

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held a regular meeting on February 14, 2019 in the Council Chamber in the Municipal Building, 3 Primrose Street, Newtown, CT. Chairman Gaston called the meeting to order at 7:30pm.

Present: Jim Gaston, Steve Hinden, Mark Boland, Keith Alexander, Ned Simpson

Absent: Sandy Roussas

Also Present: First Selectman Dan Rosenthal, Ron Bienkowski, Michelle Ku, Rebekah Harriman Sites, Dr. Rodrigue, 7 members of the public and 2 members of the press

Voter Comment – None

Communications – J. Gaston reported a list of meeting dates and tentative attendees. 2/21/19 will be IT and Police Department, 2/25/19 will be Public Works, 2/27/19 Edmond Town Hall, P&R and BOE These attendees are tentative and subject to change.

Minutes – N. Simpson moved to approve the minutes of the 2/11/19 meeting. M. Boland seconded. S. Hinden asked to amend the First Selectman's report to include "J. Gaston noted procedural opportunities to potentially cause the law firm to recuse itself. S. Hinden commented that the decision to terminate the law firm might not be so clear cut, noting several factors that might be considered, including the need to hear the point of view of the Board of Education". Motion unanimously approved with amendment.

First Selectman's Report – First Selectman Rosenthal reported that Shipman and Goodwin has withdrawn from the land use case.

Finance Directors Report – None

NEW BUSINESS

FY 2019-2010 BOE Budget Presentation – Dr. Rodrigue and M. Ku presented (Attachment A).

The Town's budget shows the first six month actual expenses but the BOE does not. R. Bienkowski explained that they have not done that, they follow a board policy that stipulates how the budget is displayed.

The BOE has collected \$161,000 in pay to participate revenue and apply that to the various sports. Everything they are collecting is going back into the sports.

Special education is a large driver of cost. There was concern that \$100,000 contingency would not be sufficient if a new student came in. The cost for each special education student varies largely, that is why they put in that amount. If the money is left at the end of the school year it would go into a special education non-lapsing fund.

There is no standardize testing for kindergarten, it starts in third grade and the testing is mandated.

The job descriptions for the Director of Teacher and Learning and the Assistant Superintendent were provided (Attachment B). Much of the work is being picked up by lead teachers and assistant principals. This is a critical position. Currently they do very little data analysis. They need to know where the gap areas are; is the math program working the way it should. They are one of few districts that do not have a position for oversight. They need to supervise the vertical alignment. Principals are part of it but they have an operation to run as well.

Transportation cost is 12% of the budget increase this year. It is 6% of the overall budget. What is driving the transportation cost to exceed its share of the budget. R. Bienkowski explained that the contract allows for a 3% increase. They have had diesel and gasoline now and are moving to propane. Last year they moved from a 3 tier to 2 tier system for a savings. There is a lot of moving pieces in transportation. There are 60 square miles of roads and they are running 55 buses.

J. Gaston questioned the Library Media Specialist. Dr. Rodrigue replied that there was a retirement at top step. The interim candidate came and left and was paid at a lower step. The position has been filled from someone from within the building.

There is a plan for \$550,000 budget for IT however the obsolesce cost is higher. Dr. Rodrigue explained that they used a calculation for obsolesce but the equipment can be used longer and it will not impact student learning.

Voter Comments – None

Announcements – None

Having no further business, the meeting was adjourned at 8:51PM

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

Newtown Board of Education

Proposed 2019-20 Budget



Proposed Budget 2019-2020



BOARD OF EDUCATION

Dr. Michelle Du ~ Chair
Rebekah Harriman-Stiles ~ Vice-Chair
Dan Cruson ~ Secretary

Debbie Leidelein John Youros Andrew Clure Dan Della

CENTRAL OFFICE

Dr. Larrie Rodrigue ~ Superintendent of Schools
Jean Evans Davila ~ Assistant Superintendent of Schools

Ron Bienkowski Deborah Malloux-Petersen Carmella Amodeo Gino Faiella
Director, Business & Finance Director, Pupil Services Director, Technology Director, Operations

Bret Nichols Michelle Hiscavich Suzanne D'Eramo Mark Pompano
Director, K-12 Counseling Director, Performing and Fine Arts Director, Human Resources Director, Security

Students will set personally challenging goals!

Demonstrate learning through multiple modes

Demonstrate college, career global readiness skills in problem solving, critical and creative thinking, collaboration, written and verbal communications

Develop and demonstrate character attributes for personal well being

STRATEGIC PLAN

Newtown
Public Schools

BOE BUDGET PRIORITIES

Support funding for appropriate class sizes

Maintain contingency for SPED

Level funding for technology

Create a plan for maintenance of facilities and vehicles that include increase for air conditioning

Pursue opportunities for shared services

Adequate funding for mental health

Adequate funding for SPED

Evaluate funding for extracurricular

Budget Considerations and Impacts

- Enrollment and class size
- State budget cuts and uncertainty with State aid
- Graduation requirements and other unfunded mandates
- Special Education needs and support systems (Self-study)
- Teaching and Learning improvements and staffing infrastructure
- Contractual obligations
- Facilities and Maintenance

COMPETING BUDGET IMPACTS

The diagram features a dark blue background. At the top, the title 'COMPETING BUDGET IMPACTS' is written in white. Below the title, there are two red rectangular boxes. The left box contains three lines of white text: 'Staffing cuts due to enrollment/class size', 'State Aid/Cost Sharing', and 'Energy and Benefits Savings'. A large red arrow points from this box towards the right. The right box contains four lines of white text: 'Salary and Wage Increases', 'State Aid/Cost Sharing', 'Facilities and Maintenance', and 'New programming (SPED, STEM)'. A large red arrow points from this box towards the left. The two arrows point towards each other, creating a sense of tension or competition between the two sets of budget impacts.

