

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

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

AGENDA

- A. Call to Order
Pledge of Allegiance

- B. Presentations of Awards/Proclamations
 - Presentation - Everyday Hero - Anna Reynolds
 - Presentation - Team Conference Champs (Boys' Cross-Country, Boys Soccer, Girls Soccer, Girls Volleyball)

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

- D. Consent Agenda
 - 1. Approval of Minutes – October 10, 2019 – Regular
 - 2. Approval of Minutes – November 12, 2019 – Organizational

- E. Superintendent of Schools' Report

- F. New Business
 - Standing Committee Information Items
 - Student Policy Committee
 - Executive/Finance Committee
 - Facilities Committee (November 26, 2019)
 - Curriculum Committee
 - Student Representatives
 - 1. Report – Staff Allocation for 2019-2020
 - 2. Discussion – Board Committee Assignments
 - 3. Discussion – Possible Calendar Change - September Conferences
 - 4. Discussion – Possible Calendar Change – April 28, 2020 (Primary Elections)
 - 5. Discussion – Board Policies
 - 6. Discussion/Action – Establish Dates for Review of Superintendent's Proposed 2020-21 Budget
 - 7. Update – Veteran's Day
 - 8. Action – Textbook Approval
 - 9. Action – Capital Improvement Projects
 - 10. Action – Budget Transfers
 - 11. Action – Adopt Board Priorities 2019-2021
 - 12. Action – Required 403(b) Plan Amendment
 - 13. Action – Cancel January 15, 2020 Board Meeting

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

- H. Remarks by Board Members

- I. Adjournment

DEC 11 2019

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

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Newington Town Hall
Helen W. Nelson Meeting Room
Thursday, October 10, 2019
7:00 p.m.

REGULAR MEETING

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

ABSENT: Steven Silvia

ADMINISTRATION: Dr. Maureen Brummett, Lou Jachimowicz, Wendy Crouse

STUDENT REPRESENTATIVES: Logan Dumas, Lindsay Forauer

A. Call to Order

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

Pledge of Allegiance

B. Presentation of Awards/Proclamations

1. Presentation - Resolution Honoring School Cafeteria Staff
2. Presentation - Resolution Honoring School Bus Drivers
3. Presentation – Everyday Hero

C. Public Participation on Any Matter Related to Board Responsibilities

D. Consent Agenda

1. Approval of Minutes – Regular Meeting – September 25, 2019

MOTION: Sharon Braverman moved to approve the consent agenda as presented. Paul Vessella seconded. The motion passed 7-0 with 1 abstained.

E. Old Business

F. New Business

BOARD OF EDUCATION - NEWINGTON PUBLIC SCHOOLS

Regular Meeting

October 10, 2019

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Standing Committee Information Items

Report – Finance Committee

Report – Facilities Committee

Report – Student Policy Committee (September 25, 2019, October 7, 2019)

Report – Curriculum Committee (September 11, 2019)

Report – Executive Committee

Report – Hearing Committee

Report – Student Representatives

1. Discussion – Textbook for Approval
2. Discussion – Board Policies – Discussion tabled until next meeting.
3. Update – Preschool Program Expansion (AM/PM)
4. Update – Grade 8 Trip
5. Discussion/Action – Health Benefit Fund

MOTION: Cindy Stamm moved the Board of Education direct the Superintendent of Schools to inform the Town that the Health Benefit Credit in the amount of \$749,547 will be utilized to reduce required contributions for health benefits for the 2019-2020 fiscal-year. No action regarding the reallocation of funds from the Employee Benefits Account 2950 is authorized at this time. Robert Tofeldt seconded. The motion passed unanimously.

G. Superintendent of Schools' Report

Board member Robert Tofeldt left the meeting at 8:17 p.m. and returned at 8:21 p.m.

H. Public Participation on Any Matter Related to Board Responsibilities

I. Remarks by Board Member

J. Adjournment

MOTION: Danielle Drozd moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Dr. Sharon Braverman, Secretary

Debra O. Craig, Board Clerk

PUBLIC PARTICIPATION

Patty Foley
51 Crown Ridge

Ms. Foley wanted to let the Board know that she believed the Board telephone and hand held microphone were not working.

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

Newington Town Hall
Helen W. Nelson Meeting Room
Tuesday, November 12, 2019
Following Swearing-in Ceremony and
Reception (Approximately 9:00 p.m.)

SPECIAL MEETING/ORGANIZATIONAL MEETING

PRESENT: Michael Branda, Dr. Bruce Fletcher, Emily Guion, Beth Manke
Hutvagner, Steven Silvia, Cindy Stamm, Robert Tofeldt, Paul
Vessella, Jessica Weaver

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

A. Call to Order – Superintendent of Schools

Superintendent of Schools Dr. Maureen Brummett called the Organizational Meeting of the Newington Board of Education to order at 9:02 p.m.

Pledge of Allegiance

MOTION: Steven Silvia moved the agenda be modified to move item E — New Business Items – 1. Action – Election of Officers as the first item in the agenda. Robert Tofeldt seconded. The motion passed unanimously.

E. New Business

1. Action – Election of Officers

a. Chairperson

MOTION: Beth Manke Hutvagner moved the Board of Education accept nominations for the position of Chairperson. Emily Guion seconded. The motion passed unanimously.

Beth Manke Hutvagner nominated Paul Vessella for Chairperson. Robert Tofeldt seconded the nomination.

MOTION: Dr. Maureen Brummett moved that nominations be closed. Michael Branda seconded. The motion passed unanimously.

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Organizational Meeting

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Dr. Brummett stated let the record indicate Paul Vessella has been elected Chairperson of the Newington Board of Education.

b. Secretary

MOTION: Dr. Bruce Fletcher nominated Steven Silvia for Secretary.
Emily Guion nominated Beth Manke Hutvagner for Secretary.

MOTION: Jessica Weaver moved that nominations be closed. Emily Guion seconded.
The motion passed unanimously.

A vote was taken. Steven Silvia won 5 to 4.

Dr. Brummett stated let the record indicate Steven Silvia has been elected Secretary of the Newington Board of Education.

Chairperson Paul Vessella took over as chair of the meeting at 9:06 p.m.

Chairperson Paul Vessella appointed Robert Tofeldt Vice-Chairperson.

MOTION: Robert Tofeldt moved the meeting resume with original agenda. Dr. Bruce Fletcher seconded. The motion passed unanimously.

B. Presentation of Awards/Proclamations

1. Presentation/Action – Resolution Honoring Custodians and Maintenance Workers

C. Public Participation on Any Matter Related to Board Responsibilities

D. Old Business

None

E. New Business

2. Report – Duties/Responsibilities of Members of the Board of Education

F. Public Participation on Any Matter Related to Board Responsibilities

G. Remarks by Board Members

H. Adjournment

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

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Organizational Meeting

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The meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

PUBLIC PARTICIPATION

Joshua Shulman
15 Longview Drive

As is tradition, former Board Chairperson Joshua Shulman came to attend the Organizational Meeting. He congratulated the three new Board members and offered them some advice from his experience.

DATE: December 11, 2019

December 11, 2019
E

TO: Members of the Board of Education

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

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

ADMINISTRATION

Dr. Maureen L. Brummett, Superintendent of Schools

- **Social Emotional Learning at the Elementary Level** will be presented by SEL committee co chairs at Anna Reynolds : Holley Duffy (Instructional Coach at AR/JP), Jonas Roberts (3rd Grade Teacher/Head Teacher), and Jason Smith.
- **Future Business Leaders of America:** NHS students Nil Patel, James Horan, Javier Pena along with club advisor, Julia Dennis will showcase their award winning presentation at a recent FBLA competition at the University of Hartford.
- **ESS:** Director of Student Services, Marilena Gulioso and social workers, Joanne Malinka Morgan and Kate Paoletta, from the ESS program will provide a "report card" of our first year utilizing this program at NHS.
- **Enrollment Summary:** Dr. Brummett will explain our newly redesigned enrollment summary for December 2019 (attached).

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

- Certified staff participated in a district-wide professional learning day on November 5th. Social Emotional Learning (SEL) was the main focus for elementary teachers while secondary teachers received training in digital reading strategies using Newsela. All teachers were offered a “choice” session that allowed them to support any professional learning goals established at the beginning of the year.
- Mrs. Davis conducted support staff interviews during the month of November to fill existing vacancies.
- Mrs. Davis conducted substitute orientation on November 4, 2019.
- Cognitive Coaching Sessions 2 and 3 was held on November 7 and 8. This was attended by all district administrators and Instructional Coaches.
- Mr. Foresi and Mrs. Davis participated in a Frontline Professional Growth training on November 11.
- Mrs. Davis attended an Equity Conference offered through CREC on November 12. The session was part 2 of 3 part conference.
- Mr. Foresi attend the Minority Teacher Recruitment Consortium (MTR) offered by CREC on November 21.

- All certified staff completed their annual goals for the 2019-2020 school year as outlined in both the educator and administrator evaluation plans.
- HCD participated in the budget process by preparing information for our district's various programs, including providing projected salaries to the Business Office for all certified staff and collecting necessary information regarding teachers' anticipated degree changes, which will impact the budget.
- Mr. Foresi and Ms. Davis participated in budget review meetings and PLANS during the month of November.
- The ED162 state reporting was completed with the information being transmitted by the end of the month.

CURRICULUM, INSTRUCTION AND ASSESSMENT

Wendy Crouse, Assistant Superintendent of Curriculum & Instruction

Kristen Freeman, Director of Curriculum & Instruction

Jay Salerno, Director of Educational Technology

- During the November 5 in-service day, all staff participated in professional learning sessions. All elementary staff participated in a 2-hour session focused on developing a common understanding around Social Emotional Learning. Classroom teachers participated in 4 hours of choice sessions related to literacy while special area teachers and support staff attended sessions specific to their departments or programs. Members of the Elementary Educational Technology Department provided professional learning sessions on the application Seesaw that students can use to develop their digital driven portfolios that parents have access to. This year the district is using the Seesaw for Schools subscription in grades K-4. At the secondary level, staff participated in a session introducing Newsela, an instructional content platform that focuses on enhancing reading engagement and learning across disciplines. Other sessions included building level learning, department or program sessions, and choice sessions.
- The District Data Team met on November 22 to monitor progress toward action and goals in the District Continuous Improvement Plan. The team reviewed information to first determine progress toward actions that were planned to be completed by this time. Outcome data were also reviewed to determine whether actions are having or are projected to have a positive impact on student learning. Overall, the work has continued as planned in the areas of Mastery Based Learning, Ensuring Appropriate Student Supports, Educator Evaluation, and Social Emotional Learning. Information will be shared at the Board of Education retreat on December 5.
- The Mastery-Based Learning Committee met on November 1 to learn more about the MBL pilot classrooms at John Wallace and Newington High Schools. The feedback from committee members was positive and some members have since visited the classrooms during the school day. Surveys will be sent to students and parents at the end of the semester. This data will be analyzed by the MBL Committee. In the coming months, the committee will be developing a professional learning session to share the Portrait of a Graduate with all staff.
- On October 30, students in grades 3-8 benefitted from an Author Visit sponsored by the Lucy Robbins Welles Library. Due to the generosity of the Sliva Family, students heard from Tami Charles, a former teacher who writes picture books such as Freedom Soup, which will be released in the fall. She also writes middle grade, young adult, and nonfiction.
- The redesign of the Elementary Educational Technology computer labs has now been completed. The new look contains more flexible seating, less desktop computers and access to Chromebooks via a cart.

