To view this meeting, the livestream link is: https://vimeo.com/event/729428

To make a public comment, the call in number is

(US) 1 929-399-6347 PIN: 233 065 623#

Regular BOE **AMENDED** Agenda
September 1, 2026

Council Chambers
3 Primrose St.
Newtown, CT 06470
7:00 PM

As stewards of Newtown Public Schools, we commit to conducting ourselves with honesty, integrity, and respect. Guided by Newtown's Core Values and the Portrait of a Graduate, we will strive to prepare every student to think critically and innovate with curiosity; adapt, persevere, and pursue goals with strategic focus; act with compassion, collaborate across differences, and communicate with clarity. We hold ourselves to the same attributes we seek to instill in our students, embodying them in our work together.

AGENDA

1. PLEDGE OF ALLEGIANCE
2. Discussion and Action on the Appointment of the Reed Intermediate School Principal.
3. CONSENT AGENDA
   A. Minutes from August 11, 2026
   B. Sandy Hook Garden Donations
   C. Correspondence Report
4. **PUBLIC PARTICIPATION
5. REPORTS
   A. Chair Report
   B. Superintendent's Report
   C. Committee and Liaison Reports
   D. Action on 2025–2026 Itemized Estimate Report for year ending June 30, 2026
6. PRESENTATIONS
   A. Facilities Project Update - John Barlow, Director of Facilities
7. NEW BUSINESS
   A. Discussion and possible action on a request for unexpended funds from the 2025-2026 budget to be deposited in the non-lapsing account.
   B. Discussion and possible action on the use of the non-lapsing account for fuel excise tax adjustment.
   C. Action on the 2026-2027 Itemized Estimate Report and adjustments for the month ending July 31, 2026.
   D. Discussion and Possible Action on the 2027-31 Administrators' Contract Settlement

E. Discussion and Possible Action on Tuition for the 2026-2027 School Year

F. Discussion and Possible Action to nominate CABE Area Director

G. Bylaws and Policies for First Read

1. 9700 Code of Conduct for Board Members
2. 9710 Removal of Board Officers
3. 9690 Meeting Conduct
4. 4115.3 Evaluation of Coaches
5. 4118.21/4218.21 Principles of Teaching and Learning
6. 4118.231/4218.231 - Alcohol Tobacco and Drug-free Workplace
7. 4118.12/4218.12 - Social Media
8. 4118.5/4218.5 - Employees Use of District's Computer Systems and Electronic Communications
9. 4200 - Code of Ethics
10. 4300R - Bloodborne Pathogens

H. Bylaws and Policies to be Rescinded

1. 9222 Resignation / Removal from office
2. 9325 Meeting Conduct
3. 9325.3 Parliamentary Procedures
4. 9326 Taping/Recording Board Meetings
5. 9140 Meetings with Town Boards and Commissions
6. 9150 Board Consultants
7. 9160 Board of Education Student Representation
8. 9230 Orientation of Board Members
9. 9240 Board Member Professional Development
10. 9271 Code of Ethics
11. 9310 Dissemination of Policies
12. 9327 Electronic Mail Communications
13. 9330 Board School System Records
14. 9350 Hearings
15. 9360 School Board Legislative Program
16. 9400 Monitoring Products and Processes
17. 4118.211 - Retaliation and Whistleblowing
18. 4121/4221 - Substitute Teachers
19. 4212.42 - Drug Testing for Bus Drivers
20. 4215.1 - Evaluation of Nurses

I. Policies to be Rescinded After Adoption of New Policies

1. 4118.21 - Academic Freedom and Responsibility
2. 4118.231/4218.231 - Certified Alcohol Tobacco Drug Free Workplace
3. 4118.5-4218.5 - Acceptable Use of Computer Systems and Electronic Communications
4. 4147.11/5141.24 - Students/Staff with HIV
5. 4147.22/4247.22 - Communicable Diseases

8. OLD BUSINESS

A. Second Read and Action on Bylaws and Policies

1. Bylaw - Filling Vacancies
2. Policy 6163. Selection of Library Media Resources, Displays, and Programs
3. Policy 4100 Appointment of Non-Administrative Certified Personnel
4. Policy 4200 Appointment of Non-Certified Personnel
5. Policy 4112.8 Nepotism
6. Policy 4113/4214 Employment and Student Teacher Checks

B. Second Read and Action on Bylaws and Non-mandated Policies to Rescind

1. Bylaw 9221 Method of Filling Vacancies
2. Bylaw 9010 Limits of Authority
3. Bylaw 9012 - Legal Responsibilities
4. Bylaw 9020 & 9020.1- Public Statements and Advocacy
5. Bylaw 9020.3 - Recognition of Individual Accomplishment
6. Bylaw 9124 - Recording Secretary
7. Bylaw 9125 - Attorney
8. Policy 0523 Equity and Diversity
9. Policy 4000 Concepts and Roles in Personnel
10. Polilcy 4111/4211 Recruitment and Selection
11. Policy 4111.3 Plan for Minority Recruitment and Selection
12. Policy 4112.52/4212.52 Use and Disclosure of Criminal Justice Information
13. Policy 4112.6/4212.6 Personnel Records
14. Policy 4114/4214 Assignment/Transfer/Reassignment
15. Policy 4115 Evaluation of Certified Staff

C. Second Read on Policies to Rescind After Adoption of Replacement Policies

1. 6163 Selection of Library Media Resources, Displays and Programs
2. 4100 Certified Personnel
3. 4112.8 Nepotism
4. 4113/4214 Employment and Student Teach Checks

9. PUBLIC PARTICIPATION
10. ADJOURNMENT

***During the first Public Participation, the Board welcomes commentary regarding items on the agenda. After being recognized, please state your name and address for the record. Per Board Policy 9325, we request that speakers be respectful and limit comments to not more than three minutes, and we note that public complaints about employees are not permitted during meetings. All such concerns should instead be submitted to the Superintendent. During the second Public Participation, commentary may address the agenda or may introduce issues for the Board to consider in the future. The Board does not engage in dialogue during either public comment period. If you desire more information or answers to specific questions, please email the Board: NewtownBOE@newtown.k12.ct.us*

Board of Education
Newtown, Connecticut

Please Note: These minutes are pending Board approval.

Minutes of the Board of Education Meeting - August 11, 2026 7:00PM
Council Chambers, 3 Primrose Street, Newtown, CT

Members Present: A. Plante, Chair (Remote); D. Linnetz, Vice Chair; D. Ramsey, Secretary; J. Vouros; M. Beylouni; C. Gilson; S. Tomai.

Staff Present: A. Uberti, Superintendent; F. Purcaro, Assistant Superintendent; T. Gouveia, Director of Business.Vice Chair Doria Linnetz presided over the meeting physically in the Council Chambers.

The meeting was called to order at 7:00 p.m.

Item 1: Pledge of Allegiance

Item 2: Consent Agenda

MOTION: *Mr. Vouros moved that the Board of Education approve the Consent Agenda as presented, which includes the minutes from the Special Meetings held on July 8, July 14, and July 23, 2026, and the acceptance of an anonymous donation of $25,000 to Newtown Middle School, and the Correspondence Report for the dates of June 24, 2026, through August 10,2026. Seconded by Mr. Ramsey. Motion passes unanimously.*

Item 3: First Public Participation - None

Item 4: Reports

Chair Report Chair A. Plante reminded the Board that the annual CABE conference is scheduled for November 20th in Mystic; interested members should reach out to the Superintendent's office for registration.

Superintendent's Report Superintendent Uberti provided updates on two primary areas:

- **Safety:** The implementation of the new weapons detection system is underway and currently operating without issue. Parents and staff are welcome to visit the NHS to learn how it works.
- **Hiring:** First-round interviews for the Director of Security position are complete, with three finalists moving to the final round this Thursday. The Principal search for Reed Intermediate School is also in progress. Screening rounds will be held this week with the goal of in person interviews on August 17th and a final round with a maximum of three candidates on August 19th.

- **Policy Committee Report** Doria Linnetz reported that the committee reviewed the final five bylaws in the 9000 series. Recommendations for updates will be presented at the next meeting as the committee completes the comprehensive update of the policy handbook.

Item 5: Presentations (School Climate Survey Results) HERE.

Assistant Superintendent Frank Purcaro presented the results of the School Climate Survey, which was revised for the 25-26 school year to align with updated state legislation and Connecticut school climate standards. The district utilized the ThoughtExchange platform, employing an AI component to analyze themes and summarize data for each school.
Mrs. Beylouni emphasized the need moving forward, to maintain regular Climate Meetings at the high school.

Item 6: New Business

Newtown School Building Project The Board reviewed a recommendation from the Facilities Planning Committee for a new grade 6-8 middle school. The recommendation is based on a facilities assessment identifying $97.6 million in capital needs over the next decade. Specifically, $40 million is attributed to the current Newtown Middle School (NMS) and $26 million to Middle Gate School.The committee proposed a 6-8 model to provide several educational and operational advantages. Entire presentation **HERE.**

MOTION: *Mr. Ramsey moved that the Board of Education recommend to the Town of Newtown that it proceed with a school building project for the construction of a new grade 6 through 8 middle school and establish the appropriate building committee to plan and oversee the project in accordance with Connecticut State Statute. Seconded by Mr. Vouros. Motion passes (6-0-1, with Mrs. Beylouni abstaining).*

First Read of Bylaws and Policies The Board conducted the first read for the 9000 series bylaws and policies within the 1000, 4000, and 2000 series. Board questions can be directed to Mr.Ramsey or Ms. Linnetz.

Item 7: Second Public Participation - None

Item 8: Adjournment

MOTION: *Mr. Vouros moved to adjourn. Seconded by Mr. Ramsey. Motion passes unanimously.*
Meeting adjourned at 8:32PM

Respectfully Submitted,

_____

Donald Ramsey, Secretary

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

Memorandum

To: Newtown Board of Education
From: Erin Ardino
Date: 7/22/2026
Subject: SHS Garden Donation

Sandy Hook School received the following donations (checks attached):

- $100 - from Girl Scouts of Connecticut
- $500 - from Sian & Robert Nimkoff

These donations are to be used towards the SHS Garden Project.

If you have any questions, please contact our office.

Thank you!

THIS DOCUMENT IS PRINTED ON CHEMICAL REACTIVE PAPER, WITH A VOID PANTOGRAPH, FLUORESCENT FIBERS, MICROPRINTING AND A TRUE WATERMARK.

Newtown Savings Bank
800.461.0672 | NSBonline.com
39 Main St. Newtown, CT 06470

Official Bank Check

34107

51-7229 / 2211

August 7, 2026

Pay to the Order of: **SANDY HOOK SCHOOL** $200.00

Two Hundred and 00/100********

Memo Garden Project

Authorized Signature

HEAT SENSITIVE COLOR FADES

WZ426865C-03-13

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Newtown Public School District

Newtown Board of Education

Correspondence Report
08/11/2026 – 08/31/2026

Date	Sender Name	Subject
08/13/2026	Susan Marcinek	BOS Agenda 8/17/2026
08/14/2026	Mandi Poseno	Fwd: Early Registration for the CABE/CAPSS Convention closes next Friday (Aug 21)
08/14/2026	Anne Uberti	Friday Notes 8.14.2026
08/17/2026	Anne Uberti	NPS Weekly Update 8.17.2026
08/17/2026	Anne Uberti	NPS Weekly Update – Corrected Link
08/18/2026	Janet Kuzma	CT Dept of Education Technology Guidance
08/19/2026	Susan Marcinek	BOS 8/17/2026 Min/att
08/19/2026	Preston	Sign Installation Policy
08/21/2026	Pullman and Comley	School Law Webinar - The 2026 Connecticut Legislative Session: Important Updates for School Districts
08/21/2026	Anne Uberti	Friday Notes 8.21.2026
08/21/2026	Anne Uberti	You're Invited: Newtown Public Schools Convocation – August 26
08/24/2026	Anne Uberti	Reed Intermediate School Principal Candidate of Choice
08/24/2026	Anne Uberti	NPS Weekly Update 8.24.2026
08/25/2026	Jaquez Family	Change of Bus Route
08/25/2026	Newtown Allies for Change	Addressing Racism in Newtown Schools
08/27/2026	Anne Uberti	Invitation: BOE @ Tue Sep 1, 2026 7pm - 9pm (EDT)
08/27/2026	Pullman and Comley	School Law Webinar - The 2026 Connecticut Legislative Session: Important Updates for School Districts

Date	Sender Name	Subject
08/28/2026	BoardBook	Meeting Notification: September 1, 2026 at 5:30 PM - Policy Sub-Committee Agenda
08/28/2026	Anne Uberti	Friday Notes 8.28.2026
08/28/2026	BoardBook	Meeting Notification: September 1, 2026 at 7:00 PM - Regular BOE Agenda
08/30/2026	Alison Plante	Weekly Update – August 30th
08/31/2026	BoardBook	Meeting Notification: September 1, 2026 at 7:00 PM - Regular BOE **AMENDED** Agenda
08/31/2026	Anne Uberti	NPS Weekly Update 8.31.2026

The Correspondence Report reflects a periodic summary of correspondence received by the Newtown Board of Education. In accordance with applicable privacy laws and Board policies, certain communications may be excluded from the Report from time to time.

