

**BOARD OF EDUCATION
NEWINGTON PUBLIC SCHOOLS
NEWINGTON, CT 06111**

Newington Town Hall
Helen Nelson Meeting Room
Wednesday, September 25, 2019
7:00 p.m.

AGENDA

- A. Call to Order
Pledge of Allegiance

- B. Presentations of Awards/Proclamations

- C. Public Participation on Any Matter Related to Board Responsibilities
(In Person/Via Telephone: 860-665-8736)

- D. Consent Agenda
 - 1. Approval of Minutes – Regular Meeting – May 22, 2019
 - 2. Approval of Minutes – Informational Meeting – September 11, 2019

- E. Old Business
None

- F. New Business
 - 1. Action - Budget 2020-2021 Guidelines
 - 2. Action – NHS Request for March Conference Date Change
 - 3. Action - Establishment of Firm Graduation Date
 - 4. Action – Resolution Honoring Cafeteria Workers
 - 5. Action – Resolution Honoring School Bus Drivers
 - 6. Action - Resolution Honoring Custodial/Maintenance Staff
 - 7. Action – Meeting Cancellation October 23, 2019
 - 8. Action – Child Nutrition Programs – Signature Change

- G. Superintendent of Schools’ Report

- H. Public Participation on Any Matter Related to Board Responsibilities
(In Person/Via Telephone: 860-665-8736)

- I. Remarks by Board Members

- J. Adjournment

SEP 25 2019

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**BOARD OF EDUCATION
NEWINGTON PUBLIC SCHOOLS
NEWINGTON, CT 06111**

Newington Town Hall
Helen W. Nelson Meeting Room
Wednesday, May 22, 2019
7:00 p.m.

REGULAR SESSION

PRESENT: Chairperson Joshua Shulman, Michael Branda,
Dr. Sharon Braverman, Danielle Drozd, Emily Guion,
Steven Silvia, Cindy Stamm, Robert Tofeldt, Paul Vessella

ADMINISTRATION: Pamela Muraca, Lou Jachimowicz, Wendy Crouse, Stephen Foresi

A. Call to Order

Chairperson Joshua Shulman called the Regular Session of the Newington Board of Education to order at 7:00 p.m.

Pledge of Allegiance

B. Presentation of Awards/Proclamation

1. Appreciation – NCTV – Channel 14/16
2. CABE Student Leadership Awards
3. Recognition – Board Student Representatives

C. Public Participation on Any Matter Related to Board Responsibilities

D. Consent Agenda

1. Approval of Minutes – Regular Meeting – April 17, 2019
2. Approval of Minutes – Special Meeting – April 30, 2019
3. Approval of Minutes – Regular Meeting – May 8, 2019

MOTION: Dr. Sharon Braverman moved to approve the consent agenda as presented. Robert Tofeldt seconded. Motion passed unanimously.

E. Old Business
None

F. New Business

1. Report – Professional Learning

Lou Jachimowicz left the meeting at 7:40 p.m. and returned at 7:44 p.m.

2. Report – Strategic Planning Annual Meeting
3. Report – Computer Purchase Program
4. Action - Healthy Food Certification

MOTION: Emily Guion moved the Board of Education certifies that all food items offered for sale to students will comply with the Connecticut Nutrition Standards during the period of time July 1, 2019, through June 30, 2020. This certification shall include all food sold to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary arts and any fundraising activities on school premises, whether or not school sponsored. Dr. Sharon Braverman seconded. The motion passed unanimously.

MOTION: Emily Guion moved the Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. Dr. Sharon Braverman seconded. The motion passed unanimously.

5. Action – Establishment of Meeting Dates for 2019-2020

MOTION: Cindy Stamm moved the Board of Education approve the following meeting dates for the 2019-2020 school year as listed:

- September 11, 2019
- September 25, 2019
- October 10, 2019 (Moved to Thursday due to Yom Kippur)
- October 23, 2019
- November 12, 2019 (Organizational Meeting)
- December 11, 2019
- January 15, 2020
- January 29, 2020
- February 12, 2020
- February 26, 2020
- March 11, 2020
- March 25, 2020
- April 8, 2020
- April 22, 2020
- May 13, 2020
- May 27, 2020
- June 10, 2020

Emily Guion seconded. The motion passed unanimously.

6. Action – Use of School Building Fees 2019-2020

MOTION: Paul Vessella moved the Board of Education increase building use fees by 2% beginning July 1, 2019. Emily Guion seconded. The motion passed 7-2.

7. Action – Meeting Cancellation

MOTION: Emily Guion moved the Board of Education cancel the regular meeting scheduled for Wednesday, June 5, 2019. Michael Branda seconded. The motion passed unanimously.

8. Action – Transfer of Funds 2018-2019

MOTION: Paul Vessella moved the Board of Education authorize the Interim Superintendent of Schools to make the needed budget transfers which will reflect an unencumbered balance of zero which may include up to 1% of unencumbered funds that will be directed to the Surplus Account at the end of the 2018-2019 school year. Danielle Drozd seconded. The motion passed 8-1.

Board member Robert Tofeldt left the meeting at 8:28 p.m. and returned at 8:31 p.m.