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

- Nurses in all schools are working on acquiring the rest of the mandated physicals in 3rd, 6th, and 10th grades, as well as completing screenings. Reminders will be going home to parents for students who have not yet turned in mandated physicals.
- The nurses at the Anna Reynolds and John Paterson are working with RN to BSN students from Central Connecticut State University as a part of the University's community health class.
- Immunization surveys are being completed and forwarded to the State Department of Public Health. Immunization surveillance is done annually for new students entering Connecticut Public Schools. Nurses must check immunizations for every new student entering the Newington Public Schools. Students who do not meet the state-mandated requirements are not allowed to enter school until their immunizations are either up to date or in progress. This year as every year, Newington is at 100% compliance.
- Nurses at all levels are busy doing vision and hearing screenings in the required grades.
- The Flu clinic was held on Friday November 1, 2019, at NHS in the cafeteria. The Hartford Healthcare at Home provides this service for all staff and their families. As flu activity is sporadic throughout the country, we have already had several staff and students out with the flu this school year already. As a reminder hand washing and flu vaccine are the best ways of avoiding the flu. Kleenex and waterless hand cleaner are available throughout the schools.

STUDENT SERVICES – Marilena Gulioso, Director of Student Services

Psychology & Social Work - Submitted by Angie Magnano

- We would like to welcome our two new elementary school social workers to the department. .
- Elementary school social workers and school psychologists participated in professional development on social emotional learning which was presented to all elementary staff as part of the district wide focus on SEL.
- School social worker and school psychologist at Ruth Chaffee have initiated a program called "SOARing Staff Spotlight" recognizing staff for their positive behavior choices. Staff appear to be responding favorably to this initiative and it is a way to incorporate the SEL focus on the adults as well as the students.
- School social worker at Ruth Chaffee has started the "Counseling Corner" which is a column in the Chaffee Chronicle which will provide parents with monthly articles, activities, and tips on promoting positive family interactions.
- Zones of Regulation lessons are being provided to the 4th graders at Ruth Chaffee for the entire school year which will culminate in a personalized Zones Tool Box for each student that they can keep in their classroom or take to specials.
- School psychologist at Newington High School attended a workshop on "Hot Topics in Special Education"
- Social psychologist and social worker at Newington High School will be attending a workshop on Building Tier II/III supports for Chronic Absenteeism.
- Newington High School social workers and school psychology intern were trained and served as facilitators for the "Truth About Hate" program.

Special Education – Grades 5-8 - Submitted by Clare Salerno

- Grade 8 students attended the Boston Field trip on 10/22/19. Students with special needs also attended being able to participate in the 2 mile walk through the Freedom Trail and Mark Twain House. Trip was a huge success! Thank you to our tutor, Stephanie Bentley, who volunteered.
- Special education teachers created a before school dodge ball activity for students. Below is a portion of an email from a parent sharing her appreciation because her son was able to participate in an activity in addition to Unified Sports.

“I could not be more appreciative of this. Truly. I just wanted to acknowledge it because I believe in gratitude. John Wallace Middle School has proven very good for our family.”

CUSTODIAL DEPARTMENT (Plant Operations) - Dick Vida – Supervisor

- Thank you to the Custodial staff that attended and represented our department at the November 12, Board meeting. The recognition given to our staff was a tribute to the work performed each and every day in our schools.
- During the recent lead custodian “Quality Circle” meeting the agenda focused on the following issues.
 - Overtime reduction.
 - Safety First At All Times
 - Winter prep & PPE equipment
 - Snow removal equipment
 - Staff Absences

MAINTENANCE SERVICES DEPARTMENT - Dick Vida – Supervisor

- Lighting retrofit continues throughout the district.
- Plumbing repairs completed as requested at the fieldhouse.
- John Paterson kitchen steamer hooked up and functioning.
- Heating issues addressed at Ruth Chaffee when a computer problem caused the boilers not to fire. Problem was resolved with our HVAC tech within 30 minutes.
- Door and hardware repairs in our schools completed as requested.
- Ceiling grid problem at Martin Kellogg was repaired as requested.

TRANSPORTATION – Dean Barnes, Director of Transportation

- The CT DMV Disqualification List is checked weekly. There were no Newington drivers on the list.
- In the month of November transportation was provided to 53 field trips. Transportation was also provided to 42 athletic trips and trips scheduled for non-school days. There were 46 transportation changes approved in November, these include new students, withdrawals and requests for alternate stops for day care purposes.

BUSINESS/NON-INSTRUCTIONAL OPERATIONS – Finance Office

Monthly Expenditure Summary Report through November 30, 2019 follows.

Newington Public Schools Total Enrollment For 12/2/2019

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 12/2/19	Total 11/1/19	Change	Part Time *	Open Choice **
Elizabeth Green	5	2	47	54	58	68	53									287	283	4	0	22
Anna Reynolds	8	16	75	73	67	77	87									403	405	-2	5	0
Ruth Chaffee	0	3	63	62	59	74	59									320	323	-3	2	2
John Paterson	15	17	83	80	64	69	71									399	394	5	5	26
Martin Kellogg								142	159	164	165					630	633	-3	0	10
John Wallace								160	159	170	174					663	657	6	0	16
High School												338	323	315	333	1309	1303	6	6	20
IN DISTRICT TOTAL	28	38	268	269	248	288	270	302	318	334	339	338	323	315	333	4011	3998	13	18	96

Outplacement and Special Ed Magnet Student Enrollment For 12/2/2019

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 12/2/19	Total 11/1/19	Change	Part Time *	Open Choice **
SE Out of District DCF/DDS/Court Placement	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	3	3	0	0	0
SE Out of District LEA Placement	1	0	0	4	0	1	1	2	0	1	5	4	2	3	9	33	34	-1	1	1
SE Out of District Parent (Magnet) Placement	1	2	3	2	1	1	0	4	2	2	3	1	1	0	0	23	22	1	0	0
SE OOD TOTAL	2	2	3	6	1	2	1	6	2	3	8	5	4	4	10	59	59	0	1	1

* Included in totals. Part Time students do not attend the listed school for the full school day. This includes Pre-K Speech Only and Greater Hartford Academy of the Arts Part-Time students.

** Included in totals. Currently 2.4% of students are Open Choice

Regular Ed Magnet and Other Out of District Student Totals (As of Oct. 2019 PSIS reporting)

School	PK3 †	PK4 †	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 10/1/19
CREC Magnet	3	13	6	8	6	7	4	4	5	2	1	4	1	4	11	79
LEARN Magnet	0	2	1	0	0	1	1	0	0	0	0	0	0	1	0	6
Other LEA Magnet	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	3
Hartford Reg. Magnet †	5	9	3	16	5	7	6	3	5	0	6	9	2	8	4	88
Technical School †	0	0	0	0	0	0	0	0	0	0	0	3	5	3	2	13
Home Schooled † ‡	0	0	0	0	0	0	0	1	1	2	1	2	1	0	0	8
RE OOD TOTAL	8	25	10	24	11	15	11	8	11	4	8	18	11	16	17	197

† No billing for HREM, Technical School, or Home Schooled Students. No billing for all PK3 or PK4 students

‡ Only Home Schooled students who have confirmed with the district this year are included.

Newington Board of Education
Expenditure Summary Report

Periods 05 - 05

0 - Summary Format

Summary Expenditure Report

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		5,804.89		79,286.78		227,618.65		551,925.46		29.72
1006 Workforce Development	767,623.00		767,623.00		14,981.37		78,726.42		240,114.63		512,527.00		33.23
1008 Education Technology	1,676,942.00		1,676,942.00		28,655.37		146,754.71		620,420.72		1,027,865.91		38.71
1012 English/Language Arts	4,219,892.00		4,219,892.00		4,895.05		479,756.29		1,307,482.78		2,907,514.17		31.10
1014 World Language	1,327,883.00		1,327,883.00		177.00		165,564.18		432,336.84		895,369.16		32.57
1020 Mathematics	4,405,877.00		4,405,877.00		1,371.47		489,071.08		1,310,858.91		3,093,646.62		29.78
1022 Music	1,204,568.00		1,204,568.00		12,442.30		144,522.05		362,321.43		829,804.27		31.11
1024 Wellness	1,540,249.00		1,540,249.00		400.00		173,500.65		483,668.94		1,056,180.06		31.43
1026 Reading	3,969,574.00		3,969,574.00		9,131.43		474,088.10		1,281,450.96		2,678,991.61		32.51
1028 Science	3,463,739.00		3,463,739.00		5,921.53		393,151.90		1,065,984.59		2,391,832.88		30.95
1029 STEM	636,253.00		636,253.00		.00		64,382.91		184,203.56		452,049.44		28.95
1030 Social Studies	3,510,703.00		3,510,703.00		1,068.56		401,138.01		1,103,359.50		2,406,274.94		31.46
1190 Other Salaries	1,114,872.00		1,114,872.00		.00		58,437.49		134,095.42		980,776.58		12.03
1200 Special Education	10,098,767.00		10,098,767.00		2,920,551.99		1,154,826.45		3,511,785.21		3,666,429.80		63.69
1205 Homebound K-12	79,200.00		79,200.00		.00		10,748.25		19,636.75		59,563.25		24.79
1300 Continuing/Adult Education	104,461.00		104,461.00		6,353.40		17,584.85		28,206.65		69,900.95		33.08
2120 School Counseling Services	1,168,692.00		1,168,692.00		1,194.58		131,632.63		399,236.70		768,260.72		34.26
2130 Health/Nursing Services	679,969.00		679,969.00		.00		68,158.94		178,676.17		501,292.83		26.28
2140 Psychological Services	1,126,964.00		1,126,964.00		.00		121,841.79		343,475.05		783,488.95		30.48
2150 Speech/Hearing	686,713.00		686,713.00		1,303.32		78,577.45		212,936.99		472,472.69		31.20
2210 Curriculum & Staff Development	415,036.00		415,036.00		115.84		17,578.89		80,127.83		334,792.33		19.33
2220 Media/Library Services	828,765.00		828,765.00		7,298.93		92,361.21		266,515.29		554,950.78		33.04
2310 Board of Education	528,284.00		528,284.00		39,023.16		3,971.09		35,186.51		454,074.33		14.05
2320 Central Direction	1,766,776.00		1,766,776.00		32,815.72		187,219.17		694,708.67		1,039,251.61		41.18
2410 Building Direction	3,886,310.00		3,886,310.00		73,866.65		425,347.76		1,464,843.25		2,347,600.10		39.59
2590 General Supplies	269,367.00		269,367.00		98,152.58		16,743.76		55,347.40		115,867.02		56.99
2610 Maintenance	2,215,422.00		2,215,422.00		333,948.25		127,886.72		668,957.39		1,212,516.36		45.27
2620 Plant Operation	4,831,912.00		4,831,912.00		78,461.50		408,988.72		1,677,952.36		3,075,498.14		36.35
2700 Transportation	3,238,539.00		3,238,539.00		852,184.45		271,252.25		861,971.92		1,524,382.63		52.93
2810 Evaluation, Planning & Dev	94,210.00		94,210.00		12,814.36		8,082.21		38,450.58		42,945.06		54.42
2900 Insurance	811,910.00		811,910.00		.00		.00		306,471.39		505,438.61		37.75
2950 Employee Benefits	12,449,188.00		12,449,188.00		4,342.00		243,404.02		5,756,851.11		6,687,994.89		46.28
3210 Student Activities-Non-Athletics	169,571.00		169,571.00		816.30		299.99		1,099.99		167,654.71		1.13
3220 Student Activities-Athletics	596,670.00		596,670.00		17,437.36		117,323.61		187,248.74		391,983.90		34.30
3300 Community Services	97,761.00		97,761.00		.00		5,082.40		23,594.52		74,166.48		24.13
10 General Fund	74,768,011.00		74,768,011.00		4,565,529.36		6,657,292.73		25,567,197.40		44,635,284.24		40.30

BOARD OF EDUCATION
FACILITIES COMMITTEE MEETING
MINUTES
November 26, 2019

DEC 11 2019

F

I. Call to Order

Committee Chairperson Mr. Robert Tofeldt, Sr. called the meeting of the Facilities Committee of the Newington Board of Education to order at 5:07 p.m.