NEWTOWN BOARD OF EDUCATION
YEAR END FINANCIAL REPORT
JUNE 30, 2026

SUMMARY

The final report for the 2025-2026 fiscal year reflects the unaudited year-end financial position for Newtown Public Schools. The report includes all final expenditures, transfers and encumbrance commitments associated with the FY26 fiscal year.

During the month of June, the district spent $12.2M on all operations, of which $9.1M was spent on salaries with the remaining balance of $3.1M being spent on all other objects.

The remaining encumbrances in this report amount to **$592,718** with the majority coming from Technology Equipment, Building, Site & Emergency Services and Textbooks.

The Board of Education's year-end unaudited financial report now shows a balance of **$181,187 expending 99.80% of the total budget.** This amount is classified as an unexpended year-end balance and will be recommended for deposit into the Board of Education's 'Non-Lapsing Account' in accordance with Section 10-248a of the Connecticut General Statute.

The district will also need to reduce its non-lapsing fund by **$40,500,** resulting from a federal audit on the fuel excise tax credit program. During the audit, it was determined that the district had been overpaid by the federal program during calendar years 2024 & 2025 and will therefore need repay the overpayment.

2025-26 Fiscal Year in Review

Salaries

The **Salary object**, which encompasses both certified and non-certified salaries across 340 individual expenditure accounts, realized a **year-end savings of $175,899**.

Certified salaries ended the year with a positive balance of **$41,771.** Despite budget pressures earlier in the year, several factors contributed to this favorable year-end position.

This outcome reflects a combination of:

- Changes in Extended School Year (ESY) program
- Exceeded our certified turnover budget
- Adjusted student homebound tutoring needs
- Realignment of staff and program development

- **Teacher & Specialists Salaries** produced a total savings of **$19,278.** The most notable areas that contributed towards this balance were **Summer Teacher Salaries**, with a balance of **$31,380** & **Certified Staff Turnover** ending the year with **$12,371**. All other Teacher & Specialists salary balances for a total **deficit of -$24,473**

    - **Summer Teacher Salaries** resulted in a savings of **$31,380** due to a shortened summer school schedule. The Extended School Year (ESY) program for special education typically begins approximately two weeks after the last day of school. This year, due to the late end of the school year, there was not enough time between the last day of school

and the start of ESY to adequately prepare staff. As a result, the program was shortened by four days, reducing the number of days staff were paid.

- **Certified staff turnover:** The district exceeded its $550,000 turnover budget by **$12,371**. Each year, the budget anticipates that approximately 20 teachers will leave the district and be replaced by teachers at lower salary steps. The resulting difference in salaries generates turnover savings, which are built into the budget as an anticipated offset to certified salary costs. The actual turnover savings exceeded the budgeted amount this year (*this number is part of the Teachers & Specialists Salary line*).

- **Homebound Special Education and Regular Education Tutors** ended the year with a **$24,824 surplus**. This is an area that is difficult to predict when developing the annual budget, as the number of students who may require homebound instruction or tutoring cannot be known a year in advance. The actual need can vary significantly from year to year based on individual student circumstances.

- **Staff & Program Development** ended the year with a savings of **$26,092**. This was the first year the district centralized a portion of these costs within the Curriculum Department rather than budgeting them separately at each school. The change provides greater district-wide oversight of professional development needs, allows training to be coordinated more effectively, and helps ensure resources are aligned with the district's overall priorities. As this was the first year of the new process, the district was still developing the best approach for identifying training needs, coordinating programs, and allocating the related costs.

- The remaining certified salaries accounted for a total deficit of **-$28,423** with the majority coming from Administrative Salaries. This account has had a negative balance since earlier in the year.

Non-Certified salaries ended the year with a positive balance of **$134,127.** For the past six months, we had been anticipating a year-end balance of approximately $130,000, which was very close to the actual year-end result.

<u>This outcome reflects a combination of:</u>

- Unfilled Paraprofessional positions
- Changes in ESY programming
- Turnover and other un-filled positions

- **Paraeducator salaries** ended the year with a positive balance of **$56,577**, with approximately **two paraeducator positions** remaining unfilled at year-end. This represents a significant improvement from prior years, when the district typically had **8–12 unfilled positions**. The reduced number of vacancies indicates that staffing levels are more closely aligned with the district's needs and has resulted in a smaller year-end balance than in previous years.

- **Special Education Services Salaries** ended the year with a positive balance of **$22,338**. In alignment with the certified staff, a surplus was produced in this account when the ESY program was shortened by four days this year due to the late end of the school year.

- **All Other Non-Certified Salary Accounts**, when combined, ended the year with a remaining balance of **$55,212**. The positive balance was driven by a combination of staff turnover and unfilled positions, which helped offset higher overtime costs. The primary pressure within overtime came from the **custodial line**, as we had approximately **3–4 custodians out at various times throughout the year**. Under the collective bargaining agreement, vacancies and absences can be backfilled and receive a minimum of three hours of time-and-a-half pay**.**

Employee Benefits

Employee Benefits ended the year with a **negative balance of -$27,899**. We have been anticipating a negative balance in this object code since February, when we recalculated our FICA, Medicare and Pension expenses.

- The **FICA, Medicare, and Pension Accounts** are budgeted each year based on the district's current-year staffing positions and anticipated salary costs. Combined, these accounts came in with a **deficit of -$60,694**. This year, actual staffing levels and salary costs were higher than the assumptions used when the budget was developed, resulting in higher employer payroll taxes and pension costs.

- **Unemployment Costs** ended the year with a **positive balance of $25,917**. The original budget was $30,000**,** based on the prior year's actual expenditures of $29,855**.** Unemployment costs are difficult to predict as they depend on individual employment circumstances that cannot be known when the budget is developed. As a result, the district bases the budget primarily on historical spending patterns and prior-year experience.

- Collectively, all other accounts produced a small balance of **$6,878**

Professional Services

Professional Services houses two primary categories of expenditures:

1. Costs related to **Professional Services** such as student evaluations, 1:1 student nursing, legal services, and other district-wide initiatives.
2. Costs associated with **Staff Training and Professional Development**.

Combined, we closed the year with a **negative balance of -$25,196.** However, this negative balance can be attributed to Professional Services (category 1).

- **Professional Services** ended the year with a **deficit of -$22,760**, primarily due to the cost of collective bargaining negotiations. The district conducted six during the year, including two newly formed bargaining that were unanticipated, costing the district additional legal fees.

Purchased Property Services

Purchased Property Services ended the year with an overall deficit of **-$39,950**. The primary driver of this variance was **Building, Site & Emergency Repairs**, which ended the year with a **deficit of -$47,404.**

- **High School Chiller Repair:** A significant, unanticipated expense occurred at the high school when one of the chillers required an emergency repair. The repair was necessary to ensure the building would have adequate cooling as the unit is on our Capital Improvement Plan and scheduled to be replaced come mid-March of 2027. Because of timing, and the warm weather, the district needed to complete an interim repair rather than wait for the parts to arrive. The cost of this emergency repair was $58,000 and was a major contributor to the deficit in Building, Site & Emergency Repairs. **Without this last-minute expense, this account would have ended the year slightly under budget, which is not typical for this area of the budget.**

- All other accounts in Purchased Property Services produced a small balance of **$7,455.**

See the table below for total expense by building

Hawley	Sandy Hook	Middlegate	Head O Meadow	Reed Intermediate	Middle School	High School
$11,877	$45,209	$71,546	$20,348	$57,141	$45,128	$247,910

Other Purchased Property Services

Other Purchased Services ended the year with an overall **surplus of $119,733.** While several areas ended in a deficit; such as Contracted Services and Transportation, these costs were more than offset by favorable results in Out of District Tuition, along with smaller surpluses in other accounts.

- **Contracted Services** ended the year with a **deficit of $97,971**, with several factors contributing to the overall variance.

    - **Behavioral Therapist (BT) Contracted Services** experienced a year-end **deficit of -$63,826.** The district continues to experience significant costs for contracted Behavioral Therapist services due to support required by students' **Individualized Education Plan's (IEPs)**. The majority of our BT's support the Program for Adaptive Learning (PAL) which serves students with significant academic, social, cognitive, adaptive, and communication needs. These students require individualized 1:1 support throughout the school day.

      While the district has its own BT positions, we have experienced difficulty in filling our open positions. We have approximately 18-22 students whose IEPs require 1:1 level of support. As a result, the district must utilize outside agencies to meet these requirements, which are significantly more costly than employing district staff. This year, the district spent **$313,826** on contracted BT services (this number includes $31,147 for ESY), compared with **$357,780** last year.

    - The district also had to contract for a **Speech and Language Pathologist (SLP)** service to cover a staff member who was out on leave. This was unanticipated and therefore, unbudgeted. Because the position provides specialized services to students with **Individualized Education Plans (IEPs)**, the district needed to ensure these services continued without interruption. This account experienced a **deficit of -$25,078**

    - An additional unbudgeted expense was incurred for contracted nursing services to provide **1:1 care for a student**, as required by the student's **Individualized Education Program**

(IEP). The additional nursing support was necessary to ensure the student's health and educational needs were appropriately supported throughout the school year. This account experienced a smaller **deficit of -$4,728**; however, this was partially due to an allocated portion of the Excess Cost Grant.

- All other accounts under Contracted Services came in at a deficit of -**$4,339**.

- **Transportation** experienced significant cost pressures throughout the year, ending with a **deficit of $202,318.** The variance was driven by both local transportation and out-of-district transportation. Due to unforeseen circumstances during the year local transportation required 2–3 additional runs that were not anticipated when the budget was developed. These additional transportation costs have now been incorporated into the FY27 budget to better reflect the district's ongoing needs.

  In the out-of-district account, the variance was primarily due to the higher daily costs associated with the new transportation provider as compared with the previous vendor. The budget was developed before the final costs from the new vendor were known. We did include an estimated increase to account for the change; however, the actual increase was greater than anticipated. The number of students remained generally in line with budget expectations, but the higher cost per route resulted in additional expenses.

- **Out-of-District Tuition** ended the year with a **surplus of $399,913.** There are three accounts housed under this sub-object. They consist of Special Education, High School Vocational & Agricultural Studies and Danbury Magnet k-5.

  - **High School Vocational/Agricultural Programs** ended the year with a small **surplus of $4,267.** The district budgeted for **22 students** to attend programs at four locations and ultimately, **21 students** enrolled. These programs provide students with access to specialized vocational, agricultural, arts, and science programs that are not offered within Newtown High School. When a program is not available within the district, students may attend an approved program at another school, with the district responsible for the associated tuition costs. *(Additional information on these programs can also be found in the Budget Book under Newtown High School.)*

  - **K–5 Danbury Magnet School** ended the year with a small **surplus of $5,012.** The district budgeted for **8 students** to attend and ultimately had **4 students** enrolled. The Danbury Magnet School, Western Connecticut Academy for International Studies (AIS), is an interdistrict public school located in Danbury that invites students from surrounding communities, including Newtown, to apply through a lottery. As an interdistrict magnet school, it provides an additional public school choice option and offers specialized international studies where students explore international themes such as different cultures and languages.

  - **Special Education Out-of-District (OOD) placements ended the year with a surplus of $390,634.** This surplus can mostly be attributed to the additional excess cost funding that was received from the State combined with placement changes, timing of placements and changes in costs that occur throughout the year.

The district budgeted for **38 students** to be outplaced and ultimately ended the year with **39 students.** Placements are determined through a student's **Individualized Education Plan (IEP)** when the student's educational needs cannot be appropriately met within Newtown's existing special education programs. These specialized schools and programs provide more intensive services for students with significant educational and developmental needs. Tuition for these programs can be substantial, often ranging from **$100,000 to $400,000 per student**, with transportation costs adding to the overall expense.

As indicated above, we experienced several enrollment changes throughout the school year: **7 new students** entered out-of-district placements at various points during the year, **2 students changed placements**, and **2 students exited their placements early in the year**. *(These changes are reflected in the full-year student count of 39.)* These types of unanticipated changes make OOD costs particularly difficult to predict when developing the annual budget, as the cost is influenced not only by the number of students but also by the timing of placements, changes in programs, and the level of services required.

Excess Cost Grant - Offset to Special Education Tuition

The Excess Cost Grant provides state reimbursement for qualifying high-cost special education placements and helps offset a portion of the significant costs associated with out-of-district services.

This year the district received **$1,900,836 in Special Education Excess Cost Grant funding**, compared with the **$1,610,816 budgeted**, resulting in a favorable variance of **$290,020, or 18.00%**. The district had budgeted for an estimated State reimbursement of **68%** (this is the percentage that districts receive as a reimbursement after our "threshold" is met), ultimately, we received **67.59%**.

Supplies

Supplies ended the year with a small **deficit of -$2,859.** The primary drivers within this object were **Electricity, Natural Gas, and Fuel for Vehicles & Equipment**. While these areas experienced fluctuations throughout the year, the overall variance for the Supplies object remained relatively small.

