary Policies</i></b></p>	
<p><u>10-233e</u></p>	<p>Notify students, parents, and guardians annually of student conduct policies. Adopt effective method of notifying parents and guardians of students who are suspended or expelled within 24 hours of the time the student is excluded from school.</p>
<p><b><i>In-school Suspension</i></b></p>	
<p><u>10-233f</u></p>	<p>Place a student on in-school suspension only after an informal hearing. Not place a student on in-school suspension more than 15 times or a total of 50 days during one school year.</p>
<p><b><i>Assault and Arrest Reports</i></b></p>	
<p><u>10-233g</u></p>	<p>Report student assault of teachers or other school employee to police. Not interfere with teacher's or other employee's right to file a report with police when a student threatens or commits physical violence against an employee.</p>
<p><u>10-233h</u></p>	<p>Maintain reports of arrested students in a secure place.</p>
<p><b><i>Students Placed on Probation by the Courts</i></b></p>	
<p><u>10-233i</u></p>	<ul style="list-style-type: none"> <li>• Allow a student placed on probation by a court to return to school on conditions specified by the court.</li> <li>• Provide timely information at a court's request on (1) a student's school attendance, adjustment, and behavior and (2) any recommendations for disposition and sentencing.</li> </ul>
<p><b><i>Student Possession of Telecommunication Devices</i></b></p>	

<u>10-233j</u>	Allow students to possess or use remote activated paging devices in school only with written permission from school principal.
<b><i>Indemnification</i></b>	
<u>10-235</u>	Indemnify teachers, board members, employees, and certain volunteers.
<u>10-236a</u>	Indemnify board members and staff from expenses caused by an assault on them while on duty.
<b><i>Petition for Hearing by Board of Education</i></b>	
<u>10-238</u>	Hold a public hearing on any question specified in a petition that is signed by 1% or 50 electors, whichever is greater, within three weeks of the board's receiving the petition.
<b><i>National Assessment of Educational Progress</i></b>	
<u>10-239i</u>	Participate in the National Assessment of Educational Progress or any other national or international measure of student progress, if designated by the education commissioner.
<b><i>Accreditation Reports</i></b>	
<u>10-239j</u>	Publicly disclose the results of accreditation reports within 45 days, and make them available for inspection upon request.
<b><i>Enumeration of School Age Children</i></b>	
<u>10-249</u>	Annually determine the age and number of children of compulsory school age. If any child of school age is not in school, make a reasonable effort to find out why. If the child is working, make a reasonable effort to find out the name and address of the employer.
<u>10-250</u>	File an annual report with commissioner on the number of school-age children.
<b><i>School Privileges for Children in Certain Placements</i></b>	
<u>10-253, as amended by PA 11-51</u>	<ul style="list-style-type: none"> <li>• Be financially responsible for the education costs of district children placed in other districts by state agencies, up to 100% of its average per pupil cost.</li> <li>• Provide free schooling to children living in temporary shelters.</li> </ul>

	<ul style="list-style-type: none"> <li>• If a juvenile detention facility operated by, or under contract with, the Judicial Department is located in the school district, be responsible for providing, and paying part of the cost of, regular and special education and related services for students held in the facility.</li> </ul>
<b>Data to be Transmitted</b>	
<u>10-257h</u>	Report staff data to Teachers' Retirement Board.
<b>Minimum Budget Requirement</b>	
<u>10-262i, as amended by PA 11-48 and PA 11-234</u>	With exceptions, to receive an Education Cost Sharing (ECS) grant for FY 12 and FY 13, appropriate the same amount for education as in the prior year.
<b>Interdistrict Magnet Schools</b>	
<u>10-264i</u>	<ul style="list-style-type: none"> <li>• If not participating in an interdistrict magnet school, for any of its students who enrolls directly in an interdistrict magnet school, pay the per-student tuition, if any, that the magnet school charges to participating districts.</li> <li>• If participating, provide annual opportunities for students to attend the school in a number at least equal to (1) the number specified in any written agreement with the school's operator or (2) the average number of students that the participating district enrolled in the magnet school during the previous three school years.</li> </ul>
<b>Transportation for Pupils in Nonprofit Private Schools</b>	
<u>10-281</u>	Provide the same transportation services for students enrolled in nonpublic schools in the district as for public school students, if a majority of the nonpublic school's students are Connecticut residents.
<b>Protection of Children from Abuse</b>	
<u>17a-101</u>	<ul style="list-style-type: none"> <li>• School superintendents are mandated child abuse and neglect reporters.</li> <li>• Require applicants for positions in public schools to be checked against the DCF child abuse and neglect register.</li> </ul>
<u>17a-101j, as amended by PA 11-93</u>	<ul style="list-style-type: none"> <li>• Require new and existing school employees who are mandated reporters to receive mandated reporter training and periodic refresher courses.</li> </ul>