II. Roll Call

Board of Education Committee members present at the meeting were Mr. Robert Tofeldt, Sr., Committee Chairperson, Mr. Bruce Fletcher, and Mrs. Cindy Stamm.

Others Present: Mr. Paul Vessella, Mr. Steven Silvia

Administrators present at the meeting were Dr. Maureen Brummett and Mr. Lou Jachimowicz

III. Public Participation

None

IV. Old Business

None

V. New Business

An updated CIP proposal for 2020-2025 was provided to the committee for consideration. This included both requests for the BOE Capital Improvement Fund (PSCIP) and the Town CIP Plan. The committee discussed the proposals in detail as well as the priority rankings that were assigned to different initiatives. This report will be presented to the full board on December 11, 2019.

Mr. Jachimowicz explained both methods of how the Town Finances CIP items (Bonding and Pay As You Go). There is also \$654,000 set up in the Town CIP Fund for funds received from the State DEEP Grant from the diesel fuel release.

The committee also discussed projects that would need bonding authorizations to proceed. These include the Anna Reynolds "Renovate As New" project, the classroom wing reconstruction at John Wallace, turf field at Newington High School and roof replacements.

An update was provided on Student Activity Funds. An update was provided on the Chromebook Insurance Fund

VI. Public Participation

None

VII. Adjournment

Cindy Stamm moved to adjourn the meeting.

Bruce Fletcher seconded the motion.

Motion passed unanimously


The meeting was adjourned at 6:23 p.m.

DEC 11 2019

F I

DATE: December 4, 2019

TO: Dr. Maureen Brummett, Superintendent of Schools
And
Board of Education Members

FROM: Mr. Stephen Foresi, Assistant Superintendent of Schools 

SUBJECT: 2019-2020 STAFF ALLOCATION AND CLASS SIZE REPORT

The 2019-2020 Staff Allocation and Class Size Report presents a summary of the following information:

- Full Time Equivalent Positions by Program or School;
- Leaves of Absence Data;
- Staff Ratio Comparisons;
- Elementary Class Sizes;
- Middle School Class Sizes; and
- High School Class Size by Department.

The report identifies classroom teachers and support staff by educational assignment level. All of these staff positions cooperate in the delivery of the instructional programs.

The Annual Staff Allocation and Class Size Report will serve as the basis for the 2020-2021 planning and budget proposals.

The Office of Human Capital Development worked during the spring and summer aligning staffing to the mission and vision of the district as outlined in the Board of Education Goals, NPS Strategic Plan and the District Improvement Plan.

To most appropriately meet our organizational staffing needs while maintaining fiscal responsibility, we filled thirty-nine (39) positions with thirty (30) certified staff and nine (9) non-certified staff. Of the thirty (30) certified positions, there were twenty-six (26) contracted teachers and four (4) long term substitutes. Many, if not all of the vacancies filled were a result of resignations, retirements or transfers.

Among the certified staff, there were twelve (12) resignations, eleven (11) retirements, eight (8) transfers and three (3) new positions (2 Social Workers and 1 Special Education Teacher). Among our non-certified staff, there were five (5) resignations, eight (8) retirements, and two (2) transfers.

Lastly, in terms of staffing as it relates to enrollment, the projected PK-12 enrollment was 3,994* students. As of October 1, 2019, our PK-12 enrollment was 4,049** students.

*Projected enrollment generated by the New England School Development Council (NESDEC)

**Enrollment based on October 1 PSIS data

2019-20 STAFF ALLOCATION AND CLASS SIZE REPORT

<u>Program or School</u>	<u>Elementary</u>		<u>Middle Schools</u>		<u>High School</u>		<u>Total Positions</u>	
	<u>18-19</u>	<u>19-20</u>	<u>18-19</u>	<u>19-20</u>	<u>18-19</u>	<u>19-20</u>	<u>18-19</u>	<u>19-20</u>
Art	3.00	3.00	2.00	2.00	4.25	4.00	9.25	9.00
Career Vocational Ed.	0.00	0.00	0.00	0.00	7.00	7.00	7.00	7.00
Educational Technology	3.00	3.00	2.00	2.00	0.00	0.00	5.00	5.00
Library/Media	4.00	4.00	2.00	2.00	1.80	1.00	7.80	7.00
Mathematics Interventionists	3.00	3.00	1.50	2.00	1.20	0.80	5.70	5.80
Language Arts Interventionists	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aerospace Academy	0.00	0.00	2.00	2.00	0.00	0.00	2.00	2.00
Biomedical Academy	0.00	0.00	2.00	2.00	1.00	1.00	2.00	3.00
Instructional Coaches	2.00	2.00	2.00	2.00	1.00	0.00	5.00	4.00
STEM	0.00	0.00	2.00	2.00	0.00	0.00	2.00	2.00
Music	4.10	4.10	4.90	4.90	2.00	2.00	11.00	11.00
Wellness	4.40	4.40	6.00	6.00	4.60	4.60	15.00	15.00
Reading Dept & Literacy Coaches	10.77	10.77	3.75	3.75	0.00	1.00	14.52	15.52
School Counselors	0.00	0.00	6.00	6.00	7.00	7.00	13.00	13.00
Middle School Foreign Language	0.00	0.00	4.00	4.00	0.00	0.00	4.00	4.00
School Psychologists	4.00	4.00	2.00	2.00	1.00	1.00	7.00	7.00
School Social Workers	2.00	4.00	2.00	2.00	2.00	2.00	6.00	8.00
Special Education	17.00	15.00	11.80	10.00	11.20	11.20	36.00	36.20
ELL	3.00	3.60	0.80	1.20	0.20	0.20	4.00	5.00
Speech Clinicians	5.00	5.00	1.20	1.20	0.20	0.20	6.40	6.40
Newington High School (incl. Eng., Math., Sci., Soc. Stud., Forgn. Lang. Alt. Ed.,Ath.)					56.80	57.20	56.80	57.20
John Wallace Middle School (team tchrs)			28.50	28.25			28.50	28.25
Martin Kellogg Middle Sch. (team tchrs)			28.25	28.00			28.25	28.00
Elizabeth Green School K-4 Tchrs.	15.00	15.00					15.00	15.00
Anna Reynolds School K-4 Tchrs.	20.00	21.00					20.00	21.00
John Paterson School K-4 Tchrs.	18.00	18.00					18.00	18.00
Ruth Chaffee School K-4 Tchrs.	16.00	16.00					16.00	16.00
	134.27	135.87	114.70	113.30	101.25	100.20	350.22	349.37

1. Elementary Schools

Classroom Teachers			
	Elizabeth Green	15.00	
	Anna Reynolds	21.00	
	John Paterson	18.00	
	Ruth Chaffee	16.00	
		70.00	
	Art, Music, Wellness. Educational Tech	14.50	
			84.50
Other Professional Staff			
	Library/Media	4.00	
	Math Interventionists	3.00	
	Instructional Coaches	2.00	
	Reading	10.77	
	School Psy.	4.00	
	Speech Clnc.	5.00	
	Social Services	4.00	
	Spec. Ed.	15.00	
	ELL	3.60	
		<u>51.37</u>	
			135.87

2. Middle Schools

Classroom Teachers			
	John Wallace (5 - 8)	28.25	
	Martin Kellogg (5 - 8)	28.00	
		<u>56.25</u>	
	Art, Music, Wellness, Educational Tech For.Lang.	18.90	
			75.15
Other Professional Staff			
	Library/Media	2.00	
	Math Interventionists	2.00	
	Language Arts Interventionists	0.00	
	Aerospace Academy	2.00	
	Biomedical Academy	2.00	
	Instructional Coaches	2.00	
	STEM	2.00	
	Reading Consultants	3.75	
	Guidance Counselors	6.00	
	School Psychologists.	2.00	
	Special Ed.	10.00	
	ELL	1.20	
	Speech Clinician	1.20	
	Social Services	2.00	
		<u>38.15</u>	
			113.30

3. High School

Classroom Teachers	Eng., Math., Sci., Soc.Stud., Forgn. Lang., Alt. Ed., Athl.	57.20	
	Art, Career/Voc. Ed., Music, Wellness	17.60	
			74.80
Other Professional Staff	Library/Media	1.00	
	Math Interventionist	0.80	
	Biomedical Academy	1.00	
	Guidance Counselors	7.00	
	Reading Interventionist	1.00	
	School Psychologists	1.00	
	Special Ed.	11.20	
	ELL	0.20	
	Social Services	2.00	
	Speech	0.20	
		<u>25.40</u>	

4. Systemwide Totals

Classroom Teachers	Elementary	84.50		
	Middle School	75.15		
	High School	74.80		
		<u>234.45</u>		
Other Professional Staff	Elementary	51.37		
	Middle School	38.15		
	High School	25.40		
		<u>114.92</u>		
			349.37	
Administration		18-19	19-20	
	Administrators - Central Office	9	9	
	Administrators - Building	12	12	
	Dept. Coordinators	8	8	
		<u>29</u>	<u>29</u>	
			378.37	

PUPIL STAFF RATIO CHART

<u>2019-20</u>	<u>2018-19</u>		<u>2018-19</u>	<u>2019-20</u>
<u>70</u>	<u>69</u>	Elementary Classroom Teachers	<u>1</u>	<u>1</u>
1,355	1,360	Total Elementary Enrollment K-4	19.7	19.4
<u>84.50</u>	<u>83.50</u>	Elementary Classroom Teachers (incl. Art, Music, Phys. Ed., Comput. Ed.)	<u>1</u>	<u>1</u>
1,355	1,360	Total Elementary Enrollment K-4	16.3	16.0
<u>135.87</u>	<u>131.27</u>	Total Elementary School Staff	<u>1</u>	<u>1</u>
1,355	1,360	Total Elementary Enrollment K-4	10.4	10.0
<u>56.25</u>	<u>56.75</u>	Middle School Team Teachers (incl Gr .5)	<u>1</u>	<u>1</u>
1,288	1,319	Total Middle School Enrollment	23.2	22.9
<u>75.15</u>	<u>75.65</u>	Middle School Classroom Teachers (incl. U.A., Music, Phys.Ed., Comput.Ed. F.Lang.)	<u>1</u>	<u>1</u>
1,288	1,319	Total Middle School Enrollment	17.4	17.1
<u>113.30</u>	<u>113.90</u>	Total Middle School Staff	<u>1</u>	<u>1</u>
1,288	1,319	Total Middle School Enrollment	11.6	11.4
<u>74.80</u>	<u>74.65</u>	High School Classroom Teachers	<u>1</u>	<u>1</u>
1,302	1,311	Total High School Enrollment	17.6	17.4
<u>100.20</u>	<u>101.05</u>	Total High School Staff	<u>1</u>	<u>1</u>
1,302	1,311	Total High School Enrollment	13.0	13.0
<u>234.45</u>	<u>233.80</u>	Total Classroom Teachers	<u>1</u>	<u>1</u>
3,945	3,990	Total Enrollment K-12	17.1	16.8

2019-20 CLASS SIZE REPORT

Elementary School Classrooms

	Green			Reynolds				Paterson				Chaffee					
Preschool	5			Preschool	18			Preschool	26								
Speech	0				5				4						2		
Kind.	15	16	16	20	19	19	19	20	20	19	19			20	22	21	
Grade 1	18	18	18	19	18	18	18	20	20	20	20			21	21	20	
Grade 2	19	19	20	16	16	18	16	23	20	21				20	21	19	
Grade 3	22	22	23	20	19	20	19	17	17	17	17			19	19	19	18
Grade 4	18	18	17	17	18	18	17	17	24	24	24			17	22	23	
Total K-4			279				381				362					322	
Total PreK-4			284				399				388					322	
Total including PreK & Speech-4			284				404				392					324	

**Total K-4 enrollment = 1,344
(not incl. Pre-K or Speech)**

2019-2020 CLASS SIZE REPORT

JOHN WALLACE MIDDLE SCHOOL

<u>Grade</u>											
Five	23	22	23	21	22	24	23				158
Six	24	22	22	22	22	23	24				159
Seven	24	25	23	21	25	24	27				169
Eight	13	18	17	23	21	22	16	22	21		173

MARTIN KELLOGG MIDDLE SCHOOL

<u>Grade</u>											
Five	21	21	20	19	21	19	21				142
Six	21	22	22	23	22	23	24				157
Seven	24	23	20	24	25	25	24				165
Eight	20	19	20	20	20	22	21	23			165

**2019-2020 CLASS SIZE REPORT
NEWINGTON HIGH SCHOOL**

Department	# Student Enrollments*	# Sections	Average Class Size
ALTERNATE	34	2	17.0
CARE/TECH	1697	80	21.2
ENGLISH	1620	81	20.0
FINE ARTS	927	46	20.2
MATH	1475	71	20.8
SCIENCE	1409	65	21.7
SOC STUDY	1619	70	23.1
SPECIAL ED	657	91	7.2
WELLNESS	1026	46	22.3
WORLD LANG	994	44	22.6

Excluded Classes: Student Aide, independent study, intervention, band, piano, chorus, homeroom

*It is possible for this number to be greater than the number of students, since a student can take more than one class in a department.