9. Action – Revised Administrative Job Descriptions and Titles

MOTION: Paul Vessella moved the Board of Education approve the revisions for the following administrative job titles and descriptions: Assistant Superintendent of Curriculum and Instruction, Assistant Superintendent of Schools, Director of Curriculum and Instruction, K-12 Coordinators, Director of Student Services, Assistant Director of Student Services, Director of Talent Management and Director of Educational Technology and the elimination of the Deputy Superintendent position. Emily Guion seconded. The motion passed unanimously.

10. Discussion/Action – Non-Lapsing Fund

No Action taken.

G. Superintendent of Schools' Report

H. Public Participation on Any Matter Related to Board Responsibilities

Lou Jachimowicz left the meeting at 8:41 p.m. and returned at 8:43 p.m.

I. Remarks by Board Members

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J. Adjournment

MOTION: Michael Branda moved to adjourn. Emily Guion seconded. The motion passed 8-1.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Dr. Sharon Braverman, Secretary

Debra O. Craig, Board Clerk

PUBLIC PARTICIPATION

Email read by Chairperson Joshua Shulman for the record from:

Sarah Bailey, 29 Crestview Drive
Chris Bieszczad, 53 Maple Hill Avenue
Melissa Fusco, 650 Church Street
Amy Lungu, 74 Kirkham Place
Karen Ronski, 99 Little Brook Drive

As incoming grade 8 parents, they look forward to continuing talks with administration regarding the future of the Washington, D.C. trip. They also wanted to express how proud they were of the way their children are working to gather continued support of the trip.

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**BOARD OF EDUCATION
NEWINGTON PUBLIC SCHOOLS
NEWINGTON, CT 06111**

Newington Town Hall
Helen W. Nelson Meeting Room
Wednesday, September 11, 2019
7:00 p.m.

INFORMATIONAL MEETING

PRESENT: Chairperson Joshua Shulman, Michael Branda, Sharon Braverman,
Danielle Drozd, Emily Guion, Steven Silvia, Cindy Stamm,
Robert Tofeldt, Paul Vessella

ADMINISTRATION: Dr. Maureen Brummett, Wendy Crouse, Stephen Foresi,
Lou Jachimowicz, Terra Tigno

STUDENT REPRESENTATIVE: Logan Dumas, Lindsay Forauer

A. Call to Order

Chairperson Joshua Shulman called the Informational Meeting of the Newington Board of Education to order at 7:01 p.m.

Pledge of Allegiance

B. Presentation of Awards/Proclamations

C. Public Participation on Any Matter Related to Board Responsibilities

D. Standing Committee Information Item

1. Report – Finance Committee
2. Report – Facilities Committee (August 19, 2019)
3. Report – Student Policy Committee
4. Report – Curriculum Committee
5. Report – Executive Committee
6. Report – Student Representatives

E. Other Business Information Item

1. Report – School Opening 2019
2. Report – Gifts to Schools 2018-2019
3. Report – Social Workers at Elementary Level
4. Discussion – Future Agenda Items 2019-2020

Board of Education Meeting

September 11, 2019

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5. Discussion – PTA/PTO/PAC Representation 2019-2020
6. Discussion – NHS Request for March Conference Date Change
7. Discussion – Establishment of Firm Graduation Date
8. Discussion – Budget 2020-2021 Guidelines

F. Communications from Board Members Serving as a Liaison to Agencies/Committees

G. Public Participation on Any Matter Related to Board Responsibilities

H. Remarks by Board Members

I. Adjournment

MOTION: Michael Branda moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Dr. Sharon Braverman, Secretary

Debra O. Craig, Board Clerk

PUBLIC PARTICIPATION

None

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FI

DATE: September 20, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **BUDGET GUIDELINES 2020-2021**

Earlier this month the Board of Education reviewed draft guidelines for presentation to the staff to use in the development of a fiscal year budget. The draft included various thoughts, suggestions and comments forwarded by individual board members or comments reflected in discussions during the past school year. The information has been shared with the staff as the budget process actually began in early September.

Recommended Motion:

Move the Board of Education approve the Budget Guidelines for the 2020-2021 school year as reviewed on September 11, 2019.

MLB:skp

Attachment

DATE: September 20, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **REQUEST FOR 2020-2021 BUDGET GUIDELINES**

Each year, the Superintendent of Schools prepares guidelines for the staff to use in the development of a fiscal year budget. I am now in the process of developing the guidelines for the educational budget for the 2020-2021 fiscal year.

The budget calendar indicates the guidelines from the Superintendent are due to the staff by September 12, 2019. The schedule requires designated staff to submit budget requests to principals and administrators in charge of specific programs by October 18, 2019 then to Central Office staff by October 28, 2019. The review by the Superintendent of Schools will begin on December 2, 2019. The Superintendent of Schools' Proposed Budget will be presented to the Board of Education on **February 5, 2020**. This process provides a series of careful reviews prior to the presentation of Superintendent's proposed budget requests to the Board of Education. The process will assist in the development of a budget that clearly supports the Board's educational priorities.