	<ul style="list-style-type: none"> <li>• Distribute written mandated reporter policy to school employees annually.</li> <li>• Document that all employees have received the policy and completed the required training.</li> </ul>
<p><b><i>Fire Safety Code</i></b></p>	
<p><b><i>29-292, as amended by PA 11-248</i></b></p>	<p>Install carbon monoxide detection and warning equipment complying with the Fire Safety Code in public schools issued a building permit for new occupancy on or after January 1, 2012.</p>
<p><b><i>Family and Medical Leave Benefits</i></b></p>	
<p><b><i>31-51rr</i></b></p>	<p>Provide employees who (1) are parties to a civil union and (2) have worked for the political subdivision for at least 12 months and 1,250 hours during the past 12 months, with the same Family and Medical Leave Act benefits that federal law provides to parties to a marriage.</p>

MS:mp

**March 6, 2013 Additional questions from Jimmy Gaston**

1. You are requesting 12 new Security Guards. Can you outline specifically where each of these new Security Guards will be? Also, how many SROs/Police Officers do you hope to have at each school in addition to the Security Guards?

*Security guards – answered at 3/7/13 BOF meeting.*

*One SRO at each of our seven schools. Currently have one at HS and MS and a Youth Officer at RIS.*

2. What percentage of your budget increase is due to fixed cost contractual obligations?

*Work in progress.*

3. Do you currently use the services of a Technology consultant, and if so, is there a long term plan to periodically purchase needs over an extended period of time. Would this help to reduce the peaks and valleys in your technology equipment expenditures?

*We only use one consultant. The consultant is used for network configurations. We do most of this internally but bring them in for major implementations such as deploying a new voice over IP install, replacing/upgrading of the firewall, changing to the way network data is routed or replacing a large number of network devices (switches).*

*All other work is done by the Technology Department staff. We maintain our equipment for an extended period. Our desktops and laptops are not considered obsolete until they are 7 years old and even at that if the unit is serving a low level function such as only browsing the LMC card catalog, it will be kept in use longer.*

You are currently asking for 269 computers for \$216,545.00. Is this entire expenditure necessary for this year? Is it possible to spread out your technology equipment purchases to meet a more constant budget?

*All of the 269 computers are 7 years old. They were all manufactured in 2006. The equipment refresh is based on replacing equipment at 7 years. Our budget has not always afforded us that ability. If you look at that table you will see that the number to be replaced in the following budget would only be 22 but then the next year it is up to 442. The 442 resulted when the equipment line was cut and the replacements did not take place in that year.*

*The variation you see is due to the inconsistency in technology funding. It is highly desirable that some baseline of funding for equipment be established so that the replacement of equipment can be better planned for.*

4. For the High School, is the hiring of an additional Assistant Principal absolutely necessary for the coming year considering the priority for security guards and SROs/Police Officers?