Staff Allocation By Building 2019-20									
Program	A.R.	E.G.	J.P.	R.C.	JWMS	MKMS	NHS	PRVT.	Total
Art	0.90	0.60	0.70	0.80	1.00	1.00	4.00		9.00
Career Voc					0.00	0.00	7.00		7.00
Educational Technology	0.80	0.60	0.80	0.80	1.00	1.00	0.00		5.00
Lib/Media	1.00	1.00	1.00	1.00	1.00	1.00	1.00		7.00
Mathematics Interventionists	1.00	1.00	0.50	0.50	1.00	1.00	0.80		5.80
Language Arts Interventionist							0.00		0.00
Instructional Coaches	0.50	0.50	0.50	0.50	1.00	1.00	0.00		4.00
STEM					1.00	1.00			2.00
Biomedical Academy						2.00	1.00		3.00
Aerospace Academy					2.00				2.00
Music	1.20	0.90	1.10	0.90	2.40	2.50	2.00		11.00
Wellness	1.40	0.90	1.10	1.00	3.00	3.00	4.60		15.00
Reading & Literacy Coaches	2.77	2.75	2.50	2.75	1.75	2.00	1.00		15.52
School Counseling					3.00	3.00	7.00		13.00
Psych	1.00	1.00	1.00	1.00	1.00	1.00	1.00		7.00
Spec. Ed.	4.00	4.00	5.00	2.00	5.00	5.00	11.20		36.20
ELL	1.00	0.80	1.00	0.80	0.50	0.70	0.20		5.00
Social Services	1.00	1.00	1.00	1.00	1.00	1.00	2.00		8.00
Speech	1.10	1.10	1.80	1.00	0.60	0.60	0.20		6.40
Tchrs. K-4	21.00	15.00	18.00	16.00					70.00
Tchrs. 5-8					28.25	28.00			56.25
Alt. Ed.							2.00		2.00
Dean of Students							0.30		0.30
Eng. 9-12							11.00		11.00
For. Lang 6-12					2.00	2.00	8.80		12.80
Math 9-12							12.20		12.20
Sci. 9-12							13.00		13.00
S.S. 9-12							9.90		9.90
Totals	38.67	31.15	36.00	30.05	56.50	56.80	100.20	0.00	349.37
2018-19									
Program	A.R.	E.G.	J.P.	R.C.	JWMS	MKMS	NHS	PRVT.	Total
Art	0.90	0.60	0.70	0.80	1.00	1.00	4.25		9.25
Career Voc					0.00	0.00	7.00		7.00
Educational Technology	0.80	0.60	0.80	0.80	1.00	1.00	0.00		5.00
Lib/Media	1.00	1.00	1.00	1.00	1.00	1.00	1.80		7.80
Mathematics Interventionists	1.00	1.00	0.50	0.50	0.75	0.75	1.20		5.70
Language Arts Interventionist							0.00		0.00
Instructional Coaches	0.50	0.50	0.50	0.50	1.00	1.00	1.00		5.00
STEM					1.00	1.00			2.00
Biomedical Academy						2.00			2.00
Aerospace Academy					2.00		1.00		3.00
Music	1.20	0.90	1.10	0.90	2.40	2.50	2.00		11.00
Wellness	1.40	0.90	1.10	1.00	3.00	3.00	4.60		15.00
Reading & Literacy Coaches	2.77	2.75	2.50	2.75	1.75	2.00	0.00		14.52
School Counseling					3.00	3.00	7.00		13.00
Psych	1.00	1.00	1.00	1.00	1.00	1.00	1.00		7.00
Spec. Ed.	3.80	4.60	5.80	2.80	5.90	5.90	11.20		40.00
ELL	0.80	0.60	0.80	0.80	0.40	0.40	0.20		4.00
Social Services	0.50	0.40	0.60	0.50	1.00	1.00	2.00		6.00
Speech	1.30	1.20	1.60	0.90	0.50	0.70	0.20		6.40
Tchrs. K-4	20.00	15.00	18.00	16.00					69.00
Tchrs. 5-8					28.50	28.25			56.75
Alt. Ed.							2.20		2.20
Dean of Students							0.30		0.30
Eng. 9-12							11.00		11.00
For. Lang 6-12					2.00	2.00	8.60		12.60
Math 9-12							11.80		11.80
Sci. 9-12							13.00		13.00
S.S. 9-12							9.90		9.90
Totals	36.97	31.05	36.00	30.25	57.20	57.50	101.25	0.00	350.22

2019-2020 PERSONNEL CHANGES

(October 15, 2018 through October 25, 2019)

NEW CONTRACTED CERTIFIED STAFF

Bertrand, Dawn	Grade 1 Teacher	John Paterson School
Blanchard, Laura	Assistant Principal	Newington High School
Bolduc, Michelle	Kindergarten Teacher	Elizabeth Green School
Brummett, Maureen	Superintendent of Schools	Central Office
Checovetes, Jennifer	Preschool Teacher	John Paterson School
Chiara, Laura	Special Education Teacher	Elizabeth Green School
D'Angelo, Stephanie	Math Teacher	John Wallace Middle School
Dauch, Shiri	Social Worker	Newington High School
Esposito, Dominic	Grade 6 Math Teacher	Martin Kellogg Middle School
Frazon, Jennifer	Grade 8 Social Studies Teacher	John Wallace Middle School
Kwiatkowski, Jacqueline	ELL Teacher	John Wallace & Martin Kellogg
Lammlin, Marissa	Social Worker	Martin Kellogg Middle School
Marcoux, Erika	Math Teacher (Biomedical Academy)	Martin Kellogg Middle School
Marino, Megan	Special Education Teacher	Anna Reynolds School
Martins, Stacey	Special Education Teacher	John Wallace Middle School
Masulli, Diana	Social Worker	Anna Reynolds School
McConnell, Erin	Social Worker	John Wallace Middle School
McLaughlin, Sara	Art Teacher	John Wallace Middle School
Meister, Jennifer	Special Education Teacher	Martin Kellogg Middle School
Montana, Arne	Special Education Teacher	Newington High School
O'Brien, Kevin	Grade 3 Teacher	Ruth Chaffee School
Pike, Jeanne	Family and Consumer Sciences Teacher	Newington High School
Russell, Carolyn	Reading Teacher	Newington High School
Sullivan, Brianna	School Counselor	Newington High School
Taylor, Jaquelyn	Social Worker	Elizabeth Green School
VACANT	Special Education Teacher	Anna Reynolds School

FULL-YEAR LONG-TERM SUBSTITUTES

Dean, Michael	Special Education Teacher	Martin Kellogg Middle School
Dube, Heather	Grade 2 Teacher	John Paterson School
Heim, Amber	Special Education Teacher	Ruth Chaffee School
Iagrossi, Nina	Grade 4 Teacher	Anna Reynolds School
LoBello, Christina	Special Education Teacher	John Wallace Middle School
Robles, Shannon	Social Worker	Newington High School

STAFF SCHOOL/PROGRAM ASSIGNMENT CHANGES

	From	To
D'Alessandro, Susan	Grade 2 Teacher at JP	Reading Teacher at RC
Luiz, Casey	Special Education Teacher at JW	Grade 3 Teacher at RC
Morse, Maria	Special Education Teacher at AR	Special Education Teacher at MK
Murphy, Marissa	Social Worker at JP and EG	Social Worker at JP
Rembisz, Elizabeth	Grade 7 Teacher at JW	Grade 5 Teacher at JW

STAFF SCHOOL/PROGRAM ASSIGNMENT CHANGES-CONTINUED

Uricchio, Mary
West-Balling, Rachel
Wild, Kristen

Special Education Teacher at RC
Social Worker at AR and RC
Grade 3 Teacher at RC

Kindergarten Teacher at RC
Social Worker at RC
ELL Teacher at RC and MK

STAFF ON LEAVE

N/A

CERTIFIED STAFF RESIGNATIONS

Colley, Sean
Coutinho, Chiara
Cravero, Regina
Falkenberg, Laila
Fiaccone, Melissa
Frey, Temple
Greenblatt, Libby
Lee, Melody
Linde, Stephen
Pierleoni, Jessica
Rago, Amanda
Rivelli, Stephanie

Assistant Principal
Special Education Teacher
Special Education Teacher
Grade 6 Teacher
Special Education Teacher
Social Worker
Social Worker
Math Teacher in Biomedical Sciences
Art Teacher
ESOL Teacher
Art Teacher
Special Education Teacher

Newington High School
Martin Kellogg Middle School
Martin Kellogg Middle School
Martin Kellogg Middle School
Elizabeth Green
Newington High School
Newington High School
Martin Kellogg Middle School
Newington High School
Ruth Chaffee/Elizabeth Green
John Wallace Middle School
Newington High School

CERTIFIED STAFF RETIREES

Blustein, Shirley
Carle, Kathryn
Geer, Patricia
Love, Colleen
McAndrew, Patricia
Muraca, Pamela
Piccione, Nancy
Plourd, Maureen
Scarozzo, Susan
Tracey, Cynthia
Vaughan, Michele

Special Education Teacher
Grade 8 Teacher
Reading Teacher
School Counselor
Kindergarten Teacher
Interim Superintendent
Grade 2 Teacher
Library Media Specialist
Kindergarten Teacher
Family & Consumer Science Teacher
Grade 5 Teacher

Martin Kellogg Middle School
John Wallace Middle School
Ruth Chaffee Elementary School
Newington High School
Ruth Chaffee Elementary School
Central Office
Ruth Chaffee School
Newington High School
Elizabeth Green School
Newington High School
John Wallace Middle School

NEW CLASSIFIED STAFF

Alegre, Jessica
Butler, Brian
Gendron, Patricia
Kelly, Brian
Marshall, Ellen
Pedemonti, John
Pember, Kristine
Prignano, Marcia
Vega, Victor

C-6 Administrative Clerk Float
LT-6 Custodian II
LT-4 Bus Driver
A-8 BCBA
C-6 Administrative Clerk III
A-6 Information Systems Specialist
C-10 Account Clerk II
C-6 Administrative Clerk
LT-13 Mechanic Helper

Districtwide
Newington High School / Café Driver
Transportation
John Wallace Middle School
Newington High School
Ruth Chaffee School
Central Office
Anna Reynolds School
Transportation

CLASSIFIED STAFF ASSIGNMENT CHANGES

O'Connor, Ryan
Pastula, Rachel

C-6 Administrative Clerk – AR
C-8 Administrative Secretary - NHS

LT-6 Custodian – NHS
C-9 School Secretary - AR

CLASSIFIED RETIREES

Bennett, Barbara
Blair-Miner, Donna
Conti, Al
Dubois, Dennis
Kardok, Gail
Perez, Valentin
Ponte, James
Wood, Linda

LT-1 Café Helper
LT-4 Bus Driver
LT-4 Bus Driver
LT-12 Mechanical Helper
C-8 Administrative Secretary
LT-6 Custodian II Floater
LT-6 Custodian II
C-10 Account Clerk II

Newington High School
Transportation
Transportation
Transportation
Newington High School
Newington High School
Newington High School
Central Office

CLASSIFIED RESIGNATIONS

Diaz, Julio
Johnson, Jamie
Kayser, Lynde
Norton, Kaitlin
Saunders, Katie

LT-6 Custodian II
LT-6 Custodian II (Café Driver)
A-8 BCBA
A-4 Digital Content Specialist
School Nurse

Elizabeth Green
Newington High School
John Wallace Middle School
Central Office
John Wallace Middle School

IN MEMORIAM

Klinger, Lilian

Preschool Special Education Teacher

John Paterson School

DATE: December 6, 2019
TO: Board of Education Members
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **BOARD OF EDUCATION COMMITTEE ASSIGNMENTS 2019-2021**

DEC 11 2019

F2

The Chairperson of the Board of Education shall appoint representatives of the Board of Education to Town Boards, Committees or Commissions, standing committees and representatives to state level representative organizations. The list below indicates assignments to be made by the Chairperson.