The thoughts, suggestions and comments of Board of Education members are important to ensure the guidelines truly reflect the type of budget the Board would like to review during the 2020-2021 budget process. The existing and new agreements with contracted employees will require necessary funding. Ongoing curriculum needs and curriculum enhancements must also be considered due to the gradual shift to mastery-based learning. Replacement of technology equipment and software will need to be included in the general operating budget. The need for general maintenance and replacement in our aging facilities must also be recognized in the budget process. I am anticipating a very reasonable request this year provided there are no unanticipated developments. The Board may wish to consider the areas listed below for consideration in the establishment of guidelines:

- 1. Continuous Improvement of Student Achievement that Includes Districtwide Performance that Exceeds State and National Averages**
- 2. Expand Student Access to Social/Emotional Supports**
- 3. Provide Infrastructure, and Instructional Supplies that Support 21st Century Learning**
- 4. Increase and Enhance Opportunities for Extended Learning**
- 5. Enhance the Integration of Technology Into Instruction**
- 6. Expand Access to Early Childhood Education**
- 7. Expand Opportunities for Professional Learning and Collaboration**

- 8. Maintain Support for the Arts, Athletics, and Student Activities**
- 9. Maintain emphasis on student/staff ratio comparable to the State and reference group.**
- 10. Design and Fund the Capital Improvement Plan**
- 11. Provide sufficient funds to meet the conditions of negotiated contracts including health insurance costs**
- 12. Provide sufficient funds for safety and security.**

The Mission Statement for Newington Public Schools

The Mission of the Newington Public School system, an educational partnership of school, family and community, is to ensure every student acquires the knowledge, skills and attitudes to continue to learn, live a productive life and contribute to a diverse, rapidly changing society. This is accomplished within a caring environment through a planned program of quality learning experiences that challenge and encourage each individual to reach full potential.

During the 2019-2020 Strategic Planning Process, it was determined the Mission still represents the purpose of the school system and its reason for existing; therefore, no changes were made to the Mission Statement. The objectives, strategies and parameters were reviewed and adjusted to meet the current needs of our school system and students. The major objectives are:

- Every student graduates college and/or career, and citizenship ready.
- The district can adapt to internal and external influences efficiently and effectively.
- Students and staff members feel safe, supported and respected.
- The district commits to investing in infrastructure that support 21st Century Learning.

Through this process, a set of themes emerged for the operation of the school system that we will live within as we strive to achieve our mission. These parameters can also be considered as possible budget guidelines. These are:

- Positive relationships among students and staff create a safe, emotionally supportive and engaging climate for learning.
- Clear and consistent communication to all stakeholders garners support & understanding.
- Variety of learning opportunities and experiences – course offerings, internships, academies, technology – provided to students to prepare them for future learning and success.
- Staff diversity that reflects the composition of the community supports learning and relationships.
- Adaptable learning spaces address student and staff needs.

The above information provides a background for Board members to consider in providing budget guidelines to the Superintendent. We look forward to your comments and suggestions.

MLB:skp

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F2

DATE: September 20, 2019

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **HIGH SCHOOL PARENT-TEACHER CONFERENCES:
DATE CHANGE REQUEST**

The 2020 SAT School Day, a state required assessment of all grade 11 students, has been scheduled for Wednesday, March 25, 2020. Therefore, Ms. Terra Tigno, Principal, is requesting the Board of Education's approval to change the dates of the high school parent-teacher conferences from March 18 and 19, 2020 to **March 25 and 26, 2020**.

This change will allow all grade 11 students an optimal testing environment and minimize the impact on instructional time since only grade 11 students attend school on the SAT School Day.

The High School parent-teacher conference dates would be March 25 and 26, 2020 while the elementary and middle school parent-teacher conferences remain as scheduled on March 18 and 19, 2020.

Recommended Motion:

Move the Newington Board of Education change the dates of the high school parent-teacher conferences from March 18 and 19, 2020 to March 25 and 26, 2020.

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F 3

DATE: September 20, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: ESTABLISHMENT OF A FIRM GRADUATION DATE

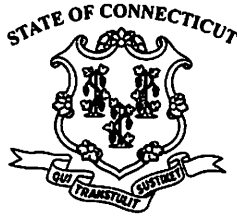
Due to new legislation that is effective July 1, 2019 (copy attached), I am requesting that the Board of Education approve Friday, June 12, 2020 as a firm graduation date for students in grade 12 for the graduating class of 2020 at Newington High School. The legislation does not require students graduating at such ceremonies to attend any regular school sessions scheduled after such graduation date.

Public Act No. 19-195. This Act took effective on July 1, 2019 and includes:

Notwithstanding any provision of the general statutes, [to the contrary,] a local or regional board of education may establish for any school year a firm graduation date for students in grade twelve which is earlier than the one hundred [eighty-fifth] eightieth day noted in the school calendar originally adopted by the board of that year. [except that a board on or after April first in any school year may establish such a firm graduation date for that school year which at the time of such establishment provides for at least one hundred eighty days of school.]

Recommended Motion:

Move the Newington Board of Education approve June 12, 2020 as a firm graduation date for students in Grade 12 at Newington High School.



Substitute House Bill No. 7258

Public Act No. 19-195

AN ACT CONCERNING THE ESTABLISHMENT OF A FIRM GRADUATION DATE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 10-16l of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

Notwithstanding any provision of the general statutes, [to the contrary,] a local or regional board of education may establish for any school year a firm graduation date for students in grade twelve which is no earlier than the one hundred [~~eighty-fifth~~] eightieth day noted in the school calendar originally adopted by the board for that school year. [, except that a board on or after April first in any school year may establish such a firm graduation date for that school year which at the time of such establishment provides for at least one hundred eighty days of school.]