Staffing cuts due to enrollment/class size

State Aid/Cost Sharing

Energy and Benefits Savings

Salary and Wage Increases

State Aid/Cost Sharing

Facilities and Maintenance

New programming (SPED, STEM)

Infrastructure Changes (Teaching and Learning)

Maintaining a Collaborative School Culture



Budget Reductions

From Administrators → Superintendent → Board of Education → Board of Finance → IC

Administrators' Initial
Budget Request

\$79,665,361

4.75%

Superintendent's Total
Budget Reduction

(\$1,556,421)

(2.05%)

Superintendent's Budget
Request Spending Plan

\$78,108,940

2.70%

Budget Progression

Beginning in September 2018: progressing to January: to now:		Request \$		Year-year Change %	
Administrators' Initial Budget		\$79,665,361		4.75%	
		-\$1,556,421			
Superintendent's Budget		\$78,108,940		2.70%	
		-\$4,530			
BOE Budget*		\$78,104,410		2.70%	

*BOE adjustments included technical adjustments (\$5,496), reduction of High School tile replacement (\$25,000), reduction in Reed Intermediate School painting (\$25,000), and increase of \$50,966 for Director of Teaching and Learning salary

Superintendent's Budget 2019-2020

Salaries	\$50,059,787
Employee Benefits	\$ 11,114,340
Purchased Professional Services	\$ 797,835
Purchased Property Services	\$ 2,298,742
Other Purchased Services	\$ 9,208,064
Supplies	\$ 3,764,760
Property & Equipment	\$ 691,752
Other Objects	\$ 69,130
Special Education Contingency	\$ 100,000

TOTAL OPERATING BUDGET	\$78,104,410
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OPERATING BUDGET INCREASE

2.70%



Driving the 2019-20120Budget

Cost Increase **% of Budget Increase**

Salaries	\$1,759,401	85.8%
Purchased Property Services	\$ 118,045	5.8%
Other Purchased Services	\$ 234,293	11.4%
Property - Equipment	\$ 95,505	4.6%
Reductions (Benefits, Purchased Professional Services & Energy)	(\$ 157,065)	(7.6)%
Total	\$2,050,179	100%

GOING GREEN!

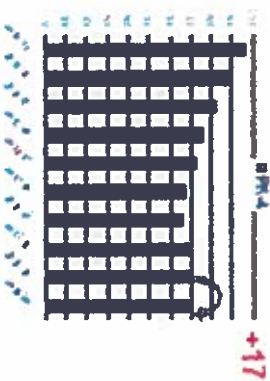


- We have installed solar panels on the rooftops of the Middle School, Reed and the recent completion of Sandy Hook School.
- In 2014 a trend began to replace all oil boilers with high efficiency gas burners. Natural gas has been economically stable and provides clean and efficient heat. The high efficiency gas burners are also much more reliable and require less maintenance & repair.
- Propane buses are on the rise and by the 2019-20 fiscal year, we will no longer be using diesel & gasoline powered vehicles to transport our students.
- Recycling program – we are working with local agencies to work more collaboratively on recycling efforts. Next year, the elementary schools will be training students to separate their trash as part of a recycling plan.

ENROLLMENT OVERVIEW

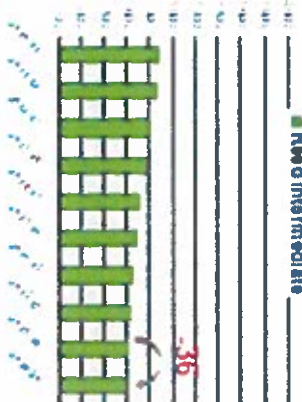
District Enrollment
 2017-18 total: 4,369
 2018-19 projected: 4,263
 2018-19 actual: 4,268
 2019-20 projected: 4,185