I. Board of Education Standing Committees

Curriculum Committee (4) – *B. Manke Hutvagner, B. Fletcher, M. Branda, E. Guion
Student Policy Committee (3) – *B. Fletcher, B. Manke Hutvagner, J. Weaver
Finance and Budget Committee (3) – *S. Silvia, P. Vessella, J. Weaver
Facilities Committee (3) – *R. Tofeldt, B. Fletcher, C. Stamm
Executive, Personnel Policy and Administrative Committee (5) – *P. Vessella, R. Tofeldt,
B. Manke Hutvagner, S. Silvia, C. Stamm

II. Board Sub-Committee

Hearing Committee (5) – *P. Vessella, B. Manke Hutvagner, R. Tofeldt, E. Guion, C. Stamm

III. Town Government Committees

Employee Insurance and Pension Benefits Committee (2) – B. Fletcher, M. Branda
Committee on Community Safety (2) – R. Tofeldt, E. Guion
Standing Insurance Committee (2) – B. Fletcher, M. Branda
Town of Newington CIP Committee (2) – S. Silvia, C. Stamm
School Code Compliance PBC (2) – B. Fletcher, M. Branda
Anna Reynolds Project Building Committee (2) – S. Silvia, C. Stamm

IV. Liaisons

Board/Student Council Liaison (1) – J. Weaver
Town Council Liaison (1) – S. Silvia
Youth/Adult Council Administrative Representative (1) – J. Weaver
Counseling Advisory Board Liaison (1) – E. Guion

V. Organizations

Connecticut Association of Boards of Education (1) (CABE) – P. Vessella
Capitol Region Education Council (1) (CREC) – B. Fletcher
Newington CATV Advisory Council (1)(Requires action by Mayor) – J. Weaver

**Denotes Committee Chairperson*

DEC 11 2019

DATE: December 6, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools

F3

SUBJECT: POSSIBLE CALENDAR CHANGE - SEPTEMBER CONFERENCES

I am bringing forward a request from both our administrative team, elementary, and middle school teachers regarding September parent teacher conferences. There has been considerable discussion about the value of these conferences so early in the school year. Historically, these September meetings were intended to be a goal setting conference with parents and students. However, that practice was eliminated several years ago for a variety of reasons. Both teachers and administrators feel it is too early in the school year to have a meaningful discussion about academic progress. Parents also have the opportunity to meet their child's teachers at the Open Houses held in September. Additionally, a parent can schedule an individual meeting at any time to discuss their child's academic progress. Eliminating these two conference dates in September would also recover over four hours of instructional time.

Recommended Motion:

Move the Newington Board of Education amend the 2020-2021 school calendar and all calendars going forward by eliminating the Elementary and Middle School September conferences.

MLB:skp



Newington Public Schools

2020-2021 School Calendar

Adopted: May 8, 2019



August/September 2020 (24 Days)				
M	T	W	TH	F
PD	PD	26	27	28
31	1	2	3	4
H	8	9	10	11
14	PL	16	17	18
21	22	23	ES MS	ES MS
H	PL	30		

October 2020 (21 Days)				
M	T	W	TH	F
			1	2
5	6	7	8	9
H	PL	14	15	16
19	20	21	22	23
26	PL	28	29	30

November 2020 (18 Days)				
M	T	W	TH	F
2	PD	4	5	6
9	10	MS HS°	MS° HS	MS
16	PL	18	19	20
23	24	25	H	H
30				

December 2020 (17 Days)				
M	T	W	TH	F
	1	ES	ES°	ES
7	PL	9	10	11
14	15	16	17	18
21	22	23	H	H
V	V	V	V	

January 2021 (19 Days)				
M	T	W	TH	F
				H
4	5	6	7	8
11	PL	13	14	15
H	19	20	21	22
25	PL	27	28	29

February 2021 (18 Days)				
M	T	W	TH	F
1	2	3	4	5
8	PL	10	11	12
H	V	17	18	19
22	PL	24	25	26

March 2021 (23 Days)				
M	T	W	TH	F
1	2	3	4	5
8	PL	10	11	12
15	16	ES MS HS°	ES° MS° HS	ES
22	PL	24	25	26
29	30	31		

April 2021 (16 Days)				
M	T	W	TH	F
			1	H
5	PL	7	8	9
V	V	V	V	V
19	20	21	22	23
26	PL	28	29	30

May 2021 (19 Days)				
M	T	W	TH	F
3	4	5	6	7
10	PL	12	13	14
17	18	19	20	21
24	25	26	27	PD
H				

June 2021 (6 Days)				
M	T	W	TH	F
	1	2	3	4
7	8	9*	10*	11*
14*	15*	16*	17*	18*
21*	22*	23*	24*	25*
28*	29*	30*		
TOTAL 181 DAYS				

LEGEND	
	First Day of School (Full Day)
	School Conferences-Follow Schedule below
	Professional Learning/Other Early Release Days- (Afterschool Care provided ONLY on PL days)
	Schools & Offices Closed
	School Closed /Offices Open
	Professional Development Day (No school for students)
PD : 8/24/20, 8/25/20, 11/3/20 & 5/28/21	

School Hours			
	Regular Hours	PL Early Release	Conference Early Release
H S	7:34 a.m.	7:34 a.m.	7:34 a.m.
	to 2:20 p.m.	to 12:45 p.m.	to 12:20 p.m.
M S	8:05 a.m.	8:05 a.m.	8:05 a.m.
	to 2:50 p.m.	to 1:20 p.m.	to 1:00 p.m.
E S	8:40 a.m.	8:40 a.m.	8:40 a.m.
	to 3:25 p.m.	to 1:55 p.m.	to 1:35 p.m.

Early Release Days as Follows:

(° = Evening Conferences)

- September 24 & 25, 2020 - Elementary Conferences
- September 24 & 25, 2020 - Middle School Conferences
- November 11, 12° & 13, 2020 - Middle School Conferences
- November 11° & 12, 2020 - NHS School Conferences
- November 25, 2020 - Thanksgiving Break - All Students
- December 2, 3° & 4, 2020 - Elementary School Conferences
- March 17, 18° & 19, 2021 - Elementary School Conferences
- March 17 & 18°, 2021 - Middle School Conferences
- March 17° & 18, 2021 - NHS School Conferences
- June 8, 2021 - Tentative Last Day - All Students

- H = Holiday**
- Labor Day
- Yom Kippur
- Columbus Day
- Thanksgiving
- Thanksgiving Break
- Christmas Eve

- | | | |
|----------|------------------------|----------|
| 09/07/20 | Christmas Day | 12/25/20 |
| 09/28/20 | New Year's Day | 01/01/21 |
| 10/12/20 | Martin Luther King Day | 01/18/21 |
| 11/26/20 | Presidents' Day | 02/15/21 |
| 11/27/20 | Good Friday | 04/02/21 |
| 12/24/20 | Memorial Day | 05/31/21 |

*= Snow Makeup Days.

V = Vacation Day

If additional days are needed, April vacation may be used or other available days as necessary.

DEC 11 2019

F4

DATE: December 6, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **POSSIBLE CALENDAR CHANGE
(APRIL 28, 2020 - PRIMARY ELECTIONS)**

I would like to make an adjustment to our last professional development day of this school year, which is currently scheduled for May 22, 2020. I am recommending that PD day be moved to April 28, 2020 due to the primary elections that are being held that day in our schools. Holding an election process while school is in session creates a significant disruption to the educational process as well as safety and security concerns. I am proposing that all PD sessions be held at Newington High, which is not a polling location, to eliminate any parking issues near the polls. If this switch is approved by the Board, April 28, 2020 will become a PD day for staff and a non-school day for students. Conversely, May 22, 2020 would become a shortened school day (orange schedule) for both staff and students in lieu of being a PD for staff only.

I believe this change is in the best interest of students and staff.

Recommended Motion:

Move the Newington Board of Education adjust the 2019-2020 school calendar by making April 28, 2020 a Professional Development day for staff and a non-school day for students and making May 22, 2020 an early release day (orange schedule) for staff and students.

MLB:skp



Newington Public Schools

2019-2020 School Calendar

Adopted: April 18, 2018



August/September 2019(22 Days)						
Su	M	T	W	TH	F	S
25	PD	PD	28	29	30	31
1	H	3	4	5	6	7
8	9	PL	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	ES MS	ES MS	28
29	H					

December 2019 (15 Days)						
Su	M	T	W	TH	F	S
1	2	3	ES	ES°	ES	7
8	9	PL	11	12	13	14
15	16	17	18	19	20	21
22	V	H	H	V	V	28
29	V	V				

March 2020 (22 Days)						
Su	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	PL	11	12	13	14
15	16	17	ES MS HS°	ES° MS° HS	ES	21
22	23	PL	25	26	27	28
29	30	31				

June 2020 (9 Days)						
Su	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12*	13
14	15*	16*	17*	18*	19*	20
21	22*	23*	24*	25*	26*	27
28	29*	30*				

TOTAL 181 DAYS

Early Release Days as Follows:

(° = Evening Conferences)

Elementary Schools

Select Tuesdays September through June

September 26 & 27, 2019 - Elementary Conferences
 November 27, 2019 – Thanksgiving Break
 December 4, 5° & 6, 2019 - Elementary School Conferences
 March 18, 19° & 20, 2020 - Elementary School Conferences
 June 11, 2020 –Tentative Last Day - All Students

Middle Schools

Select Tuesdays September through June

September 26 & 27, 2019 - Middle School Conferences
 November 13, 14° & 15, 2019 –Middle School Conferences
 November 27, 2019 – Thanksgiving Break
 March 18 & 19°, 2020 - Middle School Conferences
 June 11, 2020 - Tentative Last Day - All Students

October 2019 (21 Days)						
Su	M	T	W	TH	F	S
		1	2	3	4	5
6	7	PL	H	10	11	12
13	H	15	16	17	18	19
20	21	PL	23	24	25	26
27	28	29	30	31		

January 2020 (21 Days)						
Su	M	T	W	TH	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	PL	15	16	17	18
19	H	21	22	23	24	25
26	27	PL	29	30	31	

April 2020 (16 Days)						
Su	M	T	W	TH	F	S
			1	2	3	4
5	6	PL	8	9	H	11
12	V	V	V	V	V	18
19	20	21	22	23	24	25
26	27	PL	29	30		

LEGEND

	First Day of School (Full Day)
	School Conferences-Follow Schedule below
	Professional Learning/Other Early Release Days- (Afterschool Care provided ONLY on PL days)
	Schools & Offices Closed
	School Closed /Offices Open
	Professional Development Day (No school for students)

PD : 8/26/19, 8/27/19, 11/5/19 & 5/22/20

November 2019 (18 Days)						
Su	M	T	W	TH	F	S
					1	2
3	4	PD	6	7	8	9
10	11	12	MS HS°	MS° HS	MS	16
17	18	PL	20	21	22	23
24	25	26	27	H	H	30

February 2020 (18 Days)						
Su	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	PL	12	13	14	15
16	H	V	19	20	21	22
23	24	PL	26	27	28	29

May 2020 (19 Days)						
Su	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	PL	13	14	15	16
17	18	19	20	21	PD	23
24	H	26	27	28	29	30
31						

School Hours

	Regular Hours	PL Early Release	Conference Early Release
H S	7:34 a.m. to 2:20 p.m.	7:34 a.m. to 12:45 p.m.	7:34 a.m. to 12:20 p.m.
M S	8:05 a.m. to 2:50 p.m.	8:05 a.m. to 1:20 p.m.	8:05 a.m. to 1:00 p.m.
E S	8:40 a.m. to 3:25 p.m.	8:40 a.m. to 1:55 p.m.	8:40 a.m. to 1:35 p.m.