- **Electricity ended the year with a surplus of $220,633.** The favorable balance began to emerge as early as September; however, additional data was needed to determine whether the savings would continue throughout the year. By January, the trend had become more consistent, providing greater confidence that the balance would be sustained through year-end.

  The surplus was primarily the result of changes in **Public Benefit Charges** and **Virtual Net Metering credits**. Public Benefit Charges decreased significantly about halfway through the year (well after the budget was created). In addition to the lower demand charges, our Virtual Net Metering credits increased. The combination of these two factors resulted in lower-than-anticipated electricity costs and ultimately contributed to the year-end surplus.

- **Natural Gas ended the year with a deficit of -$124,026.** The primary driver was an unprecedented **73% increase in demand charges** that began around December. Historically, natural gas demand charges have been relatively consistent, making this increase difficult to

anticipate when the budget was developed. In addition to the higher demand charges, the cost of the natural gas supply also increased during the year. The combination of significantly higher demand charges and increased supply costs created a compounding impact and resulted in our expenses exceeding the budget.

- **Fuel for Vehicles & Equipment** ended the year with a **deficit of -$76,299.** The deficit was **entirely due to the federal government discontinuing the excise tax credit program** that had historically provided the district with approximately **$0.50 per gallon of propane,** which is used to fuel its school buses. With the district paying approximately **$1.38 per gallon** for propane, this credit provided a significant offset to the cost of fuel. The district had budgeted **$75,000** in anticipated credit revenue for FY2025-26; however, the program was discontinued, resulting in the loss of this offset and accounting for the entire deficit in this area.

Property

In Other Equipment, we ended the year with a **deficit of -$18,047.** The deficit was the result of several factors, including unbudgeted purchases at the High School, such as the replacement of a piece of weight room equipment and the purchase of a ViewSonic interactive board. In Special Education, the Speech and Hearing program also exceeded its budget due to the purchase of various audiological equipment. Other various departments were also slightly overspent, resulting in the total deficit of $18,047.

Magnet Transportation Grant

This grant provides reimbursement of $1,300 per local student attending approved Magnet School programs. The 2025-26 budget was based on 12 students; however, we had 16 students transported resulting in an additional $1,300. The total receipt was $16,900.

Hawley Fund

The Hawley fund is considered a “permanent fund” and was originally set up by Mary E. Hawley to be used towards the care and maintenance of the school. However, this fund is subject to legal restrictions, whereby only the interest earned may be used towards building related expenses.

The following captures the Hawley account activities for the 2025-26 fiscal year.

Balance as of July 1, 2025	$24,658.69
Inter-co Transfer	$2,353.22
Repairs & Maintenance	-$26,822.80
Full year interest	$19,558.00
Balance as of June 30, 2026	$19,747.11

GENERAL FUND EXPENDITURE AND REVENUE BALANCE

The General Fund history and school revenue balances show that the Board of Education has consistently met the educational needs of Newtown students while staying within the budget approved by the community.

The **unexpended budget funds reflect the year-end budget balance**. Unliquidated encumbrances represent purchase orders from the prior year that remained open and were subsequently closed out at year-end. School generated revenues consist of Board of Education fees and charges (as detailed in the financial report), such as non-resident tuition, miscellaneous fees and fuel excise tax credit.

All revenues collected by the Board of Education are recorded as **Town revenue**, with the exception of the **Excess Cost Grant** and the **Fuel Excise Tax Credit**, which are classified as **special revenues** under Governmental Accounting Standards Board (GASB) guidelines. Special revenues within the Board of Education are applied directly to the corresponding expenditure line items and are used to offset the associated expenses**.**

Year-End	Unexpended Budget Funds	Unliquidated Prior Year Encumbrances *(ending balance)*	School Generated Revenues
6/30/02	$23,322	$961	$42,482
6/30/03	$32,962	$0	($18,647)
6/30/04	$26,809	$4,723	($120,145)
6/30/05	$9,000	$15,387	$130,634
6/30/06	$272,100	$27,911	$134,370
6/30/07	$1,474	$18,751	$117,800
6/30/08	$7,688	$1,233	$15,485
6/30/09	$7,773	$432	$51,263
6/30/10	$155,762	$12,696	($88,921)
6/30/11	$58,670	$74,159	$8,659
6/30/12	$38,167	$33,959	$101,024
6/30/13	$6,035	$222	$51,767
6/30/14	$47,185	$12,195	$6,236
6/30/15	$12,909	$16,345	($21,056)
6/30/16	$2,533	$2,286	$323,260
6/30/17	$97,942	$947	($128,840)
6/30/18	$276,038	$22,632	($389,075)
6/30/19	$328,772	$1,088	$1,454
6/30/20	$1,362,451	$30,022	($5,980)
6/30/21	$27,238	$54,475	$195,728
6/30/22	$237,741	$70,201	$84,550
6/30/23	$182,082	$160,934	$84,316
6/30/24	$228,904	$60,689	$134,698
6/30/25	$236,231	$0	$145,866
6/30/26	$189,169	$0	$72,503

Tanja Gouveia
Director of Business & Finance
August 26, 2026

TERMS AND DEFINITIONS

The Newtown Board of Education's Monthly Itemized Estimate provides financial information in the following areas:

- **Object Code** – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.

- **Expense Category** – further defines the type of expense by Object Code

- **Expended (prior year)** – audited (or unaudited) expenditures from the prior fiscal year (for comparison purposes)

- **Approved Budget** – indicates a town approved financial plan used by the school district to achieve its goals and objectives.

- **YTD Transfers** – identified specific cross object codes requiring adjustments to provide adequate funding for the fiscal period. This includes all transfers made to date.

- **Current Budget** – BoE approved budget with the inclusion of transfers. This becomes the "new" approved budget.

- **Year-To-Date Expended** – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.

- **Encumbered** – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.

- **Balance** – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.

- **Anticipated Obligations -** this column is used to forecast fund balances within expense categories that have not yet been formally encumbered but are expected to be expended. This approach helps maintain the integrity of the overall budget funding level. Additionally, **special revenues** (such as grants) are included in this column, which serves to offset the corresponding anticipated expenditures.

- **Projected Balance** - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

NEWTOWN BOARD OF EDUCATION
2025-26 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING JUNE 30, 2026