-83

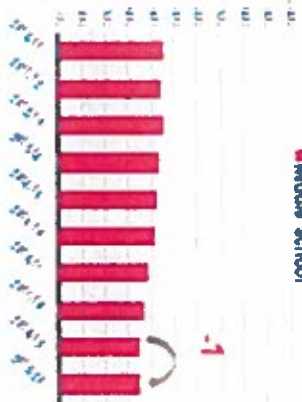


Hamley	315
Sandy Hook	369
Middle Gate	341
Head Of Meadow	311
Prok	69

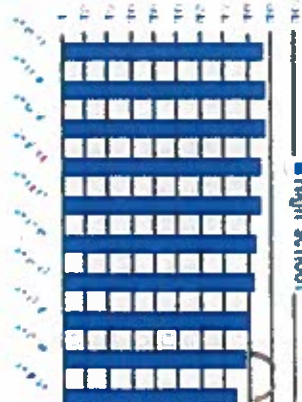
Free intermediate



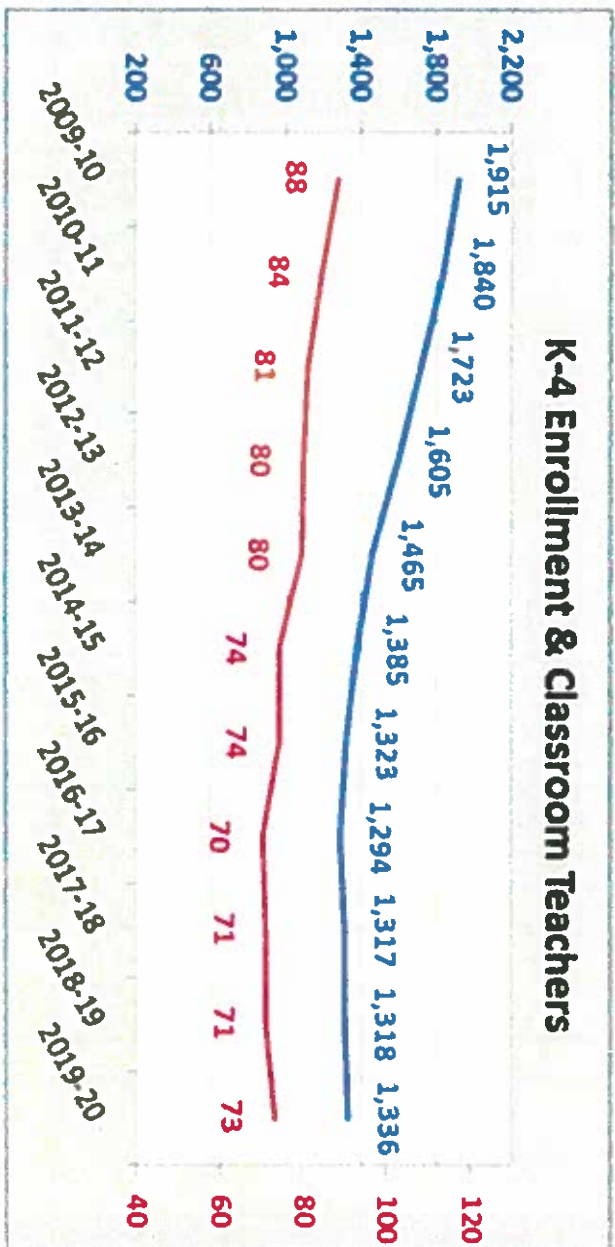
Middle School



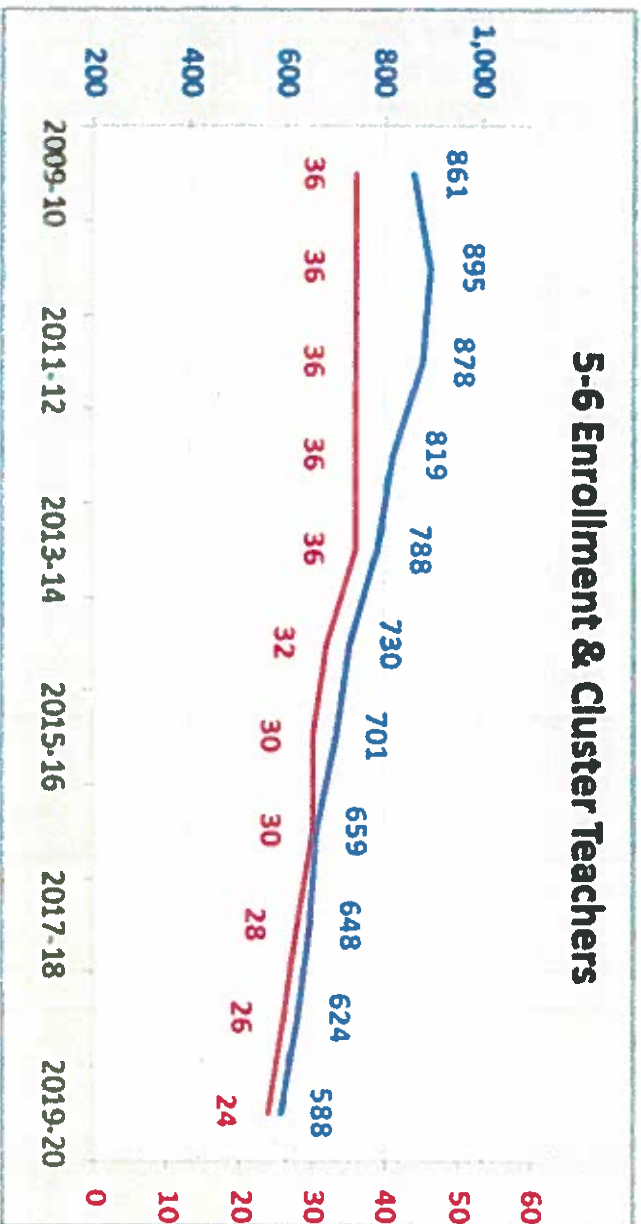
High School



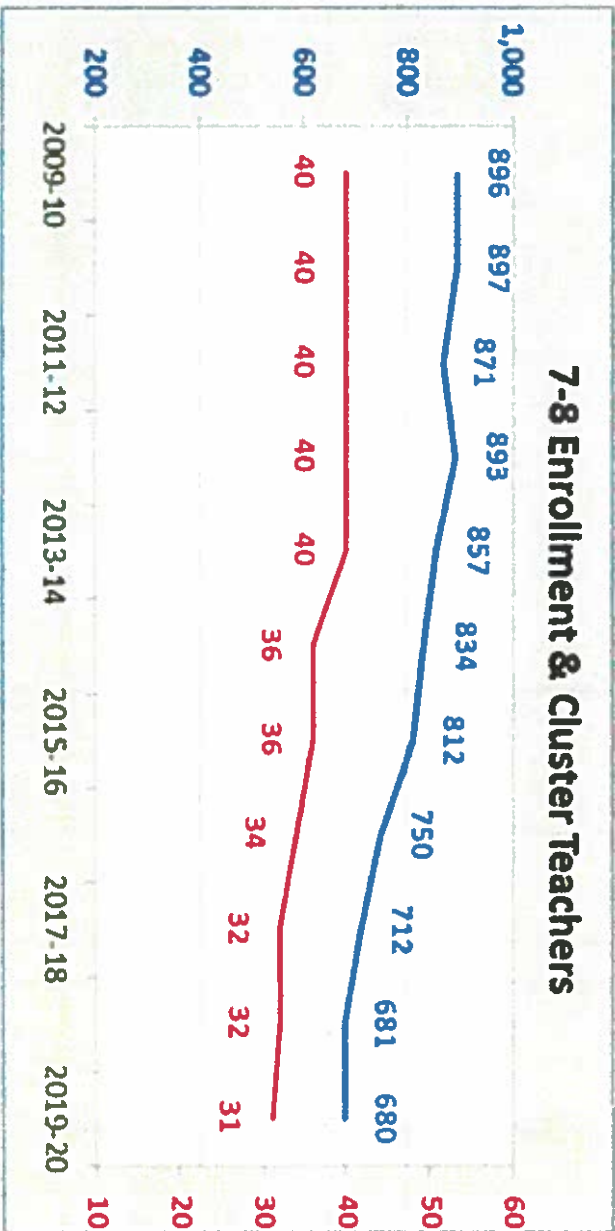
K-4 Enrollment & Classroom Teachers



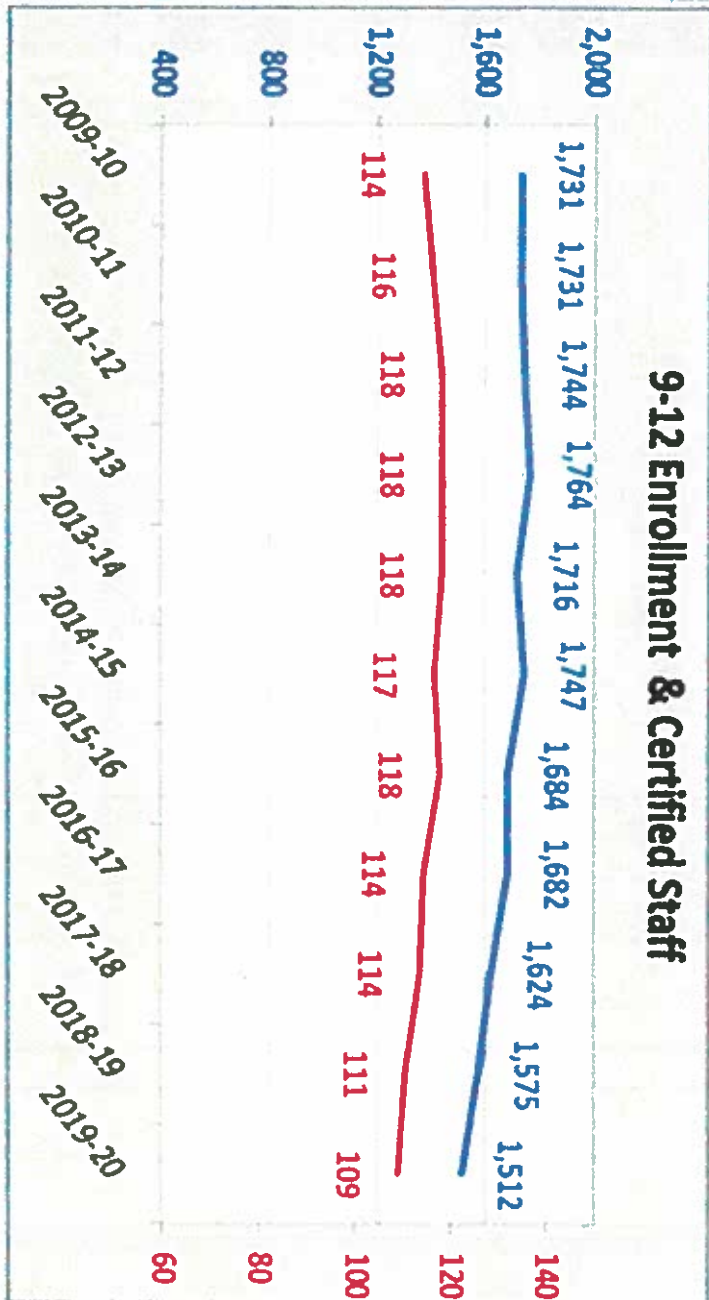
5-6 Enrollment & Cluster Teachers



7-8 Enrollment & Cluster Teachers



9-12 Enrollment & Certified Staff



Comparison of Classroom Teachers to Student Population

Year	Student Enrollment	Certified Staff FTE's	Change in Certified Staff
2009-10	5,490	452.40	-1.59
2010-11	5,451	452.50	.10
2011-12	5,298	449.36	-3.14