Approved July 12, 2019

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F4

DATE: September 20, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **RESOLUTION HONORING CAFETERIA WORKERS**

Each year the Board of Education recognizes cafeteria workers. The date selected for this year is Thursday, October 10, 2019. This is the date of a regular Board of Education meeting. Representatives from the Newington Cafeteria staff will be invited to accept the resolution from the Board of Education on October 10, 2019.

Recommended Motion:

Move the Board of Education approve a resolution honoring school cafeteria workers and proclaiming Thursday, October 10, 2019 as School Cafeteria Workers' Day.

MLB:skp



**RESOLUTION HONORING
NEWINGTON SCHOOL CAFETERIA WORKERS
October 10, 2019**

- WHEREAS,** *Thursday, October 10, 2019 has been proclaimed as Newington School Cafeteria Workers' Day; and*
- WHEREAS,** *the Newington School Cafeteria Workers prepare and serve an average of 2300 meals per day; and*
- WHEREAS,** *the Newington School Cafeteria Workers follow local and state health standards when preparing meals; and*
- WHEREAS,** *the Newington School Cafeteria Workers prepare meals following nutritional guidelines established by the United States Department of Agriculture and the State of Connecticut; and*
- WHEREAS,** *the Newington School Cafeteria Workers have shown dedication and conscientious performance when serving school lunches.*

THEREFORE, WE DO HEREBY PROCLAIM,

Thursday, October 10, 2019 as Newington School Cafeteria Workers' Day.

BE IT RESOLVED:

That we urge all of the citizens of our community to join with us in actively expressing gratitude to Newington Cafeteria Workers on this very special day.

BE IT FURTHER RESOLVED:

That the Secretary of the Newington Board of Education is directed to spread this resolution upon the minutes of this meeting and to provide a suitable copy for presentation.

Joshua C. Shulman, Chairperson

Emily Guion, Vice Chairperson

Sharon Braverman, Secretary

Michael Branda, Member

Danielle Drozd, Member

Steven Silvia, Member

Cindy Stamm, Member

Robert Tofeldt, Sr., Member

Paul Vessella, Member

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F 5

DATE: September 20, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **RESOLUTION HONORING SCHOOL BUS DRIVERS**

Each year the Board of Education recognizes school bus drivers for their accomplishment to the community. This year the date selected is Thursday, October 10, 2019. We will invite representatives from the Transportation Department to accept a resolution from the Board at the October 10, 2019 meeting.

Recommended Motion:

Move the Board of Education approve the resolution honoring school bus drivers and proclaiming Thursday, October 10, 2019 as School Bus Drivers' Day.

MLB:skp



RESOLUTION HONORING NEWINGTON
SCHOOL BUS DRIVERS
October 10, 2019

WHEREAS, Thursday, October 10, 2019 has been proclaimed as Newington School Bus Drivers' Day; and

WHEREAS, the Newington School Bus Drivers have shown dedication and conscientious performance when driving students to and from school and to special activities; and

WHEREAS, the Newington School Bus Drivers have outstanding driving safety records; and

WHEREAS, the Newington School Bus Drivers maintain a close working relationship with school staff and parents; and

WHEREAS, the Newington School Bus Drivers actively participate in community affairs, and show a willingness to go above and beyond the workday.

THEFORE, WE DO HEREBY PROCLAIM,
Thursday, October 10, 2019 as Newington School Bus Drivers' Day.

BE IT RESOLVED:
That we urge all of the citizens of our community to join with us in actively expressing our gratitude to Newington School Bus Drivers on this very special day.

BE IT FURTHER RESOLVED:
That the Secretary of the Newington Board of Education is directed to spread this resolution upon the minutes of this meeting and to provide a suitable copy for presentation.

Joshua C. Shulman, Chairperson

Emily Guion, Vice Chairperson

Sharon Braverman, Secretary

Michael Branda, Member

Danielle Drozd, Member

Steven Silvia, Member

Cindy Stamm, Member

Robert Tofeldt, Sr., Member

Paul Vessella, Member

SEP 25 2019

FL

DATE: September 20, 2019

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **RESOLUTION HONORING SCHOOL CUSTODIANS
AND MAINTENANCE WORKERS**

Each year the Board of Education recognizes school custodians and maintenance workers for their commitment to the community. This year the date selected is Tuesday, November 12, 2019. The presentation of the proclamation by the Board of Education is scheduled for Tuesday, November 12, 2019. We will invite representatives from the Custodial/Maintenance Department to accept a resolution from the Board at the November 12th meeting.

Recommended Motion:

Move the Board of Education approve the resolution honoring school custodians and maintenance workers and proclaiming Tuesday, November 12, 2019 as School Custodian and Maintenance Workers' Day.



*RESOLUTION HONORING
NEWINGTON SCHOOL CUSTODIANS AND
MAINTENANCE WORKERS*

November 12, 2019

- WHEREAS, Tuesday, November 12, 2019 has been proclaimed Custodian and Maintenance Workers' Day; and*
- WHEREAS, the Newington School Custodians and Maintenance Workers thoroughly clean, dust, scrub, refinish, sanitize, repair, paint and maintain all areas for safety and comfort in all buildings on a daily and nightly basis; and*
- WHEREAS, the Newington School Custodians and Maintenance Workers have shown dedication and conscientious performance in carrying out their many tasks to maintain and improve our school buildings; and*
- WHEREAS, the Newington School Custodians and Maintenance Workers maintain a close working relationship with school staff; and*
- WHEREAS, the Newington School Custodians and Maintenance Workers show a willingness to go above and beyond the work day to keep our schools shining at all times.*

THEREFORE, WE DO HEREBY PROCLAIM,

Tuesday, November 12, 2019, as Newington School Custodian and Maintenance Workers' Day.