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2024 - 2025	2025- 2026 APPROVED BUDGET	YTD TRANSFERS 2025- 2026	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
	GENERAL FUND BUDGET										
100	**SALARIES**	$ 56,238,201	$ 57,241,834	$ (5,000)	$ 57,236,834	$ 57,032,095	$ 28,840	$ 175,899	$ -	$ 175,899	99.69%
200	**EMPLOYEE BENEFITS**	$ 13,615,332	$ 15,955,591	$ -	$ 15,955,591	$ 15,983,490	$ -	$ (27,899)	$ -	$ (27,899)	100.17%
300	**PROFESSIONAL SERVICES**	$ 624,970	$ 699,864	$ 78,746	$ 778,610	$ 793,406	$ 10,400	$ (25,196)	$ -	$ (25,196)	103.24%
400	**PURCHASED PROPERTY SERV.**	$ 1,748,399	$ 1,970,169	$ (17,873)	$ 1,952,296	$ 1,830,158	$ 162,088	$ (39,950)	$ -	$ (39,950)	102.05%
500	**OTHER PURCHASED SERVICES**	$ 11,110,494	$ 11,687,061	$ (11,584)	$ 11,675,477	$ 11,515,061	$ 40,683	$ 119,733	$ -	$ 119,733	98.97%
600	**SUPPLIES**	$ 3,433,354	$ 3,549,863	$ 66,161	$ 3,616,024	$ 3,494,192	$ 124,691	$ (2,859)	$ -	$ (2,859)	100.08%
700	**PROPERTY**	$ 391,070	$ 453,718	$ 3,550	$ 457,268	$ 249,298	$ 226,017	$ (18,047)	$ -	$ (18,047)	103.95%
800	**MISCELLANEOUS**	$ 76,658	$ 86,544	$ (14,000)	$ 72,544	$ 72,438	$ -	$ 106	$ -	$ 106	99.85%
910	**SPECIAL ED CONTINGENCY**	$ -	$ 100,000	$ (100,000)	$ -	$ -	$ -	$ -	$ -	$ -	
	TOTAL GENERAL FUND BUDGET	**$ 87,238,478**	**$ 91,744,644**	**$ -**	**$ 91,744,644**	**$ 90,970,139**	**$ 592,718**	**$ 181,787**	**$ -**	**$ 181,787**	**99.80%**
						99.16%	0.65%			0.20%	
900	**TRANSFER NON-LAPSING** *(audited)*	*$ 170,588*									
	amount recommended for transfer into BoE's Non-Lapsing Fund										
	GRAND TOTAL	**$ 87,409,066**	**$ 91,744,644**	**$ -**	**$ 91,744,644**	**$ 90,970,140**	**$ 592,718**	**$ 181,787**	**$ -**	**$ 181,787**	**99.80%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2024 - 2025	2025- 2026 APPROVED BUDGET	YTD TRANSFERS 2025- 2026	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
100	**SALARIES**										
	Administrative Salaries	$ 4,482,797	$ 4,334,307	$ 22,712	$ 4,357,019	$ 4,407,122	$ -	$ (50,103)	$ -	$ (50,103)	101.15%
	Teachers & Specialists Salaries	$ 35,826,938	$ 36,487,451	$ (86,487)	$ 36,400,964	$ 36,381,686	$ -	$ 19,278	$ -	$ 19,278	99.95%
	Early Retirement	$ 13,000	$ 76,000	$ -	$ 76,000	$ 76,309	$ -	$ (309)	$ -	$ (309)	100.41%
	Continuing Ed./Summer School	$ 136,964	$ 133,394	$ 1,679	$ 135,073	$ 137,405	$ -	$ (2,332)	$ -	$ (2,332)	101.73%
	Homebound & Tutors Salaries	$ 163,771	$ 172,919	$ 2,621	$ 175,540	$ 150,716	$ -	$ 24,824	$ -	$ 24,824	85.86%
	Certified Substitutes	$ 894,415	$ 889,140	$ (5,000)	$ 884,140	$ 873,868	$ -	$ 10,272	$ -	$ 10,272	98.84%
	Coaching/Activities	$ 712,091	$ 730,180	$ -	$ 730,180	$ 716,131	$ -	$ 14,049	$ -	$ 14,049	98.08%
	Staff & Program Development	$ 117,219	$ 107,450	$ -	$ 107,450	$ 81,358	$ -	$ 26,092	$ -	$ 26,092	75.72%
	CERTIFIED SALARIES	$ 42,347,194	$ 42,930,841	$ (64,475)	$ 42,866,366	$ 42,824,595	$ -	$ 41,771	$ -	$ 41,771	99.90%
	Supervisors & Technology Salaries	$ 1,009,850	$ 988,625	$ 15,133	$ 1,003,758	$ 938,509	$ -	$ 65,249	$ -	$ 65,249	93.50%
	Clerical & Secretarial Salaries	$ 2,342,800	$ 2,351,223	$ -	$ 2,351,223	$ 2,351,114	$ -	$ 109	$ -	$ 109	100.00%
	Paraeducators	$ 2,989,568	$ 2,955,471	$ 227,491	$ 3,182,962	$ 3,126,385	$ -	$ 56,577	$ -	$ 56,577	98.22%
	Nurses & Medical Advisors	$ 971,552	$ 1,045,915	$ 810	$ 1,046,725	$ 1,022,990	$ -	$ 23,735	$ -	$ 23,735	97.73%
	Custodial & Maint. Salaries	$ 3,478,357	$ 3,525,661	$ 2,060	$ 3,527,721	$ 3,483,692	$ -	$ 44,029	$ -	$ 44,029	98.75%
	Non-Certified Adj	$ -	$ 273,743	$ (273,743)	$ -	$ -	$ -	$ -	$ -	$ -	
	Career/Job Salaries	$ 179,226	$ 199,583	$ 381	$ 199,964	$ 211,202	$ -	$ (11,238)	$ -	$ (11,238)	105.62%
	Special Education Svcs Salaries	$ 1,740,220	$ 1,869,839	$ 53,376	$ 1,923,215	$ 1,872,037	$ 28,840	$ 22,338	$ -	$ 22,338	98.84%
	Security Salaries & Attendance	$ 735,754	$ 679,619	$ 33,967	$ 713,586	$ 736,154	$ -	$ (22,568)	$ -	$ (22,568)	103.16%
	Extra Work - Non-Cert.	$ 120,562	$ 140,314	$ -	$ 140,314	$ 115,131	$ -	$ 25,183	$ -	$ 25,183	82.05%
	Custodial & Maint. Overtime	$ 277,497	$ 249,000	$ -	$ 249,000	$ 329,132	$ -	$ (80,132)	$ -	$ (80,132)	132.18%
	Civic Activities/Park & Rec.	$ 45,620	$ 32,000	$ -	$ 32,000	$ 21,155	$ -	$ 10,845	$ -	$ 10,845	66.11%
	NON-CERTIFIED SALARIES	$ 13,891,006	$ 14,310,993	$ 59,475	$ 14,370,468	$ 14,207,501	$ 28,840	$ 134,127	$ -	$ 134,127	99.07%
	SUBTOTAL SALARIES	**$ 56,238,201**	**$ 57,241,834**	**$ (5,000)**	**$ 57,236,834**	**$ 57,032,095**	**$ 28,840**	**$ 175,899**	**$ -**	**$ 175,899**	**99.69%**
200	**EMPLOYEE BENEFITS**										
	Medical & Dental Expenses	$ 10,305,046	$ 12,725,821	$ -	$ 12,725,821	$ 12,719,930	$ -	$ 5,891	$ -	$ 5,891	99.95%
	Life Insurance	$ 97,889	$ 90,000	$ -	$ 90,000	$ 89,018	$ -	$ 982	$ -	$ 982	98.91%
	FICA & Medicare	$ 1,748,488	$ 1,710,554	$ -	$ 1,710,554	$ 1,748,214	$ -	$ (37,660)	$ -	$ (37,660)	102.20%
	Pensions	$ 993,552	$ 959,110	$ -	$ 959,110	$ 982,144	$ -	$ (23,034)	$ -	$ (23,034)	102.40%
	Unemployment & Employee Assist.	$ 64,851	$ 81,600	$ -	$ 81,600	$ 55,683	$ -	$ 25,917	$ -	$ 25,917	68.24%
	Workers Compensation	$ 405,506	$ 388,506	$ -	$ 388,506	$ 388,501	$ -	$ 5	$ -	$ 5	100.00%
	SUBTOTAL EMPLOYEE BENEFITS	**$ 13,615,332**	**$ 15,955,591**	**$ -**	**$ 15,955,591**	**$ 15,983,490**	**$ -**	**$ (27,899)**	**$ -**	**$ (27,899)**	**100.17%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2024 - 2025	2025- 2026 APPROVED BUDGET	YTD TRANSFERS 2025- 2026	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
300	**PROFESSIONAL SERVICES**						$ (2,436)				
	Professional Services	$ 426,441	$ 478,743	$ 106,640	$ 585,383	$ 608,143	$ -	$ (22,760)	$ -	$ (22,760)	103.89%
	Professional Educational Serv.	$ 198,529	$ 221,121	$ (27,894)	$ 193,227	$ 185,263	$ 10,400	$ (2,436)	$ -	$ (2,436)	101.26%
	SUBTOTAL PROFESSIONAL SERV.	**$ 624,970**	**$ 699,864**	**$ 78,746**	**$ 778,610**	**$ 793,406**	**$ 10,400**	**$ (25,196)**	**$ -**	**$ (25,196)**	**103.24%**
400	**PURCHASED PROPERTY SERV.**										
	Buildings & Grounds Contracted Svc.	$ 634,247	$ 664,800	$ -	$ 664,800	$ 655,547	$ 6,230	$ 3,023	$ -	$ 3,023	99.55%
	Utility Services - Water & Sewer	$ 104,087	$ 114,940	$ -	$ 114,940	$ 108,952	$ -	$ 5,988	$ -	$ 5,988	94.79%
	Building, Site & Emergency Repairs	$ 518,657	$ 495,000	$ (20,700)	$ 474,300	$ 499,160	$ 22,545	$ (47,404)	$ -	$ (47,404)	109.99%
	Equipment Repairs	$ 203,541	$ 248,642	$ (17,873)	$ 230,769	$ 203,354	$ 14,700	$ 12,715	$ -	$ 12,715	94.49%
	Rentals - Building & Equipment	$ 287,868	$ 301,787	$ -	$ 301,787	$ 309,755	$ -	$ (7,968)	$ -	$ (7,968)	102.64%
	Building & Site Improvements	$ -	$ 145,000	$ 20,700	$ 165,700	$ 53,390	$ 118,613	$ (6,303)	$ -	$ (6,303)	
	SUBTOTAL PUR. PROPERTY SERV.	**$ 1,748,399**	**$ 1,970,169**	**$ (17,873)**	**$ 1,952,296**	**$ 1,830,158**	**$ 162,088**	**$ (39,950)**	**$ -**	**$ (39,950)**	**102.05%**
500	**OTHER PURCHASED SERVICES**										
	Contracted Services	$ 1,379,117	$ 1,218,580	$ 250,896	$ 1,469,476	$ 1,532,906	$ 34,540	$ (97,971)	$ -	$ (97,971)	106.67%
	Transportation Services	$ 4,968,771	$ 5,317,149	$ -	$ 5,317,149	$ 5,515,130	$ 4,337	$ (202,318)	$ -	$ (202,318)	103.81%
	Insurance - Property & Liability	$ 452,745	$ 461,357	$ -	$ 461,357	$ 452,570	$ -	$ 8,787	$ -	$ 8,787	98.10%
	Communications	$ 220,429	$ 220,320	$ -	$ 220,320	$ 222,700	$ -	$ (2,380)	$ -	$ (2,380)	101.08%
	Printing Services	$ 24,575	$ 27,570	$ -	$ 27,570	$ 22,882	$ 648	$ 4,040	$ -	$ 4,040	85.35%
	Tuition - Out of District	$ 3,851,072	$ 4,235,113	$ (255,240)	$ 3,979,873	$ 3,578,802	$ 1,158	$ 399,913	$ -	$ 399,913	89.95%
	Student Travel & Staff Mileage	$ 213,785	$ 206,972	$ (7,240)	$ 199,732	$ 190,070	$ -	$ 9,662	$ -	$ 9,662	95.16%
	SUBTOTAL OTHER PURCHASED SVC	**$ 11,110,494**	**$ 11,687,061**	**$ (11,584)**	**$ 11,675,477**	**$ 11,515,061**	**$ 40,683**	**$ 119,733**	**$ -**	**$ 119,733**	**98.97%**
600	**SUPPLIES**										
	Instructional & Library Supplies	$ 871,340	$ 889,058	$ 17,361	$ 906,419	$ 853,365	$ 56,068	$ (3,013)	$ -	$ (3,013)	100.33%
	Software, Medical & Office Supplies	$ 253,148	$ 223,475	$ -	$ 223,475	$ 230,633	$ 2,431	$ (9,589)	$ -	$ (9,589)	104.29%
	Plant Supplies	$ 340,100	$ 343,000	$ (5,700)	$ 337,300	$ 335,618	$ -	$ 1,682	$ -	$ 1,682	99.50%
	Electric	$ 1,272,054	$ 1,292,646	$ -	$ 1,292,646	$ 1,072,013	$ -	$ 220,633	$ -	$ 220,633	82.93%
	Propane & Natural Gas	$ 347,578	$ 372,000	$ -	$ 372,000	$ 496,026	$ -	$ (124,026)	$ -	$ (124,026)	133.34%
	Heating Oil	$ 41,133	$ 74,045	$ -	$ 74,045	$ 74,662	$ -	$ (617)	$ -	$ (617)	100.83%
	Fuel for Vehicles & Equip.	$ 133,110	$ 158,821	$ -	$ 158,821	$ 235,120	$ -	$ (76,299)	$ -	$ (76,299)	148.04%
	Textbooks	$ 174,891	$ 196,818	$ 54,500	$ 251,318	$ 196,756	$ 66,193	$ (11,630)	$ -	$ (11,630)	104.63%
	SUBTOTAL SUPPLIES	**$ 3,433,354**	**$ 3,549,863**	**$ 66,161**	**$ 3,616,024**	**$ 3,494,192**	**$ 124,691**	**$ (2,859)**	**$ -**	**$ (2,859)**	**100.08%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2024 - 2025	2025- 2026 APPROVED BUDGET	YTD TRANSFERS 2025- 2026	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
700	**PROPERTY**										
	Technology Equipment	$ 319,910	$ 402,799	$ -	$ 402,799	$ 179,895	$ 224,530	$ (1,626)	$ -	$ (1,626)	100.40%
	Other Equipment	$ 71,160	$ 50,919	$ 3,550	$ 54,469	$ 69,403	$ 1,487	$ (16,421)	$ -	$ (16,421)	130.15%
	SUBTOTAL PROPERTY	**$ 391,070**	**$ 453,718**	**$ 3,550**	**$ 457,268**	**$ 249,298**	**$ 226,017**	**$ (18,047)**	**$ -**	**$ (18,047)**	**103.95%**
800	**MISCELLANEOUS**										
	Memberships	$ 76,658	$ 86,544	$ (14,000)	$ 72,544	$ 72,438	$ -	$ 106	$ -	$ 106	99.85%
	SUBTOTAL MISCELLANEOUS	**$ 76,658**	**$ 86,544**	**$ (14,000)**	**$ 72,544**	**$ 72,438**	**$ -**	**$ 106**	**$ -**	**$ 106**	**99.85%**
910	**SPECIAL ED CONTINGENCY**	**$ -**	**$ 100,000**	**$ (100,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -	
	Adjustment - TBD	***$ (4,926)***									
	TOTAL LOCAL BUDGET	**$ 87,233,552**	**$ 91,744,644**	**$ -**	**$ 91,744,644**	**$ 90,970,139**	**$ 592,718**	**$ 181,787**	**$ -**	**$ 181,787**	**99.80%**
900	Transfer to Non-Lapsing	$ 170,588									
	GRAND TOTAL	**$ 87,404,140**	**$ 91,744,644**	**$ -**	**$ 91,744,644**	**$ 90,970,139**	**$ 592,718**	**$ 181,787**	**$ -**	**$ 181,787**	**99.80%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2024 - 2025	2025- 2026 APPROVED BUDGET	YTD TRANSFERS 2025- 2026	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP

SPECIAL REVENUES

	EXCESS COST GRANT REVENUE	EXPENDED 2024-2025	APPROVED BUDGET @ 68%	SUBMITTED Dec 1 @	STATE ESTIMATE Jan 1 @ 67.93%	STATE ESTIMATE March 1 @ 67.59%	RECEIVED Total	VARIANCE to Budget	% TO BUDGET
51266	*Special Education Svcs Salaries ECG*	*$ (12,082)*	$ -				***$ -***	$ -	
	Additional Services*	*$ (22,502)*	$ -				*$ -*	$ -	
forecast	*Transportation Services - ECG*	*$ (365,019)*	$ (382,891)	*$ (463,293)*	*$ (468,308)*	*$ (428,821)*	*$ (426,253)*	$ 43,362	111.32%
54160	*Tuition - Out of District ECG*	*$ (1,295,828)*	$ (1,227,925)	*$ (1,460,973)*	*$ (1,456,191)*	*$ (1,415,612)*	*$ (1,407,127)*	$ 179,202	114.59%
	Total	*$ (1,695,431)*	$ (1,610,816)	*$ (1,924,266)*	*$ (1,924,499)*	*$ (1,844,433)*	*$ (1,833,380)*	$ 222,564	113.82%
	***Additional services**								
	Nursing (professional service)	*$ (15,990)*		*$ (23,598)*	*$ (39,288)*	*$ (35,716)*	*$ (35,501)*	$ 35,501	
	Para Salaries / BT Services	*$ (6,512)*		*$ (10,000)*	*$ (32,427)*	*$ (32,148)*	*$ (31,955)*	$ 31,955	
	Total	**$ (1,717,933)**	**$ (1,610,816)**	**$ (1,957,864)**	**$ (1,996,214)**	**$ (1,912,297)**	**$ (1,900,836)**	**$ 290,020**	
	Transportation Grant for Magnet	*$ (13,000)*	*$ (15,600)*	*$ (8,450)*		*$ (8,450)*	***$ (16,900)***	$ 1,300	
	(included in transportation forecast)								

BOARD OF EDUCATION FEES & CHARGES - SERVICES	APPROVED BUDGET	ANTICIPATED	RECEIVED	BALANCE	% RECEIVED
LOCAL TUITION	$33,325	$33,325	$33,600	($275)	100.83%
HEALTH GRANT	$26,886	$27,516	$27,516	($630)	102.34%
HIGH SCHOOL FEES FOR PARKING PERMITS	$30,000	$30,000	$30,000	$0	100.00%
MISCELLANEOUS FEES	$6,000	$6,000	$8,903	($2,903)	148.38%
TOTAL SCHOOL GENERATED FEES	$69,325	$69,325	$72,503	($3,178)	104.58%

	Health Grant	E.C.G	E.C.S	Tuition	Misc.	Other	
August				$6,000.00			
September				$3,150.00			
October			$1,123,923.00	$4,950.00			
November				$1,350.00	$1,293.52	$2,117.00	Equipment Sales
December				$3,750.00	$115.00		
January	$27,516			$3,150.00	$1,338.55		
February			$1,123,923.00	$2,400.00	$1,293.52		UNUM Stock
March				$3,900.00	$1,409.00		
April			$2,238,422	$3,150.00			
May				$1,800.00	$1,336.08		
June							
Total	$27,516.00	$0.00	$4,486,268.00	$33,600.00	$6,785.67	$2,117.00	