High School

Select Tuesdays September through June

November 13° & 14, 2019 –NHS School Conferences
 November 27, 2019 – Thanksgiving Break
 March 18° & 19, 2020 – NHS School Conferences
 June 11, 2020 - Tentative Last Day - All Students

H = Holiday

Labor Day	09/02/19	Christmas Eve	12/24/19
Rosh Hashanah	09/30/19	Christmas Day	12/25/19
Yom Kippur	10/09/19	New Year's Day	01/01/20
Columbus Day	10/14/19	Martin Luther King Day	01/20/20
Thanksgiving	11/28/19	Presidents' Day	02/17/20
Thanksgiving Break	11/29/19	Good Friday	04/10/20
		Memorial Day	05/25/20

***= Snow Makeup Days.**

V = Vacation Day

If additional days are needed, April vacation may be used or other available days as necessary.

DEC 11 2019

F 5

DATE: December 5, 2019
TO: Members of the Board of Education
FROM: Stephen Foresi, Assistant Superintendent of Schools
SUBJECT: **BOARD POLICIES**

The Board of Education Policy Committee has reviewed and revised the following policies outlined below. Each policy revision will be available for your review and discussion in your Board folder the evening of the December 11, 2019 Board of Education meeting.

- **MISSION-GOALS-OBJECTIVES SERIES 0000**
 - School District Goals and Objectives 0200
- **COMMUNITY RELATIONS SERIES 1000**
- **ADMINISTRATION SERIES 2000**
- **BUSINESS & NON-INSTRUCTIONAL OPERATIONS SERIES 3000**
 - Goals and Objectives 3010
 - Non-Lapsing Education Fund 3171.1
 - Non-Lapsing Education Fund MOU 3171.1 Appendix
 - Safety 3516
- **PERSONNEL - CERTIFIED/NON-CERTIFIED SERIES 4000**
 - Professional Learning/Development 4131
 - Staff Conduct 4219
 - Security Check and Fingerprint 4212.5
- **STUDENTS SERIES 5000**
 - Homeless Students 5118.1
 - Administering Medications 5141.21
 - Administering Medications 5141.21 FORM A
 - Administering Medications 5141.21 FORM B
 - Student Discipline 5144
- **INSTRUCTIONAL SERIES 6000**
 - Special Education 6171
- **CONSTRUCTION SERIES 7000**
- **BYLAWS OF THE BOARD SERIES 9000**

DATE: December 6, 2019

DEC 11 2019

TO: Members of the Board of Education

FL

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

SUBJECT: **RECOMMENDED SCHEDULE TO REVIEW
SUPERINTENDENT'S ESTIMATES FOR THE SCHOOL
BUDGET 2020-2021**

It is necessary for the Board of Education to officially establish dates to review the Superintendent's estimates for the 2020-2021 school budget. Once these dates are established, the various parent advisory groups and general public will be informed of the dates and tentative areas to be discussed at each meeting. The Board may choose to adjust items discussed at specific meetings based upon time, availability of information or other constraints. The Superintendent will present to the Board of Education a recommended budget for the 2020-2021 school year at the Board of Education meeting on **Wednesday, February 5, 2020 at 7:00 p.m.** This will be the primary business scheduled for this meeting.

It is recommended a special meeting of the Board be held on **Tuesday, February 11, 2020 at 6:00 p.m.** and continue on **Wednesday, February 12, 2020 at 7:00 p.m.** to review regular instruction, complementary instruction, support services, management, Board of Education, operational services and non-programmed charges. This will involve a review of 35 major budget areas. During the review process, administration will emphasize changes anticipated in each of the areas as well as respond to specific questions from Board members. Information relating to the recommended changes will be distributed to the Board in advance of the session.

After a careful and thorough review of the Superintendent's recommendations, the budget is adopted by the Board at which point further adjustments can be made. The budget will then be forwarded to the Town Manager.

SCHEDULE OF AREAS TO BE REVIEWED

Wednesday, February 5, 2020 7:00 p.m.	Presentation of Superintendent of Schools' 2020-2021 Budget to Board of Education
Tuesday, February 11, 2020 6:00 p.m. And Wednesday, February 12, 2020 7:00 p.m.	Review areas including Art, Workforce Development, Educational Technology, English/Language Arts, World Languages, Mathematics, Music, Wellness, Reading, Science, STEM, Social Studies, Special Education, Homebound K-12, Continuing/Adult Education, Student Activities Non-Athletic, Student Activities-Athletics, School Counseling, Health/Nurse Services, Psychological Services, Speech/Hearing Services, Curriculum Development, Media/Library Services, General Supplies, Central Direction, Building Direction, Staff Development & Evaluation, Board of Education, Maintenance, Plant Operations, Transportation, Insurance, Other Salaries, Employee Benefits and Community Services
Wednesday, February 19, 2020 7:00 p.m.	Budget Review
Wednesday, February 26, 2020 7:00 p.m.	Possible Adoption/transmittal of 2020-2021 Board of Education Budget to Town Manager.
<i>March 2020 (Exact Date TBD)- Board Chairperson Presents Budget to Town Council</i>	

Note: The above list is tentative based upon time availability at each session.

Recommended Motion:

Move the Board of Education officially establish dates to review the Superintendent's estimates for the 2020-2021 school budget to include February 5, 2020, February 11, 2020, February 12, 2020, February 19, 2020 and February 26, 2020 as outlined in the memo from the Superintendent of Schools.

MLB:skp

DEC 11 2019

F 7

DATE: December 11, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: VETERAN'S DAY

Attached please find a report that shows our absences and fill rates for one year's time, as well as a comparison for Veteran's Day. As you will notice, we are above the daily average on Veteran's Day, and there was a slight uptick from Veteran's Day 2018 and 2019. It is important to note that the high school had the biggest substitute shortage on Veteran's Day this year. All other schools reported no shortages. Also attached is a summary of observances held at each school.

MLB:skp

Year	Month	Absences	Need Sub	Filled	Unfilled	Not need Sub	% Filled	% Unfilled	% Daily Filled	% Daily Unfilled
2019	Jan	1295	1005	909	96	290	90.45	9.55		
2019	Feb	1139	865	752	113	274	86.94	13.06		
2019	Mar	1423	1072	949	123	351	88.53	11.47		
2019	Apr	1144	838	720	118	306	85.92	14.08		
2019	May	1732	1272	1064	208	460	83.65	16.35		
2019	Jun	945	596	526	70	349	88.26	11.74		
2019	Jul	514	4	0	4	510	0	100		
2019	Aug	458	85	81	4	373	95.29	4.71		
2019	Sep	1105	784	749	35	321	95.54	4.46	96%	4%
2019	Oct	1468	1034	937	97	434	90.62	9.38	91%	9%
2019	Nov	911	614	528	86	297	85.99	14.01	86%	14%
2019	Dec	203	112	104	8	91	92.86	7.14	93%	7%
		12337	8281	7319	962	4056	88.38	11.62	91%	9%

Veteran's Day Data

Year	Month	Absences	Need Sub	Filled	Unfilled	Not need Sub	% Filled	% Unfilled
2018	12-Nov	61	49	39	10	12	79.6	20.4
2019	11-Nov	78	59	44	15	19	74.6	25.4

VETERAN'S DAY OBSERVANCES
November 11, 2019

Anna Reynolds School
Jason Smith, Principal

Our Student Council does a whole school Veteran's Day Assembly. Students and staff submit names of relatives who are veterans and their names scroll across the screen during the ceremony. Family members of students (who were Veterans) are also invited in for the ceremony and sit in the front of the cafeteria. In the past, the Honor Guard comes to do a flag ceremony and the playing of Taps (this may or may not happen as our parent contact is currently overseas serving in the military).

Ruth Chaffee School
Bev Lawrence, Principal

We will have a slide show presentation honoring Veterans of students and staff in our school. We will also have some Veterans speak at the assembly. At the end of the assembly we will also celebrate students of the month, SOAR cards recipients, the golden paintbrush and Von Gogh dough awards.

Elizabeth Green School
Jim Marciano, Principal

Elizabeth Green will be celebrating Veteran's in a variety of ways. During our school family meeting students will be learning about kindness in the community and Veteran's will be one of the groups discussed. Additionally, we will pay tribute during our Student Council Inauguration on Friday, November 8. Finally, we will be building a wall of heroes to honor service members in our E. Green community and celebrating them at an assembly on Monday, November 11. We will send out invites to the assembly.

John Paterson School
Michael Gaydos, Principal

An assembly was held honoring all Veterans. Family / community members of students (who were Veterans) are also invited.

John Wallace Middle School
Daniel Dias, Principal

Our 8th graders will be celebrating veterans and current service members on November 11th at John Wallace Middle School in Newington. The ceremony will be from approximately 9:30 to 10:00 that morning. Students will read authentic poems, letters, and responses to what they've learned; and, original artwork will be displayed. Students will have studied the importance of and

meaning behind veterans and Veterans Day. Earlier in the month, Veteran Hank Stefanowicz will have spoken to our 8th graders about his experiences serving our country.

Grade/Area	Activity
Grade 5	<ul style="list-style-type: none"> ● Read aloud of biography on a wounded veteran who has a service dog <u>Tuesday Tucks Me In</u> ● Watch video clips on Charlie the Service Dog on the Today show. ● Complete a graphic organizer based on both the book and video clips ● Complete an exit ticket on how service animals help veterans
Grade 6	<ul style="list-style-type: none"> ● Google Expedition to National Veterans' Memorials ● Math Iwo Jima on the coordinate plane
Grade 7	<ul style="list-style-type: none"> ● Lou Donato will be speaking to 7th grade students about his service in Korea (auditorium)
Grade 8	<ul style="list-style-type: none"> ● Iwo Jima Memorial Celebration in the Cafeteria from 9:30-10:00 ● Visit with a veteran of the Vietnam War (happening before Veterans Day.)
Faculty /Student Senate	Faculty fundraiser for Veterans. Staff donations and dress in Red, White and Blue.

Martin Kellogg Middle School
Jason Lambert, Principal

Each grade level chooses and executes a community service project each year.

This year, grade 8 will host a Vietnam Veteran, Hank Stefanowicz, to do a formal presentation about Veteran's day and his experience in the Vietnam War. This will be followed by students writing their "Letters to Veterans" which go to Newington VA as their grade 8 community service project. **Hero Boxes** - Students donate one item and care packages are sent overseas every Thanksgiving.

Universal Expectations: The Four Pillars

Name of the Skill/Setting: Thanking Veterans

Purpose of the Lesson/Why is it Important? Veteran's Day is a day that we celebrate the amazing sacrifices made by our service men & women, both active and inactive members. It's nice to reflect on the importance of their job, the sacrifices they make, and realize how our freedoms and lives are protected on a daily basis.