2012-13	5,126	450.28	.92
2013-14	4,880	449.83	-.45
2014-15	4,738	435.93	-13.9
2015-16	4,554	435.35	-.58
2016-17	4,422	424.68	-10.67
2017-18	4,369	420.79	-3.89
2018-19	4,268	421.65	-.86
2019-20 *	4,185	421.71	+.06

*Proposed

REQUESTED STAFFING

Certified Staffing Requests

STAFFING:

Certified Additions

Kindergarten Grade Teacher - HAW	1.00	\$ 60,166
1st Grade Teacher - HAW	1.00	\$ 60,166
Reading Interventionist - MG	.25	\$ 18,446
1st Grade Teacher - HOM	1.00	\$ 60,166
Language Arts Specialist - MS (add'l 5 days)		\$ 2,613
Track Coach - HS	1.00	\$ 4,095
SPED SEAL/SAIL Teacher - NHS		\$ 60,166
Psychologist - RIS	0.40	\$ 26,266
Dir. Teaching, Learning & Assessment (9/1 start date)	0.83	\$ 127,416
Spanish Teacher - 4th Grade - District Wide	0.60	\$ 30,078
Total	6.98	\$448,536

Certified Reductions

3rd Grade Teacher - HOM	-1.00	-\$ 60,166
6th Grade Teachers - RIS	-2.00	-\$ 120,312
MS Teacher	-1.00	\$ 60,166
World Language Italian & Latin - HS	-0.28	-\$ 26,844
Biology Teacher - HS	-0.14	-\$ 13,689
Fine Arts, Tech Ed, Classroom (.2 each) - HS	-0.60	-\$ 36,093
Science Teacher - HS	-0.60	-\$ 30,078
Math K-8 Curriculum Coordinator	-0.10	-\$ 9,676
Social Studies K-8 Curriculum Coordinator	-0.10	-\$ 9,405
L.A. K-8 Curriculum Coordinator	-0.10	-\$ 9,773
Science K-8 Curriculum Coordinator	-0.10	-\$ 9,999
Total	-6.92	-\$186,080

NET TOTAL 0.06 \$62,456

REQUESTED STAFFING

Non-Certified Staffing Requests

FTE AMOUNT

STAFFING:

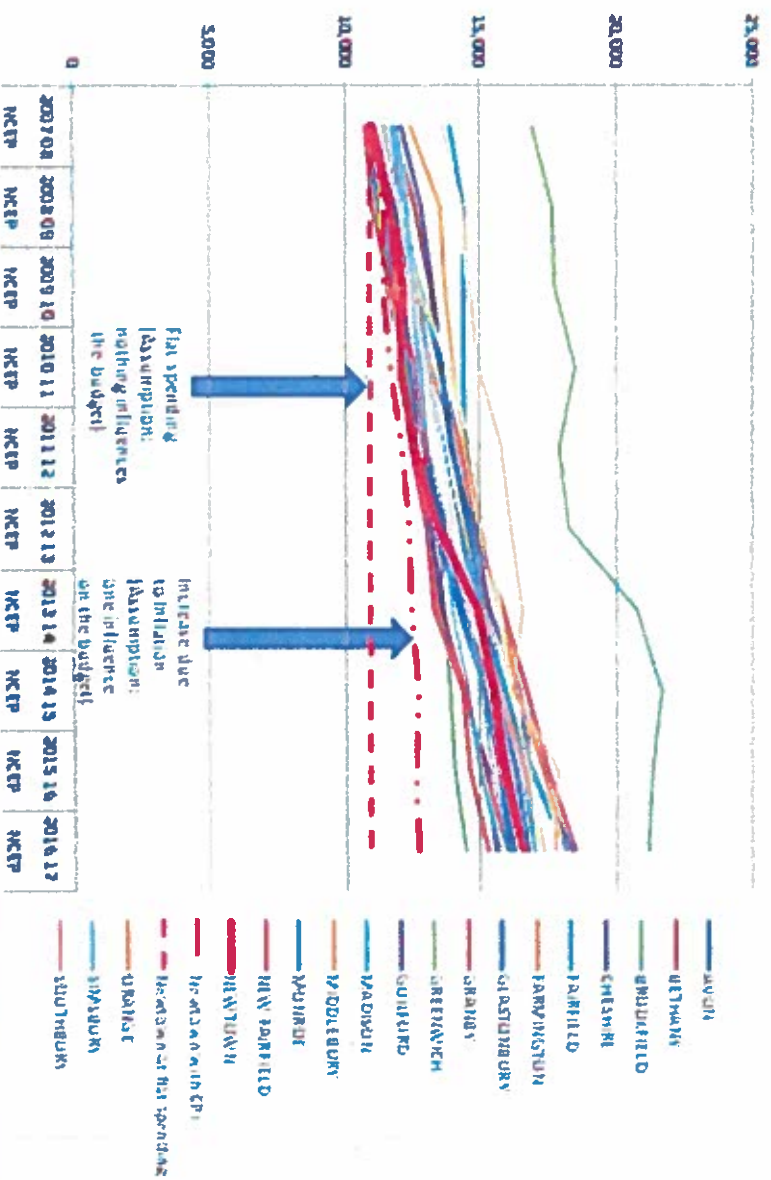
Non-Certified Additions

Paraeducator Math +5 hr/wk - HAW	0.11	\$ 2,894
Paraeducator Reading 7 hr/wk - HAW	0.20	\$ 3,851
Paraeducator Reading 11.5 hr/wk - SH	0.33	\$ 6,326
Paraeducator Math +3 hr/wk - SH	0.08	\$ 1,650
Paraeducator Math +6 hr/wk - HOM	0.17	\$ 3,527
SPed SEAL/SAIL Paraeducator	0.93	\$17,878
TOTAL	1.82	\$36,126

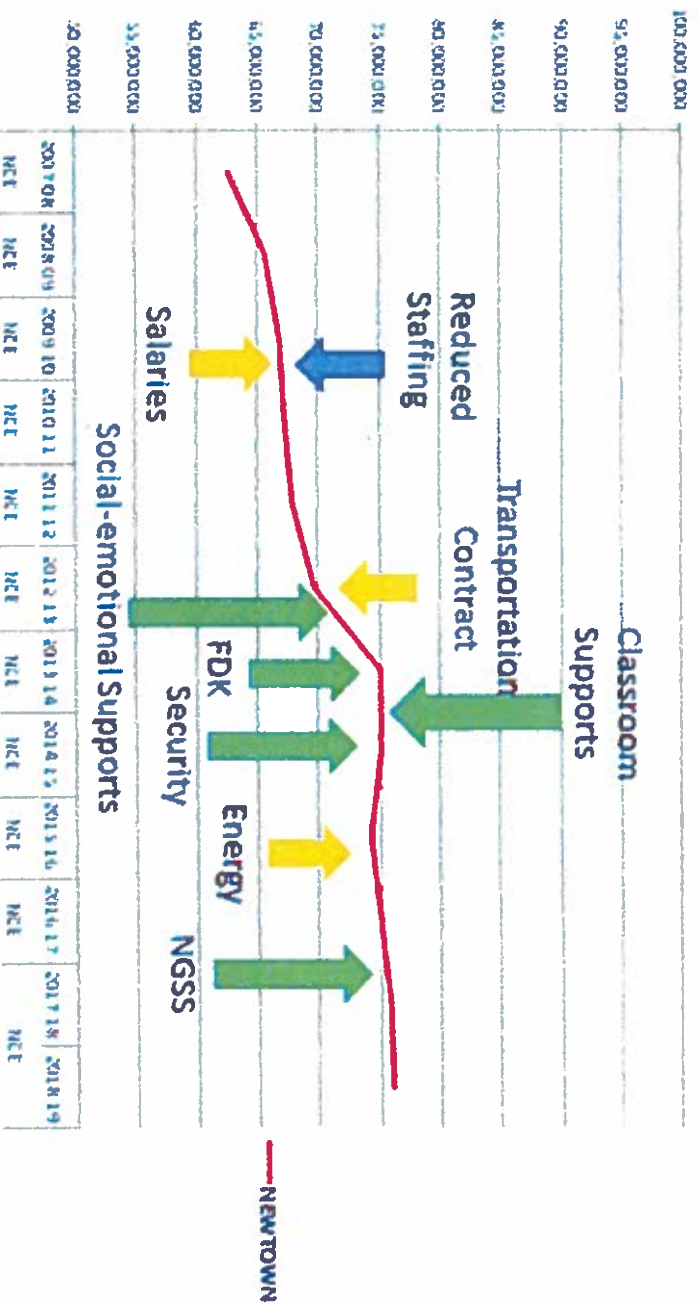
Non-Certified Reductions

School to Career - NHS	-0.50	-\$32,803
Reduction one day school calendar (security officers)		\$ 7,706
TOTAL	-0.50	-\$40,509
NET TOTAL	1.32	-\$4,383

DRG-B Districts Net Current Expenditure Per Pupil between 2007-2017



- Changes in enrollment
- Contractual obligations and economic factors
- Changes in programs or services based on legislative mandates, changing student needs or the Strategic Plan