BOE Non-Lapsing Fund Balance and Activity

Year	% to Budget	General Deposit	Reserved for Special Ed	Reserved for General Use	Expenses	Balance		Use
Trans from Cap non-recurring 7/2012		***$150,000***		$150,000	($139,690)	$10,310	(a)	
2013-14 Deposit 6/30/14		$47,185	$0	$47,185	($1,800)	$55,695		Fabricate metal doorway
2014-15 Deposit 6/30/15		$12,909	$0	$12,909	($13,310)	$55,294		Fabricate metal doorway + security bollards
2015-16 Deposit 6/30/16		$2,533	$0	$2,533	($4,950)	$52,877		IR scan
Trans from Cap non-recurring 7/2016		***$100,000***		$100,000		$152,877		
2016-17 Deposit 6/30/17	0.13%	$97,942	$0	$97,942	($90,036)	$160,783		4G Network
2017-18 Deposit 6/30/18	0.37%	$276,038	$0	$276,038	($9,358)	$427,463		4G Network
2018-19 Deposit 6/30/19	0.43%	$328,772	$63,000	$265,772	($180,182)	$576,053		HAW & MS A/C, SHS lightning protection
2019-20 Deposit 6/30/20	1.74%	$0	$0	$0	($55,113)	$520,940		SHS lightning protection
2020-21 Deposit 6/30/21	0.03%	$27,238	$20,377	$6,861	($255,672)	$292,506		Hawley architectural fees
2021-22 Deposit 6/30/22	0.30%	$237,741	$116,623	$121,118	($55,080)	$475,167		Additional work on HS track. (glue)
2022-23 Deposit 6/30/23	0.22%	$182,082	$100,000	$82,082	$0	$657,249		
2023-24 Usage					($120,921)	$536,328		F350 truck (electrician) $71,313 + $49,607 facility study
2023-24 Deposit 6/30/24	0.27%	$228,904	$80,000	$148,904	($120,761)	$644,471		RIS chiller $120,653.13 + Add for mulch RFP $108.75
2024-25 Deposit 6/30/25	0.27%	$170,588		$170,588	($45,353)	$769,706		Final cost for MP Planning (FY26)
2025-26 Usage - approval at special meting 7/29/25					($55,049)	$714,657		Actual YTD costs for NMS A/C units
2025-26 Usage - approval at special meting 7/29/25					($14,913)	$699,744		Final - cost for time clocks (new system)
2025-26 Usage - approval at special meting 7/29/25					($25,725)	$674,019		CLA - final cost for workflow analysis
2025-26 Usage					($40,500)	$633,519		Fuel tax audit
2026-27 Potential Desposit		$185,169		$185,169		$818,688		
Totals Since Inception		$2,047,101	$380,000	$1,667,101	($1,228,413)	$818,688		

Total Non-Lapsing Reserves (current)	**SPED Reserve**	**$380,000**	**General Use**	**$438,688**

Final amount is subject to audit

(a) $150,000 was transferred into this account from the Town's Capital non-recurring fund to cover costs associated with the Middlegate roof and High School stairwell gate

NEWTOWN BOARD OF EDUCATION
2026-27 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING JULY 31, 2026

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2025 - 2026	2026- 2027 APPROVED BUDGET	TECHNICAL ADJUSTMENTS 2026- 2027	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
	GENERAL FUND BUDGET										
100	**SALARIES**	$ 57,060,935	$ 59,996,443	$ (6,000)	$ 59,990,443	$ 910,833	$ 9,886,205	$ 49,193,404	$ 49,193,404	$ -	100.00%
200	**EMPLOYEE BENEFITS**	$ 15,983,490	$ 16,804,271	$ 9,966	$ 16,814,237	$ 173,316	$ 331,568	$ 16,309,352	$ 16,309,352	$ -	100.00%
300	**PROFESSIONAL SERVICES**	$ 803,806	$ 769,639	$ -	$ 769,639	$ 1,760	$ 93,562	$ 674,318	$ 674,318	$ -	100.00%
400	**PURCHASED PROPERTY SERV.**	$ 1,992,246	$ 1,853,267	$ -	$ 1,853,267	$ 139,658	$ 505,732	$ 1,207,877	$ 1,207,877	$ -	100.00%
500	**OTHER PURCHASED SERVICES**	$ 11,555,744	$ 11,667,397	$ (3,966)	$ 11,663,431	$ 380,493	$ 2,343,073	$ 8,939,865	**$ 8,939,865**	$ -	100.00%
600	**SUPPLIES**	$ 3,618,884	$ 3,694,313	$ -	$ 3,694,313	$ 130,262	$ 378,939	$ 3,185,112	$ 3,185,112	$ -	100.00%
700	**PROPERTY**	$ 475,315	$ 587,528	$ -	$ 587,528	$ -	$ 8,062	$ 579,466	$ 579,466	$ -	100.00%
800	**MISCELLANEOUS**	$ 72,438	$ 89,061	$ -	$ 89,061	$ 28,304	$ 7,379	$ 53,378	$ 53,378	$ -	100.00%
910	**SPECIAL ED CONTINGENCY**	$ -	$ 100,000	$ -	$ 100,000	$ -	$ -	$ 100,000	$ 100,000	$ -	100.00%
	TOTAL GENERAL FUND BUDGET	**$ 91,562,857**	**$ 95,561,919**	**$ -**	**$ 95,561,919**	**$ 1,764,627**	**$ 13,554,520**	**$ 80,242,772**	**$ 80,242,772**	**$ -**	**100.00%**
900	**TRANSFER NON-LAPSING** *(unaudited)* *amount recommended for transfer into BoE's Non-Lapsing Fund*	*$ 181,787*	$ -								
	GRAND TOTAL	**$ 91,744,644**	**$ 95,561,919**	**$ -**	**$ 95,561,919**	**$ 1,764,627**	**$ 13,554,520**	**$ 80,242,772**	**$ 80,242,772**	**$ -**	**100.00%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2025 - 2026	2026- 2027 APPROVED BUDGET	TECHNICAL ADJUSTMENTS 2026- 2027	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
100	**SALARIES**										
	Administrative Salaries	$ 4,407,122	$ 4,583,508	$ 23,397	$ 4,606,905	$ 296,408	$ 3,415,386	$ 895,111	$ 895,111	$ -	100.00%
	Teachers & Specialists Salaries	$ 36,381,686	$ 38,116,432	$ (17,986)	$ 38,098,446	$ 62,571	$ -	$ 38,035,875	$ 38,035,875	$ -	100.00%
	Early Retirement	$ 76,309	$ 76,000	$ -	$ 76,000	$ 68,000	$ -	$ 8,000	$ 8,000	$ -	100.00%
	Continuing Ed./Summer School	$ 137,405	$ 152,520	$ -	$ 152,520	$ 58,415	$ -	$ 94,105	$ 94,105	$ -	100.00%
	Homebound & Tutors Salaries	$ 150,716	$ 185,501	$ 3,252	$ 188,753	$ -	$ -	$ 188,753	$ 188,753	$ -	100.00%
	Certified Substitutes	$ 873,868	$ 938,688	$ -	$ 938,688	$ -	$ -	$ 938,688	$ 938,688	$ -	100.00%
	Coaching/Activities	$ 716,131	$ 738,933	$ -	$ 738,933	$ -	$ -	$ 738,933	$ 738,933	$ -	100.00%
	Staff & Program Development	$ 81,358	$ 123,500	$ -	$ 123,500	$ 3,680	$ 106,000	$ 13,820	$ 13,820	$ -	100.00%
	CERTIFIED SALARIES	$ 42,824,595	$ 44,915,082	$ 8,663	$ 44,923,745	$ 489,074	$ 3,521,386	$ 40,913,285	$ 40,913,285	$ -	100.00%
	Supervisors & Technology Salaries	$ 938,509	$ 1,000,439	$ 35,975	$ 1,036,414	$ 60,039	$ 848,300	$ 128,075	$ 128,075	$ -	100.00%
	Clerical & Secretarial Salaries	$ 2,351,114	$ 2,348,279	$ 66,814	$ 2,415,093	$ 89,282	$ 2,337,581	$ (11,770)	$ (11,770)	$ -	100.00%
	Paraeducators	$ 3,126,385	$ 3,384,313	$ -	$ 3,384,313	$ 15,293	$ -	$ 3,369,020	$ 3,369,020	$ -	100.00%
	Nurses & Medical Advisors	$ 1,022,990	$ 1,064,202	$ -	$ 1,064,202	$ 662	$ 10,000	$ 1,053,540	$ 1,053,540	$ -	100.00%
	Custodial & Maint. Salaries	$ 3,483,692	$ 3,532,168	$ 107,971	$ 3,640,139	$ 185,621	$ 3,168,938	$ 285,580	$ 285,580	$ -	100.00%
	Non-Certified Adj	$ -	$ 257,478	$ (252,568)	$ 4,910	$ -	$ -	$ 4,910	$ 4,910	$ -	100.00%
	Career/Job Salaries	$ 211,202	$ 220,852	$ 1,873	$ 222,725	$ 7,202	$ -	$ 215,523	$ 215,523	$ -	100.00%
	Special Education Svcs Salaries	$ 1,900,877	$ 2,106,329	$ 25,272	$ 2,131,601	$ 49,242	$ -	$ 2,082,359	$ 2,082,359	$ -	100.00%
	Security Salaries & Attendance	$ 736,154	$ 761,672	$ -	$ 761,672	$ -	$ -	$ 761,672	$ 761,672	$ -	100.00%
	Extra Work - Non-Cert.	$ 115,131	$ 124,629	$ -	$ 124,629	$ 13,492	$ -	$ 111,137	$ 111,137	$ -	100.00%
	Custodial & Maint. Overtime	$ 329,132	$ 249,000	$ -	$ 249,000	$ 716	$ -	$ 248,284	$ 248,284	$ -	100.00%
	Civic Activities/Park & Rec.	$ 21,155	$ 32,000	$ -	$ 32,000	$ 210	$ -	$ 31,790	$ 31,790	$ -	100.00%
	NON-CERTIFIED SALARIES	$ 14,236,341	$ 15,081,361	$ (14,663)	$ 15,066,698	$ 421,759	$ 6,364,819	$ 8,280,120	$ 8,280,120	$ -	100.00%
	SUBTOTAL SALARIES	**$ 57,060,935**	**$ 59,996,443**	**$ (6,000)**	**$ 59,990,443**	**$ 910,833**	**$ 9,886,205**	**$ 49,193,404**	**$ 49,193,404**	**$ -**	**100.00%**
200	**EMPLOYEE BENEFITS**										
	Medical & Dental Expenses	$ 12,719,930	$ 13,396,282	$ -	$ 13,396,282	$ 2,454	$ 1,375	$ 13,392,453	$ 13,392,453	$ -	100.00%
	Life Insurance	$ 89,018	$ 91,195	$ -	$ 91,195	$ 7,217	$ -	$ 83,978	$ 83,978	$ -	100.00%
	FICA & Medicare	$ 1,748,214	$ 1,828,310	$ -	$ 1,828,310	$ 53,993	$ -	$ 1,774,317	$ 1,774,317	$ -	100.00%
	Pensions	$ 982,144	$ 1,028,182	$ 6,000	$ 1,034,182	$ 11,538	$ 8,250	$ 1,014,394	$ 1,014,394	$ -	100.00%
	Unemployment & Employee Assist.	$ 55,683	$ 71,800	$ -	$ 71,800	$ 800	$ 30,000	$ 41,000	$ 41,000	$ -	100.00%
	Workers Compensation	$ 388,501	$ 388,502	$ 3,966	$ 392,468	$ 97,314	$ 291,943	$ 3,210	$ 3,210	$ -	100.00%
	SUBTOTAL EMPLOYEE BENEFITS	**$ 15,983,490**	**$ 16,804,271**	**$ 9,966**	**$ 16,814,237**	**$ 173,316**	**$ 331,568**	**$ 16,309,352**	**$ 16,309,352**	**$ -**	**100.00%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2025 - 2026	2026- 2027 APPROVED BUDGET	TECHNICAL ADJUSTMENTS 2026- 2027	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
300	**PROFESSIONAL SERVICES**						$ 148,268				
	Professional Services	$ 608,143	$ 526,350	$ -	$ 526,350	$ 300	$ -	$ 526,050	$ 526,050	$ -	100.00%
	Professional Educational Serv.	$ 195,663	$ 243,289	$ -	$ 243,289	$ 1,460	$ 93,562	$ 148,268	$ 148,268	$ -	100.00%
	SUBTOTAL PROFESSIONAL SERV.	**$ 803,806**	**$ 769,639**	**$ -**	**$ 769,639**	**$ 1,760**	**$ 93,562**	**$ 674,318**	**$ 674,318**	**$ -**	**100.00%**
400	**PURCHASED PROPERTY SERV.**										
	Buildings & Grounds Contracted Svc.	$ 661,777	$ 582,800	$ -	$ 582,800	$ 119,214	$ 227,059	$ 236,527	$ 236,527	$ -	100.00%
	Utility Services - Water & Sewer	$ 108,952	$ 117,700	$ -	$ 117,700	$ -	$ -	$ 117,700	$ 117,700	$ -	100.00%
	Building, Site & Emergency Repairs	$ 521,704	$ 505,000	$ -	$ 505,000	$ 15,140	$ 48,042	$ 441,818	$ 441,818	$ -	100.00%
	Equipment Repairs	$ 218,054	$ 217,044	$ -	$ 217,044	$ 4,952	$ 9,608	$ 202,485	$ 202,485	$ -	100.00%
	Rentals - Building & Equipment	$ 309,755	$ 293,223	$ -	$ 293,223	$ 352	$ 221,023	$ 71,847	$ 71,847	$ -	100.00%
	Building & Site Improvements	$ 172,003	$ 137,500	$ -	$ 137,500	$ -	$ -	$ 137,500	$ 137,500	$ -	
	SUBTOTAL PUR. PROPERTY SERV.	**$ 1,992,246**	**$ 1,853,267**	**$ -**	**$ 1,853,267**	**$ 139,658**	**$ 505,732**	**$ 1,207,877**	**$ 1,207,877**	**$ -**	**100.00%**
500	**OTHER PURCHASED SERVICES**										
	Contracted Services	$ 1,567,447	$ 1,436,793	$ -	$ 1,436,793	$ 264,665	$ 285,701	$ 886,427	$ 886,427	$ -	100.00%
	Transportation Services	$ 5,519,467	$ 5,798,446	$ -	$ 5,798,446	$ -	$ -	$ 5,798,446	$ 5,798,446	$ -	100.00%
	Insurance - Property & Liability	$ 452,570	$ 438,367	$ (3,966)	$ 434,401	$ 98,461	$ 295,383	$ 40,557	$ 40,557	$ -	100.00%
	Communications	$ 222,700	$ 216,676	$ -	$ 216,676	$ 16,758	$ 183,466	$ 16,452	$ 16,452	$ -	100.00%
	Printing Services	$ 23,530	$ 28,180	$ -	$ 28,180	$ -	$ -	$ 28,180	$ 28,180	$ -	100.00%
	Tuition - Out of District	$ 3,579,960	$ 3,542,205	$ -	$ 3,542,205	$ -	$ 1,571,877	$ 1,970,328	$ 1,970,328	$ -	100.00%
	Student Travel & Staff Mileage	$ 190,070	$ 206,730	$ -	$ 206,730	$ 609	$ 6,646	$ 199,475	$ 199,475	$ -	100.00%
	SUBTOTAL OTHER PURCHASED SVC	**$ 11,555,744**	**$ 11,667,397**	**$ (3,966)**	**$ 11,663,431**	**$ 380,493**	**$ 2,343,073**	**$ 8,939,865**	**$ 8,939,865**	**$ -**	**100.00%**
600	**SUPPLIES**										
	Instructional & Library Supplies	$ 909,433	$ 906,627	$ -	$ 906,627	$ 34,755	$ 154,973	$ 716,899	$ 716,899	$ -	100.00%
	Software, Medical & Office Supplies	$ 233,064	$ 277,277	$ -	$ 277,277	$ 7,607	$ 35,262	$ 234,408	$ 234,408	$ -	100.00%
	Plant Supplies	$ 335,618	$ 359,000	$ -	$ 359,000	$ 47,319	$ 29,770	$ 281,910	$ 281,910	$ -	100.00%
	Electric	$ 1,072,013	$ 1,296,450	$ -	$ 1,296,450	$ 31,399	$ -	$ 1,265,051	$ 1,265,051	$ -	100.00%
	Propane & Natural Gas	$ 496,026	$ 388,900	$ -	$ 388,900	$ -	$ -	$ 388,900	$ 388,900	$ -	100.00%
	Heating Oil	$ 74,662	$ 73,938	$ -	$ 73,938	$ -	$ -	$ 73,938	$ 73,938	$ -	100.00%
	Fuel for Vehicles & Equip.	$ 235,120	$ 158,794	$ -	$ 158,794	$ 1,856	$ -	$ 156,938	$ 156,938	$ -	100.00%
	Textbooks	$ 262,948	$ 233,327	$ -	$ 233,327	$ 7,326	$ 158,934	$ 67,067	$ 67,067	$ -	100.00%
	SUBTOTAL SUPPLIES	**$ 3,618,884**	**$ 3,694,313**	**$ -**	**$ 3,694,313**	**$ 130,262**	**$ 378,939**	**$ 3,185,112**	**$ 3,185,112**	**$ -**	**100.00%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2025 - 2026	2026- 2027 APPROVED BUDGET	TECHNICAL ADJUSTMENTS 2026- 2027	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP
700	**PROPERTY**										
	Technology Equipment	$ 404,425	$ 498,451	$ -	$ 498,451	$ -	$ -	$ 498,451	$ 498,451	$ -	100.00%
	Other Equipment	$ 70,890	$ 89,077	$ -	$ 89,077	$ -	$ 8,062	$ 81,015	$ 81,015	$ -	100.00%
	SUBTOTAL PROPERTY	**$ 475,315**	**$ 587,528**	**$ -**	**$ 587,528**	**$ -**	**$ 8,062**	**$ 579,466**	**$ 579,466**	**$ -**	**100.00%**
800	**MISCELLANEOUS**										
	Memberships	$ 72,438	$ 89,061	$ -	$ 89,061	$ 28,304	$ 7,379	$ 53,378	$ 53,378	$ -	100.00%
	SUBTOTAL MISCELLANEOUS	**$ 72,438**	**$ 89,061**	**$ -**	**$ 89,061**	**$ 28,304**	**$ 7,379**	**$ 53,378**	**$ 53,378**	**$ -**	**100.00%**
910	**SPECIAL ED CONTINGENCY**	**$ -**	**$ 100,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**	$ -	100.00%
	Adjustment - TBD										
	TOTAL LOCAL BUDGET	**$ 91,562,857**	**$ 95,561,919**	**$ -**	**$ 95,561,919**	**$ 1,764,627**	**$ 13,554,520**	**$ 80,242,772**	**$ 80,242,772**	**$ -**	**100.00%**
900	Transfer to Non-Lapsing	$ 181,787									
	GRAND TOTAL	**$ 91,744,644**	**$ 95,561,919**	**$ -**	**$ 95,561,919**	**$ 1,764,627**	**$ 13,554,520**	**$ 80,242,772**	**$ 80,242,772**	**$ -**	**100.00%**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2025 - 2026	2026- 2027 APPROVED BUDGET	TECHNICAL ADJUSTMENTS 2026- 2027	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	% EXP