BE IT RESOLVED:

That we urge all of the citizens of our community to join with us in actively expressing gratitude to Newington School Custodians and Maintenance Workers on this very special day.

BE IT FURTHER RESOLVED:

That the Secretary of the Newington Board of Education is directed to spread this resolution upon the minutes of this meeting and to provide a suitable copy for presentation.

Joshua C. Shulman, Chairperson

Emily Guion, Vice Chairperson

Sharon Braverman, Secretary

Michael Branda, Member

Danielle Drozd, Member

Steven Silvia, Member

Cindy Stamm, Member

Robert Tofeldt, Sr., Member

Paul Vessella, Member

SEP 25 2019

F7

DATE: September 20, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **MEETING CANCELLATION**

The Board of Education has a regularly scheduled meeting for Wednesday, October 23, 2019. The Board will host a reception for the Teacher of the Year for the 2019-2020 school year at 6:00 p.m. on this date. Presently, there is no business scheduled for the Wednesday, October 23, 2019 meeting, therefore, this regular meeting can be cancelled.

Recommended Motion:


Move the Board of Education cancel the regular meeting scheduled for Wednesday, October 23, 2019.

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F 8

DATE: September 20, 2019

TO: Maureen Brummett, Ed.D, Superintendent of Schools
and
Members of the Board of Education

FROM: Dana L. Markovics, Director of Foods & Nutrition Services 

SUBJECT: **AUTHORIZED SIGNATURE CHANGE FORM
(ED-099 AGREEMENT FOR CHILD NUTRITION PROGRAMS)**

The Board of Education needs to take action to revise the Authorized Signers of the ED-099 Agreement for Child Nutrition Programs whenever one of the two authorized signers on file with the Connecticut State Department of Education (CSDE) changes.

Recommended Motions:

Authorized Signatures Change Form: Move the Board of Education designate and authorize Maureen Brummett, Ed.D, Superintendent of Schools, to sign the ED-099 Agreement for Child Nutrition Programs and to sign claims for reimbursement. In the absence or incapacity of Maureen Brummett, Ed.D, the second person designated and authorized to sign claims for reimbursement shall be Mr. Stephen Foresi, Assistant Superintendent of Schools.

Enclosure: Authorized Signatures Change Form



Connecticut State Department of Education
 Bureau of Health/Nutrition, Family
 Services and Adult Education
 Child Nutrition Programs
 450 Columbus Boulevard, Suite 504
 Hartford, CT 06103-1841

FOR STATE USE ONLY	
Effective Date:	_____
AGREEMENT NUMBERS:	
School Programs	_____
Child Day Care Centers	_____

Adult Day Care Centers	_____
Day Care Homes	_____
Summer Food Service	_____

Authorized Signatures Change Form

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Return this form to the CSDE Child Nutrition Programs at the address above.

This is to certify that on September 25, 2019, as shown in the minutes of
Date

Newington Board of Education
Name of Corporation, Board of Education or Governing Body

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

<p>_____ <i>Signature</i> Superintendent of Schools <i>Title (superintendent of schools, mayor, selectman, president or chairperson of the board, pastor, or commissioner)</i></p>	<p><u>Maureen Brummett, Ed.D</u> <i>Printed Name</i> <u>9-25-19</u> <i>Date</i></p>
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2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

<p>_____ <i>Signature</i> Assistant Superintendent of Schools <i>Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)</i></p>	<p><u>Mr. Stephen Foresi</u> <i>Printed Name</i> <u>9-25-19</u> <i>Date</i></p>
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3. The signature below certifies the above action.

<p>_____ <i>Signature</i></p>	<p><u>Secretary of the Board</u> <i>Title (Secretary of Corporation, Town Clerk, Secretary of the Board)</i></p>
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This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChange.pdf>. The instructions are available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChangeInstructions.pdf>.

DATE: September 20, 2019

September 25, 2019

G

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **SUPERINTENDENT'S MONTHLY REPORT – September 2019**

Enrollment	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
High School	1,304									
Martin Kellogg	629									
John Wallace	657									
Elizabeth Green	277									
Anna Reynolds	381									
John Paterson	362									
Ruth Chaffee	322									
<u>SUBTOTALS</u>	3,932									
Out of District	56									
Pre-School	63									
TOTALS	4,114									

ADMINISTRATION

Dr. Maureen L. Brummett, Superintendent of Schools

The new school year got off to a fantastic start. The schools and classrooms looked wonderful. Teachers were prepared to provide a warm welcome to all students. Classroom supplies, books, Chromebooks and other materials were ready for distribution.

The first month of school traditionally provides an opportunity for parents to visit the school through our open house programs. I was able to attend both middle school open houses September 5. They were very well attended and parents were greeted by student performances and information booths prior to visiting classrooms. The elementary program was on September 12. I attended Anna Reynolds and Elizabeth Green and was able to meet families and teachers. At Anna Reynolds, I joined Jason Smith during his remarks and was able to inform parents about the plans for the upcoming Anna Reynold Building Project. I will attend the high school program on September 19. Parents continued to be appreciative of the various communication vehicles we have in place in order to strengthen the home/school partnership. The secretarial and administrative staff, once again, did an exceptional job preparing the necessary materials for everyone to know where to go and what to do on the first day of school. It was obvious that considerable attention had been given to every necessary detail.