5 Years - DRG -B

Year-to-Year Budget Increases

DRG-B	2014/15	2015/16	2016/17	2017/18	2018/19	5 year average	proposed 2019/20
Brookfield	4.66%	2.44%	4.19%	2.28%	4.60%	3.63%	3.90%
West Hartford	3.77%	2.53%	3.55%	4.65%	2.81%	3.46%	unknown
Farmington	2.69%	3.70%	4.37%	2.13%	2.54%	3.09%	3.02%
Fairfield	2.99%	3.29%	2.59%	3.12%	3.10%	3.02%	4.99%
Cheshire	3.61%	3.50%	1.57%	1.05%	2.87%	2.52%	3.72%
Madison	2.03%	2.49%	3.65%	2.03%	2.08%	2.46%	0.65%
South Windsor	1.94%	4.71%	1.98%	-0.76%	3.96%	2.37%	2.66%
Avon	2.78%	2.66%	1.64%	2.68%	1.87%	2.33%	1.98%
Region 15	2.79%	2.48%	2.86%	0.79%	2.41%	2.27%	unknown
Gulford	2.97%	2.49%	1.99%	1.99%	1.87%	2.26%	1.98%
New Fairfield	2.43%	1.34%	3.18%	0.00%	4.05%	2.20%	1.99%
Greenwich	2.10%	2.00%	2.22%	2.00%	2.60%	2.18%	1.95%
Trumbull	2.18%	2.34%	1.77%	1.42%	3.10%	2.16%	4.30%
Amity	3.53%	1.86%	1.99%	1.26%	1.87%	2.10%	1.84%
Glastonbury	3.31%	2.21%	1.90%	0.00%	1.90%	1.86%	3.60%
Granby	1.90%	2.39%	-0.36%	0.79%	3.49%	1.64%	4.83%
Monroe	1.58%	1.65%	1.55%	1.15%	1.59%	1.50%	1.96%
Newtown	0.42%	0.34%	2.90%	0.92%	2.31%	1.38%	2.70%
Simsbury	1.05%	1.30%	1.51%	0.99%	1.50%	1.27%	unknown

Summary

2.7% increase over the current budget

- Commitment to world language at next level (4th grade)
- Core academic programs and continued STEM opportunities
- Class size expectations
- Adequate teaching and administrative staff to address infrastructure and district-wide improvements
- New Director of Teaching and Learning



**NEWTOWN PUBLIC SCHOOLS
JOB DESCRIPTION**

DIRECTOR OF TEACHING AND LEARNING

QUALIFICATIONS

The Director of Teaching and Learning must hold a minimum of a Master's in Education degree with a strong understanding and experience in the design and implementation of best instructional strategies and assessment, curriculum development, professional development, program evaluation and improvement, supervision and evaluation.

A qualified candidate will possess:

- An ability to lead and collaborate with a variety of professionals focused on a common goal of curriculum alignment, consistency in instructional methodologies, and student achievement
- Strong communication skills in the form of public presentations, teacher collaboration, parent informational sessions, and participation on the administrative leadership team
- At least 3 years of administrative experience

RESPONSIBILITIES

- Assist in the coordination and implementation of teaching and learning practices that are consistent with national, state, and local standards and aligned at each grade and level
- Support the development, evaluation, and revision of curriculum and instruction at each grade level
- Assume responsibility for the implementation of newly approved instructional programs
- Lead and facilitate an ongoing professional development program for teachers to support high-quality curriculum, instruction, and assessment
- Solicit feedback from department heads and teachers to plan and implement Summer Institute workshops that are focused on the priorities outlined in school improvement plans and District Strategic Plan
- Provide leadership in the collection and analysis of data to inform staff and leadership practice and District improvement plans
- Support administrators, curriculum specialists, and department chairs in their development of rigorous formative, summative, and progress monitoring practices
- Work with staff and leadership on District committees focused on curriculum & instruction
- Collaborate and have direct oversight of the District Safe School Climate Committee, specifically the implementation of Social and Emotional programming and SRBI (scientific research-based interventions)
- Work with the Director of Technology to ensure access to and appropriate implementation of district-wide digital learning tools and resources
- Lead the district in remaining current with existing and anticipated State mandates
- Perform and assume all other duties and responsibilities that may be assigned by the Assistant Superintendent or Superintendent

ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

Newtown Public Schools
major areas of responsibility

Administrative Meetings	<ul style="list-style-type: none"> ■ organize and provide resources for bi-weekly leadership team meetings
Assessment	<ul style="list-style-type: none"> ■ Coordinate the district's testing program and analysis of data, including the Connecticut Mastery Test, The Connecticut Test of Academic Performance and any other standardized test administration.
Beginning Educator Support and Training Program (BEST)	<ul style="list-style-type: none"> ■ serve as District Facilitator for this mandated program ■ review newly hired staff credentials ■ assist the principal in assigning a mentor when required ■ direct the mentor and cooperating teacher selection process ■ coordinate all cooperating teacher placement requests ■ keep all staff informed on annual changes in State regulations
Board of Education	<ul style="list-style-type: none"> ■ provide information to the Board as needed ■ draft and modify proposed Board policies ■ assist the Board in all decision making efforts
Budget Management	<ul style="list-style-type: none"> ■ prepare information cost centers need to construct proposed budgets ■ design, monitor, modify budget process collaboratively with Business Manager and Superintendent ■ advise principals on budget matters ■ prepare information for schools, Board of Education, Legislative council press and citizens ■ administer adopted budgets
Compliance Review	<ul style="list-style-type: none"> ■ direct the program compliance review conducted by the State Department of Education of all state and federally mandated programs
Consult	<ul style="list-style-type: none"> ■ consult with administrators and teachers on instructional, curricular, and management issues
Continuing Education Units (CEU's)	<ul style="list-style-type: none"> ■ serve as CEU manager for this mandated program ■ review and approve all requests for CEU credit ■ review and consider all request for CEU equivalence credit ■ oversee the CEU transcript maintenance system ■ keep staff informed on changes in CEU legislation
Curriculum Development	<ul style="list-style-type: none"> ■ oversee all curriculum development and revision projects ■ provide resources and training to improvement teams as needed
Curriculum Implementation	<ul style="list-style-type: none"> ■ plan the implementation cycles for all instructional areas ■ plan for and supply all human and material resources necessary for curriculum implementation
Enrollment	<ul style="list-style-type: none"> ■ monitor student enrollment ■ project student enrollment by grade level, school and district