SPECIAL REVENUES

	EXCESS COST GRANT REVENUE	EXPENDED 2025-2026	APPROVED BUDGET @ 68%	SUBMITTED Dec 1 @	STATE ESTIMATE Jan 1 @	STATE ESTIMATE March 1 @	ESTIMATED Total	VARIANCE to January	% TO BUDGET
51266	*Special Education Svcs Salaries ECG*		$ -				$ -	$ -	#DIV/0!
	Additional Services*		$ -				$ -	$ -	
forecast	*Transportation Services - ECG*	$ (428,821)	$ (512,138)				$ -	$ -	0.00%
54160	*Tuition - Out of District ECG*	$ (1,415,612)	$ (1,327,845)				$ -	$ -	0.00%
	Total	$ (1,844,433)	$ (1,839,983)	$ -	$ -	$ -	$ -	$ -	0.00%
	***Additional services**								
	Nursing (professional service)	$ (35,716)						$ -	
	Para Salaries / BT Services	$ (32,148)						$ -	
	Total	**$ (1,912,297)**	**$ (1,839,983)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
	Transportation Grant for Magnet	$ (16,900)	$ (15,600)				$ -	$ (15,600)	
	(included in transportation forecast)								

BOARD OF EDUCATION FEES & CHARGES - SERVICES	APPROVED BUDGET	ANTICIPATED	RECEIVED	BALANCE	% RECEIVED
LOCAL TUITION	$33,325	$33,325		$33,325	0.00%
HEALTH GRANT	$26,886	$27,516		$26,886	0.00%
HIGH SCHOOL FEES FOR PARKING PERMITS	$30,000	$30,000		$30,000	0.00%
MISCELLANEOUS FEES	$6,000	$6,000		$6,000	0.00%
TOTAL SCHOOL GENERATED FEES	$69,325	$69,325	$0	$69,325	0.00%

	Health Grant	E.C.G	E.C.S	Tuition	Misc.	Other
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Series 9000
Bylaws

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the Newtown Board of Education (the "Board") that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.

2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:

   a) reasonable written notice of the Board's intent to consider censure or other disciplinary action, including the factual basis for the claimed "cause" for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

   b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the

right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.

3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by two-thirds majority ~~by a majority~~ of all members of the Board.

Legal References:

Connecticut General Statutes
10-220 Duties of boards of education.

ADOPTED:_____
REVISED:_____

Series 9000
Bylaws

REMOVAL OF BOARD OFFICERS

It is the policy of the Newtown Board of Education (the "Board") that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause," which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

Procedures for Removal

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to remove or take other disciplinary action regarding an officer of the Board for cause:

1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to remove or take other disciplinary action regarding a Board officer for cause.

2) If the Board determines as a result of such discussion that formal action is necessary, the Board shall provide the Board officer with:

   a) reasonable written notice of the Board's intent to consider removal or other disciplinary action, including the factual basis for the claimed "cause" for removal of the officer from office, with such notice to be provided after being authorized by a two thirds majority vote of those Board members present and voting; and

b) an informal opportunity to be heard by the Board regarding such possible removal or other disciplinary action, at which the Board officer shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.

3) Any action to remove or take other disciplinary action regarding a Board officer for cause following such informal hearing shall require an affirmative vote by a two thirds majority of all members of the Board.

Service as a Board officer is a privilege, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position.

Legal References:

Connecticut General Statutes
10-218 Officers. Meetings.
10-220 Duties of boards of education.

LaPointe v. Board of Education of the Town of Winchester, 274 Conn. 806 (2005).

ADOPTED:_____
REVISED:_____

9/9/2022

MEETING CONDUCT

1. Definitions

   For purposes of this policy:

   A. "Electronic equipment" means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.

   B. "Electronic transmission" means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

   A. Meetings of the Newtown Board of Education (the "Board") shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.

   B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.

   C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.

   D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

   E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.

      1. Only matters appearing on the agenda may be considered in such a session.

2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.

3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

A. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board is being conducted, nor during the time immediately prior to the meeting.

B. When applicable, a sign notifying the public that no smoking is allowed in the room designated for the meeting will be prominently posted.

4. Procedures for Board Member Participation By Means of Electronic Equipment

A. The Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:

1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.

2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.

3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

5. Procedures for Public Participation By Means of Electronic Equipment

The Board may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk; and (c) on the Board's Internet web site, if any.

B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.

C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.

D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:

1. The Board shall provide any member of the public

   a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and

   b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.

2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.

3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.

4. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.

E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.

1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.

2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.

    1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.

    2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as

such person or group of persons conforms to order or, if need be, until such meeting is closed.

6. Public Address

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular [or special] meetings so designated for such purpose.

1. A time limit may be allotted to each speaker.

2. All speakers, regardless of subject matter, must adhere to reasonable standards of decorum, including refraining from personal attacks, vulgarity, and threatening or abusive language. Failure to adhere to such standards shall be grounds for summary termination, by the Chairperson, of that person's privilege of address. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.

3. Because the Board does not respond to comments during the meeting and does not take action on individual personnel or student matters in open session unless required by law, comments concerning a specific, identifiable employee's or student's individual circumstances are not appropriate to be addressed through public comment. Individuals with information to provide about a specific employee or student are encouraged to bring that information to the building principal or Superintendent, consistent with applicable Board policy and procedure, who will notify the Board as appropriate.

4. All guidelines and rules concerning public participation will be enforced consistently and without regard to whether a speaker's comments are complimentary or critical of the Board, the administration, staff, Board policy or district practices.

5. All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

1-200	Definitions
1-206	Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records
1-225	Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
1-232	Conduct of meetings
19a-342	Smoking prohibited. Exceptions. Signs required. Penalties

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

ADOPTED:_____
REVISED:_____

5/6/2022

EVALUATION, TERMINATION AND NON-RENEWAL OF ATHLETIC COACHES

It is the policy of the Newtown Board of Education (the "Board") that an athletic coach employed by the Board shall:

1) adhere to all Board policies, rules and regulations;
2) conduct himself or herself in a professional manner;
3) serve as a role model for students; and
4) demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term "**athletic coach**" means any person holding (and required to hold) a coaching permit issued by the Connecticut State Board of Education who is hired by the Board to act as a coach for a sport season. The term "athletic coach" under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches if they serve as a coach to another team (*e.g.*, JV)), and the term shall not include other assistant coaches and volunteer coaches.

For purposes of this policy, the term "**athletic director**" means an individual responsible for administering the athletic program of a school or school district under the jurisdiction of the Board, and who is responsible for the supervision of athletic coaches.

The Superintendent may adopt administrative regulations in accordance with this policy.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the athletic director or the coach's immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of an Athletic Coach

A. Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.*, basketball, golf) may be non-renewed or terminated at any time, subject to the provisions set forth below

which apply to athletic coaches who have served in the same coaching position for three or more consecutive school years.