The buildings looked great. Once again the custodial staff did an excellent job cleaning the buildings from “top to bottom”. The maintenance staff addressed many of the issues that needed to be repaired before they led to major problems. The men and women in this department truly support the educational process. The Board will be provided with a full report of all summer facilities projects at our September 25 meeting.

Each year the Transportation Department is very busy due to the numerous changes with new students, students changing grades/schools, parent requests for alternate transportation arrangements and questions concerning the

availability of transportation. I have been very impressed by the high level of customer service provided by our staff at the bus garage.

I am very pleased to report a very smooth and positive opening for Newington Public Schools.

The information that follows will highlight various activities in the different schools.

OFFICE OF HUMAN CAPITAL DEVELOPMENT

Stephen Foresi, Assistant Superintendent of Schools

Kim Davis, Director of Talent Management

- Our annual New Teacher Orientation program was held in the month of August. Each session was developed to provide five days of relevant and meaningful information and activities to support new teachers to begin the 2019-20 school year with confidence and success. The program commenced on August 15, 2019 with our annual team building activity, *The NPS Amazing Race*. The race incorporated opportunities for new staff to explore the surrounding community, while also gathering relevant facts about our district and each school's vision, missions, and goals.
- During the summer months, the Office of Human Capital Development has been extremely busy hiring over twenty (20) certified and over fifteen (15) non-certified staff to support student learning. Additionally, we also filled various athletic coaching and intern positions. At this time, we are still in the process of hiring learning tutors, para educators, permanent and daily subs.
- Administrative retreats were held during the months of June and August. In June, Mr. Foresi launched the Professional Learning and Evaluation System for Certified Instructional Administrators that highlighted significant revisions to the evaluation process. In August, Doreen Miori-Merola introduced Part I and II of Cognitive Coaching to both the administrative and instructional coaching team. This foundational training will take place over eight (8) full-day sessions over the 2019-2020 school year.
- On August 27, 2019 educators participated in both building and department professional development which focused primarily on district initiatives and department goals. Over thirty-five (35) sessions were facilitated by either administrators or certified teachers.
- The Office of Human Capital monitored class size and the potential impact on staffing.
- The Office of Human Capital coordinated both TEAM mentors assignments for all beginning teachers, and informal mentors for all new teachers to the school district.
- Mr. Foresi has worked with staff from the Open Choice Program to ensure our slots are being filled. At this time, we have 103 Open Choice students which is approximately 2.6% of our overall student population.
- Mr. Foresi sent out mandated training information to all staff so that everyone is in compliance with their mandated responsibilities.
- In a continuous effort to improve our human resource systems, the Office of Human Capital Development has worked tirelessly to transition from multiple independent systems to one streamlined system. This "one stop" repository manages attendance, substitute coverage, evaluation processes, professional learning, on boarding, personnel records, recruiting and hiring and special education compliance tools. We continue the process of entering all new staff, and rolling up all current staff, into our online Frontline Education system.
- In the month of August, all summative evaluation data was organized and submitted to the State Department of Education for the annual Educator Evaluation Data Collection (EEDC) report.

CURRICULUM, INSTRUCTION AND ASSESSMENT

Wendy Crouse, Assistant Superintendent of Curriculum & Instruction

Kristen Freeman, Director of Curriculum & Instruction

Jay Salerno, Director of Educational Technology

- Annually, new course offerings and revisions in curriculum, assessment and requisite instructional strategies are made to strengthen alignment to state and national standards, to meet legislative requirements, embed technology, and meet the changing demands of 21st century college and career skills so that every student achieves rigorous academic standards. This summer curriculum and program improvements included:
 - English Language Arts K-4
 - Latin I
 - Mathematics 5-7
 - American Government and Citizenship
 - Accounting I and II
 - Digital Citizenship (currently being written)
 - Science 6 and Science 9 (Earth/Physical Science)
 - Matter and Motion (Grade 11 Science)
 - World Language Year 3
 - Language Arts 5-8
 - Writing Center Theory and Practice (new course)
 - Medical Science II (the former Medical Science II is now called Medical Science III)
- On August 27th PK-12 staff participated in a variety of professional learning sessions. All elementary classroom teachers, reading teachers, and EL teachers participated in sessions related to the revised ELA curriculum as well as implementation of the Units of Study within a Workshop model. Special education teachers and related service providers participated in a session focused on using a multi-disciplinary approach to developing IEPs. Special area teachers focused on instructional practice within their respective disciplines.

Secondary teachers attended professional learning sessions in the morning that focused on areas directly related to school improvement efforts. At NHS, teachers learned SRBI reading strategies for all content areas, discussed personalized learning plans including various book studies, and explored *Newsela*, an online tool for all content areas to provide appropriate reading resources to a variety of learners in their classrooms. Educators at Martin Kellogg participated in a session about trauma-informed practices while educators at John Wallace identified ways to build and maintain strong learning communities in the school and classroom for students and teachers. During the afternoon, educators met by department to engage in learning specific to their content areas. Topics included the “5E Model” of pedagogy to align with the Next Generation Science Standards, supporting students to develop identities as readers, and use of performance tasks in math to engage students.