DO NOW: Discuss with a neighbor if you know a Veteran and where they've served, or what you know about Veterans and the sacrifices they make/have made.

Learning Target: I will be able to explain how positive messages, kind words, and simple thank yous can make a lasting impact.

Materials: Paper (construction or lined - kids can choose), pencils, colored pencils/crayons, [Veteran Pennant Templates](#)

We are planning on sending the completed activities to the Veterans Home in Newington to show MKMS's appreciation of the service to our country.

MiniLesson:

1. Ask class about the purpose/importance of Veteran's Day.
2. Show the first video to the students. [Veterans receiving letters video](#)
3. Discuss what was viewed - how did the Veterans feel? How did you feel watching this? Why do you think the Veterans felt this way?
4. Show second video [Dear Veteran. video](#)
5. Share thoughts/feelings about the message being sent through this video and ideas for what kids can write/draw for the Veterans.

Work Period: Students can decide to work in pairs, or individually, to create pictures/pennants, thank you notes, or letters to the Veterans. These will be collected and distributed prior to the Veteran's Day holiday.

Resources to Spark Ideas:

[What To Say To A Veteran](#)

[Kids Thank A Vet.com](#)

[A Million Thanks](#)

[Veteran Pennant Templates](#) (Students can color front and write a letter or short message on the back)

Other discussion ideas: Students can share how they feel and how/if their minds shifted about Veteran's Day. Students can also share how they think the Veterans will feel receiving a message from someone. As a final discussion point, students can share how doing this activity relates to our four Kellogg Pillars.

Newington High School

• **Terra Tigno, Principal**

Students will be writing letters to veteran's, reading articles and completing comprehension activities, using coordinates to locate areas on a map.

- Students will be contacting veterans of Iraq and Afghanistan wars and submitting questions to them. Responses will be shared.
- Mr. Stefanowicz will be speaking in some freshman classes, but not on Veterans Day - due to his availability.
- Mr. Stefanowicz will be speaking to psychology classes to talk about PTSD.

- We will be having a whole school assembly at the end of our day, honoring our veterans. We will hear from and then present Veteran, Hank Stefanowicz an award. The assembly will featured our Chamber Choir and band students. After our assembly, students will report to homeroom and participate in an Operation Gratitude activity.
- We will make an announcement at the beginning of the day re: the importance of this day.

DEC 11 2019

F 8

DATE: December 6, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **TEXTBOOK FOR APPROVAL**

The Board of Education policy regarding textbook/novel selection and adoption indicates that textbooks/novels considered for purchase for the first time will be purchased only after approval by the Board of Education, which is in accordance with the provisions of the Connecticut General Statutes. We are requesting Board approval for the following textbook:

<u>Title</u>	<u>Grade(s)</u>	<u>Author</u>	<u>Copyright</u>
Building Citizenship: Civics & Economics	11/12	Remy, Patrick, Saffell, Clayton	2018

A copy of the textbook being requested was available for Board of Education review at the October 10, 2019 meeting. The Board is requested to approve the use of the textbook at the December 11, 2019 meeting.

Recommended Motion:

Move the Board of Education approve the textbook: *Building Citizenship: Civics & Economics* as recommended.

Attachment: Textbook Adoption Form

NEWINGTON PUBLIC SCHOOLS TEXTBOOK ADOPTION FORM

1. Title of Recommended Textbook **Building Citizenship: Civics & Economics**
2. Name of Author(s) **Remy, Patrick, Saffell, Clayton**
3. Name of Publisher **McGraw Hill Education**
4. Copyright Date **2018** 5. List Price **\$104.01 (Student Suite includes SE, 7-year digital text and resources)**
6. No. of Copies **30** 7. Total Cost **\$3,369.92**
8. Is this a revision of an earlier book? **No**
9. For what: Subject **American Government and Citizenship**
 Grade(s) **11/12**
 Purpose **Student Textbook**
10. What book does the recommended book supplement or replace?
 Title **2003 Magruder's American Government (Prentice Hall)**
11. List the books with which the recommended book has been compared.

<u>TITLE</u>	<u>PUBLISHER</u>	<u>COPYRIGHT DATE/LIST PRICE</u>
<i>Magruder's American Government</i>	Pearson	2016/\$109.97
<i>We the People: The Citizen and the Constitution Program</i>	We the People/Center for Civic Education	2007/\$29.00

12. State the reason for change in textbook and why the recommended book was selected (include how it aligns to the CT Core standards).


- Aligns to the Connecticut Social Studies Framework and the NPS American Government curriculum
- Text is in digital format as well as hard copy.
- Replaces a 2003 edition of a text purchased at time of earlier curriculum revision
- Readability suitable for college prep level course, for students who are below grade-level reading and ELL students.

13. Old textbooks made obsolete by this adoption:
 Title of old book **2003 Magruder's American Government**
 Publisher of old book **Prentice Hall**

Copyright date **2003** Number of copies **N/A** Date of Purchase **2005**

Approved by:


Coordinator


Director of Curriculum and Instruction


Assistant Superintendent

Board of Education Adoption Date

DEC 11 2019

F 9

DATE: December 6, 2019

TO: Members of the Board of Education

FROM: Facilities Committee

SUBJECT: **RECOMMENDED PUBLIC SCHOOL CAPITAL IMPROVEMENT
PROGRAM PROPOSAL FOR 2020 - 2025**

The Facilities Committee met on November 26, 2019. Attached is a summary of proposed Capital Improvement Projects through the year 2025. The Board will be asked to approve the recommended CIP proposal at the December 11, 2019 board meeting.

Recommended Motion:

Move the Board of Education approve the Capital Improvement projects for 2020 – 2025 to be funded through the Public School Capital Improvement Project Reserve Fund.

Draft - Pending BOE Approval
on December 11, 2019

NEWINGTON BOARD OF EDUCATION



2020 – 2025

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CAPITAL IMPROVEMENT PROGRAM

BACKGROUND

In November of 2006, the Town Council established the Capital Improvement Program Committee to develop recommendations for the funding and implementation of a multi-year capital improvement plan that would meet the capital and infrastructure needs of the town without increasing taxes. An annual sum of money was to be included in the operating budget, but capped to prevent any impact to taxes. This amount was set at \$6,300,000. The annually budgeted amount was to include all debt service first, with the remaining amount available for “Pay as you Go” projects. This strategy has served the Newington community well, as smaller capital projects have moved forward each year on a pay as you go basis, thereby minimizing the need to borrow money to fund large capital projects and the associated debt that goes with them. Most recently, the funding formula was changed to be 5.8% of the overall operating budget.

THE PROCESS

A Capital Improvement Program Committee composed of three members of the Town Council, and two members of the Board of Education, is appointed and charged with providing a framework for the planning, scheduling, and financing of the town’s multi-year capital improvement plan. Each year, with assistance from staff, the committee evaluates the capital needs of the town, prioritizes the requests of all town departments, and recommends a multi-year capital improvement plan to the Town Council. The Town Council then votes to accept the recommendation of the committee or to make adjustments prior to inclusion in the annual budget. Although the capital improvement plan spans multiple years, the funding commitment is only for the upcoming fiscal year. Each year the plan is evaluated and adjusted based on the needs of the town and the available funding up to the capped amount included in the budget.

CAPITAL PROJECTS

Each year the town manager requests a list of Capital Improvement Projects for the upcoming year as well as anticipated projections for the next five-years. A Town Capital Improvement Project as defined in the Town Charter, is a single project with of cost of \$25,000 or more, and a life expectancy of at least seven years. Projects that do not meet these criteria must be included in the operating budget. As an example, the annual replacement cycle of laptops/devices or network devices to maintain or improve the technology infrastructure would not generally qualify as a capital project. A proposal to construct an entirely new fiber optic technology infrastructure would qualify as a capital project provided its expected lifespan exceeded seven years. In recent years, a more liberal interpretation of the charter has allowed certain reserve funds be used to purchase buses, technology and equipment if the total of the “bundled” items met the criteria. The purchase of school buses and student computing devices meets both the \$25,000 and seven year thresholds and has qualified as Town capital projects the past three years.

RESERVE FUNDING

The Town of Newington maintains several reserve accounts for capital projects. The reserve accounts are managed by the Finance Director for the Town of Newington and provide a way to save money over time to fund larger capital projects. The finance director will typically invest the balance of the combined reserve accounts and credit the interest proportionately to each reserve account.

PUBLIC SCHOOL CAPITAL IMPROVEMENT PROJECTS RESERVE FUND

As per Town of Newington Code of Ordinances 48-14 et seq., the Public School Capital Improvement Project Reserve Fund accepts revenues from the following sources: a) investment earnings, b) income from school rental fees, c) tuition, and d) the annual appropriation of at least \$125,000 subject to the fund balance limit of \$1,200,000. The use of these revenues is limited to fund repairs, renovations, and/or minor additions at buildings and/or facilities maintained by the Board of Education that have a life expectancy of at least seven (7) years. Costs for projects funded through this mechanism must be at least \$15,000 but cannot exceed the fund balance limit. Any balance in excess of the fund balance limit of \$1,200,000 will be immediately returned to the Town.

2020 – 2025 PROPOSED PSCIP RESERVE FUND / FIVE YEAR CAPITAL IMPROVEMENT PLAN

This report provides a multi-year proposal for both the Public School Capital Improvement Reserve Fund as well as a list of capital project priorities for consideration to be included in the town's operating budget. The following pages include:

PUBLIC SCHOOL CAPITAL IMPROVEMENT RESERVE FUND

- HISTORIC USE OF THE PSCIP RESERVE FUND
- PROJECTED REVENUE AND RECOMMENDATIONS FOR RESERVE ACCOUNTS

TOWN CAPITAL IMPROVEMENT PROGRAM [PAYG (Pay As You Go) / POSSIBLE BONDING]

- LIST AND RATIONALE OF CAPITAL NEEDS WITH APPROXIMATE COSTS
- PLANNING MATRIX FOR PLAN DEVELOPMENT 2020 – 2025

HISTORIC USE OF THE PUBLIC SCHOOL CIP RESERVE FUND

The following table provides examples of prior years' use of the PSCIP fund:

PRIOR YEARS' USE OF CIP RESERVE FUND

PROJECT DESCRIPTION	AMOUNT
NHS South/East Parking Lot Resurfacing	\$157,075
Districtwide Technology Equipment	\$231,382
Districtwide Playground Renovations	\$134,023
Underground Storage Tank Removal	\$28,880
School Buses	\$354,732
Districtwide Lavatory Renovations	\$75,000
Districtwide Painting	\$65,000
Districtwide Security Devices	\$35,053
Districtwide Lighting Upgrades	\$24,016
Districtwide Flooring and Carpeting	\$50,000
MKMS Rooftop Chiller	\$150,000
JP Partial Roof Replacement	\$242,581
Garfield Street Bus Garage Remediation	\$1,452,947
Districtwide Furniture Replacement	\$19,711
Districtwide HVAC Replacements	101,068
RC Cafeteria Air Conditioning	\$49,436

Annual Routine Capital Expenditures

Annual district-wide painting, carpeting, security system enhancements, LED lighting project, furniture replacement, etc.