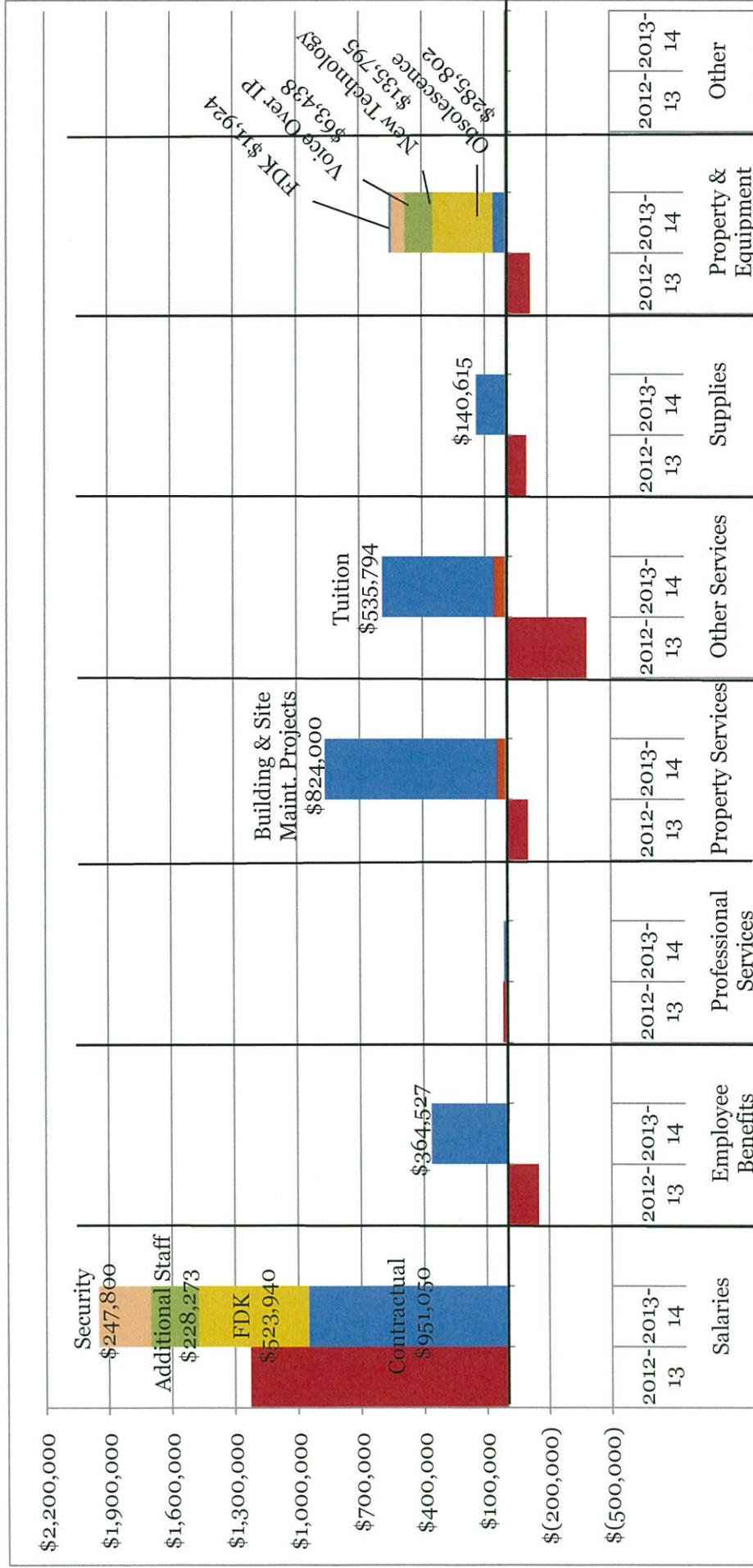
*Yes, Narrative of need is on Page 170 of the budget book.*

*AP comparable is listed on pages 277 and 278 of the budget book.*

## 2013-14 MAJOR EXPENDITURE INCREASES

	<u>INCREASE</u>	<u>%</u>	
CURRENT BUDGET	68,555,794		
TOTAL REQUESTED BUDGET	72,845,304		
ALL DAY KINDERGARTEN	344,789	0.50%	TOTAL FDK COST PAGE 50
NEW STAFFING (EXCLUDING ALL DAY KINDERGARTEN)	738,541	1.08%	PAGE 269 NEW \$1,262,481 LESS FDK PAGE 23 \$523,940
EMPLOYEE BENEFITS INCREASE	364,527	0.53%	PAGE 40
MAINTENANCE PROJECTS INCREASE	824,000	1.20%	PAGE 40 AND PAGE 238
TECHNOLOGY EQUIPMENT INCREASE	496,957	0.72%	PAGE 211
CONTRACTED SALARY INCREASES (ADMINISTRATORS, TEACHER, SEC./CLERICAL/TECH, ED. ASSISTANTS, NURSES, MAINT./CUSTODIAL)	970,102	1.42%	SHEET 8
OUT OF DISTRICT TUITION INCREASE	535,794	0.78%	PAGE 40
TEXTBOOKS INCREASE - CURRICULUM	84,170	0.12%	PAGE 199
CONTRACTED SERVICES INCREASE - CURRICULUM	83,900	0.12%	PAGE 199
TRANSPORTATION INCREASE (BEFORE ALL DAY KINDERGARTEN DECREASE)	85,480	0.12%	PAGE 40 (\$78,884) PLUS FDK REDUCTION \$164,364