- Over the summer, 6 educators and one administrator attended and presented at the annual ISTE Conference in Philadelphia. The International Society for Technology in Education Conference brings educators from across the globe together for one of the most influential educational technology events. Through their presentations, the staff of NPS were able to showcase the tremendous accomplishments of the district with technology integration.

- On August 22nd, Newington Public Schools hosted 26 educators from across the state for a Google CS Workshop. CS First is a free web-based program that exposes students to computer science through video tutorials and modules that students participate in through after-school, in-school and summer programs. Designed for grades 4-8, the program teaches students about computer science and coding in a hands-on, learning-by-doing way.

STUDENT SERVICES – Marilena Gulioso, Director of Student Services

Psychology/Social Work - Submitted by Angie Magnano, School Psychologist

The School Psychologists and Social Workers have been busy supporting students on their transition back to school as well as engaging in professional development activities.

- Welcome to our new staff who started at the beginning of this school year: two school social workers at Newington High School and one psychology intern. We are also looking forward to welcoming two additional elementary school social workers who will be joining our department soon. We are happy to have them with us.
- School social worker at Ruth Chaffee is planning New Student luncheons for 21 students that entered this year. She also amended the Helping Hands program to include fourth graders as mentors (paired with an adult Helping Hand) to younger students in the program. She is exploring the possibility of providing professional development to staff at Ruth Chaffee in the areas of: the Process for filing DCF-136, Tier 1 social/emotional/behavioral strategies, etc.)
- Elementary school psychologists participated in a professional development on writing multidisciplinary IEPS.
- Middle School Social Worker provided professional development to Martin Kellogg staff on Trauma Informed care. She will explore the possibility of continuing to build this topic into future professional development sessions.
- School psychologist at John Patterson attended the ASCD Annual Conference in Orlando this summer with nine other NPS staff. The theme was Social/Emotional Learning and she will be a member of the district's new SEL committee who will be working on integrating this into the schools.

Secondary Level – Grades 9-12 - Submitted by Clare Salerno, Assistant Director of Student Services

- Students completed a survey identifying self-advocacy skills and areas of personal strength.
- Students are also implementing a new order system where teachers can request office supplies. This will be a new work experience for students.
- Field trips to support social skills instruction, transition, and community involvement have been scheduled.

HEALTH SERVICES – Mercy Hetherington, Coordinator of Health Services/504 Coordinator

- Dr. MacGilpin successfully administered 14 sports and entry physicals on August 8th at Newington High School with the assistance of the school nurses.
- The special education extended year program (ESY), the high school, and the Transition Academy summer program were staffed each day with a nurse.

- The nurses worked on ensuring all students were compliant with the state mandated physicals/immunization requirements.
- The nurses collaborated with building administrators, teachers, parents, and caregivers to meet the health and educational needs of incoming medically complex students.
- The nurses were successful with getting new students cleared to start in a timely matter.
- The nurses are busy sending for, receiving and reviewing new records as well as sending out records to receiving schools for the withdrawals.
- Nurses worked on developing Individual Health Care Plans, for students with needs, including assessment, identification of the issue, development of a plan of action, implementation of the plan, and evaluation of the outcome.
- Nurses instructed staff on EpiPen administration.
- In order to prevent disease transmission, tissues and hand sanitizer will continue to be available in the classrooms.

CUSTODIAL DEPARTMENT - Dick Vida – Supervisor

- The custodial teams at each school did an outstanding job once again in getting our schools ready for opening. We had work going on inside and outside our schools this summer and the flexibility demonstrated by the staff at each school was outstanding. Kudos to our custodians for another job well done and demonstrating our Military Wet Look and WIN & WIT in action.
- Our seasonal spring and summer college and high school group (B-Team) did a fine job for us and worked together with our custodial staff to meet our summer cleaning initiatives.

MAINTENANCE SERVICES DEPARTMENT - Dick Vida – Supervisor

- Our maintenance personnel did a fine job this summer accomplishing a ton of work while being short staffed. Kudos to our maintenance crew for a job well done and demonstrating WIN & WIT time and again all summer long. HVAC. Electrical, Door/Hardware, and many unforeseen maintenance requests were addressed throughout the hot summer.
- John Paterson Nurse's restroom renovation looks fantastic and meets all ADA compliance.
- Newington High School swimming pool interior painting and lighting, and deck surface painting has made the pool area look like new.
- Ruth Chaffee foundation wall was water-proofed and a mini drainage system installed to remove ground water from entering through the foundation wall.
- Ruth Chaffee, John Paterson, and Elizabeth Green amosite play area cracks were filled and sealed for safety.
- Elizabeth Green play scape area received a new rubberized surface.
- Concrete bollards for building safety were installed at school entrances, along with many sidewalk spalling and crack repairs.

TRANSPORTATION – Dean Barnes, Director of Transportation

- The CT DMV Disqualification List is checked weekly. There were no Newington drivers on the list.
- This summer there were twenty summer transportation runs with school buses and vans running from June 18th through August 23rd. As in previous years the Transportation office worked closely with the Special

Education office to create schedules for summer school which enabled us to combine runs at different summer programs. This cooperative effort reduced the numbers of runs and resulted in a significant cost savings to the district.