B. If the Superintendent non-renews or terminates the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years, the Superintendent shall inform such coach of the decision within ninety (90) calendar days of the end of the athletic season covered by the contract. In such cases, the athletic coach will have an opportunity to appeal the decision of the Superintendent in accordance with the procedures set forth below in Section III.

C. Notwithstanding any rights an athletic coach may have to a hearing, nothing prohibits a Superintendent from terminating the employment contract of any athletic coach at any time, including an athletic coach who has served in the same coaching position for three or more consecutive school years:

1) for reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or

2) because the sport has been canceled by the Board.

D. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

III. Hearing Procedures:

An athletic coach who has served in the same coaching position for three or more consecutive school years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board in accordance with the following procedures:

A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.

B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.

C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.

D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.

E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References:

Conn. Gen. Stat. § 10-222e	Policy on evaluation and termination of athletic coaches.
Conn. Gen. Stat. § 10-149d	Athletic directors. Definitions, Qualifications and hiring. Duties.

ADOPTED: _____
REVISED: _____

Principles of Teaching and Learning

The Board of Education recognizes that effective teaching and learning are grounded in academic freedom, intellectual inquiry, and mutual respect. The Board supports an educational environment in which students are encouraged to think critically, ask questions, evaluate evidence, and engage in respectful discussion of ideas consistent with the district's curriculum, applicable law, and Board policy.

The Board affirms that the purpose of instruction is to educate students through objective, age-appropriate, and standards-based teaching that promotes knowledge, understanding, and independent thinking, rather than to promote or discourage particular political, religious, or ideological viewpoints.

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Personnel

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

PURPOSE

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board of Education (the "Board") also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent's designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work,

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or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

"Any area" means the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

"Cannabis" means marijuana, as defined in Conn. Gen. Stat. § 21a-240.

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 812), including marijuana.

"Electronic cannabis delivery system" means an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

"Electronic nicotine delivery system" means an electronic device used in the delivery of nicotine to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.
"School property" means any land and all temporary and permanent structures comprising the district's school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

"School-sponsored activity" means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

"Smoke" or "smoking" means the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

EMPLOYEE ASSISTANCE

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In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

Employees who feel they have developed an addiction to, dependence upon, or other problem with alcohol or drugs are encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program that requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

June Special Session, Public Act No. 21-1

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

ADOPTED:_____
REVISED:_____

10/11/21

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SOCIAL MEDIA

The Newtown Board of Education (the "Board") recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy, its implementing regulations or its enforcement is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. However, the Board will regulate disruptive communications and/or actions by members of the school community when school officials determine that such communications or actions:

1) cause legally sufficient interference with, disruption to, or undermining of the effective operation of the Newtown Public Schools (the "District") or a school or program operated by the District such that regulation of such communications comports with the First Amendment and other applicable laws;
2) are used to engage in harassing, defamatory, obscene, abusive, discriminatory, threatening, or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);
3) create a hostile work environment;
4) breach confidentiality obligations of Board employees; and/or
5) violate the law, Board policies, and/or other school rules or regulations.

Employees' use of social media on behalf of the District will be addressed as speech pursuant to duty under applicable First Amendment principles.

The Board, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I
Pickering v. Board of Education, 391 U.S. 563 (1968)
Connick v. Myers, 461 U.S. 138 (1983)
Garcetti v. Ceballos, 547 U.S. 410 (2006)
Lindke v. Freed, 601 U.S. 187 (2024)

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Constitution, Article I, Sections 3, 5, 6
Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183

ADOPTED: _____
REVISED: _____

Series 4000
Personnel

ADMINISTRATIVE REGULATIONS REGARDING USE OF SOCIAL MEDIA

The Newtown Board of Education (the "Board") recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in the Board's policy, these administrative regulations or the enforcement thereof is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between the Board's policy or these regulations and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. However, the Board will regulate disruptive communications and/or actions by members of the school community when school officials determine that such communications or actions:

1) cause legally sufficient interference with, disruption to, or undermining of the effective operation of the Board or the Newtown Public Schools (the "District") or a school or program operated by the District such that regulation of such communications comports with the First Amendment and other applicable laws;
2) are used to engage in harassing, defamatory, obscene, abusive, discriminatory, threatening, or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);
3) create a hostile work environment;
4) breach confidentiality obligations of Board employees; and/or
5) violate the law, Board policies, and/or other school rules or regulations.

Employees' use of social media on behalf of the District will be addressed as speech pursuant to duty under applicable First Amendment principles.

Definitions

"*Social media*" includes a variety of online tools and services that allow users to publish content and interact with their audiences. By way of example, social media includes, but is not limited to, the following websites or applications, including an employee's personal online account using such social media:

(1) social-networking (*e.g.,* Facebook, LinkedIn, BlueSky);
(2) blogs and micro-blogs (*e.g.,* X, Tumblr, Medium);
(3) content-sharing (*e.g.,* Scribd, SlideShare, DropBox, Box, iCloud);

(4) image sharing, video sharing or livestreaming (e.g., TikTok, Snapchat, YouTube, Instagram, Pinterest, Twitch, Discord);
(5) other sharing sites or apps such as by sound, location, news, or messaging, etc. (*e.g.,* Reddit, Kik, SoundCloud, WhatsApp). The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media.

"*Board of Education*" or "*Board*" includes all names, logos, buildings, images, and entities under the authority of the Board and/or the District.

"*Electronic communications device*" includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless device.

"*Personal online account*" includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to electronic mail, social media, and retail-based Internet websites. Personal online account does not include any account created, maintained, used or accessed by an employee for a business, educational, or instructional purpose of the Board.

Rules Concerning District-Sponsored Social Media Activity

1. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the District, the employee must seek and obtain the prior permission of the employee's supervisor.

2. Employees may not use personal online accounts to access social media for classroom activities without express permission of the employee's supervisor. Where appropriate and with permission, District-sponsored social media accounts should be used for such purposes.

3. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club, school-based activity, official school-based organization, or official school-based sports team (collectively, a "school-based group"), the employee must also comply with the following rules:

    - The employee must receive the permission of the employee's immediate supervisor.
    - The employee must not use the employee's personal online account for such purpose but shall use a Board-issued account.
    - The employee must ensure that such social media use is compliant with all Board policies, regulations, and applicable state and federal law, including the provision of required legal notices and permission slips to parents.

- The employee must set up the school-based group as a group list which will be "closed" (*e.g.,* membership in the group is limited to students, parents/guardians, and appropriate school personnel), and "monitored" (*e.g.,* the employee has the ability to access and supervise communications on the social media site).
- Parents/guardians shall be permitted to access any page that their child has been invited to join.
- Access to the page may only be permitted for educational purposes related to the school-based group.
- The employee responsible for the page will monitor it regularly. If members of the group are permitted to contribute or comment on the site, the employee will monitor the communications and address any inappropriate communications in a manner designed to be consistent with Board policies, administrative regulations, and applicable law.
- The employee's supervisor shall be permitted access to any page established by the employee for a school-based group or school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity.

4. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media communications using District-sponsored sites or accounts or through Board-issued electronic accounts.

5. Employees are required to comply with all Board policies and procedures and all applicable laws with respect to the use of electronic communications devices, networks, Board-issued accounts, or when accessing District-sponsored social media sites or while using personal devices on the District's wireless network or while accessing District servers.

6. The Board reserves the right to monitor all employee use of District computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using District electronic communications devices or while accessing District networks from a privately owned device.

7. All communications through District-sponsored social media or Board-issued electronic accounts must comply with the Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with the employee's supervisor prior to communicating such information.

8. An employee may not link a District-sponsored social media page to any personal online account or sites not sponsored by the District.

9. An employee may not use District-sponsored social media or Board-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.

10. An employee may not use District-sponsored social media or Board-issued electronic accounts in a manner that misrepresents the views of the Board, individual school, or District, or in a manner that could reasonably be construed as such.

Rules Concerning Personal Online Accounts

1. The Board understands that employees access social media and the web for personal matters. The Board reserves the right to monitor all employee use of District electronic communications devices, including a review of online and personal social media activities using such devices. An employee should have no expectation of personal privacy in any personal communication made through social media while using District computers, District-issued cellular telephones, other electronic communications devices or when accessing District networks. While the Board reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use is not during times the employee is responsible for supervising or instructing students or otherwise engaged in their job duties, does not interfere with operations and productivity, and does not violate other Board policies and/or procedures.

2. An employee may not mention, discuss, reference, or link to the Board of Education, the District or its individual schools, programs or school-based groups, including sports teams, using personal online accounts or other sites or applications in a manner that could reasonably be construed as an official Board or District communication, unless the employee also states within the communication that such communication is the personal view of the employee of the District and that the views expressed are the employee's alone and do not represent the views of the District or the Board. An example of such a disclaimer is: "The opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education." For example, except as may be permitted by Board policy, employees may not provide job references for other individuals on social media that indicate that such references are made in an official capacity on behalf of the Board or District.

3. Employees should be aware that, in certain circumstances, their posts on personal social media pages could be considered "mixed use" for both personal and government (e.g., school district) action. To avoid a finding of state action on their personal pages, employees should take reasonable steps to refrain from posting

anything that could be interpreted as an official action attributable to the Board or the District. Employees who fail to make clear that they are speaking in their personal, not official, capacity may expose themselves to liability in certain circumstances, including the liability associated with deleting comments from and/or blocking an individual from their social media pages.

4. Employees should not use the buildings, grounds or equipment of the District to which they have access as an employee to record any audio or video file intended to be posted to personal social media. This provision shall not prevent employees from creating personal social media posts in appropriate circumstances when in the buildings or on the grounds of the District as a community member, for example, when attending a school event as a parent.

5. Employees are required to maintain appropriate professional boundaries with students, parents and guardians, and colleagues. For example, absent an unrelated online relationship (*e.g.,* relative, family friend, other affiliation (such as scout troop, religious affiliation, or community organization) or pre-existing personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend," "follow," or otherwise establish special relationships with selected students, parents, or guardians through personal online accounts, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.

6. Employees are advised to refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications through personal online accounts. Such communications reflect poorly on the District's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill the employee's professional responsibilities.

7. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents, guardians, or others, and any individual that views an employee's communication through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work or educational environment. In addition, employees should consider refraining from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As all of these activities are outside the scope of employment, employees may be personally liable for such claims.

8. Employees are required to comply with all Board policies and procedures with respect to the use of electronic communications devices when accessing personal online accounts and/or social media through District computer systems. Any access to personal online accounts and/or personal social media activities while on school

property or using District equipment must comply with those policies and may not interfere with an employee's duties at work.

9. All communications through personal online accounts and/or social media must comply with the Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with the employee's supervisor prior to communicating such information.

10. An employee may not post official Board or District material using a personal online account without written permission of the employee's supervisor.

11. All of the Board's policies and administrative regulations apply to employee use of personal online accounts in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

Access to Personal Online Accounts

1. An employee may not be required by the employee's supervisor to provide the employee's username, password, or other means of authentication of a personal online account.

2. An employee may not be required to authenticate or access a personal online account in the presence of the employee's supervisor.

3. An employee may not be required to invite or accept an invitation from the employee's supervisor or required to join a group with the employee's personal online account.

Use of Crowdfunding Activities

Prior to engaging in any crowdfunding activities (*e.g.,* DonorsChoose, Kickstarter, GoFundMe, etc.) for the Board, its schools, classes, or extracurricular teams or clubs, an employee must first apply in writing to the building principal and receive approval for the crowdfunding activity. Such written application must include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images. Any money received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee. Crowdfunding activities must comply with all Board policies, regulations and procedures, and shall not include photos of students or the sharing of any confidential student information.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

An employee may face disciplinary action up to and including termination of employment if an employee transmits, without the Board's permission, confidential information to or from the employee's personal online account.

An employee may not be disciplined for failing to provide the employee's username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of the employee's supervisor, or failing to invite the employee's supervisor or refusing to accept an invitation sent by the employee's supervisor to join a group affiliated with a personal online account, except as provided herein.

Notwithstanding, the Board may require that an employee provide the employee's username, password, or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by the Board for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by the Board.

Nothing in this policy or regulations shall prevent the District from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements, or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account or based on specific information about the transfer of confidential information to or from an employee's personal online account. During the course of such investigation, the District may require an employee to allow the District to access the employee's personal online account for the purpose of conducting such investigation. However, the employee will not be required to provide the employee's username and/or password or other authentication means in order for the District to access the personal online account.

Legal References:

U.S. Constitution, Amend. I
Pickering v. Board of Education, 391 U.S. 563 (1968)
Connick v. Myers, 461 U.S. 138 (1983)
Garcetti v. Ceballos, 547 U.S. 410 (2006)
Lindke v. Freed, 601 U.S. 187 (2024)
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Constitution, Article I, Sections 3, 5, 6
Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183

ADOPTED: _____
REVISED: _____

EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Newtown Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems**,** on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the Newtown Public Schools (the "District").