# Requested Budget Compared to Current by Major Object (page 38)



Percent of Budget Increases

2009 – 2010	.43%	Four Year Average .85%	Five Year Average 1.99%
2010 – 2011	1.33%		
2011 – 2012	1.16%		
2012 – 2013	.57%		
2013 – 2014	6.57%		

2013-14 REQUESTED BOARD OF EDUCATION BUDGET INCREASES

3/11/2013

	2012 - 13 Current	2013 - 14 Requested	\$ Change	% Change	Contractual Increase	Fixed Costs Increases *	Staffing Changes, FDK & Other Costs	All Other Increases
<b>SALARY EXPENSES</b>								
111	Certified Salaries	34,661,013	36,009,792	1,348,779	3.89%	803,766	632,079	(87,066)
112	Non Certified Salaries	9,224,822	9,827,106	602,284	6.53%	166,336	367,934	68,014
	Total Salaries	43,885,835	45,836,898	1,951,063	4.45%	970,102	1,000,013	(19,052)
200	Employee Fringe Benefits	10,425,010	10,789,537	364,527	3.50%	320,538	33,046	10,943
	Total Salaries & Benefits	54,310,845	56,626,435	2,315,590	4.26%	1,290,640	1,033,059	(8,109)
<b>NON-SALARY EXPENSES</b>								
300	Professional Services	674,878	675,587	709	0.11%	9,633		(8,924)
322	Professional Educational Services	241,865	255,325	13,460	5.57%			13,460
410	Building Contracted Services	671,800	685,300	13,500	2.01%	7,500	6,000	
411	Utility Services - Water & Sewer	116,600	117,000	400	0.34%		400	
430	Repair & Maintenance Services	713,253	732,325	19,072	2.67%			12,426
441	Rentals - Building & Equipment	290,432	300,165	9,733	3.35%			1,945
450	Building & Site Maintenance Projects	0	824,000	824,000	- %			824,000
500	Contracted Services	400,227	505,704	105,477	26.35%	83,000	18,000	4,477
510	Transportation Services	3,719,431	3,640,547	(78,884)	-2.12%	85,480	(164,364)	
520	Insurance - Property & Liability	291,066	299,135	8,069	2.77%			
530	Communications	127,369	131,409	4,040	3.17%		5,000	(960)
550	Printing Services	45,897	43,097	(2,800)	-6.10%			(2,800)
560	Tuition - Out of District	1,582,548	2,118,342	535,794	33.86%	535,794		
580	Student Travel & Staff Mileage	209,722	229,619	19,897	9.49%	21,500	3,000	(4,603)
611	Supplies	1,168,234	1,165,340	(2,894)	-0.25%			(2,894)
613	Plant Supplies	361,100	381,100	20,000	5.54%	20,000		
620	Energy	2,958,192	2,966,230	8,038	0.27%	40,776	(32,738)	
641	Textbooks	188,986	304,457	115,471	61.10%			115,471
734	Property & Equipment	209,375	766,748	557,373	266.21%		17,951	539,422
810	Memberships	73,974	77,439	3,465	4.68%			3,465
	Total Non-Salary Expenses	14,044,949	16,218,869	2,173,920	15.48%	124,113	(147,151)	1,494,485
	Total Requested Board Budget	68,355,794	72,845,304	4,489,510	6.57%	1,414,753	885,908	1,486,376
900	Capital & Non-Recurring Fund	200,000	0	(200,000)	-100.00%			(200,000)
	Total Requested Budget	68,555,794	72,845,304	4,289,510	6.26%	1,414,753	885,908	1,286,376
	Percentage of Increase					32.98%	20.65%	29.99%

\* FIXED COSTS INCREASES ARE INCREASES THAT THE BOARD IS ESTIMATED TO HAVE LITTLE OR NO CONTROL OVER.