Legal Issues	<ul style="list-style-type: none"> ■ serve as the liaison with between administrative staff and legal counsel ■ monitor all statutory changes at the state and federal level with affect educational programs and practices ■ brief staff and the Board as necessary
Negotiations	<ul style="list-style-type: none"> ■ conduct negotiations with the Newtown Association of Educational Personnel ■ advise the Board on negotiation issues with all other employee groups
Quality	<ul style="list-style-type: none"> ■ co-direct all efforts to apply the principles quality management ■ lead all Basic Human Needs training ■ acquire quality training resources for the buildings ■ direct the efforts of the district Quality Council ■ conduct training
Recruitment	<ul style="list-style-type: none"> ■ Assist in both teacher and administrative hiring and selection processes
Sexual Harassment	<ul style="list-style-type: none"> ■ serve as the hearing officer for sexual harassment issues and complaints ■ conduct all state required training ■ inform staff of regulations and recommended practices
Staff Allotment	<ul style="list-style-type: none"> ■ assign FTE (full time equivalent) teachers positions to buildings based on need, equity and available resources
Standards	<ul style="list-style-type: none"> ■ oversee the development of standards for each quality outcome in the Newtown Success-Oriented School Model
Strategic School Profiles	<ul style="list-style-type: none"> ■ serve as district coordinator for this mandated program ■ assist the staff in the annual collection, edit, analysis and distribution of collected information
Teacher Evaluation	<ul style="list-style-type: none"> ■ chair the Teacher Evaluation Committee
Teacher Observation	<ul style="list-style-type: none"> ■ conduct 25-35 classroom observations of non tenured teachers annually, with a post observation conference
Teacher Orientation	<ul style="list-style-type: none"> ■ design, schedule and conduct new teacher orientation
Technology	<ul style="list-style-type: none"> ■ oversee the planning, acquisition and implementation of computer technology
Title IX	<ul style="list-style-type: none"> ■ serve as the Title IX coordinator ■ direct all district efforts to reduce gender bias
Title II	<ul style="list-style-type: none"> ■ serve as Title II Math/Science Eisenhower Federal Grant Program Coordinator ■ prepare public school entitlement grant ■ oversee nonpublic school grant expenditures

May 25, 1993

DRG B and Western CT Districts (Fairfield County)

The following chart highlights full time administrative positions in the districts in our DRG (District Reference Group), as well as Western CT (Fairfield County). Where a “yes” is indicated, district administrative positions exist (such as Directors of Teaching and learning) along with a full time Superintendent and Assistant Superintendent. These positions also have administrative responsibilities that include supervision and/or evaluation.

Districts	Administrative Support	Position
Monroe	yes	Director of Instruction
Brookfield	yes	Director of Instruction
Danbury	yes	Director of Instruction and Assessment
Ridgefield	yes	K-12 Humanities Supervisor
Farmington	yes	Director of Curriculum
Avon	no	Only Superintendent, Ass’t Superintendent
Fairfield	yes	Executive Director- Innovation, Curriculum and Programs
South Windsor	no	Only Superintendent, Ass’t Superintendent
Trumbull	yes	District Coordinator, STEM K-8
New Fairfield	no	Only Superintendent, Ass’t Superintendent
Region 15	yes	*Multiple administrators district/secondary
Cheshire	yes	K-8 Curriculum Coordinator
Glastonbury	yes	multiple directors and supervisors to support all Academic levels
Madison	no	Only Superintendent, Ass’t Superintendent
Greenwich	yes	Chief Academic Officer, Teaching & Learning
Guilford	yes	Associate Superintendent, Curriculum & Instruction
Simsbury	yes	Assistant Superintendent, Teaching & Learning
West Hartford	yes	(2) Ass’t Superintendents, Director of Elementary and Director of Secondary
Granby	no	Only Superintendent, Ass’t Superintendent

*Aside from the Superintendent and Ass’t Superintendent, Region 15 has 6 additional full-time administrators at the secondary level to support math/science and humanities (English and Social Studies), World Language, Director of Counseling (district-wide), Director of Fine Arts. There is also a district-wide Director of Athletics. All of these positions provide evaluation and supervision as well.