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education-related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this policy, the system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users and can bypass such passwords. In addition, review of electronic messaging systems (including email), messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including but not limited to, Twitter/X, Facebook, LinkedIn, Instagram, YouTube and TikTok.

Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Legal References:

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48b
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 *et seq.*
Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 through 2523

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ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEE USE OF THE DISTRICT'S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

Introduction

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Newtown Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order electronic devices, to enhance the educational and business operations of the Newtown Public Schools (the "District"). In these regulations, the computers, computer network, electronic devices, Internet access and email system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, they are being made available to employees of the District for District-related educational and business purposes. *All users of the computer systems must restrict themselves to appropriate District-related educational and business purposes*. Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and similar communications, including access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are inadvertent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the District, our employees and all our students, this regulation shall govern *all* use of these computer systems.

Monitoring

It is important for all users of these computer systems to understand that the Board, as the owner of the computer systems, reserves the right to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The District intends to monitor in a limited fashion but will do so as needed to ensure that the systems are being used appropriately for District-related educational and business purposes and to maximize utilization of the systems for such business and educational purposes. The Superintendent reserves the right to eliminate personal use of the District's computer systems by any or all employees at any time.

The system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter/X, Facebook, LinkedIn, Instagram, YouTube and TikTok.

Notwithstanding the above and in accordance with state law, the District may not: (1) request or require that an employee provide the District with a user name and password, password or any other authentication means for accessing a personal online account; (2) request or require that an employee authenticate or access a personal online account in the presence of a District representative; or (3) require that an employee invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the employee. However, the District may request or require that an employee provide the District with a username and password, password or any other authentication means for accessing (1) any account or service provided by the District or by virtue of the employee's employment relationship with the Board or that the employee uses for the Board's business purposes, or (2) any electronic communications device supplied or paid for, in whole or in part, by the Board.

In accordance with applicable law, the District maintains the right to require an employee to allow the District to access the employee's personal online account, without disclosing the username and password, password or other authentication means for accessing such personal online account, for the purpose of:

(A) Conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an employee's personal online account; or

(B) Conducting an investigation based on the receipt of specific information about an employee's unauthorized transfer of the Board's proprietary information, confidential information or financial data to or from a personal online account operated by an employee or other source.

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee for a business purpose of the Board.

Why Monitor?

The computer systems are expensive for the Board to install, operate and maintain. For that reason alone it is necessary to prevent misuse of the computer systems. However, there are other equally important reasons why the Board intends to monitor the use of these computer systems, reasons that support its efforts to maintain a comfortable and pleasant work environment for all employees.

These computer systems can be used for improper, and even illegal, purposes. Experience by other operators of such computer systems has shown that they can be used for such wrongful purposes as sexual

harassment, intimidation of co-workers, threatening of co-workers, breaches of confidentiality, copyright infringement, and the like.

Monitoring will also allow the District to continually reassess the utility of the computer systems, and whenever appropriate, make such changes to the computer systems as it deems fit. Thus, the District monitoring should serve to increase the value of the system to the District on an ongoing basis.

Privacy Issues

Employees must understand that the District has reserved the right to conduct monitoring of these computer systems and can do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes.

Therefore, *employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems*. This provision applies to any and all uses of the District's computer systems and electronic devices that access same, including any incidental personal use permitted in accordance with these regulations.

Use of the computer system represents an employee's acknowledgement that the employee has read and understands these regulations and any applicable policy in their entirety, including the provisions regarding monitoring and review of computer activity.

Prohibited Uses

Inappropriate use of District computer systems is expressly prohibited, including, but not limited to, the following:

- Sending any form of solicitation not directly related to the business of the Board;
- Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person (such communications *may* also be a *crime*);
- Gaining or seeking to gain unauthorized access to computer systems;
- Downloading or modifying computer software of the District in violation of the District's licensure agreement(s) and/or without authorization from supervisory personnel;
- Sending any message that breaches the Board's confidentiality requirements, including the confidentiality rights of students;
- Sending any copyrighted material over the system;

- Sending messages for any purpose prohibited by law;

- Transmission or receipt of inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd or obscene words or pictures;

- Using computer systems for any purposes, or in any manner, other than those permitted under these regulations;

- Using social networking sites such as Facebook, Twitter/X, LinkedIn, Instagram, YouTube and TikTok in a manner that violates the Board's Social Networking policy.

- Using generative artificial intelligence in a manner that disrupts or undermines the effective operation of the District; is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications, creates a hostile work environment; breaches confidentiality obligations of school employees; or violates the law, Board policies and/or other school rules and regulations. For purposes of this policy, "generative artificial intelligence" refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.

In addition, if a particular behavior or activity is generally prohibited by law and/or Board policy, use of these computer systems for the purpose of carrying out such activity and/or behavior is also prohibited.

Electronic Communications

The Board expects that all employees will comply with all applicable Board policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using the District's computer system, or through the use of any electronic messaging system or electronic device or mobile device owned, leased, or used by the Board. As with any form of communication, the Board expects District personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee's job-related responsibilities, including when engaging in remote teaching or use of a digital teaching platform.

Disciplinary Action

Misuse of these computer systems will not be tolerated and will result in disciplinary action up to and including termination of employment. Because no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

Complaints of Problems or Misuse

Anyone who is aware of problems with or misuse of these computer systems, or has a question regarding the appropriate use of the computer systems, should report this to a District administrator or supervisor.

Most importantly, the Board urges *any* employee who receives *any* harassing, threatening, intimidating or other improper message through the computer systems to report this immediately. It is the

Board's policy that no employee should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events*.

Implementation

This regulation is effective as of _____.

Legal References:

Conn. Gen. Stat. § 31-40x
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Code of Ethics and Professional Responsibility for Personnel

The Newtown Board of Education (the "Board") requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.

2. Make the well-being of students the fundamental value of all decision-making and actions.

3. Fulfill professional responsibilities with honesty and integrity.

4. Support the principle of due process and protect the civil and human rights of all individuals.

5. Obey local, state, and national laws.

6. Adhere to, implement, and (as applicable) enforce the Board's policies and administrative rules and regulations.

7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.

8. Accept academic degrees or professional certification only from duly accredited institutions.

9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.

10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.

11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.

12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Legal References:

Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional Responsibility for School Administrators

ADMINISTRATIVE REGULATIONS REGARDING BLOODBORNE PATHOGENS

The Newtown Board of Education (the "Board") is committed to promoting a safe and healthful work environment for its staff. In pursuit of this goal and in accordance with the United States Department of Labor, Occupational Safety and Health Administration ("OSHA") regulations dealing with "Safe Workplace" standards relating to exposure to bloodborne pathogens, the following will be the procedures of the Board for at risk personnel.

The Board shall establish a written exposure control plan in accordance with the federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with Bloodborne pathogens. Pursuant to these procedures, the school will take reasonably necessary actions to protect its employees from infectious disease and in particular H.I.V. and H.B.V. infection.

The school will provide the training and protective equipment to those persons who are at risk by virtue of their job performance and may come in contact with infectious disease. Furthermore, all Board personnel defined by OSHA and the school who may come in contact with blood and body fluids will be offered the vaccine for the hepatitis B Virus which is a life threatening bloodborne pathogen. The vaccination will be done at no cost to the personnel and is provided as a precaution for personnel safety.

Legal References:

29 C.F.R. § 1910.1030 OSHA Bloodborne pathogens standards

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Series 4000
Personnel

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

I. Definitions

A. **Contaminated Sharps**: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

B. **Engineering Controls**: controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

C. **Work Practice Controls**: controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

II. Exposure Determination

[Note: The exposure determination plan need only identify classes of employees that, as a product of their job duties, have some level of occupational exposure. This is merely one example of a way to classify such employees]

A. Category I: Those personnel who come in direct contact with blood and body fluids for which precautions must be taken.

B. Category II: Personnel who participate in activities without blood exposure but exposure may occur in an emergency.

C. Category III: Personnel performing tasks that do not entail predictable or unpredictable exposure to blood.

1. School nurses or nurse practitioners assisting and treating injured students may come in contact with blood and other bodily fluids (Category I).

2. School staff, including physical education teachers, OT, PT, general aides, technical instructors, athletic coaches and principals may come in contact with blood and other bodily fluids

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in the performance of their jobs in treating injured students (Category I).

3. Special education teachers and aides in self-contained and behavioral programs, nursing program students, and custodial staff, and other staff who substitute for them, may have to clean up after injured persons where they may come in contact with blood and other bodily fluids (Category I).

4. All staff certified in first aid may have contact with blood in an emergency (Category II).

III. Methods of Compliance

A. Avoid direct contact with blood, bodily fluids or other potentially infectious materials - use gloves.

B. Contaminated needles and other contaminated sharps shall not be bent, recapped or removed. Shearing or breaking of contaminated needles is prohibited.

C. Contaminated reusable sharps shall be placed in containers that are puncture resistant, leakproof, color-coded or labeled in accordance with Section X of this plan and shall not require employees to reach by hand into the container.

D. Protective gloves will be worn if you have any open wounds on your hands. If there is any doubt in your mind regarding some contact with blood or bodily fluids - use gloves.

E. Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

F. If you become contaminated, wash that area immediately with a strong antiseptic soap or solution.

G. If clothing becomes contaminated with blood or body fluids, it should be placed in a bag labeled in accordance with Section X of this plan and placed in a contaminated clothing container for proper cleaning and/or discarding.

H. Any areas of the school that may become contaminated will be washed with a strong solution of bleach and water or other appropriate disinfectant; rubber gloves, sanitary suit, face and eye protection, and long handled scrub utensils should be used.

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I. All locker rooms, restrooms, and nurses' offices will be cleaned daily using disinfectant. Custodial staff members are required to wear rubber gloves and use long-handled scrubbing utensils during these cleaning procedures at these locations.

J. When a spill occurs, the building administrator or his/her designee will limit access to areas of potential exposure and notify the staff and students. The janitorial staff will be notified to immediately clean the area.

K. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.

L. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

M. Specimens of blood or other potentially infectious materials shall be placed in a container labeled in accordance with Section X of this plan, which prevents leakage during collection, handling, processing, storage, transport, or shipping.

IV. Preventative Measures

The Superintendent or his/her designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness.

V. Hepatitis B Vaccination

A. The hepatitis B vaccination series shall be made available at no cost to all Category I employees. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons.

B. Employees who decline to accept the vaccination shall sign the hepatitis B vaccination declination statement.

VI. Training for Exposure Control

A. Each year, all at risk personnel will be supplied with written materials relating to precautions, risks, and actions to take if contaminated by blood or other body fluids containing the following:

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(1) An accessible copy of the regulatory text of the OSHA standards regarding bloodborne pathogens and an explanation of its contents;
(2) A general explanation of the epidemiology and symptoms of bloodborne diseases;
(3) An explanation of the modes of transmission of bloodborne pathogens;
(4) An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
(5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
(6) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
(7) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
(8) An explanation of the basis for selection of personal protective equipment;
(9) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
(10) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
(11) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
(12) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
(13) An explanation of the signs and labels and/or color coding; and
(14) An opportunity for interactive questions and answers with the person conducting the training session.

VII. Reporting Incidents

A. All exposure incidents shall be reported as soon as possible to **[insert school officer responsible]**.

B. All at risk personnel who come in contact with blood and body fluids in the performance of their duties will take steps to safeguard their health.

VIII. Post-Exposure Evaluation and Follow-up

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Following a report of an exposure incident, the Superintendent or his/her designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. He or she shall at a minimum:

A. Document the route(s) of exposure and the circumstances under which the exposure incident occurred;

B. Identify and document the source individual, unless that identification is infeasible or prohibited by law;

C. Provide for the collection and testing of the employee's blood for HBV and HIV serological status;

D. Provide for post-exposure prophylaxis, when medically indicated as recommended by the U.S. Public Health service;

E. Provide counseling and evaluation of reported illnesses;

F. The Superintendent or designee shall provide the health care professional with a copy of the OSHA regulation; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the school relevant to the appropriate treatment of the employee, including vaccination status; and

G. The school shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation.

IX. Records

A. Upon an employee's initial employment and at least annually thereafter, the Superintendent or his/her designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records.

B. Medical records for each employee with occupational exposure shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law.

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C. Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place and manner, no later than 15 days after the request is made.

D. Records shall be maintained as follows:

1. Medical records shall be maintained for the duration of employment plus 30 years.

2. Training records shall be maintained for three years from the date of training.

3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.

4. Exposure records shall be maintained for 30 years.

5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

X. Labels

A. Warning labels shall be affixed to containers used to store, transport or ship blood or other potentially infectious material.

B. Labels shall include the following:



BIOHAZARD

C. The labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

D. Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

E. Labels required for contaminated equipment shall be in accordance with this paragraph and shall also state which portions of the equipment remain contaminated.

Legal References:

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29 C.F.R. § 1910.1030 OSHA Bloodborne pathogens standards

8/4/16
Technical Rev. 11/16/2020

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Series 4000
Personnel

HEPATITIS B VACCINATION DECLINATION STATEMENT (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

EMPLOYEE SIGNATURE

By:_____

Date:_____

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