- This fall there are approximately three thousand-two hundred students who are ride eligible. There are thirty-one regular runs this year and eleven runs for students with special needs.
- Each year parents are allowed to request "alternate stops" for their children. Alternate stops are stop locations other than the student's home or neighborhood stops. Alternate stops are usually allowed for day care purposes or conflicts with a parent's work schedule. This year there were over 645 requests granted for alternate stops at the elementary and middle school level.

BUSINESS/NON-INSTRUCTIONAL OPERATIONS – Finance Office

Monthly Expenditure Summary Report through August 31, 2019 follows.

For 08/01/19 - 08/31/19

Expenditure Summary Report

FJEXS06A

Periods 02 - 02

Summary Expenditure Report

0 - Summary Format

Account No/Description	Original Budget	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
1002 Art	785,349.00	785,349.00	10,407.14	32,566.31	33,789.55	741,152.31	5.63
1006 Workforce Development	767,623.00	767,623.00	17,116.62	24,469.66	25,692.40	724,813.98	5.58
1008 Education Technology	1,676,942.00	1,676,942.00	73,085.69	126,529.15	192,399.11	1,411,457.20	15.83
1012 English/Language Arts	4,219,892.00	4,219,892.00	24,584.89	174,791.36	180,986.92	4,014,320.19	4.87
1014 World Language	1,327,883.00	1,327,883.00	1,616.07	53,195.92	55,089.60	1,271,177.33	4.27
1020 Mathematics	4,405,877.00	4,405,877.00	13,988.21	158,888.03	165,083.59	4,226,805.20	4.06
1022 Music	1,204,568.00	1,204,568.00	24,670.81	43,971.23	45,869.86	1,134,027.33	5.86
1024 Wellness	1,540,249.00	1,540,249.00	6,116.00	67,598.22	69,440.82	1,464,692.18	4.91
1026 Reading	3,969,574.00	3,969,574.00	8,308.62	158,786.18	165,122.42	3,796,142.96	4.37
1028 Science	3,463,739.00	3,463,739.00	7,795.38	130,166.03	136,361.59	3,319,582.03	4.16
1029 STEM	636,253.00	636,253.00	4,049.45	22,264.27	23,538.45	608,665.10	4.34
1030 Social Studies	3,510,703.00	3,510,703.00	26,312.42	133,300.55	139,496.11	3,344,894.47	4.72
1190 Other Salaries	1,114,872.00	1,114,872.00	.00	2,636.04	2,636.04	1,112,235.96	.24
1200 Special Education	10,098,767.00	10,098,767.00	2,508,546.03	274,065.92	427,500.51	7,162,720.46	29.07
1205 Homebound K-12	79,200.00	79,200.00	.00	2,235.00	2,327.50	76,872.50	2.94
1300 Continuing/Adult Education	104,461.00	104,461.00	10,000.00	750.45	750.45	93,710.55	10.29
2120 School Counseling Services	1,168,692.00	1,168,692.00	.00	66,443.01	84,875.35	1,083,816.65	7.26
2130 Health/Nursing Services	679,969.00	679,969.00	.00	19,236.23	22,911.24	657,057.76	3.37
2140 Psychological Services	1,126,964.00	1,126,964.00	4,344.52	46,034.91	46,034.91	1,076,584.57	4.47
2150 Speech/Hearing	686,713.00	686,713.00	.00	27,461.76	31,636.76	655,076.24	4.61
2210 Curriculum & Staff Development	415,036.00	415,036.00	281.05	21,408.78	33,887.56	380,867.39	8.23
2220 Media/Library Services	828,765.00	828,765.00	16,592.85	39,464.36	45,374.90	766,797.25	7.48
2310 Board of Education	528,284.00	528,284.00	43,379.10	1,545.90	1,830.90	483,074.00	8.56
2320 Central Direction	1,766,776.00	1,766,776.00	24,719.18	123,459.91	238,113.48	1,503,943.34	14.88
2410 Building Direction	3,886,310.00	3,886,310.00	62,424.40	237,455.93	458,939.64	3,364,945.96	13.42
2590 General Supplies	269,367.00	269,367.00	117,238.34	6,561.05	12,832.26	139,296.40	48.29
2610 Maintenance	2,215,422.00	2,215,422.00	105,461.89	128,885.95	219,007.70	1,890,952.41	14.65
2620 Plant Operation	4,831,912.00	4,831,912.00	1,080.00	275,547.28	467,021.67	4,363,810.33	9.69
2700 Transportation	3,238,539.00	3,238,539.00	1,021,601.36	92,027.58	145,336.16	2,071,601.48	36.03
2810 Evaluation, Planning & Dev	94,210.00	94,210.00	5,396.37	763.63	1,818.86	86,994.77	7.66
2900 Insurance	811,910.00	811,910.00	.00	.00	153,236.58	658,673.42	18.87
2950 Employee Benefits	12,449,188.00	12,449,188.00	8,843.00	782,919.96	4,077,492.03	8,362,852.97	32.82
3210 Student Activities-Non-Athletics	169,571.00	169,571.00	400.00	800.00	800.00	168,371.00	.71
3220 Student Activities-Athletics	596,670.00	596,670.00	8,302.85	19,721.24	25,791.24	562,575.91	5.71
3300 Community Services	97,761.00	97,761.00	.00	7,210.27	10,977.45	86,783.55	11.23
10 General Fund	74,768,011.00	74,768,011.00	4,156,662.24	3,303,162.07	7,744,003.61	62,867,345.15	15.92