**PROJECTED USE OF THE PUBLIC SCHOOL CIP RESERVE FUND
FOR THE FISCAL YEARS 2019 – 2020 (Adopted) THROUGH 2024 – 2025 (Projected)**

Project Title	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Athletic Improvements	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Lavatory Improvements	\$25,000	\$75,000	\$0	\$0	\$0	\$0
Classroom / Academic Area Improvements	\$25,000	\$75,000	\$0	\$0	\$0	\$0
District-Wide HVAC Upgrades	\$15,000	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Carpet/Floor Replacement	\$15,000	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Furniture Upgrades	\$15,000	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Painting	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Playground Renovations	\$15,000	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000
District-Wide Security & Safety	\$15,000	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Technology	\$50,000	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000
District-Wide Lighting Improvements	\$25,000	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000
JWMS Wing Improvements – FF&E	\$0	\$0	\$0	\$0	\$0	\$0
District-Wide Roof Replacements	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Corridor/Exterior Doors	\$15,000	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Building Systems & Controls	\$0	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Environmental Services	\$0	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Sidewalks & Concrete	\$0	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000
District-Wide Electrical Infrastructure	\$0	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000
District-Wide Blacktop/Paving	\$15,000	\$100,000	\$15,000	\$15,000	\$15,000	\$15,000
Art Facility Renovations	\$50,000	\$0	\$0	\$0	\$0	\$0
District-Wide Vehicles	\$15,000	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
Town Hall FF&E	\$100,000	\$100,000	\$0	\$0	\$0	\$0
Total Projects	\$400,000	\$1,200,000	\$400,000	\$400,000	\$400,000	\$400,000

PROJECTED AND HISTORICAL REVENUES OF THE PUBLIC SCHOOL CIP RESERVE FUND
FOR THE FISCAL YEARS 2019 – 2020 (Adopted) THROUGH 2024 – 2025 (Projected)

Revenue Estimates	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Appropriation from General Fund	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Investment Income	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Tuition Receipts	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
School Rental Receipts	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000
Total Projected Revenue	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000

Historical Actual PSCIP Revenues	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Appropriation from General Fund	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Investment Income	\$1,321	\$1,471	\$2,170	\$6,122	\$14,513	\$22,127
Tuition Receipts	\$146,472	\$419,594	\$358,089	\$324,766	\$296,144	\$252,790
School Rental Receipts	\$68,914	\$66,459	\$75,539	\$65,167	\$98,562	\$129,207
Grant Revenues	\$0	\$0	\$0	\$0	\$1,409,871	\$0
Total Actual Revenues	\$341,708	\$612,524	\$560,798	\$521,056	\$1,944,090	\$529,124

**FIVE YEAR TOWN CAPITAL IMPROVEMENT PLAN – PAY AS YOU GO
FOR THE FISCAL YEARS 2020 - 2021 THROUGH 2024 – 2025**

2020 – 2025 TOWN CIP (PAYG)

PROJECT TITLE (PAYG)	COUNCIL ADOPTED		PROPOSED CAPITAL IMPROVEMENT PLAN			
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Appropriation to PSCIP Reserve	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
School Entrances (Security)			\$300,000	\$300,000	\$300,000	\$300,000
Roof Repair Reserve			\$300,000	\$300,000	\$300,000	\$300,000
Districtwide HVAC Replacement			\$100,000	\$100,000	\$100,000	\$100,000
Driveways, Parking Lots, & Sidewalks			\$50,000	\$50,000	\$50,000	\$50,000
Bus Replacement Program		\$492,000	\$492,000	\$492,000	\$492,000	\$492,000
Technology Reserve	\$188,828	\$188,828	\$188,828	\$188,828	\$188,828	\$188,828
Total TOWN CIP PAYG	\$313,828	\$805,828	\$1,555,828	\$1,555,828	\$1,555,828	\$1,552,828

2020 – 2025 Town CIP Possible Bonding Projects

PROJECT TITLE	Priority	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Anna Reynolds Renovate to New * (Renovate: 65,269sf x \$250=\$16,317,250) + (New Build: 10,000sf x \$500= \$5,000,000)	1	Referendum Prep	\$21,317,250			
John Wallace Middle School – All 3 Wing Reconfiguration Phases (New Grant Application)*	2		\$5,000,000			
NHS Turf Field (2) / Track Resurface	3			\$4,000,000		
Pre-School *	4			T/B/D		
Bus Garage	5			T/B/D		
John Paterson Renovate to New * (Renovate: 57,614 sf)	6					T/B/D
Martin Kellogg Renovate to New * (Renovate 122,902 sf)	7					T/B/D
Total Possible Bonding		\$0	\$26,317,250	\$4,000,000	\$0	\$0

* Potentially eligible for state school construction grant funding.

DEC 11 2019

F 10

DATE: December 6, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **BUDGET TRANSFERS 2019-2020**

During the fall of each year, it is necessary to adjust the various salary accounts based on personnel changes. Public Act 98-141 requires official action on this type of fund reallocation from one program area to another. The attached chart indicates the necessary reallocation of funds from one program to another.

Recommended Motion:

Move the Board of Education approve the reallocation of funds from one program line item to another as proposed by the Superintendent of Schools.

MLB:skp

<u>PROGRAM</u>	<u>Revised Budget</u>	<u>Current Budget</u>	<u>Required Adjustment</u>
1002 Art	\$740,845	\$785,349	(\$44,504)
1006 Workforce Development	\$738,619	\$767,623	(\$29,004)
1008 Education Technology	\$1,661,824	\$1,676,942	(\$15,118)
1012 Language Arts	\$4,202,882	\$4,219,892	(\$17,010)
1014 World Language	\$1,356,688	\$1,327,883	\$28,805
1020 Mathematics	\$4,388,868	\$4,405,877	(\$17,009)
1022 Music	\$1,207,168	\$1,204,568	\$2,600
1024 Wellness	\$1,540,399	\$1,540,249	\$150
1026 Reading	\$3,988,519	\$3,969,574	\$18,945
1028 Science	\$3,464,038	\$3,463,739	\$299
1029 STEM	\$603,646	\$636,253	(\$32,607)
1030 Social Studies	\$3,524,831	\$3,510,703	\$14,128
1190 Other Salaries	\$1,055,711	\$1,114,872	(\$59,161)
1200 Special Education	\$10,096,333	\$10,098,767	(\$2,434)
1205 Homebound	\$79,200	\$79,200	\$0
1300 Adult Education	\$104,461	\$104,461	\$0
2120 School Counseling	\$1,170,920	\$1,168,692	\$2,228
2130 Health/Nurses	\$659,206	\$679,969	(\$20,763)
2140 Psychological Services	\$1,257,029	\$1,126,964	\$130,065
2150 Speech & Hearing	\$690,637	\$686,713	\$3,924
2210 Curriculum Development	\$411,125	\$415,036	(\$3,911)
2220 Media/Library	\$828,765	\$828,765	\$0
2310 Board of Education	\$528,284	\$528,284	\$0
2320 Central Direction	\$1,769,251	\$1,766,776	\$2,475
2410 Building Direction	\$3,893,528	\$3,886,310	\$7,218
2590 General Supplies	\$269,357	\$269,367	(\$10)
2610 Maintenance	\$2,215,045	\$2,215,422	(\$377)
2620 Plant Operations	\$4,829,812	\$4,831,912	(\$2,100)
2700 Transportation	\$3,271,712	\$3,238,539	\$33,173
2810 Evaluation & Planning	\$94,210	\$94,210	\$0
2900 Insurance	\$811,910	\$811,910	\$0
2950 Employee Benefits	\$12,449,188	\$12,449,188	\$0
3210 Non Athletics	\$169,571	\$169,571	\$0
3220 Athletics	\$596,670	\$596,670	\$0
3300 Community Services	\$97,761	\$97,761	\$0
Overall Totals	\$74,768,011	\$74,768,011	\$0

DEC 11 2019

F 11

DATE: December 6, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **BOARD PRIORITIES 2019-2021**

The Board priorities for 2019-2021 will be provided at the December 11, 2019 Board of Education meeting.

MLB:skp

DEC 11 2019

F 12

DATE: December 6, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: REQUIRED 403(B) PLAN AMENDMENT

As part of its employee benefits program, the Board of Education offers everyone the ability to establish a pre-tax retirement savings account that is 100% employee funded. New IRS regulations have changed which requires that the Board of Education takes formal action adopting these changes with respect to Part Time Employee Eligibility and Hardship Distributions. These modifications go into effect January 1, 2020.

A copy of the plan amendment is attached for review and board action.

Recommended Motion:

Move that the Newington Board of Education approve the required Hardship and Eligibility Amendments to the Newington Board of Education 403(b) Retirement Plan as outlined by the 3rd Party Administrator of the plan, U.S. OMNI.

HARDSHIP AND ELIGIBILITY AMENDMENTS TO
THE Newington Board of Education
403(b) RETIREMENT PLAN

WHEREAS, the Newington Board of Education (“Plan Sponsor”) maintains the Newington Board of Education 403(b) Retirement Plan (“Plan”); and

WHEREAS, pursuant to Rev. Procs. 2013-22 and 2019-39, and IRS Notice 2018-95, the Plan Sponsor amends the plan documents in a good faith effort to meet the requirements of law, regulations or other issuances regarding eligibility requirements and hardship distributions; and

WHEREAS, this amendment is intended as a good faith effort to comply with the requirements of eligibility to participate in the Plan and hardship distribution final regulations and is to be construed in accordance with the same. Both the Amendment and the eligibility and hardship distribution final regulations will supersede any inconsistent Plan provisions;

NOW, THEREFORE, BE IT RESOLVED that the “Note” provisions set forth in the Adoption Agreement, “Employee Eligibility” is hereby restated and amended to read as follows:

[Note: An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12-month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12-month period shall then be eligible to participate in the Plan. Once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. Careful attention must be paid to compliance with the 20-hour rule by the District as it is necessary to the tax-qualification of the Plan.]

[Note: Persons occupying an elected or appointive public office are not eligible for the Plan unless such office is one to which the individual is elected or appointed only if the individual has received training, or is experienced, in the field of education.]

BE IT FURTHER RESOLVED that the “Note” provision set forth in the Adoption Agreement, “Hardship Distributions” is hereby restated and amended to read as follows:

[Note: if hardship distributions under the Plan are allowed, the Plan and Vendors will apply the IRS "safe harbor" rules for such distributions. Effective 1/1/2020, the plan will no longer suspend elective contributions following a hardship withdrawal. See section 5.5 of the Plan for more information.]

BE IT FURTHER RESOLVED that section 5.5 of the Basic Plan Document, “Hardship Withdrawals” is hereby restated and amended to read as follows:

5.5 Hardship Withdrawals

(a) Hardship withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship.

(b) The Individual Agreements shall provide for the exchange of information among the Employer or Employer’s agent and the Service Provider(s) to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant’s financial need (pursuant to Section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations). In addition, in the case of a hardship withdrawal that is not automatically deemed to be

necessary to satisfy the financial need (pursuant to Section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Service Provider shall obtain information from the Employer or other Service Provider(s) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need.

(c) Safe Harbor Contributions/ONECs/QMACs. Effective 1/1/2020, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan and not held in a Custodial Account.

(d) Amount Necessary to Satisfy Need Requirement. Effective 1/1/2020, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed below are met:

i. The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);

ii. The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and

iii. The Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.

(e) Six-Month Suspension. Effective 1/1/2020, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution.

(f) Loan Requirement. Effective 1/1/2020, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.

(g) Modification of Repair Expense. Between 1/1/18 and 2/17/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6) and Basic Plan Document 5.5(g)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165. Effective 2/19/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).

(h) New Safe Harbor Financial Need Provision. Effective 1/1/2020, the following immediate and heavy financial need will be considered as a safe harbor criteria for hardship distributions in addition to the safe harbor financial need provisions outlined in 5.5(g) of the Basic Plan Document and §1.401(k) - 1(d)(3)(iii)(B):

i. Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

IN WITNESS WHEREOF, the Plan Sponsor has caused this Resolution and Amendment to be adopted this ____ day of _____, 2019.

Newington Board of Education

By: _____

DEC 11 2019

F 13

DATE: December 6, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **MEETING CANCELLATION**

The Board of Education has an informational meeting scheduled on Wednesday, January 15, 2020. Presently, there is no business scheduled for the Wednesday, January 15, 2020 meeting, therefore, this meeting can be cancelled.

Recommended Motion:

Move the Board of Education cancel the Board of Education meeting scheduled for Wednesday, January 15, 2020.

MLB:skp